

*BAR/BAT  
MITZVAH  
BOOKLET*

BAR/BAT MITZVAH APPOINTMENT SCHEDULE  
Revised: 06/01/2012

Name: Student Name                      Partner: Partner Name

Date: February 3-4, 2012

Torah: Parasha & Selection:    B'shalach, Exodus 15:12-21  
Haftarah Selection:                Judges 4:23-5:5

MEETINGS

September 12	<u>FIRST MEETING</u> Rabbi Lyon's Office/ Cantor Mutlu's Office	4:00 p.m.
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November 15	<u>SPEECH PREPARATION</u> (parents included) Rabbi Scott's Office	4:00 p.m.
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REHEARSALS

November 3	Cantor Mutlu's Office	4:00 p.m.
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November 29	Cantor Mutlu's Office	5:00 p.m.
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January 12	Rabbi Miller/Sanctuary	4:00 p.m.
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January 18	<u>Speech/Torah Rehearsal</u> Rabbi Scott/Sanctuary	4:00 p.m.
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December 13	Cantor Mutlu/Sanctuary	4:00 p.m.
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February 3	<u>FINAL REHEARSAL</u> (all participating family members in attendance) Cantor Mutlu/Sanctuary	9:30 a.m.
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*Students should bring all Bar/Bat Mitzvah materials (Bar/Bat Mitzvah Booklet, Torah portion booklet, CD's, prayer book) to every meeting.*



**CONGREGATION BETH ISRAEL**  
Organized 1854

May 2012

Dear Beth Israel Bar/Bat Mitzvah Student and Parents,

At Congregation Beth Israel, commitment and enthusiasm are important to the success of the Bar/Bat Mitzvah program. Well-prepared students and their families who share these values will feel meaningfully connected to Judaism, to Beth Israel, and to each other on their Bar/Bat Mitzvah day.

The booklet you are holding in your hand is designed to help you navigate the process of becoming a Bar/Bat Mitzvah at Beth Israel. Take time now to read the information contained within its pages. Should questions arise after you have read this booklet, don't hesitate to call the Rabbis, Cantor, or Heidi Miller ([hmillier@beth-israel.org](mailto:hmillier@beth-israel.org)), Cantor Mutlu's assistant.

We are pleased to be with you as you begin your journey to Bar/Bat Mitzvah. Already we share our commitment and enthusiasm with you!

L'Shalom,

Rabbi David Lyon  
Cantor Daniel Mutlu  
Rabbi Adrienne Scott  
Rabbi Mark Miller

## **BAR/BAT MITZVAH FAQ's (FREQUENTLY ASKED QUESTIONS)**

Q: *What time do Friday night services begin?*

A: Friday night services begin at 6:30 pm and conclude between 7:30 and 7:45. Families are expected to gather in the Robing Room (behind the *bimah*) if we are in the sanctuary or Bride's Room if we are in the chapel by 6:15.

Q: *What time do Saturday morning services begin?*

A: Saturday morning services begin at 11:00 am and end around 12:30. Families are expected to gather in the Robing Room or Bride's Room by 10:45.

Q: *How is the Saturday morning location determined?*

A: The Gordon Chapel holds a maximum of 250 people. If the number of attendees is expected to exceed 250, services are held in the Sanctuary.

Q: *Whom do I contact to organize the Friday night Oneg Shabbat?*

A: Our Special Events & Catering Manager coordinates the Oneg Shabbat. For details, you may contact Marsha Gilbert, (713) 771-6221 x336 or [mgilbert@beth-israel.org](mailto:mgilbert@beth-israel.org).

Q: *What is the purpose of Friday greeters and Saturday ushers?*

A: Friday greeters serve the important role of greeting worshipers to Friday night's 6:30 service and distributing the Friday night guides. Greeters should be members of Congregation Beth Israel. Saturday ushers help facilitate seating and help maintain service decorum.

Q: *May my child wear a tallit or kippah?*

A: Yes. Many families have found meaning in the tradition of the *tallit* and *kippah*.

Q: *What is appropriate attire for the Bar/Bat Mitzvah ceremony?*

A: As Bar/Bat Mitzvah takes place in the synagogue, appropriate synagogue attire should be worn by service participants and guests.

Q: *Should parents attend Bar/Bat Mitzvah appointments with the clergy?*

A: Parents should attend every appointment that a child has with the clergy in preparation for the Bar/Bat Mitzvah ceremony.

Q: *What are my child's religious school obligations during Bar/Bat Mitzvah preparation?*

A: Attendance in our religious school during Bar/Bat Mitzvah training and preparation is mandatory. However, when your child begins 7<sup>th</sup> grade, lessons with his/her tutor will replace their midweek religious school obligation.

Q: *Can we request special music/instrumentation for our service?*

A: The music and program for Friday night's service is determined by the clergy

many months in advance and is dependant on the greater congregational and community calendar. Conversely, the music and accompaniment for Saturday's service can be adjusted to suit the mood that families wish to achieve. Please speak with Cantor Mutlu to explore options within the guidelines of our program.

*Q: What does my child need to bring to his/her appointments?*

A: Your child should bring ALL materials to ALL appointments. Please try not to lose or forget to bring materials, as significant time is spent putting together your individualized packet.

