



MORRISTOWN JEWISH CENTER

BEIT YISRAEL

B'nai Mitzvah Guide

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Welcome

Mazel Tov on your child becoming a B'nai Mitzvah at MJCBY! We are thrilled to be celebrating this momentous milestone in your child's life. The preparatory months ahead will be busy, yet meaningful, and it is our hope that the Clergy and all the professional staff of MJCBY can assist you and help bring incredible joy to this very special moment.

Judaism is a religion that understands the need for community. In fact, there are many rituals which are built upon communal activity, the most notable is the requirement of a minyan (a quorum of ten Jewish Adults) to recite certain prayers and read from the Torah. The B'nai Mitzvah signifies the granting of these full rights and responsibilities of adulthood in Judaism, and literally, Bar or Bat Mitzvah means "one who is subject to the Commandments."

The purpose of this guide is to help you in the preparation for the B'nai Mitzvah, which is one of your child's most important religious experiences. It will help augment the conversations and discussions we will have together, and we look forward to beginning this journey together!

This guide is quite comprehensive, but if you have any remaining questions or concerns, please feel free to consult the Clergy, the Synagogue Executive Director, the Director of Education and/or the chairperson of the Ritual Committee. We are here for you and our intent is to give each family individualized guidance. Once you have read this guide, please return the signed B'nai Mitzvah commitment that is attached on page 14, no later than two weeks after the B'nai Mitzvah retreat which occurs in the winter of your child's Kitah Vav (6th grade) religious school year. Thank you in advance for your timely submission.

B'nai Mitzvah Preparation

Jewish Education

MJCBY has established required standards which must be met to prepare your child to become a B'nai Mitzvah. At the time a child becomes a B'nai Mitzvah, they must be a student in good standing in our Religious School or a Jewish Day School. We expect all our students to complete Kitah Zayin (7th grade), regardless of when they celebrate becoming a B'nai Mitzvah. Attending religious school or day school on a regular basis is an integral part of the preparation for B'nai Mitzvah and becoming an adult member of our congregation. Furthermore, beginning in Kitah Gimel (3rd Grade), we encourage you to meet attendance requirements at our monthly Junior Congregations as well as class Shabbat services. Familiarity with our Shabbat service is essential to a student's ability to successfully lead services on the day they become a B'nai Mitzvah.

Preparation with the Cantor

Approximately nine months or more before the B'nai Mitzvah, your child will begin lessons with the Cantor to prepare the prayers in the service, the Haftorah blessings and the Haftorah trope (melodies). It is a prerequisite for this class that your child can satisfactorily read Hebrew, as the class is not intended to teach Hebrew reading. We reserve the right to require private tutoring for students who are not prepared to work with the Cantor because of excessive absence from Religious School or lack of Shabbat attendance in Junior Congregation and class services. For all children, the goal is that they learn as much of the service, Torah and Haftorah portions as they can comfortably do.

Preparation with the Clergy

Approximately three months before the B'nai Mitzvah, the Clergy will meet with your child to start working on the speeches that they will give, and to address any other questions or issues that have arisen. The B'nai Mitzvah can prepare for their sessions with the Clergy by reading their Torah portion and Haftorah in English, and answering the following questions:

- What is the Torah Portion about?
- What is the Haftarah about?
- Is there anything in your Torah reading that is particularly important to you?
- Is there anything in your Torah reading which teaches you a lesson that you would like to share with your family and friends?
- What does becoming a B'nai Mitzvah mean to you and why is it important?
- What does becoming a B'nai Mitzvah mean to your family, parents, and grandparents?
- Do you see this event in your life as being the end of your Judaism or the beginning?
- What do you want to do to learn more about your Jewishness?
- Are there any people that you would like to thank for helping you reach this important day (e.g., parents, grandparents, teachers, Clergy, others)?

Mitzvah Project

As part of the B'nai Mitzvah celebration, each student will be expected to participate in a Mitzvah Project. In Judaism, when we have a celebration, we extend our joy by helping those who are in need. We teach our children that it is important to observe *mitzvot*, give *tzedeka* and perform acts of *gemilut hasadim* (acts of loving kindness) towards the greater community. If you need some project inspiration, please visit "Mitzvot of Greater Metrowest" (www.jfedgmw.org), which has an amazing program to help facilitate this important volunteer project. For even more ideas, please refer to the included "Mitzvot List" on page 14 at the end of this guide. Additionally, our Director of Education is available as a resource for all Mitzvah Project planning.

B'nai Mitzvah Profile

Complete the B'nai Mitzvah Profile that is attached at the end of this guide on page 15, and return it to the Clergy two months prior to your child's B'nai Mitzvah.

Column for Newsletter

You are encouraged to write a column for the synagogue's monthly newsletter highlighting your child's upcoming B'nai Mitzvah. Please email text and photo of your child (.jpg or .png) to the MJCBY office (office@mjcby.org) by the 1st of the month prior to the B'nai Mitzvah. For instance, if the B'nai Mitzvah is May 10th, the column would be due no later than April 1st.

Write-ups may include the following:

- Name of child (English & Hebrew)
- Date of B'nai Mitzvah
- School
- Parent's names
- Sibling's names
- Favorite Subject in School
- What B'nai Mitzvah wants to be when they grow up
- Why B'nai Mitzvah is proud to be a Jew
- Hobbies and/or accolades
- What it means to be a B'nai Mitzvah
- Mitzvah Project

For inspiration, past write-ups can be found on our website, www.mjcby.org.

The B'nai Mitzvah Service

The B'nai Mitzvah is a ceremony which welcomes the young Jewish adult into the community. The usual customs and practices of the congregation will be followed during the entire service. As this important milestone is a congregational event, it is expected that all B'nai Mitzvah children participate in MJCBY's regular Friday night and Saturday Morning services on the Shabbat of their B'nai Mitzvah.

