

TEMPLE  
SHOLOM

# *B'nai Mitzvah Guide*

FALL 2016

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# B'nai Mitzvah Guide

## FALL 2016

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## A LETTER FROM OUR CLERGY

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Dear *Bar/Bat Mitzvah* Candidates and Parents,

A wise person once said, “If life is the problem, then Judaism is a solution.” Life is a problem in that we all face challenges in life. Judaism is a possible solution because of the wisdom it presents us. Becoming a *Bar or Bat Mitzvah* is at its essence recognizing that resilient people need a roadmap for success in life. They also need a way to remember that, when climbing the ladder of success, they understand it should be leaning up against the right building. In other words, the values we seek to provide our children – and the means for living those values – are the highest and holiest of work. We are honored to partner with you in this endeavor.

What is the goal of our *B’nai Mitzvah* program? The question itself can only be addressed in light of our larger purpose: we want to help your children think for themselves with the wisdom and perspective of Jewish texts and traditions to guide them. Our goal is not only to help them lead a worship service and read from the Torah scroll. Our desires reflect a far broader framework. Our task is no less than this: to help our students be more human and more humane!

Jewish skills and identity are far from irrelevant to this task, but our job is more than skill building and identity formation. Spiritual, social and emotional learning is at the heart of what we do. “How should I behave? What should I believe? How can I do something meaningful with my life?” These are the meta-questions we seek to address with our *B’nai Mitzvah*, as well as when they are younger and older.

It is most fortunate that Judaism contains wonderful answers for these questions. We want to help our students wrestle with the questions and possible answers, all in a community that cares and supports one another.

We look forward to addressing these ultimate questions of meaning and purpose with you and your children. Thank you for the opportunity to share a great heritage with the future leaders of our community and our world.

*B’Shalom,*

Rabbi Edwin Goldberg  
Rabbi Shoshanah Conover  
Rabbi Jeremy Weisblatt  
Cantor Sheera Ben-David

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## BECOMING A BAR/BAT MITZVAH

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### BACKGROUND

*Bar/Bat Mitzvah* (literally: Son/Daughter of Commandment) is the term the *Talmud* uses to denote those who have reached the age of legal majority; that is, they are adults in the eyes of Jewish law and are now responsible for their own actions (much like turning 18 in the United States today). The rabbis of the *Talmud* decreed that boys become *Bar Mitzvah* at the age of 13, while girls become *Bat Mitzvah* at the age of 12. At Temple Sholom, because we treat boys and girls equally, we consider 13 to be the age of *mitzvot*.

Traditionally, one becomes a *Bar/Bat Mitzvah* simply by reaching the age of 13, whether or not that moment is marked by a celebration in a synagogue. All Jews over the age of 13 are *Bar/Bat Mitzvah*, even if they never had a ceremony! That is why we speak of “becoming” a *Bar/Bat Mitzvah*; having reached age 13 one is a *Bar/Bat Mitzvah* for the rest of one’s life. *Bar/Bat Mitzvah* is a state of being, not an event. It is, therefore, incorrect to speak of “having a *Bar/Bat Mitzvah*” or of “being *Bar/Bat Mitzvahed*.”

The idea of celebrating becoming *Bar/Bat Mitzvah* as a life-cycle event began in the Middle Ages, when a boy (in those days, it was only boys) was called to the *Torah* in front of his synagogue community on the *Shabbat* after his 13th birthday. This served two functions: it announced to the community that the young man was now an adult and it gave the family an opportunity to celebrate.

As time went on, the educational component of becoming *Bar/Bat Mitzvah* grew in significance. With Judaism’s emphasis on studying *Torah*, it was quite natural that demonstrating one’s learning became part of the celebration. Two specific skills were emphasized. First is the ability to read or chant from the *Torah* and to help lead a congregation in worship. Second is the ability to grapple with a text from the *Torah*.

Jewish responsibility is expressed not only in the synagogue but in the home as well. The young person who becomes a *Bar/Bat Mitzvah* stands at an important crossroad between childhood and being an adult. It can be a bewildering time for a child as well as for his/her parents. The *B’nai Mitzvah* program at Temple Sholom strives to address not only the mechanics of reading from the *Torah*, but also how to navigate this period in the life of one’s family informed by Jewish values and Jewish tradition. As part of the *B’nai Mitzvah* program, we also offer occasions for parents and children to learn together. This not only supports the idea of lifelong Jewish learning, but also provides opportunities for parents and children to explore their relationship and the concept of responsibility at a time when young people are testing both their own individuality and the authority of their parents. We are privileged to be part of the life of your family at this momentous time.

At Temple Sholom, we continue to emphasize these same skills. In addition to Jewish values, history, and holidays, which our students learn in our Religious School/*Beit Sefer Shalom*, *B’nai Mitzvah* students learn basic synagogue skills including reading Hebrew, becoming familiar with the basic components of Jewish worship, and learning how to write a *D’var Torah* (literally, “a word of *Torah*,” a brief speech based on the weekly *Torah* portion).