*Q: My child has a partner. Who determines which half of the service my child will lead?*

A: Though each half of the service contains unique prayers and blessings, the halves are equal in difficulty and amount of Hebrew and English. Therefore, the portions are assigned by alphabetical order of last name.

*Q: How long will my child be working with his/her tutor?*

A: Students will begin training with one of our tutors (assigned by Cantor Mutlu) approximately 6-7 months before their Bar/Bat Mitzvah. Students will meet weekly with tutors for 24 half-hour sessions. In the second half of this process, students will also meet with Cantor Mutlu and our rabbis.

*Q: If I have any further questions about the Bar/Bat Mitzvah process, forms or procedures, whom should I call?*

A: You may call or e-mail Cantor Mutlu's assistant, Heidi Miller, at 713-771-6221 x311, or [hmillier@beth-israel.org](mailto:hmillier@beth-israel.org), for any remaining questions.

## **FAMILY PARTICIPATION**

While the focus of the Bar/Bat Mitzvah weekend is on the Bar/Bat Mitzvah, family participation is an important part of the Bar/Bat Mitzvah celebration.

We invite family members to participate by:

1. Leading us in a Shabbat candle reading and lighting the candles [mothers, grandmothers and great-grandmothers-Friday].
2. Taking part in a Torah Transmission Ceremony from generation to generation [parents, grandparents and great-grandparents-Friday].
3. Participating in the Friday evening Kiddush [fathers, grandfathers and great-grandfathers-Friday]
4. Conveying a personal message from parent(s) to child(ren) [parents-Saturday].

5. Leading the congregation in the Motzi and Kiddush [siblings and cousins-Saturday].

Parents, grandparents and great-grandparents are honored by sitting on the bimah with the Bar/Bat Mitzvah on Friday night. Siblings past Bar/Bat Mitzvah age are invited to sit on the bimah on Saturday.

On the following pages of this booklet you will find explanations of the various opportunities for family participation.

## **FRIDAY NIGHT**

Becoming a Bar/Bat Mitzvah signals that a Jewish child is becoming a Jewish adult, and an adult member of the congregation and community. A Jewish child becomes a Bar/Bat Mitzvah in the presence of the Jewish community. Therefore there is a strong element of both family and communal focus to the celebration.

The communal focus of the occasion is highlighted on Friday evening, the traditional time when Congregation Beth Israel gathers for worship. The Bar/Bat Mitzvah will be one of many significant congregational and personal moments marked in the Friday evening service.

On Friday evening the Bar/Bat Mitzvah will help with the candle lighting, the Kiddush and the Torah transmission. The clergy reads the liturgy; the evening service will contain a sermon; and occasionally there are special music Sabbaths led by Cantor Mutlu. The Bar/Bat Mitzvah and family continue to participate in the Friday night service. Families will be notified in case of any changes.

The Shabbat morning service focuses more on the Bar/Bat Mitzvah and his/her family and invited guests.

## **SHABBAT CANDLE BLESSING**

Each Shabbat the candles are kindled to remind us of the divine light of Creation. This ritual is performed in our homes to honor Shabbat and it begins each of our congregational evening services as well.

It is the custom of Congregation Beth Israel for mothers of the Bar/Bat Mitzvah to help the gathered congregation fulfill this mitzvah by leading the candle blessing. After the opening song they will approach the candles and the rabbi will announce the page number. Each participating mother will read an English passage from our prayer book, Mishkan T'filah. Cantor Mutlu will lead the singing of the Hebrew blessing and the entire congregation is invited to participate.

You may find the Hebrew, transliteration and English translation of the prayer below. The cantor will provide the liturgical text for you at the final rehearsal. If you would like it sooner, please see Cantor Mutlu.

בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו, וְצִוָּנוּ  
לְהַדְלִיק נֵר שֶׁל שַׁבָּת.

Baruch atah Adonai, Eloheinu melech ha-olam, asher kid'shanu b'mitzvotav  
v'tzivanu l'hadlik neir shel Shabbat.

Blessed is Adonai our God, Ruler of the universe, who hallows us with mitzvot and  
commands us to kindle the lights of Shabbat.

## **TORAH TRANSMISSION**

Judaism speaks of the chain of tradition, an unbroken continuum stretching back to Sinai. The Bar/Bat Mitzvah is the latest link in a chain 3,000 years in the making. In a way, the celebration of Bar/Bat Mitzvah is the ceremony that marks the continuation of Judaism and the Jewish people and the passing on of the tradition to the next generation.

Symbolically, we give special recognition to this event at the Friday evening service with the *Torah Transmission*. In this component of the larger Sabbath Service the Torah is physically passed from generation to generation, from great-grandparent(s), to grandparent(s), to parent(s) and then to the Bar/Bat Mitzvah. In the case of a *Saturday Only Bar/Bat Mitzvah*, the Torah Transmission takes place on Saturday morning.

The Torah is passed without words. In the case of a double Bar/Bat Mitzvah, two Torahs are used so that the two families may pass the scrolls simultaneously. Once both children receive the Torah, they ascend to the ark, turn around and participate in the liturgy of the service.

It is very important that all participants in the Torah Transmission attend the final rehearsal on Friday morning with Cantor Mutlu to go over the *choreography* of the transmission.