Shabbat Decorum and Procedure

A principal tenet of Judaism is that Shabbat is a day of rest, and therefore that work is prohibited on Shabbat. As a result, certain things must be done prior to the beginning of Shabbat or must wait until after the conclusion of Shabbat. Cooking, picture taking, writing, and use of most electronic devices are among the types of things that are prohibited on Shabbat. For that reason, MJCBY requires that you and your guests follow these general rules when planning your B'nai Mitzvah.

MJCBY has recently revised its security protocols during Shabbat services. Entrance to the synagogue for shabbat services is **ONLY** through the eastern entrance (back of the building – from the parking lot). These security protocols are periodically re-evaluated, and you should check with the office to determine if there have been further changes before sending instructions to your guests.

Honors

In general, individuals who go up to the Bimah during services are Jewish. At the same time, MJCBY recognizes that Jewish families today may include non-Jewish family members; Therefore, we offer several opportunities for the parent of a B'nai Mitzvah who is not Jewish to come to the Bimah and share in the joy of their child's simcha. Except for removing the Torah from the Ark, carrying the Torah, reading from the Torah, or having an *aliyah* (although the non-Jewish parent may be present on the Bimah for all these Honors), the remaining honors are inclusive of both Jewish and non-Jewish parents.

The Ritual Committee continues to study other options, in keeping with the tenets of Conservative Judaism. The Clergy will review all these options and all the honors with you and your family. If you would like someone specific to have an honor and are not sure what would be appropriate, please discuss it with the Clergy as soon as possible.

Preparation of Honors List

At least four weeks before the B'nai Mitzvah, the Clergy will meet with you to review the honors list. Please assign the honors and return the final honors sheet which is attached on page 16 no later than two weeks prior to the B'nai Mitzvah. The Clergy are here to help you and your guests feel comfortable on the Bimah and have prepared "Honor Instructions" on pages 18-22 at the end of this guide. It is suggested that you send a copy of these relevant instructions to each person receiving an honor.

For the Torah service, the B'nai Mitzvah family is assigned up to four aliyot, including the parents' seventh *Aliyah* and the Maftir *Aliyah* which is taken by the B'nai Mitzvah. Three *Aliyah's* are reserved for the congregation. If you are Kohen or a Levi, or you have family members who are a Kohen or a Levi, please let the Clergy know so that we can arrange the *aliyot* in the correct order. *Aliyahs*, other than the first two *Aliyah's* may not be given to either a Kohen or a Levi. Special arrangements are made when both parents are Kohens or Levis. Since the B'nai Mitzvah family is limited as to the number of *Aliyah's* that it receives, an *Aliyah* may be shared by multiple people (e.g., husband and wife, all aunts and uncles, all grandparents, all siblings of the B'nai Mitzvah who have already had their B'nai Mitzvah). MJCBY does, however, reserve the right to limit the number of individuals called for a single *Aliyah* or to call a group *Aliyah* that consists of more than 4 individuals by number of the *Aliyah*, rather than the participants' names.

For many honors, especially during the Torah service, it is important that the honoree know his/her Hebrew name and is familiar with what they will be required to do on the Bimah. 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 B'nai Mitzvah. All individuals selected for Aliyot must be able to recite the blessings before and after the *Aliyah* in Hebrew. A copy of the blessing is provided at the end of this guide in "Honor Instructions" on page 22 (and it will also be on the Bimah during the Torah service). Please let the Cantor know if you would like a sound file to practice.

Torah Reading for Guests

Torah reading by family members (besides an *Aliyah*) is encouraged and is a wonderful opportunity for everyone in the family to become more involved in the B'nai Mitzvah process in a deeply meaningful and spiritual way. If your family member has never read Torah at MJCBY before, they may be asked to provide documentation from their synagogue as to their ability to read Torah or they may need to review their Torah reading with our Clergy prior to the B'nai Mitzvah.

Shabbat Evening (Friday) Services

Friday evening services are held at 6:15 pm. The B'nai Mitzvah family is expected to arrive at least fifteen minutes prior to the starting time and the B'nai Mitzvah is expected to participate in and lead services. An outline of the time frame and content of the Friday evening service is found below. All page references are to the second edition of Sim Shalom which we use at MJCBY. With respect to the service itself:

- Three honors are reserved for the B'nai Mitzvah family: (a) opening the doors of the Sanctuary during Lecha Dodi; (b) opening the Ark curtain for Aleinu; and (c) holding the wimple during the wimple presentation. The wimple may be held by family members or friends who are not Jewish.
- Some parents and/or grandparents may elect to present the B'nai Mitzvah with a ritual article such as a Tallit, candlesticks, or Kiddush Cup during the Friday evening service.
- Some B'nai Mitzvahs lead all the prayers listed except for Mourner's Kaddish and the Dvar Torah, but it is not a requirement. The Clergy will prepare with the B'nai Mitzvah what they will lead.

Time	Page	Description
6:15	61	Opening Prayer
	13	Shalom Aleichem
	15	L'Chu N'ranana
	16-20	Selected Psalms
	19	Romemu
6:30	21	L'Cha Dodi
	23	Psalm for Shabbat
	24	Mourner's Kaddish
6:35		Clergy's Dvar Torah
	28	Barchu
	28-29	Blessings after Barchu
	30-31	Shema
	32-33	Blessings after Shema
	34	V'Shamru
	34	Chatzi Kaddish
6:50	Back Cover and 35-38	Silent Amidah
	47-48	Vayechulu HaShamaim and following prayers
		Presentation of Ritual Article - Parents or Grandparents of B'nai Mitzvah – Optional
	49	Kiddush
	51	Aleinu
	52	Mourner's Kaddish
	53/54	Yigdal or Adon Olam

Shabbat Morning (Saturday) Services

Services begin promptly at 9:30am and the B'nai Mitzvah family is expected to arrive at MJCBY no later than 9:00am. An outline of the time frame and content of the typical Shabbat morning service is provided below. However, there are a variety of reasons why the time frame and content of services will change. In addition, it is possible that MJCBY may celebrate a second simcha (Aufruf, Baby Naming, etc.) on the morning of the B'nai Mitzvah which could affect the timing of services. Services usually end between 12:00 and 12:15pm, followed by a Kiddush. Please keep the ending time in mind when making your arrangements, especially if you plan a reception outside of MJCBY.

