



Temple Chayai Shalom

# Bar/Bat Mitzvah Handbook



You will need this booklet from now through your Bar/Bat Mitzvah service.

Please save it.



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## Introduction

Shalom! You are entering an exciting and enriching time in the life of your family. Your child will soon be preparing to become a Bar or Bat Mitzvah, responsible for the commandments. We hope that the information in this booklet will help clarify the procedures, requirements, responsibilities, and expectations involved in the Bar/Bat Mitzvah process.

At Temple Chayai Shalom, the public celebration of becoming a Bar/Bat Mitzvah is an honor offered by the congregation to eligible individuals, as outlined in this booklet. The continuity of the Jewish people depends on a knowledgeable and committed Jewish community. SULAM, our congregation's educational program, supports the development of Jewish identity and builds connections among participants and a sense of belonging in Jewish community. SULAM fosters spiritual growth. In addition, SULAM enriches participants' lives with exploration of Torah, values, tradition, and culture, making Judaism a part of their everyday lives.

All Jewish children 13 years old are eligible to be considered for a Bar/Bat Mitzvah service. For our purposes, a child is Jewish who has at least one Jewish parent, as long as the child has been raised as a Jew and lives their life as a Jew. The family of the Bar/Bat Mitzvah candidate must be members of Temple Chayai Shalom in good standing, according to the financial policies for Bar/Bat Mitzvah as established by the Board of Directors.

The Ritual Committee of Temple Chayai Shalom publishes this booklet to clarify the procedures and responsibilities for Bar/Bat Mitzvah candidates and their families. While not all aspects of the timeline and process may apply to your occasion, it is a culmination of experience and feedback, and we hope that it is helpful. Please feel free to contact the chairperson of the Ritual Committee or the Rabbi with questions.



## Timeline/Process

Late Fall Grade 5

- Date Assignment

12-18 Months

- Plan celebration

9-12 Months

- Meet Tutor
- Plan Guest List
- Clothing

2-3 Months

- Student meets with Rabbi to prepare d'var Torah
- Student meets with Cantorial Soloist
- Honors
- Kippot & Tallitot
- Bimah decorations
- Board of Directors Representative Contact
- Communicate with Ushers



#### 4 Weeks

- Programs
- Multi-purpose Room Set Up Requests
- Parents' Blessing

#### 2 Weeks

- Candy
- Kiddush

#### Week of

- Final Walk-Through
- Photography
- Delivery of Food and or Flowers

#### Friday Night Before

- Participate in Service

Mazel tov! Sit back and kvell!



## Late Fall Grade 5 - On the Road to Bar/Bat Mitzvah

### **Assigning Bar/Bat Mitzvah Service Dates**

Late in the fall of the fifth grade, parents will receive correspondence from the congregation:

- General information about the Bar/Bat Mitzvah process
- A list of possible Bar/Bat Mitzvah service dates
- A questionnaire, which will be used to determine Bar/Bat Mitzvah service dates for the class. The questionnaire will give families an opportunity to request dates, as well as to share information about the number of anticipated guests

Many Shabbatot are available for services in the morning or afternoon. Date assignments are made by a small committee appointed by the Ritual Committee. They will do their best to honor individual requests, but unfortunately, they may not always be able to do so.

If the number of children in a class permits and enough dates are available, one child will be assigned to a date. Please understand that if a new family joins the congregation at a later time, their child may be scheduled with yours to share a date for their Bar/Bat Mitzvah service. There are also occasions when two children from the same TCS family (siblings or cousins) are paired for the same date.

We will confirm your date once the process has been completed. Once the date has been assigned, no changes will take place without the permission of the Rabbi. Once the date has been set, the family may begin to plan the service and the reception.



## **Grade 5 & 6 - Continuing the Journey to Bar/Bat Mitzvah**

### **Family Workshops**

A series of Bar/Bat Mitzvah family workshops will be held, providing opportunities for prayer, learning, and community building. Pertinent information about the Bar/Bat Mitzvah experience will be discussed and distributed. Many of your questions will be answered at this time.

### **Tutor Assignments**

We are dedicated to ensuring that the preparation for your child's Bar/Bat Mitzvah service is a positive experience for everyone involved. The tutor will be an important connection between the congregation and your family and will be the primary teacher leading up to your special day. We are lucky to have incredibly talented and dedicated tutors to work with your child.

Most students begin their preparation to lead the service, including the study of their Torah portion, with a private tutor at least nine months before the Bar/Bat Mitzvah service date. They usually meet with the tutor once a week and may add sessions as they get closer to the date of the service. The decision on when to begin lessons with the tutor is a collaborative one, made by the parents, the Rabbi, the Cantorial Soloist, the SULAM director, and the tutor.

