



Bar/Bat Mitzvah Handbook

Congregation B'nai B'rith

Santa Barbara, CA

revised April 2019



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The Congregation B'nai B'rith Philosophy of *Bar/Bat Mitzvah*

Mazel tov! *Bar* or *Bat Mitzvah* means literally “Son or Daughter of Commandment”, in other words, “a Jew subject to obligation and responsibility.” At age thirteen, Judaism teaches, a person is old enough to understand the difference between right and wrong, and can be held accountable for his/her decisions. We expect a great deal of our teenagers and joyously welcome them into our congregation as adult members, teachers, and leaders.

The *Bat/Bar Mitzvah* ceremony allows family and friends to come together to celebrate a Jewish child's “coming of age.” We welcome the young person into the community of adult Jews by allowing them to lead our Shabbat worship, to chant from the *Torah*, and to assume the role of teacher, interpreting their Torah portion and posing questions to the congregation for a brief discussion.

To be meaningful, the *Bat/Bar Mitzvah* ritual must take place within a three-fold context:

- **A strong Jewish home environment**
- **A deep sense of comfort and familiarity with the synagogue**
- **A growing sense of belonging to the Jewish people**

All three elements of this context begin forming as soon as a child is born, and continue throughout his or her life. However, the year before a child's *Bar* or *Bat Mitzvah* is often a time when the entire family enters into a deeper relationship with Jewish tradition and community. We, the clergy and leadership of CBB, hope that this will be true for your family and we are committed to working closely with you toward that **goal**.

Cantor Mark Childs will personally ensure that the *Bar/Bat Mitzvah* student is fully prepared to lead the congregation in worship and to chant his/her Torah and Haftarah portions.

D'var Torah (Speech) coach Judy Karin will work with the student on his/her d'var Torah, a teaching opportunity for the student to explore their Torah portion, help them find the questions that interest them, and guide them to craft a message that conveys some key points of the portion, and relates it to our lives today.

Rabbi Steve Cohen will meet with the student and his/her parents together for an honest (and non-judgmental) conversation about the Jewish context: home, synagogue, and people...and to discuss the student's Jewish education and participation beyond *Bat* or *Bar Mitzvah*.

We urge each of our *Bar/Bat Mitzvah* families to make a whole-hearted commitment to this process. Set aside time for a family Shabbat dinner on Friday nights. Come to Shabbat morning services as often as possible as a family. Take on a family social action project (e.g. helping serve dinner at Transition House or feeding the homeless at Pershing Park). These efforts will give the *Bar/Bat Mitzvah* experience lasting meaning.

We hope that the time of your child's *Bar/Bat Mitzvah* can be a time for the whole family to ask new questions, learn together, and reawaken a sense of what it means to be Jewish, with a brand new official member!

Program Requirements

Preparation for becoming a *Bat/Bar Mitzvah* begins approximately ten months prior to the date selected for the ceremony. The requirements for celebrating *Bat/Bar Mitzvah* at CBB are:

1. that your family is a member in good standing of Congregation B'nai B'rith
2. successful completion of at least grades 4-6 in our Jewish Learning Program.
3. completion of our Bar/Bat Mitzvah training program, including the “Mitzvah Challenges”
4. a firm commitment to continual enrollment in our Temple Jewish Learning Program through 10th grade Confirmation

Students and/or families who do not meet the above requirements will be asked to postpone the *Bat/Bar Mitzvah* ceremony until such time as the requirements are met. The *Bat/Bar Mitzvah* celebration can occur at age 13 **or any time thereafter**. There is no stigma attached to becoming a *Bat/Bar Mitzvah* at age 14 or 15; it merely means that the student began her/his studies at a later time than did her/his peers.



Bar/Bat Mitzvah Training Timeline

Securing a Date for Your Celebration

You are given the opportunity to submit a date choice along with other families in the same age group approximately 1.5 – 2 years before your child’s thirteenth birthday. Please see the Cantor if you have questions about this process.

The ten-month period of specific preparation for Bat/Bar Mitzvah

Approximately ten months before the service date, you will be called by Audrey to schedule an initial family meeting with Rabbi Cohen. At this meeting, the Rabbi will discuss with you the meaning of Bar/Bat Mitzvah, the importance of setting the ceremony in context, and choosing a sponsor to guide the student through the **Bar/Bat Mitzvah Challenges** (see Appendix 1: “**Mitzvah Challenges and Sponsor**”). The Cantor will also be in touch with you to commence private tutoring and will provide your tutor of choice with the specific bar/bat mitzvah study materials. You should also be planning for the mandatory attendance at seven Shabbat morning services at CBB (three of which should be non-bar/bat mitzvah services).

During the first four to five months of the process, your child will meet with his/her *Bar/Bat Mitzvah* tutor for one, half hour session per week to prepare the reading of all prayers, the *Torah* portion, and *Haftarah* portion. You should discuss with the Cantor the choice of tutors. Each tutor charges the same basic rate and are to be paid directly by you.

Five months before and up to the date of the service, your child will transition from meetings with the tutor and commence meetings with the Cantor, one session per week, to master the chant for the *Torah & Haftarah* portions, melodies for the various prayers, and the skills needed for leading the worship service from the *bima*. All of these were learned in grades 4-6 of our Jewish Learning Program. At this point in the process you should be thinking about invitations and room rentals for your reception.

Ten weeks before, you will begin meeting with our d’var Torah (speech) tutor Judy Karin, to explore, write, and rehearse over the course of four or five sessions.

Two months before, please email a head shot to Paul Zakrewski (paulz@cbbsb.org) to be included in our monthly program guide.

During the week prior to the event, you and your child will meet with the Cantor for a one-hour *bima* rehearsal. You will be given an overview of the service and a “walk-through” of selected parts of the service. You will also be asked to submit the names of those who will be receiving honors. The Cantor will provide you with a worksheet in advance to help you organize these honors (see Appendix 6). The names given to us will be imported into our weekly service bulletin for distribution at the service. Judy Karin will schedule a separate *bima* rehearsal to rehearse your child’s speech delivery.

At Friday night services the evening before the Bar/Bat Mitzvah, the immediate family will be invited to the *bima* to light and bless the Shabbat candles. Toward the end of the service, your child will receive a gift from the congregation and a gift from the Temple Sisterhood (see “Congregational Representatives”). Immediately

following services, the Bar/Bat Mitzvah will lead the congregation in the Friday night Kiddush by chanting the “*Vayechulu*” paragraph that precedes the *Kiddush* prayer. We hope that you will share your joy with the Friday night congregation by hosting the night’s “*Oneg Shabbat*” in your child’s honor (see “Friday Night Oneg Shabbat”).

The day of the Shabbat morning service should begin with a good breakfast at home followed by photography at the Temple. The Rabbis and Cantor will arrive a half-hour before the service begins for a ten-minute photo session. Any other family photos should be scheduled before that time. At ten minutes before the start of service you and the bar/bat mitzvah will be asked to gather in the Rabbi’s office to sign the Bar/Bat Mitzvah certificate and to officially don the *tallit* for the first time. Immediate family and photographers are invited to join in the Rabbi’s office as well. We will then step into the sanctuary and the service begins.



