

I. Introduction

Our Bar/Bat Mitzvah experience is a wonderful blend of tradition and creativity. Through learning and leading our sacred prayers, chanting from the Torah, teaching our Jewish values and performing community service, each student grows in their connection with Judaism and self-esteem.

Our congregation offers a warm and supportive environment for all students pursuing Bar or Bat Mitzvah. We are especially proud of the community we help create between students and their families, that continues beyond the Bar or Bat Mitzvah year. All students in our program have been attending religious school for at least 2 years prior to becoming Bar or Bat Mitzvah.

Many specific details of our bar/bat mitzvah program can be found below. Please contact Rabbi Paula at (831)479-3444 ext 205 or pmarcus@tbeaptos.org if you have any questions. We look forward to sharing this *simcha* (joyous occasion) with you.

Bar/Bat Mitzvah celebrates the transition from childhood to adulthood, symbolized by the beginning of the teen years. It celebrates the affirmation of Judaism by a young adult at this very important time of growth and development. The beautiful life-cycle celebration represents the achievement of several abilities developed while preparing for its observance.

Every Jew has the right and privilege of leading a worship service. In addition, worship is a continuous aspect of Jewish life. Therefore, by the time of their *Bar/Bat Mitzvah* each student will know the general content and meaning of the worship service and will be able to lead the congregation in communal worship. Since the home is an important center of Jewish religious life, *Bar/Bat Mitzvah* students will also learn important prayers and blessings for observance of holidays throughout the Jewish year.

Jewish rituals express the fundamental values of Judaism. These are encased in the stories of the *Torah* and their numerous commentaries throughout the ages. *Bar/Bat Mitzvah* students will learn to study the *Torah*, explore its stories and teachings with traditional and modern commentaries and learn how the *Torah's* precepts are applied to contemporary issues. This study will culminate in the speech each student will develop and deliver at the *Bat/Bat Mitzvah*, sharing the contemporary relevance of that week's *Torah* reading for the community today.

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II. Timeline - The Countdown Begins!

To assist you, we have included a checklist of the deadlines relating to your *Bar/Bat Mitzvah* that will help reduce last minute chores and running around. Early planning will help to increase enjoyment of your ceremony and party.

18 Months Prior to Your *Bar/Bat Mitzvah*:

- Temple assigns *Bar/Bat Mitzvah* dates and sends "Date Assignment Forms" home. (See "*Choosing a Date*," page 8)
- Student's Hebrew level assessed. (See "*B'nai Mitzvah Tutoring*," pages 12-13)
- After you have sent in your "Date Assignment Form" to the Executive Director, send "Save the Date" Postcards to out-of-town friends and relatives.

12 Months Prior to Your *Bar/Bat Mitzvah*:

- Begin required *Shabbat* Service attendance. (See "*Participation in Shabbat Services*," pages 10-11)
- Begin daily practice schedule. (See "*Bar/Bar Mitzvah Educational Goals*," page 8)
- Decide upon the location for your party/celebration and notify the Executive Director
- Choose and book caterer, DJ or band, photographer, florist, decorator. (See *the Resources Section for suggestions*)

6 Months Prior to Your *Bar/Bat Mitzvah*:

- Parents' and student's first meeting with the designated clergy to brainstorm ideas for the *D'var Torah*. (See "*D'var Torah*," page 12)
- Begin private Tutoring. (See "*B'nai Mitzvah Tutoring*," pages 12-13)
- Prepare guest list and order invitations. (See "*Guest List*" and "*Invitations*," page 24)
- Book Hotel Rooms for out-of-town guests (summer dates may fill up early!)
- Call the Executive Director to review plans (479-3444 ext. 208). (See pages 20-24)
- Pay security deposit if using the Temple facility for anything more than a one-hour basic *Kiddush*. (See "*Renting Space at the Temple*," page 20)
- Start the *Mitzvah Project*. ("See *Mitzvah Project*", page 11)

3 Months Prior to Your *Bar/Bat Mitzvah*:

- Daily practice schedule steps up! (See “*Bar/Bar Mitzvah Educational Goals*,” page 8)
- Meet with Rabbi Paula to review/customize the service. (See “*Customizing the Service*,” page 15)
- Second meeting with clergy for parents and student to fine tune the *D’var Torah*, submit first draft. (See “*D’var Torah*,” page 12)
- Begin thinking about family members and friends who would like to say an *Aliyah*. Collect Hebrew names as well.
- Choose Sisterhood & Brotherhood presenters. (See “*Sisterhood/Brotherhood Presentations*,” page 15)
- Select a Hebrew or Yiddish name if the student or family member does not already have one. (See “*Choosing a Hebrew or Yiddish Name*,” page 12)
- Order *tallit* & *kipot* for the student and/or guests (also guest book, jewelry, etc. from gift shop).
- All *B’nai Mitzvah* tutoring fees must be paid in full 90 days prior to your event

2 Months Prior to Your *Bar/Bat Mitzvah*:

- Student leads one or two prayers at *Shabbat* morning *Minyan* Service. (See “*Participation in Shabbat Services*,” pages-10- 11)
- Send invitations (to be returned in four weeks) (See “*Invitations*,” page 24)
- Submit half-tone photo and short statement of student’s interests for publication in *Shofar*.
Note: There is no *Shofar* published in July or August.
(See “*Shofar: Photo & Bio*,” page 19)

4 Weeks Prior to Your Bar/Bat Mitzvah:

- Choose ushers (See page 27) and Chaperones (See pages 18-19)
- Meet with the Executive Director to discuss the *Kiddush*, the party plans and time lines. (See pages 20-24)
- Turn in the completed Service Booklet Form ("Purple Sheet") including *Aliyah* information to the Tutor. E-mail the *Aliyot* to Diana Rose at dianarw@aol.com (See the Informational Documents Section for a copy of this form)
- Parents and student meet with clergy for a third and final time to finalize the *D'var Torah* and the Service. (See "*D'var Torah*," page. 12)
- Make arrangements with your child's school to be absent from 9am - 11am on the Thursday before the *Bar* or *Bat Mitzvah* for a final rehearsal. (Parents and anyone involved in the service should be present also!) (See "*Rehearsal*," page 14)

2 Weeks Prior to Your Bar/Bat Mitzvah:

- Submit or email to your assigned Rabbi a typed list of Hebrew names of those doing *Aliyot* **(Do not turn in Late!)**
- Submit or email to your assigned Rabbi a copy of your blessing for your child. **The blessing should be no longer than 2 minutes per parent.**
- Confirm non-RSVP'D guests and your chaperones to get final number of attendants
- Confirm number of attendants with caterer / coordinator
- Meet with the Executive Director to finalize party plans (See pages 20-24), room set-up, linen order (See "*Table Linens*," page 31), and childcare requirements (See "*Childcare*," page 25)

2 Days Prior to Your Bar/Bat Mitzvah:

- Attend the final rehearsal. (See "*Rehearsal*," page 14)
- Proofread the Service Booklet at the rehearsal
- Double check with the *Oneg* Coordinator to make sure there will be enough food for the *Oneg*
- Meet briefly with the Executive Director to discuss last-minute questions or changes and pay the balance of room rental and other fees after the final rehearsal.

Rehearsal and Day of Your *Bar/Bat Mitzvah*:

- See the checklist on page 32
- Remember to smile until your cheeks hurt!

NOTES:

III. Ceremony

A. CHOOSING A DATE

1. Assigning Dates

Our Executive Director assembles all the 5th graders' birthdays and assigns the *Shabbat* nearest the passing of the students' 13th birthday in consultation with the clergy team. Clusters of birthdays, the general calendar of the Temple, the schedules of the Rabbis, and the Hebrew readiness of the student are factors that influence date assignments. Parents have input if special family circumstances arise. When a date is assigned, each family is notified in writing. Parents confirm this date with the Executive Director by signing and returning the Date Assignment Form. **If parents do not return the Date Assignment Form by the deadline, the Social Hall may be rented to another individual or group.**

2. Choosing an Alternate Date

If your assigned date does not work for your family, you can contact another family to arrange a trade of your assigned dates. Keep in mind that all students must be 13 years old at the time of their *Bar/Bat Mitzvah*. Both families must inform the Executive Director of the date trade **in writing**. When returning the original date form, indicate your choice from the traded date that you have negotiated with another family. If a new date is requested, the Executive Director will contact you to confirm the date. Requests will be processed in the order received.

B. REQUIREMENTS

1. *Bar/Bat Mitzvah* Educational Goals

The educational goals of the *B'nai Mitzvah* program are to enable each student to meaningfully participate in private, home and communal worship, as well as find relevance in the *Torah* for his or her life. The program and requirements also support the goal of *Bar/Bat Mitzvah* as a gateway to leadership and partnership in our congregation's religious and community life. Our students participate in the post *Bar/Bat Mitzvah* Hebrew High program and also continue in our 10th grade Confirmation class. Our Hebrew High program will help deepen their Jewish knowledge and promote Jewish involvement for the rest of their lives.