The person who becomes a *Bar/Bat Mitzvah* is at the beginning of a special period in his/her life of significant intellectual growth. It is a time when the capacity to apply Jewish values to important life decisions emerges. Curtailing Jewish education at the age of *Bar/Bat Mitzvah* contradicts the central meaning of becoming a responsible Jewish adult. The process of becoming *Bar/Bat Mitzvah* helps to form a strong Jewish identity, a mature understanding of the meaning of Judaism on a deep, personal level, and a lifelong connection to the Jewish community. We ask that each *Bar/Bat Mitzvah* makes a commitment to ongoing participation in the life of the Jewish community, and will continue his/her Jewish learning in our Crown Family High School through 12th grade graduation.

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## TIMELINE

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Please note: The dates listed below are prior to the date of the child's Bar or Bat Mitzvah.

- Three years:** Your family receives a letter with a form to select possible dates. After returning the form, your family will receive a letter with the assigned date and a covenant to be signed and returned to the synagogue along with the *Bar/Bat Mitzvah* deposit.
- Two years:** Students can begin attending the 18 *Shabbat* services required of all *Bar/Bat Mitzvah* candidates.
- 18 months:** The *Bar/Bat Mitzvah* attends the *B'nai Mitzvah* Seminar with his/her parents.
- 15 months:** Your family receives a notification letter instructing you to set an initial meeting with a **Rabbi** and to contact your child's **tutor** to begin sessions.
- 14 months:** Your family will initially meet with a **Rabbi** to discuss the *Torah* portion, *Mitzvah* project, etc. Each student will receive a copy of his/her *parashah* (*Torah* portion) in a special booklet published by the Union for Reform Judaism. (Should your student lose this booklet, it can be replaced at cost.) Immediately after this, your family will meet with the **Associate Director of Religious Education** for a brief orientation and to discuss the details of the upcoming year. Students will choose their verses at this time.
- 10 months:** The student has his/her first check-in meeting with the **Associate Director of Religious Education**. Students should have mastered the *b'rachot* (blessings) for *Torah*, *Haftarah* and *Kiddush*, feel comfortable reading their assigned verses of *Torah* and be able to identify key words and concepts at this time.
- 9 months:** The student meets with the **trope tutors** to begin learning to chant his/her *Torah* portion. Weekly meetings with the **trope tutors** commence.
- 7 months:** The student has meets with the **Cantor**. Students should be able to chant the majority of their *Torah* portion and will be assigned *Haftarah* verses.
- 6 months:** The student is assigned a **Rabbi** who will work with him/her and your family for the remainder of the process. Your family will meet with the **Rabbi** to discuss the service and begin the process of writing the *D'var Torah* (*Torah* speech). Families who are sharing dates will meet together.
- 4 months:** The student meets with the **Rabbi** for a series of four meetings to write the *D'var Torah* (*Torah* speech)
- 2 months:** Your family meets with the **Associate Director of Religious Education** to plan the service, including reviewing honors and liturgy and finalization of the program.
- 1 month:** (As needed) The student has his/her final check in with the **Associate Director of Religious Education**. Student should be able to chant entire *Torah* and *Haftarah* portions as well as be proficient in any additional prayers they will lead in the service.
- 1 week:** Your family meets with the **Associate Director of Religious Education and/or the Cantor** in the Sanctuary for rehearsal.

To schedule a meeting with:

**Rabbi Edwin Goldberg**, contact Lori Curtis: 773.435.1531 [Lori@sholomchicago.org](mailto:Lori@sholomchicago.org)  
**Rabbi Shoshanah Conover**, contact Toby Sanders: 773.435.1536 [Toby@sholomchicago.org](mailto:Toby@sholomchicago.org)  
**Rabbi Jeremy Weisblatt**, contact Julie Adler: 773.435.1538 [Jadler@sholomchicago.org](mailto:Jadler@sholomchicago.org)  
**Cantor Sheera Ben-David**, contact Lori Curtis: 773.435.1531 [Lori@sholomchicago.org](mailto:Lori@sholomchicago.org)  
**Kendra Gerstein**, contact Lori Curtis: 773.435.1531 [Lori@sholomchicago.org](mailto:Lori@sholomchicago.org)

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## B'NAI MITZVAH TEAM

### **THE CLERGY**

Each student and his/her family will be assigned a **Rabbi** who will work closely with the family and guide them through the *Bar/Bat Mitzvah* process. Assignments are made 6 months prior to the date of the *Bar/Bat Mitzvah*. This means that the initial meeting (where the **Rabbi** will discuss the weekly *Torah* portion assigned to the student and the *Mitzvah* Project) may occur with a member of the clergy who is different from the **Rabbi** who will work with the student to write the *D'var Torah* and will lead the *Shabbat Service* on the day of the *Bar/Bat Mitzvah*. The **Cantor** meets with the students regularly to assess his/her progress, make recordings and teach trope.

