**II. Financial Obligations of the Bar/Bat Mitzvah Family**

**A. General Financial Obligations Jewish Education**

1. There is a required Bar/Bat Mitzvah Fee of $850 which will be added to your Synagogue Statement and must be paid no later than four weeks prior to the Bar/Bat Mitzvah. This fee includes a general fee of $500 and the custodial fees for the basic Friday evening Oneg and Saturday morning Kiddush. There may be additional custodial fees depending on the specific Friday Night/Saturday Morning options that you select. The Bar/Bat Mitzvah Fee is set by synagogue year (July 1-June 30) and is subject to change prior to July 1 of each year.

 2. The Bar/Bat Mitzvah family is expected to be current with all financial obligations at least four weeks prior to the Bar/Bat Mitzvah. Specifically, dues, Religious School Fees and fees for the use of the facility for the Bar/Bat Mitzvah, Kol Nidre Pledge and Building Fund obligations must be paid for the entire current fiscal year.

**B. Bar/Bat Mitzvah Obligations**

1. Flowers/Bimah Decoration: The Bar/Bat Mitzvah family is expected to provide flowers or other decorations for the Bimah. If you provide flowers, please ask the florist not to include tropical flowers, lilacs or any flowers with strong scents in deference to people who participate in services and have allergies to flowers. In recent years, some families have done inventive displays using food items, clothing and/or toys that can be delivered to the soup kitchen, food pantry or an appropriate shelter after Shabbat.

 2. The Bar/Bat Mitzvah family is expected to sponsor the Friday evening Oneg Shabbat. In the event that another organization or event is happening that evening, the sponsorship may be shared. The Oneg Shabbat can be arranged through Sisterhood or an outside caterer. Information on arranging this through Sisterhood is enclosed. If you use an outside caterer, the caterer must be approved by MJCBY and the food requirements should be based on the number of guests you expect plus fifty (50) congregants. Please see the attached Fee Information sheet regarding fees associated with using an outside caterer.

3. The Bar/Bat Mitzvah family is expected to sponsor the Saturday morning Kiddush. Again, this can be done through Sisterhood or an outside caterer. This is not a “private” Kiddush. Everyone in attendance at services will be invited into Kiddush and may sit at any of the tables that are set up. Your Kiddush must include:

a. Food for the number of guests (adults plus children) that you invite plus fifty (50) regular congregants. If you are providing a sit down Kiddush/Luncheon, please provide the MJCBY Office with a count of the number of guests you expect so that the appropriate number of tables may be set up.

b. At a minimum, the Kiddush must include challah, gefilte fish, another fish (herring, tuna fish, and lox) or egg salad and some cookies or cake.

c. Wine and grape juice must also be provided for Kiddush. Once you specify the number of guests you expect, the MJCBY Office can tell you the quantity that you must provide. Some families also provide a bottle of Scotch or Whiskey. If you want a private Kiddush or luncheon, this may be arranged to begin in a separate room thirty (30) minutes after the Congregational Kiddush begins.

4. Saturday Evening Affairs: If you are having a Saturday evening affair at MJCBY, you must check with the Rabbi as to when Shabbat ends. We recommend doing this as soon as you know that you want to hold a Saturday evening affair at MJCBY. With the recent changes in daylight savings time, Shabbat ends at 7:45 PM or later from mid March through the end of September, and is still late in the month of October prior to the clock change.

**C. Coordination with MJCBY Office**

You should plan to meet with someone in the MJCBY Office regarding the plans and schedule for your Bar/Bat Mitzvah no later than four months prior to the Bar/Bat Mitzvah, and preferably at least six months prior to the Bar/Bat Mitzvah, particularly if you intend to use an outside caterer. All arrangements should be made well in advance and closely coordinated with the MJCBY Office. We strongly recommend that you talk to the MJCBY office before finalizing your choice of an outside caterer if you chose to use an outside caterer, your plans for an optional Friday Night dinner at MJCBY, or your plans for a Saturday Evening Affair at MJCBY. The MJCBY Office must be supplied with the names of all outside vendors who will be delivering items to MJCBY for the Bar/Bat Mitzvah, including outside caterers, florists and entertainers.

Please keep in mind that there may be other events scheduled at MJCBY on the weekend of your Bar/Bat Mitzvah. Some of these events may be on Shabbat (e.g. Friday evening Minyonaires or Class Service; Saturday morning Aufruf or Baby Naming) and some may be Saturday evening or Sunday. In some instances, these other events may not be known until as late as one month prior to the date of the Bar/Bat Mitzvah (e.g. Baby Naming). These events may also require pre Shabbat deliveries and may require coordination. In the event that you intend to have a more elaborate Kiddush, whether through Sisterhood or an outside caterer, it is important for the MJCBY Office to know that so that the family having the other simcha (e.g. Baby naming, Aufruf) can be told the per person cost of sharing the expense of Kiddush prior to finalizing the date for such other simcha.

Mazel Tov again on your upcoming Simcha.

**Schedule 1**

**Bar/Bat Mitzvah Guide Contract**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the Bar/Bat Mitzvah**

 We, the parents of the Bar/Bat Mitzvah, have read the entire Bar/Bat Mitzvah Guide, understand the provisions in the Bar/Bat Mitzvah guide, and agree to all of the requirements set forth therein. We further agree to assist our Bar/Bat Mitzvah in the fulfillment of his/her obligations under this Bar/Bat Mitzvah Guide.

 I, the Bar/Bat Mitzvah, have read all of Sections 1 and 2 of the Bar Mitzvah Guide entitled Shabbat Services and Decorum and Pre Bar/Bat Mitzvah Preparation and agree to all of the requirements imposed on me in those Sections.

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 Father of the Bar/Bat Mitzvah Mother of the Bar/Bat Mitzvah

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 Bar/Bat Mitzvah

**Schedule 2**

**Bar/Bat Mitzvah Profile**

(To be filled out by the parents of the Bar/Bat Mitzvah and returned

 to Rabbi Nesson at least one month prior to the Bar/Bat Mitzvah)

1. **Family History:** Tell me about your family. Where are they from? Are there any particular memories that are relevant to the Bar/Bat Mitzvah?

2. **About the Bar/Bat Mitzvah:**

 (a) How would you describe your child to a stranger who has not met him or her? Include things like: school, favorite subjects, clubs, hobbies, favorite color, and favorite music.

 (b) What does he/she do in his/her spare time?

 (c) Is he/she messy or neat?

 (d) Describe his/her relationship with siblings?

 (e) What is his/her favorite sport to play/watch?

 (f) Tell me anything else that would give me insight into your child’s character:

3. **Grandparents and Great Grandparents:** Are there any who are still living and if so, tell me about them and provide me with their names. Please also let me know if they will be at the Bar/Bat Mitzvah.

4. **Name:** Who is the Bar/Bat Mitzvah named for? Are there any special qualities of those people that you would like to see the Bar/Bat Mitzvah emulate in his/her future life and if so, describe them?

5. **Affect of Bar/Bat Mitzvah on You**: How will this Bar/Bat Mitzvah affect your lives?

6. **Siblings:** Tell me the names of the Bar/Bat Mitzvah’s siblings and whether they will be at the Bar/Bat Mitzvah?

**7. Guests:** Provide a list of the locations (states, countries) that your guests will be coming from.