



160 Millburn Ave.
Millburn, NJ 07041
(973) 379-3811

Bar & Bat Mitzvah Guide

Important Contact Information

Clergy Office:	Celeste at clergyoffice@cbi-nj.org
Rabbi Bayar:	hsbayar14@aol.com
Cantor Wallach:	lornawk@aol.com
Sisterhood Kiddush:	Jane at brauer1000@yahoo.com
Sisterhood Kippot:	Marilyn at mabesq@verizon.net
Sisterhood Flowers:	Paula at pdtouger@aol.com
Main Office (Lisa or Ana):	lisar@cbi-nj.org (973) 379-3811 anaa@cbi-nj.org

Mazal tov on your upcoming simcha!

This guide is meant to answer many questions you may have. If you cannot find the answer to your question here, please ask the Rabbi, Cantor, Sisterhood President or one of the office staff and one of them will be happy to answer your question or direct you to the proper authority on the matter.

NEED TO KNOW INFORMATION

I. Congregational Shabbat Service: The Bar/Bat Mitzvah ceremony is *part* of the Congregation's regular weekly service. Certain honors (see Appendix A) are reserved for the Bar/Bat Mitzvah and his/her family and others will go to congregants. In keeping with each Shabbat service being a congregational service, congregants may be assigned Torah readings. The Bar/Bat Mitzvah family is certainly encouraged to provide Torah readers; please consult with the Cantor.

II. Aliyot:

1. On Shabbat morning, there are 7 Aliyot. The first Aliya is reserved for a Cohen and the second Aliya is reserved for a Levi.
2. At CBI, Aliyot may also be given to individuals in the congregation who are celebrating other simchas or to those who need to *BENTCH* gomel (prayer recited after surviving a life threatening event).
3. At CBI, it is our custom not to call parents, children and siblings for successive Aliyot, in accordance with Halachic guidelines (Jewish Law)

III. Recitations at the Reader's Table: All honorees and readers are expected to be able to recite the blessings and portions correctly, and are encouraged to practice in advance of the simcha. Transliterated copies and MP3s will be provided upon request.

IV. Participation in the Service: According to the Conservative movement, only Jewish people may participate in the service. We have included non liturgical readings for family members who are not Jewish. Questions regarding this practice should be directed to the Rabbi.

V. Younger Siblings: Younger siblings can participate in the service by leading Ashrei and Anim Zmirot – see Appendix A.

VI. Scheduling: No Bar/Bat Mitzvah services may be scheduled on any major Jewish holiday.

VII. Members in Good Standing: The Bar/Bat Mitzvah's family must be members in good standing of the synagogue. All fees must be paid in full six weeks prior to the simcha.

VIII. Family Photos: No photography is permitted on Shabbat. Family photos are permitted and must be taken during the week. Please schedule photos through the office.

IX. Mitzvah/Tzedakah Project:

1. Community Service Project: It is encouraged for the Bar/Bat Mitzvah to complete a service project, especially one that supports a Jewish cause or exemplifies Jewish values, to give meaning to this simcha. Discussion of this project is encouraged to be part of the Bar/Bat Mitzvah's speech. 2.

Tzedakah: It is traditional to give tzedakah to commemorate the simcha of becoming a Bar/Bat Mitzvah. Some ways to make a donation are:

- Make a donation to the synagogue by adding a leaf to the "Tree of Life", making a donation to one of the many synagogue funds or purchasing a Chumash or Siddur (See Appendix E)
- Donate to a charity of your choice
- Buy an Israeli Bond (www.israelbonds.com)
- Collect food for the poor
- Twin with a Tzedakah project in the US or in Israel

X. Microphones: At CBI, we use stationary microphones. It is disallowed to touch or hold a microphone on Shabbat. Please have all microphone requests completed prior to Shabbat with the office.

XI. Religious Items Available Through Sisterhood: Many religious items, such as a tallit, kippot, head coverings and much more can be purchased in the Sisterhood Gift Shop.

