

Congregation Agudas Achim
ק"ק אגודת אחים



B'nai Mitzvah Guide

January 2016

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A. Who's Who at Congregation Agudas Achim

CAA Staff			
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CAA Lay Leadership			
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President Elect	Greg Yamin	512-673-0318	5yamins@aplusac.com
B'nai Mitzvah Committee Chair	Karen Siegel Brian Forman	512-346-6610 512-372-8214	kxsiegel@gmail.com bforman@austin.rr.com
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Part I: Introduction

Mazel tov on reaching this exciting moment. We are overjoyed to welcome your child into Jewish adulthood as they become Bar or Bat Mitzvah, a son or daughter of the commandments. We hope that this is a time of joy and celebration, a time to reflect on how far your child has come in their Jewish learning, and an opportunity to think about what the next step in their Jewish journey will be. We are privileged to walk this journey with you.

This manual contains the policies, philosophy and specifics related to becoming a Bar/Bat Mitzvah at CAA. Our hope is that it will help all families have a smooth, rich and rewarding experience throughout the process.

Please pay special attention to the Checklist and Timeline for Bar/Bat Mitzvah in the Appendix of this manual, as well as the various forms that are provided.

A. The Congregational Community & Your Family

The name Agudas Achim, meaning band of brothers (and sisters), captures the spirit of community that is the hallmark of our congregation. The ceremony of a Bar/Bat Mitzvah is one of many celebrations, programs, rites of passage, and life cycle events that take place during the course of the year. Sharing simchas builds our sense of community.

Each Bar/Bat Mitzvah at Agudas Achim takes place during our regularly scheduled congregational services. The congregation welcomes our Bar/Bat Mitzvah as he or she takes their place in our congregational family. Together we share in the joy and pride of this significant achievement. Each Bar/Bat Mitzvah enhances our congregation.

The Bar/Bat Mitzvah ritual can have a profound effect on the development of a twelve or thirteen-year-old. This serious rite of passage allows the Bar/Bat Mitzvah to experience a sense of growth, self-determination, and social maturity that can evoke feelings of understanding and obligation in Jewish life. The sense of belonging and participating in a community celebration is something that CAA wants each child and family to experience in this process. Families' active involvement in the B'nai Mitzvah process enhances the significance of this achievement.

Your child's teachers, the rabbis, tutors, and sponsor share with you in the task of helping your child prepare to become a Bar/Bat Mitzvah. The B'nai Mitzvah Committee urges you to use the experience of parents within the congregation who have gone through the process before you, as well as the support of the families that are going through the process in the same year. Please do not hesitate to call or email any of the people listed on the Who's Who page about specific topics. Please contact Jane Weiss who can direct you to the appropriate source of information if you are uncertain whom to contact.

B. Family Commitment

The process that you and your child will embark upon is a special endeavor. For most children and families, it means prioritizing or sometimes eliminating some extra-curricular activities in order to attend tutoring and practice sessions or to have the energy and time available for daily practice. Parental involvement is essential to ensure that your child reaches his or her goals. Interest, guidance, and support will help your child acquire a positive attitude and avoid unnecessary stress. Regardless of your own fluency in Hebrew, by providing support and the daily structure of practice, you will play a critical role in your child's success.

The religious education your child receives is designed to give your child the core skills needed to participate in services at CAA as well as an age appropriate understanding of Torah, traditions and values. With regular attendance, practice and participation in synagogue services, your child will be able to meet his or her goals for participation in services.

Many families choose to enhance the spirituality of the preparation period by engaging in additional observance, such as attending minyan once a week, by regularly attending Shabbat services, or committing to a social action program. When the entire family assumes the responsibility of a mitzvah, they provide a positive role model for the Bar/Bat Mitzvah student.

The Bar/Bat Mitzvah ceremony is a rite of passage in the life of a Jew. It is not a culminating event in a child's education,. Continuation in Jewish learning through high school provides students with a more complete religious background and preparation for life as knowledgeable, committed Jewish adults, and lays a foundation for lifelong Jewish learning. We strongly urge parents to encourage continued Jewish study. As a reminder, families must be members in good standing and the Bar/Bat Mitzvah must meet attendance requirements either at CAARS or AJA in order to retain their selected date.

Bar/Bat Mitzvah students, in accordance with the Conservative Movement, must either have been born to a Jewish mother or have had a recognized conversion. Please contact Rabbi Blumofe as soon as possible if there are any questions or issues regarding this requirement.

Note: for students with separated or divorced parents:

Going through Bar/Bat Mitzvah preparations involves stress for all families, but can be particularly difficult for families who have experienced divorce, separation and/or estrangement. Efforts should be made to focus on the child and his/her needs, and to solve any problems without placing the child in the middle. Please feel free to consult with our rabbis or the others listed on the Who's Who sheet for assistance in planning. Every effort should be made to find solutions that address everyone's dignity and needs.

In helping your child in his or her study and preparations, it can be useful to have copies of study materials at both parent's homes (please ask Samantha Jacobs for an extra copy if relevant), and, whenever possible, for both parents to be aware of the child's goals and progress.

Part II. Initial Requirements

A. Fees

A fee is assessed to all B'nai Mitzvah families immediately after the date selection meeting. It must be paid prior to your child's Bar/Bat Mitzvah and you may choose to pay this fee in several installments during your child's 5th and 6th grade years to avoid this expense immediately prior to the Bar/Bat Mitzvah. The Bar/Bat Mitzvah fee covers some of the costs involved in preparing to become a Bar/Bat Mitzvah including study materials, books, core skills classes and administrative fees. Please note that all meetings, sessions, or conferences with Rabbi Blumofe or Rabbi Swedroe are included in synagogue membership.

The fee only partially covers the actual cost to the synagogue for each Bar/Bat Mitzvah. Tutoring costs are paid directly by the family and are not part of the B'nai Mitzvah fee.

B. Scholarship Funds

Various CAA scholarship funds are available to help families with the B'nai Mitzvah fee and tutoring expenses when necessary. Please contact Rabbi Swedroe for further information.

C. School and Service Attendance

It is strongly recommended that you and your family attend Shabbat services regularly, each week. Attending services offers numerous benefits for your child and your family. By attending regularly, your child's comfort, competence and confidence with all aspects of the service is enhanced, and ideally a sense of community is created with other classmates who are also attending. He or she becomes a familiar member of the community, thereby increasing the "naches" (pride) felt by all when he or she becomes a Bar/Bat Mitzvah. Service attendance also enables your entire family to experience ongoing Jewish growth, build meaningful Jewish relationships, and be more closely connected to the rhythms of Jewish life. There are multiple t'fillah opportunities for families each Shabbat. All of these are important aspects to becoming a Bar/Bat Mitzvah.

Service attendance also has a major impact on the learning process involved in B'nai Mitzvah preparation. Regular attendance during grades 5 and 6 will reinforce classroom learning and very likely reduce the amount of tutoring the student will need outside of class time.

CAA guidelines for service attendance are as follows:

- ◆ Bar/Bat Mitzvah students are strongly encouraged to attend a minimum of eighteen (18) Shabbat services in the CAA sanctuary in the 18 months prior to their Bar/Bat Mitzvah.
- ◆ For students who are participating in the Shabbat morning service, this should include 10 Saturday morning services in the sanctuary within one calendar year of the Bar/Bat Mitzvah date.
- ◆ Students who have chosen to participate in a Shabbat Mincha service for their Bar/Bat Mitzvah should attend at least 3 Shabbat Mincha services and 7 Saturday morning services in the sanctuary in the year prior to their Bar/Bat Mitzvah date.