### **THE DIRECTOR OF LIFELONG LEARNING**

Jay Rapoport, our **Director of Lifelong Learning** oversees the Religious Education experience for our students and provides support to students and families throughout the Religious School experience. He works with families to provide the best educational experience possible and to find a path for students to continue being a part of the Temple Sholom community.

### **THE ASSOCIATE DIRECTOR OF RELIGIOUS EDUCATION**

Kendra Gerstein, our **Associate Director of Religious Education** is available for families throughout the *Bar/Bat Mitzvah* process. She will meet with the family throughout the year prior to discuss logistics of the events. Additionally, Kendra will work with the student to choose verses for *Torah* and *Haftarah* and check in with the student at regular intervals to insure his/her progress.

### **THE TUTOR**

Each student is assigned a **tutor** who is selected by the synagogue and is familiar with the specific requirements of our program.

- The *Bar/Bat Mitzvah* fee covers up to 50 half-hour lessons with the **tutor**.
- We recommend that the student have an initial meeting with the tutor shortly after receiving the tutor assignment so that the **tutor** can assess the student's Hebrew skills.
- Regular lessons should be scheduled with the **tutor** (taking into account vacations and the like) so that the 50 lessons conclude just before the ceremony.
- In some cases, remedial instruction may be necessary; lessons in excess of the 50 included in the *Bar/Bat Mitzvah* fee will be charged at the current rate. These lessons are arranged through the Religious School Office and payment is made to the synagogue.
- All tutoring sessions are to take place at Temple Sholom.
- If a student has to miss a scheduled lesson, both the **tutor** and the Religious School office should be informed 24 hours in advance. Lessons missed without prior notification cannot be rescheduled and will count toward the allotted number of lessons.
- If a student is absent from Sunday School or Midweek Hebrew School, then he or she may not attend a tutoring session that day.

### **TROPE TUTORS**

Students meet with **trope tutors** for weekly appointments from months 9-3 prior to their date to study chanting and prayer melodies.

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## OUR PROGRAM

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על שלושה דברים העולם עומד: על התורה ועל העבודה ועל גמילות חסדים

The world stands on three things: on Torah, on Worship and on Acts of Loving Kindness

–Pirkei Avot

## תורה | Torah

### TORAH AND HAFTARAH PORTIONS

Both the *Torah* portion and the *Haftarah* are determined by the Jewish calendar. Students prepare the weekly portion that is to be read on the Shabbat of their *Bar or Bat Mitzvah*. The **Associate Director of Religious Education** will work with the student and his/her family to select those verses from the *Torah* Portion that will be read during the service, as well as the verses from *Haftarah* Portion. At Temple Sholom, chanting the *Torah* and/or the *Haftarah* is strongly recommended. Chanting often makes it easier to learn the *Torah* and *Haftarah*. Students who learn to chant do so by using a recording prepared for them by either the **Cantor** or the **Associate Director of Religious Education**.

### D'VAR TORAH

Each student will write a *D'var Torah*, a brief speech based on the *Torah* portion for the week, which will be delivered at the service. They spend time learning the meaning of that portion and working together with the **Rabbi** to write a *D'var Torah* that teaches the congregation about the portion. Students enter into a centuries-long conversation about their portion, sharing their insights and comparing them to scholars and Rabbis who came before them.

## עבודה | Avodah

### *The Bar/Bat Mitzvah Shabbat Service*

Students prepare to become adults in our community by learning not only how to participate fully in a worship service, but how to lead the congregation in prayer.

### ALL STUDENTS WILL STUDY THE FOLLOWING AS PART OF BECOMING BAR/BAT MITZVAH AT TEMPLE SHOLOM:

- Blessing Before the Torah *found in the parasha booklet*
- Blessing After the Torah *found in the parasha booklet*
- Blessing Before the Haftarah *found in the parasha booklet*
- Blessing After the Haftarah *found in the parasha booklet*
- Friday Evening Kiddush *found in Mishkan T'filah p.123*
- Blessing for putting on Tallit *found in Mishkan T'filah p.190*
- HaMotzi *found in Mishkan T'filah p.606*
- Kiddush for Shabbat Morning (V'Shamru) *found in Mishkan T'filah p.604*
- Torah, 3 aliyot chanted *found in the parasha booklet*
- Haftarah, chanted *found in the parasha booklet*

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Students may also lead the following prayers in the Shabbat Morning (*Shachrit*) Service:

