



The Jewish Center

B'nai Mitzvah Program

Handbook



B'nai Mitzvah Handbook
The Jewish Center

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PLANNING AND PREPARATORY STUDY

MAZAL TOV!

Mazal Tov from everyone at The Jewish Center on the forthcoming Bar/Bat Mitzvah celebration in your family! Becoming a Bar/Bat Mitzvah is a momentous occasion. This ceremony marks your child's coming of age in the Jewish tradition and we are so pleased that your family will be celebrating this milestone at The Jewish Center.

This Handbook is designed to help you observe and celebrate your upcoming simcha in a way that is joyous, meaningful, and in keeping with our Jewish tradition and the customs of The Jewish Center. Our Rabbis, Director of Administration, Religious School Principal, and Ritual Director are always available to address any additional questions or concerns you might have.

1. People to Contact

Rabbi Adam Feldman afeldman@thejewishcenter.org	609-921-0100 ext. 203
Rabbi Annie Tucker atucker@thejewishcenter.org	609-921-0100 ext. 213
Amy Rubin, Director of Administration arubin@thejewishcenter.org	609-921-0100 ext. 205
Gila Levin, Principal, Religious School glevin@thejewishcenter.com	609-921-0100 ext. 220
Hazzan Mike Weis, Ritual Director mweis@thejewishcenter.org	609-921-0100 ext. 208

2. Introduction

Jewish tradition teaches that at thirteen a child reaches the age of mitzvot. He or she takes on the religious duties of an adult, performing specific commandments and assuming the responsibilities prescribed by Jewish law (Halakha). In our times, Jews recognize and celebrate this religious coming of age in the synagogue in the presence of the congregation. During the Shabbat service, the Bar/Bat Mitzvah is called to the Torah to recite the traditional blessings, chant from the Torah, and chant a Haftarah. A light lobby Kiddush or luncheon in the Social Hall for the congregation usually follows the service.

Thus, the Bar/Bat Mitzvah celebration is a joyous experience for the young person, family, and friends; also, it is a rite of passage that is observed communally. Further, it serves as an incentive for

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learning, which we hope will be ongoing in the Bar/Bat Mitzvah's life as an adult Jew. We urge you to remember that your child's Bar/Bat Mitzvah celebration is, first and foremost, a religious event.

Hence, there are two important principles underlying all B'nai Mitzvah celebrations at The Jewish Center:

- The religious service is the central element of the day. It follows Jewish law and tradition.
- A Bar/Bat Mitzvah observance is a congregational event. The congregation is proud to bear witness as children become adult-participating members of our community. The Jewish Center is pleased to welcome your friends and relatives to our Shabbat service and to have them join us in prayer, song, and celebration.

3. Criteria

A child becoming a Bar/Bat Mitzvah at The Jewish Center must: 1) be born of a Jewish mother or have been traditionally converted and 2) be currently enrolled in and have attended in the past an acceptable Jewish education program, including The Jewish Center Religious School, Solomon Schechter Day School of Raritan Valley, or the Abrams Hebrew Academy.

We expect students to complete four activities during the year preceding the B'nai Mitzvah celebration:

- attend Shabbat morning services regularly along with their parents (see section 7)
- perform ten hours of individual community service (see section 8)
- develop a written D'var Torah—a two to three minute speech about the meaning of that week's Torah portion or Haftarah (see section 9).
- use this special time to help less fortunate people in our community by contributing tzedakah (see section 10).

Families joining The Jewish Center in the last few months before a child reaches Bar/Bat Mitzvah age should contact the Ritual Director to discuss options. If you have any questions about this policy or need more information, please call Rabbi Feldman.

Additionally, we expect families to be current in their payments to The Jewish Center before dates are assigned, before commencing tutoring, and before a B'nai Mitzvah celebration can take place. Alternative arrangements must be made by calling the Director of Administration at (609) 921-0100, ext. 205.

4. Assignment of Dates

The Jewish Center policy is to celebrate the Bar/Bat Mitzvah at a Shabbat service as soon after the child's thirteenth birthday on the Hebrew calendar as possible. If family circumstances require a special date, you may request a date (after the child's 13th Hebrew birthday) in writing to the Ritual Director well in advance of the time of the assignment. We try to honor such requests, although in a year when there are many candidates, this may be difficult.

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A meeting will be held approximately 2 to 2½ years before your child's Bar/Bat Mitzvah, to introduce our B'nai Mitzvah program to you, the parents, usually in November. In August before this meeting, families will receive a recommended date suggested by the Ritual Director. At the meeting you will receive a Date Acceptance form with your assigned date. No date will be considered secure until that form has been completed and returned. Any requested change to the date must be made in writing to the Ritual Director.

As a reminder, we expect families to be current in all of their payments to The Jewish Center before dates are assigned, before commencing tutoring, **and** before a B'nai Mitzvah celebration can take place. Call the Director of Administration at (609) 921-0100, ext. 205 if you have any concerns on this topic.

5. The Religious School Connection and Criteria

Preparation for the B'nai Mitzvah begins years before the actual event. Children must be enrolled in a Religious School by Kitah Gimmel (Grade 3). Students will study Hebrew reading, rituals, history, values, and prayers that will provide them with a solid background of Jewish content. They will also receive instruction in all the t'fillot in the Zayin year.

All students must attend a tropes (cantillation) class, which teaches how to chant Torah and Haftarah. Children will be assigned to tropes class approximately one year before their event. Students who attend Jewish day school must also take the tropes class. Satisfactory completion of the material covered in the tropes class is required before the student may begin working with the cantor or tutors.

Students in the Religious School are required to attend one trimester a year of Shabbat morning services and classes. Day School students must also attend Shabbat morning services.

6. B'nai Mitzvah Tutoring

When tutoring begins, the Ritual Director will schedule an appointment with you as the parent or guardian to discuss any questions or concerns. This meeting will also cover your responsibilities in the process and a more detailed timeline for preparations. We appreciate, and will keep confidential, any information you can provide about your child's learning style and how we can best teach him or her. In addition, you and your child will meet two times with our Rabbis to study the assigned parashah together and to discuss writing a D'var Torah and other related subjects.

The B'nai Mitzvah preparation program includes materials and tutoring, beginning approximately seven months before the event. A special fee is charged for the program. No one is denied access to The Jewish Center for financial reasons. Simply let us know, in strict confidence, if that is an issue. Send a note in an envelope marked "Confidential" to the attention of the Financial Secretary or the Director of Administration.

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At the beginning of the tropes class each student will receive the following:

- A CD of his/her Torah portion, Haftarah portion, the trope melodies and blessings.
- A booklet containing the Haftarah text for their particular date. A fee of \$5 will be charged if this must be replaced. This fee will also be charged if a B'nai Mitzvah date is changed at the family's request and the original booklet is not in condition to be exchanged.

Due to the large number of B'nai Mitzvah candidates, we regret that the above materials cannot be made available before the start of tutoring. Remember that Torah and Haftarah portions are always available in the humash, which may be found in the Jewish Center's Library and is available for purchase from the Gift Shop.