The student's fluency in Hebrew, their knowledge of the prayers, their individual learning style, and the demands of their schedule all need to be considered when planning the tutoring process. In the fall of the sixth grade, you will receive a questionnaire that will help us match your child with the best possible tutor. We will take into account your child's schedule and your family's geographic preference. Once your child has been assigned to a tutor, please contact the tutor directly to schedule your appointments.



There is a uniform fee for the 45-minute lessons that is set annually by the Board of Directors and billed by the congregation, which is described in detail in later sections.

### **Tzedakah and Class Gift**

In honor of your child becoming a Bar/Bat Mitzvah, it is traditional to make a donation to the congregation. If you look around Temple Chayai Shalom you will see many items donated by parents in honor of their child becoming a Bar/Bat Mitzvah: prayer books, signage, sanctuary decorations and ritual objects including our traveling ark and ark curtain to name a few. These gifts have enhanced our community and the generous giving is greatly appreciated.

In recent years, classes have chosen to present a group gift. As a class, you might wish to choose a parent representative to coordinate a Bar/Bat Mitzvah class gift. If your class chooses to donate a group gift, a “wish list” may be requested from the president(s) of the congregation. All items to be donated must be approved by the Board of Directors, and anything for the sanctuary must first be approved by the Ritual Committee.

We also encourage families and their children to remember those who are not as fortunate as they are by giving a donation to a charitable organization.

## **12-18 Months before the Bar/Bat Mitzvah Service**

At this time, families often begin to make plans for the celebratory meal following the service. Some families elect to have celebrations off site, though congregants are welcome to host a Kiddush luncheon at the temple. At minimum, families are responsible for providing juice/water and challah to follow the service. Please see the section of this document called Responsibilities for Kiddush.



We take our kashrut policy seriously; it is included at the end of this booklet. If you need some guidance, we encourage you to ask the Rabbi or the chairperson of the Ritual Committee.

## **9-12 Months before the Bar/Bat Mitzvah Service**

### **Meet Tutor**

The student begins to meet with their tutor to begin individual preparation of the Shabbat morning or afternoon service, including Torah portions, Haftarah portions (for a morning service), and Pirkei Avot sections (for an afternoon service). To begin, students will read their Torah portion in English and work with the tutor to choose a section that is meaningful to them.

The student is encouraged to lead as much of the service as possible. The Torah and Haftarah readings and individual prayers are to be chanted in Hebrew. Recordings of the prayers and individual portions will be provided to you.

### **Plan Guest List**

As you begin to plan your guest list, please know that, in keeping with the Jewish values of community and hospitality, it is the policy of Temple Chayai Shalom that the Bar/Bat Mitzvah candidates invite all of the students in their Hebrew School class to both the service and the reception. To help you do this, we will provide a class list, typically by the spring of 6th grade. We encourage all students to attend their classmates' services as a demonstration of their support and commitment to each other. In addition, it is also our practice to invite the student's tutor and their significant other.



## **Clothing**

Clothing tells a story. It expresses how the wearer feels about him- or herself, and how the wearer wants to be perceived. That story may change depending upon the time and place. In the book of Exodus, Chapter 28, the Torah describes the special garments worn by the Israelite priests when they served God. These commandments recognize that different attire is appropriate for different contexts. Our clothing ought to be attuned to the occasion, suitable for the location, respectful of the other people participating, and reflective of our self-image. These factors are particularly important for service leaders to consider, so Bar/Bat Mitzvah candidates and their families especially should take them into account.

Judaism teaches that each of us is made in the image of God. That image is contained in many different shapes, sizes, and colors. Consequently, we do not want to prescribe or proscribe certain attire. For services, we expect that all of our attendees will choose clothing that, whatever its form, tells a story of being ready to enter a sacred space of prayer and community. We hope that clothing will enable participants to feel present in services, comfortably and without distraction. We will be happy you are here, no matter what you choose to wear.

## **2-3 Months before the Bar/Bat Mitzvah Service.**

### **Student Meets with Rabbi to Prepare D'var Torah**

The Rabbi will be in touch to schedule several meetings with the student. The student and Rabbi will study the texts together. The student will write a d'var Torah, a learning or insight that s/he has gained based on the Torah text studied, as well as a brief introduction to the Haftarah (for a morning service) or Pirkei Avot (for an afternoon service), to share at the service. If a meeting needs to be cancelled, please give at least 48 hours' notice.



## **Student Meets with Cantorial Soloist**

In the weeks leading up to the service date, the student will meet twice with the Cantorial Soloist to polish the chanting and bimah presence. If a meeting needs to be cancelled, please give at least 48 hours' notice.