Time	Page	Description	Person Leading
9:00		Family arrives	
9:20		Family enters sanctuary	
9:30	61, 65	Opening Blessings	B'nai Mitzvah preferred
9:35	72	Preliminary Service	Clergy /B'nai Mitzvah optional
	83	Baruch Sheamar	B'nai Mitzvah optional
	85	Romemu	B'nai Mitzvah optional
	92	Ki L'olam chasdo	B'nai Mitzvah optional
	96	Ashrei	B'nai Mitzvah optional
9:45	105	Shacharit	B'nai Mitzvah optional (part or all)
	105	Shochain Ad	Cantor
	106	Chatzi Kaddish	B'nai Mitzvah preferred
	107	Barchu	B'nai Mitzvah
	108	El Adon	B'nai Mitzvah
	112-113	Shema	B'nai Mitzvah
	Back Cover and 115 – 116	Amidah	B'nai Mitzvah
10:15	139	Torah Service	
	129	Open Ark for Torah Service	Family honoree
	141	Removal of Torah(s) from Ark	Family honoree
	141	Carry Torah	B'nai Mitzvah or family honoree
		Speech 1 regarding Torah reading	B'nai Mitzvah
10:25	Etz Chayim	Torah Reading	The B'nai Mitzvah generally reads the Torah for at least one <i>Aliyah</i> , usually the last (Maftir) and may do the entire Torah reading.
		1 st Aliyah	Preferably a Kohan honoree
		2 nd Aliyah	Preferably a Levi honoree
		3 rd Aliyah	Family honoree who is not a Kohan or Levy
		4 th Aliyah	Reserved for the Congregation
		5 th Aliyah	Reserved for the Congregation
		6 th Aliyah	Reserved for those observing yahrzeit
		7 th Aliyah	Reserved for Parents
	146	Kaddish	Cantor or Gabbai

		Maftir Aliyah	B'nai Mitzvah
	146	Lifting the Torah	Congregation/Family honoree
		Tying the Torah	Family honoree
		Speech 2 about the Haftorah	B'nai Mitzvah
10:55		Blessings before the Haftorah, Haftorah and Blessings after the Haftorah	B'nai Mitzvah
		Candy	Passed out by family honoree or ritual committee member
		Personal Speech	B'nai Mitzvah
	151	Ashrei	B'nai Mitzvah or family honoree
11:10	153	Carry Torah for Return	Family honoree
	154	Open Ark for Torah Return	Family honoree
		Return of Torah	Gabbai
11:20		Clergy's Sermon	Clergy
		All Synagogue Presentations Except Minyanaires (includes MJCBY, HAMC, Ramah, Holocaust Twinning, etc.)	Clergy to B'nai Mitzvah
		Chatzi Kaddish	Cantor
11:30		Musaf Silent	
	Back Cover, 156-157	Musaf Repetition	Cantor
	181	Full Kaddish	Cantor
	182	Eyn Kaylohaynu	B'nai Mitzvah and family members or friends
	183	Ark Opening for Aleinu	Family Honoree
	184	Mourner's Kaddish	Clergy
11:50		Shehecheyanu	Parents, Grandparents and Siblings standing in their places
		Parental Release Prayer/Parents' Prayer	Optional – See section on Parental Release Prayer and Parents' Prayer below.
		Minyanaires Presentation	Member of Minyanaires designated by family
12:05	187	Adon Olam	B'nai Mitzvah and family or friends
		Family exits for Kiddush and Motzi	

Parents Prayer

MJCBY gives parents the option of sharing a short prayer with their child who is celebrating their B'nai Mitzvah towards the conclusion of services. Please ask the Clergy for examples or suggest one you have found for the Clergy's approval. **Please Note:** Overly long or personal speeches about your child are not appropriate during the service; they are better left for the reception, or other moments in the B'nai Mitzvah celebration.

Expectations of the B'nai Mitzvah Family

Financial Obligations

All B'nai Mitzvah families must be members in good standing. At the start of tutoring sessions with the Cantor, approximately nine months from the B'nai Mitzvah date, all financial obligations, including membership dues, religious school dues, Kol Nidre pledges and building fund fee, must be at least fifty percent paid, and at least two months prior to the B'nai Mitzvah, the remaining balance must be paid in full. There may be a surcharge to the B'nai Mitzvah fee if the B'nai Mitzvah has not met the attendance requirements for Religious School and Junior Congregation. There is an additional B'nai Mitzvah fee of \$950 which includes a general fee of \$500 and the custodial fees for the basic Friday night dinner and Saturday morning Kiddush. There may be additional custodial fees depending on the Friday night/Saturday morning options that you select. All event rental fees, if applicable, must also be paid in full, four weeks prior to the B'nai Mitzvah. Please see the attached "B'nai Mitzvah Event Application" document on page 23 for more information.

Coordination with MJCBY Office

You should plan to meet with the Synagogue Administrator regarding the plans and schedule for your B'nai Mitzvah no later than four months prior to the B'nai Mitzvah, and preferably at least six months prior to the B'nai Mitzvah, particularly if you intend to use an outside kosher caterer. The MJCBY Office must be supplied with the names of all outside vendors who will be delivering items to MJCBY for the B'nai 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 B'nai Mitzvah. Some of these events may be on Shabbat morning (e.g. Aufruf or Baby Naming) and some may be Saturday evening or Sunday. These events may also require pre-Shabbat deliveries and may require coordination. If you intend to have a more elaborate Kiddush using 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 notified to coordinate the congregational Kiddush.

