

YOUR BAR/BAT MITZVAH AT TEMPLE EMANUEL WINSTON-SALEM, NC

INTRODUCTION

Becoming Bar or Bat Mitzvah takes place at the age of thirteen and marks a degree of proficiency in Hebrew and in leading the service. It means that the young person has accepted responsibility for all the ethical mitzvot (commandments) found in the Torah and all of the ritual mitzvot that are personally meaningful within a liberal Jewish interpretation as found in our synagogue. The student is led to understand that he/she is part of a vital link in an unbroken chain of Jewish men and women who have studied and cherished the Torah. The spiritual significance of aliyah leTorah (ascending to the reading and the blessings of the Torah) is emphasized along with a discussion of the content of the Torah and Haftarah portions. Children and parents are taught that instruction beyond Bar/Bat Mitzvah and especially through Confirmation is important and that Jewish education is a lifelong process.

PHILOSOPHY

We are proud of our unique Bar/Bat Mitzvah program. Our program contains many features that enable our youth to grow as both Jews and human beings. We are concerned not only with how much our students know, but also with how deeply they feel about what they have learned.

ADVANCE PREPARATIONS

The Bar/Bat Mitzvah at Temple Emanuel occurs following the thirteenth birthday for both boys and girls. Traditionally the service takes place during the Shabbat morning service.

Bar/Bat Mitzvah dates will be assigned to students when they are in fifth grade. The following process will be used for assigning dates:

Stage 1:

Every student will be assigned the nearest possible Shabbat following his or her 13th birthday. (According to halacha, Jewish law, a child becomes a bar/bat mitzvah one day after his/her birthday. We will assign dates according to this principle.) Bar and Bat Mitvahs are not to occur on the actual date of the 13th birthday.

If more than one child has a birthday during the same week, the child whose birthday occurs first will be assigned the upcoming Shabbat date. Any other child (ren) will move in order to the following week(s). No one will jump over someone else when assigning dates during Stage 1.

Stage 2:

The Ritual Committee will send each family a calendar that will include the dates reserved for each child (Stage 1) and other available dates.

Families will inform the Ritual Committee if they wish to keep the reserved date for their child's Bar/Bat Mitzvah. If the family does not want to accept the reserved date, they must submit three alternate dates that are acceptable to their family. These dates may include dates already reserved for another child. These reserved dates, however, will only be used if the assigned family does not wish to use that reserved date. Once all alternate dates are received, the Ritual

Committee will assign Bar/Bat Mitzvah dates from the alternate dates submitted by the families.

There will be no changes in dates for Bar/Bat Mitzvahs less than 13 months prior to the Bar/Bat Mitzvah. After that date, appeals will have to be made to the Ritual Committee for a date change.

All B'nai Mitzvah students must be enrolled in the Temple Emanuel Religious School at least two years prior to when they begin their Bar/Bat Mitzvah training and at the time of the Bar/Bat Mitzvah. Regular attendance at Sunday religious school and B'nei Mitzvah prep is one of the requirements for Bar/Bat Mitzvah in our Temple Emanuel Life Cycle Guidelines. Students are expected to continue in the Religious School through the confirmation year.

Approximately one year before the date of the Bar/Bat Mitzvah, the tutor will communicate with the parents to arrange for instruction. This instruction is in addition to regular B'nei Mitzvah prep and Sunday religious school, and is not a substitute for them.

Children starting B'nai Mitzvah training should be able to read Hebrew. Any student who is unable to correctly read the basic vowels and consonants of the Hebrew alphabet will be asked to undergo remedial Hebrew education. This will generally involve acquiring a Hebrew tutor. All students are encouraged to reach their potential while not being overwhelmed. Torah and Haftarah portions and prayer selections can be adjusted to meet individual needs. Tutoring will be adapted to the learning styles and background information of each student. Families are expected to assume the cost of this tutor. If the Temple Educator must put in extra time, he/she should be paid. The tutorial fee is based on an hourly rate determined by the family and the tutor. If, at the Rabbi's discretion prior to the date of the Bar/Bat Mitzvah, the Rabbi feels that the Bar/Bat Mitzvah candidate will be unable to perform the service or has not fulfilled the requirements for Bar/Bat Mitzvah (regular attendance at Sunday religious school and B'nei Mitzvah prep, weekly attendance at Shabbat services for one year prior to the Bar/Bat Mitzvah, regular attendance at Bar/Bat Mitzvah tutorials and regular participation in the limmudim), the Rabbi and a member of the Ritual Committee will notify the family and appropriate arrangements will be made.