2. Curriculum

Each student is expected to learn:

1. Basic prayers and blessings (You will be given a CD at the orientation meeting)
2. Chanting of 7 *Aliyot* totaling 21 verses from the *Torah* Scroll. (Those students with musical ability or a special desire will be encouraged to learn the cantillation system known as "*trop*" that will enable them to chant other weekly portions in the future.)
3. Chanting of the *Haftarah* portion from the prophets, 20-35 verses.
4. How to lead the Saturday morning service, English and Hebrew prayers.
5. The significance of a *Mitzvah*, by performing 13 hours in a *Mitzvah* project.
6. How to study the *Torah*, as well as understand and interpret it. This will culminate in a 3-page speech known in Hebrew as a *D'var Torah* (which means *Torah* teaching or lesson).

From one year to 6 months before their *Bar/Bat Mitzvah*, students should practice every day for 20 minutes. The next 3 months practice should increase to 45 minutes a day and the last 3 months students should practice at least one hour per day. For maximum benefit, students should study twice daily with each session equaling 1/2 the prescribed daily study time.

3. Attendance at Temple School/Family Education Program

Our Temple requires that students in the *B'nai Mitzvah* class have attended our twice-weekly program since fourth grade or have met the required Hebrew proficiency through the sixth grade. In other words, a minimum of two years prior to the *Bar or Bat Mitzvah* day is required. The *B'nai Mitzvah* program meets weekly on Wednesday evenings.

Attendance at the midweek 7th grade class is extremely important because students will be regularly evaluated in their progress towards their *Bar/Bat Mitzvah* learning requirements. Our experience is that when attendance has been irregular, the student's Hebrew dissipates at a crucial time. Students who know their prayer packet by the end of the summer class will begin the cantillation of the *Torah*. The students who do not will be placed in a Hebrew class to help them develop their Hebrew. In addition to Hebrew, the study of the Modern History of Israel will be included in the curriculum for all the students throughout the year. This will enable students to continue in Temple school throughout the entire 7th grade, regardless of their *Bar/Bat Mitzvah* date. In this way their sacred celebration marks the making of a commitment to continue Jewish study. Throughout the year, students will also continue the development of their Jewish peer group community which is another one of the goals of our 7th grade program. Each student's spiritual development will be enriched through our Rabbinic mentor program.

In addition to weekly Wednesday evening classes, we also have an exciting component in our *B'nai Mitzvah* program. Both our own experience and that of the latest study on Jewish Education indicate that family learning significantly enriches the *Bar/Bat Mitzvah* experience. A major component of family learning, is parent modeling, the commitment to ongoing Jewish education. Having a parent come to learn with the student shows children that their parent(s) takes Judaism seriously. This increases the student's Jewish identity and spiritual connection in a more lasting way. Experience also indicated that the larger block of time for family learning allows more creative forms and alternative modes of Jewish education. For all of these reasons we will be starting the year with a ***B'nai Mitzvah Family Retreat***. The retreat is designed to prepare you and your child for the *Bar/Bat Mitzvah* year. Our Retreat will be toward the end of August at Camp Newman, Santa Rosa.

There will be a charge, which has yet to be determined, per family for the weekend to offset the Temple's expenses and to pay for additional staff to cover sibling activities. This cost will be added to your Temple School Registration Form.

We will also have the time to explore more stimulating and relevant topics such as:

- 1) Putting G-d on the Guest List: Jewish Values and the *B'nai Mitzvah* Experience,
- 2) Jewish Views of G-d: Where Do Your Beliefs Fit In?
- 3) The Structure of the *Shabbat* Morning Service and Studying the *Torah* for Modern Understanding: Speech Preparation 101
- 4) *Mitzvot*: How Many, What Kind, What Way?

The Retreat will also allow parents to get to know each other, support and encourage each other and build a sense of community. Parents routinely have asked in the past for more of these opportunities. Team building activities will also develop class togetherness creating a stronger bond between your young adult and his/her Jewish teen community. We will also engage families in the spiritual aspects of *Bar/Bat Mitzvah*, and enable you to understand *Shabbat* worship in a way that will make it more meaningful. It will give you the skills to study *Torah*, not only for the *Bar/Bat Mitzvah D'var Torah*, but also for study beyond the *Bar/Bat Mitzvah* observance.

It will also mean more interaction earlier in the year with the clergy. We have found that the students have a very active Saturday night social life once their class begins its *B'nai Mitzvah* celebrations. Students were regularly coming to school tired on Sunday morning and learning was extremely limited. The Retreat will remedy this problem in a dynamic way.

Since the time is significantly less than a second day of Temple school and a tremendous effort is being poured into making this a great program, we expect that it will take precedence over sports, music, family outings, and other weekend activities.

We will also be scheduling two follow-up sessions with Rabbi Rick to cover areas we won't be able to cover during the retreat. These sessions will be on Wednesday evenings during Hebrew High.

The books, *Putting G-d on the Guest List* and *The Student Guide To Putting G-d On The Guest List* are required reading for the Retreat. They will be given to you at the Orientation Meeting with our Executive Director. Previous *B'nai Mitzvah* families have uniformly found them to be valuable and inspiring. The Student Guide will also be part of our Wednesday evening curriculum.

4. Participation in Shabbat Services

A year prior to the *Bar/Bat Mitzvah*, each student will begin his/her fulfillment of the monthly *Shabbat* service attendance requirement. This part of the curriculum is designed to help students learn the service they will lead in the near future and experience becoming part of the Temple worship community. We ask that parents attend with their children to encourage positive participation in the prayers.

During the year before the *Bar/Bat Mitzvah*, each student is required to attend at least twelve *Shabbat* services: at least 2 *Minyan* services, 2 *B'nai Mitzvah* Services on Saturday morning and 8 other Friday night or Saturday morning services. **A parent should attend services with their student.** Students will record their attendance in a notebook located on the shelf in front of the Administrative office window.

Within two months before their *Bar/Bat Mitzvah* date, each student will lead one or two prayers during a *Shabbat* morning *Minyan Service* (*Arrange this with your tutor*). Parental attendance at *Minyan Service* with their student is a great support to them.

Following the *Bar/Bat Mitzvah*, the student is honored at the *Minyan Service* with an *Aliyah*. Again on the anniversary of their *Parasha*, the student attends *Minyan Service* to chant an *Aliyah* or a portion of the *Haftarah*.

5. Mitzvah Projects

Our entire Jewish education curriculum involves developing students' knowledge of Jewish values and the rituals that express and affirm these beliefs. However, the *Bar/Bat Mitzvah* represents something more. It represents the beginnings of genuine deeper understanding of the responsibility for the fulfillment of these values and traditions throughout students' lives.

To give concrete expression to this, each student will complete a 13-hour *Mitzvah* project. This can be described as a short-term volunteer commitment to help either a program within the Temple, such as working as an afternoon aide in our Simcha Childcare Program or helping with an organization that relies on the volunteer system such as the American Cancer Society. Any project that enhances the lives of others or protects or preserves the environment is appropriate.

In general, giving one's self in community service is preferred. However, some students have chosen to fulfill their *mitzvah* project by raising *tzedekah* funds. For instance one student painted greeting cards and sold them, donating the proceeds to wildlife preservation.

A list of projects that have been successfully completed by other students is below. Each project requires at least 13 hours of volunteer time. When you have chosen a project, submit to the Rabbi assigned to you by the clergy team, a one-page description of why you think it is worthwhile and how you will accomplish your volunteer commitment. If you need help designing your proposal or looking into alternatives to those listed, please contact any of our Rabbis.

Temple Projects

Camp Kayetz

Childcare Center: Simcha or other local center

Libraries: Temple, school, or public

Nursing Home Residents: visiting, reading to them, playing music

Sisterhood Gift Shop

Collecting art supplies, vitamins, etc. for at-risk Jewish communities around the world

Temple School: make special games/learning materials for a lower grade class

Other Projects

American Cancer Society

American Red Cross

Beach Clean-up

CALPIRG (California Public

Interest Research Group)

Center for the Blind

Planned Parenthood

River Street Homeless Shelter

Santa Cruz AIDS Project

SPCA: volunteer with parent participation
Special Olympics

Women's Crisis Support/Shelter
Women CARE (Cancer, Advocacy, Resource & Education)

6. Choosing a Hebrew or Yiddish Name

You and your student will decide what English and Hebrew or Yiddish names your student is going to use throughout the *Bar/Bat Mitzvah* process for certificates, programs, and publicity materials. If the student does not have a Hebrew or Yiddish name, choose one in consultation with one of the Rabbis.