## **Honors (includes Torah Honors and English Readings)**

Because we wish to help you include people who are important to you in order to make your day as meaningful, inclusive, and joyous as possible, there are certain honors that are available to give out at a Bar/Bat Mitzvah service. Please see an outline of the honors policy later in this document.

The Rabbi will guide you on what roles may be taken by those who are Jewish and those who are not. Reciting the blessing before and after the Torah reading, as well as lifting and dressing the Torah, are reserved for those of the Jewish faith. All Jewish adults with Torah honors are expected to wear a tallit. Other honors include opening/closing the ark and English prayers. The Rabbi will provide a list of suggested prayers, and will also review any others that you may like to include. The Rabbi will also provide you with the Honors form which can be found in the Appendix. This form indicates whom you choose to honor at the service. This form should be returned to the Rabbi one month before the service.

## **Kippot and Tallitot**

We have kippot available, and you may also provide personalized ones. Jewish guests over the age of 13 are encouraged to bring and wear a tallit. We do not have sufficient tallitot for the whole congregation.

## **Bimah Decorations**

If flowers or other arrangements for the bimah (such as a basket of food to be donated)



are desired for the service, the Bar/Bat Mitzvah family is responsible for providing them. We recommend that your arrangements not utilize fragrant flowers, as some people are allergic. Please contact the temple office to arrange for delivery of the items.

### **Board of Directors Representative Contact**

During this time period, a representative from the Board of Directors assigned to your Bar/Bat Mitzvah service will be contacting you to introduce themselves and answer any logistical questions you may have.

### **Ushers**

You are going to be very busy on the morning of your child's Bar/Bat Mitzvah service. It is necessary to ask for help with certain tasks. Consequently, each family assigns two adult ushers. Ushers must be TCS members. Families in the class often help each other out by serving as ushers for one another. They will greet guests, pass out books and programs, direct seating arrangements, and maintain decorum in the sanctuary. They are also responsible for returning the books, kippot, and tallitot to their respective storage places after the service.

The Bar/Bat Mitzvah family need to inform their ushers they are responsible for:

- Welcoming guests
- Handing prayer books and programs to guests
- Set up and clean up the Kiddush that follows the service. This includes setting up food in the lobby or multi-purpose room, clearing any unused food and wiping down tables.
- Taking trash to the dumpster
- Collecting and returning prayer books to the shelves

Bar/Bat Mitzvah families should let ushers and their Board Member know if there will be a longer than usual Kiddush/Oneg so they can plan their day accordingly. Please do not leave any food in the kitchen. Take it home and enjoy it!



## **4 Weeks before the Bar/Bat Mitzvah**

### **Parent Blessing**

Parents will have the opportunity to offer a blessing for their child at the service. You may wish to start working on your blessing. Guidelines will be provided by the Rabbi.

### **Service Programs**

The Ritual Committee has prepared a booklet called *Welcome to Temple Chayai Shalom*, which includes an explanation of the service for those who are unfamiliar with Jewish customs and practices. This can be found in the Appendix of this document. In addition, some families choose to create a personalized program to be given to each member of the congregation attending the service. If you wish to produce your own, please share a draft with the Rabbi at least four weeks before the Bar/Bat Mitzvah service. Please do not print the final copies until approval has been provided by the Rabbi. If you are sharing a Bar/Bat Mitzvah service with another student, we ask that you create one program for everyone. This program may include a letter of greeting, a list of honorees, and additional selected readings.

### **Multi-Purpose Room Set Up Requests**

If you plan to use the multi-purpose room before or after the service, you will need to provide details on how you would like the room arranged within 3-4 weeks of the event. You will be contacted by your Board of Directors representative to confirm these details. The Bar/Bat Mitzvah fee set annually by the Board of Directors includes the use of the multi-purpose room. The room can be set up with round tables which use square 82" tablecloths and long tables which use 54 x 108".



If a family is having a tent and needs tables and chairs set up outside, the family is responsible for making all arrangements; i.e., to rent tables and chairs or to pay someone at the temple to set up and break down anything used in a tent. The maximum size tent allowed is 30 feet by 30 feet and must allow a safe traffic flow around the temple building.

It is the obligation of the Bar Bat Mitzvah family and the board member working with them to ensure that the entire facility (including the sanctuary, multi-purpose room, kitchen, and classrooms) is in order at the conclusion of the event and that trash has been placed in the dumpster, unless other arrangements have been made.

## **2 Weeks before the Bar/Bat Mitzvah Service**

### **Candy**

As a sign of a joyous celebration, it has become the custom at TCS to toss soft candy toward the Bar/Bat Mitzvah child. Certain parameters have been established to protect individuals and the facility. TCS will provide the candy to be tossed by those guests sitting in the first few rows.