Event Expectations

Flowers/Bimah Decoration

The B'nai Mitzvah family is strongly encouraged 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. Some families do inventive displays using food items, clothing and/or toys that are donated and delivered to the soup kitchen, food pantry or an appropriate shelter after Shabbat. The flowers or other decorations must be in the sanctuary by 12 noon on Friday.

Program Guides

MJCBY does not print a guide to Shabbat Morning services; however, some families wish to provide one for family, friends, and congregants to explain the ceremony and have as a keepsake. If you intend to prepare a program for your child's service, please submit a draft to the Clergy for review before printing at least two weeks prior to the B'nai Mitzvah. Only approved programs may be distributed at MJCBY services. These programs must be in the sanctuary by 12 noon on Friday.

Candy

It is traditional to throw candy at the B'nai Mitzvah after the conclusion of the blessings after the Haftarah. The candy must be Kosher, soft (e.g. Sunkist Fruit Gems) and have a wrapper. Please supply it to the MJCBY office by 12 noon on Friday.

Ritual Garments

Boys and girls are encouraged to have their own kippah, tallit and tefillin prior to their B'nai Mitzvah. These items can be bought through the Sisterhood gift shop or at several stores, both in person and online.

Men and boys are expected to wear a kippah whenever they are in the building and women may choose to wear a head covering in our building but are not required to unless they are on the Bimah for an honor. Many families choose to purchase kippot for their guests and the congregation. Please have these in place outside the sanctuary in the rotunda by 12 noon on Friday.

Jewish adults are encouraged to wear a tallit at our morning services. Men must wear one if they are called to the Bimah when the Torah is out, and women may choose to wear one when they are reading from the Torah scroll.

Attire

A B'nai Mitzvah is a religious service and appropriate decorum includes appropriate, modest dress.

Smoking

MJCBY is a smoke free facility and smoking is not permitted in or on MJCBY property.

Cell Phones and Electronic Devices

All cell phones and other electronic devices, other than medical equipment, are to be turned off on Shabbat prior to entering MJCBY property.

Photography/Videography

No photography or videography is permitted 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. Arrangements can be made to take pictures or videos prior to the B'nai Mitzvah when the building is open for other reasons. Please check with the Clergy prior to scheduling picture taking if you want them present for pictures and confirm with the Synagogue Administrator that the time and date is available. As a reminder, the Torah may not be removed from the Ark for pictures without clergy or the Ritual Committee in attendance.

Religious School Guests

It is customary and appreciated that all members of the 6th and 7th grade B'nai Mitzvah class will be invited to the Friday night Shabbat dinner and service, Saturday morning service and Kiddush as well as any other celebrations to honor the B'nai Mitzvah child. This allows all children in the religious school class to celebrate with one another, without leaving anyone out.

Chaperone Duty

Each B'nai Mitzvah family is expected to chaperone for other members of your child's B'nai Mitzvah class. This is a cooperative effort of all the families throughout the year and helps us to maintain proper decorum for all B'nai Mitzvah services. This policy also has the benefit of yet another opportunity to familiarize each family with the flow and choreography of the Shabbat service at MJCBY in advance of their own simcha. If you need help matching with a family, please reach out to the Director of Education. Some instructions for your chaperones:

- One chaperone is required for every 25 young adults.
- The young adults should not go to any other parts of the building or leave the building. Try to arrange it so that only one or two young adults leave at any given time.
- If necessary, remind young adults with cell phones and other electronic devices that they are not to be used inside the Sanctuary and are to be turned off or set to mute.

Handicapped Access

MJCBY is handicap accessible and includes ramps and a lift.

Parking

Since the size of our parking lot is limited, please advise your guests of alternate parking locations after you have checked with the office as to where parking is allowed during your event, other than the usual public parking lot or metered spots. The office is happy to provide a parking map should you need it.

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 Synagogue Administrator regarding where the buses can pick up your guests.

Deliveries and Removals: All deliveries (e.g., flowers, food, wine, grape juice, candy, balloons) must be made during hours when MJCBY is open. Those hours change from time to time so please check with the Synagogue Administrator to make sure the building is open on the day and at the time that you wish to deliver things prior to Shabbat. If you will need assistance with the deliveries, please check in advance to see if there will be someone at MJCBY who can assist you. Please keep in mind the following:

- 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 B'nai 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.
- If there is a large volume of leftover items that must be discarded, MJCBY reserves the right to charge you for the cost of removal.

Honoraria

Though not required, many families wish to express their gratitude to the Clergy and honor the work they did with their child in preparation of becoming a B'nai Mitzvah. If this is the case, we suggest that a donation you feel is appropriate be made to one of the Clergy's Discretionary Funds. In addition, you may wish to donate to a specific MJCBY fund such as the Building, Education or Renovation Funds. For naming opportunities or the creation of an endowment, please speak to the President of MJCBY.

Friday Night Dinner, Kiddush and Private Events

Friday Night Dinner

A beautiful tradition has begun where the Cantor invites the B'nai Mitzvah family to host a Friday night dinner and welcomes the entire religious school class and their families, as well as any congregants who have attended services (usually about ten), to participate. The Cantor works with the family on a menu and cooks the delicious meal herself! In return, the family agrees to pay the Cantor for the ingredients she purchases as well as the cost of one or two waitresses to help in the set-up, food service and clean-up. This has become a highly acclaimed community event for our B'nai Mitzvah families!