No Jewish child will be denied the honor of a Bar/Bat Mitzvah if he/she is unable to learn the material due to a special need. The Rabbi will work with the child to tailor a course of study appropriate for the circumstances.

FINANCIAL REPOSIBILITIES

Families are expected to cover the following fees pertaining to the ceremony and its preparation:

1. Temple dues must be paid and up to date.
2. Regular Religious School fees must be paid and up to date.
3. Custodial fees
4. Cleaning of the Temple linens if used for the Bar/Bat Mitzvah.
5. Pianist (optional for the Shabbat morning service) A flat fee has been established for the Temple pianist.

ONE YEAR AHEAD (Beginning the B'nai Mitzvah study)

The student will begin B'nai Mitzvah studies approximately one year prior to the service in addition to continuing regular Religious and Hebrew school attendance. During the first six months, he/she will master the Hebrew prayers of both the Kabbalat Shabbat (Friday evening) service and the Saturday shacharit (morning service). These tutorial sessions will be on an individual basis coordinated by the Ritual Committee. During the six months prior to the Bar/Bat Mitzvah, he/she will meet with the rabbi for an individual weekly tutoring session. Rabbi Mark, working with the student and his/her family, will assign a passage from the weekly portion corresponding to the Bar/Bat Mitzvah date. The child will learn to either read or chant this portion. After learning the Torah portion, the student will learn to read or chant from the corresponding Haftarah portion. Haftarah portions are selections from the Prophets, the second of the three sections of the Hebrew Bible. The student will also explore the meaning of his/her Torah and Haftarah portions through the reading of commentaries and discussion. Students will then prepare a d'var Torah, a speech, which draws a lesson from the Torah portion with our temple's Education Director.

Students will attend Shabbat services on a regular basis during the twelve months of Bar/Bat Mitzvah preparation. Parents are expected to join their children in fulfilling this important mitzvah. The student is strongly urged to continue this habit well beyond the Bar/Bat Mitzvah day. Students are required to attend a minimum of three Shabbat services each month. Students can receive credit for up to 4 services for attendance at Shabbat services at either another synagogue or at a Jewish summer camp. Service programs from other synagogues must be given to the Rabbi to receive credit. At most Kabbalat Shabbat and Shabbat morning services, the B'nai Mitzvah class will be called to the Bimah for the recitation of the Kiddush.

At the actual Bar/Bat Mitzvah, the student will lead the congregation in tefillot, chant or read from the Torah scroll, and be called up for an aliyah -- the honor of reciting the blessings before and after a passage from the Torah. Students will also read or chant from the corresponding Haftarah portion and recite the appropriate blessings. Students will also deliver an original d'var Torah.

During the year of preparation, the student will be required to participate in community service (mitzvah projects). While in sixth grade, the student and his/her parents will participate in limmudim (study sessions) with the Rabbi and/or Temple Educator.

SERVICE DECORUM

It is not the responsibility of Temple Emanuel or its congregants to monitor the behavior of the children in services. It is very important that you teach your children to behave properly so they do not disturb other worshipers. Please emphasize to your children the importance of their behavior when attending worship service. Good manners and proper decorum on the part of our younger people are absolutely essential if the service is to be a meaningful one. Bar/Bat Mitzvah services last approximately **two** hours. Very young children may find it difficult to sit

quietly through a service of this duration. It is therefore urged that parents are alert to this problem and make suitable arrangements to have small children chaperoned. Parents may choose to hire a baby-sitter for Friday evening and Saturday morning during the service. You can use one of the Religious School rooms as long as you check with the preschool director ahead of time. Please make sure that the sitter cleans up the room after the children are gone.

PLANNING THE SERVICE

During the six months of study with the rabbi, you and the rabbi will plan the service for your child's Bar/Bat Mitzvah. Families must complete and submitted to the rabbi at least two weeks prior to the Bar/Bat Mitzvah the "Bar/Bat Mitzvah Ceremony and Certificate Information" forms located in this notebook.

The length of lessons increases during the final weeks before the ceremony, and we ask that you keep the last week free and clear of all extraneous activities. During the final weeks, the Rabbi will schedule 3 rehearsals on the bima. Parents must be present for these 3 rehearsals.