7. *D'var Torah* (the speech about the *Torah* portion and *Haftarah* portion)

To prepare for the *D'var Torah*, families will be given study materials for the *Torah* portion for the week of the student's *Bar/Bat Mitzvah*. Families should make an appointment six months before the observance with the Rabbi assigned to them by the clergy team. **Prior to the first meeting with one of the Rabbis, students and parents should read the *Parasha* and study materials.** They should discuss the *Parasha*, each sharing what he/she thinks are the main points, central themes and lessons to be learned for today. This will aid the student in the development of an outline for writing the *D'var Torah*. **Please bring all study materials with you when you meet with the Rabbi. There will be additional fees for all new copies made.**

This is the time for the student and parents to read the complete *Torah* and *Haftarah* in English as well as the Plaut and Fields commentaries that will be given to each student for his/her *Parasha*. Try first to figure out the basic story or situation. Then discuss what seems interesting and relevant to today's life among those passages. The Rabbi will give you guidance on the development of the speech.

Have a rough draft ready and submitted to the Rabbi prior to the second appointment with him/her (should be scheduled about 6 weeks before the *Bar/Bat Mitzvah*). S/he will review the rough draft and ask you to submit the final draft two weeks later. This will give each student time to practice and polish delivery of the speech to be read (not memorized) with a sense of familiarity and interest.

C. *B'NAI MITZVAH* TUTORING AND CD'S

1. Tutoring

There is a single fee for the *B'nai Mitzvah* Program, which must be paid in full 90 days prior to your event. **(The tutoring fee for the 2010 / 2011 fiscal year will be \$1,093.00, plus the additional fee for the Family Retreat, which has yet to be determined).** This figure will include 10 sessions of the Wednesday summer class, 23 sessions of private tutoring including a two-hour rehearsal, this binder, a 7th grade family learning meal, 2 books ([Putting G-d on the Guest List](#)), CD's and materials. Additional tutoring sessions may be required at an additional cost for those students who have not attained the minimum level of Hebrew knowledge necessary to prepare for their *Bar/Bat Mitzvah*. Rabbi Shifra will assess the Hebrew level of each student and recommend remedial tutoring, at additional cost to the family, if additional Hebrew study is needed.

Most of our *B'nai Mitzvah* tutoring will be done by our Rabbis. Our knowledge of your student enables us to match people who will be most effective working together. The private tutoring sessions will take place on a weekly basis beginning five to six months prior to the *Bar/Bat Mitzvah* date. Tutoring will continue on a weekly basis until two weeks prior to your date at which time sessions may be increased to twice a week. Please be considerate of the Rabbis or tutor's time and keep to the schedule.

There will be a \$35 fee for all missed tutoring appointments which are not cancelled with 24 hours advanced notice or due to health reasons.

2. CD's and MP3's

The tutor will make a customized CD of 21 lines from your child's *Torah* portion. It is the student's responsibility to practice prayers and blessings and his/her *Torah* portion at home. We suggest that you make a backup copy of all study materials in case the original CD is lost or damaged. **Replacements CD's are available at a cost of \$25.00 per CD and \$35.00 for lost or misplaced *Torah* portions.**

D. SERVICE PLANNING

1. Assignments

Make an appointment with the Rabbi who will be working with you, three months before your date. If you are planning to create your own prayer book, you must make an appointment with Rabbi Paula 6 months before your date. The Rabbi will not only work with you on your speech but also review family participation in the service. The family responsibilities to be decided are:

- a. Who is chanting which *Aliyah*?
- b. Who is presenting the *tallit*?
- c. Who is lighting the *Shabbat* candles on Friday night?
- d. Who is reciting the Parent's Prayer or address?

The blessing should be no longer than 2 minutes per parent

- e. Who is passing the *Torah* during the *Torah* Service?
- f. Who is opening the Ark doors?
- g. Who is lifting the *Torah* (*Hagbah*)?
- h. Who is dressing the *Torah* (*G'lilah*)?
- i. Who is presenting the Sisterhood Gift?
- j. Who is presenting the Brotherhood Gift?

2. Preparation

Please make sure that each person participating in an *Aliyah* or any other part of the service is well prepared both in recitation and performance of this *Mitzvah*. In addition, please gather all Hebrew names of those participating in an *Aliyah* (Yiddish names are sufficient). If they do not have Hebrew names, we will give you a list of names from which to choose. Please also see if the person knows his/her parents' Hebrew names, so that we can call them up for their

Aliyah by his/her full Hebrew name. At least two weeks before the *Bar/Bat Mitzvah* all Hebrew/Yiddish names for those being called to the *Torah* for an *Aliyah* need to be submitted, either typed or emailed, to your assigned Rabbi for them to be read. Please indicate on the list each person's relationship to the *Bar/Bat Mitzvah*.

When called to the *Torah* to recite the blessing, one thanks G-d for the gift of *Torah* and the responsibility and beauty of its ethical and ritual commandments. In our congregation we have great latitude in our welcoming and affirmation of our inter-faith families. If the non-Jewish parent is not practicing another religion and has been involved in supporting Judaism in the family, they are invited to recite this blessing in recognition of those commandments. Non-Jewish parents practicing another religion, or aunts, uncles and grandparents who are not Jewish are invited to join Jewish family members at the *Torah* honoring their special place in the family and life of the *Bar/Bat Mitzvah* student. They appropriately observe the *Torah* blessing without joining in its recitation.

3. Parents' Blessing

You will be invited to bless your child after he or she completes reading from the *Torah* & *Haftarah* and giving their *D'var Torah*. This is an awesome moment, witnessed by your family & friends.

It is a time to express your prayers and wishes for your child as they move into becoming a young adult in our community. We know that each and every child is intelligent and talented, but this blessing is truly meant not to brag about your child, but to share with all gathered, how you hope your child will grow and develop into the future. **The blessing should be no longer than 2 minutes per parent.** Please be sure to give a copy of your blessing to one of the Rabbi's two weeks prior to your child's *Bar/Bat Mitzvah*.

For ideas and inspiration, you may refer to our *Shabbat Morning Prayer* book. Feel free to speak with one of the Rabbi's about this wonderful opportunity

4. Wearing a Tallit

At least one person for each *Aliyah* needs to wear a *tallit*. There will be *tallitot* hanging on the rack near the entrance to the sanctuary. These are available to anyone who needs one.

5. Rehearsal

The service rehearsal is usually scheduled to take place from 9am to 11am on the Thursday prior to the *Bar/Bat Mitzvah*. You will be notified if this time needs to be changed by your assigned Rabbi or your tutor. Note that your rehearsal time will be during hours that your student is in school. We have found that the student has a more successful rehearsal in the morning since he or she is more able to focus earlier in the day. You may want to notify your student's teacher/school officials as well as your employer of this appointment. Family members giving *Aliyot* are encouraged to attend.

Please Note: The rehearsal is a wonderful time to take casual & meaningful photographs. Formal photographs at the actual service are more limited (*Refer to page 26*)

E. CUSTOMIZING THE SERVICE

We are happy to help you customize your service. We know that you may have unique ways to make it a meaningful and personal experience. To this end, there will be a special meeting with Rabbi Paula to customize the service and choose prayers and songs to be included in the ceremony. Both you and your student need to attend this important meeting. **If you are planning to design and print your own *Siddur*, please meet with Rabbi Paula six months before the *Bar/Bat Mitzvah* date.**

Due to requests from some of our members, we will be offering support to families who choose to hold their *Bar* or *Bat Mitzvah* at their homes. We want to remain open to change and since this is something families have requested we are hoping to be able to accommodate you, our members. This option will be limited to a few families. Families choosing this option are still required to invite all members of their child's class to the *Bar* or *Bat Mitzvah*.

F. SISTERHOOD/BROTHERHOOD PRESENTATIONS

In honor of your family's *simcha*, the Sisterhood and Brotherhood recognize the *Bar/Bat Mitzvah* with gifts of a *Kiddush* cup or candlesticks from Sisterhood and a Certificate for the class 2009-2010's purchase of a dairy cow at *Kibbutz Lotan* in Israel from the Brotherhood. Please arrange with representatives you know from these organizations to make the presentations during the service and notify the office as to who will be making these presentations. The letter "S" or "B" precedes the listings of Sisterhood and Brotherhood members in the Temple directory. Please ask each presenter to arrive 15 minutes before the service begins so that they can pick up the gifts from the Rabbi.

Keep connected with your Temple online at
www.tbeaptos.org

G. THE SERVICE BOOKLET

Your Service Booklet includes the *Torah* and *Haftarah* portions, along with the names of your *Aliyah* participants and visitor guidelines. (Ask to see sample programs in the Temple Office during regular business hours). Temple Beth El will be happy to produce your child's *Bar/Bat Mitzvah* service booklet. The cost is \$2.00 per copy for the first 100 and \$1.00 per copy after that. You will need to fill out the *Bar/Bat Mitzvah* Service Booklet Purple Design Form and turn it in to your child's tutor 6 weeks prior to the service. You will find the purple form in the *Informational Documents* section of this binder. Please bring this form with you when you meet with Rabbi Paula.

Provide us with the following information:

- the names of the family and friends who are doing an *Aliyah* & the relationship
- your child's *Bar/Bat Mitzvah* project
- your choice of cover designs

Any and all information can be e-mailed directly to Diana Rose at dianrw@aol.com. If you would like to customize the Service Booklet by changing text, or adding acknowledgments, prayers, songs, original cover designs, graphics, etc., there will be a fee of \$20.00+, depending on the additions. Please indicate changes on back of the Program Design Form. You will be contacted regarding the exact additional cost or you can call Diana Rose, at 421-9254, to confirm the additional costs of customizing the program booklet. There will also be a \$20.00+ late fee for changes after the booklet has been designed.

