

B'nai Mitzvah Supplement

5767

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1101 Camino Real, Redondo Beach, CA 90277
(310) 316-8444 www.templemenorah.org

Revised December 2006

Temple Menorah Bar/Bat Mitzvah Timeline

12-18 MONTHS (ahead of date)

Completed

- | | | |
|----|--|-------|
| 1. | Attend a parent-student introduction with rabbi, cantor and educator | _____ |
| 2. | The cantor will contact the parents to make arrangements for tutorial & your child's Torah/Haftarah portion will be given at this time | _____ |
| 3. | Plan the broad outlines of your celebration | _____ |
| 4. | Reception facility - if not at temple social hall, reserve elsewhere (hotel/restaurant) | _____ |
| 5. | Food: caterer, homemade? | _____ |
| 6. | Music for Jewish celebration | _____ |
| 7. | Reserve DJ/Band/Dance floor | _____ |

9-12 MONTHS

- | | | |
|----|--|-------|
| 1. | Find out how child may participate in the ceremony and other family members (parents, siblings, cousins... may want to read Torah for example) | _____ |
| 2. | What can he/she do? | _____ |
| 3. | Child begins preparation for Bar/Bat Mitzvah portion | _____ |

6 MONTHS

- | | | |
|----|---|-------|
| 1. | Begin planning your guest list | _____ |
| 2. | Select invitations and wording | _____ |
| 3. | Select Tallit (Judaica Shop can assist) | _____ |
| 4. | Reserve photographer for Friday before Bar/Bat Mitzvah at 11:30am | _____ |

4 MONTHS

- | | | |
|----|---|-------|
| 1 | Letter will arrive with rehearsal date. | |
| 2. | Order Invitations for delivery within 4 weeks. Take envelopes home if possible (to address ahead of time) | _____ |

3. Make hotel/motel reservations for out of town guests _____
4. Order Kippot (yarmulkes) for personalization
5. Student and family receive letter to meet with the Rabbi to review the ceremony and help student prepare his/her D'var Torah _____

3 MONTHS

1. Get Coordination list with Executive Administrator from office for room setup, colors/rentals as needed (trees/room dividers/extra chairs) _____
2. Review guest lists _____

10 WEEKS

1. Determine final guest list _____
2. Address envelopes for mailing _____
3. Order party favors/prizes for games _____

8 WEEKS

1. Include inserts for hotel arrangements and directions _____
2. Mail Invitations
3. Complete menus with caterer _____
4. Order centerpiece arrangements...(something to donate is best) _____
5. Flowers/balloons/theme _____
6. Prepare list of Aliyot (those to be called to the torah) email this to rfranko@templemenorah.org one month prior to the Bar/Bat Mitzvah date! _____
7. Send digital photo of the Bar/Bat Mitzvah child to the synagogue office for inclusion in the monthly Menorah Message _____

6 WEEKS

1. Think about seating arrangements and room arrangement _____
2. Make place cards _____
3. Make sure everyone in your family has something to wear to the celebration...SHOP IF NECESSARY!!! _____
4. Order leaf for tree of life (optional) -- Notify coordinator (Marcia Spanier (310) 378-3156) _____

4 WEEKS

1. Bar/Bat Mitzvah students are expected to have mastered all the materials for the service including the D'var Torah.
2. Aliyah list should be in the office, so Rabbi can send a letter (list needs English names, Hebrew names, and addresses) _____

3 WEEKS

1. Make up a packet of local information for your out of town guests _____
2. Confirm with coordinator (if using one) or Temple, guest count for Friday Night Oneg and Saturday morning Kiddush/any special requests? _____
3. Arrange for Bar/Bat Mitzvah brochure (optional) to be handed out on the day of the Bar/Bat Mitzvah. This explains parts of the service. (Examples in the Office can be borrowed.) _____
4. Order Bar/Bat Mitzvah cake (optional) _____

2 WEEKS

1. Dress rehearsal in the sanctuary (approximately 10-14 days before event) (Date is set and will be in your Initial Meeting letter from the Rabbi.) _____

THE LAST WEEK

1. Final Review with Coordinator (if using one) or call office _____
2. Confirm times with Photographer/Videographer _____
3. Have brochure printed _____
4. Call office on Monday to specify flower color _____
5. SMILE 😊 you've all done a GREAT job!!! _____

ONE WEEK TO ONE MONTH AFTER

1. Complete thank you notes _____
2. Send 10% donation from Bar/Bat Mitzvah gifts if giving one. Please let the synagogue office know so that recognition can be given in the Menorah Message. _____

