

Congregation B'nai Israel

B'nai Mitzvah Guide



“Pray as if everything depended on God.
Act as if everything depended on you.”

Abraham Joshua Heschel

SEPTEMBER, 2011

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CONGREGATION B'NAI ISRAEL

253 Prospect Street, Northampton, MA 01060

Rabbi Justin David

Dear Parents:

Mazel Tov on your child's upcoming Bar/Bat Mitzvah. It is our privilege to help you celebrate this sacred time.

Over the course of the next two years, we will meet to talk about the meaning and responsibilities of becoming a Bar/Bat Mitzvah. In the interim, please take the time to review these materials.

I look forward to speaking with you soon. And – once again – Mazel Tov!

B'shalom,

Rabbi Justin David
584-3593 ext. 208
cbirabbi@verizon.net

Dear Families,

Welcome to the B'nai Mitzvah year, a very important step in the spiritual growth of your Jewish family! We approach the B'nai Mitzvah year with joy, guidance and humility. The ceremony is the gateway to years of Jewish living and experience. It is our intention to promote quality programming for your children throughout their middle school and high school years as we deepen our relationship to them through the study of Jewish text, social activities (J-TOV) and creative learning.

The first formal B'nai Mitzvah event occurs in the spring of the sixth grade. The Vav class from CBI and LGA (CBI members) meet for a weekend Shabbaton held at the synagogue. The first session begins on Friday evening. Families and students join the congregation for services in the sanctuary followed by dinner, singing and a study session on the transition from childhood to adulthood. On Shabbat in the morning, there is a creative family service followed by an hour session on the study of Mitzvot through interactive group activities. At noon Vav families join the community for a kiddush luncheon.

The Shabbaton concludes at sundown with separate sessions for adults and students after Havdala. Students watch a movie and learn about mitzvah projects; adults have a B'nai mitzvah discussion with the Rabbi and Education Director.

Families that attended the Shabbaton in years past formed a bond that enabled them to support each other during the Bar and Bat Mitzvah year in a more meaningful way. Students from the religious school and LGA began friendships. You will receive more specific information and a date for the Shabbaton as the time approaches.

In the Zayin class there are several family workshops led by Rabbi David. Dates for these sessions will be posted in the Religious School calendar.

It is a pleasure for us to begin this process with you. We look forward to learning and sharing with all of you in the coming years. Please contact the office if you have questions or concerns that we may address.

B'Simcha Raba (with great joy)

Rabbi Charni Flame Selch
Education Director
584-3593 ext. 203
cbieducation@verizon.net

CBI Scheduling Policy

Congratulations on your child approaching the age of Bar/Bat Mitzvah! We want to let you know that CBI has a policy that all financial accounts must be current to schedule a date for your child's B'nai Mitzvah. Financial statements are sent out quarterly and all members should be aware of their account balance. If you need a current statement, please contact the synagogue office.

In the fall of the 5th grade year, B'nai Mitzvah families (from the CBI Religious School and Lander Grinspoon Academy) meet with the Rabbi and Education Director. At this meeting, families are asked to submit three dates (in order of preference) to the synagogue office by December 1st of the year of the meeting. Based on each family's requests, dates will be allocated and families contacted if there is a need for further information. If you do not attend this meeting, please contact CBI Executive Director, Ben Cuperman, as soon as possible to discuss the scheduling procedure. Ben will be pleased to assist you with any further questions you have regarding the scheduling or logistics of your special day. He can be reached at 584-3593 on ext. 201 or by email at cbidirector@verizon.net

Rabbinic Mentoring for B'nai Mitzvah

Bar/bat mitzvah is an opportunity for a family to draw closer to the rituals, wisdom and spiritual depth of Jewish tradition. Often, the preparation involves a learning process for parents as much as for children. As a Jewish rite of passage, a bar/bat mitzvah occurs within the concentric circles of self, family, Jewish community and the Jewish people, in service to humanity as a whole. Meeting with the rabbi gives families a chance to reflect on personal and spiritual goals in preparing for b'nai mitzvah.

To help families along the path to bar/bat mitzvah, a structure of three meetings is recommended:

1. A family meeting, 10 months before the bar/bat mitzvah, with time for everyone together as well time individually for the parents to meet with the rabbi. Please bring your tefilah and tikkun olam sheets which you will receive at the Vav Shabbaton. This meeting should last 1 hour - 1 hour and 15 minutes.
2. Two meetings, 4-6 months before the bar/bat mitzvah, between the child and the rabbi to study the parashah (Torah portion) and Haftara (prophetic reading). These meetings give a young person an experience in exploring a text and making it their own, with the help of commentaries ancient and contemporary. Each of these meetings should run 45 – 50 minutes. By the end of the second meeting, the child will most likely leave with an outline of her/his ideas, to be worked on at home. The final draft must have the approval of the rabbi.
3. A final meeting before the simchah with the entire family to check in, review the process and coordinate any final logistics.