Shabbat Services at CBB

Local Customs

The Shabbat morning service remains fairly consistent from week to week, bar/bat mitzvah or not. The parents of the upcoming bar/bat mitzvah will fulfill the task of greeting guests at the sanctuary door and handing out service bulletins to one of your family or friends (see next paragraph). Once the service starts, one of our regular worshippers will welcome the gathered congregation. The service will be led by the Cantor, one of our rabbis, and your child. When it's time to take the Torah from the Ark, you will be invited to the *bima* to pass the Torah from generation to generation. Seven short paragraphs from the Torah (*aliyot*) will be chanted. At least the first two *aliyot* will be chanted by a member of our regular minyan. Your child will then chant the *Haftarah* (Prophetic reading) and its blessings followed by the speech and discussion that he/she has prepared. This is typically followed by the parents' words of pride, love, and blessing to the Bar/Bat Mitzvah (see Appendix 4: "What to Say to Your Child on the Bima").

Ushering

Parents each act as ushers/greeters at the bar/bat mitzvah service that precedes theirs. Your responsibilities are:

1. Arrive 15 minutes before the service to greet people at the door to the sanctuary, hand out bulletins, and remind them to turn off their cell phones.
2. Guide the friends of the bar/bat mitzvah to seats that are close to the front, not allowing big groups to sit together or in the back. Periodically, throughout the service, tour the bathrooms and Temple grounds asking any kids that are congregating outside the sanctuary to return to their seats. Also, walk around the sanctuary and remind any guest who might be using their cell phone for texting or gaming to refrain from doing so.
3. Monitor the kids as they take cups of juice for the kiddush after the service. Many opt for multiple cups of wine and we need to control that. Feel free to move the extras to the kitchen after the kiddush.

Mitzvah Challenges and Sponsor

This program requires that your child complete a number of "challenges" before the service takes place. The categories of challenges include: independence, *tzedakkah*, awareness, responsibility, community service, and attendance at Temple services. (see Appendix 1 "The Bar/Bat Mitzvah Challenges"). Your child will be asked to choose an adult sponsor who is not the parent, Rabbi, or Cantor to work with him/her on completing the "Mitzvah Challenges" before the date of bar/bat mitzvah. If the sponsor is also a member of our congregation, he/she can be given the honor of "Congregation Representative". This entails presenting a *Kiddush* cup on behalf of the congregation at Friday night services and signing the bar/bat mitzvah certificate before the Saturday morning service.

Class Tzedakah Gift

In the spirit of gift-giving without breaking your budget, it was agreed several years ago that in lieu of individual bar/bat mitzvah gifts to and from each student, a one-time monetary donation to a class *tzedakkah* pool be made (\$180 suggested). During their Confirmation year (10th grade), the class will decide where to direct the money donated. Greeting card inserts are available if you'd like something in-hand to present to the bar/bat mitzvah. Checks should be written to CBB with a memo indicating "B/M class gift".

Honoring Family and Friends (see Appendix 6)

On Shabbat Morning, the following opportunities exist for the participation of family members or other family friends:

Prior to the reading of the Torah, there is a ceremony entitled “**Passing the Torah from Generation to Generation.**” This ceremony involves the child, her/his parent(s), and all Jewish grandparents or great-grandparents present. As a symbol of the continuity of our tradition, the Torah is given, by the Rabbi, to the eldest member of the family present, who passes it down the line from generation to generation until it reaches the arms of one of the parents. While one parent is holding the Torah, the parents then read in unison the “Bat/Bar Mitzvah Prayer” to their child before placing the Torah in his/her arms. This is a particularly moving part of the service. Non-Jewish parents may participate in this ritual insofar as they have been involved in the provision of a Jewish education and the transmission of Jewish values to their child. As a general rule, however, non-Jewish grandparents do not participate because they did not educate their child as a Jew.

Opening (and closing) the ark (can be assigned to non-Jews).

Undressing and dressing the Torah are honors especially appropriate for pre-b’nai mitzvah age Jewish children to participate in the service.

Aliyot (honors given to people to recite the blessings before and after the reading of a section of the *Torah*) are reserved for Jewish adults (i.e., individuals over the age of 13).

The first two aliyot will be assigned by the Rabbi to members of our regular community of worshippers. The last *aliyah* is reserved for the *Bat/Bar Mitzvah* her/himself, while the next-to-last *aliyah* is reserved for the parent(s). The remaining three *aliyot* are allocated based on the personal preferences of the family. The *Bat/Bar Mitzvah* should be consulted in the process of making these decisions. People may be called individually, in pairs, or in larger groups, in which case they will all read/chant both blessings together. It is traditional to call an honoree to the Torah by his/her Hebrew name and the parents’ names. The Cantor will use these names, if provided, for groups of three or fewer honorees.

Please make sure, in advance, that whoever is asked to recite/chant the *Torah* blessings is familiar and comfortable with the Hebrew text. Audio files can be found on your student’s study CD and on our Temple web-site. A copy of the transliterated blessings can be found in Appendix 5 of this booklet.

The honor of lifting the Torah scroll should be given to an adult Jew who is physically capable of lifting the Torah scroll high in the air following the completion of its reading.

D’var Torah (see Appendix 2)

A *d’var Torah* literally means, a word of Torah. It is the student’s chance to reflect on the Torah portion, ask some interesting questions, give reflections and also, share with family and friends what this Torah portion and bar or bat mitzvah mean to him/her. We expect the students will dig deep and share their thoughts creatively as they are now teachers of Torah. They will also prepare and ask questions that promote a discussion among the congregation that will be moderated by the Rabbi.

Parents' words of blessing

After the *d'var Torah* and discussion, parents are given the opportunity to publicly share words of blessing and appreciation to their child on the *bima*. This moment should neither be lengthy nor the cause of stress for you or your child. Please see "Appendix 4: What to Say to Your Childs on the Bima" for help and suggestions.

Interfaith Families

Judaism is both a universalistic and a particularistic faith tradition. Many of our central ideals and values are shared by the great faith traditions of the world. Yet our prayers, our holy language, and many of our practices are unique to the Jewish people. That said, to honor the fact that the non-Jewish parent stands before our community having committed to raising a Jewish family, we will invite a non-Jewish member of our congregation, alongside the Jewish member(s) to fully participate in all the ritual elements of our services to the extent that he/she feels comfortable in doing so (i.e. lighting the Shabbat candles on Friday night and passing/blessing the Torah scroll on Saturday morning).

