



Temple Beth Am

A Reform Congregation

**PO Box 5305 • 879 South Beverwyck Road
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Cantor Inna Serebro-Litvak

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Dear Parents:

Becoming a *Bar/Bat Mitzvah* is a milestone in our Jewish journey of life. *Torah* (Study), *Avodah* (Prayer), and *Gimmilut Chasadim* (Acts of Loving kindness) are stepping-stones towards the realization that it's not the day that has the highest of importance, but the lessons we learn on the journey to get to that place. Our preparation for this occasion in life does not begin nor end in the seventh grade. Jewish education is ideally a lifelong journey.

The *Bar/Bat Mitzvah* ceremony is an opportunity to chant *Torah* and *Haftarah* and lead a group of people in prayer, as a young person becomes a part of a larger adult Jewish community. Individual training with the Rabbi, Cantor and the Education Director, gives our students a unique relationship to work closely with Jewish leaders that share the vision of perpetuating Judaism for the future.

In an effort to help you through this exciting and emotional process, we have put together a guide outlining timeframes and expectations, along with a checklist of requirements. We ask that you remind your child of his or her sacred obligations to study and come prepared to each lesson.

The timeframes, of course, are approximate and will vary depending on the personal needs and ability of each student.

We look forward to working with each student as we prepare for this upcoming *Simcha*.

Mazel Tov!

Rabbi Ronald W. Kaplan

Cantor Inna Serebro-Litvak

Heather Schweizer,
Educator



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Dear Parents,

Mazel Tov! You and your child are about to celebrate a momentous occasion at Temple Beth Am.

By now you surely have begun making plans for your child's upcoming *Bar/Bat Mitzvah*, but we are certain you still have many questions. This guide contains everything you could possibly need to know (and more!) related to your child's training and preparation as well as some of the "mechanics" of planning your *simcha*. Please refer to this guide as you progress with each stage of your plans.

In the following pages we will answer all your questions about these topics and others...

- ▶ Training with the Rabbi, Cantor and Education Director
- ▶ Use of **Beth Am's** facilities
- ▶ *Tzedakah* suggestions and/or your child's *Mitzvah* project
- ▶ *Shabbat* service attendance requirements
- ▶ Blessings
- ▶ Ushering responsibilities
- ▶ Ordering *Kippot*, and *Tallit*

Please be sure to make an appointment with the *B'nai Mitzvah* Coordinator approximately one month prior to the event to confirm all the final details such as ushering responsibilities, pulpit flowers, list of aliyot names, etc. Certainly, if you have any questions before this meeting, feel free to call the *B'nai Mitzvah* Coordinator.

Once again, we look forward to assisting you in the planning of this very special day for your family and our Congregation.

Cordially,

Marc Colton, President

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**When you are called to the Torah,
a countdown to the Bar/Bat Mitzvah**

Here is a partial checklist, arranged in time sequence, to help you in your planning. We try to give you an approximate lead-time for each item, so that you can determine “when to do what”.

The summer months (July and August) of the year of the *Bar/Bat Mitzvah* are not counted in the synagogue planning schedule. The office operates on reduced hours and the professionals may be away. For example, for a November date, “six months in advance” means “the March preceding”.

In what follows, all dates are **in advance** of the *Bar/Bat Mitzvah* date.

Three years or more: Submit a Date Request form after which we will confirm your date for the *Bar/Bat Mitzvah*. Make sure your child is on track with respect to his/her educational program and requirements to academics and attendance.

One Year or more: Firm up plans for entertainment: caterer, photographer, invitations, musicians, etc..

Eight to Six Months: Contact the Rabbi and Cantor to begin *Bar/Bat Mitzvah* instruction. The *B’nai Mitzvah* fee must be paid in full before the first meeting. Please keep all your appointments. Bear in mind that you and your child have an obligation with respect to attendance at Shabbat services. Don’t leave this to the last minute.

Three Months: Contact the Education Director to prepare the *Bar/Bat Mitzvah*’s speech as well as to discuss other special needs.

Review plans for food, entertainment and flowers/*Bimah* decorations (flowers should be delivered Friday AM prior to photos).

Order a *Tallit* for the *Bar/Bat Mitzvah*, *Kippot* for guests.

Two Months: Submit an autobiographical article with a photo to the Alon, the Beth Am Bulletin.

One Month: Make appointment with the *B’nai Mitzvah* Coordinator to discuss all event details. Discuss participation in services on the Friday preceding the *Bar/Bat Mitzvah*. Discuss options for a personalized *Bar/Bat Mitzvah* booklet (optional) to accompany the Shabbat handout.

Two weeks Preceding: Turn in *Aliyah* List to the office with Hebrew and English names of family honorees on the form provided in this kit.

Preceding *B’nai Mitzvah*: Usher with your *Bar/Bat Mitzvah* child at Saturday morning services.

Requirements and Expectations

Eligibility

The Temple Beth Am Board of Directors has set forth the following guidelines and policies for *Bar/Bat Mitzvah*, taking into account Reform Jewish tradition, our own synagogue's practices, and parameters dictated by the size and nature of our congregation and facility.

The *Bar/Bat Mitzvah* ceremony is a meaningful and significant event in the life of a Jewish child, family and Congregation.

Eligibility

1. Each child must be registered in the Religious School of TBA at the time of the *Bar/Bat Mitzvah*
2. Have successfully met all class and service attendance requirements
3. Must complete five (5) years of religious education (beginning in 3rd grade) and have reached their 13th Birthday.
4. The member family's financial obligations to the congregation are required to be fulfilled on a current basis six months prior to the *Bar/Bat Mitzvah* ceremony. This includes dues, school tuition and *Bar/Bat Mitzvah* fees.

The celebration of *Bar/Bat Mitzvah* at TBA is held at a congregational worship service (including *Erev Shabbat* – Friday evening services) from September through June. Certain dates during those months will not be available in order to accommodate programming and clergy schedules.

The celebration of *Bar/Bat Mitzvah* at TBA is a privilege accorded only to members in good standing (see Financial Obligations)

The *Bar/Bat Mitzvah* ceremony represents neither the beginning nor the end of a Jewish child's religious education. It is therefore expected that after the date of the *Bar/Bat Mitzvah* ceremony, children complete the seventh grade class year. It is strongly recommended that students continue their Jewish education through the 10th grade Confirmation Academy.

Preparation

1. Must attend all *Bar/Bat Mitzvah* classes and tutorials
2. Must have a copy of the Siddur. Mishkan T'filah
3. The *Bar/Bat Mitzvah* is expected to study the entire *Torah* Portion and *Haftarah* in English translation.

OVERALL EXPECTATIONS:

Students will achieve proficiency in all their required prayers 3 months prior to their *Bar/Bat Mitzvah* date, and continue with review until their actual *Bar/Bat Mitzvah*.

Each student will select a minimum of 4 *Torah Aliyot* to be chanted in Hebrew.

Each student will be assigned a minimum of 6 verses of *Haftarah* to be chanted in Hebrew.

Students will prepare, according to their individual ability, additional prayers in Hebrew or English to be read or sung in leading the worship services Friday night and Saturday morning.

Students will come prepared to each lesson with the Rabbi, Cantor and Education Director.

MATERIALS NEEDED FOR LESSONS

Tape (Only For Rabbi)

Prayer CD

Notebook/Checklist

Prayer book

Booklet Containing *Torah/Haftarah* (Provided By Rabbi/Cantor At First Meeting)

Materials For *D'var Torah* and *D'var Haftarah* (Provided by Education Director), and

Pen Or Pencil

INVITATION OF CLASSMATES

To encourage a close and equitable relationship among your son/daughter with his/her classmates in religious school, and to avoid hurt feelings, we recommend that you invite all members of their class to share in your *Bar/Bat Mitzvah* ceremony.

Worship Service Attendance

In order to help your child become comfortable and familiar with the worship service, she/he is expected to attend at least 15 congregational worship services during the calendar year preceding the *Bar/Bat Mitzvah*. In addition, there are service attendance requirements for each grade level that must be met. High Holy Day services and *Bar/Bat Mitzvah* ceremonies and one Temple Youth Group activity may be counted toward the fulfillment of this requirement. Parents are encouraged to attend services with their child so that the entire family can feel comfortable with worship services and specifically *Bar/Bat Mitzvah* services at Temple Beth Am.

A worship service attendance book is maintained in the foyer outside the sanctuary. You child should sign the book each time he/she attends services.

Tzedakah and Mitzvah Project Requirement

Mitzvah Project

As youngsters prepare to take adult roles in the Jewish community, we want them not only to learn to meet religious obligations, but also to take on the responsibilities we have towards God and our fellow human beings. For this reason, the *Bar/Bat Mitzvah* experience at TBA requires students to fulfill the *mitzvot* of *tzedakah* and *gemilut hasadim*, making charitable donations and undertaking charitable activities.

Since this is a two-part requirement, we highly encourage students to make the recipient of either their *tzedakah* or *mitzvah* project a Jewish organization.

Every *Bar/Bat Mitzvah* is required to undertake a project that benefits a worthy cause and to devote at least 10 hours to carrying it out.

The *mitzvah* project, once approved by Education Director, may begin up to 18 months prior to the *Bar/Bat Mitzvah*, but must begin 12 months in advance. It should be completed by the time of the ceremony. One month prior to the *simcha* the child is required to meet with the Education Director to discuss his/her project and submit a *Mitzvah* Project Report (see handbook supplements).

The Education Director and Rabbi may be consulted in selecting a rewarding *mitzvah* project.

Tzedakah

The word *tzedakah* is based on the Hebrew root *tzdek*, justice. *Tzedakah* is something one does not solely out of the goodness of one's heart, but rather because we have a responsibility to make the world a more just place.