After the bar/bat mitzvah, a follow up meeting is recommended for parents and the child to debrief and offer feedback to the rabbi and congregation.

Please know that, outside the structure of these meetings, the rabbi is available to families and B'nai Mitzvah at any time.

Statement on Expectations for Tikkun Olam and Tefilah (Prayer) Participation

At Congregation B'nai Israel, it is the expectation that a young person become a bar or bat mitzvah as a knowledgeable Jew who makes valuable contributions to the community as a whole. When we sing “siman tov u'mazel tov,” it is with a sense of pride that the bar or bat mitzvah has explored the richness of Judaism, enacted Jewish values with a compassionate heart, and will continue to pursue Jewish education and involvement.

To this end, it is essential that everyone strives to fulfill the b'nai mitzvah tefilah (prayer) and tikkun olam requirements. In advance of bar/bat mitzvah, students must attend 13 Saturday morning synagogue services at CBI. There are many ways to fulfill the Tikkun Olam expectation, and the synagogue staff and community are eager to help.

We also hope that parents will seize this moment to deepen their own Jewish knowledge. CBI, as well as a number of synagogues and institutions throughout the Pioneer Valley, regularly offer classes in Hebrew, Jewish liturgy, Jewish History, and the traditional recitation of the Torah and Haftarah. Such family participation will only enrich and deepen the joy of your child's bar or bat mitzvah.

At the Vav Shabbaton, your family will receive more detailed information regarding mandatory attendance at services and instructions for pursuing a tikkun olam project. In the meantime, please do not hesitate to contact the Education Director or Rabbi for suggestions or ideas.

General Information Regarding Bar/Bat Mitzvah Preparations

Scheduling

Please see page 4 of this guide for complete information

Tutoring

Tutoring begins 10 -12 months before the date of the Bar/Bat Mitzvah, depending on your child's needs. The tutor is expected to meet with the student once a week for one hour. Please see page 11 for more information

D'var Torah

The rabbi works with each student in preparing a brief talk based on the weekly Torah portion. Please make sure that you make the appropriate number of appointments with the rabbi through the CBI front office.

Meeting with Rabbi

The rabbi wishes to meet with the family and the Bar/Bat Mitzvah 2 to 3 times, well in advance of the date. This is a time to address the tasks in the months ahead and ask any questions that arise.

Parents' Prayer

When the child has finished reciting the Haftarah, the congregation joins the family in reciting the *Shehechyan*, expressing gratitude for reaching this moment. Please see *Siddur Sim Shalom*, p.712. Parents may also add their own words of blessing, **not to exceed one minute**. While it is welcome to include thoughts that highlight the uniqueness of each child, we ask that parents not share an extended list of a child's attributes and accomplishments. The rabbi is happy and eager to assist parents in preparing this blessing.

Bar/Bat Mitzvah Brochure

The brochure explains the occasion and can include a personalized biographical paragraph about the Bar/Bat Mitzvah. The brochure template is available from the synagogue office. The text and the cover are done in Microsoft Word. Please contact the office two to three weeks before the Bar/Bat mitzvah and we will email the templates to you for your modifications. If you are not comfortable making the changes yourself, call the office for an appointment and someone will help you. The printing of the brochure is the responsibility of the family.

Social Hall Set Up

Please inform the synagogue office how many guests are expected at least one week prior to your Bar/Bat Mitzvah. Our in-house Kiddush caterer, and CBI's custodians will need to know in advance to prepare the sanctuary and enough food tables in the social hall for your event.

Shabbat Greeters / Ushers

CBI has a tradition of providing Shabbat Greeters who serve the special purpose of helping to direct guests and newcomers to the community. We ask that B'nai Mitzvah families designate two family members or fellow B'nai Mitzvah parents to greet and orient your guests and help them find seats. This adds a wonderful feel to the synagogue to have new people welcomed and greeted by a member of the Congregation.

Invitations

It is an expectation that all Zayin students to the B'nai Mitzvah celebration. In our experience, being inclusive goes a long way towards building community.

Please respect our customs by instructing all guests to arrive when the service begins, at 9:30, and not at 10:00, just before the bar/bat mitzvah begins to lead the service.

For teen guests, please copy the following note to be enclosed in the invitations.