## **SATURDAY MORNING**

Saturday morning services may take place in the Chapel or Sanctuary. Seating capacity is the first consideration. The Chapel holds 250 people. If the total number of attendees exceeds this number, the Sanctuary will be used. Partner families should confer to determine the number of guests who will be attending.

Families should also consider the majesty and grandeur of the Sanctuary versus the intimacy and atmosphere of the Chapel. Families should advise the cantor's office of their choice of venue no later than two months before the ceremony so that it can be accurately recorded for the Friday night booklet and the congregation can plan accordingly.

## **BAR/BAT MITZVAH SPEECH**

### **Part I: D'var Torah**

Each Bar/Bat Mitzvah child is asked to prepare a 4-5 minute speech. This speech is directly geared towards imparting a lesson based upon the child's Torah reading. The speech is written by the students and is prepared for in a meeting with a rabbi. The student will be taught to write a summary, a Torah lesson, examples and a conclusion.

### **Part II: Personal Prayers**

After the conclusion of the speech, each child will have an opportunity to share a personal prayer. She/he should use this opportunity to share a personal prayer thanking God for what they have. Included in this prayer might be

- the sense of accomplishment they feel at having achieved all their goals;
- the sense of appreciation for family, friends, etc.  
(these thanks may be more specific)
- what they are thankful for in their lives
- what they hope to achieve in their lives

The clergy will work with your child on the specifics of this prayer



## **PARENT SPEECH**

During Beth Israel's Bar/Bat Mitzvah service parents are invited and encouraged to speak publicly to their children. The opportunity for parents to speak to their children comes toward the end of the Shabbat morning service. It is an opportunity for parents to share with their children their personal reaction to this important life cycle event.

With these thoughts in mind, please consider the following guidelines when preparing your remarks: The parents' speech is near the end of the service; speak for 1 to 2 minutes; remember, the parents of your child's partner will be speaking, as well; less is more.

Your rabbis and cantor are ready and willing to help you with ideas, Jewish texts or even as a sounding board. Please feel free to call, email, etc.

## **MITZVAH PROJECTS**

The following guidance should help each Bar/Bat Mitzvah student and their family to decide on an ongoing mitzvah project, which should take place during the six-month period of the student's Bar/Bat Mitzvah studies. Some frequently asked questions are:

1) *Is this a one-time project?*

No; the preference is that this project takes more time than a one day project, such as Mitzvah Day.

2) *How many hours should I commit to my project?*

Between 10-15 hrs in total; this could be divided up into a couple hours a month during the six months of your studies.

3) *Do I do this project alone, or is this a family project?*

Either. Each student can do his/her project alone, or with one's family, or even together with one's Bar/Bat Mitzvah partner.

4) *Can the project be completed through religious school?*

Enrollment and participation in the 7th Grade religious school class (Sundays, 11:30am-1pm) will fulfill the congregation's requirements for the mitzvah project. Students in this class learn about different mitzvot and participate in a variety of projects throughout the school year.

5) *Does the project have to focus on a Jewish organization?*

No. But it should relate to one of several different Jewish values ("Middot"), including:

- a) Bikkur cholim: healing the sick
- b) Kibbud av va'eim: honoring father and mother
- c) Hach'nasat orchim: welcoming the stranger
- d) Gemilut chasadim: acts of love and kindness

Four categories of mitzvah projects are listed below to get you thinking about what you would like to do; the main idea is how you/you and your family can repair the world. Some of the following ideas are more specific than others; remember these are suggestions only. Most importantly, we want you to understand that your efforts to make the world a better place—"tikkun olam" in Hebrew—are the work of a lifetime. This is just a start!

### **Volunteering**

Work as an aide at Diabetes Foundation  
Animal shelters (such as SPCA)  
Seven Acres/Senior Citizens  
Make sandwiches  
Cleaning (beach, schools)  
Soup kitchen  
Visit people in hospital  
Help in school  
Help in library  
Go to an orphanage  
Star of Hope  
Interfaith Ministries  
Houston Food Bank

### **Raising Money**

Sell cakes/cookies/lemonade/other food  
Run for cause (diabetes, etc.)  
Give percentage of monetary gifts to  
organization of choice  
Sell items (crafts)  
Bake sale  
Garage sale  
Car wash  
Walkathon/bike-a-thon  
Concert  
Bowling (sell tickets)  
Raffle (sell tickets)

### **Education**

Reading to low income, handicapped  
Reading (after school programs)  
Tutoring (peer tutoring and or tutor  
underprivileged kids)  
Computer assistance  
Taping for Lighthouse for the Blind  
(children's stories)  
Helping with bulletin board decoration  
(after school)  
Helping to teach  
Organizing fun times

### **Collecting**

Clothes (for Goodwill or other charities)  
Canned food  
Books  
Stuffed animals for children who are  
patients  
Blankets/coats (for needy or blankets for  
kids in hospital)  
Toys  
Glasses  
Money  
Dog food/cat food  
Baby items  
Toiletries  
Women's items  
School supplies  
Art supplies  
Sports equipment  
Recyclables

### **Jewish Organizations and Causes**

Jewish National Fund  
Jewish Fund for Justice  
MAZON  
Seeds for Peace  
Hadassah Medical Center  
Jewish Federation of Greater Houston  
Temple Beth Israel Religious School  
NACOEJ—North American Council on  
Ethiopian Jewry  
Magen David Adom—the Red Cross of  
Israel  
Keren Or Jerusalem Center for Blind Children  
with Multiple Disabilities

*FORMS  
TO SUBMIT TO  
CANTOR'S  
OFFICE*

# Bar/Bat Mitzvah Temple Bulletin Information Worksheet

<b>Child's Name:</b>	<b>Bar/Bat Mitzvah Date:</b>
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The following information is required to complete publicity material to be included in the Beth Israel bulletin. Please use full names.