The Ritual Committee reserves the right to disallow the throwing of candy if it appears that the safety of the people in the sanctuary or the protection of the premises cannot be guaranteed.

### **Responsibilities for the Kiddush**

Families are expected to provide and host a Kiddush following the service. The food for Kiddush may be as simple as challah and grape juice (these two items are required) with a light snack, or as elaborate as a Kiddush luncheon. This is up to you.



In either case the Bar/Bat Mitzvah family has the following responsibilities:

- Set up and clean up the Kiddush
- Clearing any unused food - please do not leave any food in the kitchen.
- Wiping down tables
- Taking trash to the dumpster

If you are having a full Kiddush luncheon at TCS, the set up and service and food and cleanup is on a much grander scale, and some families have found it beneficial to hire professional accommodators. Families must provide their own paper goods, including tablecloths.

## **Week of the Bar/Bat Mitzvah Service**

### **Final Walk-Through and Photography**

The final walk-through for the whole family will take place in the sanctuary with the Rabbi, usually on Thursday afternoon. Photographers are welcome to come to the walk-through. The time allotted for the walk-through does not include time for posed pictures. However, the photographer can take pictures during that time, including of the Bar/Bat Mitzvah reading Torah, with only minimal posing and interruption.

Pictures may also be taken before the service on Saturday. In this case, the family should make appropriate arrangements with the Board of Directors representative to open the temple early for pictures to ensure the temple is open and available for their family and photographer. Please note that the Torah may not be undressed for the purpose of posing for photos, and photos may not be taken during the service. Please refer to the Photography Policy later in this document for more information.

### **Delivery of Food or Flowers**

Kindly coordinate any deliveries of food or flowers with the TCS office, (508) 238-6385.



## Friday Night Services

Having your family come to services that night is a great way to spend quality, sacred time together, as well as to take a moment to pause and reflect before the Bar/Bat Mitzvah service. As part of the service, the Bar/Bat Mitzvah will lead a prayer that has been previously selected in coordination with the Rabbi and Cantorial Soloist. This also allows your child to be in front of a congregation prior to the actual Bar/Bat Mitzvah service.

## The Bar/Bat Mitzvah Service Day

Before the Shabbat service begins, a video camera may be set up in the Rabbi's office. It may not be moved during the service. Unless other arrangements have been made between you and the Board of Directors representative, the representative will open the temple 90 minutes before the start of the service.





## Sit back and Kvell!





## **Requirements, Responsibilities and Policies**

### **Religious School Education**

At Temple Chayai Shalom, we place a high value on learning and being part of a learning community. Consistency and participation are very important to a child's educational success, and to their ability to connect with others and develop relationships with classmates. We appreciate that 21st century life is busy, with competing priorities for time and resources. Choosing to belong to a temple shows your commitment to Jewish community and continuity, and we want to partner to make this relationship work and be positive for you and your child. To that end, we strive to offer choice for weekday Hebrew instruction, as well as to work through conflicts as they arise. We believe in maintaining high standards of excellence in our educational program, both in Hebrew and Judaic studies, which partly depends upon excellence in attendance.

### **Expectations**

Children in grades 2-6 are expected to attend all weekday and Sunday sessions regularly, missing no more than 3 total sessions (weekday & Sunday) each semester. Students in grade 7 are expected to attend sessions regularly, missing no more than 2 sessions each semester. Students who miss class will be expected to complete make-up assignments as appropriate. Parents of students who miss in excess of 3 sessions (or 2 in 7th grade), in a given semester, will meet with the Director of Congregational Learning and Rabbi to discuss the reason for the chronic absenteeism and consider options. Options can include, but are not limited to, independent study, paid tutoring at parents' expense, and delayed Bar/Bat Mitzvah services.

### **Shabbat Service Attendance**

Attendance and participation at Shabbat services is a proven way for the Bar/Bat Mitzvah student and family to become part of the community, to become familiar with services at TCS, and to develop their



own spiritual sense. It is expected that the student and the family will attend at least 5 services during 5<sup>th</sup> grade, at least 6 services during 6<sup>th</sup> grade, and at least 7 services during 7<sup>th</sup> grade. We strongly recommend attendance at as many Shabbat morning services as possible.

## **Synagogue Life**

We encourage students to be fully involved in life at Temple Chayai Shalom. This includes participation in special congregational programming, as well as in our youth group activities. Similarly, we encourage parents to take advantage of the many spiritual, social, and educational opportunities our synagogue offers.