Service attendance is one of the factors that will be considered in making decisions regarding the level of participation in the service for each Bar/Bat Mitzvah.

The morning of the Bar/Bat Mitzvah, we look forward to the student joining us for Shabbat limud at 8:30am as we begin our morning with Torah study.

D. Mitzvah Project

Congregation Agudas Achim requires all students to participate in a Mitzvah Project during their Bar/Bat Mitzvah preparations. These projects are intended to provide an opportunity for each student to experience the importance of doing a mitzvah “ben adam l’chavayroh”, that is, a sacred obligation between one person and another. Projects should involve some direct connection with an organization or other beneficiary, beyond simply collecting and donating, although this may certainly be one aspect of the project. This requirement shows the importance of these mitzvot to Judaism. Such projects can also offer an important opportunity for families to work together, creating a meaningful experience while serving the community.

You should consider beginning to plan the Mitzvah Project during 6th grade, and plan on completing it 3 to 6 months prior to the Bar/Bat Mitzvah.

Please note that although CAA does not generally publicize mitzvah projects in the congregational emails or bulletin, information may be distributed through CAARS.

You will have the opportunity to plan the Mitzvah project during the first semester of 6th grade. We encourage you to begin your project in the 2nd semester of 6th grade before other components of the B’nei Mitzvah process kick into high gear. If you have any questions regarding the Mitzvah Project, please be in touch with Stacey Glazer or Rabbi Swedroe.

Part III. Preparations

A. Checklist and Timeline for Bar/Bat Mitzvah

During 6th grade:

- *Begin discussion with child on selection of Mitzvah Project
- *Contact Rabbi Swedroe for assistance
- *Complete Mitzvah Project Form and return to Stacey Glazer

12 to 18 months prior:

- *Continue or begin regular service attendance.

9-12 months prior:

- *Family Meeting with Rabbi Swedroe to receive tutoring binder and discuss the Bar/Bat Mitzvah process

9-12 months prior:

- *Individual tutoring begins

6 months prior:

- *Select sponsor and begin meeting
- *Contact Rabbi Swedroe with name of sponsor

4 months prior:

- *Pick out invitations

3 months prior:

- *If family still has questions regarding family participation, please be in touch with Rabbi Blumofe or Swedroe to discuss
- *Contact the Torah Reading Coordinator if you wish to assign Torah readers
- *Contact Torah readers with their portions
- *Request updated class list from Samantha Jacobs for your invitations
- *Meet with Jyll Vertuno, CAA Director of Catering and Events— payment for the Kiddush Luncheon is due 30 days prior to Simcha
- *Begin weekly meetings with Rabbi Swedroe

2 months prior:

- *Bulletin information and photo due to Jaclyn Owusu
- *Begin choosing honorees for Aliyot and other honors
- *Begin getting Hebrew names for honorees
- *Begin weekly meetings with Rabbi Blumofe
- *Schedule sanctuary photo session with Jane Weiss
- *Schedule final run through with Samantha Jacobs

1 month prior:

- *Choose ushers
- *Give honorees appropriate instructions
- *Submit D'var Torah to Rabbi Blumofe to begin review process
- *Work on delivery of D'var Torah and review of all parts of service

2 weeks prior:

- *Turn in Honors Sheet to Jane Weiss
- *Turn in Program Worksheet to Jane Weiss
- *Submit Letter for Program to Jane Weiss (electronically, if possible)
- *Submit Bar/Bat Mitzvah thank you remarks for program to Jane Weiss (electronically if possible)
- *Attend run-through which will include chanting the service, reading from the Torah and practicing the passing of the Torah (Scheduled for 2 hours between 9am-3pm) BOTH parents must attend.

Tuesday Prior:

- *Proofread final service program—Jane Weiss will contact you

Friday prior:

- *Attend photo session, if scheduled
- *Prior to 3pm: Bring wrapped marshmallows or Sunkist gels, kippot, and any decorations (including delivered flowers) to CAA.

Day of Bar/Bat Mitzvah:

Mazel tov! Enjoy your day!

A. Educational Background

The CAA Bar/Bat Mitzvah preparation process is intended to help students gain the confidence and competence necessary to be and feel successful, and to inspire them to view this rite of passage as personally relevant and meaningful. Depending on the regularity of religious school and Shabbat service attendance, as well as the amount of dedication to practice at home, individual students will require a varying amount of training. The formal Bar/Bat Mitzvah preparation process begins in the 6th grade, and includes instruction in Torah and Haftarah trope (cantillation system). Students are expected to have achieved a relatively fluent level of prayerbook Hebrew reading proficiency prior to beginning their formal Bar/Bat Mitzvah training. With that in mind, the following is a general outline of the Bar/Bat Mitzvah preparation process:

- Prior to date choosing: All students should have achieved a basic level of competence in decoding (reading) Hebrew. If further Hebrew instruction or tutoring is necessary, students should receive educational support prior to date choosing. This tutoring will be at the family's expense.
- 5th/6th grade: CAARS students learn Torah and Haftarah trope during the 6th grade as part of their regular curriculum. AJA students learn Torah trope during 5th grade.

B. Service Participation Goals

For each service, there is a Standard Participation level for Bar/Bat Mitzvah students at CAA.

This means that these are the sections of the service that a Bar/Bat Mitzvah generally leads or chants, and therefore mastery of these sections of the service is the initial goal of Bar/Bat Mitzvah preparation. In some cases, it may be appropriate for participation to be reduced. For example, some students might not chant the Haftarah, or might not lead the Torah service. These modifications may be made at any time in consultation with Rabbi Blumofe or Rabbi Swedroe.

Standard Participation for each service is as follows:

Shabbat Morning:

- * Leading the Torah service
- * Chanting the Aliyah (Torah) blessings
- * Chanting the Maftir Torah portion
- * Chanting the Haftarah blessings
- * Chanting the Haftarah
- * Delivering a D'var Torah
- * Leading Musaf with a hechi kedushah

Shabbat Mincha:

- * Leading the Torah service
- * Chanting the Aliyah blessings
- * Chanting a Torah portion
- * Leading Havdalah
- * Delivering a D'var Torah

Monday/Thursday/Rosh Chodesh:

- * Leading the Torah service
- * Chanting the Aliyah blessings
- * Chanting a Torah portion
- * Delivering a D'var Torah

All Bar/Bat Mitzvah students are also strongly encouraged to lead some of the Erev Shabbat (Friday night) service on the weekend of their Bar/Bat Mitzvah. Standard participation in this service generally includes: V'shamru; Vay'chulu; Kiddush; and Aleinu.

Modifications in Standard Service Participation

It may be determined, either in the initial meetings with the rabbis or subsequently, that the Standard Participation should be modified for a Bar/Bat Mitzvah student.

Bar/Bat Mitzvah students may also discuss participation in additional sections of the service beyond Standard Participation. This is determined by the rabbis on an individual basis in consultation with the child and family, either at an initial meeting or in subsequent meetings.

On Shabbat morning, these additional portions include:

- * chanting additional Torah readings
- * leading the Shacharit service

On Shabbat afternoon (Mincha) additional sections may include:

- * leading the Mincha service or
- * leading the Ma'ariv service

C. Service Participation for Double B'nai Mitzvah

Students who are having a double Bar/Bat Mitzvah have the same or similar standard participation learning goals as those who are having a single Bar/Bat Mitzvah. Each student will have an aliyah and chant a Torah reading, each student will chant approximately half of the Haftarah along with the appropriate blessings, and each child will deliver a D'var Torah. Additional sections of the service may be added to the learning goals, following the same criteria indicated above for single Bar/Bat Mitzvah.