For Teen Guests attending a Bar/Bat Mitzvah at CBI – Congregation B'nai Israel

We are delighted that you are able to join us. Shabbat, the Sabbath, is a very special day for us that we celebrate in a very particular manner. We join together in community to pray, celebrate, socialize and eat!

We hope that you feel free to participate in whatever way feels comfortable for you. Feel free to sing along, reflect on the words in the prayer book, meditate or just be an observer a way of worship that may be new to you. If you have questions about anything, feel free to ask our Rabbi after services.

Our services begin at 9:30 and end around 12:00. If this seems long, please know that your friend has spent many hours over many months and years preparing for this day. If you need to take a short break, please do so after the rabbi's sermon, about 11:30-11:40. But do be sure to return to the sanctuary for the end of the service.

There will be a section of seats reserved especially for teens. You may enter the sanctuary from the double doors and head for the reservation signs on the far side of the room.

Please know that the synagogue is a "cell phone and texting free zone" on Shabbat. If you need to call home, please do so outside the synagogue.

Thank you in advance for reading this and respecting our sacred customs!

General Information & Ritual Guidelines Regarding B'nai Mitzvah Preparations

Decorum

While we are an informal congregation, we ask everyone to be mindful of the whole synagogue campus as a reflective and spiritual space.

Dress Code

During the course of the year, students will have a chance to lead certain parts during our regular services. Our school committee has expressed the hope that parents will see that, when their child is practicing on the bimah, s/he will dress appropriately and in a way that enhances the reflective mood of Shabbat.

Candy

Throwing candy is not allowed in our synagogue.

Musical Instruments on Shabbat

We do not use instruments for Shabbat services.

Showing Movies on Shabbat

We do not show movies on Shabbat.

Telephones on Shabbat

Telephones should not be used on Shabbat except for emergencies. **Please ask your guests to turn off their cell phones and pagers while in the synagogue.**

Electric lights on Shabbat

Lights are turned on and off on Shabbat. The Rabbinical Assembly has a Responsa, which allows the use of electric lights on Shabbat. The reasoning is that turning on a switch is not igniting a fire, but merely allowing current (which already exists) to flow. Turning on the switch does not create the current. It is similar to allowing water to flow by turning on the sink, a practice that everyone allows. It is a mainstream Conservative practice that fits the Congregation well.

Kashrut

Please see pages relating to use of the kitchen and preparation of Kiddush.

B'nai Mitzvah Tutoring

The Education Committee of Congregation B'nai Israel believes that Jewish education is a lifetime endeavor. We view the background in Hebrew, Judaic knowledge and meaningful experiences during earlier years as a precursor to becoming a bat/bat mitzvah. But to master the skills of chanting from the Torah, the Haftara, and leading parts of the service, your child will most likely require specific preparation beyond what s/he can learn in the classroom. To that end, it is the responsibility of each family to engage a Bar/Bat Mitzvah tutor to teach your child these specialized skills. Beyond preparation for the day of the simcha, we believe the goal should be to impart skills that the student can renew and draw on for a lifetime.

The Education Director maintains a list of tutors whose knowledge and methods meet the standards of our community. The financial responsibility for the tutoring rests with the parents, however, we are happy to provide financial assistance when needed. The parents make the contact and arrange a schedule for tutoring sessions directly with the tutors. A tutor must be chosen one year prior to the Bar/Bat Mitzvah day.

Once a tutor has been selected, parents should notify the Education Director of their choice.

Typically, tutoring takes place once a week for about an hour over the course of approximately 10 months. You can expect the cost to be a minimum of \$30/hour. You should expect the tutor to teach the student to chant the Haftarah of the week, the Maftir for the simcha date on the Hebrew calendar, as well as the appropriate blessings for each. They will also review the Torah and the Musaf services in preparation for leading those parts of the service on the day of the Bar/Bat Mitzvah. Students may also learn the Shacharit service to lead on that day.

B'nai Mitzvah Tutors

Elaine Whitlock	586-8173	Deena Rubin	253-4946
Sue Kurian	586-2854		
Amelia Ender	586-1454	Jane Kaufman	586-6855
Rebecca Lederman	527-5628		

There are other tutors available, although not listed. For more information, please contact Rabbi Charni Flame Selch, Education Director at 584-3593 ext. 203 or cbieducation@verizon.net

Shabbat Morning Services with Bar/Bat Mitzvah

The Bar or Bat Mitzvah takes place within the larger context of a regular Shabbat or Saturday morning service. The Saturday service is in fact 5 mini-services linked together by various forms of the *Kaddish*.