	Names	From (City/State)	Deceased (Y/N)
<b>Parents</b>			
<b>Grandparents</b>			
<b>Great Grandparents</b>			

\* It is not customary to list grandparents unless one partner is still alive.

<p><b>NOTE:</b> This information sheet must be turned in to the Cantor's office as soon as possible.</p>
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# Bar/Bat Mitzvah Friday Night Guide Information Worksheet

<b>Child's Name:</b>	<b>Bar/Bat Mitzvah Date:</b>
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The following information is required to complete publicity material to be included in the Friday night guide and arrange pulpit seating. Please use full names.

## On the Bimah

<b>Great Grandparents and Grandparents</b> who will join you on the bimah	
<b>Parents</b>	

## Greeters (two per family)

<b>Greeters</b> welcome guests to the synagogue and distribute the Friday night guide. <b>Greeters</b> should be members of Beth Israel. <b>Greeters</b> should arrive by 6:00 p.m.	1.
	2.

## Ushers (two per family)

Saturday morning <b>ushers</b> help seat guests and monitor young friends of the Bar/Bat Mitzvah. <b>Ushers</b> should arrive by 10:45 a.m.	1.
	2.

NOTE: This information sheet must be turned in to the Cantor's office as soon as possible.

# Bar/Bat Mitzvah Saturday Morning Information Worksheet

<b>Child's Name:</b>	<b>Bar/Bat Mitzvah Date:</b>
<b>Child's HEBREW Name:</b>	

Unless accompanied by an adult, participants in the service should be age 13 or over.

**On the Bimah Saturday Morning** (Older siblings who will join you on the bimah)


**Open/Close Ark Before Reading [1]\***

**Undress Torah Before Reading [1]\***


**Hakafah** (Bar/Bat Mitzvah walks with Torah)     Yes     No

**Aliyot** (Jewish family members/friends who will be honored with reciting the Torah Blessings)

<b>1<sup>st</sup> Aliyah:</b>	
<b>2<sup>nd</sup> Aliyah: Reserved for Bar/Bat Mitzvah Child</b>	

**Open/Close Ark After Reading [2]\***

**Dress Torah After Reading [2]\***


**Remembrances to be read on Saturday morning**


**\*If this is a single Bar/Bat Mitzvah, you may fill all areas.**

NOTE: This information sheet must be turned in to the Cantor's office as soon as possible.

**BAR/BAT MITZVAH**  
**Consent and Release Form**

We, the undersigned, on behalf of ourselves and our minor children, acknowledge and understand that the bar/bat mitzvah service ("the program") in which we will participate at Congregation Beth Israel ("Beth Israel") will be recorded by Beth Israel and may be released by Beth Israel over the Internet as part of Beth Israel's live video streaming of its services. In addition, some or all of the musical performance included in the program may be sold or otherwise distributed by Beth Israel (whether on iTunes, on a compact disc, or otherwise). We hereby agree and consent that any and all parts of the program which may contain the voice and/or image of any member of our family may be broadcast and distributed without limitation and that we shall not receive any compensation for our participation. We also hereby assign to Beth Israel any and all rights or interest of any kind which we may have to Beth Israel's recording, broadcast, live streaming, photographs, sale, distribution, or other representation in whatever form of expression, digital or analog, including without limitation, audiovisual works, films, sound recordings, streaming or downloadable content, and photographs, of the Program or any part thereof, including without limitation, any intellectual property rights related to the Program, such as copyright, moral rights, right of publicity, and rights of privacy. We further confirm that any and all materials furnished by us for this program are either our own or are otherwise authorized for such use without obligation to us or to any third party.

We further agree that our participation in the program confers upon us no rights to use, ownership or copyright. We hereby fully and completely release Congregation Beth Israel, its officers, trustees, employees, representatives, agents, and assigns from any and all liability which may arise from any and/or all claims by us or by any third party in connection with our participation in the program. We also understand and acknowledge that Congregation Beth Israel is under no obligation to record or broadcast the program.

Agreed to and signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip



*FORMS  
TO SUBMIT TO  
SPECIAL EVENTS  
&  
CATERING  
MANAGER*

# BAR/BAT MITZVAH EVENT GUIDELINES

## Scheduling an Event

Once a Bar/Bat Mitzvah date has been confirmed, rooms may be reserved for Shabbat Dinners, Kiddush Luncheons and/or Saturday Night Parties. Please contact Marsha Gilbert, Special Events & Catering Manager, at (713) 771-6221, ext. 336 to add the events to the campus calendar.