At the meeting with the rabbis prior to the beginning of tutoring you will discuss the division of the service and honors for a double Bar/Bat Mitzvah. However the services are divided, please note that only one person will lead each part of the Torah service and the section of the Musaf from Hatzki Kaddish through Kaddish Shalem.

Please see the Appendix A for a sample division of the service for a double Bar/Bat Mitzvah.

D. Individual Tutoring

Before tutoring begins, the family will meet with Rabbi Swedroe to discuss hopes, expectations, and questions surrounding the Bnei Mitzvah process. At this time, the student will receive their binder with study materials, and to discuss tutor and sponsor options if one has not already been selected by the family.

Tutoring generally begins approximately **9 to 12 months prior** to the Bar/Bat Mitzvah. The amount of individual tutoring required by Bar/Bat Mitzvah students differs. Rabbi Swedroe maintains a list of suggested tutors.

If you would like suggestions to best meet your child's needs, please be in touch with Rabbi Swedroe. It is generally recommended that tutoring sessions last 30 to 60 minutes and take place once a week.

Tutoring costs are paid directly by the family and will generally be billed directly by the tutor, and are not part of the B'nai Mitzvah fee. You can help to reduce the amount of tutoring needed by supervising your child's practice at home and actively following along during Shabbat morning services.

Should families choose a tutor who is not suggested by CAA, please contact Rabbi Swedroe as soon as possible. All of the service participation guidelines will still apply and CAA clergy will still determine each child's participation in the service.

The times allocated and booked for tutoring sessions are very valuable to both the tutor and the students. We understand that from time to time a session needs to be cancelled. Please cancel any tutoring sessions at least 24 hours in advance.

E. D'var Torah and the Sponsor

At approximately *6 months prior* to your child's Bar/Bat Mitzvah, the family should begin working with a sponsor. The sponsor works with the Bar/Bat Mitzvah student in studying his or her Torah portion (Parasha) and in preparing the D'var Torah, the brief (3 to 5 minutes) speech about the Torah portion that is given during the Bar/Bat Mitzvah.

The sponsor MUST be an adult member of Agudas Achim, other than a parent.

Through the relationship with his or her sponsor, each Bar/Bat Mitzvah establishes a link to our congregation, thereby strengthening his or her relationship with our community. The sponsor should either be someone who is knowledgeable regarding Torah study, or who is interested and willing to engage in this process.

Studying the Torah and Haftarah portion and writing the D'var Torah generally involves meeting with the student to read and study the text and associated commentaries to reflect on the themes of the Parasha, and then working with the child as he/she writes the D'var Torah. The rabbi will also discuss the D'var Torah with the student and is available to meet with the sponsor together with the student as well. The sponsor and student should begin working together about 6 months prior to the Bar/Bat Mitzvah.

If you need assistance in choosing a sponsor, please contact Rabbi Swedroe. Please contact Rabbi Swedroe with the name of your sponsor as soon as you have this information. If you have not submitted this name within 6 months of the Bar/Bat Mitzvah, we will reach out to you.

Sponsors will consult with our rabbis and receive a Sponsor Manual (also available on the CAA website) that will describe their role as well as direct them to appropriate resources that should be helpful. Additionally, an optional training workshop will be offered on March 6, 2016 for anyone who is interested in attending. This will be led by Dana Baruch.

F. Regular Meetings with the Rabbis

Your child will begin regular weekly meetings with Rabbi Swedroe about 3 to 4 months prior to the B'nai Mitzvah. The meetings take place on Wednesday or Thursday afternoons; please schedule your child's after school activities accordingly.

Your child will also meet weekly with Rabbi Blumofe beginning approximately 2 months prior to the B'nai Mitzvah. These meetings will also be scheduled on Wednesday or Thursday afternoons.

Every effort will be made to schedule the meetings consecutively, but please note that there may be occasions when this is not possible. You will be contacted by Samantha Jacobs when it is time to schedule these appointments.

G. Final Run-Through

A final run-through of the B'nai Mitzvah service will be scheduled within the 10 days prior to the event. This session is scheduled during the weekday between 9am and 3 pm and takes approximately 1 ½ to 2 hours. It is very important that both parents attend this session. Candid photos or videos may be taken during this session, but this is not an appropriate time for formal posed photography.

H. Remember Us: The Holocaust B'nai Mitzvah Project

B'nai Mitzvah students have the opportunity to participate in Remember Us: The Holocaust B'nai Mitzvah Project, an international project which gives each student an opportunity to participate in the important mitzvah of remembering an individual child who died in the Holocaust. The student may remember this child on the day of their bar or bat mitzvah and/or at other times throughout their preparations and following the bar/bat mitzvah. Rabbi Swedroe will provide you with further information about CAA's participation in this project. Further information is also available on the website: www.remember-us.org.

Part V: The Service and the Bar/Bat Mitzvah Family

Families are invited to participate in the Bar/Bat Mitzvah service in the following ways:

- Presenting a tallit to the Bar/Bat Mitzvah
- Participating in the Torah passing ritual
- Receiving a family blessing from our rabbis
- Assigning available Aliyot
- Choosing some of the Torah readers
- Inviting friends or family members to open and close the Ark
- Giving brief remarks to the Bar/Bat Mitzvah (parent **or** sponsor)
- Providing sweets to be tossed
- Choosing ushers
- Providing kippot

Families are not required to participate in any of the above if they, for any reason, do not desire to do so. The congregation welcomes such participation to enhance this simcha (celebration) for the family of the Bar/Bat Mitzvah and for the entire congregation.

All parts of the service not specifically identified as allocated to families are reserved for the general congregation. If you have a special circumstance and would like to honor a family member with leading an additional prayer, please discuss this possibility with Rabbi Blumofe.

Interfaith families

Families who have questions regarding family participation should review the sections below and contact Rabbi Blumofe if there are any questions. Please begin this discussion early on to avoid any stress related to these questions. It is our goal for all family members to have a meaningful way to be part of your child's Bar/Bat Mitzvah.

A. Tallit Presentation

At the beginning of the service, two family members (usually the parents) may present the Bar/Bat Mitzvah with his or her tallit. The tallit is held by the designated people as the Bar/Bat Mitzvah recites the blessing for wearing the tallit, and then the tallit is placed over his or her shoulders. A few words may be said to the Bar/Bat Mitzvah.

B. Service for Passing the Torah

When the Torah is taken out of the Ark to be read (and, also when it is returned to the Ark during a double Bar/Bat Mitzvah,), there is a lovely opportunity for your family to engage in the custom of passing the Torah down through the generations to the Bar/Bat Mitzvah. This moment symbolizes one important facet of becoming a Bar or Bat Mitzvah, the passing of Judaism from generation to generation (MiDor L'Dor).

Usually the family lines up in front of the Ark, from grandparents to the Bar/Bat Mitzvah, and the Torah is either actually passed, or, while being held by the Rabbi, symbolically passed down to the Bar/Bat Mitzvah.

For families with non-Jewish parents and/or grandparents there are two possible modifications to this ceremony: non-Jewish family members may stand with their family without participating in the actual passing of the Torah, or, the child can hold the Torah and walk by all family members instead of the Torah actually being passed. Please discuss any questions you have about this with Rabbi Blumofe or Swedroe.

