



Bat / Bar / B'nai Mitzvah Guide

Important Contact Information

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Mazal tov on your upcoming simcha!

With a year to go until your big day, this is the time to begin more focused planning. From booking caterers and halls to beginning tutoring and contemplating various roles during the service, this guide is meant to answer many of these questions.



Dear Family,

Mazal Tov on your upcoming Simcha! Celebrating the Bar/Bat/B'nai Mitzvah of your child marks a joyful and significant milestone for your child(ren) and your entire family as your child becomes an adult member of the community, carrying on our rich Jewish tradition.

We at Congregation B'nai Israel (CBI) - Cantor Wallach, Rabbi Isenberg, Rabbi Julie, the professional staff, teachers, lay leaders and volunteers – are all here to guide you through this process and to help make this a meaningful experience for you and your child(ren) with, hopefully, very minimal stress!

At CBI, we view the B'nai Mitzvah experience as a multi-year journey that we hope is enriching and filled with learning and growth. We value each child as a unique and precious individual - not “one size fits all.” We look forward, to every extent possible, to shaping a B'nai Mitzvah experience that reflects your family's goals and aspirations.

This informational guide is meant to be a reference for you and your child(ren) in preparation for their successful B'nai Mitzvah journey at CBI.

Don't hesitate to reach out with any and all questions.

Cantor Lorna Wallach

Rabbi Ari Isenberg

Susan Gordon and Brad Schenerman

Co- Chairs of the CBI Religious Affairs Committee

NEED TO KNOW INFORMATION

I. Congregational Service: Though your child becomes a Bat/Bar/B'nai Mitzvah on their 13th Hebrew birthday, their coming-of-age status is formalized at the public celebration during a service at CBI. In this way, the entire congregation is able to witness the moment your child reaches the age of mitzvot. As such, we generally encourage holding Bat/Bar/B'nai Mitzvah ceremonies during our congregational services (whether Shabbat, Rosh Chodesh, or other). Another way that the congregation gets to know a little more about your child is through information printed in our synagogue bulletin. You will be asked to submit a short **Bio** of your child(ren) and a **photo** in advance of your simcha to be included. (Sample bio's are available for suggested formatting)

II. Aliyot & Honors: Families celebrating a Bat/Bar/B'nai Mitzvah are allotted a portion of the various aliyot and honors of a given service, not the entirety of the honors. Cantor Wallach and Rabbi Isenberg are happy to walk through this with you.

III. Participation in the Service: Each Bar/Bat/B'nai Mitzvah student is encouraged to do as much as they can in the service. Family participation is also most welcomed. There are opportunities to read varying lengths of Torah. Cantor Wallach will provide all materials needed and is happy to work with you as you learn to chant a portion. While the rituals and honors associated with the Torah are reserved for Jewish individuals, we are pleased to offer certain English readings to any non-Jewish close relatives you may have (Prayer for the Country, Prayer for Peace, and Prayer for Israel, as appropriate). Cantor Wallach and Rabbi Isenberg are happy to walk through this with you.

IV. Younger Siblings: Younger siblings can participate in Ashrei, opening the Ark, Ein Keloheinu, Aleinu, and Adon Olam... oh, and passing around the candy, of course!

V. Candy Throwing: If you/your child(ren) would like to have candy thrown at them upon receiving their first Aliyah to the Torah, we are delighted to facilitate this celebratory custom. The candy is complimentary and is provided by our office. Please just let us know if you'd like to have candy distributed and thrown.

VI. Members in Good Standing: The Bar/Bat/B'nai Mitzvah's family must be members in good standing of the synagogue. All fees must be paid in full eight (8) weeks prior to the simcha. **The Bar/Bat/B'nai 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.

VII. Family Photos: No photography is permitted on Shabbat, so we invite you to reserve the sanctuary on another day of your choosing for photos. To reserve your time, contact Joi in the Clergy Office.

VIII. Ushering: At every service at CBI, we have 2 - 3 volunteers who act as ushers – greeting people as they enter our building, giving them the appropriate books and ritual items for the service and letting them know when they can enter during the service and where they can sit. Since others will do this for your guests at your child(ren)'s service, we ask that you please sign up for at least two Shabbat services during the year of your simcha to volunteer as an usher for others.

IX: Mitzvah/Tzedakah Project: Though a project is not mandatory, we value the opportunity to have youth engage in a meaningful Tikkun Olam/Social Action experience of their choosing at this time in their lives. We will hold a session or two in the coming months for this year’s cohort to introduce this topic and begin the process of brainstorming possible projects.

X. Sisterhood Gift Shop: Many religious items, such as a tallit, kippot, head coverings and much more can be purchased in the Sisterhood Gift Shop. Contact Lisa Ehrlich lisa.ehrlich@comcast.net and Laurie Kavowras lscaregiver48@gmail.com to schedule your visit.