We affirm the importance of congregational membership in order to instill Jewish identity. Thus we expect,

- The family of a Bar/Bat Mitzvah candidate will become participating members of Temple Chayai Shalom for two years prior to the Bar/Bat Mitzvah ceremony. This includes attending services and becoming involved in congregational life.
- The candidate will attend a minimum of two years of formal education at Temple Chayai Shalom, supplemented by tutoring, as necessary.

## **Bar/Bat Mitzvah Charges and Payments**

### **Temple Usage Fee**

The Board of Directors of Temple Chayai Shalom has established a usage fee for all Bar/Bat Mitzvah families to cover cleaning and set-up inside the temple building of \$250 per family for a partnered Bar/Bat Mitzvah or \$300 for a single Bar/Bat Mitzvah. This fee will be shown on your temple billing statement for the year of your simcha.

### **Tutoring Charges**

Because the temple pays its Bar/Bat Mitzvah tutors directly, each family will be billed a one-time charge



of \$1,800 for tutoring services, approximately one month before tutoring begins. This charge is based on the estimate of 36 sessions at a rate of \$50 per session.

**The \$1,800 tutoring charge must be paid in advance**, either in a one-time payment or monthly via check, ACH bank withdrawal or credit card. Tutoring sessions will be canceled if advance payments have not been made.

Families may choose to spread out the cost of tutoring by beginning to pay the charge a year or two before sessions start. Please note such payments as "Future Tutoring Payments" to ensure they are booked correctly.

In order to process your tutoring payments, please fill out the attached Tutoring Payment Selection form. This form gives the temple the authority to charge an account or identify a date that each payment will be made. Please see dates below when full payments of all temple financial obligations are due.

Although the average number of tutoring sessions per child is generally 36, tutoring is a very personalized process. Your child may require fewer sessions or need additional sessions, based on the tutor's recommendations. Your tutoring charge balance due will be adjusted accordingly if the Bar/Bat Mitzvah student requires fewer or additional tutoring sessions.

## **Bar/Bat Mitzvah Financial Policy**

The temple requires families to be in good financial standing prior to the Bar/Bat Mitzvah. **Note:** The final walk-through/rehearsal scheduled prior to the event will not take place unless full payment has been received as outlined below.

### **Prior-year Balances**

Your TCS account must be current (no prior-year outstanding balances), for annual commitments (dues), Religious School tuition and fees, and building maintenance fees (if applicable).



## **Current-year Balances**

Bar/Bat Mitzvah Service Dates between July 1st and December 31st

- No later than seven days prior to the event, families are required to pay a minimum of 50% of this fiscal year's annual commitment (dues), religious school tuition and fees, building maintenance fee (if applicable) and temple Bar/Bat Mitzvah usage fee.
- The remaining 50% must be paid by credit card over the remaining five-month period (January to May) in five equal installments.
- All Bar/Bat Mitzvah tutoring charges must have been paid in accordance with the Tutoring Charges policy above, no later than seven days prior to the event.

Bar/Bat Mitzvah Service Dates between January 1st and June 30th

- Families will make normal payments throughout the year (monthly, quarterly, or annually). However, your total balance, including annual commitment (dues), religious school tuition and fees, building maintenance fee (if applicable) and temple Bar/Bat Mitzvah usage fee will be due no later than seven days prior to your event.
- All Bar/Bat Mitzvah tutoring fees must have been paid in accordance with the Tutoring Charges policy above, no later than seven days prior to the event.

## **Bar/Bat Mitzvah Tutoring Policies**

The Board of Directors has established the following policies regarding Bar/Bat Mitzvah tutoring in an effort to make this experience fair and equitable to both you and your child's tutor.

### **Cancellations**

Please provide the courtesy of at least a 24-hour notice. This allows your appointment time to be made available to someone else. If your appointment is missed without prior notification to the tutor, or is cancelled within less than 24 hours of the scheduled appointment time (with the exception of emergencies), you will be charged the full tutoring session fee.



## **Late Arrival and No Shows**

It is important for all students to arrive and depart their session on time to assure a full 45 minutes of tutoring. Fees are calculated according to the times stipulated in the schedule.

No adjustment can be made for time lost because of late arrival by the student. You will be required to pay the FULL AMOUNT of the session. Late arrivals sometimes can't be avoided, but the session won't be prorated. The tutor will wait up to 15 minutes past the appointment time before a student will be considered a No-Show.

## **Cancellation of Lessons by Tutor**

The tutor may cancel lessons by giving 24 hours prior notice to the parent, in which case no fees will be incurred. The tutor will reschedule the appointment at a time agreeable to both parties.

## **Kashrut Policy**

The kashrut policy of a congregation not only deals with the food that is served, but, just as importantly, it speaks to the values of the community. Temple Chayai Shalom is built on the traditions of the Jewish people, and food has always played an important role in Jewish ritual and celebration. Food connects us to our ancestors, to holidays, and to one another.