Friday Night Oneg Shabbat

The word *Oneg* means "joy" or "celebration." An Oneg Shabbat is a celebration of Shabbat through food, drink, and community gathering following our Friday night services. Here at Congregation B'nai B'rith we have an Oneg Shabbat every Friday night after Shabbat services. Our Oneg Shabbat begins with the blessings over the wine (*Kiddush*) and bread (*Hamotzi*), which the Bar/Bat Mitzvah student will lead along with the Rabbi and Cantor.

Most Bar/Bat Mitzvah families choose to sponsor the Oneg Shabbat in honor of their child becoming Bar/Bat Mitzvah. It's a wonderful way to share your *simcha* with the entire Friday night community. Congregation B'nai B'rith will provide the challah, wine, grape juice and food. To sponsor the Oneg Shabbat you can make a contribution to the Temple who in turn will create a lovely Oneg Shabbat on your family's behalf (the cost of sponsorship is \$500). You may also wish to engage your class community in helping with this. Jen Lewis (jen@cbbbsb.org) can easily aid you in connecting with the other members of the class through ParentSquare. Be advised that there are often other *simchas* being celebrated at Friday night services and you may be asked to share the honor of hosting an Oneg Shabbat.

To coordinate the *Oneg Shabbat* on the Friday night before the bar/bat mitzvah service, Ron Gleiberman, our Director of Operations, will be in touch with you.

Planning Your Celebration

At Congregation B'nai B'rith, we ask that the sense of holiness created in our worship service somehow carry over to the celebration that follows. The values of moderation, spending within your means, inclusiveness, and tasteful decor and dress should be stressed when planning your party. Keep in mind that whatever you are planning has been done, in some fashion, before. We encourage you and the other families who have recently gone through the process or are going through the process to communicate your ideas and share your experiences with one another. A sense of competition from one week to the next should be avoided at all costs (see Appendix 7 for some ideas to simplify your celebration). A book that we recommend to help put your celebration in perspective is "*Putting God on the Guest List*," by Rabbi Jeffrey Salkin.

Kiddush Lunch Following the Shabbat Service

At the conclusion of Saturday services, blessings over the wine (*Kiddush*) and bread (*Hamotzi*) are made by the Bar/Bat Mitzvah, his/her parents, Rabbis, and Cantor.

Following these blessings, there is a community lunch each week. B'nai Mitzvah families who choose to have their lunch at the Temple are asked to include all of their invited guests in addition to members of the regular community minyan (roughly 25 people). Because we would like for all to be invited to remain for lunch, we do not charge a facility rental fee for use of our Social Hall for this luncheon. There are food, equipment, and staffing costs that will be passed along to you (see Appendix #8)..

The lunch need not be elaborate (an easy and satisfying lunch could include bagels, cream cheese, tuna salad, egg salad, fruit, and sweets). You can ask family, friends, or your *havurah* to help platter the food, or you can hire a caterer. CBB also offers an option for catering this lunch. Ron will work with you on your plans and can provide the names of caterers that have worked well in the past. You may also wish to engage your class community in helping with this. Jen Lewis (jen@cbsb.org) can easily aid you in connecting with the other members of the class through ParentSquare.

Congregation B'nai B'rith will provide two *challahs*, grape juice and wine. If you wish to order additional *challot* or a long challah, you can contact Anna's Bakery in Camino Real Marketplace. They are happy to meet your needs and will even deliver to Congregation B'nai B'rith.

Temple policies regarding food include no shellfish or pork in our building and no mixing of meat and dairy products on the same serving table.

We ask families that wish to have a private lunch (where non-invited community members are not welcome) to hold those parties off-site. Private dinner parties are another matter and are more than welcome here at Congregation B'nai B'rith. You will be given first right of refusal for use of the Social Hall (up to three months before) for your event. Please contact Ron to confirm availability and to discuss all of your celebration's logistics.

Fee Schedule

The only extra costs beyond your 7th grade religious school tuition for your student's preparation is the fee you will pay directly to the Hebrew tutor (once a week for 4-5 months). These meetings generally are \$30 per half hour session. The number and length of sessions will vary from student to student.

There is not a rental fee for the use of the Social Hall for your community *Kiddush* lunch if it ends before 2:00 pm. Depending on the event there may be a security guard fee for a Kiddush lunch. There *is* a fee for the rental of the room and hiring security guards in the evening. See Appendix #8 for the current fee schedule.

Invitations

Invitations to the Bat/Bar Mitzvah ceremony and celebration can be ordered through stationery stores or “self-made”. Many people are choosing “Evite” type invitations these days. Since people typically mail these to invitees about six weeks prior to the event, you should order them at least three months in advance, leaving time for corrections, addressing envelopes, etc. The following information will be helpful in designing the wording for your invitations:

Shabbat morning services begin at 10:30 am.

In order to deliver a message that we conduct “Shabbat worship services” as opposed to “Bar/Bat Mitzvah services,” the following are suggestions for appropriate language for the invitation:

“We would like to invite you to *Shabbat* Services at Congregation B'nai B'rith beginning at 10:30 a.m. on Saturday, January 12, 2014, when our daughter Lisa will be called to the *Torah* as a *Bat Mitzvah*.”
Stan & Barbara Levine.

or

“Please share this special occasion with me and my parents as I am called to the *Torah* as a *Bar Mitzvah* at *Shabbat* Services on Saturday, June 23, 2014, beginning at 10:30 a.m. at Congregation B'nai B'rith.”
Scott Adamson.

The important element here is that the services are the regular *Shabbat* services of the Congregation at which your child is becoming a *Bat/Bar Mitzvah*. Any language that reflects this fact is appropriate.

Some families choose to include their child's Hebrew name in the invitation. Feel free to ask the Cantor to provide a printout of the Hebrew name in a usable font.

In keeping with the Jewish values of dignity and respect for members of our community, we encourage families to be sensitive to the feelings of your child's classmates. We strongly encourage you to invite all members of the Jewish Learning Program class. A class roster can be obtained from the J.L.P. office. **In the event of a non-reply to your invitation, a follow-up phone call will rule out the occasional “lost in the mail syndrome” that can also result in unnecessarily hurt feelings. If finances present a stumbling block towards fulfilling this mitzvah, please talk with our Executive Director, Elizabeth Gaynes.** As a courtesy, you should also send invitations to the Rabbi, Cantor, and your child's tutor.

Letting friends know how to dress/ behave

For many of your child's peers, your celebration will be their first experience at a Jewish worship service or perhaps in any house of worship. It is recommended that you provide them with some written guidelines as to what to expect (i.e. the exact timing of drop off and pick up, what to wear, and how to behave). See Appendix 3 for an example of such a letter. This extends from the service to the party. You may want to consider assigning the role of "usher" to a couple of adults at the service who are charged with the authority to monitor behavior in the sanctuary and in the hallways. For your party, it is expected that an adult or two be asked to monitor the kids' behavior. There must be no unsupervised alcoholic drinks served at your party. The school playground and the darker areas around the party grounds are off-limits. A paid security guard (or guards, depending on the number of young guests expected) to keep the guests away from restricted areas and to enforce Temple rules will be on premise. There is a zero-tolerance policy at CBB for immoral or illegal activity. For families attending with very young children, the Temple's Small Chapel can be set up upon request with an audio/video feed from the main sanctuary so your guests can watch the service while their children cry/feed/play.