ALIYOT

One decision that needs to be made once the Torah study begins is the number of Aliyot that the student will learn. The Aliyot are arranged with the Rabbi. Every child's Torah portion may be divided from three to seven parts allowing one Aliyah for the Bar/Bat Mitzvah and the remainder to be offered as honors to family members or friends. It is important to obtain the Hebrew names of those who will be honored by being given an Aliyah. In addition, people may be honored as Torah Lifter (Hagbah), or Torah Binder (Gelilah). Again, please obtain the Hebrew names for those people prior to the service. Transliterations of the Hebrew text of the Torah Blessing may be obtained through the Temple office and are available on the Bimah. In addition, the rabbi may make a tape of the blessings if requested. Please note that only a member of the Jewish faith may be called to the Torah to recite the Blessings or lift and bind the Torah; however, non-Jews are permitted to come onto the Bimah to receive blessings or address the child.

KABBALAT SHABBAT SERVICE

The Rabbi will plan all Friday night services. A Bar/Bat Mitzvah child will be invited to conduct the worship service on the Friday night proceeding the Saturday of his/her Bar/Bat Mitzvah service. The family may request one or two aliyot for the Friday evening service if Torah is being read. The family may ask individuals to accept honors during the Torah service as well as host the Oneg Shabbat. Again, please obtain the Hebrew names of those being honored prior to the service. Even if the child is not leading the services, he/she has an obligation to be present at Temple services on Kabbalat Shabbat (Friday evening preceding the ceremony).

CARRYING/PASSING THE TORAH

It is customary for the Bar/Bat Mitzvah to carry the Torah on their special day. You may wish to have one of the Jewish parents or family members carry the other Torah either the Friday evening prior to the Bar/Bat Mitzvah and/or during the actual Bar/Bat Mitzvah service. The passing of Torah through the generations can include Jewish grandparents if desired. Let the Rabbi know if this is something you want to do.

HONORING INDIVIDUALS

Individuals may be honored by participating in services in other ways such as reciting the "Motzi", blessing before eating challah, (a good honor to give young relatives) or opening the Ark at various times during the service. Families wishing to honor friends and relatives in these ways

should consult with the Rabbi. In accordance with the Temple Emanuel Constitution, a non-Jew can participate in leading English readings, appropriate music, or opening the ark during the Torah service. A non-Jew may not receive an aliyah, recite Hebrew blessings (in translation), serve as Hagbah or Gelilah, or lead the congregation in a sectarian prayer. While only a member of the Jewish faith may be called to the Torah to recite the Blessings, non-Jews are permitted to come onto the Bimah to receive blessings, address the child, or accompany the Jewish relative or friend to the Bimah for the aliyah.

BLESSING THE CANDLES

It is customary, though not mandatory, that an adult Jewish female member of the family or a designee says the blessing over the Shabbat candles in the Temple at the Kabbalat Shabbat service. Sometimes, this has included several generations of a family leading the blessing or a mother and a younger child doing the honors.

PIANIST/MUSIC

While the Temple pianist typically plays for the Shabbat morning worship for a Bar or Bat Mitzvah ceremony, his presence is optional. The family pays the Music Director's fee, and it is the family's responsibility to contact the Music Director to make the necessary arrangements. The Music Director's responsibilities include playing for the service and rehearsing with the Bar/Bat Mitzvah the prayers he/she will be chanting with the organ/piano. The fee includes all rehearsals.

ONEG SHABBAT

On the Friday evening before a child's Bar/Bat Mitzvah, the family usually provides the Oneg. It is the responsibility of the Bar/Bat Mitzvah family to make all the arrangements for the provisions of food and liquid refreshments for the Oneg Shabbat. If the family chooses not to sponsor the Oneg Shabbat the usual Friday Oneg will take place. The Oneg is not part of the Bar/Bat Mitzvah and will be in keeping with the normal Oneg Shabbat of a regular Friday evening. The Friday evening Oneg should not be personalized to the Bar/Bat Mitzvah. In other words, decorations (i.e. napkins and decorations) should not name the child.