Bar/Bat Mitzvah Service Options

Service	Minimum Requirements	Additional Options
Shabbat Morning	<ul style="list-style-type: none"> • Friday Night Kiddush • Aliya • Chant Maftir Portion • Haftarah • D’var Torah 	<ul style="list-style-type: none"> • Lead Shacharit Service • Lead Torah Service • Additional Torah reading • Lead Musaf Service • Saturday Morning Kiddush
Mincha/Havdallah	<ul style="list-style-type: none"> • Lead Mincha Service • Aliya • Chant a Torah Portion • D’var Torah • Lead Havdallah Service • Friday night Kiddush 	<ul style="list-style-type: none"> • Additional Torah Reading • Lead Ma’ariv Service
Weekday or Sunday Rosh Chodesh or Chol HaMoed	<ul style="list-style-type: none"> • Aliya • Chant Torah • D’var Torah • Plus one from “Additional Options” 	<ul style="list-style-type: none"> • Lead Psukei D’zimra • Lead Shacharit Service and Hallel • Lead Torah Service • Lead Musaf Service
Weekday Torah Reading (Monday or Thursday)	<ul style="list-style-type: none"> • Aliya • Chant Torah • D’var Torah • Plus one from “Additional Options” 	<ul style="list-style-type: none"> • Lead Psukei D’zimra • Lead Shacharit Service • Lead Torah Service

Requirements Defined

I. Educational & Bar/Bat Mitzvah Training:

➤ **School Requirements:**

- At least 5 years successful participation in BBRS religious school (or other approved program. Questions of qualifying programs should be directed to the Rabbi. Exceptions may be granted after review of the special situation by the Rabbi.

- **Shabbat Morning Services:** A Shabbat morning Bar/Bat Mitzvah Service is reserved for children who have been educated in BBRS and according to the requirements or a Day School program. Other congregant-children may choose from a Mincha/Havdallah Service; Rosh Chodesh/Chol HaMoed Service; or Weekday Torah Reading Service.

➤ **Tutors & Training:**

1. The Cantor will assign a tutor 7-8 months prior to the simcha; Any tutor outside the congregation must be approved by the Cantor prior to commitment or lessons.
2. Lessons are generally in person, at the synagogue, one time per week for 30 minutes at a set time, unless special arrangements are made.
3. All Bar/Bat Mitzvah children will work with the Cantor 4-8 weeks prior to the simcha.
4. Additional or special tutoring (need determined by Cantor or request made by family) can be arranged by the Clergy office *for an additional fee*, payable prior to the simcha date.

-“Requirements” continued on next page-

****Requirements Defined****

Continued

➤ **D'var Torah:**

1. Preparation begins 4-8 weeks prior to simcha date.
2. The Rabbi & student choose a topic of mutual interest that relates to the Torah or Haftarah portion of the week; OR the family may opt to meet with the Rabbi to study the parsha and prepare the d'var torah together. In either case, the student & Rabbi will work together to write the D'var Torah that will be presented at the simcha.
3. ***Practice, practice, practice!*** The Bar/Bat Mitzvah is encouraged to practice in the sanctuary prior to the service date. Encourage the child to speak **SLOW & LOUD** – we want to hear what each child has to say!

II. Attendance at Services:

1. **10 Services in the 5 months prior to the simcha**
 - a. 5 of the 10 services must be of the type the child will be participating in
2. **At least 2 services in the month prior to the simcha**
3. Services at other synagogues will not count towards this requirement *UNLESS* prior approval is given by the Rabbi.