If any family members have any physical limitations that might impact their ability to participate in this ritual, please discuss this with Rabbi Blumofe or Swedroe so that plans can be made for appropriate modifications or accommodations.

C. Honors (Aliyot)

What is an Aliyah?

An Aliyah is the blessing recited before and after the Torah is read.

CAA policy states that every individual participating in an Aliyah must be Jewish. This manual explains the times where a parent who is not Jewish may accompany a Jewish family member who is receiving an Aliyah.

Assigning Aliyot:

Consistent with the concept of community, 2 aliyot are reserved each Shabbat for members of the general CAA community. Bar/Bat Mitzvah families generally choose honorees for the Aliyot as follows:

- 1) For a single Bar/Bat Mitzvah, you are invited to honor family or friends with five of the seven Shabbat morning Aliyot. The other two Aliyot are reserved for the general congregation.
- 2) For a single Bar/Bat Mitzvah, one of the Aliyot reserved for the congregation must be a Yisrael Aliyah. (Aliyah 3-7). In other words, the two Aliyot reserved for the congregation cannot be both the Kohen and Levi. The Maftir Aliyah is usually given to the Bar/Bat Mitzvah at a single Bar/Bat Mitzvah.
- 3) The parents of the Bar/Bat Mitzvah are customarily honored with the Aliyah preceding the Maftir.
- 4) If the parents of the Bar/Bat Mitzvah are not sharing the Aliyah together a consultation with the Rabbis is required.
- 5) You may honor up to four people at one of the Aliyot. Two people may be honored for each of the remaining Aliyot.
- 6) Hagbahah (lifting the Torah) —one person.
- 7) G'lilah (tying the Torah)—one person.

NOTE: If there are family members that you would like to honor that cannot otherwise be honored, you may honor up to four people for one of the Aliyot. Please discuss this with Rabbi Blumofe or Rabbi Swedroe who will provide details about the procedure for this Aliyah.

Double Bar/Bat Mitzvah:

- The two families share all of the Aliyot on Shabbat morning.
- Each child has a distinct Aliyah, which is recognized as their Bar/Bat Mitzvah Aliyah.
- In cases where there is a double B'nai Mitzvah, but both children are from the same family, the family will reserve two aliyot for the congregation (following the same policy as for single B'nai Mitzvah).

Shabbat Mincha service:

- There are three Aliyot at a Shabbat Mincha service: a Kohen Aliyah, a Levi Aliyah, and a Sh'lishi Aliyah.
- The Bar/Bat Mitzvah child always has the Shlishi Aliyah.
- In cases where the parents are not Kohanim or Levites, the parents may share in the Levi Aliyah by accompanying a Levi. This is generally done for the Levi Aliyah as it immediately precedes the child's Aliyah so that you may be on the Amud with your child.
- Parents may assign all of the Aliyot for this service. If you would like to see a current list of congregants who are Kohanim or Levi'im, please request this from Jane Weiss.

Other information:

- A person (man or woman) is a Kohen or a Levi if their father is a Kohen or a Levi. If you do not have a Kohen or Levi that you wish to honor, you need not choose a person for this Aliyah. If you would like to see which congregants are Kohanim or Levi'im, please ask Jane Weiss for a list of these congregants.
- If a person honored with an Aliyah is also reading from the Torah, s/he should be given the Aliyah for his/her Torah portion.
- When assigning Aliyot, a parent generally should not immediately follow their child.

Interfaith families: We warmly welcome both parents onto the amud while the Bar/Bat Mitzvah has his/her Aliyah and Torah reading to share in this special moment. Per our policy, we will call the Jewish parent by name for the Aliyah, though both parents will come up.

Receiving an Aliyah

Please see Appendix B for specific directions for those being honored with an Aliyah. Make copies of these instructions for all of your honorees. As traditions vary from synagogue to synagogue, please share this information even with those who are experienced with this ritual.

All people who are being honored with the recitation of the Aliyah blessing must be prepared to fluently read the blessings. According to tradition, the congregation should be able to hear clearly the recitation of this blessing. A copy of the blessings in Hebrew and in English transliteration is on the Amud and all honorees should practice the blessings and associated rituals to insure a smooth flow of the service. A recording of the blessings is available on the CAA website to assist with preparation. Please encourage honorees to obtain assistance if needed or desired. Contact the rabbis if any honoree would like to schedule a practice session for these blessings.

Assigning the honors of lifting and tying the Torah (Hagbah and G'lilah)

These honors follow the Torah readings. Those receiving these honors must be Jewish. Choose two people for these honors; one for Hagbah and one for G'lilah. Neither honor may be shared; therefore one person for each honor is always needed. These honors do not require any knowledge of Hebrew.

The person honored with Hagbah stands behind the podium to lift up the Torah, unrolls it slightly, and turns around so the congregants can see the actual writing on the parchment. This person should be capable of lifting a Torah, which can weigh up to 40 pounds. The person honored with G'lilah then ties and dresses the Torah. The Gabbai (person helping with the Torah service) will assist in this process. If you wish to ask someone who is not familiar with this ritual, they are encouraged to request a practice session by contacting either Rabbi.

On special Shabbatot (e.g. Rosh Chodesh) we read from two or even three Sifrei Torah, and two or three sets of Hagbahah and G'lilah are required. The family may only assign one Hagbahah and one G'lilah as any others will be reserved for the congregation.

Ark Openings

You may choose two people for the first Ark opening, and two people for the final Ark opening. You will not need to provide Hebrew names for these people, and no special skills are required. The Gabbai will need to be aware of where these people are sitting and will signal them when to open the Ark. The individuals opening the Ark must be Jewish.

Assigning Torah Readers

If you would like some Torah portions to be read by skilled family members or friends, please contact the Torah Reading Coordinator, Sara Blatt, **no later than 12 weeks prior to the service** to find out which portions are available. Torah reading is an option for families; it is not mandatory.

Readers need not be members of the synagogue. However, they must be able to read their portions directly from the Torah with proper Hebrew pronunciation and with the use of the traditional Torah trope. Our Rabbis can make a CD of the portion to assist with learning the portion.

One to two weeks prior to the event, all readers who will be honored with a Torah reading should contact Sara Blatt, the Torah Reader coordinator to request a run-through of the portion. For out of town readers, a telephone session should be scheduled.

E. Honors Sheet

The Honors Sheet (which will be in the binder you will receive at your meeting with Rabbi Swedroe approximately 9 months before your date) provides the names of all of your honorees to the synagogue and should be submitted to Jane Weiss no later than two weeks prior to the Bar/Bat Mitzvah, before the run-through in the sanctuary. The information is used for the service program and by those conducting the service on the day of the Bar/Bat Mitzvah.

On this form you must include the full Hebrew name (this includes Yiddish or Ladino) of the individuals to be honored with Aliyot and Hagbahah and G'lilah. Please be aware that names are structured as follows:

“Hebrew first name” + ben or bat (son or daughter of) + “father’s Hebrew name” + v’ (and)”+ mother’s Hebrew name”

Example: Sara bat Yosef v’Rivka or Aaron ben Moshe v’Leah

You may use either Hebrew or English letters to write the names.

Note: Start requesting this information from your honorees about 6 weeks beforehand.

You will also provide the English names of people participating in the Torah passing ceremony and the Ark openings on the Aliyah sheet.