Temple Menorah

Bar/Bat Mitzvah Information Form

Bar/Bat Mitzvah Name: _____

Hebrew Name: _____

Date of Birth: _____

Date of Bar Mitzvah: _____

Hebrew Date of Bar Mitzvah: _____

Shabbat of Bar Mitzvah: _____

Telephone #: _____

Father's Name: _____

Father's Hebrew Name: _____

Father's Work #: _____

Mother's Name: _____

Mother's Hebrew Name: _____

Mother's Work #: _____

Siblings: _____

Temple Menorah

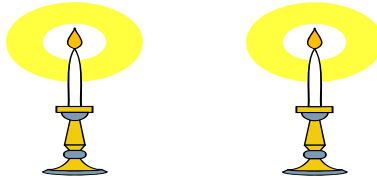
Aliyot and Honors Form

Bar/Bat Mitzvah of _____

Criteria for people called to the Torah: Being called to the Torah is a special privilege. As a Reform congregation, we recognize the religious equality of women and men. Therefore, all Jewish females and males over the age of thirteen can be considered for an Aliyah. We strongly recommend that you select people who are comfortable with the singing of the Hebrew prayer which we will send to them in Hebrew and in transliteration prior to the Bar/Bat Mitzvah. Thank you for your help and cooperation in filling out this form completely and legibly. Please return this form at your first Bar/Bat Mitzvah meeting with Rabbi Silver.

Honor	English Name	Hebrew Name	Address
1 st Aliyah (Rishon) – Kohen			
2 nd Aliyah (Sheni) - Levi			
3 rd Aliyah (Shlishi)			
4 th Aliyah (Revi'i)			
5 th Aliyah (Hamishi)	Leave open for Congregation		
6 th Aliyah (Shishi)			
7 th Aliyah (Shvi'i) - Parents			
Maftir - Bar/Bat Mitzvah			
Torah Lifter (Hagbah)			
Torah Dresser (Glilah)			

Temple Menorah Candle Blessing Form



Bar/Bat Mitzvah of _____

On Friday night the women of the family participate in the service by blessing the Shabbat Candles. Please fill in the names of those who will be called up to the Bimah.

Name	Relation to Bar/Bat Mitzvah

Temple Menorah

"A SYNAGOGUE GROWS WITH THE LIVES OF ITS MEMBERS"

ETZ
HAYYIM



We take great pride in the handsome metal sculpture that graces the north wall of our Sanctuary. Our TREE OF LIFE is a powerful, visually arresting representation of prayer. The commemorative "leaves" provide an opportunity to give thanks for life's blessings, to dedicate wishes of love, to honor family simchas and to offer congratulations for special occasions and life cycle events. Each leaf brings new growth to our TREE OF LIFE and becomes a part of a thing of beauty as well as a reflection of the spirituality of family life and Temple Family togetherness. With a donation of \$180.00 a leaf will be custom engraved and mounted on the TREE OF LIFE for you. You may also wish to purchase additional leaves for siblings who will become Bar/Bat Mitzvah in the future. This way spaces can be saved in a family group.

I would like to have engraved on our Leaf:

(Maximum number of letters per leaf - 54 total, engraved on 3 or 4 lines)

Child's Name: _____

Message: _____

From: _____

Please contact Marcia Spanier at 378-3156 **at least one month prior** to your Child's Bar/Bat Mitzvah to have it ready for dedication on the Sabbath of your child's Bar/Bat Mitzvah.

Flower Fund



Bar/Bat Mitzvah of: _____

This message will be printed in the Pulpit Folder and Menorah Message.
There is a \$25 fee for each name to be recognized.

In Honor Of: _____

In Honor Of: _____

In Honor Of: _____

In Memory Of : _____

In Memory Of : _____

In Memory Of : _____

Temple Menorah



Bar/Bat Mitzvah Giving Opportunities For Grandparents and Family

It is a wonderful tzedakkah gesture to inscribe a Torah book or Prayer book in Honor of your Bar/ Bat Mitzvah child.

Each book will be inscribed with your name, the child's name, and the date/Torah portion of the Bar/Bat Mitzvah.

Torah books and Siddurim can also be presented to the Synagogue in Memory of a loved one.

You may personally present this at the Sabbath Service or have the Rabbi mention your gift.