III. Items Required to be Provided by the Bar/Bat Mitzvah Family: (see Appendix B for Fees)

1. **Friday Night Oneg Shabbat** – to be arranged through Sisterhood
2. **Saturday Congregational Kiddush:**
 - Required whether or not family will remain for congregational Kiddush. You should account for ***approximately 50 congregants*** in addition to your guests to attend the Kiddush.
 - May be arranged through Sisterhood or approved caterer (see Appendix C and last page of guide for approved caterers)
 - Any “invitation only” Kiddush on synagogue premises may not begin until **1pm**. This is to maintain a sense of community within the congregation.
NOTE: There is an additional fee to rent a private room.
 - It is inappropriate to usher congregants out of the synagogue after services in order to facilitate a “private event”.
 - HaMotzi** must be recited prior to any meal served.
 - There are a limited number of tables and chairs owned by the synagogue. Please confirm with office for current counts. Cloth linens are provided at a fee to congregants.
3. **Kippot:** Bar/Bat Mitzvah family is to provide for your male guests (and female if desired), adequate head coverings and clips.
 - For a Shabbat morning**, provide 4 dozen additional kippot for the congregation.
 - Kippot available through Sisterhood.
4. **Bimah Décor:** Bar/Bat Mitzvah family is to provide flowers or approved bimah décor.
 - Flowers may be ordered through Sisterhood or own florist
 - Kosher food or tzedakah displays allowable
 - Plants allowed, but no trees
5. **Wine/Scotch/Challah:**
 - 1 bottle Scotch to be used for Kiddush following Shabbat services
 - 1 bottle kosher mevushal wine to be used for Kiddush following Shabbat services
 - 1 Challah, sufficient for congregation

Roles & Responsibilities

Bar/Bat Mitzvah	<ul style="list-style-type: none"> • Learns the Service, beginning with tutoring sessions 7-8 months prior to the simcha • Writes a Dvar Torah with the Rabbi • Completes all assignments & daily practice of lessons • Attends required services prior to simcha • Participates in a community service project
Parents of Bar/Bat Mitzvah	<ul style="list-style-type: none"> • Usher at services (Friday night or Saturday morning) <u>at least 3 times</u> during the year of the simcha Attend services with child prior to simcha • Ensure all fees are paid & membership in good standing (see Appendix B for fees) • If Shabbat Morning Service: Provide Friday Night Oneg and Shabbat morning congregational Kiddush (see Appendix B for fees), including providing 1.5L Mevushal wine (Manischewitz is typical) and bottle of Scotch (see Appendix B for options & fees) • Adorn Bima with flowers or other approved décor • Provide Kippot for service including 40 for congregation • Select people to receive honors (see Appendix A for honors available)
Rabbi	<ul style="list-style-type: none"> • Assists Bar/Bat Mitzvah with speech • Together with Cantor, constructs each individual Bar/Bat Mitzvah program • Reviews all Plans • Responsible for all liturgical decisions in the sanctuary consistent with congregational policy
Cantor	<ul style="list-style-type: none"> • Arranges/provides lessons (beginning 7-8 months prior) • Rehearses with Bar/Bat Mitzvah 4-8 weeks prior to simcha • Provides instructive materials • Provides timeline and plan for individual learning • Together with Rabbi, constructs each individual Bar/Bat Mitzvah program
Bima Officer (officer of the congregation or president of Sisterhood or Men's club)	<ul style="list-style-type: none"> • Assists at the Reader's Table during Torah Service • Presents gifts & makes speech to Bar/Bat Mitzvah on behalf of the Congregation • Makes announcements at conclusion of service
Ushers (Friday night & Shabbat Morning)	<ul style="list-style-type: none"> • Greet congregants & guests upon arrival • Distribute prayer books and other materials • Help to ensure proper decorum in sanctuary and building during services • Answer questions regarding synagogue custom and Shabbat rules • Ensure service is not interrupted by people entering or leaving sanctuary at inappropriate times

Rules on Shabbat

I. Respecting the Shabbat:

1. All items for the Shabbat (including kippot, food, caterer items, etc.) must be brought into the synagogue ***before Shabbat*** begins - prior to 2pm on Friday.
2. You may ***not remove*** items brought into the synagogue for the purpose of the bar mitzvah on the Sabbath and must make arrangements with the office staff to pick up these items after Shabbat on Saturday night or Sunday morning.

