



March 2015/5775

Dear Parents:

Becoming *B'nai Mitzvah* is a milestone in our Jewish journey of life. *Torah* (Study), *Avodah* (Prayer), and *Gimilut 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 way to get to that place. Our preparation for this occasion in life does not begin nor end in the seventh or eighth grade of religious school. Jewish education is ideally a lifelong voyage.

The *B'nai Mitzvah* ceremony is an opportunity to chant *Torah* and *Haftarah* and lead a congregation in worship, as a young person becomes part of a larger adult Jewish community. Individual training with the Rabbi, Cantor and the Education Director, provides 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 guidebook 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, with great anticipation, to working with your son or daughter as we prepare for this meaningful and memorable upcoming *Simcha* in your lives.

Mazel Tov!

Rabbi Steven L. Mills

Cantor Inna Serebro-Litvak

Morah Lynn Anne Cutler
Education Director



March 2015/5775

Dear Parents,

Mazel Tov! You and your family are about to celebrate a momentous occasion at Temple Beth Am, the *B'nai Mitzvah* of your son or daughter!

By now you surely have begun making plans for your child's upcoming *Bar or Bat Mitzvah*, but we are certain you still have many questions. This guide contains everything you may 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 hope to answer all your questions about these topics and others...

- ▶ Tutorial with the Rabbi, Cantor and Education Director
- ▶ Use of Temple Beth Am's facilities
- ▶ *Tzedakah* suggestions and/or your child's volunteer *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. Of course, if you have any questions at any time, feel free to call or email the *B'nai Mitzvah* Coordinator.

Once again, the Education Committee, Ritual Committee and I look forward to assisting you in planning this very special day for your family and our Congregation!

L'shalom,
David Kay, President

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Timeline

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 *B'nai Mitzvah* are not counted in the temple planning schedule. During this period the office operates on reduced hours and the professionals may be away. Therefore discount these months as less productive. So for planning purposes using a November date as an example, “counting six months in advance” means “the March preceding”.

In the following outline, all dates are **in advance** of the *B'nai Mitzvah* date.

Two years or more: We will confirm your date for the *B'nai 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 prior: Cantor Inna will contact you to begin *B'nai Mitzvah* instruction. Arrange a meeting with the Education Director to discuss the *B'nai Mitzvah* Project topic and timeline. **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.

Two to Three months prior: Contact the Rabbi to prepare the *B'nai Mitzvah*'s speech as well as to discuss other special needs. Contact the Education Director to discuss the progress on the mitzvah project. Information on the *mitzvah* project should be included in one of the speeches.

Review plans for food, entertainment and flowers/*Bimah* decorations (flowers should be delivered Friday AM prior to photos). Order a *Tallit* for the *B'nai Mitzvah*, *Kippot* for guests.

Two Months prior: Submit an autobiographical article with a photo to *Happenings*, the Beth Am email newsletter.

One Month Prior: Make appointment with the *B'nai Mitzvah* Coordinator to discuss all event details. Discuss participation in services on the Friday preceding the *B'nai Mitzvah*. Discuss options for a personalized *B'nai Mitzvah* booklet (optional) to accompany the *Shabbat* handout. Update the Education Director on the mitzvah project progress. If renting the Social Hall please confirm room setup with the office.

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*: Parents usher with their *B'nai Mitzvah* child at the Saturday morning *B'nai Mitzvah* service closest to your service.

Requirements and Expectations

The Temple Beth Am Board of Directors has set forth the following guidelines and policies for a *B'nai 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 *B'nai 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 *B'nai 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 or made special arrangements in advance.
4. The member family's financial obligations to the congregation are required to be fulfilled on a current basis six months prior to the *B'nai Mitzvah* ceremony. This includes dues, school tuition and *B'nai Mitzvah* fees.

The celebration of *B'nai 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 *B'nai Mitzvah* at TBA is a privilege accorded only to members in good standing both academically and financially. (See Financial Obligations).

The *B'nai 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 *B'nai Mitzvah* ceremony, children complete the seventh or eight grade class year. It is strongly recommended that students continue their Jewish education through the 10th grade Confirmation Academy.

Preparation

1. Must attend all *B'nai Mitzvah* classes and tutorials
2. Must have a copy of the *Siddur Mishkan T'filah*
3. The *B'nai 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 *B'nai Mitzvah* date, and continue with review until their actual *B'nai Mitzvah*.