The first service is known as the preliminary service. It starts for us on page 2 of the gray-covered edition of *Siddur Sim Shalom*, goes to pages 10-14, then to pages 54-58, 72, 88, 334. It contains a series of early morning prayers and psalms.

The second service, the Shacharit service, begins on page 336 and includes the *Barchu*, the *Shema* and *Amidah*, the standing silent prayer. It typically runs through page 376, the ending of the *Amidah* and then is followed by the *Kaddish Shalem* on page 392.

The first part of the Torah service begins on page 394, continues on page 398, ending with the processional.

At that point, the Torah is read and aliyahs or honors are given. People are called to the Torah to say blessings. The maftir or final aliyah is typically reserved for the Bar / Bat Mitzvah. The maftir is preceded by the Hatzi Kaddish, which the congregation rises to recite. The congregation is seated and then the maftir is called. The Gabbi will call the Bar/Bat Mitzvah to the Torah. After the Bar / Bat Mitzvah performs the aliyah, the Rabbi will recite a mi'sheberach to him or her:

May God who blessed our ancestors, Abraham, Isaac, and Jacob, Sarah, Rebecca, Rachel, and Leah, bless _____, who has been called to the Torah upon reaching the age of mitzvot, with reverence for God, the Torah, and Shabbat. May the Holy One, protect and sustain him/her, helping him/her to be wholehearted in his/her faith, to study Torah and fulfill mitzvot, and to walk in G-d's ways. May his/her parents rear him/her to maturity, guiding him/her to a love of Torah, to the huppah, and to a life of good deeds. May he/she find favor before God and the community. And let us say: Amen.

After the blessing, the Gabbi will call two people to dress the Torah. When they are finished, the Bar/Bat Mitzvah will read his/her d'var Torah. The d'var Torah should be no more than two to three minutes in length - a page and a half typed, double-spaced. After the d'var Torah, the Bar/Bat Mitzvah will chant the blessings before the Haftarah, the Haftarah and the blessings following it.

That will be followed by the congregation singing *Siman Tov u'Mazel Tov*. The parents will then give their blessings to the child followed by a communal *Shehecheyanu*. **The parental blessing should be no more than one minute in length.** The CBI president will present gifts to the Bar/Bat Mitzvah. The Rabbi will give the child the priestly blessing.

The final part of the Torah service will follow, beginning with the *Ashrei* on pages 420. The service will conclude on page 426 with the closing of the ark.

The main d'var Torah about the parshah will be given by the Rabbi. The fifth and final service of the morning is the Musaf service. That begins on page 428 with the *Hatzi Kaddish*, continues through the *Amidah* on pages 430 to 441, skips to page 506 for the *Kaddish Shalem*, and continues through page 514, ending with *Adon Olam*.

What to Do if You Are Given an Aliyah

(adapted from *The Synagogue Survival Kit* by Jordan Lee Wagner)

On Saturday morning, there are seven aliyot or spoken honors given. If you are honored with one, here is what to do:

- Wear a tallit (gabbai can provide one)
- Listen for your Hebrew name or the number of your Aliyah to be called. The number is the last word the gabbai will say:

1-kohein, 2-levi, 3-shlishi, 4-revii, 5-chamishi, 6-shishi, 7-sh'vii, 8- maftir

- When you reach the bimah, you'll find a framed paper with the blessings on it. Stand in front of the Torah to recite the blessings.
- Use the fringes of your tallit or the white sash used to wrap the Torah to touch the Torah in the place where the Torah reader indicates and kiss the fringes or the sash. The Torah will then be closed. Hold onto the handles of the Torah and then start the blessings:

You: *Barchu et Adonai ha-mevorach.*

Congregation: *Baruch Adonai ha-mevorach le-olam va-ed.*

You: *Baruch Adonai ha-mevorach le-olam va-ed.*

You: *Baruch atah Adonai, Eloheynu melech ha-olam,
asher bachar banu mi-kol ha-amim,
ve-natan lanu et Torato.
Baruch atah Adonai, noten ha-Torah.*

Congregation: *Amen*

- Now the Torah is read. Hold onto the Torah handle that is closest to you, while the Torah reader chants the Torah and look on. It's considered polite and proper to read over his shoulder.
- After the Torah reading is finished, touch the tallit or sash to the place where the Torah reader indicates and again kiss the fringes or the sash.
- The Torah is then closed and covered. Hold both handles of the Torah and say the final blessing:

You: *Baruch atah Adonai, Eloheynu melech ha-olam,
asher natan lanu Torat emet,
ve-chayey olam nata be-tocheynu.
Baruch atah Adonai, noteyn ha-Torah.*

Congregation: *Amen.*

- You're not finished yet. Move over to the other side of the podium, next to the person checking the Torah readings, and wait until the next person finishes his/her aliyah. Then you may sit down.