One way that Jews mark a *simcha* is to give *tzedakah* as an expression of gratitude. To reinforce this tradition, we ask that every *Bar Mitzvah* boy and *Bat Mitzvah* girl select a worthy recipient and make a meaningful donation from his or her own money. There are literally thousands of organizations locally, nationally, and in Israel that deserve your child's consideration. A list of suggestions is available from the *Bar/Bat Mitzvah* Coordinator. We encourage youngsters to choose a *tzedakah* recipient that relates to one of their personal interests and that they may continue to support in the future.

Meetings with the Rabbi, Cantor and Education Director

A series of tutorials with the Rabbi, Cantor, and Education Director is required. This process generally begins approximately 6-8 months prior to the date of the *Bar/Bat Mitzvah* and consists of weekly appointments.

Rabbi

Meetings with the Rabbi begin approximately 6 months prior to the *Bar/Bat Mitzvah* service. Lessons will occur every other week for the first 5 months and then every week for the last month.

During these sessions, at least two of which will be attended by the child and his/her parents, the service will be examined, with its various parts assigned, and the *Torah* portion will be explored, Hebrew verses selected and recorded for preparation of the chant.

A full rehearsal will take place 2 weeks prior to the *Bar/Bat Mitzvah* with the Rabbi.

The Rabbi will teach students:

Tallit Blessing
Elu D'Varim
Shema
V'ahavta

Avot
Blessing before/after *Torah*
Torah Aliyot with cantillation

* Additional Hebrew and English prayers may be considered during the tutorial process.

Cantor

At the appropriate time, you will receive a call from the Cantor to arrange for your child's weekly appointments. At each 15 minute weekly session with the Cantor, the student will be given a specific assignment to prepare for the following appointment. At the next session, time will be spent reviewing and reinforcing previously assigned material. In addition to the required tutorials with the Cantor, it may become necessary for the parents to retain the services of a private tutor. The Cantor will advise the parents of such a need and will provide a list of tutors that the parents may hire at their own expense. Parents also may choose to initiate private tutoring.

The Cantor will teach students:

Kiddush

Blessing before/after reading of *Haftarah*

Haftarah with cantillation

Review of all prayers

Education Director

Students will meet with the Education Director 2 months prior to scheduled *Bar/Bat Mitzvah* date. The meetings will occur every week

Education Director will:

Review progress for the *Mitzvah* Project

Help students prepare their *D'var Torah*,

Help students prepare their *D'var Haftarah*

Assist students in preparing their "What Becoming a *Bar/Bat Mitzvah* Means to Me" speech.

Each student is expected to honor the time commitment for these meetings and be prompt. If you cannot keep your appointment, please let the Rabbi, Cantor, or Education Director know far enough in advance that they may adjust their calendars accordingly.

Financial Obligations

The mandatory *Bar/Bat Mitzvah* Fee is \$700. The fee covers the following;

1. Lessons with Rabbi, Cantor, Education Director
2. *Oneg Shabbat*
3. *Bima* Flowers
4. Standard service program (if submitted 14 days in advance.)

The member family's financial obligations to the congregation are required to be on a current basis six months prior to the *Bar/Bat Mitzvah* ceremony. *Bar/Bat Mitzvah* fees will be billed in the sixth grade year and must be paid before the student begins the formal *B'nai Mitzvah* training with the clergy.

Bar/Bat Mitzvah training will not commence until all outstanding obligations are paid in full.

Worship Services Protocol

Friday evening services begin at 8:00 p.m. except for the first *Shabbat* of the Month which is a family service that begins at 7:30 pm. Saturday morning services begin at 10:30a.m. The Saturday morning *Bar/Bat Mitzvah* service is approximately 1 1/2 hours long. The *Bar/Bat Mitzvah* should be seated on the *bima* for the start of services. It is recommended that invitations note service times 15 minutes earlier than the foregoing to insure a timely start.

Please advise your guests that cell phones must be turned off and that no gum chewing or eating candy is allowed during worship services. Those who will find it necessary to exit the sanctuary during services (for example, for medical or childcare purposes) should be advised to sit near the rear, side doors. Leaving or entering the sanctuary is not permitted when the ark is open and during *Torah* reading.

BAR/BAT MITZVAH DRESS CODE

We rejoice with your family as your child prepares to become a *Bar or Bat Mitzvah* during our congregational *Shabbat* service. As you know, *Shabbat* is a day set apart from the rest of the week, and the holiest day of the Jewish calendar. The *Bar/Bat Mitzvah* celebration is both a joyful and sacred experience, one that takes place within the context of a worship service where the *Torah* is read.

To maintain this sense of holiness and dignified decorum, we ask you to communicate with all those you invite to participate in the service, as well as your child, to dress appropriately. The Jewish value of *tzniut*, modesty and restraint in dress and behavior, is one that helps us focus on the sacred dimension of *Shabbat* and of a very special day in the life of a young person, his/her family, and our community. With this in mind, we ask that girls and women wear a dress or skirt of modest length and that shoulders are covered. Strapless or “spaghetti” strap dresses even with a cover are not considered appropriate. Boys and men may wear a suit or jacket, with a collared shirt and tie, or similar dress attire.

We hope that you and your guests will experience a sense of holiness as you celebrate *Shabbat* and a *Bar/Bat Mitzvah* with the congregation. If you have any questions on this matter, please speak with the Rabbi.

SETTING THE DATE

The date assignment process begins roughly three to four years in advance. In setting a date, we take into account the following:

1. The child’s birth date. The child must be 13 before the date of the *Bat/Bat Mitzvah*.
2. Insights about the child from our Religious School
3. Special circumstances and need about which we have been alerted

The synagogue will hold meetings once a year. At this meeting families will discuss with clergy and key members of the congregational staff and Executive committee how to plan for their upcoming *simcha*. This meeting officially begins the “countdown” to one of life’s peak experiences. If you know that you want to have your *Bar/Bat Mitzvah* party at the synagogue, this meeting will be the time to request a reservation.

With the notification of your child's *Bar/Bat Mitzvah* date you will receive a *Bar/Bat Mitzvah* Date Acceptance Form. NO DATE WILL BE CONSIDERED SECURE UNTIL THAT FORM HAS BEEN COMPLETED AND RETURNED. The date will be released if payment of the *B'nai Mitzvah* fee is not paid prior to the start of lessons with the Rabbi.

Any subsequent requests for changes to the assigned date must be made in writing to the *B'nai Mitzvah* Scheduler who will confer with the Rabbi and Cantor.

Friday Night Before a Bar/Bat Mitzvah Service

Role of the Bar/Bat Mitzvah

The *Bar/Bat Mitzvah* will be seated with their family at the beginning of the service. S/he will lead the congregation in one or more opening prayers, readings and the Kiddush. Afterwards, the *Bar/Bat Mitzvah* will sit with his/her family in the congregation.

Candle Blessing

One or more members of the *Bar/Bat Mitzvah* family, typically Mother and Sister(s) usually join the Rabbi and Cantor on the *bima* for the blessing and lighting of the *Shabbat* candles. A Jew of post-*Bar/Bat Mitzvah* age may light the candles and sing or say the blessing in Hebrew. A Jew or non-Jew may say the accompanying English reading. While it is customary for women to participate in the candle lighting ceremony, in keeping with our gender equality policy, men may also participate. Blessings are included in the appendix of this book and on our website, www.tbaparsippany.org.

Kiddush and Motzi

One or more members of the *Bar/Bat Mitzvah* family usually join the Rabbi, Cantor and Student on the *bima* for the blessing over the wine and *challah*. The student typically sings the blessing in Hebrew. While it is customary for men to participate in the *kiddush* ceremony, in keeping with our gender equality policy, women may also participate

Honors

The family may offer honors to members of TBA for the opening and closing of the ark, *Torah aliyah* in Hebrew, and to lift and dress the *Torah*. (Honors worksheet is in the addendum)

Oneg Shabbat

The *Oneg Shabbat* celebrates *Shabbat* with refreshments at the conclusion of services on Friday night. The entire congregation is invited to this reception. The parents or family of each *Bar/Bat Mitzvah* sponsor the *Oneg Shabbat* which is included in the B'nai Mitzvah Fee. If the date coincides with a special service or other lifecycle events there may be co-sponsors for the *Oneg Shabbat*.

The temple provides all refreshments and paper goods, including food, cold drinks, coffee, tea, *challah*, and wine. If you wish, you may add food items at your own expense.

The temple office staff orders the *Oneg Shabbat* refreshments and the maintenance staff sets up and cleans up afterwards.

The Shabbat Morning Service

Role of the Bar/Bat Mitzvah

There are three areas of participation for a *Bar/Bat Mitzvah* at a Shabbat morning or evening service: to be a *Shaliach tzibur*/leader of worship, to chant from the *Torah* and the *Haftarah*, and to offer a *D'var Torah*, or teaching on the week's *Torah* portion.

Shaliach Tzibur

One of the oldest and most prestigious roles of the synagogue is to be the *Shaliach Tzibur*. Literally, the Representative of the Community, the *Shaliach Tzibur* leads the congregation in prayer. At TBA, each *Bar/Bat Mitzvah* joins with the Rabbi and Cantor in this sacred role.

Most of the Hebrew prayers for this have been learned in Religious School. The basic Hebrew prayers expected of a *Bar/Bat Mitzvah* are:

- ✧ *Barechu*
- ✧ Morning Blessings/*Elu D'varim*
- ✧ *Yotzeir*
- ✧ *Shema / V'ahavta / L'ma'an Tiz-k'ru*
- ✧ *Avot-Imahot*
- ✧ *Gevurot*
- ✧ *Modim*
- ✧ *Kiddush & Motzi*

Additionally, the student must chant the *Torah* and *Haftarah* blessings.