If a family wishes to host a Friday night dinner for the religious school class and their families, as well as any congregants who have attended services, but have an outside Kosher caterer brought in, please request the "Approved Kosher Caterers" list from the MJCBY office. Finally, some families may prefer to have a private Friday night dinner for their own guests, separate from the scheduled dinner the Cantor will cook. In any of the above instances, please complete the "B'nai Mitzvah Event Application," on page 23 and return to the Synagogue Administrator at least four months in advance of your celebration.

Kiddush

It is expected that the B'nai Mitzvah's family will kindly sponsor the Kiddush immediately following Shabbat morning services. You are welcome to use the Sisterhood Kiddush Committee or bring in a Kosher caterer from our approved vendor list. Please request the "Approved Kosher Caterers" list and the "MJCBY Sisterhood Kiddush Catering" menu from the MJCBY office for more information. Don't forget the challah, wine and grape juice!

It is important to note that food requirements for Saturday morning should be based on the number of guests you expect plus thirty congregants. Please provide the MJCBY Office with a count of the number of guests you expect one week prior to your B'nai Mitzvah so that the appropriate number of tables may be set up. Once again, please complete the "B'nai Mitzvah Event Application," on page 23 and return to the Synagogue Administrator at least four months prior to your simcha.

Private Receptions on Shabbat at MJCBY: Apart from the Friday night dinner or Kiddush, we welcome you to use our beautiful ballroom and/or Frigand Social Hall to have a reception following Kiddush on Saturday morning. Please keep in mind that the B'nai Mitzvah is both a family and a community event. If you choose to have a private lunch reception, immediately following services, all guests and congregants will gather and participate in a Kiddush together, and then you may welcome your guests into the room where your private luncheon will be held.

If you choose to have a private Saturday evening event, please make sure you check with the Clergy or a member of the Ritual Committee to determine what time Shabbat ends and your event can begin.

Again, please complete the attached "B'nai Mitzvah Event Application" on page 23 if you wish to host a private reception.

Mazel Tov again on your upcoming Simcha and for choosing MJCBY as your spiritual home!

We hope to have laid the groundwork for our B'nai Mitzvah to be able to feel, think and act as Jewish adults in the future. Religious school and day school are the starting points in helping our children to embrace their heritage, as well as all the meaningful and loving work you do at home to foster a love of Judaism. It is our wish that your child will continue their Jewish education through our Advanced Learning Program (ALP) from eighth grade through twelfth grade. We also encourage participation in our post B'nai Mitzvah "Minyanaire's" program. And, of course, we look forward to having them remain active participants in our Synagogue's youth groups. We invite your family to be actively involved in the many enjoyable and meaningful aspects of Jewish life being offered at MJCBY and we look forward to celebrating future simchas together for years to come!

B'nai Mitzvah Commitment

Name of the B'nai Mitzvah

We, the parents of the B'nai Mitzvah, have read and understand the entire B'nai Mitzvah guide, and agree to all its requirements in order to have our son/daughter be called to the Torah as a B'nai Mitzvah at MJCBY. We further agree to assist our B'nai Mitzvah in the fulfillment of his/her obligations under this guide.

I, the B'nai Mitzvah, have read "B'nai Mitzvah Preparation" and "The B'nai Mitzvah Service" portions of this guide and agree to all its requirements.

Parent/Guardian of the B'nai Mitzvah

Parent/Guardian of the B'nai Mitzvah

B'nai Mitzvah

Date

The Mitzvot List

I. Gemilut Hasadim (Acts of Loving Kindness)

- Visit Someone who is ill in a hospital, nursing home or rehabilitation facility
- Learn games, magic, juggling and perform same for children at a hospital or rehabilitation facility
- Volunteer as a family for a soup kitchen (prepare or serve a meal)
- Prepare and bring a meal to a family sitting Shiva
- Visit a Shiva house to comfort mourners and learn about the customs of mourning

II. Shabbat (Honor the Sabbath)

- Lead the following prayers at family Shabbat dinners: candle lighting, Kiddush, Motzi
- Learn and lead the Havdalah service with your family (conclusion of Shabbat and certain holidays)
- Help prepare a traditional Shabbat Dinner (Friday Night)

III. Zicharon (Jewish Memory)

- Learn about the person you were named for – what does it mean to have a Shem Tov (good name)
- Find out about the town your family came from – what did it give the Jewish World
- Interview an older member of your family – what was life like for them – what Jewish memories do they have?

IV. Tzedakah (Sacred Giving)

- Chose a tzedakah (charity) and donate a monetary gift to help people – write why you chose that organization
- Make a tzedakah container and set aside money– decide where it will go
- Donate a percentage of your B'nai Mitzvah gifts to Mazon, a Jewish response to hunger – find out about this organization or a local equivalent

V. Customs - Learn about the customs of:

- A Jewish Wedding
- A Brit Milah
- Attend the ceremony and write about your experience

VI. Hiddur Pnai Zadein (Honor the Elderly)

- Visit an elderly relative
- Visit a nursing home

VII. Tz'ar Balay Chaim: Respect for Animals

- Become involved with an organization that deals with animal rights
- Adopt a pet

VIII. Derech Eretz – Learn what the term means and:

- Find out three ways to honor your parents and practice them
- Write an essay on the respect that should be given to either
(a) a synagogue; (b) a sanctuary; or (c) teachers.

B'nai Mitzvah Profile

(To be filled out by the parents of the B'nai Mitzvah and returned
to the Clergy at least one month prior to the B'nai Mitzvah)

1. **Family History:** Tell me about your family. Where are they from? Are there any memories that are relevant to the B'nai Mitzvah?

2. **About the B'nai Mitzvah:**
 - How would you describe your child to a stranger who has not met him or her? Include things like favorite school subjects, pets, hobbies, personality traits, anecdotes, special talents etc.

 - What does the B'nai Mitzvah do in their spare time?