- Nissim B'chol Yom *found in Mishkan T'filah p.198-202*
- Eilu D'varim *found in Mishkan T'filah p.206*
- Yotzer Or *found in Mishkan T'filah p.228*
- V'ahavta *found in Mishkan T'filah p.234*
- Avot v'imahot *found in Mishkan T'filah p.244*
- G'vurot *found in Mishkan T'filah p.246*

Students may also lead the following prayers in the Shabbat Afternoon (*Mincha*) Service:

- Ashrei *found in Mishkan T'filah p.338-341*
- Avot v'imahot *found in Mishkan T'filah p.346*
- G'vurot *found in Mishkan T'filah p.348*

### **SERVICE ATTENDANCE REQUIREMENT**

Part of the preparation for *B'nai Mitzvah* includes attendance at our community's worship services. It is our hope that students will not only gain familiarity with the service through their attendance, but will also help to build community through their participation.

All *B'nai Mitzvah* students are required to attend 18 *Shabbat* services in the two years prior to becoming *Bar/Bat Mitzvah*. We encourage students to attend these services accompanied by a parent. The Religious School Office closely monitors the number of services attended. Service attendance cards are available at the security desk in the Stratford Lobby before Services.

- The card should be filled out by the student, signed by a parent and turned in to the **Associate Director of Religious Education** or the **Education Assistant**.
- Of the 18 services, at least 6 should be *Shabbat* morning at Temple Sholom, preferably when there is a *Bar/Bat Mitzvah* and 4 can be at other synagogues.

*Additional opportunities to attend Shabbat services include:*

- 5th-8th grade retreat (counted as 2 services)
- High Holy Days (when they fall on *Shabbat*)
- Crown Family High School Graduation (counted as 2 services)
- OSRUI (2 services counted for every week of camp attended)

For your benefit, we will send periodic updates of your child's service attendance. This requirement must be fulfilled in order to become a *Bar/Bar Mitzvah* at Temple Sholom.

## גמילות חסדים | G'milut Chasadim

### **THE MITZVAH PROJECT**

Students learn what it means to be part of a community by finding ways to contribute to it. Many students volunteer their time while others raise funds or collect items to donate. While there is no specific requirement for this project, we ask that students 1. Choose a topic that is meaningful to them, and 2. Set a specific and achievable goal to be reached (i.e. a number of hours to volunteer, an amount to be raised, etc.) The specific nature and scope of the project will be determined in consultation with the **Rabbi**. A brief description of the *mitzvah* project is included in the *D'var* as part of the student's "bio," and students speak about their project as part of their *D'var Torah*.

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## Getting Started

### PREREQUISITES

To participate in any aspect of the *Bar/Bat Mitzvah* program:

- The family must be a member of Temple Sholom.
- All financial obligations, which include full payment of the current year's Membership Dues, and all *Bar/Bat Mitzvah* fees, must be paid at least 60 days prior to the *Bar/Bat Mitzvah* celebration.
- The *Bar/Bat Mitzvah* must be enrolled in and regularly attending our Religious School/*Beit Sefer Shalom* with a pledge to continue through graduation/*Kabbalat Torah*, or enrolled in a Jewish day school with a commitment to attend the Crown Family High School program.
- Students who enter our program later than 3rd grade must provide evidence of having been in a Jewish education program prior to their enrollment at Temple Sholom, or arrange for remedial tutoring prior to the start of the *B'nai Mitzvah* program. Students who begin our Hebrew program later than 3rd grade may not be able to complete the requirements of the program in time to become *Bar/Bat Mitzvah* at age 13. A minimum of two years of Hebrew learning is required to begin studying to become a *Bar/Bat Mitzvah*.

### CHOOSING A DATE

At Temple Sholom we invite families to choose a date for their child's *Bar* or *Bat Mitzvah* in the year he or she turns 13. This process takes place three years before the child's 13th birthday. (For example, if your child was born in 2007 and will turn 13 in the year 2020, your date selection process will happen in January of 2017). Because we have an ever-growing membership, many of our dates are shared. This can be a wonderful and rewarding experience when shared with another family in our community. Many families form lasting bonds by sharing the experience.

- Families are asked to indicate three possible dates for their child's *Bar/Bat Mitzvah*.
- Every effort is made to assign each child to one of the dates selected by the family, though given the number of *B'nai Mitzvah* that need to be scheduled each year, this may not always be the case.
- Generally, children celebrate becoming a *Bar/Bat Mitzvah* in the year of their 13th birthday.
- Given the number of ceremonies that need to be scheduled, we do not accept requests for "single" dates.
- Whether or not your child is sharing his/her date may change as a result of a number of factors, including new students coming into our program. We will inform you of these changes as soon as we know about them.

### LEARNING DIFFERENCES

If the student has any learning issues, please be sure to communicate these to the Religious School office when returning the *Bar/Bat Mitzvah* contract so that the student can be matched with the appropriate tutor, and so that adjustments to the timeline and/or the expectations can be made well in advance. This way we can work together to insure that this is a positive and rewarding experience for the student and his/her family. In cases where a student has an IEP, we request for that information to be shared with us.