Tzedakkah

Another important way families can add further meaning and significance to their celebration is by giving *tzedakah* through participation in the program established by **Mazon: A Jewish Response to Hunger** (www.mazon.org). Pronounced "mah-zone," this is a national and local program that seeks to feed the hungry as we give thanks for our own bounty. **Mazon** asks all Jews to donate 3% of the food cost of any *simcha* -- like at a *Bat/Bar Mitzvah*; they then distribute the funds collected to worthy and appropriate organizations nationwide. CBB families are encouraged to participate in this program.

Donations and Remembrances

The giving of gifts is a very personal matter. Teachers and/or clergy who have worked with your child in preparation for this event may be honored in a variety of ways including contributions to their Discretionary Funds or any of the Temple's other worthy funds. For \$180 per leaf, the beautiful "Tree of Life" in our Social Hall provides both a permanent commemoration of your *simcha* and a needed donation to CBB (contact Audrey).

Kippot/Yarmulkes

While wearing a *kippa* at services is not a requirement, it is customary to do so. The Temple has plenty of *kippot* for use at the service. You do not need to order more. However, if you choose to provide personalized *kippot*, they can be ordered through many on-line sites such as *kipot.com*. *Kippot* with "buttons" on the top are discouraged due to safety concerns with small children.

Tallit

A *tallit* for the *Bat/Bar Mitzvah* can be purchased for the Bar/Bat Mitzvah through our Sisterhood Gift Shop or from any Judaica store on-line, in Israel, or in Los Angeles. Also, one of our Temple members, Sharon Landecker, is a maker of exquisite *tallitot* and would be happy to create a special one for your child. If you choose not to purchase one, the Temple can provide one for use during the service.

Catering

There are several caterers that know our Temple's kitchen and its policies very well. They would be happy to help you create a beautiful celebration and we would be happy to recommend them to you. Please ask Ron for their contact information. Any caterer hired to work at CBB must provide CBB with a copy of their Liability Insurance and their Workman's Comp and must sign an agreement to work on our premises.

Photography/Videography

In order to maintain the sanctity of worship in our sanctuary, we allow photography during our services only if the photographer is stationary behind the last row of chairs and the camera is SILENT (i.e. no shutter noise). You are welcome to arrange for photography earlier in the morning, after the service, or during the week prior. The Rabbi and Cantor will generally make themselves available to recreate photogenic moments from the service fifteen minutes before the service begins. Please schedule sanctuary photography with the Temple office as there are some Saturday mornings and other times throughout the week that the sanctuary is not available during certain hours. There are a few photographers and videographers that know our Temple and its policies very well. Some are members of the congregation. They would be happy to work with you and we would be happy to recommend them to you. Please ask Ron for their contact information.

Videography is permitted during the service as long as the camera and cameraman remain in a fixed position at the rear of the sanctuary. CBB has a video camera mounted in our sanctuary that is connected to both a DVD recorder and our live-streaming service. This is available to you free of charge. Tell the Cantor if you want to use this.

Decorating the Bima

Many families choose to add beauty to our already beautiful *bima* through floral arrangements, potted plants and grasses, or baskets filled with non-perishable food that will later be donated to a worthy organization. If you plan on the above, a single larger object in front of the main podium is nice. Another option is an arrangement on either side of the bima. If you'd like these arrangements to adorn the bima for the Friday night service as well, please make sure they are delivered before 3:30 pm on Friday afternoon. Keep in mind that many families choose to have nothing at all by way of decoration. Please let Ron know of your intentions.

Whom to Contact at CBB...

The Office Staff

The office staff is available to help you with referrals, to schedule your appointments and to answer any questions you may have about this special day. To discuss financial considerations call Elizabeth Gaynes (ext. 111).

Ron Gleiberman, our Director of Operations, looks forward to assisting you with all of your event related plans at the Temple. Ron can be contacted for the following issues:

- To reserve the use of the social hall
- To discuss the building usage fees and policies
- To discuss the Oneg Shabbat, Kiddush Luncheon, and Evening Party plans

Ron will be contacting you at least 6 months prior to the date of the Bar/Bat Mitzvah, but please feel free to contact him before that with any questions or concerns. Ron can be contacted by email at ron@cbbsb.org phone at (805)964-7869 ext. 137.

To schedule meetings with Rabbi Cohen call or email Audrey Okaneko (audrey@cbbsb.org). Cantor Childs schedules his own appointments (cantor@cbbsb.org) as does Judy Karin (judykarin6@gmail.com).

Appendix 1: CBB Bar/Bat Mitzvah Challenges

The Bat/Bar Mitzvah Challenges Program is designed to help connect your Bar/Bat Mitzvah to the rest of your life. Your Bat/Bar Mitzvah ceremony celebrates the fact that you are “coming of age” as an adult in our community, and these are some of the ways:

- increasing *independence*
- increasing *awareness* of the lives and struggles of other people, especially those who are poor, or sick, or alone
- increasing *responsibility* at home and in your community

Together with your parent(s), please pick a Jewish adult who is not your parent who you would like to ask to serve as your Bar/Bat Mitzvah sponsor. Their job will be to meet with you about once a month to discuss these challenges, help you decide which ones to take on, and to make sure that you complete them.

Your name _____

Sponsor's Name _____ email _____

Select at least one from each of the groups below, or choose your own challenge in the same category. **Have your sponsor initial and date when completed, circle which challenge you did in each category, and give a short description. Please bring this sheet to your meetings with the Rabbi.**

1. Increasing independence **Sponsor initial and date** _____, _____

- a. With a friend (not an adult), take the bus from near your house to downtown, walk around, buy yourself lunch, take the bus home.
- b. With a friend (not an adult), take a walk of at least two miles, planning out your route and your return ahead of time.

Short description: _____

2. Tzedakah **Sponsor initial and date** _____, _____

- a. Pick a charity for people to donate to in honor of your Bat/Bar Mitzvah. Write a paragraph to include in your invitation explaining why you chose that charity. **Name of charity** _____.
- b. In discussion with your parent(s): Create a plan for how you will allocate any money gifts you receive for your Bar/Bat mitzvah. What percentage to tzedakah and which tzedakah? What percentage to savings? Other?
- c. Sort through your personal belongings and select those you will donate to a Thrift store, etc

Short description _____

3. Increasing awareness **Sponsor initial and date** _____, _____

- a. Go to work for a day with an adult (not your parent) who does work that interests you. Write a short report on the day.
- b. Visit religious services of another religion. Write a short report.