Double Bar/Bat Mitzvah Family Participation

Please see Appendix A for further instructions on assigning honors for your simcha.

F. Etiquette During Honors

Anyone (male or female, regardless of age) who comes onto the Amud for any reason must wear a head covering. Men who have an Aliyah must wear a tallit; women are invited to do so. Small white lace head coverings and simple black kippot are provided by the congregation for all services in the sanctuary. Tallitot are provided at the rear of the sanctuary.

Tz'niutz (modesty) is an important Jewish value. Tradition encourages modesty in our attitudes, in our behavior, and in our dress. We request that anyone having an honor refrain from wearing clothing that is inappropriate or too revealing. It is requested that everyone on the Amud wear clothing that cover their shoulders. To create an atmosphere of reflection and prayer, we request refraining from wearing immodest or provocative clothing to services.

G. Parent or Sponsor Blessing

Parents **or** the Sponsor are invited to bless their child. **Remarks should not exceed two to three minutes.**

These blessings are an opportunity to impart a Jewish value or family tradition to the child, or to discuss an aspect of the child that exemplifies a Jewish value. It is also a time to reflect on the study and learning process, share some insights about the child with the congregation, or discuss some relevant aspect of their relationship. The purpose of these remarks is NOT for the parent or sponsor to present their own D'var Torah. It is also not appropriate for the parent or sponsor to try to entertain the congregation with these remarks – please frame your blessing accordingly.

If more lengthy or additional remarks are desired, you are encouraged to consider doing them at any additional parties you may be having.

H. Ushers

You are welcome to provide ushers to assist congregants and your guests, but this is not a requirement. You may select the ushers from the members of the congregation or people who are familiar with the synagogue.

Your child's friends may also serve as ushers along with the adults but they should be accompanied and supervised by an adult. Experience shows that lack of adult supervision leads to excessive noise. There should be at least two to three adult ushers for each Bar/Bat Mitzvah service. If you do not choose ushers, CAA will make arrangements for this, however please let the office know about three weeks in advance so arrangements can be made.

Ushers should:

- make sure that kippot, programs and marshmallows/Sunkist candies are on the foyer table prior to the service
- greet everyone and direct guests to the sanctuary
- insure that all men who enter the sanctuary are wearing a kippah
- hand out the marshmallows/Sunkist candies to toss (if following this custom) and explain this custom to guests unfamiliar with it
- give everyone a service program
- encourage quiet in the foyer area
- assist people until most have arrived

I. Tossing Sweets

Families are invited to provide sweets for the congregation to toss at the Bar/Bat Mitzvah in celebration following his or her Aliyah. This is an option for families and is not mandatory. This custom originates from a Talmudic reference to showering a bridegroom with nuts and raisins, and has become traditional at B'nai Mitzvah.

CAA allows for 2 options for tossing sweets:

1. Wrapped Kosher marshmallows
2. Sunkist Fruit Gems (gels). These are kosher and other brands are not allowed.

If using marshmallows, wrap large marshmallows in solid, cloth covering (**not netting or cellophane**). This is an absolute necessity to prevent damage to the facilities. Also note that it is CAA policy that the marshmallows must be kosher.

Bring your sweets to the synagogue on Friday afternoon by 3:00 pm, stored in resealable plastic bags and place them in the kitchen office with a label indicating that they are for your child's Bar/Bat Mitzvah. Sweets should be limited in number (no more than 200) based on the number of your expected guests. Please respect the tradition that items are not to be carried in or out on Shabbat. Let your ushers know where to find the sweets or see that they are set out at the entrance prior to the service.

Please see the Appendix E for useful information regarding wrapping the marshmallows.

J. Kippot

Families may purchase special kippot to be handed out by the ushers for the Bar/Bat Mitzvah. Otherwise, CAA always has plenty of plain black kippot available. There are many websites that sell kippot, or you may contact the CAA Sisterhood. Many families order about 125 kippot, but you should decide this based on your expected number of guests. Be sure to check with your vendor to see how far in advance these need to be ordered.

Part VI: Logistics, Programs and Event Planning

A. Invitations

If your child's Bar/Bat Mitzvah is during a Shabbat Mincha service, it is important that you communicate with Rabbi Blumofe to find out the correct time of the service prior to ordering the invitations.

*When exploring different methods for inviting people, remember that Sisterhood at CAA is one option that may meet your invitation needs.

*The rabbis are happy to review any Hebrew spelling or time of service questions **(especially for Shabbat mincha services which must be reviewed with Rabbi Blumofe)**

*Invitations generally take 4-8 weeks to receive after ordering, and should be received by your guests about 6 weeks prior to the event. This would mean ordering your invitations 3.5 months in advance.

B. Shabbat Observance at CAA Events

In keeping with Shabbat, and in accordance with the practices of the United Synagogue of Conservative Judaism, Congregation Agudas Achim observes the following policies. These policies apply from the time of candle lighting (eighteen minutes before sundown) on Friday evening to 25 minutes after sundown on Saturday evening.

The following are NOT permitted:

- *Writing, cutting, and the handling of money
- *Turning lights on and off
- *Bringing in/taking out of the synagogue items for your celebration
- *Photography from 3pm Friday through twilight on Saturday
- *Cell phones inside or outside on synagogue grounds. (Phones must be silenced in sanctuary and we request that in emergencies, people take their phones to their car.)
- *Smoking
- *If a festival or holiday falls on Friday, the synagogue will be closed, and all items must be brought in by the previous day at 3:00 pm.

C. Event Coordination

About **3 months in advance** of your Bar/Bat Mitzvah, contact the CAA Events Coordinator to schedule a meeting. At this meeting, you will discuss arrangements for your Kiddush Luncheon including your caterer and menu, facility and kitchen usage fees, and the Building Usage/Reservation Agreement. A deposit of \$500 will be due at this time. See Appendix F-I for additional forms and information related to planning for the Kiddush Luncheon. Please request the most current menus and prices from, Jyll Vertuno, CAA's Events Coordinator.

If you are having a Shabbat Mincha service with no party or event at CAA, we still ask that you meet with the Events Coordinator to arrange logistics for the service one month prior to your simcha.

D. Bulletin

It is customary to submit an invitation to the congregation for the monthly bulletin, including a paragraph about your child and a photograph. This must be submitted 2 months prior to the Bar/Bat Mitzvah date. The photograph and wording may be submitted electronically. Typical wording might be:

“The family of David Katz invites the congregation to share their joy when their son, Aaron celebrates his Bar Mitzvah on December 12.”

Information about your child such as interests, activities, and his or her Mitzvah Project may also be included. Please send submissions to Jaelyn Owusu at jaelyn.owusu@caa-austin.org.

E. Printed Program

Congregation Agudas Achim prints a weekly Shabbat program that provides congregants and guests with information about the service and congregational events. Within the weekly program, families are invited to use one-half to one page to:

- *Offer greetings
- *Mention the child's Mitzvah Project
- *List thank yous and/or
- *Reflect on an important aspect of their child's life.

In addition, the Bar/Bat Mitzvah is also given a page for his or her thank you comments. This information should be emailed to Jane Weiss two weeks prior to the Bar/Bat Mitzvah. Every attempt to include the message in its entirety will be made, but the office staff reserves the right to edit if space issues require it.

Families are also invited to list sponsorship of the Kiddush luncheon and bimah flowers. Please submit this information on the Program Worksheet (see Appendix C or D).