Each student will receive 24 private half-hour lessons at The Jewish Center over a seven-month period. The tutoring program is designed to provide supervised practice of skills learned in Religious School and tropes class. **Please bear in mind that the responsibility for learning the material rests first and foremost with your child under your supervision.** For the first phase of tutoring, your child will attend 16 weekly sessions focusing on fluent reading and chanting of the texts. For the remainder of the training time, approximately two months, your child will refine the chanting of the text and liturgy with the Ritual Director.

The Religious School will notify the Ritual Director about students identified as having special needs. Those students will receive special tutoring and may begin lessons earlier than others. A special fee applies for any additional lessons. If you feel that your child has special needs that have not been previously identified to the Religious School, please contact the Ritual Director.

Because of time and staffing constraints, we cannot guarantee that sessions missed (except for illness or emergency) will be made up. If the date of the event is changed at your request, tutoring sessions already provided will still count toward the balance of lessons. Additional lessons covering the replacement material will be charged separately.

The tutor will contact you to arrange a tutoring schedule. Your child's Religious School class time may not be used for B'nai Mitzvah tutoring. We also cannot guarantee that tutoring times will be contiguous with Religious School attendance times, although we will try our best to make times as convenient as possible.

You are invited and encouraged to attend your child's tutoring sessions. If you have any concerns about your child's progress, speak to the Ritual Director. The Ritual Director can recommend private tutors for students whose parents want them to receive additional tutoring beyond what The Jewish Center program can provide.

7. Synagogue Attendance

Attending services helps familiarize you and your child with the prayers and organization of the Shabbat service, and also helps to make your child feel comfortable as part of the congregation. For

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these reasons we strongly encourage you to attend services regularly with your child. If you have requested a Mincha B'nai Mitzvah, we encourage you to attend at least one Shabbat Mincha service before your date, as well.

8. Hesed (Community Service) Requirement

All students in the year preceding their B'nai Mitzvah are required to perform ten hours of individual community service as an expression of the central Jewish values of Tikkun Olam (repairing the world) and Gemilut Hasadim (acts of kindness).

A teacher will supervise students so the project is completed no later than six weeks before the B'nai Mitzvah date, and their report on the project should be ready for the meeting with the Rabbis (approximately one month before the Bar/Bat Mitzvah). The teacher will work during the summer with students whose events fall during the summer or early autumn. (The Religious School distributes the Hesed project guidelines separately.)

At the Friday evening Kabbalat Shabbat service before the B'nai Mitzvah ceremony, your child will give a brief presentation on his or her Hesed project.

9. D'var Torah

Every student will have one meeting with both of our Rabbis during the three months before his or her event to study together the student's parashah and to begin developing a written D'var Torah—a two to three minute speech about the meaning of that week's Torah portion or Haftarah, which they will deliver during their B'nai mitzvah service. You are encouraged to participate in all meetings and also to study your child's parashah at home as a family before meeting with the Rabbis. This brief D'var Torah should be prepared prior to the last meeting with the Rabbis (approximately one month before the event). The Ritual Director will contact you approximately four months before the event to begin this part of the process.

10. Tzedakah

We encourage all of our students and families to consider using this special time to help less fortunate people in our community by contributing tzedakah. Your child may wish to designate in advance a favorite Jewish organization or foundation to which he or she will contribute a certain portion of the monetary gifts received. Many B'nai Mitzvah families also choose to contribute to tzedakah in honor of their simcha. A list of organizations can be obtained from the Ritual Director.

11. Meeting with the Rabbis

Rabbi Feldman and Rabbi Tucker will meet with each student and his or her family approximately three months before the event to study the parashah and work on writing the D'var Torah, and one

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month before to discuss the service, and to read the D'var Torah and Hesed report. The Rabbis will alternate so each family will have the chance to speak with both Rabbis. The Ritual Director will arrange the dates and times of these appointments approximately four months in advance. The meetings should be viewed as an opportunity for you to share personal thoughts with the Rabbis as well as a discussion of the student's D'var Torah. Feel free to ask the Rabbis any questions about the service or to raise any personal concerns. This will also be the time to review which family members may be participating in the service and to discuss the service itself.

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12. Friday Evening

Attendance at the Friday night Kabbalat Shabbat service is required for all B'nai Mitzvah students and their families the weekend of the celebration, whether they will be called to the Torah on Shabbat morning or during Mincha. Friday evening services begin at 6:30 p.m. in the Beit Midrash. Please encourage your guests to be prompt. You should arrive early to greet them.

The Friday evening service (Kabbalat Shabbat) is led by The Jewish Center clergy. Your child will chant the Kiddush blessing and give a short report on the Hesed project he or she completed. There is no requirement to provide light oneg refreshments for the congregation to follow the service; however, should you wish to do so these must be pareve and must be delivered to The Jewish Center before 3:00 p.m. on Friday. Any foods or beverages brought into The Jewish Center must comply with our Kashrut guidelines, which are included in the Appendix. Please note that challot are not required on Friday night. The Oneg – to be enjoyed after Kabbalat Shabbat services – must be completely set up by 6:15 p.m., before the service begins.

Many families have out-of-town guests attending services on Friday night. It is a popular practice to hold a Shabbat dinner in The Jewish Center Adult Library for visiting family and friends after services. Families may provide food from an approved caterer (see list in Appendix). Contact the Director of Administration if you are interested in this option.

13. Saturday (Shabbat) Morning Celebrations

Services begin promptly at 9:45 a.m. **Please arrive by 9:30 a.m.** Please advise your guests to be early if you wish to greet them before services so the service can begin on time. Inform them of expected behavior and appropriate attire. We encourage you to include decorum information with your invitation or as an e-mail to your guests (also see section 29, "Shabbat Etiquette at The Jewish Center"). A sample decorum/directions card is available from the Director of Administration, in PDF formats. Shabbat Worship Guides are available in the Sanctuary; personalized programs are not

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permitted. We will, however, list your identified Aliyah honorees in our regular Shabbat bulletin as we do every Shabbat with any honorees identified in advance. The names of your honorees must be submitted by 5:00 p.m. on the Tuesday before your Shabbat simcha.

All men and boys must wear a kippah (yarmulke/head covering) in The Jewish Center; Jewish men are encouraged to wear a tallit in the Sanctuary during the service. Jewish women are encouraged to wear a kippah or tallit, or both. A kippah and tallit are required for all men who come up to the bimah. Kippot and tallitot (talleisim) are available in the Lobby. (You may wish to provide your own kippot in honor of the occasion. Please consult the Director of Administration for more information.)

14. Kiddush After the Service

An important part of our Shabbat celebration is having an opportunity to gather as a congregation after services for a traditional Kiddush; we look forward to celebrating your simcha with you, your family and your guests at that time. The Kiddush may be organized in one of two ways: (1) Your family may choose to sponsor a full congregational Kiddush luncheon in the Social Hall, or (2) The Jewish Center will arrange for a Kiddush either in the lobby or the Social Hall.

We encourage families to fully sponsor a congregational Kiddush luncheon in the Social Hall so our Shabbat service congregants and your family and guests can have more time to relax and share in your simcha together. Families who do this find it to be a very important and enjoyable part of their B'nai Mitzvah celebration. If you choose to fully sponsor a congregational Kiddush luncheon you will receive a credit for a portion of your B'nai Mitzvah fee toward the cost of the luncheon, and you may choose the caterer (from our list of approved kosher caterers) and the menu (from very simple to more elaborate, and either dairy, pareve or meat). Please coordinate the details of the congregational Kiddush luncheon with our Director of Administration.