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## PLANNING FOR THE CEREMONY

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### *Honors*

You will be provided with a *Shabbat* Honors worksheet when you meet with the **Rabbi** at your six-month planning meeting. The **Rabbi** will answer any questions you may have while planning for these honors. Please bring your worksheet with you to the planning meeting with the **Associate Director of Religious Education**, which occurs two months prior to the *Bar/Bat Mitzvah* date.

The following Honors are available (If you have non-Jewish family members and friends, please discuss their roles with your Rabbi):

#### **TALLIT PRESENTATION**

If your child opts to wear a *Tallit* (prayer shawl), there is an opportunity for a family member to present the *Tallit* at the beginning for the Service.

#### **HANDING DOWN OF THE TORAH**

The “Handing Down of the Torah” is a ceremony that demonstrates the continuity of the Jewish generations within the family. This ceremony is included at a shared *Bar or Bat Mitzvah* only when both the *B’nai Mitzvah* families choose to have this as part of the service. If, for any reason, one family wishes not to include this part of the service, we are unable to include this ceremony during the *Bar/Bat Mitzvah* Shabbat service. (We are honored, however, to arrange for the ceremony to be conducted privately at another time, including just prior to the service when your extended family members are present.) Parent(s), grandparent(s) and great-grandparent(s) are welcome to participate in this ceremony. Please indicate on the Honors sheet whether or not you are interested in having a “Handing Down the Torah” ceremony, and if so, who will be participating. Non-Jewish parents and grandparents may participate in this ceremony if they are comfortable doing so.

#### **TORAH BLESSINGS**

The honor of reciting the blessings that are read before and after the *Torah* reading is called an *Aliyah* (literally, “going up” to the *Torah*). There are three *Aliyot* for each *Bar/Bat Mitzvah*.

- The first two *Aliyot* can be assigned as honors. Each family may select up to four adults to recite or chant each *Aliyah*.
- The final *Aliyah* is recited by the *Bar/Bat Mitzvah*.

#### **TORAH CARRIERS**

Generally, our *B’nai Mitzvah* serve as *Torah* carriers during the *Hakafah* (procession) around the Sanctuary. In some circumstances there may be an opportunity to honor a guest with this responsibility.

#### **GELILAH - TORAH DRESSER(S)**

One or two person(s) from each family may be chosen to dress the *Torah*.

#### **PARENTAL BLESSING**

We invite the parent(s) of the *B’nai Mitzvah* to offer a blessing. At the six-month meeting with the **Rabbi**, you will receive a copy of several “Parent(s) Prayers,” from which we invite you to choose one. You may read the selected prayer at your *Bar/Bat Mitzvah* Service, or you may write your own with prior consultation with your **Rabbi**. There are several English passages that can be read by family and friends. Please consult with your **Rabbi**.

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## Traditions

### **KIPPOT AND TALLITOT**

One of the privileges and responsibilities of becoming a *Bar/Bat Mitzvah* is wearing a *Tallit*. As a Reform congregation, both men and women have the option of wearing *kippot* (*yarmulkes* or head coverings) and *tallitot* (prayer shawls) during the service. The synagogue has *kippot* and *tallitot* available. If you want personalized *kippot*, please be sure to order these well in advance, to insure that they will be there on the day of the *Bar/Bat Mitzvah*.

### **PROGRAMS**

If your family chooses to create and print a special individual program for your *Bar/Bat Mitzvah*, the **Associate Director of Religious Education** must approve the copy before your family prints your program. If you are sharing your *Bar/Bat Mitzvah* with another family, please coordinate with them, as only one program will be distributed at a service. Only programs approved by the **Associate Director of Religious Education** will be distributed to the congregation. Sample programs are available upon request.

## Kavod/Decorum

Becoming a *Bar/Bat Mitzvah* is a happy and festive occasion for our young people and their families. It is, of course, an event that has a major religious significance as well, and appropriate reverence is required. It is important that we have respect for our Temple and for those worshipping with us on this important day in the life of your family. Please remember that this is a House of Worship. We ask that you and your guests exercise good judgment in behavior, language, and dress, and to remain in the area of your event.

- We request that those participating in the service be dressed modestly and in such fashion as would be deemed appropriate for the *Shabbat* (i.e., jackets and ties for men, or for women dresses that cover the shoulders or their equivalent).
- Photography is not permitted during *Shabbat* services except by professional photographers in a designated location who follow the guidelines outlined in their contract.
- **We ask that guests refrain from using cell phones, cameras and other electronic devices during the service.**
- For your convenience, rest rooms are located both on the same floor as the sanctuary and in the basement and are handicapped accessible.
- The Temple does not permit smoking anywhere in the building or on its premises.