If a family chooses to create a program supplement, they are responsible for all costs and must submit it two weeks in advance to Jane Weiss for approval by the rabbis.

F. Photography

As taking photographs or videos is not permitted on Shabbat during the actual Bar/Bat Mitzvah, you may choose to schedule a session with your photographer in the sanctuary prior to the Bar/Bat Mitzvah. This session is often scheduled on the Friday immediately prior to the Bar/Bat Mitzvah so that out-of-town relatives may participate, or on the previous Friday. However, please remember that all photos on Friday must be completed by 3pm.

Please contact Jane Weiss who will assist you in scheduling so that the rabbis can be available for some of the session if desired.

Photographers must have approval from the rabbis to remove a Torah from the Ark, and may never unroll it. For photographs of Torah reading or other pictures with the Torah unrolled, the rabbis or an approved tutor must be present. Though videos are not permitted on Shabbat, some families film the final practice in the sanctuary.

G. Kiddush Luncheon

At Congregation Agudas Achim, a Bar/Bat Mitzvah is an event shared by the entire congregation. Parents or other family members customarily host a Kiddush luncheon after the Shabbat Morning Service. In the spirit of sharing simchas with the congregation, all members, as well as your guests, are invited to the Kiddush Luncheon. Generally, there are between 150 and 175 regular attendees on Shabbat morning who should be included in the count for the luncheon in addition to your invited guests. You will work with Jyll Vertuno, CAA's Events Coordinator to arrive at a specific estimate of attendees for your event.

We do not differentiate between guests who received a personal invitation from the Bar/Bat Mitzvah families and other members of the congregation and there are no private luncheons at CAA following a Bar/Bat Mitzvah. Tables should not be reserved specifically for "invited guests". However reserving tables for elderly and/or physically disabled guests and one table for the immediate family is appropriate.

In a similar manner, if the Bar/Bat Mitzvah is held on a morning other than Shabbat and the family hosts a breakfast at CAA, it is appropriate to invite all members of the minyan in attendance.

Traditional Kiddush Table

A traditional Kiddush table (herring, wine, juice, challah and schnapps) is considered a continuation of the Shabbat morning service and is where the congregation gathers immediately following the Shabbat morning service for Kiddush. The synagogue will provide this for B'nai Mitzvah families who are sponsoring the Kiddush Luncheon.

H. Catering

Kiddush Luncheon

For the Kiddush Luncheon, you may choose to use CAA staff or choose a caterer from the list of approved caterers. Please contact the Events Coordinator for a list of CAA approved caterers as well as the current CAA Kiddush Luncheon menu and price list for luncheons catered by CAA staff. Contact the approved caterers for their information and prices. If you plan to use an outside caterer, you should begin making these arrangements at least six months prior to your event.

Friday night dinner

Some families choose to host a Friday night dinner at CAA for their out-of-town family and guests. Please contact the Event Coordinator about 3 months prior to your event to discuss space availability. The same catering options are available as for the Kiddush Luncheon. Please see the Events Coordinator for CAA's current Shabbat Dinner menu options and price list.

I. Decorations

Decorations and centerpieces can usually be set up by the family and friends, or party planner on the Friday afternoon preceding the event and must be completed by 3:00 pm on Friday. Should there be a conflict with use of the Social Hall on Friday afternoon with another synagogue event, arrangements can be made with the Events Coordinator to have staff set up after the synagogue closes at 3:00 p.m., provided everything has already been brought into the synagogue before Shabbat.

J. Bima Flowers

The family generally provides flowers or plants for the bimah. This applies whether the B'nai Mitzvah is scheduled for Shabbat morning or for Mincha/Maariv. Delivery and arrangements should be completed by 3:00 pm on Friday. There is a standard vase and stand available for your use, or you or your decorator may provide a custom stand and vase.

If you have no specific floral preferences, you may sponsor a standard arrangement for \$150. Contact Jyll Vertuno for information.

K. Parties

In the spirit of fostering a sense of community and acceptance of all children:

- Please invite everyone in your child's Bar/Bat Mitzvah class to the actual Bar/Bat Mitzvah.
- If you are having an additional function such as a Saturday night party, please invite the entire B'nai Mitzvah class (including both CAARS and AJA students) to this celebration.
- Please encourage your child to support all of the other students in his or her class by attending the services and celebrations for each Bar/Bat Mitzvah.
- If a child is doubling families should coordinate their events so that they do not conflict. This can be accomplished by holding one party jointly or having separate parties at different times. Please plan your celebrations in keeping with this important value.

Note: Immediately *before addressing invitations*, request an updated list of your child's B'nai Mitzvah class from Samantha Jacobs.

Appendix A

Congregation Agudas Achim **Outline of Shabbat Service for “Double” Bar/Bat Mitzvah**

1. Presentation of Tallit (prior to service commencing). Presented separately to each B'nai Mitzvah
2. P'sukei D'zimrah
3. Shacharit
4. Service for Taking out Torah (Hotsa'ah) (Eyn Kamokha). Led by “Bar/Bat Mitzvah A” (including passing Torah through generations on Bimah)
5. Introduction to Torah Reading (Rabbis)
6. Torah Reading (including Mi Sheberakh for sick usually after 5th aliyah)
7. -Including aliyot for parents, family members, friend
8. Hatzi Kaddish (Rabbis)
9. Each B'nai Mitzvah called separately for “special B'nai Mitzvah” Aliyah (Rabbis)
10. Chanting of Maftir (usually one of the B'nai)
11. Bar/Bat Mitzvah Mi Sheberakh (blessing) for each student individually (Rabbis)
12. Hagbah and Glilah (Lifting and Tying the Torah)
13. D'var Torah - Bar/Bat Mitzvah “A”
14. Remarks from sponsor/parent of “Bar/Bat Mitzvah A” and blessing from Rabbis
15. Introduction to Haftarah (Rabbis)
16. Chanting of Haftarah with blessings before and about half of Haftarah chanted by one Bar/Bat Mitzvah and approximately half of Haftarah and blessings after chanted by other Bar/Bat Mitzvah
17. D'var Torah - “Bar/Bat Mitzvah B”
18. Remarks from sponsor/parent of “Bar/Bat Mitzvah B” and blessing from Rabbis
19. Prayers for country and Israel
20. Ashrei (B'nai Mitzvah & friends)
21. Service for Returning the Torah (Hachnasah) (Yehallelu) Led by “Bar/Bat Mitzvah B” (including passing Torah through generations to “Bar/Bat Mitzvah B” on Bimah)
22. Ending with “Hashiveinu” and closing Ark with whole family on Bimah
23. Blessing for “...reaching this time” (Shehecheyanu) Rabbis and both families
24. (All standing between the Bimah and the Amud)
25. Marshmallows/Sunkist Gels
26. Sermon/Dvar Torah (Rabbis)
27. Musaf “Bar/Bat Mitzvah B”
28. Closing Prayers (Ein Keloheinu, Aleinu, Kaddish) (B'nai Mitzvah & friends)
29. Announcements, Adon Olam

Appendix B

Being Called for an Aliyah

If you are honored with an Aliyah, the following procedure should be followed:

- You will be called up by your Hebrew name by the Gabbai (person helping the with the Torah service), who will also say your name in English.
- Men must wear a tallit and a kippah. Women must wear a head covering, however tallit is optional. Note: tallitot can be found inside the sanctuary door. Kippot and head coverings are in the sanctuary foyer.
- You will be called to the Aliyah after the person before you has made his/her concluding blessing. When called, go up to the Amud and stand to the Torah reader's right.
- At the podium, the reader will point out the place in the Torah where s/he will begin reading. You should take the end of your tallit and touch that place in the Torah with it, then kiss the tallit. A woman not wearing a tallit touches the place in the Torah with the sash used to tie the Torah, then kisses it.
- If you are called to the Torah with one other person, both of you should follow the above procedure.
- If you are called with more than one person, only those called by their Hebrew names will kiss the Torah.
- You should then grasp onto the wooden handles of the Torah with your left hand.
- You will find the blessings on the sheet called Torah Blessings written in the Hebrew and in English transliteration, on a laminated sheet next to the Torah. You will recite these blessings.
- You can listen to the Torah Blessings by logging on to the CAA website at caa-austin.org. Click on "Religious," then "Shabbat Services" and scroll down to "Shabbat Morning Services", then "Torah Service," and click on "Prayers before and after aliyah." You will hear Rabbi Blumofe give instructions and recite the blessing. Further down the page you will see the transliteration sheet that will be on the bimah.