Timeline

9-12 months from BM Date	<ul style="list-style-type: none"> ● Cantor Wallach will hold a tutoring assessment meeting with you, to determine your goals for the big day - what do you want to lead, what prayers would you like to learn, etc. ● Tutoring then begins ● Begin booking caterers, reserving space, other rentals ● BM fee through CBI
3 months from BM Date	<ul style="list-style-type: none"> ● Rabbi Isenberg will coordinate a family meeting ● Rabbi Isenberg will coordinate D’var Torah sessions ● Cantor Wallach will begin assigning Torah portions and provide any materials to family members/guests who want to read for the Simcha ● Order kippot, tallit ● Connect with Kitchen Committee to ensure arrangements ● Submit Bio & Photo to the office
2 months from BM Date	<ul style="list-style-type: none"> ● All payments due ● Reserve a time slot in the sanctuary for photos ● Assign Aliyot & Honors with Cantor’s and Rabbi’s assistance

Checklist For Your Fridge

- Date and type of service confirmed
- Tutor and weekly lessons arranged
- Fees & Dues Paid
- Caterer approved by office (if applicable)
- Shabbat Kiddush arranged including Challah
- Sign up to Usher for at least 2 Shabbat morning services at CBI during the year of your child's B/M
- Kippot ordered for guests and congregation
- 10 Weeks before the ceremony meet with Rabbi, a family session
- 10 Weeks before the ceremony D'var Torah session with Rabbi
- Bio and photo of the B/M provided to the front office (to be printed in Bulletin)
- Receive/ review honors from Cantor Wallach
- Mitzvah project arranged (optional)
- Acquire a Tallit/ Kippa or Head Covering (and possibly Tefillin) for the B/M (unless you plan to use what CBI has for service attendees)
- Bimah Décor arranged
- Photography session booked in sanctuary
- Service Programs (optional)-- approved by Clergy and printed by the family
- D'var Torah (speech) ready, printed & practiced
- Informed office of expected number of guests to ensure adequate seating
- Tribute options
- Wine & Scotch purchased and brought to synagogue

Getting To Know You

	ENGLISH NAME	HEBREW NAME
Bat / Bar / B'nai		
Parent/Guardian		
Parent /Guardian		
Sibling(s)		
Grandparents		

Provided By You, The Bar/ Bat/ B'nai Mitzvah Family

Shabbat Morning Congregational Kiddush:

- This is Required. Please plan for *approximately 50 congregants* in addition to your guests.
- For those having an offsite luncheon, or a private invitation-only luncheon. A private congregational Kiddush is still required.
- Kiddush may be arranged through an approved caterer (see last page in the guide for list)
- 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 people out of the synagogue after services in order to facilitate an “offsite 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.
- Your caterer may assist you with room décor.

Kippot: Bar/Bat/B'nai 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.

Bimah Décor: Bar/Bat/B'nai Mitzvah family is to provide flowers or approved bimah décor.

- Flowers may be ordered through Paula Touger or own florist
- Kosher food or tzedakah displays allowable
- Plants allowed, but no trees

Wine/Scotch/Challah:

- 1 bottle of Scotch or Bourbon to be used at Kiddush following Shabbat services
- 1 bottle kosher mevushal wine to be used for Kiddush following Shabbat services
- 1 large ceremonial, or two regular Challah for Motzin

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/B'nai Mitzvah with a *Mincha/Havdallah simcha*.

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

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 Kosher certification. The Rabbi is the sole and final authority in the certification process for any caterer at our congregation.

It is essential that you confirm the acceptability of any caterer before contracting with them. Please call Joi in the office to confirm the caterer you intend to use 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 they are Jewish. No items may be brought into 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/B'nai mitzvah scheduled on a particular Shabbat, the families will be asked to coordinate and use the same caterer.

“Bar Mitzvah Bouncer” - The Board of Trustees has set a policy that any Bar/Bat/B'nai 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.

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:

Majestic Glatt Kosher Caterers

info@majestickosher.com
908-353-2680

Exquisite Affairs Caterers (Springfield, NJ)

www.exquisite-affairs.com
Lloyd Bernstein at 973-258-0655

Premier Caterers

thepremiercaterer.com
201-250-9487

Exquisite Caterers (Marlboro, NJ)

http://www.exquisitecaterers.com
Howard Heiberger at 732-294-0032

Lock Stock & Deli

Toni@lockstockanddeli.com
973-801-8859

Rye Deli (Springfield, NJ)

www.ryedelinj.com
Hal Robinson at 973-564-8144

The Ultimate Caterer (Marlboro, NJ)

www.ultimatecaterer.com
Alan Perl at 732-577-0490

Pomp Caterers (Morristown, NJ)

www.pompcatering.com
Chaya Krinsky at 973- 539-4314

Jerusalem (Livingston, NJ)

www.jerusalemlivingston.com
David Matthews – 973-533-1424

Classical Caterer

www.classicalcaterers.com
Evan Bernstein at 732-297-6444

Deli King of Clark

www.delikingofclark.com
732-574-2040

Liv Breads Bakery

www.livbreads.com
973-218-6922

Reuben's Glatt Spot

reubensglattspotmenu.com
973-891-0920

Maple Kosher Meats

908-688-2080

Bakeristor

https://bakeristor.com
908-275-3251

Ma'adan Catering (Teaneck)

www.maadan.com
201-692-0192

ScreamTruck

www.screamtruck.com
908-367-3930

Need to Know Facts About Catering:

- When hiring an outside caterer , there is an additional fee to use kitchen
- List of caterers is fluid and subject to change.
- The Bar/Bat/B'nai 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!