<u>Regular Temple Business Hours:</u>	Monday-Thursday	9:00am - 5:00pm
	Friday	9:00am - 4:00pm
<u>Temple Event Hours</u>	Monday-Thursday	7:00am -- 9:00pm
	Friday	7:00am – 10:00pm
	Saturday & Sunday	7:00am – 11:00pm

***Extra time required for set up or teardown in addition to the scheduled fee within Temple event hours will be charged at \$100/hour. After hours set up or teardown will be charged at \$200/hour.***

A non-refundable deposit will be required to reserve a date on the Temple calendar. This deposit will be applied to the cost of the event. The facility fee will be calculated based on the number of guests attending the event. Sixty (60) days prior to the event 50% of the Facility Fee will be due. Final count and balance of facility fees will be due to the Temple office ten working days prior to your event. The Temple staff will set up the room in advance according to a diagram submitted by the Congregant, his/her caterer or event planner. This diagram of the room set up and table arrangement must be turned in ten (10) working days in advance. Any changes must be submitted at least 48 hours before the date of the event. Major late changes in layout may result in additional fees.

A damage deposit of \$500.00 must be paid to the Temple upon booking the event. (For Bar/Bat Mitzvah parties, the damage deposit is \$800.00) The damage deposit will be returned to the family after the event when it has been verified that there has been no damage to the facility and that all fees have been paid. Situations that may result in the Temple retaining the damage deposit include damage to the floor tiles or carpeting, missing equipment, damage to the walls, window breakage, scuff marks on walls, the necessity of hiring an outside cleaning service, or any malicious damage to the facility. In the event that the damage deposit of \$500.00 (or \$800.00 for parties) is not sufficient to cover the costs of such loss, breakage or damage, the Congregant will reimburse the Temple the difference.

## Facility Options for your Event

*The possible locations for events will depend on availability and estimated number of guests.*

- **Wolff-Toomim Hall (500)** Kiddush Luncheon, Bar Mitzvah Party  
room can be divided in half  
or in quarters  
with use of Ladin Dining Room (550)
- **Levit Hall (300)** Shabbat Dinner, Kiddush Luncheon, Bar Mitzvah Party
- **Margolis Gallery\* (100)** Shabbat Dinner, Kiddush Luncheon

- **Ladin Dining Room (60)** Shabbat Dinner, Kiddush Luncheon
- **President's Room (50)** Shabbat Dinner

*\*Margolis Gallery is available on a limited basis.*

### **Shabbat Dinner, Kiddush Luncheon, Party**

The facility fee covers the use of the facility and kitchen, chairs, dining tables, skirted buffet tables, serving pieces, silverware, china, and stemware as well as the expense for set up and tear down by the Temple maintenance staff, trash removal, dishwasher(s) and kitchen staff supervision.

- Shabbat Dinner 7:30pm – no later than 10:00pm
- Kiddush Luncheon 12:30pm – no later than 3:00pm
- Party 7:00pm – 11:00pm

### **Bar/Bat Mitzvah Party**

Wolff-Toomim Hall is available for Bar Mitzvah parties and can accommodate up to 500 guests depending upon layout and presence of a dance floor. Ladin Dining Room and the Temple's kitchen are conveniently located near Wolff-Toomim Hall.

Levit Hall can accommodate up to 300 guests depending upon the layout and presence of a dance floor area. The hallway outside of Levit Hall, including the Shlenker coffee bar area may be used as part of the event space. Guests will not be permitted outside where doors exit to the Shlenker playground, Levit Hall does not have kitchen facilities attached, but the Temple kitchen is available for the caterer's use.

The facility fee for parties covers the use of the facility for six (6) hours. The time period begins when the first vendor arrives for decorating or set up and ends when the room is returned to the way it was found. If additional time is needed for set up or take down, the cost will be \$100 per hour during regular event hours, or \$200 per hour after regular event hours.

The DJ or entertainer must provide his/her own sound equipment. To ensure that all accommodations can be made, the power requirements must be communicated to the Temple one month prior to the event. A free standing screen is available in Levit Hall. Wolff-Toomim Hall has two screens that retract from the ceiling.

### **Decorations/Flowers**

Decorations are limited to table decorations and free standing items. Nothing may be attached to the walls or ceiling. Glitter, confetti, and similar items are not permissible because of cleaning difficulties. *All decorations must be removed or discarded by the Congregant, decorator or caterer after the event and before the facility is vacated.* The premises should be left in the condition it was found. If areas used are not left in a clean and orderly manner upon inspection by Temple maintenance supervisor, the responsible party will be notified, the Congregant's damage deposit will be forfeited, and additional charges may apply. ***Star Gazer Lilies are not permitted in any arrangements due to clergy allergies.***

### **Photography and Video**

The Sanctuary or Gordon Chapel is available for pictures before the service on Friday evening and/or Saturday morning. The Sanctuary opens at 5:00 p.m. Friday (if it is necessary to arrive earlier, please make arrangements with Special Events & Catering Manager). Families must be off the bimah by 6:00 p.m. Photographs taken Saturday morning can begin after 9:00 a.m. and the bimah must be cleared by 10:30 a.m. In the case of a shared Bar/Bat Mitzvah, the partners should

coordinate these times. Please let the Special Events & Catering Manager know the schedule and the photographer contact information a week in advance. Still photography may be taken during the Saturday service with the following criteria: The photographer must stay stationary near one of the video stanchions (no walking from one side of the Sanctuary to the other or up and down the aisles), flash feature turned off and cameras should be set to silence so that the “clicking noise” does not disturb Congregants.