Appendix C

Program Worksheet for Bar/Bat Mitzvah Service Program

Please complete and submit this form, along with the Honors Sheet, to Jane Weiss, Rabbi Blumofe's Assistant. Contact Jane at Jane.Weiss@caa-austin.org or 735-8404 if you have questions regarding submitting these forms.

Items with * below are optional. If you know who is leading, please list, otherwise, leave blank.

Name of Bar/Bat Mitzvah: _____

Who will be presenting the tallit? _____

*Shacharit led by _____

Hotza'at ha Torah (service of taking out the Torah) led by _____

Haftarah read by _____

D'var Torah _____

Name of Sponsor _____

Parent or Sponsor Remarks (choose one, list who will speak): _____

Ashrei led by (*Bar/Bat Mitzvah may choose one or two friends to co-lead):

Hachnassat haTorah (service for returning the Torah) led by _____

*Musaf led by: _____

Ushers (list all names): _____

Kiddush Luncheon—list sponsor(s), who lunch is in memory or honor of, any specific wording that you would use in program:

Bima Flowers—list sponsor(s), who the flowers are in honor or memory of, any specific wording you would like used in program:

Approximate Number of Expected Guests: _____

Color of Program (please circle): white, beige, grey, pink, purple, blue, yellow or green

Appendix D

Program Worksheet for Bar/Bat Mitzvah Service Program (Mincha Ma'ariv)

Please complete and submit this form, along with the Honors Sheet, to Jane Weiss, Rabbi Blumofe's Assistant. Contact Jane at Jane.Weiss@caa-austin.org or 735-8404 if you have questions regarding submitting these forms.

Items with * below are optional. If you know who is leading, please list, otherwise, leave blank.

Name of Bar/Bat Mitzvah: _____

Who will be presenting the tallit? _____

*Mincha led by: _____

Hotza'at ha Torah (service of taking out the Torah) led by: _____

D'var Torah: _____

Name of Sponsor: _____

Parent or Sponsor Remarks (choose one, list who will speak) _____

Hachnassat haTorah (service for returning the Torah) led by: _____

Mincha Conclusion led by: _____

Ma'ariv led by:

Havdalah led by:

Ushers (list all names): _____

Bima Flowers—if you are sponsoring, please specify who the flowers are in honor or memory of, any specific wording you would like used in program:

Approximate Number of Expected Guests: _____

Color of Program (please circle): white, beige, grey, pink, purple, blue, yellow or green

Appendix E

Marshmallow Wrapping

One yard of 45" fabric equals 30 seven inch squares of fabric

One yard of 60" fabric yields 40 seven inch squares of fabric

FABRIC choices

Non-fraying fabrics such as quilter's cottons/broadcloths and lightweight cotton poly blends are best. Consider using prints or prints in combination with solids.

If you do choose a fabric that has a tendency to fray, pinking sheers (the ones that cut little zig-zagged edges on the fabric) may help keep the fabric from raveling as much.

Do **not** use netting/tulle/open weave fabric of any sort (such as the tulle circles sold in the bridal departments).

RIBBON for tying the squares around the marshmallows

Craft stores such as Michael's and Hobby Lobby, fabric stores such as JoAnn Fabrics and Hancock Fabrics, all carry inexpensive satin craft ribbon on cardboard spools 4-10 yards per spool. It often goes on sale for 3/1.00, but even at 50 cents a spool it's a good value.

Avoid wired ribbon. It's more expensive, harder to work with, and gets bent out of shape easily.

If you want a bow (tip: it's best to double knot the ribbon before making the bow), plan on 11" per marshmallow. No bow, 7". For example, a 5 yard bolt = 36" x 5 = 180" divided by 7 = 25 plain ties, or divided by 11" equals 16 bows. If you have particularly nimble fingers, you may be able to get away with shorter pieces. I use this size and then trim if necessary to even out the bow ends.

The marshmallow configuration

Large marshmallows, Most large bags have approximately 40 marshmallows per bag. Check the servings per bag to get your count.

THE BIG QUESTION

How many to make? For a morning service, 125 should suffice. Evening service...gauge according to your RSVP's.

Marshmallow DEADLINE

Wrapped marshmallows must be delivered to the synagogue by 3 p.m. on Friday, the day before your child becomes a bar/bat mitzvah. There is a nice selection of baskets you can choose from which John will put out in the morning, or you may provide your own display piece...basket, bowl, urn...whatever fits your theme.

Special Precaution

Do not wrap the marshmallows too far in advance. They become hard as rocks in a very short period of time. If you do wrap them early, seal them in airtight plastic bags to make certain they don't get stale.

These instructions can also be used to create spice bags for Havdalah – for students who participate in the Shabbat Mincha service. Purchase whole spices “in bulk” from Whole Foods, Central Market, etc.



**CAA Breakfast
Prices for January 2016—June 2016**

CAA Breakfast Prices are all inclusive: Food and Preparation, Serving Staff, Table Set up, Paper Products, etc. Choice of one menu item in each area below is included with the standard price. Additional menu items are available, price breakdown is listed below. If glass, dishes, and silverware are preferred, there is a \$2/person rental fee for a full place setting. Room rental fees are not included in this pricing.

Main Dish (choice of one)	Sides (choice of one)	Fruit (choice of one)	Pastry/Dessert (choice of one)
Breakfast Tacos w/Egg, Cheese, Salsa (add meatless chorizo for \$.50)	Vegetarian Refried Beans	Fruit salad	Danish
Noodle Kugel	Black Beans	Fresh cut fruit trays	Croissants
Egg Strata	Israeli Salad	Whole Fruit	Muffins
Blintzes w/ Topping	Spinach salad w/ strawberries		Cookies (chocolate chip, sugar, oatmeal, white chocolate macadamia)
Bagels, cream cheese and choice of one; Tuna Salad, Egg Salad, Scrambled or Fried Eggs	Grilled potatoes (w/ onions)		

Additional Options

Couscous/Orzo Salad \$1.55/person	Baked or Poached Salmon \$3.65/person	Tuna Salad \$1.15/person
Egg Salad \$1.10/person	Bagels/cream cheese \$1.15/person	Blintzes \$1.95/person
Lox \$2.50/person	Lox Spread \$1.30/person	Tomato, onion, caper tray \$.85/person
Noodle Kugel \$1.15/person	Hummus/Pita \$1.85/person	Grilled Potatoes \$1.15/person
Assorted Breads \$.65/person	Albacore Tuna Upgrade \$.45/person	Big Bagel Upgrade \$.45/person
	Egg Strata/Frittata/Quiche \$2.50/person	

Additional choices from main menu above can also be added (price to be quoted).