_____ Torah Books @ \$50 each = _____
_____ Siddurim @ \$25 each = _____

Donor Information:

Name

Address

Telephone: _____

Email: _____

Relationship to Honoree:

Book Plate Inscription:

___ In Honor Of

___ In Memory Of

___ In Appreciation Of

Name

Hebrew Date: _____

Torah Portion: _____

Temple Menorah Yahrzeit Memorial Plaque

PERSON TO BE MEMORIALIZED:

English Name: _____

Date Deceased & Time (Secular): _____

Hebrew Name: _____

Date Deceased (Jewish): _____

**** We need the following information to complete the Hebrew name:****DECEASED SON/DAUGHTER OF:**

English: _____

Hebrew: _____

Requestor: _____

Daytime Phone: _____

Address: _____

City: _____ State: _____

Prices to increase to \$600 and \$850 respectively
(Member: \$500.00 Non-member: \$750.00)

The date shown in the block will be inscribed on this plaque.**** Please send a check payable to Temple Menorah to Shirley Kaufman, 5071 Silver Arrow Drive, Rancho Palos Verdes, CA, 90275 (310) 541-2303**

Date Received: _____	Amount Received: _____	Check #: _____
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The following are Temple Menorah's policies which apply to all photographers and videographers who have been hired in conjunction with events at Temple Menorah.

IN THE SANCTUARY - During the Service

Still photography, with or without flash lighting, is not permitted during services in the sanctuary. Videotaping during a service in the sanctuary is permitted. However, no additional lights or flash lighting may be used. The videographer must stand only in the spot designated by the Temple liaison and cannot move about during the service. Under no circumstance is anyone to attempt to connect auxiliary microphones to the Temple's microphones already on the *bimah*.

Do not rearrange flowers or furniture in the sanctuary. If you need something moved, please ask a Temple Custodian for assistance.

Friday Before the Service - An appointment has been pre-arranged with the Rabbi and Cantor for 11:30 a.m. on the Friday before the Bar/Bat Mitzvah.

Torah scrolls are not to be removed from the Ark without permission from the clergy or the Temple office. Either the Custodian or the Temple Liaison will assist you with the appropriate Torah and how to handle it. If you open the Ark to take pictures, please be sure that you close it when you are finished.

Because there are so many events scheduled in the Temple on any given day, you must make an appointment **in advance** with the Temple office if you wish to take pictures in the sanctuary. This also applies to the time intervals immediately preceding and following your event.

OUTSIDE THE SANCTUARY

Please do not rearrange furniture. If you need something to be moved, please ask the Custodian for assistance.

Please do not block entrances, stairwells or hallways while taking pictures.

Please be mindful at all times of trailing cords or other devices that may cause hazards.

Please follow any directions given by either the Temple Liaison, the Custodian or Security Guard while you are working at the Temple.

.....
I agree with the above guidelines

Name of Photographer/Videographer _____

Telephone Number _____ Date of Event _____

Name of Temple Family _____



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Facility Fee Schedule 2006

Members

***Social Hall** (up to 275 people) Includes 29 tables, 200 chairs, (coffee/tea set up for members only). \$375

Garden Room (up to 60 people) Includes 10 tables, 60 chairs, (coffee/tea set up for members). \$150

Classroom (up to 30 people) Includes chairs, standard classroom tables), (coffee/tea set up for members). \$75

Sanctuary chuppah set-up fee. \$150

Plaza (tents OK) (includes 29 tables, 120 chairs, & coffee/tea service). \$200

Kitchen Fee n/c

***Labor** per custodian required when building is opened or closed before or after regular hours). \$175+

Kitchen Helper (must be hired when kitchen being used). \$20/hour

- Custodial Fees apply.

Temple Menorah

Bar/Bat Mitzvah Check List

LAST MINUTE REMINDERS

MONDAY BEFORE:

1. Donation to Flower Fund for other names (\$25 per)
2. Two bottles of Scotch Whiskey for Kiddush (bring to Kitchen or Office)
3. \$45 for 3 CDs of entire B/M ceremony
4. Kiddush/Oneg information to Robin. (**Monday is very last day!!!!**)

DAY OF:

1. Tallit
2. Yarmulka
3. Workbook
4. Final Copy of Speech
5. Folders or Pamphlets for Foyer
6. Kleenex
7. Personal camera
8. Parent's Speeches (1/2 page or less, typed)
9. Special Kipot, personal Tallitot for each member of the family
10. Bag for gifts from Synagogue and Sisterhood (medium sized bag)