If you do not choose to fully sponsor a Kiddush luncheon, The Jewish Center will arrange for a congregational Kiddush at the conclusion of the service, in one of two ways:

(1) A casual Kiddush in the Social Hall with seating (or rarely in the lobby without seating if the Social Hall is booked). This provides a way for our congregation to mingle after services and greet you and your family while having a light snack. Your B'nai Mitzvah fee includes your contribution toward the cost of the light Kiddush and we assume that you will have no more than 75 guests joining us, in addition to our regular Shabbat attendees.

(2) A more substantial luncheon generally served in the Social Hall. At times, this will occur when there is another special occasion (i.e., a baby naming, anniversary, pre-wedding aufruf, etc.) in addition to your Bar/Bat Mitzvah. Once again, we assume that you will have no more than 75 guests joining us, in addition to our regular Shabbat attendees; your B'nai Mitzvah fee includes your contribution toward the cost of the luncheon.

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Whether The Jewish Center arranges for a light Kiddush in the lobby or a Kiddush luncheon in the Social Hall, if you expect to have more than 75 guests joining us, you must make arrangements at least one month in advance with our Director of Administration so we can be sure to have adequate food and drinks. There will be an additional charge for the larger number of guests.

Last, if you choose to have a private luncheon or a party in the Social Hall for your guests, we still look forward to having you and your guests join our other Shabbat attendees for the light Kiddush in the lobby. Your private luncheon or your party may begin only after the lobby Kiddush, and at least one hour after services are over. Please speak with our Director of Administration about how best to coordinate these two activities.

On any given Shabbat there may be a baby naming, anniversary, pre-wedding aufruf, or other special occasion; on these occasions expenses for the Kiddush (of either type) may be shared among participating families. Please check with the Director of Administration to find out if anything else is scheduled for your particular date and if so, how to coordinate with the others involved.

15. Mincha (Saturday afternoon) Celebration

If you have made special arrangements for a Mincha celebration, please be aware of the following:

- The starting time for the Mincha B'nai Mitzvah celebration may be 4:30 p.m. or 5:30 p.m. depending on the time of year. The typical Mincha service takes approximately one hour.
- Your child's participation begins promptly at the beginning of the service. Please encourage guests to arrive promptly. **Everyone should be in their seats before the service begins.** We recommend that your invitation state a starting time 15 minutes before the actual start of the service.
- As in every Shabbat service, all men and boys must wear a kippah (yarmulke). Jewish women are encouraged to wear a kippah as well. A kippah and tallit are required for all men who come up for an honor, but otherwise men are not required to wear a tallit during the Mincha service. Kippot and tallitot (talleisim) are available in the Lobby. (You may wish to provide your own kippot in honor of the occasion. Please consult the Director of Administration for more information.)

16. Participation in the Service by the B'nai Mitzvah: Shabbat Morning

In addition to their participation in the Friday night service, all students perform the following at the Shabbat morning service:

- Tallit Blessing (see Appendix B)
- Anim Z'mirot: The student may choose friends or family members to accompany him or her on the bimah for this prayer, "The Hymn of Glory."
- Torah Blessings (see Appendix D)

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- Hatzi Kaddish
- Torah reading
- Haftarah
- D'var Torah
- Ashrey: For this prayer the student will be joined by the B'nai Mitzvah from the previous Shabbat and the following Shabbat.

The tutor will teach the following parts of the service in the order designated below. Once the tutor is satisfied with level Alef, the student can move on to level Bet and, possibly, to higher levels:

- Level Alef: Haftarah Blessings and Haftarah Text
- Level Bet: Maftir Reading
- Level Gimmel: Shivii (Seventh) Aliyah
- Level Daled: Torah Service: Ein Kamocha and Y'hallelu prayers
- Level Hey: Musaf Service

17. Participation in the Service by the B'nai Mitzvah: Shabbat Mincha

In addition to their participation in the Friday night service, all students are required to perform the following at the Shabbat Mincha service:

- Tallit Blessing (see Appendix B)
- Ashrey
- Hatzi Kaddish
- Torah Service
- D'var Torah
- Torah Blessings (see Appendix D)
- Torah Readings

The tutor will teach the following parts of the service in the order designated below. Once the tutor is satisfied with level Alef, the student can move on to level Bet and, possibly, to higher levels:

- Level Alef: Shilishi (Third) Torah Reading
- Level Bet: Sheni (Second) Aliyah
- Level Gimmel: Rishon (First) Aliyah
- Level Daled: Musaf service

18. Participation in the Service by Family and Friends

At least two months before the celebration, the Ritual Director will meet with the parents to make arrangements for family participation in the service. Many options are available to the family of the

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B'nai Mitzvah for their own participation and for honoring relatives and friends. The forms for assigning honors for Shabbat morning or Mincha services are included in the Appendix.

Honors may be given only to Jewish participants over thirteen years old. Please remind all those receiving honors that all adult males are required (and females are encouraged) to wear a tallit when going onto the bimah.

- Aliyot: Five of the eight aliyot, including the Maftir (#8), are reserved for the B'nai Mitzvah families. The aliyah honor involves going up to the bimah and chanting the blessings before and after the Torah is read. An aliyah may be assigned to one or two people. (The blessings appear in Appendix D.) Please leave any three aliyot blank (typically the first three); these will be assigned to congregants by the Ritual Director or Rabbis. If your child will be celebrating at a Shabbat Mincha service, there are only three aliyot, all available to the family, the last of which is reserved for the B'nai Mitzvah.
- Torah Reading: The development of the child's Torah reading skills is covered during the tutoring process. It is equally important that all other Torah readers – family members, friends, or other congregants – also be prepared to read Torah correctly. This means the ability to read from the Torah on the bimah without consulting supplementary papers or a Humash.
 - It is our obligation to make sure that anyone who reads Torah does so accurately; the words must be pronounced correctly and, ideally, the proper trope should be used throughout. To insure that this happens, we require that everyone who will be reading Torah have a practice session with the Ritual Director one month before the Bar/Bat Mitzvah. This includes any out-of-town guests, for whom a read-through must be done by telephone before the Bar/Bat Mitzvah. We do not have the capability to coach out-of-town readers. If it is determined that there will be difficulty reading correctly, the Ritual Director will need the additional time to recruit and prepare replacement readers.
- Ark Opening (p'tiha): One or two people may be assigned for each of the four p'tiha honors.
- G'lilah: One person may dress the Torah with its cover and ornaments, as directed by the Gabbai on the bimah. Please note that Hagbahah, the honor of lifting the Torah, is reserved for a trained member of the congregation.

The parents may elect to give a blessing expressing their Jewish aspirations for their child's future upon presentation of the tallit at the beginning of the service. Please consult with the Ritual Director for appropriate blessings for this purpose. All parents are welcome to participate in the service by presenting the tallit, reciting the Shehecheyanu prayer and reading the chosen blessing in English, as well as standing on the bimah for the priestly blessing.