II. The following ARE NOT PERMITTED on Shabbat:

1. Smoking
2. ***ANY*** cell phone usage
3. ***ANY*** photography or videography
4. Bringing gifts into the synagogue
5. Carrying items out of the synagogue (flowers, etc.)

III. Rules of Decorum:

1. All congregants and their guests are required to maintain a ***respectful atmosphere*** in the sanctuary. Please make sure your guests know the rules of Shabbat and proper behavior.
2. It is not appropriate for the Bar/Bat Mitzvah family to stand outside welcoming guests to our services. The Family's place is in the service with the Bar/Bat Mitzvah child.
3. In keeping with the laws of Shabbat, our synagogue does not applaud during the service
4. Our synagogue does not permit the throwing of candy during the service.

IV. Appropriate Attire:

MEN	WOMEN
<ol style="list-style-type: none"> 1. <i>All men</i> are required to wear a Kippah while in the building 2. Jewish men are encouraged to wear a tallit to the morning services 3. A man receiving an Aliyah to the Torah must wear a tallit 4. Boys becoming a Bar Mitzvah should be appropriately attired in a suit, tie and dress shoes. 	<ol style="list-style-type: none"> 1. Women, above the age of Bat Mitzvah, including the Bat Mitzvah, <i>receiving honors</i>, must wear a head covering and be dressed modestly. 2. <i>Women must be dressed modestly</i>. All women must have their shoulders covered (other than by a prayer shawl) and skirts of an appropriate length. CBI reserves the right to have women wearing inappropriate dress to put on a tallit.

Appendix A – 1

Honors at Service

*Family Participation is encouraged in the service!
Please let us know if you would like to learn to read torah or
lead another portion of the service!*

BAR/BAT MITZVAH ALIYAH FORM – Shabbat Morning

BAR/BAT MITZVAH’S ENGLISH NAME: _____

BAR/BAT MITZVAH’S HEBREW NAME: _____

FATHER’S English/Hebrew NAME: _____

MOTHER’S English/Hebrew NAME: _____

GRANDPARENTS ATTENDING THE SERVICE:

This form is to be completed and returned to the Synagogue office at least one week prior to the ceremony.

The Bar/Bat Mitzvah family receives one Aliya and may assign 3 additional and 5 honors to their guests.

-Note: Parents, children and siblings should not be given consecutive Aliyot.

In the event that a Cohen or Levi are members of the family or guests of the Bar/Bat Mitzvah, they should be given their respective Aliyot first and second. In the event that a Cohen or Levi will not be given an Aliya then the 1st and 2nd Aliyot will be called from the Congregation. The Rabbi will be happy to help you in the compilation of Aliyot.

	ENGLISH NAME	HEBREW NAME
Open Ark (take out		-----
Carry Torah		-----
Aliyah #1		
Aliyah #2		
Aliyah #3		
Aliyah #4		
Maftir	Bar/Bat Mitzvah	Bar/Bat Mitzvah
Dressing Torah		
Carry Torah		-----
Close Ark (1 or 2 people)		-----
Other honors	ENGLISH NAME	
Recite Hamotzi before Kiddush		
Pre-Bar/bat mitzvah Age		
Ashrei		
Anim Zmirot		

Appendix A - 2 Honors at Service

*Family Participation is encouraged in the service!
Please let us know if you would like to learn to read torah or
lead another portion of the service!*

BAR/BAT MITZVAH ALIYAH FORM - Shabbat Afternoon

BAR/BAT MITZVAH'S ENGLISH NAME: _____

BAR/BAT MITZVAH'S HEBREW NAME: _____

FATHER'S English/Hebrew NAME: _____

MOTHER'S English/Hebrew NAME: _____

GRANDPARENTS ATTENDING THE SERVICE:

This form is to be completed and returned to the Synagogue office at least one week prior to the ceremony.