Shabbat Morning Honors Worksheet

In order to help your family share this important simcha (joyous celebration) with other relatives and friends, you may request persons to receive a number of honors during the service. Some honors are spoken; some involve specific liturgical tasks. For some, we will need to know the person's Hebrew name, and whether the honoree is a Kohen, Levi or Yisrael (ancestral grouping). **Each person should receive no more than one honor. You are under no obligation to fill all of the honors listed below.** Family members or guests are welcome to lead parts of the service or to read from the Torah **with the prior approval of the Rabbi.**

Aliyot (blessings during the Torah reading): Persons receiving these honors must be Jewish. Two honorees may be called for the same aliyah. Parents of the B'nai Mitzvah may be called together (usually for the 7th aliyah) or separately. These honors require chanting blessings in Hebrew. **Please make sure that persons given these honors can chant the blessings competently, using Hebrew characters or transliteration. Please remember to assign an aliyah to the previous b'nai mitzvah student. Please remember to leave one aliyah available for synagogue needs.**

Please share this worksheet with the Gabbai (Torah reading coordinator) for your particular Shabbat. The office will let you know whom to contact.

English Name	Hebrew Name
1. (Kohen) _____	_____
2. (Levi) _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. Maftir (B'nai Mitzvah) _____	_____

(Non-speaking honors; please be sure persons are able to perform the tasks):

Hagbah (English Name only) _____
(lifting and displaying the scroll when the reading is completed)

Gelilah (English Name only) _____

(wrapping the Torah)

Other honors during the Torah Service (honorees must be Jewish)

English Name only is required

1. Opening the Ark to take out the Torah _____
2. Carrying the Torah before the reading _____
3. Carrying the Torah after the reading _____
4. Opening the Ark to put away the Torah _____
5. Prayer for the State of Israel (read in Hebrew) _____

English Readings: These readings may be led by anyone attending the service

5. Prayer for Peace _____
6. Prayer for Our Country _____

Greeters/Ushers: Please designate two persons to serve as greeters/ushers;
(at least from 9:15 – 10:15 am)

7. _____
8. _____

Post B'nai Mitzvah Aliyah for your child: Saturday _____
Date

Post B'nai Mitzvah Torah reading for your child: Saturday _____
Date

Future Honor: _____
Honor Requested _____ **Date**

MAZAL TOV!

**COPIES OF THESE 2 PAGES (14 & 15) SHOULD BE
SUBMITTED TO THE SYNAGOGUE OFFICE**

Kiddush Sponsorship

The Kiddush following services on Shabbat mornings is part of the celebration of becoming a bat mitzvah or bar mitzvah. Therefore, the families of B'nai Mitzvah are expected to sponsor the event for the entire congregation present, as well as their guests. Many families have affirmed the importance of community by including all those present in an extended Kiddush.

1. Do-it-yourself: Food preparation, set up, serving, and clean up will be the responsibility of the sponsor, or of the sponsor with family/friends. (see page 17, 18 and 19 for guidelines and quantities.) Approved kitchen help may be hired for Saturday morning setting of tables, serving, and clean up. All food must be prepared and arranged in serving dishes on Friday before Shabbat begins, and food preparation on Saturday morning will be limited to preparing coffee/hot water and pouring small cups of wine and grape juice, unless specific other arrangements are made prior to the day. All expenses (food, drink, paper plates, cups, napkins, plastic ware, optional flowers, table linens, and extra help) will be paid by the sponsor. Small plastic cups for wine/grape juice are available from CBI at a cost of \$6 for 250 cups. CBI glass plates and cups and silverware may be used, if washed and put away immediately following Kiddush. A kitchen orientation session must be arranged with the Kitchen Corps at least one month prior to the event; supervision during food preparation or cleanup may be required at the discretion of the Kitchen Corps at a fee of \$12.50 per hour.

PLEASE NOTE THAT A “DO-IT-YOURSELF” MANUAL PREPARED BY A GROUP OF PARENTS WHO FORMED A “KIDDUSH CLUB” IS AVAILABLE IN THE OFFICE

2. Kiddush Club: Arrange with other families of B'nai Mitzvah class to prepare kiddush for each other's celebrations. Responsibilities and expenses are as specified under “Do-It-Yourself” option.