Jewish eating customs assert the holiness of food and guide us as we determine what we eat. This Kashrut Policy of Temple Chayai Shalom is meant to be inclusive of all people by offering a kosher option and by excluding such serious allergens as peanuts.

We support Israel by serving Israeli products when appropriate; we support the ethical production of food; and we recognize the need for educating our members about this policy.

Inside the TCS building, we maintain a dairy facility. If a family wants to serve a meat meal in the temple



building, that meal must be kosher. For specific guidelines, please check with the Rabbi, the president of the congregation, or the Ritual Committee chairperson.

## Information on Honors

We receive many questions regarding roles that families and friends might take during the service. Here are a few items to take into consideration. Any thoughts and plans should be discussed with your tutor and/or the Rabbi and will need to be coordinated with the family you are partnered with (if applicable).

## Honors

Adult Jewish family and friends may

- Be called to the *bimah* for an *aliyah* – please obtain full Hebrew names
- Read from the Torah (discuss this well in advance with your tutor and the Rabbi)
- Open the ark
- Lift the Torah (*hagbah*) \*
- Dress the Torah (*gelilah*) \*

Note that all Jewish participants (over bar/bat mitzvah age) are requested to wear a *tallit* when they are on the *bimah*. All men and women are encouraged to wear a kippah (yarmulke).

\* Video instruction is available to assist/demonstrate these honors.

A parent who is not Jewish may

- Stand with Jewish parent/partner when he/she is called to the *bimah* for an *aliyah* to say the prayer before and after a Torah reading
- Stand with Jewish partner when the Torah is passed from generation to generation (Mi-dor L'dor), and when appropriate, may also pass the Torah
- Walk in procession when the child carries Torah around the sanctuary



- Deliver parents' blessing to son/daughter
- Read an English passage or poem
- Open the ark
- Participate in presenting the tallit to son/daughter

A Grandparent(s) who is/are not Jewish may

- Participate in presenting the tallit to the child
- Read English passage or poem
- Open the ark

A relative or friend who is not Jewish may

- Read English passage or poem
- Open the ark

Children who are relatives or close family friends may

- Help to pass out candy
- Dress the Torah (*gelilah*) (older Jewish children only)
- Open the ark (older children only)



## **Temple Chayai Shalom Photography Guidelines**

### **Pictures and video on Shabbat (Friday and Saturday) or Holiday evenings**

Pictures may be taken in our building and on our grounds before sunset on Friday and before evening services have begun. On Saturday, pictures may be taken in our building and on our grounds until 30 minutes before the start of the service. Please remove all photography equipment by that time.

### **Video**

With advance permission, a video camera may be set up in the Rabbi's office, and should be in place within 30 minutes of the start of the service. The camera is not to be moved during the course of the service. The videographer will be asked to leave the office 25 minutes before the service start time so that the Rabbi can use the office to meet with the family. He/she can return as the service is about to start.

Please remember that you are in the Rabbi's office and treat the Rabbi's property with respect.

### **Pictures in the Sanctuary**

- Please do not open the ark or touch the Torah scrolls. The Rabbi or a board member will take a Torah scroll out of the ark for photos. The Torah may not be undressed for the purpose of posing for photos, for example, for pictures of Torah reading. Please refer to the section of this document regarding the Week of the Bar/Bat Mitzvah Service for opportunities to take these pictures.
- If it is a shared Bar/Bat Mitzvah service, there may be another family taking pictures as well; please plan accordingly.
- Please do not stand on the furniture.



- The microphones on the podium are fragile; please handle them gently.
- If you move anything, please make sure that it is back in its original location at the start of the service.

If photographs are going to be taken during the week, the sanctuary space has to be reserved in advance. Please contact the TCS Office for availability. A board member or the Rabbi must also be available to assist the family.





## APPENDIX A: Bar/Bat Mitzvah Tutoring Payment Form

The \$1,800 tutoring charge will be billed on one invoice. Because the temple pays tutors directly for each session, the tutoring charge must be paid in advance. If you currently have temple charges billed to a credit or ACH debit you may use the same card for tutoring charges.

### Section 1 - Names

Student: \_\_\_\_\_

Parent(s): \_\_\_\_\_

### Section 2 – Payment frequency – choose one option

- ☐ One tutoring payment – will be charged before first tutoring session
- ☐ Monthly payments

### Section 3 – Form of Payment – choose one option

- ☐ **Personal Checks** – due by the last business day of the month in the temple office
- ☐ **Electronic Bill Pay / Online Banking** - must be received electronically by the last business day of the month
- ☐ **ACH Debit** (automatic checking account transfer) - payment will be automatically withdrawn from your checking account by the last day of the month (No charge for this option)

The diagram shows a check form with the following fields and labels:

- YOUR NAME**: 678 Main Street, Anywhere, MI 12345
- DATE**: \_\_\_\_\_
- PAY TO THE ORDER OF**: \_\_\_\_\_
- \$**: \_\_\_\_\_
- DOLLARS**: \_\_\_\_\_
- Routing Number**: 123456789
- Account Number**: 123456789
- Check Number**: 123

We will need your bank name, routing number and account number and your signed authorization below.