The Bar/Bat Mitzvah family may assign 2 Aliyot and 5 honors to their guests.

	ENGLISH NAME	HEBREW NAME
Open Ark (1 or 2		-----
Carry Torah		-----
Aliyah #1		
Aliyah #2		
Aliyah #3	Bar/Bat Mitzvah	Bar/Bat Mitzvah
Dressing Torah		
Carry Torah		-----
Close Ark (1 or 2		-----

Appendix B

Required Fees and Items

Handled through B'nai Israel Office:

In order to ensure fair treatment for each family, the Finance Committee has set a policy that fees, dues, tuition, pledges, and additional tutoring charges must be kept current.

**The Bar/Bat Mitzvah's family must be members in good standing of the synagogue.
All fees must be paid in full six weeks prior to the *simcha*.**

The Bar/Bat Mitzvah fee is a non-adjustable, unwaivable fee set by the Board of Trustees of the Congregation. A deposit is required at the time you confirm the agreed-upon date. The fees are subject to change by the Board of Trustees. You will be charged the fees in effect on the date of your *simcha*. Some of the Bar/Bat Mitzvah options will incur varying fees. See the Fee schedule below for current amounts.

Bar/Bat Mitzvah Fee:

Deposit to hold date:	\$500
Balance of Fee due in August of bar mitzvah year	\$750

Handled through Sisterhood: (Sisterhood will bill directly for all services provided)

- **Oneg Shabbat (Friday Night):**
 - Sponsored by family of the Bar/Bat Mitzvah who leads Friday night Kiddush
 - Standard Pastries: \$180
 - Contact Sisterhood for additional items
 - (No room fee will be charged)

- **Shabbat Kiddush: Sponsored by the family of the Bar/Bat Mitzvah who leads the Shabbat morning service.**
 - Sisterhood will cater the event for \$_____, with optional add-ons.
 - Option to Professionally Cater** – see list of approved caterers
 - Note there is a \$250 caterer fee to synagogue for outside caterers.
 - Required to have 1 bottle kosher mevushal wine and 1 bottle of scotch.
 - No room rental fee if a congregational Kiddush, however a room fee will be charged if a private event is held (in addition to the congregational Kiddush).
 - Note:** Linen Fees and additional Table/Chair Fees may apply

- **Bimah Décor:** Contact Sisterhood for flowers or obtain approval for other décor.
If there is a *simcha* on Saturday morning and Saturday afternoon, the cost for the *bima* decor may be split or each family may choose to order separately.

- **Kippot:** Contact Sisterhood or purchase on your own. Please provide 3-4 dozen additional kippot for congregants.

- **Se'udah Shlishit** (the 3rd Shabbat meal, eaten before shabbat ends with the Mincha/Havdallah service) is *optional* for the family of the Bar/Bat Mitzvah with a *Mincha/Havdallah simcha*.

- **Breakfast** is *optional* for the family with a Monday/Thursday morning or Rosh Hodesh morning *simcha*.

Appendix C

Use of Caterers

There is a list of approved caterers at the back of this guide for you to choose from. These caterers have provided acceptable certification. The Rabbi is the sole and final authority in the certification process for any caterer at our congregation.

There is a \$250 fee due to the synagogue from the caterer to cater on CBI premises.

It is essential that you confirm the acceptability of any caterer before contracting with them. Please call Lisa in the office to confirm the caterer you intend to you remains acceptable to cater in our synagogue.

- ✓ All caterers are required to contact the office for complete instructions.
- ✓ A refundable deposit is required prior to using our kitchen to safeguard against damage.
- ✓ Caterer and employees must observe all the laws of Shabbat, whether or not Jewish. No items may be brought in to the synagogue after Shabbat begins and no items may be removed from the synagogue before Shabbat ends (after Havdallah).
- ✓ Any food brought into the synagogue must be certified kosher and approved by the Rabbi
- ✓ The caterer or family must provide wine for Kiddush on Saturday morning and sufficient challah for all those in attendance.
- ✓ Supervision by the rabbi or one of his designees **is mandatory** while using the kitchen.