You will proofread the final draft of the Service Booklet at the final rehearsal. **Proofread not only for spelling and language, but also check to make sure that all the people to be listed for honors are listed and their names are correctly spelled.** If the mistake is that of Diana Rose, she will, of course, waive any late fees. If the correction is an addition of any kind, a \$20.00+ late fee will be assessed.

If you produce your own booklet, one of the Rabbis must proofread it before you make final copies.

Please use the following checklist to assist with your proofreading:

- Are all the people being honored listed?
- Are all the names in the correct places in the booklet?
- Are the names spelled correctly?
- Is the information on the cover accurate?
- Are all the Hebrew passages and verses from the *Torah* and *Haftarah* included?

In addition to the service booklet, some families choose to create their own *Shabbat* morning *Siddur*. If you wish to take on this project, you must schedule a planning meeting with Rabbi Paula (See *Customizing the Service on page 15*).

IV. Planning

A. THE CELEBRATION

Over the years, having a party to celebrate your child's *simcha* has become more and more of a major event. Some families use the opportunity to have a family reunion and invite relatives and friends from near and far. Others prefer to keep the occasion small and celebrate it with a select few. Whatever you choose, **you must make your decision within twelve months of your date regarding whether or not you will have your party at the Temple and whether you are planning to host a day or evening party.** (See the *Rental Fee Schedule* in the Informational Document section of this binder for member's special discounts.)

As our Temple family grows, so do the requests for use of the Social Hall. Although we give *Bar* and *Bat Mitzvah* families first priority over other groups, **your deposit is needed six months in advance to secure the reservation.**

Decorations, color schemes, candle-lighting ceremonies, party favors and lots of other details will demand your attention over the next few months. Talk with other parents to gain first hand experiences which will prove invaluable. Temple staff is also a great resource for table configurations and decorating ideas. Remember to check out the Informational Documents Section of this binder!

B. LEARNING AND LIVING JEWISH VALUES

This is the year in which students will master many important and beautiful ritual *mitzvot*. These include leading a prayer service and chanting from the *Torah* and *Haftarah* (*Avodah*). In addition, students will learn to study, understand and interpret the *Torah* (*Talmud Torah*). The third area of our program, *Gemilut Hasadim*, is perhaps the least understood and the most important. This means being aware of Jewish values in our interpersonal behavior and learning to live by them. The purpose of this aspect of the *Torah* is called ***derek erez*** or ***menchlikite***. This means, learning how to be a caring, responsible, decent and well-mannered human being. It is the ultimate purpose of our worship and *Torah* study.

There are two *mitzvot* we want you to discuss with your student regarding ***derek erez***. The first is the value of being a member of a *minyán* or community of prayer. Beyond knowing the chanting of prayers, students should come to services with the goal of being a good member of a *minyán*. This means supporting the person who is leading the prayers ~ in this case, his/her classmates. We do this by staying in the sanctuary or chapel rather than socializing with friends in the halls or bathroom. We do this by keeping to a minimum the number of times that we leave the sanctuary or chapel. We also do this by not talking during the service and by actively participating in the service.

By being fully present and involved in the service, each student is helped when it is his or her turn to lead the service. Often times, there are not very many Temple members at the service and without the full participation of the students of the class; it makes it difficult for

the student who is leading. Fulfilling this *mitzvah* also means wearing your *tallit* to services once you qualify to do so, demonstrating that the honor now received is valued.

We also expect students to dress appropriately: this means clean and modest clothing suitable for being in the Sanctuary. Please remind your student to dress with respect and honor for themselves and the sanctity of our services.

Another Jewish value we hope the students will learn to live by is the *mitzvah* of ***marbe simcha***, of enhancing the joy of the one who is becoming *Bar* or *Bat Mitzvah*. What does it mean, “Jewishly”, to be a good guest? It means learning to live by your commitments by sending your RSVP in on time and attending if you say you intend to. We can’t tell you how disappointing it is to students when classmates say they are coming to the party but don’t show up. It means courteous and positive behavior at the party rather than “rough housing.” Students should learn from their parents that good behavior includes staying on the premises rather than leaving during the party to go elsewhere. In the Jewish tradition, a good guest, means being friendly toward other classmates and visitors. Here too, students and their families support each other, to insure that each person’s celebration is a happy one. **The parents of *Bar/Bat Mitzvah* students are expected to volunteer to serve as chaperones at least once for a celebration at which they will not be guests. Please note that invitations to parties after the service addressed to your child means that only the child has been invited.**

Perhaps the best way to summarize, is to say that these values are part of the Jewish philosophy of “Love Your Neighbor as Yourself” (Leviticus 19:18), and Rabbi Hillel’s famous restatement of it, “That which is hurtful to you, do not do to your neighbor.” Please think about these values and review them with your student, discussing their importance and how to practice them in the context of the *Shabbat* Service and the *Bar/Bat Mitzvah* party. We hope that these will be wonderful opportunities for our students to learn important values of the *Torah* and to learn to live by them.

C. CHAPERONES

Part of the joy of *Bar/Bat Mitzvah* celebration is the fun of the party. Chaperones at the party are there to help our students learn how to act so that they have a good time and contribute to the joy of the celebration. Each celebration should have two families serving as chaperones. At least three adults performing this *mitzvah* is the ideal. Whether at the Temple or a facility in the community, chaperones should make sure that students stay at the party. At Temple that means preventing students from wandering upstairs or into other places in the building or outside on the Temple grounds. The same is true of a party at a restaurant, community center or hotel. Chaperones should make sure students do not migrate outside of the party room, adjoining hallways and bathrooms. When students go beyond these areas, it rudely detracts from the party, presents a safety risk, and has led in the past to damage of property.

Another important factor is that at this age, students have varying levels of social maturity. Sometimes they play in very physical ways that are inappropriate to these social settings. Chaperones should warmly but firmly prevent students from running, or engaging in horseplay, wrestling or chasing games. Of course underage drinking is a particular concern.

No hard liquor can be served here at the Temple. However, even with wine, beer, or champagne, we do not permit self-service. There must be a designated person to serve alcohol of any kind to guests who are of legal age. Chaperones should be attentive to make certain that underage students are not drinking alcohol. This may be especially important outside of Temple where self-service of alcohol may be permitted. Each student should know where his/her parent/s are, and be able to reach him/her. Chaperones should exercise their authority in a kind but clear way. If students are unresponsive, disruptive or rude, you should get their names, call their parent/parents and ask them to pick up their student and take her/him home from the party.

We have found that having chaperons with these guidelines and responsibilities helps the student learn to behave well, and helps each family to have a joyful party, not marred by inappropriate behavior.

Please include lunch/dinner for your chaperones in your meal planning.

Please contact your Chaperone Coordinator(s) at least one month in advance to coordinate people, location, dates and times. Remember to call the chaperones a couple days in advance to confirm their attendance.

A minimum of two Chaperones is required for any event at Temple Beth El that is in celebration of a person under 18 years of age.

D. THE SHOFAR

1. Bio Blurb

The Temple community looks forward to reading about your family's upcoming *simcha* (celebration) in *The Shofar*. Please send us a few lines (50-word maximum) about your child that will appear in the newsletter in the month of your child's *Bat/Bar Mitzvah*.

The blurb can include parents' or siblings' names, school and grade, interests, hobbies or his or her *Mitzvah* Project.

To assure that space is allotted for your blurb, please **email the text** (if possible) to *Shofar* Editor Diana Rose at dianarw@aol.com, **by the first Friday of the month prior to your child's simcha.** If necessary you can leave a disk with a text file or a hand-written copy in Diana's box in the TBE office.

2. Photo in the Newsletter

To publish your child's photograph, please email a digital photo taken at a **high resolution**. If possible, crop the photo to a head shot (from just above the top of the head to just above the shoulders). Other options include scanning a photograph at high resolution although some clarity is sacrificed with this method. Or, for a fee of \$20.00, you can submit a photograph to scan and prepare for printing.

Please email any questions to dianarw@aol.com or call 421-9254.

The Shofar is online at:
www.tbeaptos.org/events/shofar.shtml

E. RENTING PARTY SPACE AT THE TEMPLE

Special discount rates on renting the Social Hall and kitchen are exclusively available for Temple members. **We can accommodate up to 170 seated people.** We also have a fully stocked commercial kitchen that includes serving utensils, trays, bowls, china, stemware, flatware, coffee and hot water percolators, tables and chairs. These extras are frequently an additional expense at other venues. We invite you to contact the Executive Director to discuss your creative ideas to see how your needs can best be accommodated. **A non-refundable deposit of \$180.00 is due at the time the space is reserved (6 months in advance).** You will receive an itemized invoice for all charges one week after your event, which are due within 30 days. (See *the Rental Fee Schedule, the Facility Rental Agreement, the Caterer Agreement and the Coordinator Agreement in the Informational Documents section of this binder*).