K'riat Ha-Torah

Each *Bar/Bat Mitzvah* assumes the role of *Ba'al (at) K'Riah /Torah* Reader for the day. This entails the learning of four-seven (4-7) *aliyot* or selections from the week's *Torah* portion, which usually amounts to 12-21 verses selected by the student in consultation with the Rabbi.

The *Torah* is unvocalized (without the diacritical vowels or accents); moreover, each student is expected to learn the traditional cantillation melody. These skills are taught by Rabbi Kaplan in private tutoring sessions. The *Bar/Bat Mitzvah* will chant the *Torah* blessings only over the final *aliyah*, known as the *maftir*, before continuing on to chant the final *Torah* portion.

K'riat Haftarah

Following the reading of *Torah*, the *Bar/Bat Mitzvah* will chant the *Haftarah*, or secondary biblical reading from the Book of Kings or Prophets. Like the *Torah* reading, the *Haftarah* is chanted according to a specific melody to be learned from the Cantor. The amount of verses to be read will be determined by the Cantor together with the student.

D'var Torah and Haftarah

Before the reading of the *Torah* and *Haftarah*, each *Bar/Bat Mitzvah* will deliver a brief explanation of his/her *Torah* and *Haftarah* portion. This teaching will be prepared in consultation with the Education Director.

Bar/Bat Mitzvah Speech

Each *Bar/Bat Mitzvah* also delivers one additional, short speech. This speech describes "What the *Bar/Bat Mitzvah Means to Me*" including thoughts about the significance of becoming a *Bar/Bat Mitzvah* and being a Jew, and what they did for their *Mitzvah* Project. Lastly, this speech is a message of thanks to all for whom it is appropriate.

Parental Involvement

The parent's role in the *Bar/Bat Mitzvah* ceremony includes a *Tallit* Ceremony and participating in the ceremony of Handing Down of the *Torah*. When the *Torah* is removed from the Ark, it is passed from grandparents to parents to the *Bar/Bat Mitzvah* signifying the transmission of Jewish life and learning from generation to generation.

Parents are usually honored with an *aliyah* to the *Torah*, most often the third one, before the *Bar/Bat Mitzvah aliyah*. This involves the recitation of the *Torah* blessings. If a parent is not Jewish, she/he may read an English prayer given to you by the Rabbi or the Cantor.

The parents will also be called to the *Bima* to offer a parental blessing along with the grandparents and *Bar/Bat Mitzvah* child.

Additional Participation in the Service

Honors are an important part of the *Bar/Bat Mitzvah* ceremony. Family and friends who are given honors cease to be observers and become active participants. A variety of opportunities exist within the worship service for family and friends.

Below is a guide to honors at TBA. Included in the appendix of this handbook is an honors worksheet. Please give the completed worksheet to Rabbi Kaplan at least two weeks before the service.

Calling People to the Torah

An *aliyah* is the act of being called to the *Torah* to recite the blessings before and after the reading of the *Torah* portion. Each *aliyah* may be given to no more than 4 individuals. The blessings are to be recited by a Jew(s) of post *Bar/Bat Mitzvah* age. Non-Jews of post *Bar/Bat Mitzvah* age may accompany the person who is reciting the blessings.

Those honored must be familiar with the blessings, and will be called by their Hebrew names.

PROCEDURE FOR AN ALIYAH

When names are called, walk to the open *Torah* with prayer book (Hebrew, English and transliteration are found at the bottom of page 772 and the top of page 773).

Recite the first line, pause for the Congregation to respond, repeat the second line and continue to the end of the blessing (Blessings may be said in English).

Wait for the Rabbi, Cantor or *Bar/Bat Mitzvah* to chant the *Torah* portion, explanation and translation.

Then read the blessing on page 773 for “after the *Torah*” reading.

It is appropriate to shake hands with people on the *Bima* and then return to your seat.

To insure that your honorees are suitably prepared for an *aliyah*, please follow these instructions:

- ✧ CD's of the Cantor singing the *Torah* blessings are available, as well as you may download them from our website, www.tbaparsippany.org
- ✧ Blessings for the *Torah* in Hebrew and English transliteration are in the appendix of this handbook.
- ✧ Please direct each person you have selected for this honor to our website where they may obtain copies of all relevant materials.
- ✧ A large print copy of the *Torah* blessings is kept on the lectern for use at the time of the *aliyah*.

Other Honors

Tallit Presentation:

The temple has a *tallit* stand placed outside the sanctuary doors. During morning worship services only, Jewish males and females of post-*Bar/Bat Mitzvah* age are welcome to wear a *tallit*. The service leaders, meaning the *Bar/Bat Mitzvah*, Rabbi and Cantor, will also wear *tallitot* (plural of *tallit*) at an evening service. Some families choose to present a *tallit* to the child at the start of the service. Please note this on the Honors worksheet. Our temple Gift Shop can help you order a *tallit* for this occasion.

Family or friends honors:

- ✧ Opening and Closing Ark Doors - This occurs three times during the worship service. One or two people may be called each time, for up to six honorees. A child younger than *Bar/Bat Mitzvah* age or an immediate non-Jewish family member may receive this honor for the *Aleinu* ark opening.
- ✧ Raising the *Torah (Hagbah)* – This honoree must be a Jew of Post *Bar/Bat Mitzvah* age.
- ✧ Dressing the *Torah (Gelilah)* – This honoree must be a Jew of post *Bar/Bat Mitzvah* age.

Older siblings may receive an *aliyah* during the *Torah* service. Siblings or other young children may be called to the *bima* for saying *Motzi*, the blessing over the *challah* and blessing over the wine at the conclusion of the service.

Other Information Regarding Worship Services

USHERING

- A. *Bar/Bat Mitzvah* and their family are asked to usher at the *Bar/Bat Mitzvah* prior to their own.
- B. Any congregant over the age of 13 may volunteer to usher at any service.

(Ushering instructions appear in the Appendix)

About Special Needs

Temple Beth Am takes great pride in making every *Bar/Bat Mitzvah* ceremony special, even while the participation of each student is basically the same. There are occasions, however, when special circumstances necessitate an adjustment in the student's participation in the worship service. We will do everything possible to work with each student – as an individual – with the ultimate goal of maximizing the student's self-esteem and sense of accomplishment. Please feel free to discuss any concerns you might have with either the Rabbi or the Cantor.

Photography/Videography

Video taping of the worship service from a stationary location at the rear center sanctuary is permitted. Videographers should be set-up no later than 30 minutes before the start of services and may not block access to the fire exits, aisles or bima. Only one adult should operate the video camera. No other photography is permitted during worship services, including flash, non-flash pictures and digital cameras.

All photography should be completed at least 30 minutes prior to the scheduled start of services.

Gifts from Temple Beth Am

A member of the Board of Directors and a student mentor from our Confirmation Class or Rabbi will be assigned to present the gifts on behalf of the Religious School and Congregation.

Service booklets

Many families choose to prepare a service booklet that explains the worship service and the significance of *Bar/Bat Mitzvah*. Usually, the order of the worship service and a listing of honorees is included. Some booklets also include the *Torah* and *Haftarah* portions in Hebrew and English. Many booklets have been typeset on a home computer, and others are commercially produced.

To assist you in preparing a service booklet, you may refer to sample copies in the Rabbi's office. Please give one copy of your service booklet to the Temple office, for our files.

Your *Bar/Bat Mitzvah* Fee includes design and printing of our standard booklet if ordered more than 14 days in advance. An additional fee will be charge for orders placed after the cut-off date.

At the *Bar/Bat Mitzvah* service, service booklets are placed on the table outside the sanctuary doors and handed out by the ushers.

Kippot (Yarmulkes)

Kippot (plural of *kippah*), also known in Yiddish as *yarmulke*, are available with optional imprinting. Orders must be placed six to eight weeks in advance of the date needed. Please call Rhonda Jacoby 973-503-0757 to place an order through our gift shop. A *kippah* order form is included in the appendix of this *Bar/Bat Mitzvah* Handbook.

You may also refer to ads in the back of Reform Judaism magazine or utilize a search engine (type in *kippah* or *yarmulke*) should you choose to place your own order.

Any of the following imprinting is appropriate: child's English and/or Hebrew name, English and/or Hebrew date, and the words Temple Beth Am, Parsippany, N.J.

Kippot are usually placed in a decorated basket (next to the service booklets) on the table outside the sanctuary doors.

Bima Decorations

Your *B'nai Mitzvah* Fee includes decorating the bima with flowers. Some families choose with baskets filled with items related to the child's *Mitzvah* Project. Baskets of stuffed animals, toys, books, or food that will later be donated are appropriate.

Typically, one basket is placed in front of each lectern. The height of the decorations must not exceed 36 inches. All flower arrangements must be in leak-proof containers, so that the *bima* carpeting will not be damaged.

Proper Attire

It is the responsibility of the family to advise those attending the service that attire consistent with the dignity of a religious worship service be worn. For girls, mini skirts and bare midriffs, exposed shoulders, and backs are not appropriate.

Additional Information

Rehearsals

Rehearsal of the service is an important part of the *Bar/Bat Mitzvah* preparation. The Rabbi and tutors will rehearse the *Torah* and services while the Cantor rehearses the *Haftarah* portions. In addition, two weeks before the *Bar/Bat Mitzvah* ceremony, there is one full rehearsal of the services, *Torah*, and *Haftarah* portions, and the required speeches.

Tzedakah

Tzedakah and service to community, so much a part of life at Temple Beth Am, are key components of our Religious School Curriculum and our *Bar/Bat Mitzvah* program. As an integral part of planning their *simcha*, many families are interested in including a financial contribution in honor of this milestone event.

Along with our own TBA 'in house' funds and Tributes, a list of several well-known, Jewish sponsored organizations is provided in the appendix of this manual, so that you may consider assisting them in performing their life-saving work. These, and many other worthy organizations would make suitable recipients for your contributions.