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## TZEDAKAH

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The occasion of a *Bar/Bat Mitzvah* is a very special time in the life of a Jewish family and is a perfect opportunity to remember the Temple with a commemorative gift. Your gift, or a gift made in honor of a loved one, allows the Temple to sustain the needs of the congregation and build a legacy for future generations. Please refer to the categories below to see how contributions at every level help to build and sustain our sacred Temple Sholom community.

**\$360..... Tomech/Supporter**

Your gift of \$360 helps to fund our outstanding worship and pastoral care by the Clergy, and community building activities.

Your gift of \$360 will be commemorated by:

Signage recognizing your family on the Friday evening prior to the Bar/Bat Mitzvah at the Wine & Cheese Reception before Shabbat Services and at the Oneg including desserts, cookies, coffee and tea following our evening Erev Shabbat Service.

**\$720 ..... Chesed/Lovingkindness**

Your gift of \$720 will help fund our outstanding worship and pastoral care by the Clergy, and community building /social action activities including feeding the hungry at one (1) Monday Meal; where we serve a hot meal to 56 needy people. This donation covers food costs and all other expenses for this meal.

Your gift of \$720 will be commemorated by:

- Your family named as a sponsor of a Monday Meal on a date of your choosing including signage in the kitchen, a special announcement at the meal and recognition as a sponsor on the Temple website.
- Signage recognizing your family on the Friday evening prior to the Bar/Bat Mitzvah at the Wine & Cheese Reception before Shabbat Services

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\$1,800..... **Eitz Chayim/Tree of Life**

Your gift of \$1,800 will help support a variety of initiatives including Jewish Education programs from early childhood through adult education, outstanding worship and pastoral care by the Clergy, Templewide greening initiatives and community building /social action activities including feeding the hungry at one (1) Monday Meal; where we serve a hot meal to 56 needy people. This donation covers food costs and all other expenses for one (1) Monday Meal, as well as contributes to the monthly Feed the Hungry program.

Your gift of \$1,800 will be commemorated by:

- Inscribing your child's name on a leaf of our beautiful Tree of Life in Bettie Port Hall
- Naming your family as a sponsor of a Monday Meal on one (1) date of your choosing including signage in the kitchen, a special announcement at the meal and publicity on the Temple website

Signage recognizing your family on the Friday evening prior to the Bar/Bat Mitzvah at the Wine & Cheese Reception before Shabbat Services and at the Oneg including desserts, cookies, coffee and tea following our evening Erev Shabbat Service.

\$3,600..... **Simchah/Joy**

Your gift of \$3,600 or more will help support a variety of initiatives including Jewish Education programs from early childhood through adult education, outstanding worship and pastoral care by the Clergy, Templewide greening initiatives and community building /social action activities including feeding the hungry at two (2) Monday Meals; where we serve a hot meal to 56 needy people. This donation covers food costs and all other expenses for two (2) Monday Meals, as well as contributes to the monthly Feed the Hungry program.

Your gift of \$3,600 or more will be commemorated by:

- Inscribing your child's name on a bird or butterfly of our beautiful Tree of Life in Bettie Port Hall
- Naming your family as a sponsor of a Monday Meal on two (2) dates of your choosing including signage in the kitchen, a special announcement at the meal and publicity on the Temple website
- Signage recognizing your family on the Friday evening prior to the Bar/Bat Mitzvah at the Wine & Cheese Reception before Shabbat Services and at the Oneg including desserts, cookies, coffee and tea following our evening Erev Shabbat Service.

Please note that our clergy do not accept personal financial gifts, however, you are welcome to make a donation in their honor according to the levels above or directly to the Rabbis' Discretionary Fund.

During your meeting with the **Associate Director of Religious Education** you will have an opportunity to discuss these options and choose the ways in which you wish to contribute.

For any additional questions, please contact our Development Director, Marla Krupman at 773-435-1535 or [Marla@sholomchicago.org](mailto:Marla@sholomchicago.org).

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## CELEBRATING AT TEMPLE SHOLOM

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### *Guidelines for Reserving Space at Temple Sholom*

- Space reservations are made by paying a deposit of \$250. Once the deposit is made, your event will be entered into the Temple Calendar.
- Spaces at Temple Sholom can be reserved in 4 hour blocks (which include time for teardown/clean-up). If you plan to reserve space for a Kiddush luncheon following your service (which concludes at approximately 12pm), please note that festivities should conclude by 3pm to allow time for teardown/clean-up to be completed by 4pm.
- A contract is required in order to confirm the reservation. For your own protection, we encourage you to confirm your reserved use of the facilities before you sign contracts with caterers, florists, photographers, musicians, videographers, etc.
- Forward appropriate contracts on to caterers, florists, musicians, photographers, videographers and any other outside supplier for the event. Every supplier must sign this contract agreement for each event and provide proof of liability insurance and workers' compensation before they are allowed to work in the Temple. An event is not considered confirmed until all vendors fulfill the aforementioned requirement.
- No later than two weeks before your event, please confirm all final details, including but not limited to, final number of guests, table and chair layouts, any special requests, and submit any contracts for outside vendors.
- Temple facilities are available on a reserved basis to members in good standing and their immediate families. "Good standing" means that dues and other fees are current.