Each student is assigned a minimum of four *Torah Aliyot*, approximately 12-16 verses, to be chanted in Hebrew. Each student will also be assigned a minimum of six verses of *Haftarah* to be chanted in Hebrew. Depending on the student's capabilities and proficiency in Hebrew, the Rabbi or Cantor may encourage the student to prepare additional verses of *Torah* or *Haftarah*.

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 should come prepared to each lesson with the Rabbi and Cantor.

Materials Needed for Lessons

Notebook/Checklist

Prayer book

Booklet Containing *Torah/Haftarah* (provided By Rabbi/Cantor at first meeting)

Materials for *D'var Torah* and *D'var Haftarah*

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 *B'nai Mitzvah* ceremony. You will be provided with the names and addresses of all classmates.

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 six congregational worship services during the calendar year preceding the *B'nai Mitzvah*. At least 1 of these must be a *B'nai Mitzvah* service at TBA. Another must be the Saturday Shabbat morning class service. The others may include Friday night services, High Holy Day services, festival services for *Simchat Torah*, *Sukkot*, *Passover*, or *Shavuot*, or additional Saturday morning services at TBA.

Parents are required to attend a *B'nai Mitzvah* service with their child prior to the ushering date. Parents are encouraged to attend services with their child so that the entire family can feel comfortable with worship services and specifically *B'nai 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 The Education Director needs to be consulted before selecting a rewarding and successful *mitzvah* project and approve the project. Often students have a great idea for a project however there is not an organization or need for that 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 *B'nai Mitzvah* experience at TBA requires students to fulfill the *mitzvot* of *tzedakah* and *gemilut hasadim*, making charitable donations and undertaking volunteer 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 *B'nai 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 12 months prior to the *B'nai Mitzvah*, but must begin 6 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).

Tzedakah

The word *tzedakah* is based on the Hebrew root *tzedek*, 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. *Tzedakah* is a mitzvah, a commandment.

One way that Jews mark a *simcha* is to give *tzedakah* as an expression of gratitude. To reinforce this tradition, we ask that every *B'nai Mitzvah* 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 *B'nai 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 & 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 *B'nai Mitzvah* and consists of weekly or bi-weekly appointments. There are only a few meetings with the Education Director to monitor *mitzvah* project status.

Rabbi

Meetings with the Rabbi begin approximately two to three months prior to the *B'nai Mitzvah* service. Lessons will occur every other week for the first five months and then every week for the last month.

During these sessions the service will be examined, with its various parts assigned, and the *Torah* portion will be explored. Parents are encouraged to attend regularly with the student.

A full rehearsal will take place two weeks prior to the *B'nai Mitzvah* with Rabbi Mills and Cantor Inna.

Students are expected to be proficient in the following Hebrew liturgy in advance of meeting with the Rabbi and Cantor.

Tallit Blessing
Elu D'Varim
Shema
V'ahavta
Kiddush and Motzi

Avot
Modim
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 20 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 the following additional Hebrew liturgy.
Haftarah with cantillation (6 verses or more)

Financial Obligations

The mandatory *B'nai Mitzvah* Fee is \$700. The fee covers the following:

1. Lessons with Rabbi, Cantor, Education Director
2. Friday evening *Oneg Shabbat*
3. *Bima* Flowers or Food Baskets (donation given to community food bank in lieu of our paying for flowers)
4. Standard service program (if submitted 21 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 *B'nai Mitzvah* ceremony. *B'nai 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.

***B'nai Mitzvah* training will not commence until all outstanding obligations are paid in full.**

Worship Services Protocol

All Friday evening services begin at 7:30 p.m. Saturday morning services begin at 10:30 a.m. The Saturday morning *B'nai Mitzvah* service is approximately 1 1/2 hours long. The *B'nai Mitzvah* should be seated on the *bima* for the start of services.

Please advise your guests that electronic devices must be turned off. 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.

B'nai Mitzvah Dress Code

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. We ask that girls and women wear a dress or skirt of modest length and that shoulders are covered. Boys and men may wear a suit or jacket, with a collared shirt and tie, or similar dress attire. No “black-tie” or formal gowns are acceptable.