ONEG SHABBAT SET-UP

- If the family chooses to host the Friday night Oneg Shabbat, they need to arrange for a convenient time to setup everything. Generally, this is done around 10:00 a.m. or 11:00 a.m. Friday morning.
- It is customary at Temple Emanuel for the other parents of the B'nai Mitzvah class (your child's Religious School class) and friends who have been invited to the service to contribute food for the oneg. It is a good idea to leave a paper in the kitchen for people to write down what they bring. This will be very helpful when you write thank-you notes to the people who helped.
- The parents of the Bar/Bat Mitzvah are responsible for providing any paper goods used that evening as well as any table coverings they wish to use. Napkins and nice, disposable plates are a good idea to provide due to the variety of food items being served at the oneg. Don't forget doilies in various sizes that will be used to line the trays. Silverware is optional to

reduce on waste. You also should bring toothpicks if they will be needed. The Temple has punch bowls and glasses that can be used as well as wine or shot glasses if you wish. It also has available silver trays, some glass trays, coffee cups and a coffee urn if you need it. There are some nice tablecloths available to use that are owned by the Temple unless you wish to rent your own. You will be responsible for having them cleaned. You may choose to use nice paper tablecloths, which are perfectly acceptable.

- The parents in the B'nai Mitzvah class as well as friends usually assist with setting up the table(s) Friday morning. This is considered a good bonding and fun time where people work together to make trays and put them out on the tables ahead of time. Everything is covered with plastic wrap so it will stay fresh for the evening. If there are items that need to be refrigerated, put a note on the table where they will go so they are not forgotten at the last minute. Customarily, a configuration of four tables (six or eight feet) are placed in a rectangle and used for the food, but round tables have also been used. Traditionally, there is at least one if not two long tables set up on each side for punch or other liquid refreshments.
- The parents of the other students in the class will generally leave the service a few minutes prior to the end of the service (during announcements after Kaddish) to uncover the food and prepare the punch. *There should not be any noise in the social hall during the Kaddish.* As a parent of the Bar/Bat Mitzvah, it is your responsibility to ask for help, both with setting up and with pouring punch or other liquid refreshments. You may return the favor to the other families when it is their turn. This is something that even working parents can help with – particularly in pouring punch or in cleaning up after the oneg.

CUSTODIAL SERVICES/KITCHEN GUIDELINES

The Temple Emanuel Board of Governors has instituted uniform fees for the use of Temple facilities. These forms are located in the *B'nei Mitzvah Handbook*. The "Facility Reservation Form" asks you to specify the times the Temple facility will be needed on the weekend of the Bar/Bat Mitzvah. The "Set Up Diagram and Description Form" instructs our custodial staff exactly what type of set up will be required, how many chairs must be set up for services, and if there is to be a Saturday luncheon, what will be required as to tables and chairs. Families will need to complete two copies of the diagram/instruction sheet. Please return the diagram/instruction sheet(s), the "Facility Reservation" sheet, and applicable fees to the Temple office at least two weeks prior to the Bar/Bat Mitzvah. The "Catering Rules and Regulations Form" explains rules and regulations which apply to caterers. Questions about these forms should be addressed to a member of the Finance Committee.

PACKING-UP AFTER ONEG

If you do host the Friday night Oneg Shabbat, you are also responsible for packing up the food after the Oneg is over. Be sure to ask a few friends to stay and help (this is a good way for working parents to help if they cannot come and set up prior to the service). Be sure you bring plenty of food storage bags and boxes to use to pack the leftovers into. It is always nice to offer some of the food to the custodian(s) to take home. If you want to make a tray or trays to take to the hospitality suite at the hotel you are using, be sure you bring something to use that can be easily transported. When you give the signal, those who are staying to help will start carrying trays into

the kitchen and start packing the food away. The custodial staff will clean the punch glasses and the silver, sweep up, and put the tables away but it is your responsibility to pack up the food.

KIDDUSH

If you are having a reception away from the Temple after the Saturday morning service, it is suggested you host a Kiddush reception at the Temple immediately after the service. Typically, wine, grape juice and challah are served at this time. Most people leave the tables set up from the Friday evening oneg and use the same cloths (unless they have gotten quite soiled). Usually, a few of your friends whom you have asked to help will go out toward the end of the service and pour the wine and juice and cut the challah. They should not leave the sanctuary until the end of the service (usually during announcements after Kaddish). Most people use small plastic cups for the wine and juice and silver trays that the Temple has for the challah. This is a nice way for people to mingle after the service and for the family to visit with their guests before going on to any other party. It is also open to anyone who chooses to come to the Saturday morning service. Like all worship services, Saturday morning services are open to the congregation for worship.