Caterer Scheduling Conflicts:

It is the synagogue's policy to only allow **ONE** caterer in the building on any Shabbat. To that end, it is not possible for one caterer to serve a Shabbat morning Kiddush or luncheon and a different caterer to serve a Havdallah function. If there is more than one bar/bat mitzvah scheduled on a particular Shabbat, the families will be asked to coordinate and use the same caterer or Sisterhood.

-If no outside caterer is planned for the Shabbat luncheon, Sisterhood may provide for the luncheon and an outside caterer for the later event.

-Both families may choose to use the same caterer, contracting separately for the lunchtime and evening events.

Note: If an outside caterer is contracted for the morning Kiddush/luncheon, Sisterhood cannot be contracted to provide any part of that Kiddush (e.g. Sisterhood may not provide a congregational Kiddush where a private luncheon is to follow).

Private Affairs:

There are additional rental fees for the use of rooms for private parties. Contact the office for details & fees.

Note: **"Bar Mitzvah Bouncer"** - The Board of Trustees has set a policy that any Bar/Bat Mitzvah rental of our Social Hall and/or the multi-purpose room for an evening affair will require the services of our "Bar Mitzvah Bouncer." Contact the office for details.

Appendix D

TRAVEL DIRECTIONS

to

Congregation B'nai Israel
160 Millburn Avenue
Millburn, NJ 07041
973-379-3811

From Holland Tunnel to N.J. Turnpike to Exit 14—Newark Airport

**Follow signs that say “To 78 West”. Always follow signs LOCAL. It is Important that you NOT get in the express lane, Take 78 West to Exit 50B—Millburn. Turn right onto Vauxhall Road. Follow Vauxhall Road to the end which is Millburn Ave. There is a traffic light at the corner. Turn left at the light and left at the first driveway. The Synagogue parking lot is on the corner of Millburn Ave. & Vauxhall Road.

From Lincoln Tunnel or George Washington Bridge to N.J. Turnpike South to Exit 14—Newark Airport. Follow **above.

From Verrazanno Bridge to 278 across Staten Island to the Goethals Bridge. Take left lane to N.J. Turnpike North to Exit 14—Newark Airport. Follow ** above.

From Northern and Southern N.J. via N.J. Turnpike to Exit 14 as above. From Northern N.J. via Garden State Parkway South to Exit 142 (Route 78 West) go west on Route 78 to Exit 50B. Follow **above.

From Southern and Central N.J. via Garden State Parkway North to Exit 142— Route 24 East (exit is at extreme right after Union Toll Plaza). Go to first exit—Hillside—make first right turn—go over Route 78— make first right turn onto Route 78 West. Go west to Exit 50B. Follow **above.

Appendix E



Congregation B'nai Israel, 160 Millburn Avenue, Millburn, NJ 07041 or call 973-379-3811.

Tribute Order Form

Date: _____

From: _____ To: _____

(phone) _____

Message:

- Synagogue Fund \$ _____
- Cantor's Music Fund \$ _____
- Capital Campaign Development Fund \$ _____
- Hedwig Gruenewald Early Childhood Center Fund \$ _____
- Blanche Bayar Religious School Fund \$ _____
- Max Alper Prayer Book Fund (\$54 Siddur / \$75 Chumash) \$ _____
- Dr. Max Gruenewald Adult Education Fund \$ _____
- Phyllis S. Magid Adult Forum Fund \$ _____
- Library Fund \$ _____
- Tree of Life (Leaf: \$360 / Branch \$2,000 / Rock: \$5,000) \$ _____
- Yahrzeit Memorial Plaque (Acrylic \$180 / Bronze \$2,000) \$ _____