#### **PLEASE NOTE:**

It is possible that, because of other Temple events, Bettie Port Hall will not be available.

**In the spirit of community, which is central to becoming a *Bar/Bat Mitzvah* at Temple Sholom, we strongly encourage families who are sharing a date to share the space and the *simchah*. We will work from the assumption that the Bettie Port Hall will be shared. Families have the option of choosing another space or choosing not to celebrate at Temple Sholom. The synagogue will not be involved as negotiator or mediator.**

### *Available Spaces:*

#### **BETTIE PORT HALL:**

Bettie Port Hall can accommodate a maximum of 500 people without tables. The Hall can hold a maximum of 300 people seated for a meal. If your event is smaller, dividers are available to give the space a more intimate feel. If a dance floor is used, the number of persons who can be accommodated is reduced to approximately 250. The space is adjacent to our kitchen. A stage may be used as a bandstand or for presentations. Bands are prohibited from "warming up" until the conclusion of services and life cycle events. At the time of your event, the corners of Bettie Port Hall may be screened off for storage, depending on the current requirements of the Temple. Bettie Port Hall measures L122' x W54' x H28'.

#### **LAKE SHORE DRIVE LOBBY:**

This space is ideal for mid-size receptions. The room has tiled floors and dark wood walls, and marble benches that give it an elegant appearance. The room holds 75 guests for a standing reception, or a maximum of 45 for a seated meal. Lake Shore Lobby measures L49' x W19'.

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## Vendors

### **USE AGREEMENT AND PROOF OF LIABILITY AND WORKERS' COMPENSATION**

Please advise your caterer, photographer, videographer, florist, musicians, valet parkers, or entertainers that they must sign and return a use agreement (contract), and provide proof of liability insurance and workers' compensation at least 30 days prior to the event. We must receive such agreement(s) before they will be permitted to work in the Temple.

### **PHOTOGRAPHY AND VIDEOGRAPHY**

Your *Shabbat* morning service may be photographed/videotaped however, there is no flash photography during services in the Sanctuary. Photographers are not to be a distraction to the service in any way—this includes noise that the shutter may make. The photographer and/or videographer may only be in the center choir loft and your photographer and/or videographer must return a signed contract to the Temple no less than 14 days prior to your event. Please inform your guests that photography—except as explained above—is not permitted during services. We suggest including this instruction in your program. You may arrange to have photographs taken on the *bimah* and/or with the *Torah* when services are not being held. If you are planning to take family photographs on *Shabbat* morning, you must be finished by 9:45 a.m. Family photographs can also be taken during the week. Advance arrangements must be made with the **Associate Director of Religious Education**. Professional videographers may videotape *B'nai Mitzvah* ceremonies in the center choir loft using available light. Please ensure that your photographer and/or videographer is aware of the limitations and time constraints that are outlined in the contract.

### **CATERING AND FOOD**

Temple Sholom has a “kosher style” policy. We do not require that your food be kosher. However, neither pork nor shellfish may be served, and menus must be designated as either meat or dairy. Bread and rolls may not be served during Passover. Grilling, barbecuing and open-fire cooking are not allowed in the Temple. For those wishing to observe the laws of *kashrut*, we are happy to arrange for our kitchen to be koshered and welcome kosher caterers.

Caterers are responsible for clearing tables; washing dishes (if ours are used); leaving the kitchen neat and clean; and disposing of refuse in plastic bags and depositing them in the dumpster outside the kitchen. Catering/rental trucks may load and unload on either the Cornelia Avenue or the Stratford Street side of the building. Delivery personnel must sign in at the security desk located inside the Stratford Street entrance before loading or unloading.

Wine, champagne and beer may be served at any events held at the Temple. Hard liquor may be served at adult life cycle events and/or adult synagogue-sponsored activities, but may not be served at *B'nai Mitzvah* and any other underage/youth Temple-sponsored events.

### **DECORATIONS**

Event hosts are responsible for setting up any decoration of their event space. We recommend having a designated person responsible for setting up any centerpieces, flowers, tablecloths, etc. Flowers and decorations are permitted as long as they maintain the dignity of the Sanctuary and the Chapel. No decorative candles are allowed in the Sanctuary or Chapel. Decorations may not be attached to the walls, ceiling or furnishings of any of the rooms, and may not obstruct any hallways or exits. If you wish to use candles as table decorations in Bettie Port Hall, you may use votive candles enclosed in glass globes. Helium balloons, glitter, confetti, Styrofoam chips, hard bouncing balls or other like decorations may not be used during celebrations. Decorations are limited to 5 feet below the ceiling for purposes of fire safety. Temple Sholom does not provide linens. Please contact your caterer, party planner, or private linen company to rent linens for your event.