If you choose to have a luncheon in the social hall following the Saturday morning service, Temple Emanuel policy strongly urges the family to invite all members of the congregation to participate.

FLOWERS/PLANTS

Parents are responsible for the Bimah (pulpit) flowers or plants for Bar/Bat Mitzvah ceremonies, although you may choose not to have any. The flowers or plants on the Bimah should not be higher than 42" tall. It is also optional to provide flowers and/or other decorations for the table(s) in the Social Hall at the Oneg Shabbat on Friday evening. Delivery should be made on Friday morning during Oneg set-up while you are at the Temple. You need to check your order and supervise the placement of the arrangement. Delivery needs to be made before 2:00 p.m. on Friday since the Temple office closes at that time. You should plan ahead what to do with your arrangements following the Bar/Bat Mitzvah service. You may choose to have someone take them to your celebration if that is immediately following the service. You may also choose to donate them to a place of your choosing. It is **not** the responsibility of the Temple administrator or anyone at the Temple to dispose of your flowers.

CANDLES

Families also may choose to provide large tapers for the Friday evening Shabbat candles if they want them rather than the small Sabbath candles which the Temple normally provides.

CHALLAH

Families are responsible for providing at least 4 challot for the Bar/Bat Mitzvah weekend. It is customary for the family to provide two challot over which to recite the Motzi at both the Kabbalat Shabbat and Shabbat morning service. The challot should be placed on the Bimah prior to the service. The Temple does have a challah cover you may use if you do not have one of your own. If you choose to order your challah through the temple, contact the temple administrator.

RESERVING PEWS

It is acceptable to reserve pews or seats for your family, close friends and your child's classmates (both his/her B'nai Mitzvah classmates and secular school classmates). Generally, the immediate family sits in the front row of the sanctuary (when facing the Bimah). You may wish to reserve several rows behind those depending on how many family members will be there. Small placards or bows may be used at the ends of the rows you wish to reserve. It is a good idea to put the classmates where you feel they will not be a distraction to the Bar/Bat Mitzvah child during the service.

You may wish to have one or two people (either members of the congregation or members of the B'nai Mitzvah class) to serve as ushers and help people who are unfamiliar with our Temple find a place to sit.

YARMULKES

Some parents choose to order personalized yarmulkes for their guests to wear during the service. These can be ordered through the Sisterhood Gift Shop or from a source you may know about. Generally, the inside of the yarmulke has the child's name, the date of the Bar/Bat Mitzvah, and Temple Emanuel, Winston-Salem, NC imprinted. These come in a variety of colors and styles. There are yarmulkes available at the Temple for guests to wear if you choose not to provide your own.

GIFTS

Your child will receive gifts from the Temple, the Sisterhood/Brotherhood, and the Winston-Salem United Jewish Appeal. These presentations take place at the Bar/Bat Mitzvah service. The rabbi and the educator will be giving gifts at the end as well. All five of these parties should receive thank you notes from your child.

SPEECH TO CHILD

Parents may choose to write a blessing/prayer/reflection for the child approximately 2-4 minutes in length. Parents may write a blessing for their child based on their personal hopes and dreams for him/her on this day. Parents may want to consider words from the Torah portion, haftarah reading, or a prayer from the liturgy or some other Jewish text which inspires them as they consider the meaning of this moment. In writing the prayer, parents should remember the spirit and honor befitting Shabbat, the child, and the holy space we create in the sanctuary.

BAR/BAT MITZVAH "THANK YOU SPEECH"

As with the parents' "speech", the child should write a short piece which answers the question – "For what and for whom are you thankful today?"

PICTURES

No still photographs should be taken in the sanctuary on Shabbat during the service. One stationary video camera is permitted provided that the photographer is located behind the sound

system control panel and no supplemental lighting is employed. Any formal posed pictures may be taken immediately preceding or during the rehearsal with the rabbi. Please let the rabbi know if you are planning to have pictures taken then so time will be allotted. Photographs may be taken in the sanctuary following the service. The ark, however, is not to be opened during these picture sessions.