- c. Read the newspaper every day for a week and write a short report on a major event being covered that week
- d. take political action: letter writing, help in a campaign, etc
- e. Find a pen pal (maybe Jewish!) in a different country and exchange a series of letters
- f. Visit the Jewish federation and see the exhibit there. Write a short report.
- g. Create a Musical Journal - a creative journaling method to reflect on what it means to become bar/bat mitzvah; to find a way to capture what this occasion means to you, in the form of a musical scrapbook. Cantor will share with you the guidelines for this creative project.

****Bring your report to show the rabbi in your meeting.**

4. Responsibility at Home **Sponsor initial and date** _____, _____
- a. Plan, purchase, cook, present and clean up one entire meal for your family.
 - b. Learn to use the clothes washer and dryer and do a load of your own laundry
 - c. Plan a day out for your family, including finding an activity that will be enjoyable for all members of the family, figuring out the total cost for food, transportation and all fees
 - d. Be fully in charge of a child under age six for at least one hour.

Short description _____

5. Service project **Sponsor initial and date** _____, _____
- Design and carry out an individual service project (examples: make and deliver a meal for someone who is sick, new parents, or someone in grief; help out as an aide in the preschool; tutor a fellow student in learning the trope)

Describe project: _____

6. Visiting people in isolation **Sponsor initial and date** _____, _____
- a. a homeless shelter. Tell your sponsor about the experience. OR
 - b. A senior citizens home. Tell your sponsor about the experience. OR
 - c. children or adults in the hospital. Tell your sponsor about the experience.

Short description _____

- 7. Attend at least seven Shabbat morning services at Temple.
- 8. *Lead Friday night Kiddush at Temple.
- 9. *Lead Saturday morning or afternoon services.
- 10. *Chant your Torah and haftarah portions.
- 11. *Deliver a Dvar Torah (speech) on your Torah portion, explaining its most important points and its relevance for us today.

Minimum 7 Shabbat morning services: to be signed by the Rabbi or Cantor

(3 of which have to be when no bar/bat mitzvah is taking place)

Appendix 2: The D'var Torah

How to Write Your D'var Torah “A Word of Torah”

Before your Bar or Bat Mitzvah, **your child and Judy Karin will be meeting a total of 4-5 times for 45 minute sessions** to dig deeper into your Torah portion. Please come prepared with your ideas and be sure to bring your passion through the door!

In between visits, it is important to work hard on writing and editing your d'var torah with your family and/or your sponsor. That means getting help with your style, grammar or punctuation at home so we can focus on the content of what you want to say on your big day! I

General Guidelines

- ❓ For ALL of the meetings:
 - Bring your BLUE Bnai Mitzvah study guide that you use with Cantor Mark
 - Bring a PAPER copy of your essay each time
 - Additionally, send Judy an electronic copy of your drafts at least 24 hours prior to our meetings.
 - Send the word document to judykarin6@gmail.com
 - Or if you know how to use GOOGLE DOCS, that is the easiest thing to do and you can share it with Judy at judykarin6@gmail.com
- ❓ You should aim to write 4-5 pages for your d'var Torah.
 - If it is a bit shorter or longer than this, that's okay—we can adjust this based on your ideas and your needs.

Timeline

Meeting #1: Getting to Know You and Fine-Tuning Your Summary

- **Before we meet, please read through your entire portion in English.**
- **Complete Section A of your D'var Torah (see below)**
- **Send me your summary ahead of time before we meet.**
 - If you need help on your summary, check out the first few pages of your blue book, ask your sponsor or tutor for an extra session with you, and feel free to look at the links I've posted below.
- *Please brainstorm 3-5 questions so that we can get a jump start on Section B when we meet in our first session.*

Meeting #2: Work on Answering Your 3 Questions

- From a list of questions you will be provided, please pick the 3 most interesting/difficult/challenging questions that you would like to focus on in your Torah Portion.
- For our second meeting, come prepared with the list of your 3 questions and your GUT reactions and answers to the questions you have chosen. Please have all of this in written-out in full-sentence format.

- Together, we will study each question and add some insights to your GUT reactions and then we will try to tie the questions back to your own life.
For example: Can you give a real life example of why this question matters to you?

Meeting #3: Why Do You Want to Become a B'nai Mitzvah & what is your Mitzvah Project

- Make final additions/edits in Section B.
- Complete section C, D & E.

Meeting #4: Practice in the Sanctuary

- Make any final edits needed.
- Practice reading and presenting your speech in the sanctuary

B'nai Mitzvah D'var Torah Outline
5 Easy Steps to Writing Your Speech!

◆ **Section A: Summary** (~10 sentences)

- *My Torah portion "x" located in the book of...(Genesis, Exodus, etc) is about...*
- Locate your Torah portion in the larger context of the Torah...
 - Give the listener 3-4 facts about what has come BEFORE your Torah portion so that someone new to the Torah knows what you are talking about. For example:
 - ☐ *In my Torah portion, Abraham has left his home, etc*
 - ☐ *In my torah portion, the Jews have been wandering for 40 years, etc...*
- *Then provide ~4-5 different "facts" about what happens in your Torah portion.*
 - *Example: Abraham leaves for Israel, Sarah goes with him, there is a famine in the land, they go to Egypt, Sarah has to pretend to be Abraham's sister, etc.*
 - ☐ Instead of listing the "facts" like I did in the example, write complete sentences and maybe talk about WHY these events are important/matter.

◆ **Section B: Three questions about your Torah portion**

- **Pick 3 questions from a list of pre-formulated questions provided by the Rabbi in advance of your first meeting.**
- **Format for each question**
 1. State your question.
 2. What is your gut reaction/opinion/guess for your own question.
 3. Working with Rabbi Stone, provide 1-2 examples of how the ancient rabbis or our tradition would answer your question
 4. Do you agree/disagree with the rabbis?
 5. Can you give a real life example of why this question matters to you?

Section C: Why become a bar/bat mitzvah? (~10 sentences)

- Why do you want to become are bar/bat mitzvah?
- What does it mean to you/why is it important to you?
- What are the privileges of becoming a bar/bat mitzvah (what new things do you get to do?)
- What are obligations do you see yourself taking on now that you are a bar/bat mitzvah?

◆ **Section D: Bar/bat mitzvah project** (~5-10 sentences)

- What is your bar/bat mitzvah project?

- Explain what you are doing (donating time, money, etc).
- Explain in 3-5 sentences what the organization does that you are working with
 - You can even take their missions statement from their website if you would like.

◆ **Section E: Thank You's**

- You can thank anyone, but some people you shouldn't forget:
 - Teacher/tutor, CBB sponsor, clergy, friends, aunts/uncles, close family, siblings, out of town guests, etc

◆ **Section F: Closing meditation/blessing**

Some select websites to help you understand your Torah portion more fully and to help you write your summary:

<http://urj.org/learning/torah/> - The Reform Movement's website for Torah study

<http://www.nfty.org/resources/learning/> - NFTY's website for Torah study. It includes links to the Union's Torah study, as well as, articles specific to teens.

www.g-dcast.com - really fun and smart animation for each Torah portion – A great place to start to see the story-line of your parsha presented in a creative, visual way.

www.myjewishlearning.com – topic specific

http://ajws.org/what_we_do/education/publications/dvar_tzedek - parsha & social justice

Appendix 3: Instructions to Parents of Younger Guests

(This is a sample of a note that was sent out to the parents of the friends and classmates of the bar mitzvah a week before the event. Feel free to adapt this for your own circumstance.)

