

B'nai Mitzvah Guide

Spring 2018

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A LETTER FROM THE CLERGY

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.

L’Shalom,

Rabbi Edwin Goldberg
Rabbi Shoshanah Conover
Cantor Sheera Ben-David
Rabbi Scott Gellman

BECOMING A *BAR/BAT MITZVAH*

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 Shalom, 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.

Temple Sholom of Chicago - B'nai-Mitzvah Timeline

| Time From Bar/Bat Mitzvah Date | Activity |
|-----------------------------------|--|
| 4 th GRADE | <p style="text-align: center;"><u>B'NAI-MITZVAH DATE APPLICATION & ASSIGNMENTS</u></p> <p>Parents of 4th graders will receive an invitation email link (in early winter) with an application to make a date for their child to be called to Torah at age 13. Dates are assigned by clergy and staff and each family is made aware of their date and gives their approval before contracts are procured. Detailed application information is in separate materials. Some students join after 4th grade. Those dates are arranged individually with the Clergy & B'nai-Mitzvah-Coordinator.</p> |
| 24 MONTHS | <p style="text-align: center;"><u>TWO YEAR LETTER</u></p> <p>Temple Sholom's B'nai-Mitzvah Coordinator, <i>Hassaya "Wan" Wangprapha</i>, will contact the parent(s) and provide B'nai-Mitzvah preparatory information, along with an invitation for an upcoming B'nai-Mitzvah Seminar.</p> |
| APPROX 18 MONTHS | <p style="text-align: center;"><u>B'NAI-MITZVAH SEMINAR</u></p> <p>The B'nai-Mitzvah family will be invited to a B'nai-Mitzvah Seminar. This evening program offers families and students a chance to orient themselves to the process ahead in a meaningful and thoughtful program led by our clergy and education staff. It is a memorable experience for all. This seminar will be offered in the spring and fall each year. If you miss one, you can always attend the upcoming one.</p> |
| 13 MONTHS | <p style="text-align: center;"><u>KICK-OFF with CANTOR BEN-DAVID</u></p> <p>Families will receive an introductory letter with specific information related to their child's Bar/Bat-Mitzvah preparation. The B'nai-Mitzvah Coordinator, <i>Wan</i>, will be in contact to schedule a meeting for the family with <i>Cantor Ben-David</i>. At the meeting, students will receive their Torah verses, discuss a Mitzvah Project idea and talk through the journey ahead. Families will also be informed of whether they will be sharing the service and, if so, the name of the other family. The B'nai-Mitzvah Coordinator will facilitate a connection between the two families. The <i>Bar/Bat-Mitzvah Tutor</i> will also be assigned to each student and their weekly thirty-minute tutoring lessons will begin.</p> |

| | |
|--|--|
| <p>12 MONTHS</p> | <p><u>WEEKLY LESSONS with a B'NAI-MITZVAH TUTOR</u></p> <p>Students meet with their assigned B'nai-Mitzvah tutor weekly. This year out instruction from their service date does not include July & August as mandatory tutoring months. Students are expected to be studying at home between their lessons.</p> |
| <p>BI-MONTHLY (every other month)</p> | <p><u>CHECK-INS with CANTOR BEN-DAVID</u></p> <p>The student meets one-on-one with <i>Cantor Ben-David</i>, every other month, starting from when they begin their weekly tutoring lessons, to check on individual progress, answer questions and make sure students are on track.</p> |
| <p>6 MONTHS</p> | <p><u>FAMILY MEETING with RABBI</u> <i>(if a shared date, both families meet together)</i></p> <p>The family/ies meet with <i>Rabbi Goldberg, Rabbi Conover or Rabbi Gellman</i>, depending on who is assigned to lead the student's service. During this meeting the family will discuss honors, Tzedakah, the Mitzvah Project, reflect on the B'nai Mitzvah journey, and prepare to begin one-on-one speech writing with the Rabbi.</p> |
| <p>5-6 MONTHS</p> | <p><u>D'VAR TORAH (SPEECH WRITING)</u></p> <p>The student will meet with his/her <i>Rabbi</i> for a series of four meetings to discuss, write, and edit the <i>D'var Torah</i> (Speech).</p> |
| <p>2 - 3 MONTHS</p> | <p><u>SERVICE PLANNING MEETING</u> <i>(if a shared date, both families meet together)</i></p> <p>The family meets with <i>Cantor Ben-David</i> to plan the service and review honors information, choose readings and make final touches to the service. The Service Planning Meeting serves as a "pre-meeting" for the rehearsal in the Sanctuary.</p> |
| <p>1 WEEK</p> | <p><u>REHEARSAL in the SANCTUARY</u></p> <p>The family/ies meet with <i>Cantor Miriam Eskenasy (one of our amazing tutors)</i> in the Sanctuary for a final rehearsal. Rehearsals are generally the Monday prior to the Bar/Bat Mitzvah date.</p> |

OUR PROGRAM

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*. 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*.