While planning the party, if you change your mind and decide to have the party elsewhere, please let the Executive Director know immediately. The renter may forfeit the non-refundable deposit.

Choices of rentals include:

1. *Kiddush* (see page 23) from 12:30 to 1:30pm. Typically used when plans for lunch are elsewhere.
2. Luncheon (see page 23) from 12:30 to 4pm. Full sit down lunch typically with entertainment.
3. Evening Event.

To thoroughly plan your even, make sure to make an appointment with the Executive Director to discuss all the details of the *simcha*.

Room Set-up

In the Informational Documents section of this binder you will find a diagram of the Social Hall to scale of 1" to 8'. Play around with the table set-up remembering that the round tables are 5' in diameter (seats 8) and the rectangle tables are 8' x 3' (seats 10). Include in your diagram tables for serving food and beverages, the cake, gifts, place cards and guest register. Draw your final table/chair arrangement on the diagram and bring it to your meeting with the Executive Director.

PLEASE BRING THIS BINDER TO EVERY APPOINTMENT!

F. ONEG

The Friday Night *Oneg Shabbat* is the responsibility of the *B'nai Mitzvah* family. It is not only a responsibility but an honor to celebrate with the whole community. It is a *mitzvah*, and while your child is accepting his or her new role in the Jewish community, the *Oneg* is part of your role. We are happy to provide you with information, ideas, and hopefully, a sense of pride in completing this occasion with joy.

The best idea we can offer you, (before we become more specific about food varieties and amounts) is to **perform this *mitzvah* in a group with others from your child's class**, or friends from the larger Temple family. For example, if you choose one friend or acquaintance to be your *Oneg* Host/Hostess you will not have to worry about any of the food, set-up, or clean-up the weekend of your child's celebration, when you are feeling stressed and have to juggle out of town family and guests. And then, in exchange, you will provide the same *mitzvah* for others in your child's class, or group of friends. The beauty of this system is that you will be doing a **real *mitzvah*** for each other, and you will gain a **true sense of satisfaction and pride** as you help other families complete their responsibility, you will become more **connected and friendly with other families**, and you **set a great example for your children**.

Sisterhood and the Temple try to provide a "*Shamas*", a person who will set out the hot water and tea supplies, arrange the food, wrap up leftovers and clean up in the kitchen. Unfortunately, people move, quit or become ill, so please remember that this is not a guarantee.

Another option for some families is to hire a Caterer, Coordinator, Consultant, Event Planner, or Chef to shop and bring the food you need to the Temple or prepare the food on site.

Check the Temple calendar in the office to see if other events are happening at the Friday night service (such as a Choir or a special *Shabbat* Service). If there is a large event scheduled for that night, members of that group may share in the responsibility of the *Oneg*. Also, Temple members honor deceased loved ones on their *Yahrzeit* dates.

Call Melissa Sunberg, the Sisterhood *Oneg* Coordinator, at 429-9538 for details.

And did you know that you can bake ahead of time and freeze your cakes, cookies, etc.? And what can be easier to make than a Bunt cake? Dust with powdered sugar and Voila! Or buy an Angel Food cake, defrost and add sugared strawberries, buy Cool Whip. Yumm!! Everyone will think you are a genius! **And it is in honor of our children.**

1. Serving the *Oneg* (Plan for an average of 75 people)

Bring these basic supplies for all *Onegs*

- ❖ *Challah* (1-pound = 80 people, 2-pound = 100+ people)
 - ❖ Finger food sized sweets (cookies, brownies, small slices of cake, etc.)
 - ❖ Fruit and/or vegetable plate
- Note: no wine or grape juice is needed for the *Oneg*

Optional items

- ❖ Punch, juice, coffee (make sure you get COARSE ground for our percolators)
- ❖ Nuts and/or candy, trail mix, dried fruit
- ❖ A sheet cake (No larger than 3/4 as it will not fit in our refrigerators!)
- ❖ Cheese and Crackers
- ❖ Decorative supplies for your event: table decorations, flowers, candles, colored napkins, etc. Be as creative as you wish.

The Temple will supply

- ❖ *Oneg* supplies, i.e., plates, napkins, cups, *Challah* cover, tea bags (both caffeinated and herbal), instant coffee (both caffeinated and decaf), stirrers, sugar, sweetener and powdered creamer packets.
- ❖ Hot water pot marked "Water Only" for tea
- ❖ A *Shamas* to help you display and arrange food, replenish food, help put food away, and clean up.

Note: if you would like to serve "real" coffee and "real" cream, simply bring these items to the kitchen before the service (make sure you get COARSE ground for our percolators) and ask the *Shamas* to make a pot of coffee and put the cream in a pitcher.

Amounts

Gauge the size of your *Oneg* based on how many guests you expect plus regular Service attendees. Small *Onegs* may have only 40-50 people, average is 75-100, and large is over 100. The office and Sisterhood *Oneg* Coordinator can advise you on what to expect and who is bringing what. Here are some rough guidelines.

- ❖ Provide 4-5 pieces of finger food per person.
- ❖ One round cake serves 12-14, a bunt cake 14-18.
- ❖ Loaf cakes sliced, cut in half, can serve 14.
- ❖ One 12" plate of cut up fruit or veggies serves 20.

G. KIDDUSH

Traditionally, *Bar/Bat Mitzvah* families have extended hospitality for the *Kiddush* to Temple members who meet simultaneously for *Minyan* service on Saturday mornings. Because people have many different types of *Kiddushim* and party plans, it is necessary to coordinate with the *Minyan* as to what your specific plans will be. Please contact the Executive Director at least two weeks before your service for this purpose.

Wine and *Challah* are served in the Social Hall immediately following the service. Wine and grape juice need to be poured into small 1 oz cups for your guests. The Temple will provide the Kiddush cups. Remember the *Minyan* too!

Wine amounts: 1.5 bottle of kosher sweet wine for 60 adults (.5 oz or .015 liters per person).

Grape Juice amounts: 1 large bottle of grape juice for 40 kids plus alcohol-abstaining adults

Challah amounts: 1-pound = 80 people, 2-pound = 100+ people

1. *Kiddush* (12:30 - 1:30pm)

Cost: For a *Kiddush*, no rental fee will be charged for the use of the Social Hall, however, linen fees and custodial fees still apply (See the *Rental Fee Schedule and the Facility Rental Agreement in the Informational Documents* section of this binder).

Minyan: If you plan to have a *Kiddush* (wine, *Challah* and maybe a few snacks) because you plan to have a luncheon outside the Temple immediately following the Service, we ask that you please include the *Minyan*. Please call the Executive Director with your plans.

2. Luncheon (12:30 – 4pm)

Cost: For a luncheon, you will be charged a Social Hall rental (\$450.00) in addition to all other applicable fees (e.g. kitchen fees, linen fees, custodial fees). (See the *Rental Fee Schedule and the Facility Rental Agreement in the Informational Documents* section of this binder).

Minyan: Our *Minyan* provides support to the students preparing to lead their *Bar or Bat Mitzvah* by giving them the opportunity to practice leading prayers on a Saturday morning. We encourage you to choose how you would like to include the *Minyan* in your celebration. You may include them by inviting them to join you in the Social Hall, or you may choose to provide them with a basic menu in the Lobby. This separate arrangement should include: **poured wine, juice, challah, bagels, shmear, a fruit platter, and/or a veggie platter.** If you decide to include the *Minyan* in your luncheon, please plan for 20-25 Temple members. Please notify the Executive Director which option you prefer.

H. GUEST LIST

One goal of the Temple is to create a cohesive and mutually supportive community of our Jewish young people. We foster this sense of connection through sharing the experience of *Bar/Bat Mitzvah* and the attendant celebrations and parties. Therefore, we ask that you invite **every** student in your child's Temple School class to both the *B'nai Mitzvah* service and party. You may also want to include the clergy and their spouse on your list. Unless parents are asked specifically to attend on the invitation, they should not expect to attend. In other words, **if the invitation is addressed to the student, it is for the student only, not the family members of the student.**

Not only is it helpful for each student to become increasingly familiar with the Service, but socially, it is important to become a part of the Temple young adult community. The binder pocket contains a list of student's addresses and phone numbers which will enable you to fulfill this *Mitzvah*.

As changes occur in people's lives with regard to Temple membership, address or phone number changes, we will attempt to update you by mail as soon as we can.

I. INVITATIONS

The Temple Gift Shop is a good source for invitations at a discount. Select and place your order for invitations. Some students prefer a formal engraved invitation much like a wedding invitation. Others prefer a simple announcement, perhaps with a photo or picture. Invitations work best with a reply card enclosed. For an increased response rate, you may want to affix a first-class stamp to the reply envelope. Postage costs vary with the size and weight of invitations. To assure the proper postage, take one completed envelope with all the enclosures to the Post Office to have it weighed.