3. Use of the CBI Kiddush Corps: Standard weekly Kiddush preparation, set up, serving, and clean up is available for a fee, **with the limitations stated below**. Standard CBI paper goods and plastic ware are included. CBI glass plates and cups and silverware are not available. Table linens, flowers and better quality paper/plastic goods may be provided by the sponsor who will be responsible for their expense, delivery to CBI prior to the start of Shabbat on Friday, and return, if necessary, after the event.

The fee for this option will depend upon the number of guests, in addition to the members of CBI who regularly attend on a Shabbat morning. Costs of providing Kiddush luncheons have greatly increased recently, so please contact the office for the fee for your event.

Standard Kiddush includes: wine, grape juice, challah, bagels, cream cheese, tuna salad, egg salad, fruit platters or fruit salad (**discretion of preparer**), vegetable platter or green salad (**discretion of preparer**), desserts, cold drinks, coffee, tea, sugar, creamer. Herring and dairy noodle kugel can be included if the sponsor wishes. However, lox are considered an additional item, and the cost at the time of purchase will be passed onto the sponsor.

Please do not assume that our CBI Kiddush Corps will be available; requests should be made through the CBI office as far in advance as possible. If you will need to hire an outside caterer instead, you will need time to make those arrangements. Payment for in-house catering is to be made through the CBI office.

4. Hire outside caterer: See “Kiddush Resource List” for caterers who are approved to work in the CBI kitchen. Use of caterers not on this list requires approval of, and is at the discretion of, the Kitchen Corps at least 6 months prior to the date of the Kiddush. Caterers not on the Resource List must agree to meet with the Kitchen Coordinator at CBI prior to the event and to abide by all policies and procedures of CBI kitchen use. Supervision of outside caterers may be required at the discretion of the Kitchen Coordinator and a fee may be involved. All fees (caterer, decorations, food, drink, set up, serving, clean up, etc.) are the responsibility of the sponsor.

Please make certain that you have confirmed your Kiddush with the CBI office as soon as possible or at least 2 months prior to the date of the Kiddush. There will be no charge for use of the kitchen or social hall under any of the above options in appreciation of sponsors providing Kiddush for the congregation. Breakage fees will apply.

CBI HAS A LOT OF EXPERIENCE WITH USE OF SPACE IN THE SOCIAL HALL FOR A KIDDUSH AND DIFFERENT SIZE GROUPS. YOU DO NOT HAVE TO DESIGN THE SPACE YOURSELVES. PLEASE LET THE OFFICE KNOW IF YOU DO HAVE SOME PARTICULAR PREFERENCES AND WE WILL TRY TO ACCOMMODATE YOU. THERE IS NO PROBLEM WITH AN OUTSIDE CATERER SUGGESTING A PARTICULAR SET UP, AS LONG AS THE NEEDS OF SENIORS AND THE CONGREGATION ARE MET.

PLEASE MAKE SURE THAT THE CBI OFFICE IS AWARE OF YOUR SPACE ARRANGEMENTS THE WEEK BEFORE YOUR EVENT, IF THERE IS AN OUTSIDE CATERER INVOLVED. THERE IS NO LONGER ANY NEED TO COMPLETE A CBI ROOM RESERVATION FORM EXCEPT FOR A SPECIAL ARRANGEMENT. THE SOCIAL HALL IS RESERVED AUTOMATICALLY EACH WEEK FOR A KIDDUSH.

Preparing a Kiddush

It is the policy of the Congregation to maintain Kashrut in its kitchen and building. All foods must be kosher. Packaged foods must be unopened. No prepared foods or utensils of any kind may be brought from home, even if you have a kosher home.

Only caterers approved by the Kitchen Corps may bring food into the kitchen. All food preparation must be done on the premises. A list of caterers familiar with our kitchen can be found on the “Kiddush Resource List” page of this packet.

When Preparing the Kiddush Yourself

The Kitchen Committee offers a Kitchen Orientation to help familiarize members of the congregation with the regulations, practices and layout of the kitchen. Contact the Kitchen Corps for more information.

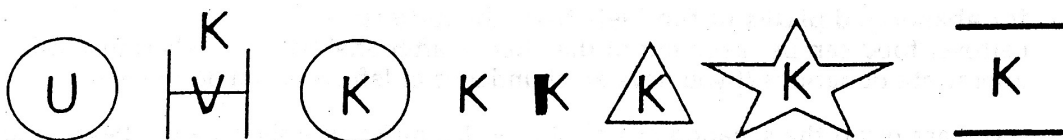
If you plan to do your own baking, please schedule kitchen time on your reservation form. Additional Dairy utensils are stored in the Dairy cupboard in the cellar. There is only limited freezer space in the cellar. Mark all stored food with name and date of your event.