### ACH Authorization

I authorize Temple Chayai Shalom to submit ACH transactions to my bank account. I agree that this authority will remain in effect until I submit a written notice to terminate my authorization.

Account Holder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Phone # or Branch \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Acct # \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

- ☐ **Credit or Debit Card** – we will submit your card for payment on the last business day of the month. ***Please note that, due to credit card merchant handling fees, there will be a 3% processing fee for this option.***

### Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

Credit Card Information
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other _____
Cardholder Name (as shown on card): _____
Card Number: _____
Expiration Date (mm/yy): _____
Cardholder ZIP Code (from credit card billing address): _____

I, \_\_\_\_\_, authorize **Temple Chayai Shalom** to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

\_\_\_\_\_  
Temple Member Signature

\_\_\_\_\_  
Date



## APPENDIX B: Honors Form



Temple Chayai Shalom

PEOPLE TO BE CALLED FOR HONORS DURING BAR/BAT MITZVAH SERVICE

To be returned to the Rabbi **ONE MONTH** prior to the service date

Name of Bar/Bat Mitzvah \_\_\_\_\_ Service Date \_\_\_\_\_

Tutor \_\_\_\_\_ Torah portion \_\_\_\_\_

Names of ushers (2 adult Temple Chayai Shalom members)

1) \_\_\_\_\_ 2) \_\_\_\_\_

**Presentation of Talit** - Typically presented by parents and/ or grandparents

Name of presenter(s) \_\_\_\_\_

**English Readers**

Name of reader \_\_\_\_\_ Which prayer? \_\_\_\_\_

Name of reader \_\_\_\_\_ Which prayer? \_\_\_\_\_

Name of ark openers to remove Torah (p.139) 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Mi-Dor L'Dor, From Generation to Generation** – Passing down the Torah scroll

Name(s) of great-grandparents present \_\_\_\_\_

Name(s) of grandparents present \_\_\_\_\_

Name(s) of parents present \_\_\_\_\_

### ALIYOT TO SAY THE BLESSINGS FOR TORAH READINGS

FIRST TORAH READING: Reader \_\_\_\_\_

Page \_\_\_\_\_

Chapter/verse \_\_\_\_\_

English name of honorees	Hebrew name of honorees	ben/bat (son/daughter )	Father's Hebrew name	Mother's Hebrew name	Relationship to Bar/Bat Mitzvah

SECOND TORAH READING: Reader \_\_\_\_\_

Page \_\_\_\_\_

Chapter/verse \_\_\_\_\_

English name of honorees	Hebrew name of honorees	ben/bat (son/daughter )	Father's Hebrew name	Mother's Hebrew name	Relationship to Bar/Bat Mitzvah



THIRD TORAH READING: Reader \_\_\_\_\_ Page \_\_\_\_\_ Chapter/verse \_\_\_\_\_

English name of honorees	Hebrew name of honorees	ben/bat (son/daughter )	Father's Hebrew name	Mother's Hebrew name	Relationship to Bar/Bat Mitzvah

FOURTH TORAH READING: Reader \_\_\_\_\_ Page \_\_\_\_\_ Chapter/verse \_\_\_\_\_

English name of Bar/Bat Mitzvah	Hebrew name of Bar/Bat Mitzvah	ben/bat (son/daughter )	Father's Hebrew name	Mother's Hebrew name

**Hagbah** – Torah lifting \_\_\_\_\_

If the Torah lifter is unfamiliar with how to lift the Torah during a service,  
please ask him/her to watch: <http://www.youtube.com/watch?v=EEaumJtIVjc>

**G'lilah** – Torah dressing \_\_\_\_\_

(Rabbi will fill in this line) Haftarah reading: Page \_\_\_\_\_ Chapter/verse \_\_\_\_\_

Name of ark openers to return Torah (p.153) 1) \_\_\_\_\_ 2) \_\_\_\_\_

Name(s) of people to be mentioned before Mourner's Kaddish

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) of candy distributors 1) \_\_\_\_\_ 2) \_\_\_\_\_



## APPENDIX C: Welcome to Temple Chayai Shalom



# Temple Chayai Shalom

### ✧ OUR HISTORY ✧

Temple Chayai Shalom began as a Conservative synagogue in 1976. In 1977, we purchased a building on Mechanic Street in downtown Easton, which had been in use continually as a house of worship since 1845. In 1993, we affiliated with the Reform movement. To accommodate our growth, we purchased our present building here on Depot Street and dedication ceremonies were held in June, 1996. As we have grown, we have progressed from part-time student rabbis to full-time ordained rabbis. Rabbi Kenneth Carr, ordained by Hebrew Union College, is our spiritual leader.