 - Describe the B'nai Mitzvah's relationship with siblings/family?

 - 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 B'nai Mitzvah.

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

5. **Effect of B'nai Mitzvah on You:** How will this simcha affect your lives?

6. **Siblings:** Tell me the names of the B'nai Mitzvah's siblings and whether they will be at this milestone?

Honors List

The following is a sample list of all the Honors for Shabbat evening (Friday Night) services and Shabbat morning services. The Clergy will meet with each family 2-4 weeks before the B'nai Mitzvah to review the most updated version of this list.

Shabbat Evening Honors:

Page	Honor Description	Person with Honor and relationship to B'nai Mitzvah (e.g. grandparent, uncle, friend of family, etc.)
21	Open Doors for Lecha Dodi	
	Presentation of Ritual item to B'nai Mitzvah (Optional)	
50	Open Ark for Aleinu	

Shabbat Morning Honors:

Page	Honor Description	Person with Honor and relationship (e.g. grandparent, friend)	Provide Hebrew Name(s) in those boxes that are not shaded out
129	Open Ark for Torah Service		
141	Removal of Torah(s) from Ark		
141	Carry Torah		
	Speech 1 re: Torah reading		
	1 st Aliyah		
	Torah Reader for 1 st Aliyah		
	2 nd Aliyah		
	Torah Reader for 2 nd Aliyah		
	3 rd Aliyah		
	Torah Reader for 3 rd Aliyah		
	4 th Aliyah (Clergy will advise you if this is available.)		
	Torah Reader for 4 th Aliyah		
	5 th Aliyah	Congregational Aliyah	
	Torah Reader for 5 th Aliyah		
	6 th Aliyah	Yarzheit Aliyah - Congregation	
	Torah Reader for 6 th Aliyah		
	7 th Aliyah	Parents of B'nai Mitzvah	
	Torah Reader for 7 th Aliyah		
	Maftir Aliyah (B'nai Mitzvah)		
146	Lifting the Torah	Congregation/Family Honoree	
	Tying the Torah		
	Speech 2 re: Haftarah	B'nai Mitzvah	
	Haftarah including blessings	B'nai Mitzvah	
	Speech 3 – B'nai Mitzvah/Personal	B'nai Mitzvah	
151	Ashrei		
153	Carry Torah for return		
154	Open Ark for Torah return		

	All Presentations Except Minyanaires (includes MJCBY, HAMC, Ramah, Holocaust Twinning, etc.)	Clergy	
182	Eyn Kaylohaynu		
183	Ark Opening for Aleinu		
	Shehecheyanu	Parents, Siblings, Grandparents	
	Parental Release Prayer/Parents' Prayer (Optional)		
	Minyanaires Presentation		
187	Adon Olam		
	Motzi – At Kiddush after services		

For the Bimah announcements:

Parent(s) Name:

Siblings Names:

Grandparents Names:

Guests Travelling From:

Honor Instructions for Friday Evening Shabbat Services

Instructions for Opening the Sanctuary Doors for Lecha Dodee:

- When the Clergy announce that we turn to page 21, go to the back of the Sanctuary, and stand by the double doors that are the entrance to the Sanctuary.
- Wait by the doors until we reach the last paragraph on page 22. The Clergy will then ask the congregation to rise and face the back of the Sanctuary.
- Once the Clergy makes the announcement for the congregation to rise, open the doors of the Sanctuary.
- Keep the doors of the Sanctuary open until we finish that paragraph. When everyone turns around and faces the front of the room, you may close the doors and return to your seats.

Instructions for Opening the Ark for Aleinu:

- Aleinu is done immediately after the Clergy completes his sermon. When the Clergy completes his sermon, he will announce the Aleinu prayer on page 51.
- Please walk up to the Bimah, go to the right side of the Ark, and open the drawstrings on the right side of the Ark.
- When Aleinu is concluded, please close the Ark curtain and return to your seat.

Honor Instructions for Saturday Morning Shabbat Services

Ark Openings:

- When asked to do so by the usher, please walk up to the stairs on the right side of the Bimah and take one of the seats that are at a 90-degree angle from where the Clergy sits.
- When the Clergy asks you to do so, please walk up to the right side of the ark and open the drawstrings on the right side of the Ark.
- When the Clergy asks you to do so, please close the Ark Curtain. You may then return to your seat.

Carrying the Torah Out From the Bimah:

- When asked to do so by the usher (generally when the Torah service is announced on page 139), please walk up to the stairs on the right side of the Bimah and take one of the seats that are at a 90-degree angle from where the Clergy sits until the ark is opened and the Clergy asks everyone to rise.
- After being handed the Torah, descend the stairs on the left side (Cantor's side) of the Bimah and proceed up the aisle to the back of the Sanctuary. Return to the front of the Sanctuary using the middle aisle. Bring the Torah back up to the Bimah using the stairs on the right side (Clergy's side) of the Bimah, where the Gabbai will take the Torah from you. You may then return to your seat.

Carrying the Torah Back to the Bimah:

- When asked to do so by the usher (generally after the B'nai Mitzvah finishes his/her the speech after the Haftarah), please walk up to the stairs on the left side of the Bimah and take one of the seats that are at a 90-degree angle from where the Cantor and B'nai Mitzvah are seated.
- After taking the Torah from the Gabbai, descend the right-hand stairs on the Clergy's side of the Bimah and proceed up the aisle to the back of the Sanctuary. Return to the front of the Sanctuary using the middle aisle. Bring the Torah back up to the Bimah using the stairs on the left side (Cantor's side) of the Bimah, where a Gabbai will take the Torah from you. You may then return to your seat.