Invitations

Because a *Bar/Bat Mitzvah* is a person, not an event, the invitation should be worded accordingly. For example:

- ☆ "When our son/daughter is called to the *Torah*..."
- ☆ "When our son/daughter is called to the *Torah* as a *Bar/Bat Mitzvah*..."
- ☆ "When our son/daughter becomes a *Bar/Bat Mitzvah*..."

Please word your invitations 15 minutes early to insure a timely start to services.

Service times should be listed as follows (*the 15 minutes has already been deducted*):

- ☆ 10:15 A.M. for Morning Services

Please note the following word usage:

- ☆ *Bar Mitzvah* refers to a boy
- ☆ *Bat Mitzvah* refers to a girl
- ☆ *B'nai Mitzvah* refers to two boys, or a pairing of boy(s) and girl(s)
- ☆ *B'not Mitzvah* refers to a pairing of two or more girls

Publicity

Publicity within the TBA community is available through the monthly **ALON** bulletin. We will submit a *Bar/Bat Mitzvah* announcement to the Jewish News.

B'nai Mitzvah News Column

Each monthly issue of the Temple's **ALON** bulletin features a *B'nai Mitzvah* News Column.

You are asked to submit an article about your child to the Alon. It must be emailed with a digital photo of the *Bar/Bat Mitzvah* child no later than the 5th of the month prior to the month in which your *Bar/Bat Mitzvah* is scheduled – so if your date is in the month of September, your article must be submitted by August 5th to alon@tbaparsippany.org.

Also send a copy to: educator@tbaparsippany.org (Heather Schweizer)

In addition, students who would like assistance from the congregation with their *mitzvah* projects may submit information in the following format:

Sam Cohen is seeking donations of Pet Food to benefit
Name Item

The Jersey Humane Society. A collection box will be placed in the
Name of organization/recipients

temple's downstairs coat closet from May 1 to June 1.
For Dates of one month period

additional information, Sam may be reached at (732) 123-4567.
Name Phone number

All submissions to the *B'nai Mitzvah* News Column must be sent by email to the ALON editor by the first of the month, one month prior to the issue month (submit by March 1 for the April Alon issue). Please include your name, daytime and evening phone numbers. Email Todd Finchler, the **ALON** editor at: alon@tbaparsippany.org.

Suggestions To Enhance Your Bar/Bat Mitzvah Experience

Choosing to focus on Jewish values during your later celebration will continue to sanctify the day and make it special and memorable. Decide as a family what you are really celebrating and what this moment in your life means. You may find that the text, **Putting God On The Guest List** by Rabbi Jeffrey Salkin will be quite helpful.

Perhaps the weekly *Torah* portion can be an inspiration to your child both in choosing his/her individual *Mitzvah* Project, and in choosing the decorative theme of your celebration. For example, the portion of Noah lends itself to a theme dealing with kindness to animals. Related *Mitzvah* Projects could include working on behalf of endangered animals, local animal shelters, or Guide Dogs for the Blind. Table decorations could include baskets of animal supplies to be donated, or flower centerpieces that have coupons to make a donation to an animal protection fund tucked within.

Consider as a theme your child and family celebrating Jewish holidays and rituals together over the years. Wouldn't grandpa like to see a picture of himself holding your son at his *bris*? Do you have pictures of the family at Passover seders? A picture of your child at a Religious School program? or of her trying on her *Tallit* for the first time? All of these, used creatively, can make a personal and meaningful statement.

Your entertainment could include Israeli dancing, *klezmer* music, or a Jewish storyteller. Candle lighting ceremonies can have Jewish themes also. Your rhyme about a favorite uncle can compare him as the family's leader to Moses, our people's leader.

Jewish rituals are easy to incorporate into your celebration, and an excellent way to give honors to family and friends. Begin the meal with *Kiddish* and *Motzi*.

We strongly recommend that you hold your reception in our Social Hall. You will maintain the decorum of the day and minimize the travel of your guests.

Other choices worthy of your consideration include:

- ✧ Having a reception at home; renting a tent for an outdoor reception at home
- ✧ Having a reception for adult guests immediately after services and a party for children later that day or the next day
- ✧ Involving everyone in a *mitzvah* project – one idea is to rent a gym and host a celebrity-type basketball game (such as your guests vs. the school basketball team), inviting an audience of disabled adults or children
- ✧ Taking a family trip to Israel
- ✧ Taking a family trip to where your ancestors came from to explore your Jewish roots

Twining

B'nai mitzvah and their families may also desire to share the joy and freedom they have with Jews in other lands who are not able to celebrate in the same way, including Jews in Ethiopia, the former Soviet Union, and elsewhere. Some young people choose to "twin" with a Jew in another part of the world, and so symbolically extend their bar/bat mitzvah celebration to a Jewish child in need. When your child celebrates his/her special day, an empty chair for the "twin" will be on the bima.

There are multiple organizations that offer a twinning program:

The North American Conference on Ethiopian Jewry (NACOEJ) facilitates this process with Ethiopian children in Israel, with a contribution going to help an Ethiopian student complete his/her education. For more information, contact NACOEJ at (212) 752-6340, or at NACOEJ@aol.com.

You child can be twinned with a Reform Bat/Bat Mitzvah student from Israel or the former Soviet Union through ARZA/World Union www.wupj.org.

The World Federation of Jewish Child Survivors of the Holocaust and The Holocaust Education Coalition Holocaustchild@comcast.net provide a "Twining and Remembrance" program for the Bar/Bat Mitzvah student to "twin" and in this way remember a young Jewish person who perished in the Holocaust in his/her ceremony.

Closing Thoughts

- ✧ Everything you do to make your child's *Bar/Bat Mitzvah* celebration personal and meaningful, and memorable.
- ✧ Have your celebration reflect who you are and what you believe as a family.
- ✧ Making Jewish choices will beautifully tie together the religious ceremony of becoming *Bar/Bat Mitzvah* and the festivities that follow.
- ✧ The memories of how you worked together and of an incredibly meaningful celebration will indeed last a lifetime.
- ✧ Enjoy every minute of this time in your lives and help make your child's event your family's *simcha*!
- ✧ Remember, **PUT GOD ON THE GUEST LIST!**



FACILITY INFORMATION AND RENTAL INFORMATION

GUIDELINES FOR USE OF FACILITIES

No photographs may be taken during services. The Rabbi and Cantor will be in the sanctuary before the service for photographs. Videos may be taken from the rear of the Sanctuary using a stationary tripod and no additional lighting.

Music is permitted for your reception after services, including Saturday afternoons.

There is no additional fee for the Rabbi's, Cantor's or Education Director's services. However, you may wish to make a contribution to any Temple fund, or Rabbi's and Cantor's Discretionary Fund and the Education Fund in honor of your son or daughter's *Bar/Bat Mitzvah*. Many families wish to commemorate their special occasion with a gift to the Temple. A fund donation form is included in the appendix.

1. POLICY

- A. The congregation itself, as well as the auxiliary groups and members in good-standing, have first call on the Temple facilities.
- B. Priority must be given to regularly scheduled congregational functions or those involving members. All Jewish holidays will take priority over other functions.
- C. Regular scheduled renters have priority within TBA schedule, but must adjust their regular schedule to consider Jewish Holidays. Temple Auxiliary groups must schedule events that may disrupt a renter's regular time 90 days in advance of the event.

2. REGULATIONS

A. COAT ROOM

- 1. Attendant for the coat-room, if desired, is the responsibility of those using the facility.
- 2. The Temple cannot accept responsibility for articles lost or damaged in the coat-room or other areas of the facility.

B. FLOWERS

- 1. *Bima* Floral decorations must be discussed with the *Bar/Bat Mitzvah* Coordinator.
- 2. All floral decorations used in any area of the building must be freestanding, and cannot be attached to walls or ceiling.

C. DECORATIONS

- 1. No decorations may be placed in aisles, tacked or taped to the walls or any part of the building.
- 2. Decor must be approved by the Housing Committee. Installation of decorations must be scheduled as to not interfere with Temple functions and activities.

D. CANDLES

Decorative candles are not permitted in the social hall or school rooms due to fire regulations. No open flames or pyrotechnics are permitted.

E. PHOTOGRAPHS

Photoflood or flash photography is not permitted during any religious ceremony conducted in the Sanctuary. Photos should be completed 30 minutes prior to services.

F. SMOKING

Smoking is forbidden at all times and in all places inside the building.

G. LIQUOR

1. No alcoholic beverages may be sold on the premises at any time.
2. The use of liquor in moderation, by adults, on the premises, in conformance with the regulations of the State of New Jersey, is permitted.
3. Under no conditions may minors be served alcoholic beverages.

H. FOOD

PORK, PORK PRODUCTS, or SHELL FISH or OTHER FORBIDDEN FOODS **may not be served** or catered within the Temple building. Please present a menu to the Housing Chairperson in advance.

I. CLERGY

The participation of clergy, other than the Temple Rabbi and Cantor, must be cleared in advance, by the Rabbi.

J. DAMAGES

1. The Temple or its representatives shall not be liable for any damages to the property of the renter or their contractors.
2. The renter and/or their contractors are responsible for any damage to the Temple property occurring during the rental.
3. The Renter and or their contractors shall indemnify and hold harmless the Temple and its representatives for any liability resulting from the renter's use of the building.

K. ENTERTAINMENT

Entertainment should be in keeping with the dignity of the surroundings.

L. EMPLOYEES

Please do not reprimand any Temple employee. Report problems to the Housing committee or the Temple office.

M. LITTERING

NO rice, confetti, Candy, etc. may be scattered inside or outside the Temple building.

N. EXTRA COST

Any extra costs (such as extra help or rental of extra equipment) is the responsibility of the user.

