Decorum

**1. Picture Taking:** Taking pictures through the use of any type of camera or video equipment is prohibited on Shabbat and Yom Tov (holidays including Rosh Hashanah, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah, Pesach, Shavuot) on all synagogue property. Synagogue property includes the front lawn, driveway and rear parking lot, as well as the building itself. You can make arrangements to take pictures or videos on a weeknight prior to Shabbat when the building is open for other reasons. If nothing else is scheduled and the building must be opened just for picture taking, a custodial/security fee will be charged on an hourly rate, in accordance with MJCBY’s published rates for facility usage (A copy of the current rates is enclosed with this Bar/Bat Mitzvah packet. The rates may be change between the time you receive the packet and the year in which your Bar/Bat Mitzvah occurs.).

When scheduling picture taking, please keep in mind that the Rabbi and Cantor are generally available for pictures after Hebrew School on Wednesdays at 6:30 p.m., although you should let them know in advance if you are scheduling your picture taking to that advantage of their availability. If you want the Rabbi or Cantor to participate in picture taking at another date and time, we recommend that you work that out with them before scheduling the picture taking.

**2. Cell Phones:** All cell phones and pagers are to be turned off prior to entering MJCBY property. If there is a life or death reason (e.g. Physician on call) which requires that you have such a device in the Sanctuary, you must set it to a mode (e.g. vibrate; blinking light) where it cannot be heard. If ushers hear a cell phone or pager in the sanctuary, they will ask that it be turned off. If they hear a cell phone or pager multiple times, they may ask that the device be removed from the Sanctuary. PLEASE inform your guests of this so that they are not unpleasantly surprised.

**3. Smoking:** MJCBY is a smoke free facility and smoking is not permitted in the building. In addition, on Shabbat, smoking is not permitted on MJCBY property. If you must smoke, please go to either the public parking lot or the public sidewalk.

**4. Deliveries and Removals:** All deliveries (e.g. flowers, food, wine, grape juice, candy, balloons) must be made during hours when MJCBY is open (9:00 a.m. to 5:00 p.m., Monday through Thursday, and 9:00 a.m. to 12:00 noon on Friday) prior to Shabbat. No items may be brought to the synagogue after Shabbat begins. No items may be removed from MJCBY until Shabbat ends. Flowers and Bimah decorations must be removed no later than the Monday immediately after the Bar/Bat Mitzvah. If an outside caterer is used, all leftover food must be removed from MJCBY no later than Sunday morning unless other arrangements are made, as there may be events later in the weekend that require the use of the Kitchen. MJCBY will throw out items that are left beyond these deadlines or arrange for them to be delivered to the soup kitchen if appropriate and if that can be done at no cost to MJCBY. If there is a large volume of leftover “stuff” that must be thrown out, MJCBY reserves the right to charge you for part or all of an additional dumpster.

**5. Dress Code:** A Bar/Bat Mitzvah is a religious service and appropriate decorum includes appropriate dress. MJCBY reserves the right to refuse to allow someone on the Bimah who is not appropriately dressed.

For Bar Mitzvah boys and their fathers as well as all male guests who are receiving honors, appropriate dress means a jacket and tie (usually a suit).

For Bat Mitzvah girls and their mothers as well as all female guests who are receiving honors, appropriate dress means:

a. The Bat Mitzvah girl and all women who have an honor on the Bimah or wish to go up to the Bimah when the Rabbi does the prayer for those who are ill, an appropriate head covering.

b. The dress or blouse should cover the shoulders and should not be low cut in the front or back.

c. A skirt or dress of appropriate (knee) length or a well tailored pants suit.

Please advise your guests of these dress rules. We have seen more and more guests attend who do not comply with these rules, particularly when a party is scheduled elsewhere immediately after services.

**6**. **Honors and the Bimah:** All individuals who go up to the Bimah during services must be Jewish and must be dressed appropriately. A parent of a Bar or Bat Mitzvah who is not Jewish is allowed on the Bimah only during the Parent’s Prayer on Shabbat morning, if the Parents opt to offer a prayer. For many honors, it is important that the honoree know his/her Hebrew name. Hebrew names take the form of the individual’s name as well as the name of his/her parents. You will be required to provide the Hebrew Names of your honorees two weeks prior to the Bar/Bat Mitzvah.

**7. Public Locations:** You may not move the furniture or literature that MJCBY has placed in its facilities or set up additional furniture or tables in the public areas of the synagogue. Public locations include the room that the Oneg is held in on Friday night and the room that the Kiddush is held in on Saturday morning. If you are having a private party at MJCBY (see below), you may set up tables or other things in the room that is being used for the private party.

**8. Private Parties elsewhere:**  If you are holding a private party elsewhere after services, it is expected that you will provide your guests with directions to that party with your invitation and that you will not distribute them during services or at the Kiddush following services. The microphones in the room in which Kiddush is being held are not to be used to make announcements to your guests.

**9. Buses:** Buses are not permitted in the MJCBY parking lot because of the size and layout of the parking lot. If you intend to use buses to transport your guests, please speak to the Executive Director or Office Manager at MJCBY regarding where the buses can pick up your guests. If you use buses, it is expected that you will provide your guests with information as to the time the bus will depart and the location where the bus can be found with your invitation and that you will not distribute information regarding the bus during services or at Kiddush.

**10. Private Receptions on Shabbat at MJCBY:** Apart from the Congregational Kiddush or Oneg, you may elect to have a dinner for out of town guests prior to Friday evening services or a reception following Kiddush on Saturday morning (or both). If you decide to do so, all materials related to that private party must be kept in the room in which the private party is to be held, including but not limited to place cards and displays about the Bar/Bat Mitzvah.

**11. Gifts:** Please advise your guests that it is not appropriate to bring gifts to MJCBY to give to the Bar/Bat Mitzvah and that MJCBY does not have facilities for the safe storage of such gifts during or after services.