It is important for families to assign honors well in advance of the celebration. Especially when people are not familiar with our services, they need to know exactly what the honor entails and

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approximately when it occurs in the service. A form describing the honors is included in Appendix G; please copy it and send it to your honorees. The Ritual Director can provide you with CDs to help people prepare for the aliyah blessings and Torah readings. Please complete the honors form, which appears in this handbook, including the English and Hebrew names of all the people you have chosen to receive honors. Please return this form to the Ritual Director at least one month before the day of your Bar/Bat Mitzvah. If the honors sheet is not returned on time, the honors will be given to other congregants.

19. Shabbat at The Jewish Center

Shabbat is a day of rest and celebration, a day set apart from the other six days of the week. Our congregation has established standards to help us create an atmosphere of sanctity and dignity for The Jewish Center on Shabbat. We appreciate your cooperation and that of your guests in the following:

- Dress in the Sanctuary should be appropriate for worship. Modesty is appreciated. Women should have their shoulders covered.
- All men must wear a head covering (kippah) at all times inside the synagogue, and all Jewish men are encouraged put on a tallit for the service. These are provided in the Lobby. The wearing of a head covering and tallit is encouraged for Jewish women.
- The Jewish Center is a nonsmoking facility in the building and elsewhere on the grounds at all times.
- The use of cell phones, pagers, smart phones, cameras, electronic games, and other electronic equipment is not permitted anywhere at The Jewish Center on Shabbat or during any service. In particular, no one who goes onto the bimah should be carrying a smart phone (e.g., Blackberry or iPhone) that is turned on; it will interfere with our audio system.
 - Please ask guests to arrange transportation needs before arriving at The Jewish Center so they can avoid using cell phones for this purpose either in the building or elsewhere on the grounds.
- Amplification equipment to assist persons with hearing impairment is available in the Sanctuary. Please arrange this in advance with the Director of Administration.
- Please do not enter or leave the Sanctuary during the Torah processions, when the congregation is standing, or during the Rabbi's sermon.

While we welcome the many friends of our B'nai Mitzvah, please advise your guests in advance about observing appropriate rules of behavior while at The Jewish Center.

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USE OF THE JEWISH CENTER FACILITIES

The Kiddush provided by the family serves important religious and social functions. The time we share at the Kiddush enables our members to know each other better and strengthens our bonds as a community. To preserve the traditional sanctity of Shabbat, if you are having a private party in the Social Hall, we remind you of the following:

- The party may not begin until one hour after services are concluded.
- Your caterer should set up as quietly as possible while our service is underway.
- Your disc jockey or band must wait until the service has ended to begin setting up and must wait one hour to begin playing music.
- The taking of photos is permitted only in the Social Hall, beginning one hour after services are concluded. Other than that, photography, photography production/printing, caricaturing, audio-visual, and audio recording are not permitted in the Sanctuary, synagogue buildings or elsewhere on the grounds on Shabbat. For private dinners held on Friday night in The Jewish Center, photographs may only be taken in the room where the dinner is served.
- Candle lighting and sign-in boards are allowed on Saturday only after sundown. (In the afternoon, small flags or flowers may be substituted for candles.)

20. Shabbat Afternoon at The Jewish Center

For the Mincha (afternoon) service, the same general rules of attire and conduct apply as above. The following pertains to Mincha only:

- No Kiddush is required.
- Parties, photography, and music may begin immediately after the service.

21. Catering at The Jewish Center

The Jewish Center Social Hall is an ideal site for your B'nai Mitzvah celebration. The many options include (but are not necessarily limited to) a private Friday evening Shabbat dinner, a private party or luncheon after the congregational Kiddush, a Saturday evening party, or a Sunday afternoon or evening party.

Some families choose to host a Kiddush buffet or luncheon for the assembled congregation and their guests in place of the congregational Kiddush followed by a separate private party. (There is no rental or kitchen fee for the Social Hall if you choose to host a congregational Kiddush luncheon, but a rental and kitchen fees apply for all private parties.) The Director of Administration can provide you with information about the various options. She will also discuss our current rental fees, and review guidelines for kashrut and our list of approved caterers. **All food, decorations, equipment and**

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supplies must be delivered before 3:00 p.m. on Friday. Contact the Director of Administration as early as possible to reserve the space.

22. Decorations: Flowers and Tzedakah Baskets

The B'nai Mitzvah families may provide fresh or dried flowers or plants for the bimah, as well as a centerpiece for the Kiddush table in the lobby. Flower baskets may be placed on the upper bimah, and/or in the lobby; we request that there not be any decorations on the lower bimah. It is also possible to place decorative, symbolic food baskets on the bimah or in the lobby in place of flowers. These baskets are available from Jewish Family and Children's Service (JFCS) of Mercer County. JFCS is the only program to supply baskets filled with Kosher food. The funds contributed for the food baskets go to feed the hungry in our community; for more information, call 609-987-8100. Bimah and Kiddush table flowers must remain at The Jewish Center after the service until Shabbat has concluded. If there is another occasion on the Shabbat of your child's Bar/Bat Mitzvah, the cost of these may be shared. As a courtesy to clergy and congregants with allergies, we require that you avoid intensely fragrant flowers, such as lilies. We encourage you to choose roses from Israel in flower arrangements; an Internet search will turn up many providers for you to consider.

23. Kippot and Birkat Ha-Mazon booklets

While not required, personalized kippot and Birkat Ha-Mazon (Grace after Meals) booklets printed with the Bar/Bat Mitzvah's name and celebration date may be provided by the family. These must be delivered to The Jewish Center by 3:00 p.m. on Friday, and not brought in on Shabbat.

24. Shabbat Deliveries or Removals Prohibited

Deliveries to The Jewish center are prohibited on Shabbat. That is why we require all deliveries to be made no later than 3:00 p.m. on Friday. Similarly, no items (such as leftover food, gifts, catering equipment, etc.) may be taken out of The Jewish Center while it is still Shabbat. Please make sure that all involved (family, guests, caterer, florist and others) are aware of this policy. If you have any questions, please discuss this important requirement in advance with the Director of Administration, who can also provide you with information about where to donate your leftovers after Shabbat, should you desire to do so.

25. The Final Rehearsal

The final rehearsal will take place in the Sanctuary on an evening during the week preceding the celebration, normally on Tuesday evening. Please confirm this time directly with the Ritual Director approximately one month before the B'nai Mitzvah date. If you wish to have photographs taken in the Sanctuary setting they may be done before or after the rehearsal. Please arrange this with the Ritual

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Director to avoid scheduling conflicts. Photography is prohibited in the Sanctuary on Shabbat. If you want to arrange for photography at another time, please check with the Director of Administration at least one month in advance to confirm availability of the Sanctuary and to make other arrangements.

The Friday of your B'nai Mitzvah weekend should be a day to finish preparations early, so that the entire family can begin this most special Shabbat in an atmosphere of peace and joy. We know that this occasion will create a lifetime of rich memories for you, your child and your entire family.