It is a good idea to ask for RSVP's for childcare including the ages of children so we can plan for the number of providers that will be needed. (See "*Childcare*," page 25)

The typical process for ordering, from initial selection to delivery of the finished invitation, takes approximately 30 days. Allow enough time for addressing and mail the invitations eight weeks prior to your event. Request an RSVP four weeks prior to your event. Phoning or mailing a "Save-the Date" postcard to your long distance relatives to let them know that they'll be receiving an invitation soon is very thoughtful. It allows people to take advantage of airline special fares and to schedule their vacations around your event. You will need to know how many guests are coming in order to plan catering, childcare, room set-up, and the number of Service booklets. Use this binder to keep track of responses.

Keep connected with your Temple online at
www.theantos.org

J. CHILDCARE (2 to 9-year olds only)

Childcare is made available to you for your guests and the children of those attending the *Minyan* Service in order to maintain the proper decorum during religious services.

Too often a Service is marred by noisy children. Attempting to quiet a disruptive child gives that child a negative worship experience and the *Bar/Bat Mitzvah* student's hard work becomes interrupted. We encourage you to use our excellent childcare program.

Temple Beth El provides a safe, protected environment for your guest's (and other worshipper's) children. We hire experienced childcare providers for our Saturday morning services (not available on Friday nights) based upon the reservations received and the ages of the children. If a child becomes inconsolable, the childcare provider may request that the parent remain with the youngster.

Two weeks prior to the event, the Executive Director will need to know the number and ages of children who will need care Saturday morning. It is your responsibility to pay for all childcare workers needed.

Due to liability concerns, we cannot allow parents to hire babysitters to work inside TBE unless a licensed, insured and fingerprinted childcare worker is also present.

Rates are \$50.00/childcare provider per hour. Each child care provider can be responsible for up to 1-6 children. (See below). Children are grouped by age to provide appropriate activities. Ages and numbers of children may necessitate the use of more than one room.

The ratio of providers to children is as follows:

- children ages 2 to 5 years: 1 provider per 5 children
- children ages 6 to 9 years: 1 provider per 6 children

Please give the Executive Director the number of children attending the service:

of 2-year-olds: _____ # of 3-year-olds: _____ # of 4-year-olds: _____

of 5-year-olds: _____ # of 6-year-olds: _____ # of 7-year-olds: _____

of 8-year-olds: _____ # of 9-year-olds: _____

At no charge, the Temple provides a Quiet Room (Room 6 upstairs) where parents with children under two years of age may retreat from the Service. They may also accompany their child(ren) in Room 8 as there is no childcare provided for children under the age of two. A changing station is available in the handicapped bathroom downstairs.

K. PHOTOGRAPHER/VIDEOGRAPHER

1. Videos

If you would like to have our custodians record three mini discs from our new video camera, please tell the Executive Director. The tripod will be set up behind the last row of chairs, in the right back corner of the Sanctuary. The cost for this service is just \$20.00 to cover the cost of the mini discs.

NOTE: NO GUARANTEE OF A PERFECT RECORDING CAN EVER BE MADE DUE TO MECHANICAL, ELECTRICAL OR HUMAN ERROR.

2. Still Photos

Photographs may be taken before the Service begins. The custodian opens the Temple at 9 a.m. The fountain garden, the veranda, the Sanctuary, or any other photogenic areas are available for still or video shots you or your photographer chooses. Complete the photo session by 10:00 a.m. in order to have everyone in his or her place in the Sanctuary by 10:15 a.m.

3. Policy on Photography/Videography

The following policy is designed to guide your photographer/videographer in the required protocol of our Temple. Please advise your photographer/videographer of the policy prior to the Service.

Photographers/videographers must be on the approved list. (“*See Resources*”) If they are not on the approved list, they must meet in person with the Executive Director prior to your event.

- ❖ Photographers and videographers must remain behind the last row of chairs, in either the right or left back corners of the Sanctuary, once the Service has started. All photography must be done from these locations. Please, only one photographer and tripod per family.
- ❖ No flash shots are allowed once the Service has begun. We permit still photographs or video, without lights, during the Service. Before the service begins or once it is over, your photographers are free to take pictures with or without flash and from any location in the Sanctuary.
- ❖ Aside from your designated photographer and/or videographer, no other photography is allowed during the Service to maintain decorum and reduce distraction.

Please give a copy of this to your photographer or videographer

L. USHERS

Please choose two adult ushers and ask them to be on the job at 9:45 a.m. on the morning of your event. Their role is to help seat people in the Sanctuary when empty spaces are few, to hand out the prayer books, *kippot* and Service booklets as people pass through the hallway on their way to the Sanctuary, and to answer question regarding directions to the restrooms and childcare rooms.

If asked about *kippot*, ushers can say that wearing a *kippah* is a sign of respect and, unless someone objects, all males should wear one inside the Sanctuary.

Ushers should be informed as to whether Service booklets are to be shared or if there are enough for each person to have his/her own copy.

During the Service, ushers should sit in the back of the Sanctuary near the door closest to the hallway to make sure this door remains open and the far door to the Sanctuary (toward Soquel Drive) remains closed. **If people arrive after the Service has begun, ushers should know where open seats are available and escort people to them as quietly and quickly as possible, so as not to distract the student leading the Service or disrupt the worship of those in attendance.** If for some reason there are not enough chairs, the usher should notify the custodian on duty.

The Ushers also act as para-security, meaning that if they see anything suspicious (especially people behaving erratically) please call the sheriff's office, located at Cabrillo College, at 212-8464 or 479-6313. They will dispatch a deputy immediately and can be on site in just a few minutes.

After the Service the ushers should stand at the Sanctuary exits with baskets in their hands to collect the prayer books, service program booklets and *kippot*.

The job of usher begins at 9:45 a.m. and continues through the end of the Service.

Please give a copy of this to each of your ushers

M. CATERERS vs. COORDINATORS / CONSULTANTS / EVENT PLANNERS / CHEFS

Please do not confuse “Caterers” with “Coordinators,” “Consultants,” “Event Planners,” or “Chefs.” Caterers are licensed by the Health Department for having a clean facility with which to prepare food, have taken a class in Food Safety, have a Business License with the County identifying them as tax payers, and carry liability as well as Worker’s Compensation insurance to cover all of their employees in case of injury on job sites. Coordinators, Consultants, Event Planners, and Chefs do not. This is why their prices are lower.

All Caterers, Coordinators, Consultants, Event Planners, and Chefs should know that a 10% fee will be collected by the Executive Director on all food and beverages purchased for the event. Please see the *Caterer Agreement* and the *Coordinator Agreement* in the *Informational Documents* section.

1. Caterers:

Good caterers book up early. We recommend asking for references and calling other clients to see if they were satisfied. Our *List of Preferred Caterers* and the *Caterer Agreement* is included in the *Resources* and *Informational Documents* section of this binder. The caterers on this list are “preferred” because they are licensed, insured and have completed a kitchen orientation with the Executive Director. Please contact these caterers first because they are familiar with our policies, procedures, and kitchen appliance operation.

Caterers are expected to sign a *Caterer Agreement* (see the *Informational Documents* section), pay a cleaning/damage deposit and abide by the rules set by the Executive Director and Board of Directors.

2. Coordinators, Consultants, Event Planners, and Chefs:

If you decide to hire Coordinators, Consultants, Event Planners, or Chefs, please talk to the Executive Director about Temple expectations concerning kitchen use, cleanup and charges. Custodians are hired by the Temple to supervise and “deep clean” the areas used by your guests - they are not responsible for food production, distribution, or clean up.

Coordinators, Consultants, Event Planners, and Chefs are expected to sign a *Coordinator Agreement* (see the *Informational Documents* section), pay a cleaning/damage deposit and abide by the rules set by the Executive Director and Board of Directors.

3. Insurance Information:

All paid employees of renters must be insured with a \$1,000,000 General Liability policy to cover photographers, decorators, entertainers, food servers, etc. **Please make sure that TBE is listed as “additionally insured” for either types of insurance listed below!**

You can ask your homeowner’s insurance agent about adding a rider. This is usually free or no more than \$50.00.

If you do not own your home or your homeowner's insurance company will not provide this rider, you can get event insurance from www.privateeventinsurance.com (around \$195.00) or www.rvnuccio.com (around \$225.00).

N. MUSIC

The best way to find a DJ or band for your party is to call the families of students that have already had their *Bar/Bat Mitzvah*. (See the *Resource Section* for a listing of DJ's and live music bands). If you would like to provide your own music, please speak with the Executive Director.

Please note: performers and DJs need to be *insured*, provide their own sound systems and cannot store any equipment overnight.

O. FLOWERS

Bima flowers for Friday night and Saturday morning services are provided by the *B'nai Mitzvah* parents. The arrangement should be 2-3 feet wide by 2-3 feet high. We recommend fan-shaped arrangements that will cover the opening at the podium base.

Many parents choose to decorate the *Oneg* table with flowers on Friday night as well. Other decorative flowers for the entry, Social Hall, *Kiddush*, dining tables, or restrooms are optional. (See the *Resource Section* for a list of local florists.) **Please have flowers delivered by 4:00 PM on Friday afternoon.** The building is cool enough for the flowers to last all weekend.