We ask that the photographer bring a stool or ladder if needed; no one is permitted to stand on the Sanctuary or Gordon Chapel seats. If the photographer wants to know more about the service in advance, he/she can contact the Special Events & Catering Manager at 713-771-6221, ext. 336.

The Torah may be removed from the ark by one of our Maintenance personnel. Please advise him/her when you arrive if you would like this done.

A video may be taken at the service provided that the camera is situated in the designated area of the Sanctuary; the Maintenance Supervisor on duty will advise of location.

### **Linens**

White linens are available for use at \$7.50 per table cloth and .50 per napkin. Colored linens are available at an additional cost.

### **Security**

The Temple will arrange for the security officers. Please refer to the “Security Policy” for the required number of certified peace officers based on the number of anticipated guests. The family will be responsible for the payment (in cash) of the security expense directly to the officers at the end of the event. (Please do not give the payment to any Congregation Beth Israel staff to give to the officer.) It is the family’s prerogative to request additional security officers at their expense if they feel their event requires more than the minimum required officers. If alcoholic beverages (other than wine) are served at any event, an additional HPD officer will be required.

### **Caterer**

Congregants are free to choose their own caterer. We require that they meet certain criteria before catering in our facility **Please keep in mind that no pork or shellfish may be served; no bread or flour products may be used during Passover.** The caterer will be responsible for setting and clearing off all guest tables, serving tables, and linens, in addition to scraping dishes for Temple dishwashers and assisting staff in replacing clean equipment to its proper storage place. A copy of our Caterer Guidelines may be found on the Temple website.

### **Insurance**

Proof of insurance is required for all caterers before use of kitchen is allowed. Please ask your caterer to have a copy sent to the attention of the Special Events & Catering Manager.

### **Deliveries**

Deliveries are accepted at the Temple Monday through Friday from 10:00 am -1:00 pm. Saturday and Sunday deliveries must be scheduled with Patrick at 713.417.0892. Deliveries cannot be scheduled during service times on Saturdays (10:30am-1:00 pm) or Friday night. Congregant(s) are to provide the Temple with a list of expected vendors, deliveries and times (Contact Information Sheet).

## **Music**

In keeping with the sanctity of the Shabbat and the respect for our facility, only discreet, circumspect, unobtrusive music such as a pianist or a harpist is permissible during events on Shabbat.

## **Media Package**

A media package is available in Wolff-Toomim Hall. This includes use of the projector and screen(s). The Congregant will need to provide laptop.

## **FRIDAY NIGHT ONEG SHABBAT & OTHER ARRANGEMENTS**

### **Planning**

The Oneg Shabbat on the Friday night of your Bar/Bat Mitzvah is usually held in ½ of Wolff-Toomim Hall. All Temple guests attending the service(s) are invited to the Oneg. The tables are set according to a fixed pattern by our Temple Staff. In the event that Wolff-Toomim Hall should become unavailable, other Temple facilities will be available for the Oneg. If this change becomes necessary, you will be notified as soon as possible.

### **Financial Obligations**

The cost of the Oneg Shabbat is borne by the Bar/Bat Mitzvah family(ies). The Special Events & Catering Manager will assist you in coordinating these plans.

The Oneg fee is \$225 per family. The Oneg fee covers the bimah flowers, wine and challah, cheese and crackers, pull-a-part coffee cake, coffee, hot tea, lemonade, linens, security and clean up.

### **Sweets**

Each family is responsible for providing sweets for the reception. When there is a shared Bar/Bat Mitzvah, each family is responsible for 200 pieces. When there is not a partner, the family is responsible for 400 pieces. The sweets may be purchased from the bakers that are hired by the Temple, (see Sweets Order Form), purchased from an outside catering service or bakery, or home-baked. If home-baked goods are being provided, bakers are asked to bring the sweets directly to the kitchen in boxes clearly marked with the Bar/Bat Mitzvah family name, the date and the type and quantity of the sweets. There will be a sign-in sheet in the kitchen for each celebrant family to record the name of the baker and the type of sweets provided. Deliveries are accepted between 9:00 a.m. and 1:00 p.m. on Friday.

### **Flowers**

The Special Events & Catering Manager is responsible for ordering the bimah flowers in order to keep uniformity with the arrangement size, type of container and flowers used. The bimah flowers will remain intact and are not to be removed from Beth Israel.

*For additional information in planning and/or coordinating your event,  
please contact Marsha Gilbert, Special Events & Catering Manager  
at 713.771.6221, ext. 336 or [mgilbert@beth-israel.org](mailto:mgilbert@beth-israel.org)*

# Congregation Beth Israel Contact Information

**Please complete this form & fax it to Marsha Gilbert at least 2 weeks prior to your event at 713-771-5705**

**Event:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Caterer:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_  
**Arrival Time: Friday:** \_\_\_\_\_ **Saturday:** \_\_\_\_\_  
**Sunday:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Event Planner:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Decorator:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Arrival Time: Friday:** \_\_\_\_\_ **Saturday:** \_\_\_\_\_  
**Sunday:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Florist:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Arrival Time: Friday:** \_\_\_\_\_ **Saturday:** \_\_\_\_\_  
**Sunday:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Photographer:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Arrival Time: Friday:** \_\_\_\_\_ **Saturday:** \_\_\_\_\_  
**Sunday:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Videographer:** \_\_\_\_\_ Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Arrival Time: **Friday:** \_\_\_\_\_ **Saturday:** \_\_\_\_\_  
**Sunday:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Music/Band/DJ:** \_\_\_\_\_ Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