Unless you have friends or relatives able to work in the kitchen and social hall during services, you will want to hire kitchen help to work during Shabbat services for food preparation, set-up and clean-up. In most instances you will need two helpers who will work 4-5 hours. You will find more information on the Resources page.

General Information

The kitchen as it is set up for regular weekly use is DAIRY. If you need to set up for PARVE or MEAT, contact the Kitchen Corps.

Shopping: All packages and prepared foods must have a heksher.
The approved marks include:



Wine and challah are part of every Kiddush. Wine must be kosher. Six 750ml bottles will serve 125. Kosher grape juice must also be provided.

For a Bar/Bat Mitzvah Kiddush or a special celebration, prepare for 100 members of the congregation in addition to your number of invited guests.

Plan on each guest eating 2 or 3 pieces of baked goods. Loaf cakes make 20-25 pieces, a double batch of brownies makes 40-50 pieces.

Mark all items stored in the refrigerator or on the counter clearly with your name and date of event.

All items must be carried into the synagogue before sundown (or services, which ever is first) on Friday.

Tables, Tablecloths & Paper Goods

The synagogue owns 12 round tables and 10 long tables. Rental cloths to fit the round tables should be 90" round. Tablecloths to fit the banquet tables should be 60"x120". You can also buy paper tablecloths. As of the end of November 2009, thanks to the generosity of two previous B'nai Mitzvah families, CBI will own 12 long and 12 round tablecloths. Please check with the synagogue office to see if you will need to arrange for their laundering after your Kiddush.

Preparation

Tables should be arranged and set with cloths, dishes and glassware before Shabbat services; otherwise there is too much noise during services.

Well-wrapped platters of baked goods can be arranged on Friday, as well as cream cheeses and spreads. In general, it is preferable to prepare the fruit platters that morning.

You must leave clear written instructions for your kitchen help for Saturday morning. A diagram of the layout is helpful. Leave them ample time to complete their work. They will cut up bagels, put out your pre-cut food, prepare fruit if necessary, pour wine and make coffee.

Senior Table

There are a growing number of seniors that cannot make it to the food tables. In our effort to meet the growing needs of our CBI community's seniors, we would like to ask if bowls of each food item could be prepared, for 8-10 seniors, and put on the table on the right closest to the entrance of the social hall, from the sanctuary door. Please use the "Reserved for Seniors" sign.

Clean-Up

Please arrange for someone to check the building, especially the stage and library, for abandoned plates of food left from the Kiddush. Leftover food can be taken out of the kitchen after Shabbat. Jessie's House will always appreciate donations if you have an abundance of leftovers you don't want.

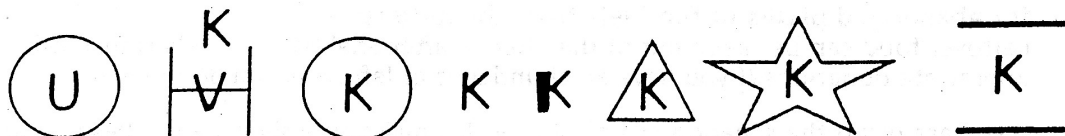
Rules of Kashrut and Kitchen Procedures

It is the policy of the Congregation to maintain Kashrut in its kitchen, building and grounds and at all functions on its premises. All questions will be resolved by the Rabbi. The Rabbi of the Congregation is the final authority for what is kosher.

Arrangements for use of the kitchen by an individual or organization must be made in advance through the Kitchen Corps. If required, or by instruction of the Rabbi or the Kitchen Corps, there will be supervision by a member of the Kitchen Committee. Caterers must be pre-approved by the Kitchen Corps or the Rabbi.

The kitchen as it is currently set up is for dairy only. You must consult the Kitchen Committee if you plan to prepare a meat meal.

Only kosher edibles may be brought into the Synagogue kitchen and building. No utensils for cooking or home-prepared foods of any kind may be brought into the building from the outside. All packaged and prepared foods must have the mark of supervision. The approved marks include:



Opened packages of food may not be brought from home, even if you have a kosher home. This includes herbs and spices unless they are fresh.

Dairy items are coded with blue, meat items with red and parve, yellow. Prior arrangements must be made to change the kitchen to meat or parve.

The sink and dish-cleaning area adjacent to the dishwasher are dairy. Should you be preparing a meat meal, you must consult the Kitchen Committee to arrange to have the sink changed to meat. All soaps and detergents must have the mark of supervision.