### ✧ OUR CUSTOMS ✧

Temple Chayai Shalom has guidelines for basic etiquette, designed to maintain an atmosphere suitable for prayer. Our community is family friendly. Family participation is encouraged at services. While the atmosphere that we wish to create at services is informal, we remain respectful of *Shabbat* (Sabbath) and mindful of the many reasons that people are here. Talking and movement disrupt the mood of the service and distract those who are praying.

In our synagogue, all people are encouraged to wear a head covering, called a *kippah* or *yarmulke*, as a sign of respect to God. The *talit*, or prayer shawl, is worn every morning. Attached to the *talit*, on the four corners, are fringes to remind us of the 613 *mitzvot* (commandments) found in the Torah. Many women today wear a *kippah* and *talit*. *Kippot* and *talitot* may be found in the foyer. In our congregation, all adults with Torah honors (including opening or closing the ark, lifting or wrapping the Torah, or reading the blessings over the Torah) are expected to wear a *talit*.

We are members of a congregation participating in a worship service, not an audience. We ask that you please refrain from applauding during the service.



## OUR SANCTUARY

A synagogue houses the Torah and is a central meeting place for Jewish people. In Judaism, a group of 10 adults constitutes a *minyan* (quorum) and may conduct a full service anywhere. The emphasis in Judaism is on the people, not on the building. The rabbi of the congregation acts as a spiritual leader and teacher, not as an intermediary between the people and God. Any Jewish person who is knowledgeable may lead a service.

As you look at the raised platform, called the *bimah*, you will see the *aron kodesh*, the holy ark, in which the Torah is housed. It is customary to stand when the ark is open. Above the ark is the *ner tamid*, or eternal light, which symbolizes God's eternal presence. It is also a reminder of the menorah that burned continually in the Holy Temple in Jerusalem.

The Torah consists of the Five Books of Moses (the *Pentateuch*). Torah scrolls are handwritten on parchment by a special scribe called a *sofer*. According to the Rabbis, the Torah is to be revered and honored, but only God is to be worshiped. The same weekly Torah portion is read by Jews all over the world. Carrying, holding, and reading from the Torah are all honors reserved for those of the Jewish faith.





## OUR PRAYER SERVICE

Worship services consist of prayer and, on *Shabbat* and festival mornings, Torah reading. A primary affirmation of Judaism is the *Sh'ma*. It is the first prayerful text a Jewish child learns and the last one recited as death approaches. "Hear, O Israel, *Adonai* is our God, *Adonai* alone. Another central prayer is the *Amidah*. The *Amidah* is a series of prayers expressing praise and thanksgiving. These prayers are recited standing to express their importance.

During the *Shabbat* morning service, the Torah is removed from the ark and carried through the congregation. The Torah is written in Hebrew. Since there are neither vowels nor punctuation marks written in the Torah, its reading is difficult and requires someone who is trained. On *Shabbat*, Jewish adults may be called to the Torah for an *aliyah* (going up) to recite blessings. These blessings are an expression of gratitude to God for giving us the Torah.

Following the Torah reading, the *Haftarah*, a portion from the Prophets, is chanted. The *Haftarah* usually has a thematic connection to the Torah portion that is read. Following the *Haftarah* reading, a *D'var* Torah (words of Torah) is given, explaining these readings and relating them to the present day.

At the close of the service, the *Kaddish* (mourner's prayer) is recited. In some congregations, only the mourners rise. In our congregation, everyone rises as a congregation to honor God, to support each other, and to remember those for whom there is no one to say *Kaddish*.

Following the service, everyone is invited to join us for light refreshments. Following *kiddush* (a blessing over wine) and *motzi* (a blessing over bread), we invite you to relax and socialize with us.





## ☞ SOME REMINDERS ☞

- ☞ Please turn off cell phones and pagers
- ☞ Please escort restless children from the service
- ☞ Photography is not allowed
- ☞ Videography is allowed from the upstairs window, with advance permission
- ☞ Please do not enter or leave the sanctuary while the ark is open
- ☞ Eating, drinking, and gum-chewing is not permitted in the sanctuary
- ☞ The entire building is a smoke-free environment

Thank you for praying with us  
at Temple Chayai Shalom



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