Instructions for Individuals with *Aliyahs*:

- A person's Hebrew Name, for the purpose of an *Aliyah*, consists of the person's Hebrew Name plus the Hebrew name of the person's father. It may also include the Hebrew Name of the person's mother, but it is not required.
 - Your Hebrew name: _____
 - Father's Heb. name: _____ Mother's Heb. name: _____
- When asked to do so by the usher, please walk up to the stairs on the right side of the Bimah and take one of the seats that are at a 90-degree angle from where the Clergy sits.
- The Gabbai standing to the Torah reader's right side will ask you to come stand next to him/her. The Gabbai calls you (and if you are sharing the *Aliyah*, everyone else who is sharing the *Aliyah*) up for your *Aliyah* in Hebrew using your Hebrew Name.
- The person reading that *Aliyah* will point to the starting place in the Torah. Then, you may take either the corner of your Tallit or a provided Torah tie, and touch the place that was pointed to, and then kiss the Tallit or Torah tie.
- Recite the blessing before the Torah Reading:

בְּרֹךְ אֶת יְיָ הַמְּבָרֵךְ *leader* ba-r'KHU et Adonai hahm-vo-RAKH

בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד *congregation* ba-rukH Adonai hahm-vo-rakh leh-oh-lahm va-ed

בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד *leader* ba-RUKH Adonai hahm-vo-RAKH leh-oh-LAHM va-ED

בְּרוּךְ אַתָּה יְיָ *ba-RUKH ah-TAH Adonai*

אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם *eh-lo-HEY-nu MEH-lekh ha-oh-LAHM*

אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים *ah-SHER BA-khar BA-nu mee-KOL ha-ah-MEEM*

וְנָתַן לָנוּ אֶת תּוֹרָתוֹ *veh-NAH-tahn LA-nu et toe-rah-TOE*

בְּרוּךְ אַתָּה יְיָ נוֹתֵן הַתּוֹרָה *ba-RUKH ah-TAH Adonai no-TAIN ha-toe-RAH*

- When the person is finished reading the *Aliyah*, they will point to the place where the *Aliyah* ended. Please take the corner of your Tallit or the Torah tie, and touch the place that was pointed to, and then kiss the Tallit or Torah tie.
- Recite the blessing after the Torah Reading:

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם *ba-RUKH ah-TAH Adonai eh-lo-HEY-nu MEH-lekh ha-oh-LAHM*

אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת *ah-SHER NA-tahn LA-nu toe-RAHT eh-MET*

וְחַיִּי עוֹלָם נָטַע בְּתוֹכָנוּ *veh-kha-YAY oh-LAHM na-TAH beh-toe-KHEY-nu*

בְּרוּךְ אַתָּה יְיָ נוֹתֵן הַתּוֹרָה *ba-RUKH ah-TAH Adonai no-TAIN ha-toe-RAH*

- After reciting the blessing, move to the left of the Torah reader and remain there during the next *Aliyah*. After the next *Aliyah* is finished, you may return to your seat.

Instructions for Lifting (Hagbah) and Tying (Gelilah) the Torah:

- A person's Hebrew Name, for the purpose of an *Aliyah*, consists of the person's Hebrew Name plus the Hebrew name of the person's father. It may also include the Hebrew Name of the person's mother, but it is not required.
- Your Hebrew name: _____
- Father's Heb. Name: _____ Mother's Heb. name: _____
- When asked to do so by the usher, please walk up to the stairs on the right side of the Bimah and take one of the seats that are at a 90-degree angle from where the Clergy sits.
- The Gabbai will ask you to stand next to him/her and will call both of you for your honors using your Hebrew names.
- The person who is Hagbah will lift the Torah, hold the scroll so that the congregation can see the portion that was read, and then will sit in a chair.
- Once the Hagbah sits in the chair, the Gelilah will help the Hagbah roll the Torah so that the parchment is tight and there is no slack between the two sides of the Torah.
- The Gelilah will take the Torah tie and fasten it tightly around the Torah. The part where it is closed should face the person who is holding the Torah (Hagbah).
- The Gelilah will take the Torah cover and put it over the Torah, with the front part of the Torah cover facing the person who is holding the Torah (Hagbah).
- The Gabbai will then take the Torah and put it on a Torah stand. You can now return to your seat.

Instructions for Schehecheyanu (Parents, Siblings, Grandparents):

The Shehecheyanu Blessing is generally said after Aleinu. The Clergy will ask the parents, siblings and grandparents to rise to say the blessing.

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם
שֶׁהַחַיִּינוּ וְקִיַּמְנוּ וְהִגִּיעָנוּ לְזֶמֶן הַזֶּה

*barukh atah Adonai Eloheinu melekh ha-olam
sheh-heh-kheh-ya-nu v'kee-y'mah-nu v'hee-gee-yah-nu
la-zeh-mahn ha-zeh*

Blessed are You Adonai our God, Ruler of the Universe
who has kept us alive and sustained us
and brought us to this joyous time!

B'nai Mitzvah Event Application

Morristown Jewish Center Beit Yisrael

Contact Information

Your Name					
Home Phone		Cell Phone		Email	

Event Information

Event Name				Event Date	
Start Time		End Time		# of People	
Type of Event	☐ Friday Shabbat Dinner ☐ Saturday Shabbat Kiddush ☐ Private Saturday Shabbat Luncheon/Dinner				
Room(s)	☐ Ballroom ☐ Frigand Social Hall			Dance Floor	☐ Yes ☐ No
Caterer	☐ Cantor Shana (Friday Dinner) ☐ Sisterhood (Sat Kiddush) ☐ Outside Caterer _____			Caterer Contact Info	
Other Outside Vendors	☐ Florist ☐ Band ☐ Games/Entertainment ☐ Event Planner ☐ DJ ☐ Balloons/Decorator ☐ Photographer ☐ Videographer ☐ Other _____				
Additional Details					