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## *Building Procedures and Policies*

### **DELIVERIES**

We ask that neither food nor equipment be delivered more than two days prior to an event. Temple Sholom is not responsible for the security of food or equipment. All deliveries must take place between 10:00 a.m. and 2:00 p.m. weekdays, or before 9:30 a.m. on Saturdays.

### **COAT RACKS**

We are happy to provide you with coat racks for your guests, but we do not have personnel to check personal items. Speak with your caterer to arrange for this service.

### **PARKING**

Our parking lot has 45 parking spaces, (2 handicapped) which you and your guests may use. Guests may not park in reserved spaces. We suggest that you also furnish your guests with a list of garages in the area (we recommend Mid City Garage – 3440 N. Broadway, 773.935.4300).

### **MAINTENANCE STAFF**

Our maintenance staff is here to help you make your event as successful as possible. At least one member of the maintenance staff will be in the building during your celebration. Our staff will clean the room(s), set up tables and chairs, accept deliveries, store equipment, adjust temperature and lighting, and attend to any maintenance problems that might arise.

### **SECURITY**

You must have two security officers on duty at your event. One security officer will be at the Stratford Street entrance and another officer will handle traffic direction and suggest parking garages to guests when the Temple lot is filled. Please remember that our security staff is there to ensure the safety of you and your guests in the building. If the building is not scheduled to be open, there is an additional fee to accommodate for this service. For every additional 100 guests over 200, another security officer is required. Security must be reserved in 4 hour blocks.

### **GRATUITIES**

Temple Sholom events are successful because of the combined efforts of all of our Temple staff. Should you wish to give a gratuity to our maintenance staff, please give it to our Executive Director who will place it in a special fund that has been set up so that all of the maintenance staff can benefit equally from gratuities. Please do not give gratuity directly to a member of our maintenance staff on the day of your event.

### **EQUIPMENT** *Please note: Temple equipment may not be removed from the building*

- Thirty 60” round tables (8 chairs to a table)
- Twenty-One 8’ banquet tables
- Fifteen 6’ banquet tables
- Several card tables
- 500 folding chairs
- We have a variety of equipment available for parties or events, including coat racks and hangers, high chairs, and miscellaneous serving pieces.

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*Fees*

**B'NAI MITZVAH FEES**

The fee for *B'nai Mitzvah* is \$1,800, which can be paid in three installments:

- A Deposit in the amount of Five Hundred Dollars (\$500) when the signed Covenant is returned to the Temple;
- A second payment in the amount of Six Hundred Fifty Dollars (\$650), no later than 12 months prior to the Bar/Bat Mitzvah; and
- A final payment in the amount of Six Hundred Fifty Dollars (\$650), no later than six months prior to the *Bar/Bat Mitzvah*.

The Deposit is non-refundable. However, the remainder of the fee may be refunded, on a prorated basis, if the *Bar/Bat Mitzvah* is canceled before one year prior to the *Bar/Bat Mitzvah*.

**FACILITIES**

Facilities fees are due one month prior to your event date and are not tax deductible.

Bettie Port Hall .....	\$500
Lake Shore Drive Lobby.....	\$175
Security .....	\$140
(covers one officer for one 4 hour shift, one officer required per 100 people)	
Maintenance .....	\$125
(per 4 hours)	
Tables (including chairs).....	\$6 per

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## GLOSSARY OF HEBREW TERMS

<i>Aliyah</i> .....	to be called up to the <i>Torah</i> (literally: to go up)
<i>Avodah</i> .....	worship
<i>Bar</i> .....	son
<i>Bat</i> .....	daughter
<i>Beit Sefer</i> .....	school
<i>Bimah</i> .....	elevated platform in sanctuary from which the service is conducted
<i>B'nai</i> .....	children (plural of <i>Bar/Bat</i> )
<i>D'var</i> .....	word
<i>Gelilah</i> .....	dresser
<i>G'milut Chasadim</i> .....	acts of loving-kindness
<i>Haftarah</i> .....	a reading from the book of Prophets corresponding to the weekly <i>Torah</i> portion
<i>Hakafah</i> .....	procession
<i>Kavod</i> .....	respect
<i>Kippah/Kippot</i> .....	head covering(s)
<i>Mitzvah</i> .....	commandment
<i>Shabbat</i> .....	Friday sundown–Saturday sundown
<i>Simchah</i> .....	happy occasion
<i>Tallit/Tallitot</i> .....	prayer shawl(s)
<i>Torah</i> .....	scroll containing the 5 books of Moses

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