The refrigerator may be used for the storage of both dairy and meat, provided that no food is ever in direct contact with the surfaces of the refrigerator.

The coffee makers are designated as parve and may be used with either dairy or meat meals.

Any food to be served on Shabbat must be cooked before Shabbat. Foods which are to be served warm may be warmed on Shabbat, provided that the burner is lit by a non-Jew as part of his or her regular duties within the Synagogue.

On Shabbat, coffee may be prepared only by non-Jewish kitchen help. Coffee may be prepared in the electric coffee pots. Tea water is to be heated in the electric coffee makers and not boiled on the stove. On Shabbat, the dishwasher can be operated only by non-Jews. Food may not be carried in or out of the building on Shabbat. Food is to be carried in before Shabbat and leftovers removed after Shabbat.

Checklist for Kiddush

1. Inform CBI office of table and social hall set-up at least one week prior.
2. Caterer or kitchen help (see Kiddush Resource List)
3. Paper goods (paper plates, napkins, plastic-ware)
4. Table coverings (round tables 5' diameter, rectangular tables 30" x 8')
5. Flowers are by personal choice and are not required by CBI. (If you do plan on having arrangements for *bimah* - approximately 2' tall)
6. Approximate amounts needed for 125 people (depending on menu):
 - six 750 ml bottles of Kosher wine
 - three 32 oz. bottles of kosher grape juice
 - 12 dozen kosher bagels (Lender's or Gus & Paul's)
 - 5-6 challot sliced
 - 1 challah unsliced
 - 3 jars herring cream sauce / 3 wine sauce
 - 8-10 8 oz. bars cream cheese (use milk to whip)
 - 2-3 large cans tuna – tuna salad
 - 2 32 oz. containers hummus
 - vegetable platters or fruit salad
 - brownies/cookies
 - coffee, half & half, sugar
7. Remove leftover food after Shabbat

Kiddush Resource List

Approved Caterers

Creations by Cheryl
Cheryl Blonder
413-567-8891

Crown Market
W. Hartford, CT
860-236-1965

Margery Gussak
www.margarygussak.com

Yosi Kosher Catering
Windsor, CT
860-688-6677
www.kosher2you.com

Aviv Caterers
13 Beckman Drive
Agawam, MA 01001
413-374-1240

Sandy Maynard
Please contact the synagogue
office

Meital Catering
Springfield, MA
413-221-2078
meitalcatering@hotmail.com

Dan Goitein
413-531-7146
goitein@yahoo.com

Joanne Eldred
Please contact the synagogue
office

Kosher Products

Crown Market
2471 Albany Ave.
W. Hartford CT 06117
860-236-1965
www.thecrownmarket.com

Directions: 91South-Take Exit 35-Route218West
Continue on Rte. 218 approx. 5 mi. to intersection
of Rte. 218 and Rte. 44 (Albany Ave.)
Take a left onto Albany Ave. Crown Market is on
the right, about 200 feet from the intersection.

Big Y
300 Cooley St.
Springfield MA
413-782-0608

Limited kosher meat and groceries available
(AND you can use scrip!)

Gus & Paul's Bakery
1209 Sumner Ave.
Springfield MA
413-782-5710

BAKERY ONLY- DELI is NOT kosher!

Springfield Smoked Fish
150 Switzer Ave.
Springfield MA 01109
1-800-327-3412 www.ssfish.com

Kosher Banquet Facilities

Chez Josef
176 Shoemaker Lane
Agawam MA 01001
413-786-0257

Table Linens, Tents, Party Supplies

Northampton Rental Center
59 Service Center Rd.
584-5072
1-866-584-5072

Taylor Rental
301 Russell St. (Rt. 9)
Hadley MA 584-4184

CBI owns round and long tables and tablecloths. PLEASE NOTE: CBI does not have laundry facilities, please check with the CBI office to see if you will have to pay for laundering. Thank you.

Setup & Cleanup Help

Please contact the CBI office if you are self-catering your Kiddush, but need help with set-up and clean-up on the Shabbat of your Bar/Bat Mitzvah. The synagogue has people on staff who may be available to help – you will pay their costs directly to the synagogue.

Other Items to consider

- Make hotel reservations well in advance
- Contact Band or DJ well in advance if desired
- Invitations (we strongly encourage inviting all Zayin students)
- Flower purchase for synagogue if desired
- A map enclosed with invitations

A recommendation has been received recently from one of our families if you are planning on ordering kippot on line: www.greenfieldjudaica.com. The family found them very pleasant to deal with, and they did a beautiful job in record time.

Please accept our congratulations and support as you plan your upcoming B'nai Mitzvah celebration!