26. Additional Important Information

- Please remember that all Jewish Center fees and dues must be current before the start of your child's Bar/Bat Mitzvah preparation, and again 60 days before your event. Rental fees must be paid in advance. If you have any questions concerning your account, please contact the Director of Administration at The Jewish Center office.
- The Sanctuary provides comfortable seating for approximately 350 guests.
- Please remember, too, that your guests should remain at all times in the area of the Social Hall, Main Lobby, Parking Lot Lobby, and restrooms. (The Youth Lounge, Library, Beit Midrash, and Choir Room are off limits during the B'nai Mitzvah party unless prior arrangements have been made with the Director of Administration. These arrangements must be made well in advance of the date of the party.)
- Do not leave gifts unattended! Ask a friend or your coatroom attendant to keep the presents in a safe location.
- If you have a private party at The Jewish Center, we provide a custodian who will be in the building during the event. However, should your guest list include more than fifty children, please arrange for a security guard to be in attendance. Arrangements for coatroom attendants and other "party helpers" can be made independently.
- According to Jewish Center policy, candy tossing is permitted during B'nai Mitzvah services according to guidelines listed in Appendix I.

27. Recommended Books and Resources

The entire Jewish Center staff is eager to help you plan and conduct a celebration that will be meaningful and memorable. Do consult with them as often as necessary. There are also a number of books offering guidance in how to plan a B'nai Mitzvah celebration. The following are all available in The Jewish Center Library:

- Rabbi Jeffrey Salkin, *Putting God on the Guest List*
- Seymour Rossell, *The Bar/Bat Mitzvah Handbook-A Spiritual Journey*

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- Alice K. Lanckton, *Bar Mitzvah Mother's Manual* (includes a chapter on children with special needs)
- Rabbi Bradley Artson, *It's a Mitzvah*
- Mildred Brill Schorr, *The Ultimate B'nai Mitzvah Handbook: A Planning Guide and Handbook* (spiral-bound edition available for \$15 at The Jewish Center)

28. Timeline for B'nai Mitzvah Planning

All dates are approximate.

2 to 2 1/2 years before event

- Parents of future B'nai Mitzvah students meet with Rabbi Feldman and the Religious School Principal to talk about the B'nai Mitzvah process and discuss details including date and time alternatives and use of The Jewish Center's facilities
- Dates are assigned by the Ritual Director

1 year before event

- Child begins tropes class
- Parents attend a general meeting with Rabbi Feldman, Rabbi Tucker, Principal Gila Levin and other staff involved in the process to discuss all aspects of the B'nai Mitzvah Program
- Discuss with Director of Administration any arrangements involving Jewish Center facilities, including catering criteria
- Child continues to fulfill requirements to attend Shabbat morning services and classes at The Jewish Center
- Parents and child participate in the Vav Family B'nai Mitzvah Sunday morning series with Rabbi Feldman and Rabbi Tucker
- Child meets with Wilma Solomon (e-mail: wsolomon84@gmail.com) to begin Hesed community service project

7 months before event

- Child begins tutoring: reading of and tropes for Torah portion and Haftarah (blessings and liturgy may be included)

6 months before event

- Parent handbook meeting with the Ritual Director

2 months before event

- Family meets with the Rabbis to study the child's parashah and to plan for writing a D'var Torah
- Family meets with tutor to evaluate what additional parts of the service the child will lead and to review the child's progress

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- Child begins tutoring with the Ritual Director

6 weeks before event

- Child completes Hessed project and finalizes report with Wilma Solomon
- Child finalizes D'var Torah with Rabbi

1 month before event

- Family meets with Rabbi Feldman or Rabbi Tucker to discuss the role the family will play in the Bar/Bat Mitzvah and to review the parts the student is doing including the D'var Torah
- Family members or friends who wish to chant a Torah portion must be approved by the Ritual Director
- Aliyah/Honors sheet due, complete with Hebrew names
- Arrange a dress rehearsal with the Ritual Director

Week before events

- Rehearsal (to be arranged with the Ritual Director)
- Attend Friday night service; child chants the Kiddush blessing and presents Hessed project report

General Requirements

- Fees and dues must be current
- Attend Shabbat services regularly with your child
- Decide whether your family will sponsor a congregational lunch
- Please familiarize yourself with our rules governing Shabbat at The Jewish Center, as they appear on our decorum card (see section 29)

29. Shabbat Etiquette at The Jewish Center

The Jewish Center of Princeton welcomes you to our Sabbath (Shabbat) service. To maintain the dignity of Shabbat and the decorum of our services, please note:

- **The morning service starts at 9:45 a.m.** The Torah Service with the participation of the Bar/Bat Mitzvah begins at approximately 10:30 a.m. Please enter the Sanctuary quietly. Entering or leaving the sanctuary is not allowed during the Torah service, sermon or when the congregation is standing. Further, people must not move around the Sanctuary when the congregation is standing in prayer.
- **Starting time for the afternoon (Mincha) service is dependent on the time of year.** It lasts approximately one hour.
- **If attending with very young children,** we encourage them to be in the Sanctuary for the service. If there is a reason for them to take a break, feel free to take your children out for a few minutes and/or use the playroom downstairs.

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- **Guests are reminded to dress respectfully and appropriately for worship.** Dressing modestly is always recommended at The Jewish Center. Women must have shoulders covered during the service. Suits or jackets, or collared shirts and pants other than jeans, are considered appropriate attire for men and boys.
- **All males are required to wear a kippah (head covering)** in the Sanctuary. Jewish men customarily wear a tallit (prayer shawl) for the Shabbat morning service; one is required when going onto the bimah for an honor in any service. Jewish women may also choose to wear a kippah and/or tallit, and are encouraged to do so. Kippot and tallitot are available in the entrance lobby.
- **Cell phone or smart phone, pager, and electronic game use is prohibited** anywhere in the synagogue building or grounds on Shabbat. Please silence or power-down all pagers, electronic watches, and cell phones before the beginning of the service.
- **Please make transportation arrangements for guests in advance.**
- **Amplification equipment to assist persons with hearing impairment is available** in the Sanctuary. Please ask an usher for assistance.
- **Smoking is prohibited anywhere on the property, in the building or on the grounds.**
- **Traditionally, the use of photographic, video and other electrical devices is not permitted on Shabbat.** Currently The Jewish Center's policy permits the taking of photos (but not photo printing) at private parties in the Social Hall beginning one hour after services are concluded. See page 12 for more details of this policy.

Thank you for helping us keep our service, synagogue, and tradition meaningful and joyful.

30. Guidance for Guests who will receive an Aliyah

Reciting a blessing both before and after we read from the Torah is one of the ways we show our honor for and devotion to the Torah. The act of coming to the Torah and reciting the blessings is called aliyah, which means “going up,” for we go up to the bimah (platform) to do so. To be called for an aliyah is considered a great honor.

On Shabbat the reading of the Torah is divided into seven portions, each including at least three verses. The person who receives the aliyah may also read the text of that portion from the Torah scroll, or there may be a designated reader. If two people are called to the Torah to share one aliyah, they may recite the blessings together or may divide them - before and after. There may be no more than two people called to the Torah at one time. All men called for an aliyah are required to wear a tallit. Women called are encouraged to wear one.

Those honored with an aliyah will be called both by their Hebrew and English names. They come onto the bimah by way of the set of side stairs closest to them and stand on the reader's right. There

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will be an assistant on the bimah to guide you, but please familiarize yourself with the following procedure for recitation.