SERVICE PROGRAM

Many people have chosen to make a program for their guests to use during the service. This can include a brief explanation of the meaning of a Bar/Bat Mitzvah, an explanation of the different parts of the service, a listing of the participants in the service (and their relationship to the Bar/Bat Mitzvah child), and a brief note from the parents. A book has been put together of many of the programs used in the past by our congregation which will be helpful in designing your program. This book is located in the Temple library. Parents are welcome to look at the programs and ask the Temple Administrator to make copies for them. A program can be very helpful for your non-Jewish guests who have never attended a Bar or Bat Mitzvah before. These programs can be done very inexpensively – all you need is colored paper, a computer, and a copier – or you can have them professionally copied and put together. Again, this is something that is strictly your choice.

TALLITOT

All of our young men and women wear tallitot. While girls may wear a kippah, usually only the boys choose to do so. All participants in the service should be dressed appropriately with the understanding that the occasion is a religious service. Tallitot (prayer shawls) and kippot (yarmulkes) are available at the Temple for anyone participating in the service. If you do not already have a tallit to give the Bar/Bat Mitzvah child, you may want to obtain one. The Temple Emanuel Gift Shop has many catalogs that you may look through if you wish to purchase a tallit and/or kippah. You may wish to make the tallit yourself – there are patterns available. You may have family or friends who are aware of places that you can purchase a tallit if you wish. Your child is also welcome to use one that belongs to the Temple for his/her ceremony if that is your preference. You or a designated family member may wish to present your child with the tallit at the beginning of the Bar/Bat Mitzvah service.

SATURDAY NIGHT HAVDALAH

What better way to close off Shabbat than to mark the occasion with havdalah? Please speak to the rabbi, who will be happy to help you and your family create a meaningful ritual.

TZEDAKAH

It is consistent with the spirit of Bar/Bat Mitzvah for the family to perform some sort of charitable deed in recognition of the occasion. Examples include donations to charities, Temple funds, or projects to aid Jewish or community causes such as Mazon, a Jewish charity that combats hunger. Children should be encouraged to participate in charitable projects.

MAZON

There was a time when the table was set for the hungry and the homeless whenever there was a Jewish family celebration, particularly a wedding or a Bar Mitzvah. Somehow we have lost that beautiful custom. Now, we are attempting to revive the custom through the organization MAZON – A JEWISH RESPONSE TO HUNGER. We hope that your Bar or Bat Mitzvah will be a beautiful service and that it will have deep spiritual meaning for your entire family. Participation in Mazon would make your simcha even more meaningful. Ask the Rabbi for more information.

BAR/BAT MITZVAH IN ISRAEL

Some families wish to celebrate their child's Bar/Bat Mitzvah by having the ceremony in Israel. The congregation, through the rabbi, will be happy to assist these families in scheduling the event and will help the child meet the requirements. Reform Judaism's branch in Israel, the World Movement for Progressive Judaism, has access to a number of Liberal Congregations in Israel that can serve as host for your 'Simcha'.

WHOM TO INVITE

Your child's B'nai Mitzvah class is their Religious School class. It is the policy of Temple Emanuel that all children in the child's religious school class/grade must be included in B'nei Mitzvah events and celebrations. The feelings of children are easily hurt and can be especially vulnerable at this time. There will probably be children from another Religious School grade going through B'nai Mitzvah training at the same time as your child. While it would be nice to invite them also, it is not as strongly recommended as being sure you include all members of the Religious School class. It is not necessary to invite their parents unless you are friendly with them. You should certainly invite the Rabbi and his spouse, as well as the Education Director. It is also a good idea to invite any Religious School personnel who have helped your child prepare for this day.

It is appropriate, if you so desire, to invite the entire congregation to the Bar/Bat Mitzvah service. This can be accomplished by putting an open invitation to the congregation in the Bulletin for the month of the service. **It is the policy of Temple Emanuel that B'nei Mitzvah families are strongly urged to invite all members of the congregation to participate in a Kiddush luncheon held on Temple Emanuel premises following a Bar/Bat Mitzvah.**

CHOOSING THE TYPE OF CELEBRATION

Once the date for your child's Bar/Bat Mitzvah has been chosen, there are certain choices you need to make that are outside the preparation for the service. One is what type of celebration you will have for your child, family and guests. There is no one type of celebration to choose. Please remember that this is a religious ceremony for your child and the day should belong to your child. Make sure that whatever celebration is planned is one they want and have a hand in planning. These choices include the following:

1. You may choose to have a kiddush luncheon at the Temple following the Saturday morning service. The Temple requires that the dietary rules set forth by the Temple be strictly adhered to at all functions held in the Temple. **There will be no milk or meat (beef or poultry) products mixed or served together, no pork, and no shellfish.** If you are using a caterer, please be sure that they are aware of these guidelines.