While families are responsible for *Bima* flowers for Friday night and Saturday morning, many are now choosing *tzedekah* projects in lieu of table flowers or flower centerpieces at their luncheons or parties. Some give a donation to the national organization *Mazon*, which is a Jewish organization giving grants to grass roots groups fighting hunger. Others give to the Heifer Project enabling poor people around the world to have animals that can provide eggs to eat or milk to drink and make into cheese. These organizations often provide cards to tie to anchored balloons announcing that *tzedekah* was given in place of table flowers or centerpieces. Some choose projects like collecting children's books for school libraries in poorer neighborhoods in our County. The books have been stacked into table arrangements with a note of explanation attached, that they are *tzedekah* instead of table flowers or arrangements. Others can get even more artistic. Clothes were purchased for a women's shelter. The table decorations were small clotheslines with small cut out paper garments hanging from them. Attached was the explanation that the table decoration funds had been used to purchase nice new garments for women in this shelter. Stuffed animals for kids at the hospital were similarly purchased and developed as centerpieces. Funds were contributed to the Second Harvest Food Bank and centerpieces were created from canned goods. The canned goods were also donated. Should you choose this transformation of table flowers into *tzedekah*, use your own imaginations as well! (See the page 30 for more table decoration ideas.)

P. DECORATING

1. Room Decorations

If you are having a party on Saturday, you should plan to decorate the Social Hall on Friday night, when custodians clean after the *Oneg*. Please discuss this option with the Executive Director in advance. For Saturday evening parties, Saturday afternoon access can be arranged. The janitors can provide ladders, if needed. They will set up the table and chair arrangements for you; however, they will not be available to hang decorations. You will be charged an additional fee for any custodial hours that are not normal working hours, so please plan your time carefully. Arrange your decorating time needs with the Executive Director. **Do not hang any decorations with staples, tacks, pins or nails.** Use masking tape or florist wire instead. Velcro (the hook side) works wonderfully for hanging most anything on the carpeted temporary walls.

2. Table Decorations

You can decorate the tables of your party and perform a wonderful *mitzvah* at the same time! Families today often replace floral arrangements with children's books or toys to be given to the women and children's family shelter. Sometimes cans of food can be cleverly stacked as a centerpiece and then taken to the Second Harvest Food Bank. You can send a donation to *Mazon*, a national Jewish hunger-fighting program, and they will send you cards to place in the center of the table saying that the money that would have gone to a centerpiece is going to help feed needy children. You can put little red ambulances on the table and send the funds to *Magen David Adom* in Israel. You might want to use a seedling and send the funds instead to the Jewish National Fund to plant the number of trees in Israel equal to the number of centerpieces you would have put out. Another project the Red Cross is working on is to immunize African children who are dying by the thousands. One dollar, immunizes one child, and saves one life. You could place pictures of the children, from the Red Cross, on your tabletops. The idea is to create a centerpiece out of something you can give to help others. In these ways we hope to bring about more and more opportunities to make the occasion of becoming *Bar/Bat Mitzvah* an opportunity for practicing *tzedekah* at a deep and valuable level. (See page 28 for more table decoration ideas.)

Keep connected with your Temple online at
www.tbeaptos.org

Q. TABLE LINENS

For your convenience, the Executive Director is happy to rent linens for your event. You have a choice of colors available for napkins, tablecloths, and toppers (see below).

Keep in mind that while each round table only needs, one 85" x 85" linen, one rectangular table requires two linens. Two 8-foot tables put together need a total of three linens.

The 52" x 52" linens are used to provide contrasting colors. They are toppers only and will not cover any of our tables without an 85" linen underneath. To correctly assess your linen needs, and to place your linen order, the Executive Director will review with you the diagram of the room set-up and show you linen samples. **Linens must be ordered at least 2 weeks in advance** of your *simcha*. If you prefer, you may provide your own or have your caterer provide them.

Linens are provided by the Temple for the Friday night *Oneg Shabbat* at no charge.

Napkins 20" x 20" (\$.70 each)	85" x 85" For Round and 8'x 3' Tables (\$7.00)	52" x 52" Toppers (\$4.50 each)
Black	Black	Black
Bright Yellow	Forest Green	Blue & White Check
Bronze	Ivory	Bronze
Forest Green	Maroon	Forest Green
Gold	Red	Gold
Ivory	Royal Blue	Green & White Check
Lavender	Sandalwood	Ivory
Light Blue	White	Maroon
Light Yellow		Peach
Maroon		Pink
Peach		Red
Pink		Red & White Check
Purple		Royal Blue
Red		Sandalwood
Royal Blue		Seafoam Green
Sandalwood		White
Seafoam Green		
White		

R. LAST MINUTE CHECKLIST

To Bring to the Rehearsal

- The student's copy of their Prayer Book
- The student's *D'var Torah* speech and *Haftarah*
- The student's shoes, *tallit* and *kippah*
- A list of the properly spelled *Aliyot* blessers (include pronunciation if difficult) along with the Hebrew names of those who have Hebrew names

To Bring on Saturday morning:

- The student's copy of their Prayer Book
- Cell phone with numbers you may need (remember to turn it off during the service!)
- Water bottle
- Safety pins (for last-minute repairs)
- Hebrew names of people doing *Aliyot* (please type these out in large font for the Rabbi)
- The student's *D'var Torah* speech
- The student's *Haftarah*
- Camera

V. Resources

A. PLANNING BOOKS

The following books may be available through the local library or purchased from your local bookstore:

- * Bar/Bat Mitzvah Basics, by Leneman, publisher: Jewish Lights
- * A Spiritual Journey: The Bar/Bat Mitzvah Handbook, publisher: Behrman House
- * Whose Bar/Bat Mitzvah Is This, Anyway?, by Judith Davis

The TBE Gift Shop carries a rotating selection of books, candles, *talitot*, *kippot*, and other Judaic gift items. The Gift Shop hours during the Temple School year are: Sundays, 9:30 am to 1:30 pm; Wednesdays, 3:30 pm to 6:00 pm; & Fridays, 1:00 to 4:00pm, and by appointment with Shirley Ginzburg, 685-2710.

The following list is provided for your convenience. **These are not recommendations**, but names of vendors other families have used. We encourage you to contact other parents directly for personal recommendations.

B. CALLIGRAPHY

Noga Vilozny	420-1118
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C. CHALLAH

Gayle's Bakery	462-1200
Kelly's French Bakery	423-9059
Noah's Bagels	454-9555
Whole Foods	426-9901
Trader Joe's	425-0140 or 464-0115

D. COORDINATORS/CONSULTANTS/EVENT PLANNERS/CHEFS (note: these folks are not licensed caterers. You will need to provide additional insurance from your Homeowners insurance policy or from www.rvnuccio.com or www.privateeventinsurance.com because Temple insurance does not cover them or their workers)

Julie Lorraine	688-0888	jglorraine3848@sbcglobal.net
Mishka & Melka	469-3417	Mishamelka@hotmail.com
Jen Vered	336-9625	jenandshaivered@sbcglobal.net

E. DECORATIONS

Balloons to Go!	438-4335	
Balloon Creations Party Store	461-1984	
Eventscapes	728-2980	www.eventscapes.com
Pink Petals (balloons)	335-2824	www.pink-petals.com
Woodworm Party Store	471-2212	www.woodwormpartystore.com
Woodworm Party Store	462-0455	www.woodwormpartystore.com

F. FLORISTS

Betsy's Flowers	662-3008	betsysflowers@hotmail.com
Boulder Creek Flower Mart & Floral Design Center	462-9276	www.bouldercreekflowers.com
Eventscapes	728-2980	www.eventscapes.com
Fionna's Floral Design	423-7636	www.fionafloral.com
Flower Mill Florist	476-7920	
Pink Petals (Sarah Pink)	335-2824	www.pink-petals.com
Seascape Flowers	662-9030	www.seascapeflowers.com
Stewart's Floral Shop	479-0999	www.stewartsfloral.com

G. INVITATIONS

Julie Lorraine	688-0888	jglorraine3848@sbcglobal.net
Sisterhood Gift Shop	462-3883	www.tbeptos.org/about/gift_shop.shtml

H. MUSIC – DJ'S

Choice Music	535-8456	choicemusicsantacruz.com
Entertainment by JJ	1-888-ITS-JJDDJ	www.jjthedj.com
Happy Feet ~ Anna Carlson	684-0564	www.happyfeetdj.com annacarlson@sbcglobal.net
Joel Nelson	408-446-5000 or 800-578-5780	www.joelnelson.com
Jordan River Entertainment	408-978-0979 or 800-464-1082	www.a-dj.com
Kool Inc.	458-1918	www.koolinc.com
Music Now	423-4423	www.musicnowdj.com
Selector 7 Sound DJ Service	325-3397	

I. MUSIC – LIVE

Esther's Klezmer Band	427-3939	
Hoo-Tza-Tza	423-4719	
Hot Borscht	510-841-1311	jvlyon@juno.com