**Cake:** \_\_\_\_\_ Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

**Additional Rentals**

**Linens:** \_\_\_\_\_ Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

**Dance Floor:** \_\_\_\_\_ Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

**Other Rentals:** \_\_\_\_\_

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**Additional Information or Contacts:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Congregation Beth Israel Security Policy

Our Security Policy has been established for the safety of our members and their families. The Special Events & Catering Manager will arrange scheduling of the certified peace officers to cover your event. It is the responsibility of the family/Temple member to pay the security expense in cash directly to the officer at the end of the event. Please do not give payment to a Congregation Beth Israel staff member to give to the officer for you.

In addition to the regular Houston Police Department (HPD) officers, we now have the option of hiring unarmed security guards with 5 Star Event Services who can help supervise your event. These guards do not replace our police officers, but can be used in addition to at least one armed HPD officer.

For all events, there should be at least one officer per 100 people. If the event is heavily children oriented, i.e., Kiddush Luncheons, children's birthday parties and Bar/Bat Mitzvah parties, we require more officers based on the guest count. If alcoholic beverages are served at any event, an additional HPD officer will be required.

#### Houston Police Department

\$125.00 per officer for 4 hour minimum shift; \$30.00 each additional hour

#### 5 Star Event Services

\$68.00 per uniformed security guard for 4 hour minimum shift,

\$17.00 each additional hour

3 or more guards require a supervisor at \$76.00, 4 hour minimum

\$19.00 each additional hour

#### **Evening Parties**

##### Houston Police Department

\$250.00 per officer for 6 hour shift; \$50.00 each additional hour

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Cut here and return to Special Events & Catering Manager

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I have read the Security Policy, request the Event Coordinator schedule the following officers for our event at Congregation Beth Israel, and accept responsibility of payment to the officers.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ HPD Officer (at least one is required)

\_\_\_\_\_ 5 Star Uniformed Security Guard (# according to guest count)

\_\_\_\_\_  
Congregant Signature

\_\_\_\_\_  
Date



## Shabbat Dinner Fee Schedule

Name \_\_\_\_\_

Event Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

	<b>President's Room</b> Capacity 50	<b>Ladin Dining Room</b> Capacity 60 w/Buffer, 70w/Plated Service	<b>¼ Wolff-Toomim Hall *</b> <b>Margolis Gallery*</b> Up to 120	<b>½ Wolff-Toomim Hall *</b> <b>Levit Hall</b> Up to 225	
<b>Facility Fee</b> Includes use of China, Silverware, Stemware, Serving Pieces, Dishwashers, Kitchen Supervisor, Waste Disposal, Set up & Tear Down and Basic Linen Fee for Serving Table Skirting	\$400	\$500	\$600	\$750	
<b>Event Deposit</b> (Non-refundable, Paid with Reservation)	\$200	\$200	\$200	\$200	
<b>Damage Deposit</b>	\$200	\$200	\$200	\$300	
<b>Linen Fee</b> \$7.50/cloth X # _____ \$.50/napkin X # _____					

\* Requires approval based on regularly scheduled Temple events.

### Payment Schedule for Office Use Only

	Amount	Due Date	Date Paid
<b>Non- Refundable Deposit</b> (Required to reserve date) <b><i>Applied to cost of event</i></b>	\$200		
<b>50% of Facility Fee Balance</b> (3 mos. prior to event)			
<b>Balance</b> (Due 1 month prior to event w/ final count)			
<b>Additional Expenses Linen &amp; Damage Deposit</b> (Due 1 month prior to event)			
<b>Damage Deposit Returned</b>			

Congregation Beth Israel  
**Kiddush Luncheon Fee Schedule**

Name \_\_\_\_\_ Event Date \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

<b>Wolff-Toomim Hall</b>	<b>Up to 200</b>	<b>201-300</b>	<b>301-400</b>	<b>401-500</b>
<b>Facility Fee</b> Includes use of Facility & Kitchen; Set up & Tear down by Maintenance Staff; Use of China, Flatware, & Stemware; Dishwashers; Kitchen Supervisor; Waste Disposal; Basic Linen Fee for Table Skirting	<b>\$800</b>	<b>\$1150</b>	<b>\$1550</b>	<b>\$2050</b>
<b>Damage Deposit</b>	<b>\$300</b>	<b>\$450</b>	<b>\$600</b>	<b>\$750</b>
<b>Linen Fee</b> \$7.50/cloth x # _____ \$.50/napkin x # _____				
<b>Security Officers Required</b>	2	2-3	3	4

**(over 500 will incur additional fees)**

**Payment Schedule for Office Use Only**

	<b>Amount</b>	<b>Due Date</b>	<b>Date Paid</b>
<b>Non Refundable Deposit</b> (Required to reserve date)	<b>\$200</b>		
<b>50% of Balance</b> (3 mos. Prior to event)			
<b>Balance</b> (Due 1 month prior to event w/ final count)			
<b>Linen &amp; Damage Deposit</b> (Due 1 month prior to event)			
Damage Deposit Returned			

***May be duplicated and inserted in invitations to friends and family  
of the Bar/Bat Mitzvah, if the family so desires.***

## **BAR/BAT MITZVAH**

### **“COMING OF AGE”**

On the occasion of a Bar or Bat Mitzvah (son or daughter of the commandment, respectively) Jewish children mark their transition from youth to adulthood in Judaism.