When a Jewish child becomes thirteen years of age, he or she is recognized as an adult in the Jewish community. A great privilege of becoming an adult is the opportunity to lead a Sabbath service for your community and to read from the Torah, the scroll of the Five Books of Moses from whence come the laws, history and commandments of the Jewish people. The Torah is written in the Hebrew language, as are many of the prayers spoken and sung during the Sabbath service. Elliot will be recognized as a Bar Mitzvah, which means “Son of the Commandment” as he leads this service. He has studied the Hebrew language for many years and has been preparing for this honor and privilege during these past ten months.

Although this is a religious service, your child will not be asked to do anything more than respectfully observe the service, stand and sit when asked, and, if moved, to clap, sing, and read along with the congregation. Following the service, we will continue our celebration with a “kiddush”, a light lunch.

Services begin promptly at 10:30 a.m. Please drop your child off by 10:25 to allow time for seating. Please pick up your child at 1:30 after completion of the kiddush lunch. Dress for this service would be the same as for any house of worship.

We will continue our celebration in the evening at 6:00 p.m. with dinner and dancing in the Social Hall with a D.J. playing music and leading the guests in games and group dances. Dress for this party is the same as going to a fancy restaurant. We expect our guests to behave with appropriate respect and courtesy and to remain in the building during the evening celebration. Our Temple has a zero-tolerance policy for any illegal, dangerous, or immoral behavior.

This is an important event in Elliot’s life, one for which he has spent much time preparing. It is important to him, and to us, that his friends share this time with him. If you have any questions or concerns please do call us. You are welcome to attend the morning service and kiddush lunch with your child. Sorry, the evening party is for Elliot’s friends and our close family. Please plan to pick your child up between 11:00 and 11:15 p.m. Saturday night. We look forward to having your child share this memorable time with our family and we thank you for helping to make this day special for Elliot.

Arnold and Karen
(805) 123-4567

Appendix 4: What to Say to Your Child on the Bima

Rabbi Sandy Eisenberg Sasso

Sometimes the preparations behind a child's becoming bar or bat mitzvah do not allow us as parents to pause long enough to think about the meaning of the day. Of course, the occasion is first and foremost about Jewish learning and renewal, about family and celebration. But it is also about that fleeting moment as our sons and daughters stand poised between childhood and adolescence, holding on and letting go. What advice would we like our young people to take on their life's journey? It is not as though we haven't transmitted our values in the preceding years, by what we allow and what we prohibit, by how we live and how we do not. But this is a time for us to piece it all together and wrap a gift of words for them to carry into the future.

At this time of fragile self-esteem, a parental address is an opportunity to reinforce our children's positive self-image, to tell them why we are proud. This doesn't mean chronicling every accomplishment, from learning to walk to becoming the quarterback of the football team. But it is a chance to say what qualities you admire and hope that they will not lose as they grow.

If you can remember that your child is only thirteen, **you will know to be brief**, not to talk above them or down to them, and not to embarrass them. You want your son or daughter to hear you, not daydream. Neither a reminiscence nor a biography, a parent's talk should be a message.

Ask yourself some questions: What gift do I see in my child that a word of encouragement might enhance? What difficulty do I know that some wisdom might ease? What do I hand to my children when I hand them Torah? What elements of the Torah do I want them to carry in their hearts? What story do I want them to retell to become a part of its unfolding?

Some parents are reluctant to speak. Some say, "What we feel is private." Others say, "We are not good with words." But just as our children like to see us cheering them on at their performances or rooting for their teams, they also need to hear us tell them what we value and what we think. To give a good speech, you don't have to be a writer or an orator. You just have to be Mom or Dad.

Some parents have told me that deciding what to say to their child was the most difficult thing they had ever done, and the most wonderful. As the B'nai Mitzvah tell us, with their eyes and with their embrace: These words make a difference.

(from "Bar/Bat Mitzvah Basics; A practical guide to coming of age together", pub. Jewish Lights)

Appendix 5: Blessings for Torah (when given the honor of an Aliyah)

Blessing Before the Reading of the Torah

Torah Blessor chants:

בְּרַכּוּ אֶת יְיָ הַמְּבֹרָךְ: **Ba-r'hu et Adonai
ha-m'vo-rah!**

בְּרוּךְ יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד: *Congregation responds*

Torah blessing continues:

בְּרוּךְ יְיָ הַמְּבֹרָךְ **Ba-ruḥ Adonai ha-m'vo-rah**
לְעוֹלָם וָעֶד: **l'o-lam va-ed!**

בְּרוּךְ אַתָּה יְיָ **Ba-ruḥ A-tah, Adonai**
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, **E-lo-hay-nu, Me-leḥ ha-o-lam,**
אֲשֶׁר בָּחַר בָּנוּ מִכָּל־הָעַמִּים **a-sher ba-ḥar ba-nu mi-kol**
וְנָתַן לָנוּ אֶת תּוֹרָתוֹ. **ha-ah-mim,**
בְּרוּךְ אַתָּה יְיָ, נֹתֵן הַתּוֹרָה: **v'na-tan la-nu et To-ra-to.**
Ba-ruḥ A-tah Adonai,
no-tayn ha-To-rah.

Praise be the One to whom our praise is due!
Praised be the One to whom our praise is due, now and forever!
We praise You, Eternal God, Sovereign of the universe:
You have called us to Your service by giving us the Torah.
We praise You, O God, Giver of the Torah.

Blessing After the Reading of Torah

Torah Blessor chants:

בְּרוּךְ אַתָּה יְיָ **Ba-ruḥ A-tah, Adonai**
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, **E-lo-hay-nu, Me-leḥ ha-o-lam,**
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת, **a-sher na-tan la-nu To-rat e-met,**
וַחַיֵּי עוֹלָם נִמְעַ בְּתוֹכֵנוּ. **ve-ḥa-yay o-lam na-ta b'to-ḥay-nu.**
בְּרוּךְ אַתָּה יְיָ, נֹתֵן הַתּוֹרָה. **Ba-ruḥ A-tah Adonai,**
no-tayn ha-To-rah.

We praise You, Eternal God, Sovereign of the universe:
You have given us a Torah of truth,
implanting within us eternal life.
We praise You, O God, Giver of the Torah.

Appendix 6:

BAT/BAR MITZVAH SERVICE INFORMATION FORM

BAT/BAR MITZVAH'S FULL ENGLISH NAME: _____

BAT/BAR MITZVAH'S HEBREW NAME: _____

PARENTS' ENGLISH & HEBREW (IF JEWISH) NAMES: _____

PASSING THE TORAH: (JEWISH GRANDPARENTS AND GREAT-GRANDPARENTS WHO ARE ATTENDING)

ARK OPENERS: (UP TO 6 CAN BE ASSIGNED THIS HONOR. THIS CAN BE ASSIGNED TO NON-JEWS AND CHILDREN.