O. NON-MEMBER AFFAIRS/FUNCTIONS

Dates for non-member affairs may not be confirmed more than (3) months in advance.

P. INSURANCE

A Certificate of Liability Insurance and Workman's Compensation is required in all cases, and should be discussed with the Housing Committee. A renter who hires their own servers, is responsible to provide appropriate coverage.

3. CATERERS

A. Users are free to engage whichever caterer they wish, providing they conform to TBA rules and regulations.

B. The Temple office must be advised who the caterer is at once, so that these regulations may be provided to him.

C. The caterer must post a recoverable \$1000.00 bond to cover breakage, damage, and additional clean-up (if required), before the kitchen can be made available to him. This can be waived at the discretion of the Housing Chairperson.

D. Caterers must submit, to the Temple office, a Certificate of Insurance covering Workman's Compensation and Public Liability.

E. The caterer is responsible for cleaning up the kitchen, Social Hall and Temple equipment after use.

4. FEES

A current fee schedule appears in the addendum. All fees are due 30 days prior to scheduled function

Seating and Reception Capacity

The fixed pews in the sanctuary seat approximately 180 people. A row of folding chairs can be placed in front of the moveable wall to seat an additional 20 people. With the wall open, the sanctuary will seat a total of 600 people.

The back of the sanctuary may also be rented for receptions. This area can accommodate a maximum of 125 people with banquet seating. However, if folding chairs are needed in this area for the worship service, it will not be available for use following the service. If folding chairs are placed in just part of this area, families may rent moveable screens, usually available from caterers, rental companies or florists, to separate the sanctuary seating from the reception area.

Reserving the Facility

Use of the facilities of Temple Beth Am for your *Bar/Bat Mitzvah* reception may be arranged through the *B'nai Mitzvah* Coordinator. Please complete the Facilities Request Form and return it. If the request can be granted, a completed Facilities Rental Contract and a **25%** non-refundable deposit is required to reserve space. The remaining **75%** balance is due 30 days prior to the event date. All space is reserved on a first come-first served basis. The Facilities Request Form and the Facilities Rental Contract are included in the appendix of this handbook.

Any loss of equipment, breakage, or damage to the physical property of TBA is the responsibility of the family. All exit doors must be left free and unobstructed by tables, decorations, or equipment. Smoking is prohibited at all times within the synagogue.

Food Restrictions

We do not have an in-house caterer or an approved list of caterers for any other function. The Bar Mitzvah Coordinator can share experiences of other members with you.

The temple maintains certain religious dietary restrictions. Pork and shellfish products are prohibited. There is no mixing of meat and dairy products in the same serving dish (such as chicken parmigiana or a deli platter containing both meats and cheeses)

Maintenance Staff

The maintenance staff is on salary for Shabbat evening and Saturday service. You may provide a gratuity. If you wish to do so, it is entirely discretionary.

The staff will set up and clean up the Friday evening *Oneg Shabbat*. The staff will also set up and clean the upstairs bathrooms. Families may place grooming baskets and/or flowers in the bathrooms.

There is a required maintenance staff fee for any reception. Please see the rental agreement.

Insurance requirements

All vendors, including caterers, D.J.'s, music and entertainment companies, florists, and photographers, must have Certificates of Liability Insurance registered in the temple office. Please call the office to find out if your particular vendor has the Certificate on file. All vendors must be insured for \$1,000,000 for each incident, and name Temple Beth Am as "Certificate Holder".

RENTAL/CATERING FEES

TEMPLE BETH AM B'NAI MITZVAH FEE SCHEDULE

11/2007

MEMBER FUNCTIONS:	Rent + Custodian
<i>Bar/Bat Mitzvah</i> reception or other social event with use of full facility (Maximum of 5 hours)	\$450 + \$250
Buffet – Use of kitchen, staging only including Caterer – No cooking on premises, social hall and grounds (Maximum of 5 hours)	\$400 + \$250
<i>Kiddush</i> – Use of kitchen and social hall – No Cooking on premises (Maximum of 2 hours)	\$375 + \$100

CERTIFICATES OF INSURANCE, **IN THE AMOUNT OF AT LEAST \$1,000,000 EACH OCCURRENCE**, NAMING TEMPLE BETH AM AS CERTIFICATE HOLDER (FROM THE CATERER, PHOTOGRAPHER, VIDEOGRAPHER, DJ'S, BAND, ENTERTAINERS, PARTY PLANNERS, FLORISTS, MAKE-UP ARTISTS OR ANY AND ALL OTHER OUTSIDE CONTRACTORS) **MUST BE PROVIDED 30 DAYS PRIOR TO EVENT.**



Temple Beth Am

P.O. Box 5305 • 879 South Beverwyck Road
Parsippany, New Jersey 07054
(973) 887-0046 • Fax (973) 887-9386

B'NAI MITZVAH FACILITIES RESERVATION FORM

DATE OF EVENT _____

MEMBER NAME _____ PHONE _____

ADDRESS _____ TOWN _____ ZIP _____

TYPE OF FUNCTION _____

_____ SOCIAL HALL _____ KITCHEN _____ OTHER _____

START TIME _____ END TIME _____

ESTIMATED # ATTENDEES _____ FEE: _____ DEPOSIT _____

CATERER _____ **CONTACT** _____

ADDRESS _____ TOWN _____ ZIP _____

PHONE _____ CERTIFICATE ON FILE? _____

DJ/BAND _____ **CONTACT** _____

ADDRESS _____ TOWN _____ ZIP _____

PHONE _____ CERTIFICATE ON FILE? _____

FLORIST/DECORATOR _____ **CONTACT** _____

ADDRESS _____ TOWN _____ ZIP _____

PHONE _____ CERTIFICATE ON FILE? _____

PHOTO/VIDEO _____ **CONTACT** _____

ADDRESS _____ TOWN _____ ZIP _____

PHONE _____ CERTIFICATE ON FILE? _____

(USE REVERSE SIDE FOR ADDITIONAL VENDOR LISTINGS AND INFORMATION)

MITZVAH PROJECT

Shimon the Righteous was among the survivors of the Great Assembly. He used to say: “The world depends on three things – on Torah, on the service of God (Avodah), and on deeds of loving kindness (Gemilut Chasadim). Pirkei Avot 1:2

Preparing to become a *Bar/Bat Mitzvah* requires a great deal of hard work. Learning the *Torah* portion, the blessings, the *Haftarah*, and the prayers necessary to lead the Shabbat morning service takes time and commitment. But that is not all there is to becoming a *Bar/Bat Mitzvah*.

Bar/Bat Mitzvah is not a “one shot deal” which takes place only at the moment you are called to the *Torah*. Becoming a *Bar/Bat* is a gradual process. It is not just an act of “being”, but rather an act of “becoming”. It is true that a Jew becomes a *Bar/Bat Mitzvah* at the appropriate age with or without the ceremony. The ceremony is a joyful celebration of this coming of age. It marks the beginning of a person’s Jewish accountability. But becoming responsible doesn’t happen overnight; reading from the *Torah* does not transform you. The process usually takes years. It means trying to understand what Judaism is, why it is important, and how it relates to your everyday life.

Where and how do you begin? By doing! One of the ways we “do” at TBA is by engaging in various *Mitzvah* Projects, acts of loving kindness, chances for us to become partners with God in making the world better. Participation in an individual or group of *tzedakah* project(s) of at least 10 hours is a requirement of celebrating *Bar/Bat Mitzvah*. Then, write about why you chose this project(s), what you did, and how you felt about it. That will be the core of your *Bar/Bat Mitzvah* speech.

RESOURCES AND PROJECT IDEAS MAY BE DISCUSSED WITH THE EDUCATION DIRECTOR

This is the heart of the *Bar/Bat Mitzvah* experience. We recognize the unique qualities of each of you and we encourage you to use your talent and creativity in choosing and performing this *mitzvah*. If you can cook, cook for the homeless or homebound. If you’re athletic, organize a charity run or walk-a-thon. If you’re artistic, create art with needy children. You need only the approval of the Education Director (and, of course, your parents!)

Additionally, you are encouraged to volunteer your time to assist at a Temple event during your 6th grade year. Pre-register for these events with the event chairperson or through the Religious School. Examples: High Holiday ushering at children’s services, Purim Carnival, *Chanukah* Gift Sale, and Family Programs. Please write about your experiences for the Alon.

SOME OPTIONS AND SUGGESTIONS

- ✧ **S'FARIM SHEL BARBARA: BARBARA'S BOOKS FOR ISREAL.** Temple Beth Am collects money and English language books which are sent over to Israel to create English-language libraries. Your family can help sponsor one of the drives by not only collecting books, but by helping to process them so that they can get to Israel faster.
- ✧ **V'AHAVTA L'RAYACHA KAMOCHA: LOVING YOUR NEIGHBOR AS YOURSELF.** Help a classmate who is ill. Bring homework, library books, and messages between home and school. Help them keep up with notes in class by relaying information to them.
- ✧ **HALBASHAT ARUMIM: CLOTHING THOSE IN NEED.** Go through your house with your family and collect all usable clothing and housewares for donation. Bring the items to a distribution center or thrift store, and volunteer time at the center.
- ✧ **KIBUD ZEKAYNIM: HONORING THE ELDERLY.** Visit a nursing home or assisted living facility. Speak with residents about their lives. Write down their stories. Run a program to entertain or educate them. Create holiday gift baskets to give out.
- ✧ **TZ'AR BA'ALEI CHAYIM: BEING KIND TO ANIMALS.** Volunteer time at a local Animal Shelter or another organization that cares for animals.
- ✧ **MA'OT CHITIM: PASSOVER FOODS FOR THE NEEDY.** Provide Passover foods to needy Jews by collecting *Kosher for Passover* foods and donating them to the Kosher Food Pantry run by Jewish Family Service in Elizabeth.
- ✧ **BAL TASHCHIT: TAKING CARE OF THE ENVIRONMENT.** In honor of *Tu B'Shevat*, buy trees to be planted in Israel from the Jewish National Fund. Perform yard work at a non-profit agency. Clear an overgrown walking path in your town.