1. Touch a fringe of the tallit (one of the long *tzitzit*) to the place indicated in the Torah scroll where the reading is to begin, then kiss the fringe. (This indicates respect for the words.) If you do not wear a tallit, use the prayer book or Torah belt for this act.
2. Grasp both handles of the scroll and hold them while you recite the blessing before the reading (see Appendix). After the portion is read, grasp the handles again and recite the blessing after the reading (see Appendix). If two people are called, they should share this task of grasping the handles. The act of holding the handles while saying the blessings is derived from Proverbs 3:18: "It is a tree of life to those who hold fast to it."
3. When you have completed the second blessing (see Appendix), move to stand on the reader's left. Remain on the bimah through the next Torah portion and the blessing after the reading. Then return to your seat. It is customary to leave the bimah by the steps opposite to those by which you came up.

MAZAL TOV!

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APPENDICES

- A. Glossary of Hebrew Terms
- B. Tallit Blessing
- C. *She-he-che-yanu* Prayer
- D. Blessings Before and After Torah Readings
- E. Blessings at the End of the Service
- F. Service Honors and Torah Aliyot Name List:
 - a. For Shabbat Morning
 - b. For Shabbat Mincha
- G. Notification of Honors
- H. Kashrut Guidelines & Approved Caterers
- I. Candy Tossing Guidelines

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A. Glossary of Hebrew Terms

Aliyah (pl. **Aliyot**) Lit. going-up. The honor of reciting the blessings before and after reading Torah. On Shabbat morning there are seven aliyot, and in the afternoon service there are three.

Ark, or **Aron Hakodesh** (The Holy Ark) The repository of the Torah scrolls, on the bimah.

Bimah (Pulpit) Lit. high place. The bimah is the focus of most ritual activities in the synagogue.

B'nai Mitzvah (sing. **Bar Mitzvah** or **Bat Mitzvah**) At the age of 13, a young Jewish man or woman becomes obligated to observe the commandments (mitzvot) of Judaism. The celebration signifies that the young adult is beginning and will continue to function as an active and responsible Jew in the Jewish community. Bar Mitzvah refers to a male; Bat Mitzvah, to a female.

Cantor (Heb. Hazan) The Cantor leads the congregation in Hebrew prayers, having undergone years of study and training in liturgy and sacred music.

D'var Torah The preparation and delivery of a talk on the Torah portion by the B'nai Mitzvah. This encounter of each child with his or her Torah portion is unique and personal, and the process of deriving meaning from this text and sharing it with others is a serious undertaking.

Gabbai (pl. **Gabbaim**) A person who assists the Torah reader and makes sure that the Torah service runs smoothly. There are two Gabbaim on the bimah during the Torah service, and their job is to call people to the Torah for their aliyot, check that the reader makes no mistakes while reading the Torah and provide correction if a mistake is made, and see to the mechanics of covering and uncovering the Torah scroll at the appropriate times. Usually, the Gabbaim are congregants who possess the skills to fulfill these tasks.

G'lilah The honor of rolling and dressing the Torah scroll. After the congregation has had an opportunity to see the scroll, the Magbimah (Torah lifter) sits in a chair on the bimah while the person honored with G'lilah rolls the scroll, ties the belt around it, places the mantle (fabric cover) over it, and puts on the decorations.

Haftarah A text selected from the books of Nevi'im (The Prophets) that is read in the synagogue after the reading of the Torah each Shabbat and holiday morning. The Haftarah usually has a thematic link to the Torah reading with which it is associated. When the Haftarah is read in the synagogue, it is sung with cantillations (tropes), preceded and followed by its related blessings.

Hagbahah The honor of lifting the Torah. After the Torah has been read, the congregation is asked to stand, and someone lifts the scroll above his/her head. This person then turns around to make the writing visible to everyone assembled. (Otherwise, only those honored with an aliyah would be able to view it.) It is traditional to show three columns of writing, including the portion read that morning.

Halakha Jewish law.

Hesed The Hebrew word for loving-kindness.

Humash (pl. **Humashim**) A Hebrew name given to the Pentateuch in Judaism. The word comes from chamesh, the Hebrew word for five, because of the Five Books of Moses that make up the Torah. The word humash generally refers to book format, bound editions of the Pentateuch, whereas the scroll form is called a Sefer Torah. At The Jewish Center we use three different editions of the humash: Etz Hayim, Hertz and Plaut.

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Kaddish ("Sanctification") refers to an important and central blessing in the Jewish prayer service. The central theme of the Kaddish is the magnification and sanctification of God's name. In the liturgy, several variations of the Kaddish are used functionally as separators between various sections of the service; the most familiar is the short version (Hatzi Kaddish), which literally means half Kaddish.

Kiddush A prayer of praise used in the home and in the synagogue on Shabbat and holidays. The Kiddush is recited over a cup of wine. The meaning of the Kiddush is to praise God for God's presence in the holidays and between people.

Kippah (pl. **Kippot**) Lit. dome or cupola. The Hebrew name for the small round head covering worn out of respect for God and as a sign of recognition that there is something greater and above us. The Yiddish word is yarmulke. The kippah also serves as a symbol of Jewish identity and loyalty. A kippah may be worn by men and women.

Maftir, informally, refers to the final section of the weekly Parashah read on Shabbat and holiday mornings in synagogue from a Torah. Technically, it means the person who is called to read that section. That person then reads the Haftarah from a related section of the Nevi'im.

Mitzvah (pl. **Mitzvot**) A commandment of the Jewish law.

Mincha Service The afternoon service. A B'nai Mitzvah may take place at a Shabbat Mincha service because the Torah is read.

Mourner's Kaddish A prayer that expresses love of God and acceptance of God's will, even while the mourner is feeling sorrow over the death of a loved one.

Musaf Additional service after Shacharit, the morning service, on Shabbat and holidays.

Oneg or **Oneg Shabbat** Lit. joy of Shabbat. Informal Sabbath (or Friday evening) gathering of Jews in a synagogue or private home to express outwardly the happiness inherent in the Sabbath holiday.

Parashah (pl. **Parshiot**) Lit. portion. The weekly Torah portion read in Hebrew. It is also known as the Parashat HaShavuah ("Weekly Portion") or the Sidra.

Pareve Food or food product that contains neither meat nor dairy products, and that has not come in contact with either.

Rabbi The title of a Jewish spiritual leader—a person trained in Jewish law, ritual and tradition, and ordained for leadership of a Jewish community.

Shehecheyanu ("Who has sustained us") The blessing said whenever anything that has not happened for a while is performed.

Simcha A happy occasion such as when a child becomes a B'nai Mitzvah.

Tallit (pl. **Tallitot**) The tallit is a prayer shawl, the most authentic Jewish garment. It is a rectangular piece of cloth with special fringes called tzitzit on each of the four corners. The purpose of the garment is to hold the tzitzit, which are a reminder of the 613 mitzvot.

T'filah (pl. **t'fillot**) Prayer.

Tropes The system of cantillation marks and their music, used to chant sacred books. There are tropes systems for Torah and Haftarah that differ musically from each other.

B. TALLIT CEREMONY

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם

אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו וְצִוָּנוּ

לְהִתְעַטֵּף בְּצִיצִית:

*Baruch ata Adonai, Eloheynu melech ha'olam
asher kid'shanu b'mitsvotav v'tzivanu
l'hitatef batzitzit*

Praised are you, Adonai, Sovereign of the universe, Who has sanctified us with Your commandments and commanded us to wrap ourselves with the tzitzit.