INDICATE RELATIONSHIP TO BAR/T MITZVAH):

UNDRESSING TORAH: (UP TO THREE JEWISH PEOPLE, INCLUDING CHILDREN. INDICATE RELATIONSHIP TO BAR/T MITZVAH)

ALIYOT : (THE HONOR OF ASCENDING THE BIMAH AND BLESSING THE TORAH)

(ALL THOSE CALLED FOR THIS HONOR NEED TO BE JEWISH ADULTS AGE 13 AND OLDER. GROUPS THAT INCLUDE NON-JEWISH CBB MEMBERS ARE OKAY. HEBREW NAMES ARE OPTIONAL. INDICATE THEIR RELATIONSHIP TO THE BAR/T MITZVAH. ALIYOT #1 & 2 ARE ASSIGNED BY THE RABBI TO MEMBERS OF CBB'S REGULAR MINYAN. THE 6TH ALIYAH IS RESERVED FOR THE PARENTS OF THE STUDENT. A NON-JEWISH PARENT WILL ALSO BE CALLED FOR THIS ALIYAH. THE FINAL ALIYAH IS RESERVED FOR THE BAR/BAT MITZVAH.

1) RABBI WILL ASSIGN TO A MEMBER OF THE MINYAN

2) RABBI WILL ASSIGN TO A MEMBER OF THE MINYAN

3) _____

4) _____

5) _____

6) PARENT(S) _____

7) BAR/BAT MITZVAH

LIFTING THE TORAH (ONE JEWISH ADULT CAPABLE OF LIFTING THE SCROLL IN THE AIR. INDICATE RELATIONSHIP)

DRESSING THE TORAH: (UP TO THREE JEWISH PEOPLE, INCLUDING CHILDREN. INDICATE RELATIONSHIP TO BAR/T MITZVAH)

NAMES MOURNER'S KADDISH:

(OPTIONAL. THE NAMES OF DECEASED FAMILY MEMBERS WHOSE MEMORY YOU FEEL STRONGLY ABOUT INVOKING AT THIS TIME)

NUMBER OF INVITED GUESTS EXPECTED: _____

CONG. REPRESENTATIVE FOR FRIDAY NIGHT GIFT PRESENTATION:

FOR CANTOR TO COMPLETE:

TORAH PORTION _____

PAGE # _____

HAFTARAH _____

PAGE # _____

Important Notes on the giving of honors

1. Please fill out this form in preparation for the final family rehearsal the week of the Bar/Bat Mitzvah service. Bring it with you to the rehearsal.
2. Please notify in advance the people to whom you are giving honors. Ask that they dress appropriately for participation in a synagogue worship service.
3. In giving the honor of blessing the Torah for an aliyah, please make sure that at least one person in each group is comfortable reciting the blessings in Hebrew. An English transliteration of the blessings will be present on the pulpit. For advance study, copy and send "Appendix 5" from your Bar/Bat Mitzvah Family handbook. You may also want to send copies of the chanted blessings found on your child's study CD. These items are both available on our Temple's website at www.cbbsb.org. Your child has prepared anywhere from three to five aliyot. Keep in mind the seventh aliyah is reserved for the Bar/Bat Mitzvah, and the sixth aliyah is generally given to the parent(s).
4. The opportunity to speak to the Bar/Bat Mitzvah following his/her speech is an honor reserved for parents alone. See "Appendix 4" in the Handbook for advice on what to say to your child.
5. The presentation of the kiddish cup and candlesticks are made at the Friday night service. The Kiddush cup is a gift from the congregation and should be presented by either your child's "Mitzvah Challenge Sponsor" (provided he/she is a CBB member) or by a member of the Board of Trustees. The candlesticks are a gift from our Temple Sisterhood and should be presented by a member in good standing of the Sisterhood.
6. Remember, what makes the giving of an honor so special is that only certain people receive it. Please don't feel pressure to include everyone in attendance. Discuss, as a family, who are the really important people in your lives and decide from there.

Appendix 7: Ideas for Bar/Bat Mitzvah Planning

contributed by Susan Rakov:

BAR/BAT MITZVAH IN SANTA BARBARA – THE LOW-COST SCENARIO

You can have a Bar/Bat Mitzvah, followed by a lunch for 200 people, with no evening party built into your budget, for less than \$3000. We made most of the lunch ourselves but added some catering to supplement the food, and we added an evening party (desserts and dancing) for 90 people. With those elements added, we spent closer to \$7000. We kept costs down by having friends bake for the dessert party, instead of the Friday night Oneg (for which we made a contribution to CBB). If I were to do it again, I would skip the catering at lunch and make the salads myself (we needed about half as much as the caterers supplied), and I believe the cost would come out to about \$3000 for the no-party model, or \$6000 for the with-party model. If you weren't making a contribution to have CBB do the Oneg, you could have friends prep food for that, further reducing costs.

LUNCH

The very lowest-cost lunch I believe would be giant Subway sandwiches. But I didn't research this because I knew I wanted something different.

We created a simple lunch menu for which you can buy all the ingredients at Costco (with the exception of the bagels, the least expensive of which come from Von's at Fairview). One friend researched large recipes for tuna salad, egg salad, etc, as well as portion sizes, then built a spreadsheet that spelled out exactly what we needed to buy in order to make our menu, and you could change the quantities by changing the number of guests in one box. So when we went to Costco to do the food buy, we knew exactly what we needed. A shifting cast of characters (friends and family) assembled the lunch in the CBB kitchen on Friday morning; it took less than 20 person hours. On Saturday morning, two friends set up the room at 9 a.m., while another friend plus two assistants ran the kitchen (put food on platters, cut fruit, made everything look nice, etc). We used all borrowed tablecloths (black) from people who had purchased inexpensive tablecloths for their own Bar/Bat Mitzvahs.

I also ordered catered salads and desserts. The desserts were fine and not unreasonably priced; the salads were just way more than we needed. If you use a caterer to supplement, lowball the number of guests.

EVENING PARTY

We added on an evening party. Set-up was handled by two friends starting at about 5:30 pm. We had four people doing service (one tending bar), but two of these were let go before the end of the evening. We served wine and beer (secured through friends at a heavy discount) to adults out on the patio (along with cheeses donated by a friend), and inside had a plethora of donated desserts. We added on an ice cream sundae bar, which started about halfway through the evening, right after we had cake. We did a slide show (Dad and Bat Mitzvah were responsible) but no candlelighting. CBB had at least one person on hand throughout the evening, as well as a security guard.

There were two great elements to the evening party. The first was that we had an age-appropriate crafts project that engaged all the young teens together for at least an hour, broke the ice, and set a great tone for the party.