Clergy Discretionary Funds

- Rabbi's Fund \$ _____

Youth Programming Funds

- Burk-Mendlovitz Youth Fund \$ _____
- Hannah Blum Cogan USY-Kadima Fund \$ _____
- Gray-Ramah Scholarship Fund \$ _____

FOR OFFICE USE _____

Card Sent _____ Printed in Bulletin _____ Billed _____
INITIAL INITIAL INITIAL

Contract

I have read the Bar/Bat Mitzvah Guide and agree to follow the guidelines and requirements set therein to the best of my ability.

I choose the following service: _____

I understand that I am required to provide:

- _____ Bar/Bat Mitzvah Fee of \$_____
 - \$500 paid at reservation of date
 - \$750 here enclosed
- _____ Kippot
- _____ Oneg Shabbat
- _____ Congregational Kiddush
 - _____ I plan to use Sisterhood Catering
 - _____ I plan to use an outside approved caterer
- _____ Congregational Challah
- _____ 1 bottle of kosher mevushal wine
- _____ 1 bottle of scotch
- _____ Approved Bimah Décor

I understand that I am encouraged to give tzedakah and participate in a community service project as part of preparing to become a bar/bat mitzvah.

I understand that my family must be a member in good standing and that the bar/bat mitzvah student must adhere to all the study requirements outlined in this guide.

In lieu of providing the above individually, I here enclose a check in the amount of \$_____.

Student

Authorized Representative of Congregation Bnai Israel

Parent 1

Parent 2

APPROVED CATERER LIST

One of the advantages of hosting an affair at CBI is the top-of-the-line, catering quality Kosher kitchen, allowing caterers to provide the finest dining experience! We are pleased to offer a fine panel of approved caterers; each vendor has promised to provide CBI members a culinary experience tailored to your individual tastes, desires and budget. When hosting a private affair or Kiddush at CBI, one of the following caterers must be used:

18 Carat Caterers (Milltown, NJ)

www.18caratcaterers.com

Jesse at 732-874-0755

Exquisite Affairs Caterers (Springfield, NJ)

www.exquisite-affairs.com

Donald Bernstein at 973-258-0655

In Thyme Catered Events (River Vale, NJ)

www.inthyme.com

Melissa Davidowski at 201-666-3353

Signature Creations Caterers (Linden, NJ)

www.signaturecreationscaterers.com

Eddie Levy at 908-486-7889

Herb n Spice Caterer (Livingston, NJ)

www.herbnspicecatering.com

Beth Indyk at 973-740-8800

Classical Caterer

www.classicalcaterers.com

Evan Bernstein at 732-297-6444

Sisterhood of Congregation B'nai Israel

Jane Brauer at brauer1000@yahoo.com

Need to Know Facts About Catering:

- If hiring an outside caterer (not Sisterhood), there is an additional fee to use kitchen
- The Bar/Bat Mitzvah Family is required to host a **Congregational Kiddush**. The family has the option of hosting a private Kiddush as well, but a facility fee will apply. There is no fee to use any room for the Congregational Kiddush.
- The laws of Shabbat must be observed by the family and the caterer, as outlined in this guide. Any questions...Call the Rabbi!

CHECKLIST

- Tutor and weekly lessons arranged
- Date and type of service confirmed
- Fees & Dues Paid
- Oneg arranged
- Shabbat Kiddush arranged including Challah
- Wine & Scotch bought and brought to synagogue
- Kippot ordered
- Mitzvah project arranged
- Tzedakah completed
- Speech ready & practiced
- Bimah Décor arranged
- Informed office of expected number of guests to ensure adequate seating
- Caterer approved by office (if applicable)
- Linens for Kiddush ordered through office
- If taking photos in the sanctuary, schedule time with the front office
- Honor's list to Clergy Office 1 week before B/Mitzvah service