2. You can choose to have a luncheon away from the Temple after the morning service. There are many places from which to choose. If you choose to have this, it is customary to have a small Kiddush reception at the Temple immediately following the service as indicated previously. Some people choose to have the luncheon at their home after the service and plan everything to be done there. This is very nice if you have the room and want it at your house. If you have a celebration after the service away from the Temple, you need to arrange transportation for your child's friends. Ask some of your friends if they will drive children for you (you can reciprocate when it is their turn). A good idea is to make index cards of who you are assigning to each driver so that no one is forgotten or overlooked. You would need to know what time to let the children's parents know when to pick them up.
3. Some people have either a small Kiddush reception or a Kiddush luncheon at the Temple in the afternoon and then have a Saturday evening party. Not everyone who is invited to the service and the luncheon needs to be invited to this party, although all members of your child's Religious School class must be invited to both events.
4. Some people choose to have only a children's party Saturday evening for the Bar/Bat Mitzvah child and his/her friends. This can be done either at your home or at a place of your choosing.
5. Another type of celebration that can be used is a picnic at a park the next day. This can be done as a very informal party and is a lot of fun.

ENTERTAINMENT

Once the time of day for the celebration is decided, you need to decide what type of entertainment you want. In the past, people have used bands, DJ's, Klezmer Bands, magicians, etc. The type of entertainment you have is totally your choice. You should remember that this party is for your child and his/her friends and be sure that the entertainment will accommodate them. Some people choose children's activities in lieu of booking additional entertainment. One thing to keep in mind if the party is being held at the Temple is that the children should not be allowed to run around in the building but should be kept entertained. There is too much opportunity for something to go wrong if they are left to their own devices during the entire party. There is no one right or wrong type of party or entertainment to have. It is a nice idea to have either the band or the DJ play so that people can do the hora during the party. This is traditional and it is very nice to have your friends and family participate in this.

Another nice tradition you may wish to do is to have a candle lighting ceremony at your celebration. You may honor relatives, friends, and classmates who are in attendance. Some people honor the Rabbi and/or a special teacher who has helped prepare the child for this date. Traditionally, there are thirteen candles lit at this ceremony. You may make your own candleholder or you may borrow one from another congregant.

If you choose to have your event at the Temple, the following equipment is available:

1. A portable dance floor. (reserve the dance floor on the "Facility Reservation" form)
2. A screen and LCD projector are available at no additional cost.

Decorations for your party can be as simple or elaborate as you wish. Many people use balloon arrangements on the tables, which look very festive and are fairly inexpensive. You may also use potted plants or some other small flower arrangements as centerpieces. These can then be given to close friends or relatives or you can let the people at each table choose who takes them home. Some people use reserved places at their parties, but this is entirely your choice. It is a good idea to at least reserve a few tables for family and for the Bar/Bat Mitzvah child and his/her friends. One good idea that works is to provide place cards with each guest's name written on them that can be used as a place saver at the table of that guest's choosing.

Some people choose to have party favors to give to their child's friends as a remembrance of the day. These are strictly optional and can be anything you want to use. Small bags of candy with your child's name and date of the Bar/Bat Mitzvah written on them are fairly inexpensive. You may wish to order something that you have personalized to give out, such as caps, t-shirts, boxers, or anything that you choose.

BOOKING HOTELS

Another choice that you need to make at least several months prior to the Bar/Bat Mitzvah service is what hotel you are going to use for your out-of-town guests. It is a good idea to book a block of rooms at a hotel in town and have the hotel provide you with a reservation card to include with your out-of-town invitations. You might be able to arrange for a hospitality room or suite to be given to you free if you book a certain number of rooms or at a reduced rate. This is a nice thing to have to use for your guests to congregate and visit with each other when they are at the hotel. You might want to provide refreshments in that room for your guests; particularly breakfast items for Saturday morning if the hotel does not provide a complimentary breakfast. With all of the hotels in Winston-Salem at this time, you should be able to find one in your price range and convenient to where you live and where your party is being held. You may also want to provide your guests with goodie baskets that they will be given upon arrival at the hotel. These do not have to be anything elaborate but it is a good idea to include directions to the Temple and any other places they need to be if they are going to be driving. A schedule of events for the weekend is also useful to include. The Winston-Salem Chamber of Commerce provides free maps and brochures about Winston-Salem and area attractions.