While we strongly encourage active family involvement in the entire experience, we understand that some families seek assistance, direction, and guidance. The Clergy and educational staff are here to assist you in making the *Bar/Bat Mitzvah* experience as meaningful as possible. Do not hesitate to contact them for assistance.

Every *Bar/Bat Mitzvah* is encouraged to engage in *mitzvah* projects in Israel, as well as our own community. It is important for each of us to realize our obligations to the people and land of Israel. The Rabbi will be happy to help you select an Israel *mitzvah* project.

COLLECTIONS

If your project includes a collection of items, please adhere to the following policies:

- ✧ There is a column in the **ALON** where students can submit information regarding the project they are working on and the items they are collecting. Collection bins will be set up in the Coat Room. Students must contact the Temple Office to schedule their collection, at least two months before the collection period.
- ✧ Collection requests may be sent to the congregation electronically via our weekly e-mail blast and displayed on the electronic information bulletin boards. All pertinent information should be submitted to the Temple Office for distribution and will run for 30 days.
- ✧ You are responsible for the care and maintenance of your collection. All items must be removed no later than 2 weeks after your *B'nai mitzvah* date.



Bar/Bat Mitzvah Checklist for

DATE	REQUIREMENTS	COMMENTS	ASSIGNED BY
	TALLIT BLESSING		
	ELU D'VARIM		
	SHEMA		
	V'AHAVTA		
	AVOT		
	BLESSING BEFORE READING OF TORAH		
	BLESSING AFTER READING OF TORAH		
	KIDDUSH		
	ADDITIONAL PRAYER(S)		
	BLESSING BFORE HAFTARAH		
	BLESSING AFTER HAFTARAH		
	TORAH ALIYOT		
	TORAH ALIYOT		
	TORAH ALIYOT		
	TORAH ALIYOT		
	HAFTARAH VERSUS		
	HAFTARAH VERSES		
	HAFTARAH VERSES		
	HAFTARAH VERSES		
	D'VAR TORAH		
	D'VAR HAFTARAH		
	SPEECH		

INFORMATION FOR BAR/BAT MITZVAH STUDENTS AND THEIR FAMILIES

FROM

THE EDUCATION DIRECTOR

ABOUT YOUR D'VAR TORAH AND HAFTARAH

You will be having a number of meetings to help you with the writing of your *d'var Torah* (“a word of *Torah*”) and *Dvar Haftarah*. The first meeting will be with you and your family with me.

The *d'var Torah* is your opportunity to explain and teach the congregation something about your *Torah* portion and to help them apply it to their own lives. There is no right or wrong *d'var Torah*; what you end up writing about will be based on the ideas that interest you personally. Rabbi and I are here to help you through this process.

When you leave the first meeting I'll be giving you some reading material on your *Torah* portion. This material will include a summary of what's going on in your portion as well as a number of ideas about how to analyze and understand your material. I'll also give you a worksheet. In between our first and second meetings, you'll need to:

- ☆ Read your *Torah* portion at least once more
- ☆ Read the material I've given you
- ☆ Write a rough draft of your *d'var Torah*
- ☆ Remember to bring everything with you to our second meeting

At our next meeting we'll go over your rough draft, the ideas you've come up with and talk about how best to use them in creating your *d'var Torah*. I will then help you to fine-tune your ideas and create a final draft.

We will repeat the same process for writing your *d'var haftarah*.

Your final speech is about what becoming a *Bar/Bat Mitzvah* means to you. I will give you the guidelines for this as well upon completion of your *d'var haftarah*

I look forward to meeting and studying together!

Temple Beth Am Bar/Bat Mitzvah Speeches

On the day you become a Bar/Bat Mitzvah, you will be required to give a speech. Below is the information you need to write your speech.

Your speech is actually three short speeches combined into a single speech. These three speeches are:

1. D'var Torah,
2. D'var Haftarah,
3. What becoming a Bar/Bat Mitzvah means to me and thank you.

D'var is the Hebrew word for "teaching of." A D'var Torah is a speech that teaches something about your Torah portion. A D'var Haftarah is a speech that teaches something about your Haftarah portion.

Speech lessons begin approximately two months before the date of your Bar/Bat Mitzvah. We will meet weekly. Morah Heather will contact you to set up an appointment.

Your first lesson - Please come to your first lesson with your Bar/Bat Mitzvah book, notebook, pencil and any other materials that Rabbi Kaplan or Cantor Inna has given to you. I will be giving you additional materials that I expect you to bring to every lesson.

Future lessons – You are expected to email me your rough draft of the speech you are working on 24 – 48 hours before our scheduled appointment. This should be spell checked, grammar checked and reviewed by a parent. In addition, you should bring all materials from your previous lessons.

If you need to cancel your lesson with me, please let me know as soon as possible. Your time is valuable and so is mine. It is common courtesy to let me know if you are unable to keep your scheduled time and I will do the same for you.

Below are the outlines to help you write your speeches.

D'var Torah

1. Introduction: My Torah portion _____ is from the book of _____. It is about...(Now write a ½ page summary about your entire Torah portion).
2. Center of Speech: Something in my Torah portion that particularly interested me/ made me think/ caught my attention/ reminded me of _____ was _____. This should be a big paragraph or two that is several sentences long.
3. Conclusion: This connects to my modern life/modern times because _____. (Explain what you think we should learn from this portion. Do not generalize; write about your real life.)

D'var Haftarah

1. Introduction: My Haftarah portion is from the book of _____. It is about... (Now write a 1/3 page summary about your entire Haftarah. Explain the historical setting for your Prophet). Include how your Haftarah portion relates to the theme of your Torah portion.

2. Center of Speech: Something in my Haftarah portion which interested me/ made me think/ caught my attention/ reminded me of _____ was _____. This should be a big paragraph several sentences long.
3. Conclusion: This connects to my modern life/ modern times because _____. (Explain what you think we should learn from this portion. Do not generalize; write about your real life).

What Becoming a Bar/Bat Mitzvah means to me and thank you.

Rather than giving you an outline on how to write your speech, here are some guidelines to help you.

1. Please limit your speech to one page in length. Remember, you can always thank people after the service in person.
2. Humor should be limited. Unkind, negative remarks are inappropriate.
3. The Emphasis of this speech should include in no particular order:
 - a. What becoming a Bar/Bat Mitzvah means to you.
 - b. Your Mitzvah project and other meaningful good works you do.
 - c. What being Jewish means to you.
 - d. Your on-going connection to Judaism (like continuing your Jewish education by going on to Confirmation class!)
 - e. Limited and appropriate thank you's. Don't forget your parents!

Finally, please don't forget to email me your speech 24 – 48 hours before your scheduled lesson. This will give me time to review what you have written so we can continue working on the other sections.

If you need help between lessons, CALL ME or EMAIL ME!!! Please do not wait until our next meeting to ask for help.

The Internet has lots of valuable information to help you with you your speeches. Two good ones are www.urj.org and www.myjewishlearning.com.

You may contact me at school@tbaparsippany.org or you can call me at the temple office at 973-887-0046.

Mazel Tov on your upcoming Bar/Bat Mitzvah.

Morah Heather



Temple Beth Am
A Reform Congregation

Temple Beth Am

P.O. Box 5305 • 879 South Beverwyck Road
Parsippany, New Jersey 07054
(973) 887-0046 • Fax (973) 887-9386

Friday Night Sabbath Honors

Name of child and date: _____

Lighting of the candles*: _____

Kiddush (wine) _____

Open Ark/Undress *Torah**: _____

*Aliyah**: _____

(Hebrew Name)

Lift and Dress the *Torah**: _____

Open and Close Ark*: _____

Aleinu/Open and Close Ark: _____

Motzi (challah) _____

All Friday evening honors for this service must go to Temple members.

(Please bring or send this form to the Temple Office 2 weeks before your child's Bar/Bat Mitzvah date.)

* These Honors are limited to those of the Jewish faith



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Information for Your Bar/Bat Mitzvah Saturday Service and Program

Child's name and date of B/M _____ # of Attendees _____

Tallit presenters*: _____

Torah Service

Open/close Ark – Walk with Torah – undress Torah*

1st Aliyah* name & relationship: _____

Hebrew name: _____

2nd Aliyah*: name & relationship: _____

Hebrew name: _____

3rd Aliyah*: name & relationship: _____

Hebrew name: _____

Maftir/Haftarah: _____

Student's Hebrew name: _____

Lift Torah*: _____

Dress Torah*: _____

Open and Close Ark*: _____

Aleinu

Open and Close Ark: _____

Kiddush

Blessing over the wine*: _____

Motzi

Blessing over the Challah*: _____

Please consult the Rabbi for additional opportunities for your non Jewish family members. (Please bring or send this form to the Temple office 2 weeks before your child's Bar or Bat Mitzvah date or the Temple will NOT print your program or complete the B/M certificate.)

* These Honors are limited to those of the Jewish faith



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TZEDAKAH FORM

It is customary, although not obligatory, to make a contribution on the occasion of a wonderful simcha such as the *Bar/Bat Mitzvah* of a child. Here are some suggestions that are available to you. All contributions will be recognized in the **ALON**.