FACILITY FEE DESCRIPTION

	Member*	Non-Member	You Pay:
Friday Night Shabbat Dinner cooked by Cantor Shana or catered by an outside kosher caterer but inclusive of congregants in attendance * no charge for room, but cost of food/catering + waitress fee applies	No Charge	N/A	
Friday Night Shabbat Dinner for B'nai Mitzvah families who host a <i>private</i> dinner with an outside kosher caterer * fee is for use of Frigand Hall for 2 hours (inc. custodian) + additional rental fees may apply if dinner is longer than 2 hours (see below)	\$400	N/A	
Saturday Morning Shabbat Kiddush *Does not include catering fee from Sisterhood/outside Kosher caterer	No Charge	N/A	

Private Saturday Shabbat Luncheon/Dinner Private Receptions (see below):			
Grand Ballroom for 4.5 hours ¹ (accommodates 200 or 150 w/dance floor)	\$1000	\$1400	
Frigand Hall for 4.5 hours ¹ (accommodates 130)	\$850	\$1000	
Ballroom AND Frigand Hall for 4.5 hours ¹	\$1500	\$2000	
Additional hourly fee to extend beyond 4.5 hours ²	\$150	\$225	
Dance Floor Setup and Breakdown	\$600	\$600	
Refundable Damage Deposit ³ (REQUIRED)	\$1000	\$1000	
Security Fee ⁴ (SUBJECT TO MJCBY DISCRETION)	\$50-\$80/hr	\$50-\$80/hr	
Additional Custodial Fee – for time needed prior or after periods covered by fees specified above	\$60 / hr	\$80 / hr	
Fee for use of Kitchen by Outside Caterer Note: Approved caterers must provide Certificate of Insurance and pay separate \$1000 refundable deposit. Deposits are refunded if caterer properly cleans up the facility and removes everything within the allowed time frame, leaving no damage.	\$300	\$500	
Total Balance Due:			

50% deposit of total balance of facility fee due at time of booking. Remaining balance due 4 weeks prior to event date.

*Members must be in good standing (at least 50% of MJCBY financial obligations met at least nine months prior to the B'nai Mitzvah and 100% of MJCBY financial obligations met two months prior to the B'nai Mitzvah) to receive the benefit of "member" rates.

Fees

Fees include Custodial help to set up tables before the affair and cleanup after the affair.

For an event during Shabbat, the fee includes use of kitchen for storage of prepared food on Friday morning and warming of food or preparation of cold food and general kitchen cleanup during and after the affair. It is assumed that the caterer will provide utensils, china, and other party accessories.

For Saturday night events, access to the facility starts after Shabbat ends. For an event at any time other than Shabbat, access is given 45 mins prior to the event. Earlier access may be arranged at no charge if custodial assistance is not required. Deliveries must be coordinated during MJCBY regular office/open hours. Should the building need to be opened outside of these hours, additional fees may apply.

All event vendors, including caterers, florists, decorators, entertainers, etc. must be approved by MJCBY. Additional fees may apply.

- 1 This includes a custodial fee for 6 hours starting 1 hour before and ending 1 hour after the event. The custodian is present to deal with facility issues (needs for an additional table, cleaning in a bathroom, etc.) and not to assist in the kitchen or with the preparation or serving of food.
- 2 This includes custodial assistance for the additional amount of time as well as room rental.
- 3 Refundable deposit to cover damage to the building during event. Refundable if there is no damage and refundable in part if the damage is less than the amount of the deposit. This deposit does not limit the member/non-member's responsibility for the full amount of any actual damage done during the event.
- 4 For events that coincide with Shabbat services on Friday night or Saturday morning, MJCBY will engage one security guard at its expense. If additional guards are requested for those days, additional fees will apply at a rate of \$50-\$80 / guard per hour, payable by the renter. For all other events, MJCBY will determine the necessity for one or more security guards on a case-by-case basis, at a fee of \$50 - \$80 / guard per hour, payable by the renter. All requests for security guards need to be made at least one month in advance of the event to ensure security presence and pricing. See "Security Considerations" below.

Definitions

As used herein, the term "private" means that some designated portion of the MJCBY Facilities is scheduled for use by you and your guests and not for general use by MJCBY.

Security Considerations

Use of the MJCBY facilities for rental purposes does not imply access to areas of the property not specified in the form above. I understand that there are rooms and areas of the building not included in my rental that cannot be locked or cordoned off from guests, and that it is my responsibility to keep guests and event-associated third parties (e.g., caterers, bands, DJs, other entertainers, etc.) within the designated portions of the MJCBY Facilities.

MJCBY security policy requires that all exterior doors remain closed and locked at all times. Outside of Shabbat services, MJCBY does not engage facilities personnel or security personnel to open exterior doors or check who is entering the building against a guest list. MJCBY recommends that you engage individual(s) for these purposes.

MJCBY, at its discretion, may require the use of one or more of its security guards during your event. For events that coincide with Shabbat services on Friday night or Saturday morning, MJCBY will engage one security guard at its expense. If additional guards are requested for those days, additional fees will apply at a rate of \$50 - \$80 / guard per hour, payable by the renter. For all other events, MJCBY will determine the necessity for guards on a case-by-case basis, at a fee of \$50 - \$80 / guard per hour, payable by the renter. Requests for security guards need to be made at least one month in advance of the event to ensure security presence and pricing.

Responsibility for Damages

In further consideration for the rental of the Morristown Jewish Center Beit Yisrael Facilities, I understand that I am responsible for all damages to MJCBY during the "private" use of the MCJBY building including but not limited to damages caused by guests, damages caused by third parties (e.g. caterers, bands, DJs, other entertainers, etc.).

I understand and agree to the terms herein.

NAME: _____ SIGNATURE: _____ DATE: _____
(Renting Party)

NAME: _____ SIGNATURE: _____ DATE: _____
(MJCBY Representative)