C. SHE HE CHEYANU

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם
שֶׁהֵחַיָנוּ וְקִיְמָנוּ וְהִגִיעָנוּ לְזִמַּן הַזֶּה:

*Baruch ata Adonai, Eloheynu melech ha'olam,
she-he-che-yanu, v'kiy-manu, v'higi-anu la-z'-man ha-zeh.*

Praised are you, Adonai, Sovereign of the universe,
Who has blessed us with life, sustained us, and enabled us
to reach this happy occasion in our lives.

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D. BLESSINGS FOR READING TORAH – בְּרָכוֹת הַתּוֹרָה

Before reading *Torah*:

בְּרָכוּ אֶת-ה' הַמְּבֹרָךְ:

Bar'chu et Adonai hamvorach.

(Blessed be God, who is to be praised.)

Wait for the congregation to recite the next line. You repeat it, then continue with the blessing.

בָּרוּךְ ה' הַמְּבֹרָךְ לְעוֹלָם וָעֶד:

Baruch Adonai hamvorach l'olam vaed.

(Blessed be God, who is to be praised forever.)

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

אֲשֶׁר בָּחַר-בָּנוּ מִכָּל-הָעַמִּים,

וְנָתַן-לָנוּ אֶת-תּוֹרָתוֹ,

בָּרוּךְ אַתָּה ה' נוֹתֵן הַתּוֹרָה:

Baruch atta Adonai Elohainu melech ha'olam,

Asher bachar banu mikol haamim,

V'natan lanu et torato,

Baruch atta Adonai, notain hatorah.

(Blessed are You, Adonai, Sovereign of the universe, who has chosen us from among all the peoples, and has given us the Torah. Blessed are you, Adonai, who gives the Torah.)

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After reading *Torah*:

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אֲשֶׁר נָתַן-לָנוּ תּוֹרַת אֱמֶת
וַחַיֵּי עוֹלָם נָטַע בְּתוֹכֵנוּ.
בָּרוּךְ אַתָּה ה' נוֹתֵן הַתּוֹרָה:

*Baruch atta Adonai Elohainu melech ha'olam,
Asher natan lanu torat emet
v'chayey olam nata b'tochainu.
Baruch atta Adonai, notain hatorah.*

(Blessed are You, Adonai, Sovereign of the universe, who by giving us the Torah of truth, has planted everlasting life within us. Blessed are You, Lord our God, who gives the Torah.)

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E. BLESSINGS FOR THE END OF THE SERVICE

Blessing over the wine:

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
בוֹרֵא פְּרִי הַגָּפֶן:

*Baruch atta Adonai Elohainu melech ha'olam,
borei p'riy ha-gafen*

Blessed are You, Adonai, Sovereign of the Universe, Who creates the fruit of the vine.

Blessing for washing the hands:

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו וְצִוָּנוּ
עַל נְטִילַת יָדַיִם:

*Baruch atta Adonai Elohainu melech ha'olam,
asher kidshanu b'mitzvotav, v'tzivanu
al n'tilat yadayim*

Blessed are You, Adonai, Sovereign of the Universe, Who sanctifies us with his commandments and commands us concerning washing of hands.

Blessing over the challah:

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
הַמוֹצִיא לֶחֶם מִן הָאָרֶץ:

*Baruch atta Adonai Elohainu melech ha'olam,
ha-motzy lechem min ha-aretz*

Blessed are You, Adonai, Sovereign of the Universe, Who brings forth bread from the earth.

Saturday Morning Service

Honors and Torah Aliyot

Date:

Parashah:

Bar/Bat Mitzvah of:

Haftarah:

Hebrew name:

Parents:

Rosh Chodesh:

#	Occasion	English Name/Hebrew Name	Reader	Verses
1	Rishon	Reserved for Congregation		
2	Sheini	Reserved for Congregation		
3	Shelishi	Reserved for Congregation		
4	R'vi'i			
5	Chamishi			
6	Shishi			
7	Sh'vi'i			
M	Maftir			

Haftarah:

Gabbai Rishon:

Preliminary:

Living Grandparents:

Gabbai Shenit:

Shacharit:

Siblings:

Shamash:

Hallel:

Anim Z'mirot:

Board member:

Torah Service:

Ashrei:

Musaf:

Eyn Keloheinu & Aleynu:

Additional:

Blessing the New Month:

Please complete unshaded areas and return this form to the Ritual Director or e-mail to mweis@thejewishcenter.org.

Additional Service Honors for Shabbat Morning B'nei Mitzvah

Please make sure all ark door/curtain honorees come to the Bima carrying an OPEN SIDDUR so they can continue to participate in the service.

Honor	English Name	Hebrew Name
Open Ark doors : Baruch She'amar Page 180		
Open Ark curtain: Torah Service Page 213		
Hagbahah : Sefer Torah Rishon Lifting 1st Torah scroll	Assigned to a Trained Congregant	
G'lilah: Sefer Torah Rishon Tying 1st Torah scroll		
Hakafah : Carrying 1st Torah	Reserved for Congregant	
Close Ark curtain Page 346		
Close Ark doors: Aleynu Page 404		
Special Days (Please check with Ritual Director to see if your event occurs on a day with multiple Torah scrolls)		
Hagbahah : Sefer Torah Sheni Lifting 2nd Torah scroll	Assigned to a Trained Congregant	
G'lilah: Sefer Torah Sheni Tying 2nd Torah scroll		
Hakafah : Carrying 2nd Torah	Reserved for Congregant	
Hagbahah : Sefer Torah Sh'lishi Lifting 3rd Torah scroll	Assigned to a Trained Congregant	
G'lilah: Sefer Torah Sh'lishi Tying 3rd Torah scroll		
Hakafah : Carrying 3rd Torah	Reserved for Congregant	
Holding Torah for M'var'chim HaChodesh Announcing New Month		

Please complete unshaded areas and return this form to the Ritual Director or e-mail to mweis@thejewishcenter.org.

Saturday Afternoon Service

Honors and Torah Aliyot

Date:

Parashah:

Bar/Bat Mitzvah of:

Hebrew name:

Parents:

#	Occasion	English Name/Hebrew Name	Reader	Verses
1	Rishon			
2	Sheini			
3	Shelishi			

Gabbai Rishon:

Gabbai Shenit:

Shamash:

Board member:

Living Grandparents:

Siblings:

Oseh Shalom:

Ashrei:

Aleynu:

Additional Honors	English Name	Hebrew Name
Open Ark doors : Beginning Service		<input type="text"/>
Open/Close Ark curtain: Removing Torah from the Ark, page 6		<input type="text"/>
Hagbahah Lifting Torah scroll	Reserved for a trained congregant.	<input type="text"/>
G'lilah Tying Torah		<input type="text"/>
Open/Close Ark curtain Returning Torah to the Ark		<input type="text"/>
Close Ark doors Aleynu, page 23		<input type="text"/>

Please complete unshaded areas and return this form to the Ritual Director or e-mail to mweis@thejewishcenter.org.