INVITATIONS

Once you have decided on the type of celebration you will be having you need to order your invitations. These should be ordered as early as possible in case there is a problem with delivery. Invitations can be of any kind. You may choose to have your invitations done by an outside printer or you could even do them yourself if you wish. If you have a celebration planned that you need to know how many people are coming to, you need to include a response card and a stamped self-addressed reply envelope. You should mail your invitations approximately six weeks ahead of time for out-of-town guests and about four or five weeks ahead for in-town guests. It is a good

idea to have a small file box to put your responses into as you receive them, one section for the yes's and one for the no's. It is good to alphabetize the responses as they come in and to also put on the cards what gift if any the child receives from that person or family. This will give you an easy way to review your responses as it gets close to the deadline so you will know who you have not heard from.

These cards can be also be used by your child to keep track of thank-you notes as they are written. You may wish to obtain thank-you note cards for your child to use at the same time as you order invitations as some gifts may come with the responses. Again, what you use is entirely up to you and your child. Some people order personalized thank-you note cards that match the invitations or that are in a color and style that suits the child. Other people use thank-you note cards that can be purchased in any store. Please do whatever suits your budget and taste. The important thing to remember is that your child needs to write their thank-you notes as soon as possible after receiving the gifts. If he/she receives gifts prior to the actual service itself, suggest he/she write the thank-you notes as the gifts arrive. This way, there will not be as many to do after the ceremony.

PHOTOGRAPHY

Some people choose to hire professional videographers and photographers to use during the Bar/Bat Mitzvah and celebration afterward. This is strictly a personal choice; one that you should consider based on your budget and wishes. Some people only use a professional photographer to take posed photos of the family and Rabbi immediately preceding the rehearsal and choose to use friends or family to take candid shots during the celebration. One idea that is successful is to provide each table at your celebration with a disposable camera and ask the guests to take pictures as they wish. This way, you will get a lot of different pictures of various subjects. As mentioned earlier, no still photographs may be taken during the ceremony itself. One stationary video camera is permitted provided that the photographer is located behind the sound system control panel and no supplemental lighting is employed. Any formal posed pictures may be taken immediately preceding the rehearsal with the rabbi. Please let the rabbi know if you are planning to have pictures taken then so time will be allotted. Photographs may be taken in the sanctuary following the service. The ark, however, is not to be opened during these picture sessions.

PLACE FOR GIFTS

You need to provide a table or basket at both the Temple and any place your celebration is taking place for people to leave their gifts for your child. This should be easy to find but also a safe place for the gifts to be left. Some relatives or friends may choose to hand your child an envelope during the party. It would be a good idea to instruct your child to bring those to you so they do not get lost.

You may wish to purchase a Bar/Bat Mitzvah book for your child to record memories of his/her special day. Gifts presented to the child can be recorded in it along with copies of the invitation, program, yarmulke, speech, and anything else special that the child wishes to put in the book. These books also make very good gifts to a child having a Bar/Bat Mitzvah. The Temple Emanuel Gift Shop is one source for these books or you may know of another place to purchase one.

ACTIVITIES FOR OUT-OF-TOWN GUESTS

Other activities that you may wish to consider when planning your weekend are a meal for your out-of-town relatives on Friday evening before services, a brunch on Sunday, and possibly a meal on Saturday evening if your celebration is after the service Saturday afternoon. These can take any form you wish. Friends may help you with either the Friday Shabbat meal or the Sunday brunch. You may wish to book a nice restaurant for dinner prior to services Friday. **Allow plenty of time to eat and arrive at the Temple early enough to get ready for services without rushing.** Some people choose to have a catered Shabbat meal at the Temple prior to services. This can be done as long as you allow plenty of time to complete the meal and clean up before congregants start arriving for services. If you have a hospitality room in the hotel you are using, you might want to consider having Sunday brunch there, particularly if you do not feel like you have the room for your guests at your home. Again, do what you feel and your family feel comfortable doing. You want to enjoy the entire weekend no matter what you do. Be sure to include some time for yourself just to relax and catch your breath during the weekend.