We arrived at this idea for a party "theme" by involving adult friends who know my daughter well. She had a chance to discuss with them the quandary of what to do, NOT JUST HER PARENTS, and the idea emerged in that setting. We ended

up using the crafts items both as lunch centerpieces (flower pots with handmade flowers made by her friends, attached to Sharpies) and for the evening party. We also were not shy about asking guests to bring shoes to decorate. At first I felt funny about it (because this would be an additional expenditure for these families) but we got no complaints – in fact we got a lot of positive feedback.

The other key to the party was an inexpensive, hardworking deejay who was very respectful of our desire to do a lowkey, kid-driven event. I located him by posting an ad on craigslist for a deejay, saying I would pay \$500. I got responses from all over the western U.S. It was pretty easy to tell which people were running a serious business and which were trying to revive an old interest (the latter would be bad); I ended up with David Sivits of DJ Soleil. He drove up from LA to meet with me, he offered me a GREAT deal for a photo booth, which had been my daughter's secret wish, and I ended up paying him about \$850 total for his services and the photo booth – less than half of what that combo would have cost in SB.

I had a friend I wanted to use as photographer, but I have heard of people using the craigslist strategy to identify photographers as well.

BRUNCH ON SUNDAY

We had TONS of food left over for the brunch for out-of-towners. We sent some guests to pick up lox on Saturday afternoon, to make sure we had enough yummy food for Sunday morning, but everything else was leftover. We ended up having to throw away a lot of catered salad. The leftover desserts from the party were pretty much gone after the brunch.

THE KEY

The key to making this whole plan work is ASKING FOR HELP. One friend who wanted to get ready to do her own daughter's Bat Mitzvah on this plan pitched in with all her might; another friend who is experienced in the CBB kitchen volunteered to run the kitchen for the whole day. Without these two people the job would have been impossible; with them it was not only fun, it was actually just the way these things are supposed to be – community-based, and true to the family's vision of the event. ASKING FOR HELP also solved our problems with the centerpieces, which were time-intensive to assemble; we had a couple of afternoon flower-making parties where my daughter's friends came over to make the decorations for the centerpieces out of random stuff we picked up at the crafts store and Art From Scrap. Finally, the self-catering would have been impossible without friends and family – but it was actually quicker than we expected and not at all hard to get people to show up; people wanted the opportunity to help!

For many of us, especially if we have few ties at CBB, it's hard to ask for help. I found that all kinds of people were willing to help, not just CBB friends. But I think this could be made easier by setting up a system among parents of a religious school class. If at the initial Shabbaton there could be some discussion of pitching in on each others' celebrations (from baking for an oneg or a dessert party, to helping figure out the plan, or whatever people need) and a list of people to call could emerge from that, the hard part would be done – because you would know that these people would expect a call.

One other note: I didn't start organizing all this in earnest until early July, for a mid-August event. I found a deejay less than one month before the party. I did end up having to take some afternoons off from work to make it all work in the last three weeks, but other than that I managed to conduct my affairs pretty normally (except for the fact that I had only one topic of conversation for the last month).

Appendix 8: Facility Rental Guide



Congregation B'nai B'rith

2019 **DAIRY** Meal Package Catered Options

Package A **\$15/Person** ***“Traditional Kiddush Style Meal”:***

- Bagels with cream cheese
- Lox
- Tuna Fish Salad
- Egg Salad
- Green Salad
- Fruit Salad
- Assorted Sweets
- **2 sides from the following choices:**
 - * Kugel * Pesto Pasta Salad *Quinoa Salad *Lentil Salad *Cheese & Crackers
 - *Hummus & Pita Chips

- Beverage Station: Lemonade & Coffee & Tea & Water

Package B **\$18/Person** ***“Mexican Enhanced Lunch”:*** All items from our ***“Traditional Kiddush Style Lunch”*** above, **PLUS:**

- Cheese Enchiladas
- Guacamole
- Rice
- Beans
- Salsa
- Chips
- Sour Cream
- Shredded lettuce
- Warm Tortillas
- Veggie Fajita mix of onions, bell peppers and olive oil, salt and pepper
- Chopped tomatoes



Congregation B'nai B'rith

2019 NON-DAIRY **MEAT-Based** Meal Package Catered Option

Package C **\$21/Person** **“NON-Dairy Meat-based Meal”:**

Chicken Taco Bar, including:

- Warm, diced, organic chicken breast
- Veggie Fajita mix of onions, bell peppers, olive oil, salt and pepper
- Warm Tortillas
- Guacamole
- Rice
- Beans
- Salsa
- Chips
- Shredded lettuce
- Chopped tomatoes

PLUS

- Bagels with Margarine on the side
- Lox
- Tuna Fish Salad
- Egg Salad
- Green Salad
- Fruit Salad
- Assorted Sweets
- **2 sides from the following choices:**
 - * Pesto Pasta Salad *Quinoa Salad *Lentil Salad *Hummus & Pita Chips
- Beverage Station: Lemonade & Coffee & Tea & Water

No substitutions please. Shopping, prepping, cooking and labor is included. Please add 25 to your count to help cover CBB's regular minyan. Email ron@cbbsb.org with questions.

2019 Miscellaneous Rental Pricing:

- CBB Labor (for cleanup and dishwashing if using a third-party caterer, or if more cleanup than usual) - \$50/hr
- Linen Table Cloth Rental – Social Hall: \$200. Small Chapel: \$100
- Pink or White Linen Napkins (up to 175 max) - \$100
- Valet Services (Required if expecting over 150 guests or 75 cars during the day. Required always at night.) \$410-\$600
- Security (Required if more than 25 children and/or more than 150 total guests during day. Required always at night.) - \$410-\$600
- Friday Night (optional) Oneg Donation – Suggested: \$500
- Projector & Screen Rental - \$100
- Livestream – Included at no cost for all B’nai Mitzvah services. Weddings which require livestreaming will require booking A/V Coordinator or A/V Engineer.
- Audio/Visual Engineer, Mark Casselman: shred007@west.net, required for large weddings, all events in Abrahams Outdoor Chapel & livestreaming weddings - \$50/hr
- Event Coordinator: required for all weddings and most evening parties. See Ron for referrals.
- **Physical Space Only, Room Reservation Fees *For times when temple is already open and staffed** (excludes food, labor, setup/cleanup, security)
 - Picnic Area - \$250 Front Patio - \$300 Small Chapel - \$400 Back Patio - \$450
 - Outdoor Chapel - \$500 Social Hall - \$800
 - Main Building - \$1,500 (includes Social Hall, Lobby, Front and Back Patios, as-needed). Required for all evening parties and all weddings.

* This price list is valid until 12/31/2019 and subject to space and staff availability, as well as approval of Operations Director, Ron Gleiberman. Please email ron@cbsb.org to setup an appointment and review your special event. Thank you for considering Congregation B’nai B’rith. 50% deposit required to secure your reservation.