J. PHOTOGRAPHY

Jeff Cable	408-821-5333	www.JeffCable.com
Annie Colbeck	566-4975	
Karen Gregory	338-6431	kgregory@theRedwoods.net
Sandra Ivany	423-1772	www.ivanyweddings.com
Gayle Mitchell	458-5033	
Danielle Gillett	334-0509	www.gillett.com
Expressive Photographics	688-4143	www.expressivephotographics.com
Jordan River Photography	408-778-0979	www.jordanriverphoto.com
Shmuel Thaler	425-5115	shmuel_thaler@yahoo.com

K. VIDEOGRAPHER

Blue Moon Productions (Andy Hirsch)	408-206-6505	www.blue-moonproductions.com
Full Circle Video Productions	459-8300	www.fullcirclevideo.com
Logan Burdick	310-625-7175	www.loganburdick.com
Visual Poetry Video Production (Robyn Martinez)	462-6989	www.visualpeotryvideo.com

L. OTHER

AV Now – Equipment Rental	425-2500	www.avnow.com
Genie Houdini Comedy & Magic	423-7583	
Klezmer Dancing (Laurie Tanenbaum)	423-4719	
Personalized <i>Kippot</i> (Julie Lorraine)	688-0888	jglorraine3848@sbcglobal.net

M. PREFERRED CATERERS

Temple Beth El has compiled a list of licensed, insured caterers who have completed a kitchen orientation with the Executive Director. Please contact these caterers first because they are familiar with our policies, procedures, and kitchen appliance operation. (See *Caterer Agreement in the Informational Documents section*).

NAME:	CONTACT:	PHONE #:
Alexandra's Catering tina@alexandracatering.com	Angela, Owner	427-1149 or cell: 325-1331
Barbara & Company Catering www.barbara-company.com	Marina Camarlinghi & Victor Cueva-Sanchez, Owners	426-6051
Custom Culinary Concepts www.scculinary.com	Jake Gandolfo, Owner	831-234-4492
Deliciously Yours Catering	Lucienne, Owner	408-395-1077
Feel Good Foods amypadi@gmail.com	Heidi & Amy, Owners	429-7579
Five Star Catering www.fivestarcatering.us	Laura, Owner	728-3090 or 466-3090
Jen Vered jenandshaivered@sbcglobal.net	Jen Vered	336-9625
Julie Lorraine jglorraine3848@sbcglobal.net	Julie Lorraine	688-0888
K's Catering	Karla, Owner	423-3567
Michael's Catering info@michaels-catering.com	Sierra, Event Coordinator	884-2400
Original Sin Desserts www.originalsindesserts.com	Tanya DeCell, Owner	477-7776 or 295-2288
Southern Exposure www.southernexposurecatering.com	Ann, Owner	479-9086

Directions to Temple Beth El

3055 Porter Gulch Road,

Aptos, CA 95003

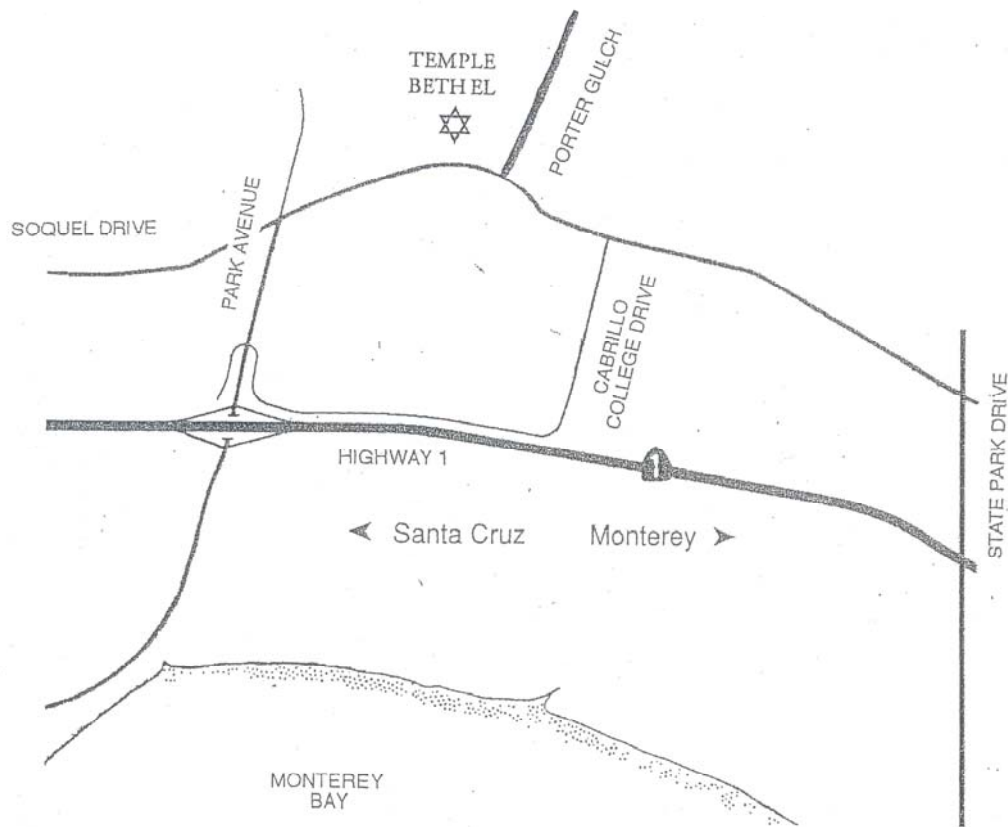
Phone: 831-479-3444

Fax: 475-7246

From the East Bay: Take Hwy 880 south; which then turns into Hwy 17. Proceed south to Santa Cruz. Follow the signs to Hwy 1 south toward Watsonville. Take the 5th exit, Park avenue. At the end of the ramp, turn left onto Park Avenue taking you back under the freeway. At the 2nd stoplight, turn right onto Soquel Drive. Take the 3rd left turn onto Porter Gulch Road and an immediate left into the parking lot. The Temple is on the corner of Soquel Drive and Porter Gulch Road. If you see Cabrillo College, you have gone too far.

From San Francisco: Take Hwy 280 south to Hwy 85 south to Hwy 17 south. From here follow the same directions as from the East Bay.

From Monterey: Take Hwy 1 north. Exit at Park Avenue. At the end of the ramp, turn right onto Park Avenue. From here, follow the directions from the East Bay.



Temple Beth EI

Kitchen Clean-up Checklist

The rule is: use it, clean it, dry it, and put it back where you found it!

All items in the kitchen are for caterer, renter or member use free of charge. However, prior arrangements must be made in advance with the Executive Director to use the following items: china dishware, flatware, glassware, coffee cups, saucers, serving trays, chafing dishes, large soup pots, cookie sheets, and coffee/hot water pots.

As a caterer, renter or member of Temple Beth EI, I have agreed to the clean-up responsibilities listed below. I understand that in order for the contract signer to receive the full refund of the theft/damage/cleaning deposit, these responsibilities must be completed to the satisfaction of the Temple Beth EI Custodial Staff on duty and the inventory control of the Executive Director.

NAME / EVENT: _____

RENTER/CATERER SIGNATURE BEFORE EVENT: _____ DATE: _____

China, silverware, glassware:

- Clean and dry all silverware to avoid spotting
- Put all china dishware, flatware, glassware, coffee cups, saucers, serving trays, chafing dishes, large soup pots and coffee/hot water pots, etc. back in appropriate places (there are signs to help)

Counter tops:

- Wipe off all counter tops

Stoves, ovens:

- Make sure all spills have been cleaned up
- Wipe off all surfaces

Dishwasher:

- Empty water out of dishwasher
- Turn off water hose in dishwashing sink

Garbage:

- Recyclables must be **RINSED!**
- Place all garbage and recyclables in appropriate containers
- Recyclables must be separated. Check the laminated sheet above the bins to determine what can be recycled.
- All garbage and recyclables should be taken to the large bins/dumpster behind the kitchen and placed in the proper container.

Sinks:

- Clear sinks of debris and rinse clean
- Make sure baskets are in all sinks (notify custodians if a sink has no basket)

Floors:

- Sweep floors
- Mop floors if food has spilled

Linens:

- Place all used linens in the mesh bags in the pantry area of the kitchen

The custodial staff is not an active worker at your event. They will however:

- A. Be available at the beginning of the event to make sure that you have access to everything you need
- B. Help you understand how the kitchen equipment works (i.e., dishwasher, convection ovens, etc.)
- C. Set up and take down tables and chairs
- D. **Set place settings and linens on tables if arranged in advance for an additional minimum 2 hour custodial charge**
- E. Be available at the end of the event to make sure all the items on the checklist are completed

RENTER/CATERER SIGNATURE AFTER EVENT: _____ DATE: _____
(For comments to the Executive Director, please make notes on other side)

CUSTODIAN ON DUTY: _____ DATE: _____
(For comments to the Executive Director, please make notes on other side)