We hope that you and your guests will experience a sense of holiness as you celebrate *Shabbat* and a *B'nai 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 *B'nai Mitzvah*
2. Insights about the child from our Religious School
3. Special circumstances and need about which we have been alerted

With the notification of your child's *B'nai Mitzvah* date you will receive a *B'nai 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.

Erev Shabbat Friday Night Service of a B'nai Mitzvah

The *B'nai Mitzvah Shabbat* experience, of course, begins Friday evening. It is customary to invite your guests to attend *Erev Shabbat* as well as Saturday morning.

Role of the B'nai Mitzvah

The *B'nai 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 *B'nai Mitzvah* will sit with his/her family in the congregation.

Candle Blessing

One or more members of the *B'nai Mitzvah* family usually join the Rabbi and Cantor on the *bima* for the blessing and lighting of the *Shabbat* candles. A Jew of post-*B'nai 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 *B'nai 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.

Honors

The family may offer honors for the opening and closing of the ark, *Torah aliyah* in Hebrew, and to lift (*hagbah*) and dress (*galilah*) the *Torah*. (Honors worksheet is in the addendum) on pages 26-27.

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 *B'nai 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 dairy, allergen-free and *parve* 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. See the *Oneg Shabbat* form on page 39.

The Shabbat Morning Service

Role of the *B'nai Mitzvah*

There are three areas of participation for a *B'nai 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 *B'nai 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 *B'nai Mitzvah* are:

Thatzi Kaddish

Barechu

Morning Blessings/*Elu D'varim*

Yotzeir

Shema / V'ahavta

Avot-Imahot

Gevurot

Modim

Kiddush & Motzi

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

K'riat Ha-Torah

Each *B'nai 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 12-16 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. The *B'nai Mitzvah* will chant the *Torah* blessings only over the last *aliyah*, known as the *maftir*, before continuing on to chant the final *Torah* portion.

Jewish family and Jewish friends may offer the blessings in the previous 3 *aliyot*.

K'riat Haftarah

Following the reading of *Torah*, the *B'nai 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

Each *B'nai Mitzvah* will deliver a brief explanation of his/her *Torah* and *Haftarah* portion. The D'var Torah will be prepared in consultation with the Rabbi. This speech describes "What the *B'nai Mitzvah Means to Me*" including thoughts about the significance of becoming a *B'nai Mitzvah*, Jewish Identity, and what they did for their *Mitzvah* Project. This speech is a message of thanks to all for whom it is appropriate.

Parental Involvement

The parent's role in the *B'nai Mitzvah* ceremony includes a *Tallit* presentation and participating in the ceremony of Passing the *Torah*. When the *Torah* is removed from the Ark, it is passed from grandparents to parents to the *B'nai 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 *B'nai Mitzvah aliyah*. This involves the recitation of the *Torah* blessings. If a parent is not Jewish, she/he may accompany and stand at the *pulpit* (podium) for this honor.

The parents will also be called to the *Bima* to offer a parental blessing along with the grandparents and *B'nai Mitzvah* child.

Additional Participation in the Service

Honors are an important part of the *B'nai Mitzvah* ceremony. Family and friends who are given honors cease to be observers and become active participants. A variety of verbal and non-verbal 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 Mills 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 *Hebrew* blessings before and after the reading of the *Torah* portion. Each *aliyah* may be given to no more than four individuals. The blessings are to be recited by a Jew(s) of post *B'nai Mitzvah* age. Non-Jews of post *B'nai 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. The blessing can be found on page 35.

PROCEDURE FOR AN ALIYAH

When names are called, walk to the open Torah with prayer book (Hebrew, English and transliteration are found on page 358).

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 *B'nai Mitzvah* to chant the *Torah* portion, explanation and translation.

Then read the blessing on page 358 for “after the *Torah*” reading.

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

- ☆ *Torah* blessings are available from our website, www.tbaparsippa.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*.

Kipot and *tallit* are available for persons who may wish to wear them when pronouncing the blessings but are not required.

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-*B'nai Mitzvah* age are welcome to wear a *tallit*. The service leaders, meaning the *B'nai Mitzvah*, Rabbi and Cantor, 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.

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.

Raising the *Torah* (*Hagbah*) – This honoree must be a Jew of Post *B'nai Mitzvah* age.

Dressing the *Torah* (*Gelilah*) – This honoree must be a Jew of post *B'nai Mitzvah* age.