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 will enter into a centuries-long conversation about their portion, sharing their insights and comparing them to scholars and Rabbis who came before them.

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

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

| | |
|-------------------|--|
| Nissim B'chol Yom | <i>found in Mishkan T'filah p. 198-202</i> |
| Eilu D'varim | <i>found in Mishkan T'filah p. 206</i> |
| Yotzer Or | <i>found in Mishkan T'filah p. 228</i> |
| V'ahavta | <i>found in Mishkan T'filah p. 234</i> |

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*
Havdalah Blessings *found in Mishkan T'filah p. 612*

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 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 B'nai-Mitzvah Coordinator monitors the number of services attended. Each student submits their services attended through the following link:

www.tinyurl.com/bmservicecard

(cards with the link are available at the Security Desk)

Of these 18 Shabbat services, at least 6 should be a Shabbat morning or afternoon service, which may take place at Temple Sholom or any other synagogue. * Any Shabbat retreats at OSRUI will count as two service credits* For the attendance submissions, students will be asked to log the following information for each service.

- Date of Shabbat Service
- Synagogue/Temple where service took place
- Brief reflection/observation from the service (e.g. What prayers/songs were familiar? What was new? What did the rabbi speak about that you thought was interesting?)

Attending High Holy Day Services and other major holiday services/programs such as Purim or Passover does not count towards these service requirements. We fully expect and hope you will join us for many celebrations, observances and ceremonies throughout the year (apart from the Shabbat Service requirement).

G'milut Chasadim/Acts of Loving Kindness

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 2. Set a specific and achievable goal. The specific nature and scope of the project will be determined in consultation with the *Clergy*.



Introducing Mitzvah Tools!

We are excited to have just implemented a new interactive experience. Mitzvah Tools is a computer program created by Rabbi Dan Moskovitz and Cantor Mark Britowich. It is designed for students, clergy and parents to interact and keep track of our B'nai-Mitzvah and their progress. Each student will have their own page on the site with their B'nai-Mitzvah information and it will be given log in information to activate their Mitzvah Tools page when they kick off their lessons @ 13 months out. The features are outlined below:

- **CLOUD-BASED & MOBILE RESPONSIVE**

Using a mobile phone, tablet, laptop or desktop, Mitzvah Tools is accessible and ready to use. If you can access the internet, you can access Mitzvah Tools. No need to worry about downloads, storage space, or operating systems.

- **PROGRAM MANAGEMENT**

The entire team - the Student, the Clergy, the Tutor and the B'nai-Mitzvah Coordinator - all can interact using Mitzvah Tools, managing together the study process from the beginning through to completion and service. Whether you're an individual or a small or large team, the program enables you to work together to create the learning experience you want the student and family to experience.

- **COMMUNICATIONS**

All members of the team can communicate with each other using Mitzvah Tools. Students and parents can communicate with their team members as well. Privacy levels are in place so that sensitive communications will reach only those who should participate in the conversation.

- **COMPREHENSIVE STATUS DASHBOARD**

The dashboard shows each user the status of each student - assignments completed, assignments remaining, sessions attended, sessions missed.

- **SCHEDULING & ATTENDANCE**

Scheduling or changing an appointment with the tutor or member of clergy can be done directly through Mitzvah Tools.

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 with a pledge to continue their studies by attending 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 their 4th Grade year. 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 6 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.

Students who join Temple Sholom after 4th grade will arrange a date one on one with Cantor Ben-David and the B'nai-Mitzvah Coordinator, Wan.

TAILORED FAMILY & LEARNING NEEDS

In the case of learning differences, please be sure to communicate these to the Religious School & Clergy, so that can be made ahead of time. This way we can work together to ensure this is a positive and rewarding experience for the student and his/her family. We recognize that every child/family is different and has various needs when it comes to learning, support, process and communication. The more you share with us, the better we can be there for all of you. Every student and family is handled with individual care and all timeline/prep time are subject to change based on the needs of the student and family.

PLANNING FOR THE CEREMONY

Sharing B'nai-Mitzvah Services

When we are called before our community as a Bar/Bat Mitzvah to read from Torah, it is both an honor and an obligation. At Temple Sholom, we pride ourselves on sharing these incredible moments together as they were and are meant to be.

Leading a service and becoming a Jewish adult is a privilege and challenge we want our students to embrace together. Along with the gift of support and abundance when sharing this experience, we are also a wonderfully large congregation and two students sharing a Saturday morning is essential. All families should assume that they will be sharing their service date with another family.

We will inform families of whom they will be sharing with at the Kick-Off Meeting with Cantor Ben-David, which takes place approximately thirteen (13) months prior to the B'nai Mitzvah service. If it turns out that a family is a single service by chance (and is not sharing with another student), your Bar/Bat Mitzvah will remain a single service once the year out mark is reached. However, Temple Sholom reserves the right to add a B'nai Mitzvah student to a service date at any point prior to the Kick-Off Meeting with the Cantor.