The Bar Mitzvah ceremony originated in the 14<sup>th</sup> century, when boys were called to the Torah as they passed their 13<sup>th</sup> birthday. Not until the middle of the 20<sup>th</sup> century did the ceremony include girls.

To become B'nei Mitzvah (plural) Jewish children study in religious and Hebrew schools. They study Jewish history, holidays, life cycle events and the Bible. They also study Hebrew and the meanings of important Hebrew words that shape Jewish values.

During the worship service the B'nei Mitzvah will lead the congregation in prayer, read from the Torah and a section of the Prophets or Writings called Haftarah, and deliver a speech that conveys a lesson from Torah for today.

The B'nei Mitzvah ceremony is important to the families and to the Jewish community. The passing of the Torah from parents to children is a symbol of Jewish continuity, and its transmission from generation to generation. In the Torah we are taught, “You shall teach them diligently to your children.” It is a commandment which assures that our children and our children’s children will be recipients and keepers of God’s covenant.



CONGREGATION BETH ISRAEL

Organized 1854

# Bar Mitzvah Celebration

of

Name goes here

January 5, 2013

Senior Rabbi: David A. Lyon

Cantor: Daniel Mutlu

Associate Rabbi: Adrienne P. Scott

Associate Rabbi: Mark J. Miller

Rabbi Emeritus: Samuel E. Karff

Cantor Emeritus: Robert Gerber

5600 North Braeswood Blvd

Houston, TX 77096

(713) 771-6221/fax (713) 771-5705

[www.beth-israel.org](http://www.beth-israel.org)

Executive Director: Kathy Knott

Director, Religious School: Barbara Garber

Head of Shlenker School: Ricki Komiss

Cemetery Director: Jeffrey W. Friedman



Welcome to our congregation and welcome to our Sabbath service. We extend a special welcome to those who are here for the first time. To help you understand the significance of the ceremony, we have prepared this guide. We hope that it makes the service more meaningful and comfortable for you. If you have any further questions, please do not hesitate to ask the rabbi or cantor following the service.

### *The Significance of Becoming a Bar or Bat Mitzvah:*

In Jewish tradition, a child reaches the age of maturity at the age of thirteen. At this time, the child becomes a bar mitzvah (boy) or bat mitzvah (girl) and is now obligated to fulfill the commandments of the Torah. Children study for many years in religious school to prepare for this day. It is a cause for celebration.

### *Passing the Torah:*

The Torah is a sacred scroll that contains the first five books of the Bible. It has been transmitted through the generations for thousands of years. As the b'nei mitzvah receive the Torah, they accept the responsibility of carrying on this eternal covenant.

### *The Prayer Service:*

The prayers recited during the service are part of the traditional Jewish liturgy for a Shabbat (Sabbath) service. The prayers affirm the unity and holiness of God, the sanctity of the Sabbath day, and the hope for a world of peace, justice, and light.

### *The Reading of the Torah:*

The Torah is divided into 54 portions to be read throughout the year. Each week, the same portion is read in synagogues throughout the world. The scroll is handwritten by a scribe using special ink on animal-skin parchment. It is a great challenge to read from the Torah as the Hebrew writing contains no vowels or punctuation.

### *The Haftarah:*

The Shabbat service also features a weekly reading from the Prophets called the Haftarah portion.

### *D'var Torah:*

The B'nei Mitzvah prepare a sermon based on the Torah portion. It is a personal reflection on the meaning of the portion.

### *Personal Prayer:*

The B'nei Mitzvah also recite a personal prayer to God that serves as an expression of their gratitude and a recognition of the significance of this day.

### *The Temple:*

Beth Israel is a Reform congregation founded in 1854. It was the first synagogue in the State of Texas. Our sanctuary and chapel feature certain ritual objects common to all synagogues. The ark contains the sacred Torah scrolls; we stand whenever its doors are opened. Above the ark is the neir tamid (eternal flame). It glows continually, just as the eternal flame did in the ancient temple of Jerusalem.

We welcome you to our congregation and to our community. We wish you a peaceful Sabbath. Shabbat Shalom!

## How To Get In Touch With Us

### ◆ E-mail:

- ◆ Rabbi David Lyon: [dlyon@beth-israel.org](mailto:dlyon@beth-israel.org)
- ◆ Cantor Daniel Mutlu: [dmutlu@beth-israel.org](mailto:dmutlu@beth-israel.org)
- ◆ Rabbi Adrienne Scott: [ascott@beth-israel.org](mailto:ascott@beth-israel.org)
- ◆ Rabbi Mark Miller: [mmiller@beth-israel.org](mailto:mmiller@beth-israel.org)
- ◆ Heidi Miller: [hmilller@beth-israel.org](mailto:hmilller@beth-israel.org)

Beth Israel: Phone: 713-771-6221

Fax: 713-771-5705