Parents and 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 *Kiddush* (blessing over the wine) at the conclusion of the service.

Other Information Regarding Worship Services

Ushering

- A. *B'nai Mitzvah* and their family are asked to usher at the *B'nai Mitzvah* prior to their own.
- B. Any congregant may volunteer to usher at any service.

(Please see ushering instructions on page 37)

About Special Needs

Temple Beth Am takes great pride in making every *B'nai 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 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 encouraged. 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 and the tripod cannot be moved. No other photography is permitted during worship services, including flash, non-flash pictures and digital cameras and cell phones.

All photography should be completed at least 30 minutes prior to the scheduled start of services. Advise the clergy in advance if you wish to include them in your photos.

Please make arrangements with the clergy for removing the Torah from the ark and please be respectful of the *bima* and all the items on the pulpit.

Gifts from Temple Beth Am

A member of the Board of Directors and a peer from their class will be assigned to present the gifts on behalf of the Congregation, Religious School, Confirmation Class, professional staff and Congregation.

Service Booklets

Many families choose to prepare a service booklet that explains the worship service and the significance of becoming a *B'nai 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.

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 *B'nai Mitzvah* Fee includes design and printing of our standard booklet if ordered more than 14 days in advance.

At the *B'nai 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 *B'nai Mitzvah* Handbook.

Any of the following imprinting is appropriate if desired: 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 basket 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.

Additional Information

Rehearsals

Rehearsal of the service is an important part of the *B'nai Mitzvah* preparation. The Rabbi and Cantor will rehearse the *Torah* and *Haftarah* service. Within two weeks before the *B'nai Mitzvah* ceremony, there is one full rehearsal of the service, including *Torah* and *Haftarah* portions, as well as 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 *B'nai 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 contribution.

Publicity

Publicity within the TBA community is available through our temple publications.

B'nai Mitzvah News Column

Our website and Happenings features a *B'nai Mitzvah* News Column.

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

Twinning

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 *B'nai 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.

Your child can be twinned with a Reform *B'nai 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 "Twinning and Remembrance" program for the *B'nai Mitzvah* student to "twin" and in this way remember a young Jewish person who perished in the Holocaust in his/her ceremony.

ADDITIONAL RESOURCES

FACILITY INFORMATION AND RENTAL INFORMATION

GUIDELINES FOR USE OF FACILITIES

No photographs may be taken during services. Upon request, 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 *B'nai 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 coatroom, if desired, is the responsibility of those using the facility.
2. The Temple cannot accept responsibility for articles lost or damaged in the coatroom or other areas of the facility.

B. FLOWERS

1. *Bima* Floral decorations must be discussed with the *B'nai 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 and on Temple grounds. Temple Beth Am is a smoke-free environment.

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

At Temple Beth Am we maintain a biblically kosher kitchen therefore PORK, PORK PRODUCTS, or SHELL FISH **may not be served** or catered within the Temple building. Please present a menu to the Housing Chairperson in advance. 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)

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. LITTERING

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

M. EXTRA COST

Any extra costs (such as extra help or rental of extra equipment) are the responsibility of the member.

N. NON-MEMBER AFFAIRS/FUNCTIONS

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

O. INSURANCE

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

3. CATERERS

- A. Users are free to engage whichever caterer they wish, providing they conform to our 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 150 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 *B'nai Mitzvah* reception may be arranged through the TBA Office Manager. 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. The maintenance staff will maintain the public areas but are not involved in preparing, serving food or clearing tables unless special arrangements are made.

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 *B'nai Mitzvah* Coordinator can share experiences of other members with you.

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

Effective 1/1/2015

MEMBER FUNCTIONS:	Rent + Custodial Fee
<i>B'nai 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)	\$ 0 + \$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.**

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)

Please send this form to the TBA Office

Mitzvah Projects

Resources & Project Ideas should be discussed with the Education Director.

This is the heart of the *B'nai 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!).**

Information for Your B'nai 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(s) & relationship(s): _____

Hebrew name(s): _____

2nd Aliyah* Name(s) & relationship(s): _____

Hebrew name(s): _____

3rd Aliyah* Name(s) & relationship(s): _____

Hebrew name(s): _____

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 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



TZEDAKAH FORM

It is customary, although not obligatory, to make a contribution on the occasion of a wonderful *simcha* such as the *B'nai Mitzvah* of a child. Here are some suggestions that are available to you.