In honor of the *Bar/Bat Mitzvah* of our child, _____,

the _____ Family would like to make (a)

contribution(s) to the following **TBA Tzedakah Fund(s)**:

Name of Fund:

Amount of Contribution:

- | | |
|------------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> Rabbi's Discretionary Fund | _____ |
| <input type="checkbox"/> Cantor's Discretionary Fund | _____ |
| <input type="checkbox"/> Education Fund <i>to benefit Religious School</i> | _____ |
| <input type="checkbox"/> Music Fund <i>to support music programs</i> | _____ |
| <input type="checkbox"/> Scholarship Fund <i>encourage educational Jewish experience</i> | _____ |
| <input type="checkbox"/> <i>Mitzvah</i> Fund <i>to support families in need</i> | _____ |
| <input type="checkbox"/> Tree of Life Leaf (Lobby) | <u>\$180</u> |
| <input type="checkbox"/> Tree of Life Stone (Lobby) | <u>\$540</u> |
| <input type="checkbox"/> Tree of Life Dove (Lobby) | <u>\$1800</u> |
| <input type="checkbox"/> Stain Glass Window | _____ |
| <input type="checkbox"/> Other / Please contact me | |

Please submit this form, along with your check, payable to Temple Beth Am, to the Temple Office. Thank you and *Mazel Tov* on your *simcha*!



About The Tree of Life.....

Next year, you and your family will participate in a celebration of life...a turning point in your child's life...your child becoming a *Bar or Bat Mitzvah*. It is a time to be with family and friends. It is a time to reflect. Your child will study many long hours. Many plans will be made in preparation for this meaningful day.

The Tree of Life is a great way to acknowledge the celebration of your child becoming a *Bar or Bat Mitzvah*. Teach your child about *Tzedakah*---giving. Let your child make a donation to the Temple in honor of becoming a **Bar or Bat Mitzvah** by purchasing a ***Leaf on the Tree of Life***. For \$180.00, this is a great way to create a permanent record of this important event in your family's personal history.

If a grandparent, aunt, uncle, sibling, cousin or friend would like to donate a leaf in honor of your child becoming a *Bar or Bat Mitzvah*, they will be able to present a special certificate to your child during their *Bar or Bat Mitzvah* service. This could be meaningful way for those who are close to your family to be involved in the service.

Let your child experience the good feelings that result from giving, rather than just receiving by completing the enclosed ***Tree of Life Leaf Order Form***.

Please note, leaves take between 6 – 12 weeks to be engraved so order them early if you have an interest.



Tree of Life Order Form

(Please use one form for each leaf ordered)

Ordered By: _____

Telephone #: _____ E-Mail: _____

Family Name: _____

Address: _____

Exact copy to be inscribed on leaf (Up to 100 characters, including spaces. Please specify Upper/Lower cases.)

_____ Yes, I would like an acknowledgement of this order to appear in the ALON.

_____ Yes, I would like an acknowledgement of this order to be sent to the family.

I have enclosed a check payable to Temple Beth Am for

- Tree of Life Leaf (Lobby) \$180
- Tree of Life Stone (Lobby) \$540
- Tree of Life Dove (Lobby) \$1800

Please mail/fax this form to:

Temple Beth Am
P.O. Box 5305
Parsippany, New Jersey 07054
(973) 887-0046 • Fax (973) 887-9386

The leaf orders take a few weeks to process because we have to send the orders in groups for engraving. You will get a confirmation email when the order has been placed.

The Gift Shop at Temple Beth Am

The Gift Shop at TBA is filled with different and exciting items to either help you as you plan your child's *Bar/Bat Mitzvah* or to bring to another child's celebration.

Parent of *B'nai Mitzvah* have been buying *kippot* (*yarmulkes*) from the Gift Shop for years. Please see the accompanying form for all information. *Kippot* come in all sizes, materials, shapes and colors and we are sure to be able to meet your needs. We can also order from a large range of *tallitot* for both males and females from very traditional to very extraordinary.

The Gift Shop is operated both as a service for TBA members and as a fundraising opportunity for the Temple. But since we have no overhead and no salaries, we are able to sell our inventory **below retail**. Whether it's *kippot* or *tallitot*, books, *Shabbat* candles or toys, our prices are the most inexpensive available! We carry many items of Judaica (in all price ranges) that can either be given to your child or another for their celebration. As long as the item is not personalized it is exchangeable. We have both traditional and very unusual Judaica...and we can order almost anything! Just ask! Many can be personalized if enough notice is given. Some ideas:

- ☆ Judaica is often given for B'nai Mitzvah – the children have special religious objects that are theirs – and that last a lifetime.
- ☆ *Havdalah* sets, *challah* covers, candlesticks, *kiddush* cups...all make wonderful gifts.
- ☆ Beautiful *yads* (to point the way in the *Torah*) of wood, silver, glass.
- ☆ *Tzedakah* boxes (for charitable contributions) – they come in every imaginable size and shape and are a great gift for the celebration.
- ☆ *Shofars* and *Shofar* stands
- ☆ Books of great Jewish men, women and athletes.
- ☆ Lovely jewelry...stars, necklaces and earrings in religious and unusual designs from a variety of Israeli artists.
- ☆ Beautiful stained glass frames to hold pictures of the day.
- ☆ And much, much more

We are working on having standard hours, but we desperately need volunteers. Please call **Rhonda Jacoby 973-503-0757** for questions or orders.

Remember – when you buy from the Gift Shop at TBA, you not only purchase beautiful items, ***you help support your Temple!***

**Temple Beth Am Gift Shop
879 South Beverwyck Road
Parsippany, New Jersey 07054
(973) 503-0757 • Fax (973) 887-9386**

Temple Beth Am Gift Shop
879 South Beverwyck Road
Parsippany, New Jersey 07054
(973) 503-0757 • Fax (973) 887-9386

2007 PRICE LIST *YARMULKES/KIPPOT*

SATIN LINED.....	\$22.00 PER DOZEN
VELOUR LINES (COTTON VELVET).....	\$25.00 PER DOZEN
VELVET LINED.....	\$30.00 PER DOZEN
GENUINE SUEDE.....	\$4.00 PER PIECE
BUTTONS.....	\$5.00 PER DOZEN
TRIM.....	\$5.00 PER DOZEN

MINIMUM IMPRINTING ORDER IS **5 DOZEN** OR A SETUP CHARGE OF \$10.00

15% DISCOUNT: 10 DOZEN OR MORE FABRIC – EXCLUSIVE OF TRIM AND BUTTONS
8 DOZEN OR MORE SUEDE OR LEATHER – EXCLUSIVE OF TRIM

YARMULKES ARE AVAILABLE IN A VARIETY OF COLORS AND DESIGN. SAMPLES ARE AVAILABLE ON REQUEST. MAY BE ORDERED FOR WEDDINGS AND OTHER CELEBRATIONS.

IMPRINTING INFORMATION: *BAR/BAT MITZVAH* OF

NAME _____

DATE _____

TEMPLE (OPTIONAL) _____

ORDER 6 TO 8 WEEKS IN ADVANCE OF THE DATE OF THE EVENT, UNLESS THE EVENT IS NEAR A MAJOR HOLIDAY. (HIGH HOLY DAYS, SUKKOT, PASSOVER, SHAVUOT) ALLOW 3 ADDITIONAL WEEKS.

2007 Tallit /Bag Price List

Tallit (in-stock)	\$75.00
Tallit Bag	\$25.00

TBA holds a "make your own tallit" workshop in March of even numbered years

FOR FURTHER INFORMATION:

Rhonda Jacoby
973.503.0757
giftshop@tbaparsippany.org

PRICES SUBJECT OT CHANGE WITHOUT NOTICE.



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Bar/Bat Mitzvah Project Report

Name _____

Bar/Bat Mitzvah Date Parasha _____

Project Description

What did you do? _____

Who supervised you? _____

Where did you work? _____

Date you began project: _____ Date you completed project: _____

Number of hours you spent doing the project: _____

How and why did you choose this *mitzvah* project? _____

Does your mitzvah project relate in any way to your *Torah* or *Haftarah* portion?

What is the most important thing you learned from doing this project?

What is another thing you learned?

How do you feel about your project?

Please complete this sentence:

I would recommend this *mitzvah* project to someone else who

Could someone who wants to hear more about your project contact you? If yes, please fill in:

Phone: _____ E-mail: _____

TZEDAKAH PROJECT CONTACT INFORMATION

Israel Bonds

2 West Northfield Road Suite 201
Livingston, NJ 07039
800-404-3235
973-994-0516

300 Raritan Avenue Suite 2
Highland Park, NJ 08904
800-752-5652
732-828-0200

email – metronj@israelbonds.com
www.israelbonds.com/newjersey

Israel Bonds offers a “*Chai Certificate*” at a price suitable for *Bar/Bat Mitzvah* gift giving. In October 2003, this *Chai Certificate* was available for \$149, with a greater value at maturity. Other, larger bonds are also available.

Thanks to Israel Bonds, Israel’s economic development is moving forward with an array of infrastructure projects: housing construction in the fast-growing Negev, a high speed rail link connecting the Red Sea and the port of Ashdod on the Mediterranean Sea, commuter rail lines, and a communication hub are just some of the current works being built with Israel Bond funds.

Israel Bonds are a meaningful way to commemorate your child’s new role as an adult member of the Jewish community!

Mazon: A Jewish Response to Hunger

1990 S. Bundy Drive Suite 260
Los Angeles, CA 90025
310-442-0020
email – mazonmail@mazon.org
www.mazon.org

Since 1985, Mazon: A Jewish Response to Hunger has provided food, help and hope to hungry people of all faiths and backgrounds across the United States. More than 75,00 Jews annually donate to Mazon, last year providing \$3 million in grants to more than 260 carefully screened organizations such as food banks, emergency food providers, and agencies which seek long term solutions to the issues of hunger.

In honor of your child becoming a *Bar or Bat Mitzvah*, Mazon would like to encourage you to donate 3% of the cost of your celebrations. Some *Bar/Bat Mitzvah* children donate 3% of their cash gifts. Others conduct walk-a-thons for Mazon. Whatever plan you choose, you will be fulfilling our Biblical obligation to “Set aside the corners of our fields for the poor and the stranger, so that they might share in the bounty of our harvest”.