Our hope is that our community, our B'nai Mitzvah students and their families will view sharing as a positive and special part of the B'nai Mitzvah journey. Each student will lead the congregation in service and chant the same amount of Torah and prayers irrespective of whether the service is a single or a double.

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. At your Service Planning Meeting (2-3 months out), you will bring this sheet and go over the whole service & honors with Cantor Ben-David.

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*.

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 ensure 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 *Cantor or Rabbis 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.

Kavod/Decorum & Respect

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.

We request that those participating in the service be dressed modestly and as would be deemed appropriate for *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.

TZEDAKAH/GIVING

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.

\$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, Temple wide greening initiatives and community building /social action activities including feeding the hungry at two (2) Monday Meal *Mitzvahs*, where we serve a hot meal to 56 needy people. This donation covers food costs and all other expenses for two (2) Monday Meal *Mitzvahs*. Your gift of \$3,600 or more will be commemorated by:

- Inscribing your child's name on a bird or butterfly on our beautiful Tree of Life in Bettie Port Hall
- Naming your family as a sponsor of a Monday Meal *Mitzvah* on two (2) dates of your choosing (as available) including on-site signage, 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*

\$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, Temple wide greening initiatives and community building /social action activities including feeding the hungry at one (1) Monday Meal Mitzvah where we serve a hot meal to 56 needy people. This donation covers food costs and all other expenses for one (1) Monday Meal *Mitzvah*. 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 (as available) including on-site signage, 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

\$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 Mitzvah where we serve a hot meal to 56 needy people. This donation covers food costs and all other expenses for one (1) Monday Meal Mitzvah. Your gift of \$720 will be commemorated by:

- Your family named as a sponsor of a Monday Meal *Mitzvah* on a date of your choosing (as available) including on-site signage, 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

\$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

\$180..... *Donor*

Your gift of \$180 supports the value of *Hiddur* Mitzvah, to beautify the mitzvah of Shabbat with flowers placed on the *Bimah*. Your gift of \$180 will be commemorated by:

- Recognizing your family’s gift in the Shabbat Booklet on the Friday evening prior to the *Bar/Bat Mitzvah*

Please note that our clergy members 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 Clergy Discretionary Fund. For any additional questions, please contact Development Director, Marla Krupman at 773-435-1535 or marla@sholomchicago.org

CELEBRATING AT TEMPLE SHOLOM

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’.

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.

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 user 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. **Cantor Ben-David is allergic to flowers. If you ordering from a florist, you must arrange with Julie Adler what kind of flowers are coming.**

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 **B'nai-Mitzvah Coordinator, Hassaya "Wan" Wangprapha at wan@sholomchicago.org**. 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 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 if 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.

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 two members 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 per 120 guests. 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. For every additional 100 guests over 200, another security officer is required. Security must be reserved in 4 hour blocks. If the building is not scheduled to be open, there is an additional fee to accommodate for this service

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*
Forty-Five 60” round tables (8 chairs to a table)

Twenty-Five 8’ banquet tables

Twenty 6’ banquet tables

Several card tables

Three “high boys”

310 folding chairs

We have a variety of equipment available for parties or events, including coat racks and hangers, high chairs, and miscellaneous serving pieces.

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*.

FACILITY FEES

The balance of the rental fees are due one month prior to your event date and are not tax deductible.

These rates are for the fiscal year of July 1, 2018-June 30, 2019 and are subject to change there after.

RENTAL FEES

| | |
|------------------|----------|
| Bettie Port Hall | \$500.00 |
| Lake Shore Lobby | \$200.00 |
| Beit Midrash | \$200.00 |

Facility Fees Continued

Security

| | |
|--------------------------------|----------|
| 10- 120 Guests - 2 guards | \$280.00 |
| 121 - 180 Guests - 4 Guards | \$560.00 |
| 180+ Guests/TBD | TBD |

Maintenance

| | |
|---------------|----------|
| 10-200 people | \$125.00 |
| 200-300 | \$250.00 |

SHABBAT SPONSORSHIP OPPORTUNITIES

| | |
|--------------------------|----------|
| Bimah Flowers | \$180.00 |
| Wine and Cheese and Oneg | \$360.00 |

Space reservations are made by paying a deposit of 50% of the room(s) rental. A contract is also required to confirm the reservation. All rental fees are for a 4-hour time block. For your own protection, we encourage you to confirm your reserved use of the facilities at Temple Sholom, before you sign contracts with caterers, florists, photographers, videographers and musicians. Once a deposit is given, your event will be entered into the temple calendar. The remaining balance must be paid in full 30 days prior to your event. The deposit is non-refundable.

Reserved rooms are available to members in good standing. To be considered a member in good standing, all open balances must be paid-in-full and your membership contribution must be current.

PLEASE NOTE:

- It is possible that, because of other Temple events, a particular space will not be available.
- Parties after Mincha services are subject to approval.
- Fees are not negotiable and are subject to change at the beginning of the fiscal year.

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> | “completion” 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 |

MAZEL TOV ON MANY MILESTONES AHEAD!