In honor of the *B'nai 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"/> Camp Scholarship Fund <i>encourage Jewish summer camp 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>\$ 850</u> |
| <input type="checkbox"/> Tree of Life Acorn or Butterfly | <u>\$1,200</u> |
| <input type="checkbox"/> Tree of Life Dove (Lobby) | <u>\$1,800</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 ***B'nai 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 *B'nai Mitzvah*, they will be able to present a special certificate to your child during their *B'nai Mitzvah* service. This could be a 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 Happenings

____ 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

- | | | |
|--------------------------|---------------------------------|---------|
| <input type="checkbox"/> | Tree of Life Leaf (Lobby) | \$ 180 |
| <input type="checkbox"/> | Tree of Life Stone (Lobby) | \$ 850 |
| <input type="checkbox"/> | Tree of Life Acorn or Butterfly | \$1,200 |
| <input type="checkbox"/> | Tree of Life Dove (Lobby) | \$1,800 |



Card# _____ Exp. Date _____

CID _____ (last 3 digits on back of card)

Signature _____

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. You will receive confirmation emails when the order has been placed and when it has been installed.

The Gift Shop at Temple Beth Am

The Gift Shop at TBA is filled with items to either help you as you plan your child's *B'nai 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* (*Torah* pointers) 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**



2012 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: B'NAI 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.

2009 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 TO CHANGE WITHOUT NOTICE.

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 *B'nai 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 75,000 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 *B'nai Mitzvah*, Mazon would like to encourage you to donate 3% of the cost of your celebrations. Some *B'nai 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.

B'nai 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 *B'nai Mitzvah* invitations, table place cards or thank you notes. These colorful certificates have been designed specifically for *B'nai Mitzvah* use. Contact the NJ office for more information.

**All Blessing Can be played and downloaded from our website
<http://www.tbaparsippany.org>**

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 a *B'nai Mitzvah* Service

- Arrive at the Temple at least 45 minutes before services are to begin.
- In seating the guests, ushers should treat everyone alike.
- Remind young adults to turn off cell phones. (not set to vibrate)
- 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. Leave a row between each row of young people. 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.
- Service Programs should be given to each person. Prayer books are already in the seats. Latecomers should receive a prayer book opened to the correct page and a program.
- 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.
- Advise all photographers that no photography is permitted during the service. Video cameras must remain in a fixed location throughout the service.
- 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.
- **For the safety of all attendees, throwing of candy during the ceremony is not permitted.**

If you have a questions please speak to the Board Representative.

Sanctuary Decorum

This information is usually included in an invitation insert

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, sneakers or jeans.** Please join us at Services and show respect for *Shabbat*.
- No usage of cell phones or pagers, no texting.
- For the safety of all attendees, throwing of candy during the ceremony is not permitted.
- No gum chewing or candy eating.



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 _____ **B'nai Mitzvah Date** _____

Adults Name _____

B'nai Mitzvah Child's name _____

Address _____

Telephone number _____ **E-mail** _____

=====

Flower Orders include 2 large *Bima* Arrangements or Food/Book/Clothing Baskets (we will donate the cost of the flowers to the local soup kitchen)

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

___ I prefer the Food Basket option, I understand a donation will be made to the community food bank in honor of my special occasion

Cake Selection: Would you like a cake or giant cookie? _____

If cake, _____ **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

Hyatt House Parsippany

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

WHO'S WHO AT TEMPLE BETH AM

Name	E-mail	Phone
Rabbi Steven Mills	rabbi@tbaparsippary.org	(973) 887-0046
Cantor Inna Serebro Litvak	cantor@tbaparsippary.org	(973) 887-0046
Director of Education Lynn Anne Cutler	school@tbaparsippary.org	(973) 887-0046
President David Kay	president@tbaparsippary.org	(201) 213-3728
<i>B'nai Mitzvah</i> Coordinator Marci Gorman	bnaimitzvah@tbaparsippary.org	(201) 679-8375
Gift Shop Rhonda Jacoby	giftshop@tbaparsippary.org	(973) 503-0757
Temple Administrator Debbie Lesser	office@tbaparsippary.org	(973) 887-0046

This image shows a full page of blank, lined paper. It features approximately 28 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.