Jewish National Fund

215 Ridgedale Avenue
Florham Park, NJ 07932
973-593-0095
www.jnf.org

To Plant Trees in Israel- 800-542-8733

Traditionally known as the organization that plants trees in Israel, for more than 100 years, the Jewish National Fund has also been involved in major infrastructure projects in Israel, turning desolate land into a modern state. JNF programs in the areas of ecology, afforestation, and water have produced farms and vineyards, parks, playgrounds and forests, water reservoirs, roads, and tourist infrastructure.

JNF funded water projects are considered a crucial part of the quest for a peaceful Middle East. Currently under construction is Israel's first, and the Middle East's only water desalinization plant. This state-of-the-art facility, and a new water reservoir being built in a secure location, will help ease the multi-year drought the area has been experiencing.

Your donation to JNF can take several forms. To purchase individual trees or a "Ring of Trees", contact the JNF "800" phone number listed above. This phone number may be used throughout the year; a tree certificate will be sent to your designated recipient. To arrange for a donation to a specific project of your interest, contact the JNF's NJ office.

Bar and Bat Mitzvah age children may volunteer for JNF's annual "Green Sunday" telethon as part of their Mitzvah project. TBA students have worked behind the scenes and on the telephones at past "Green Sunday" telethons. Contact Lois Ruderman at 732-271-1386 to sign up for the February 8, 2004 telethon.

JNF offers custom printed tree certificates that can be used as *Bar/Bat Mitzvah* invitations, table place cards or thank you notes. These colorful certificates have been designed specifically for *Bar/ Bat Mitzvah* use. Contact the NJ office for more information.



Magen David Adom

8930 Gross Point Road Suite 800

Skokie, IL 60077

Toll Free – 866-583-8539

www.magendavidadom.org

Magen David Adom is Israel's National Emergency Medical Service (EMS) with over 650 emergency ambulances in operation, providing 24-hour-a-day 365-day-a-year emergency ambulance and coronary rescue services to all Israeli hospitals. The office in Illinois coordinates all US fund raising for Israel's Magen David Adom.

A novel idea for table centerpieces are the toy MDA ambulances which are available on loan from the organization. Call at least 3 months in advance to arrange for delivery.

MDA has tribute cards and colorful certificates which can be personalized to suit many different occasions. Information about both of these is on the MDA website.



Candle Lighting Blessing

*Ba-ruch a-ta Adonai, Eh-lo-hei-nu meh-lech ha-o-lam,
a-sher ki-d'sha-nu b'mitz-vo-tav, v'tzivanu l'had-lik ner shel Shabbat.*

We praise You, Eternal God, Sovereign of the universe:

You hallow us with Your *Mitzvot*, and command us to kindle the lights of Shabbat.

Aliyah – Blessing before and after the reading of the Torah

READER: Ba-r'chu et Adonai ha-m'vo-rach!

Praise the One to whom our praise is due!

CONGREGATION: Ba-ruch Adonai ha-m'vo-rach l'o-lam va-ed!

READER: Ba-ruch Adonai ha-n'vo-rach l'o-lam va-ed!

Praised be the One to whom our praise is due, now and forever!

Ba-ruch a-ta Adonai, eh-lo-hei-nu meh-lech ha-o-lam, a-sher ba-char ba-nu mi-kol ha-a-mim, v'na-tan la-nu et Torah-to. Ba-ruch a-ta Adonai, no-tein ha-Torah.

We praise You, Eternal God, Sovereign of the universe: You have called us to Your service by giving us the Torah. We praise You, O God, Giver of the Torah.

After the Reading:

READER: Ba-ruch a-ta Adonai, Eh-lo-hei-nu meh-lech ha-o-lam, a-sher na-tan la-nu To-rat eh-met, v'cha-yei o-lam na-ta b'to-chei-nu. Ba-ruch a-ta Adonai, no-tein ha-Torah.

We praise You, Eternal God, Sovereign of the universe: You have given us a Torah of truth, implanting within us eternal life. We praise You, O God, Giver of the Torah.

DRIVING DIRECTIONS TO TEMPLE BETH-AM

Temple Beth Am is located in Parsippany, New Jersey, at 879 South Beverwyck Road. We are minutes from I-80, I-280, I-287, Route 46 and Route 10. We are accessible to all the highways that cut across the northern part of the state, and therefore convenient for you to visit us. For directions call 973-887-0046.

1. From I-287 North or South, exit on to I-80 East, stay to the right into the local lanes and take the first exit #45. which is South Beverwyck Road. Turn right at the light, bear left at the fork in the road and we will be approximately a half mile on the left.

2. From I-80 East , bear right into the local lanes just past Route 287, then take exit 45. which is South Beverwyck Road. Turn right at the light, bear left at the fork in the road and we will be approximately a half mile on the left

3. From I-80 West, take exit 47 onto Route 46 West and make a left turn at the second traffic light which is South Beverwyck Road. Cross over Route 80, bear left at the fork in the road and we will be approximately a half mile on the left.

4. From Route 46 East or West, turn south onto South Beverwyck Road. Cross over Route 80, Bear left at the fork in the road and we will be approximately a half mile on the left.

5. From Route 10, Turn North on Troy Hills Road which becomes South Beverwyck Road in Parsippany and the Temple will be on the right side of the road.

6. From Route 280W, take Exit 1 for Edwards Road. Bear right to Route 46 and make a left going Westbound. Make a left turn at the second traffic light which is South Beverwyck Road. Cross over Route 80, bear left at the fork in the road and we will be approximately a half mile on the left.

Procedures for Usher at *Bar/Bat Mitzvah* Service

- Arrive at the Temple at least 30-45 minutes before services are to begin.
- In seating the congregants, usher should treat everyone alike.
- It is advisable to fill the forward sections first, leaving the rear section to be filled by late comers. Families with young children should arrange to sit in the back.
- It is advisable to seat young adults in the forward, right section first. You should closely supervise this group to limit excess talking which is disruptive to the service. Troublesome teens should be moved so they sit alone.
- Prayer books are already in the seats. Late comers should receive a prayer book opened to the correct page.
- Do not let anyone enter the sanctuary **while the ark is open, during the silent prayer, *Torah* reading and speeches.**
- Ushers should refrain from talking and whispering.
- Any disturbances during the service should be dealt with promptly and quietly.
- Ushers will be responsible for picking up prayer books, collecting all Temple *yarmulkes* and *tallisim*. Ushers are NOT responsible for other clean up, or maintaining decorum after the service.

Sanctuary Decorum

Please observe the following guidelines so all may enjoy services

- **Do not enter or leave the sanctuary when:**
 - Candles are being lit
 - While the Congregation is Standing
 - During the *Torah* Reading, Silent Prayer and Speeches or Sermon

- **If young children must visit the restrooms**, please have an adult accompany them.

- **No running or noise in the lobby and stairwell during services**

- **Young children should not sit unattended.** They should be seated with their families, except in cases of class participation, being on the *Bima*, or story telling at Family Services. If your children are misbehaving please remove them from the Sanctuary for a short while. We realize it is difficult for children to sit for what they consider a long period of time.

- ***Yarmulkas, tallit* and ladies head coverings are available just outside the main entrance to the sanctuary.** Please return to the same location at the end of services.

- **Dress Code: no shorts, sweat suits, bare shoulders or jeans.** Please join us at Services and show respect for Shabbat.

Oneg Shabbat Information

Please complete this form.

The *B'nai Mitzvah* coordinator will contact you about 1 month before your event to discuss Flower and Cake/Pastry selections.

Oneg Date _____ **Bar/Bat Mitzvah Date** _____

Adults Name _____

Bar/Bat Mitzvah Child's name _____

Address _____

Telephone number _____ **E-mail**

=====

Flower Orders include 2 large *Bima* Arrangements

Flower Colors	_____	Fall Colors	_____	All White
	_____	Blue & White	_____	Spring Colors
	_____	Pink & White	_____	Special

Request

Cake Selection: Would you like a cake? _____

If yes, ___ white ___ chocolate

Frosting: ___ Fudge ___ Buttercream ___ Whipped Cream
Filling: ___ Strawberry ___ Lemon ___ Custard ___ Fudge
 ___ Fudge ___ Cherry ___ Choc Pudding

Special Requests: _____

LOCAL HOTEL ACCOMODATIONS

Courtyard By Marriott Parsippany

3769 Route 46 East
Parsippany, NJ USA 07054
(973) 394-0303

Embassy Suites Hotel Parsippany

909 Parsippany Blvd
Parsippany, NJ USA 07054
973) 334-1440

Hilton Parsippany

One Hilton Court
Parsippany, NJ USA 07054
(800) 445-8667

Sheraton Parsippany Hotel

199 Smith Rd., Parsippany, NJ 07054
(973) 515-2000

Sierra Suites Parsippany

299 Smith Road
Parsippany, NJ USA 07054
(973) 428-8875

WHO'S WHO AT TEMPLE BETH AM

Name	E-mail	Phone
Rabbi Ronald Kaplan	rabbi@tbaparsippany.org	(973) 887-0046
Cantor Inna Serebro Litvak	cantor@tbaparsippany.org	(973) 887-0046
Director of Education Heather Schweizer	educator@tbaparsippany.org	(973) 983-9183
B'nai Mitzvah Coordinator Dana Sobel	bmcoord@tbaparsippany.org	(973) 983-9616
B'nai Mitzvah Scheduler Maxine Lee	bmschedule@tbaparsippany.org	(973) 335-7262
Gift Shop Rhonda Jacoby	giftshop@tbaparsippany.org	(973) 503-0757