G. NOTIFICATION OF HONORS RECIPIENTS

B'NAI MITZVAH SERVICE OF _____

DATE _____

General Information

- Mazal tov! You have been given an honor, indicated below, during the service. You will be asked by a member of the congregation, called the Shamash, to sit in the front row a few minutes before your honor in order to keep the service running smoothly.
- Men are required to wear a kippah (head covering) and tallit (prayer shawl). If you do not have your own, you may pick them up in The Jewish Center Lobby.
- The wearing of a head covering and tallit is recommended for but not required of women.

You have been given the honor of **opening/closing the Ark (p'tihah)** during the _____ prayer, which occurs at approximately _____ a.m. The Shamash will direct you.

You have been given the honor of **Dressing the Torah (g'lilah)** at the end of the Torah service, which occurs at approximately _____ a.m. When you go up on the bimah, the Gabbai assisting in the service will hand you the coverings for the Torah and guide you in placing them properly on the Torah.

You have been given the honor of the _____ **th Aliyah** during the Torah service. This will occur at approximately _____ a.m. During the Aliyah, you will be reciting in Hebrew the blessings before and after the Torah is read. They will be available in front of you on the lectern in Hebrew and in English phonetics. **Please be prepared to provide your Hebrew name, including that of your father and mother.** If you have any questions or wish to review the blessings ahead of time, they can be found on page 322 of the siddur (prayer book). You may also obtain a recording from the Ritual Director.

H. KASHRUT GUIDELINES & APPROVED CATERERS

Since Biblical times, the Jewish People have always believed that kashrut is an important value. The laws of kashrut were first described in the Torah and then developed in Rabbinic texts. Throughout our history, we Jews have taken one of the most basic things we do as human beings and raised it to a level of sanctity. Just as we begin and end our meals with blessings to remind us that eating is a religious act, so too we have certain standards of what foods are and are not acceptable.

An equally important standard is that we want everyone to feel comfortable in our community, especially when it comes to eating in our synagogue. Therefore, the Religious Affairs Committee, in consultation with Rabbi Feldman, has established these regulations for kashrut at The Jewish Center (TJC). These standards are a way to help people understand the importance we give to kashrut and to feel comfortable with our standards. We also see this as an opportunity to educate members of our community about the laws of kashrut and the meanings of the laws:

1. Only meat products purchased from and delivered by one of our acceptable kosher caterers may be brought into the building. We ask that no one bring meat products cooked in their own kitchens into any part of TJC. This includes individual lunches for our students.
2. All products brought into TJC must carry a symbol of kashrut supervision such as U or K. This applies to all dairy products, cake mixes, etc. Major supermarkets in our area have extensive kosher sections including the Kosher Experience at Shop Rite stores on Rt. 1 in West Windsor or on Rt. 130 in Hightstown. For more information about where such products can be bought, please contact TJC's main office.
3. All fresh fruits and fresh uncooked vegetables are acceptable at TJC.
4. Only kosher fish may be brought into the building. These include tuna, salmon, flounder, lox and sole.
5. When a meal is being prepared in one of TJC's two kitchens, please do not use the other kitchen. It is much safer to do all work for a particular meal in the appropriate kitchen.
6. If you would like to bring purchased baked goods into the building we ask that the baked items carry one of the symbols of kashrut supervision or are purchased at an approved bakery.
7. If you are preparing baked goods or any other foods in your home for consumption at TJC, please follow these procedures:
 - a. All ingredients must be pareve or dairy, and must carry one of the symbols of kashrut supervision. If you are bringing in something that will accompany a catered meat meal, all ingredients must be pareve.
 - b. All utensils, pots, etc. you use must be kashered, which can be done very simply by either submerging them entirely in boiling water (metal utensils) or by boiling water in them (metal pots and pans).
 - c. Please bring anything that is coming into TJC in new disposable containers. If

you have new disposable serving utensils to bring, please do so – otherwise, please use the disposable serving utensils at TJC.

These standards apply to the school building and all parts of the main building including the kitchens, the social hall, the lobby, the libraries, the youth lounge, offices and all classrooms.

Any foods or other items that will be used on Shabbat or holidays must be brought into TJC no later than 3:00 p.m. on the afternoon before Shabbat or the holiday begins.

Any questions about these standards should be directed to Rabbi Feldman.

Thank you for your assistance.

The Religious Affairs Committee – Fall 2011

**Approved Caterers for The Jewish Center
September 2011
Rabbi Adam Feldman**

Betty the Caterer

Jeff Kalinsky
7037 North Broad Street
Philadelphia, PA 19126
215-224-8400
www.bettythecaterer.com

Busy Bee Kosher Catering

Cyndi Kleinbart
6 Littlebrook Road
Princeton, NJ 08540
609-688-0010
www.busybeekoshercatering.com

Classical Caterers, Inc.

Evan Bernstein
(Congregation B'nai Tikvah)
1001 Finnigans Lane
North Brunswick, NJ 08902
732-297-6444
www.classicalcaterers.com

Deli King of Linden; Signature Creations

Eddie Levy
628 St. George Ave
Linden NJ 07036
908-486-7889
www.delikinglinden.com

Exquisite Caterers

David Esquenazi
52B N Main Street
Marlboro, NJ 07746
732-294-0032
www.exquisitecaterers.com

Main Event Caterers (Glatt Kosher)

Stephen Rubinfeld
38 West Forest Ave
Englewood, NJ 10463
201-894-8710
steve@MECaterers.com

Foremost Caterers

Ira Shulman
65 Anderson Ave
Moonachie, NJ 07074
201-664-2465
www.foremostcaterers.com

Lox, Stock, and Deli

Jesse Reitner
Heritage Plaza Center
228 Ryders Lane
Milltown, NJ 08850
732-214-8900
www.loxstockanddeli.net

The Ultimate Caterer

Allan Perl
52 C North Main Street
Marlboro, NJ 07746
732-577-0490
www.ultimatecaterer.com

Pizza / Casual:

Jerusalem Pizza - Shalom

231 Raritan Ave.
Highland Park, NJ 08904
732-249-0070

Levy's Pizza

Manalapan
732-683-9978

Lin's Kosher Chinese

244 South Main Street
Manville, NJ 08835-1806
(908) 722-8668
www.lin-kosher.com

B'NAI MITZVAH HANDBOOK

The Jewish Center

Appendix I – Candy Tossing Guidelines

1. B'nai Mitzvah families will have the option of whether or not to add this to their simcha. If they do include it, they must agree to abide by these guidelines. They must notify the Director of Administration at least one week in advance of their decision.
2. The only candies to be used are the individually wrapped, Kosher, Sunkist Fruit Gems. They will be available through the Director of Administration and the family will be responsible for their cost.
3. An usher will distribute one piece of candy to any family members seated in the first two or three rows of pews starting with the front row where the family is sitting. It should not be distributed to the entire congregation or to any other rows. An appropriate time to distribute it (with as little distraction as possible) is when the student is doing the blessings after the Haftarah.
4. The opportunity for candy tossing will be at the end of the Haftarah, after the student finishes his/her blessings and after the Rabbi makes remarks to the student at the amud. The Rabbi will clearly state to the family members when the candy may be tossed.
5. After the candy is tossed, the Rabbi will invite any children in those first 2-3 rows to calmly gather the candy.

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