Beverages: Coffee(decaf and/or regular), Fruit Juice (OJ and/or cranberry), Hot Tea and Water
Kiddush Table: Challah, Manischewitz and Grape Juice, Herring

Plastic table covers - colors as available (\$2)	(White linens available for \$5 ea)
9" and 6" Compostable paper plates	Compostable Hot Cups
Paper Napkins	Compostable Cold Cups

Standard Breakfast Prices:

Number of People	Standard Luncheon	Extra Options	Totals
Less than 50	\$14.35/person		
50-99	\$14.00/person		
100-149	\$13.50/person		
150-199	\$12.95/person		
200-249	\$12.45/person		
250-299	\$12.00/person		
300-349	\$11.45/person		
		Base Fee	
		Grand Total	



**CAA Lunch/Dinner
Prices for January 2016—June 2016**

CAA Kiddush Luncheon Prices are all inclusive: Food and Preparation, Serving Staff, Table Set up, Paper Products, etc. The Kiddush Table with Challah, Grape Juice, Wine and Herring is also included. There is no facility usage charge to CAA members to sponsor a Kiddush Luncheon. Menu items in each area below are included with the standard Luncheon Price. Additional menu items are available, price breakdown is listed below. If glass, dishes, and silverware are preferred, there is a \$2/person rental fee for a full place setting.

Main Dish (choice of one)	Salad (choice of one)	Fruit (choice of one)	Dessert (choice of one or two)
Noodle Kugel Tuna Casserole Egg Strata <u>or</u> Frittatas <u>or</u> Quiche Spinach and Mushroom Lasagna Blintzes w/ Topping Bagels, cream cheese and Tuna Salad <u>or</u> Egg Salad Hearty Vegetable Soup	Tossed Green Salad Marinated Vegetables Caesar Salad Spinach w/strawberries Pasta Salad Greek Salad (\$.50/person upgrade) Potato Salad	Fruit salad Fresh cut fruit trays Whole Fruit	Cookies (chocolate chip, sugar, oatmeal, white chocolate macadamia) Brownies Trifles (Chocolate or Strawberry) Sheet Cake

Additional Options:

Salads (except Greek) \$1.10/person	Baked or Poached Salmon \$3.75/person	Tuna Salad \$1.15/person
Egg Salad \$1.10/person	Bagels/cream cheese \$1.15/person	Blintzes (w/ topping) \$1.95/person
Lox \$2.50/person	Lox Spread \$1.30/person	Tomato, onion, caper tray \$.85/person
Pizza Bagels \$1.15/person	Noodle Kugel \$1.25/person	Egg Strata/Frittata/Quiche \$1.35/person
Root beer floats \$1.25/person	Hummus/Pita \$1.85/person	Vegetable Soup \$1.45/person
Big Bagel Upgrade \$.45/person	Albacore Tuna Upgrade \$.45/person	Assorted Breads \$.60/person

Additional choices from main menu above, or otherwise, can also be added (price to be quoted).

Beverages: Coffee (decaf and/or regular), Iced Tea, Lemonade, Hot Tea and Water
Kiddush Table: Challah, Manischewitz and Grape Juice, Herring

Plastic table covers - colors as available (\$2)	(Basic white linens available for \$5 ea)
9" and 6" Compostable paper plates	Compostable Hot Cups
Paper Napkins	Compostable Cold Cups
	Metal Utensils

Number of People	Standard Luncheon	Extra Options	Totals
150-199	\$12.75/person		
200-249	\$12.10/person		
250-299	\$11.50/person		
300-349	\$11.30/person		
350-399	\$11.00/person		
400+	\$10.75/person		
		Base Fee	
		Grand Total	

Appendix H



CAA Shabbat Dinner Prices for January 2016—June 2016

Main Dish (choice of one)	Starch (choice of one)	Vegetable (choice of one)	Salad (choice of one)	Dessert (choice of one)
BBQ Chicken	Potato Salad	Green Beans Almandine	Tossed Green Salad	Pareve Brownies
Roasted Chicken	Roasted Potatoes	Glazed Carrots	Spinach Salad	Fruit Cobbler (Peach, Apple, Blueberry)
Mediterranean Chicken	Mashed Potatoes	Squash Medley	Coleslaw	Fruit Tart
Salmon (baked or poached)	Roasted Root Vegetables	Corn on the Cob	Mock Caesar Salad	Chocolate Dipped Strawberries (In Season)
Meatloaf	Rice (white or Brown)		Orange/Black Olive Salad	Dairy Desserts: Cookies Brownies Cake or Trifles
	Couscous (Israeli or Moroccan)			

Additions/Appetizers:

Deviled Eggs	\$1.15/person	Salmon and greens (4oz)	\$3.75/person	Salmon Croquettes	\$2.50/person
Pate w/ Bread	\$2.50/person	Stuffed Mushrooms	\$1.85/person	Hummus/Pita	\$1.85/person
Brisket-Sliced or chopped-\$5-\$7/person market value					

Beverages: Coffee (decaf and/or regular), Iced Tea, Hot Tea and Water

Oneg Table: Challah, Manischewitz and Grape Juice, Herring

White or colored linens must be rented by client). Does not include room rental or set-up/tear down fees (\$2 or \$5).

Dinner Prices

Number of People	Per Person price	Extra Options	Totals
50 or less	\$26.95		
51 or more	\$25.85		
		Base Fee	
		Grand Total	

Appendix I

This Reservation Agreement is made by and between **Congregation Agudas Achim (CAA) and**

CAA and Client agree as follows:

1. **RENTAL.** CAA hereby licenses for use to Client and Client agrees to use only that portion of the facilities located at **7300 Hart Lane, Austin, Travis County, Texas 78731** as indicated in Schedule A.

Any additions or changes to this agreement must be in writing and signed by both parties. Additional charges will be assessed accordingly.

- A. **USE TIME.** The Client may use the premises no sooner than the first date and time as documented in Schedule A. **All property, goods and effects belonging to Client or caused by the Client to be brought upon the premises must be staged in one area for pick-up after the event. Pick-up is not allowed on Shabbat or Holy Days. Pick-up for events held on Shabbat must be completed by the Monday following the event. For non-Shabbat or Holy Day events pick-up must be completed within 48 hours of the conclusion of the event. CAA is not responsible for any items left on the premises after the event.** CAA premises shall be left in the pre-use condition by Client or Client's agents.
- B. **RENTAL FEES.** The Facility and Kitchen Usage Fee Estimate, as shown in Schedule B, must be paid **in full 30 days prior to the event, and be fore any caterer is allowed in the CAA kitchen.** This fee must be paid in full at CAA's business office located at 7300 Hart Lane, Austin, TX. 78731. Client may pay by cash, cashier's check money order, check or credit card. Failure to pay as required will result in the immediate termination of this Reservation Agreement and retention by CAA of the Reservation Deposit. Client waives any claim for damages, known or unknown, resulting from the Client's event as a result of the Client's untimely prepayment as required in this section. Failure to prepay that results in cancellation shall

also result in the forfeiture of the reservation deposit.

- C. **RESERVATION DEPOSIT.** Client shall pay CAA \$500 or 50% of the Estimate for Facility and Kitchen Usage Fee set forth in Schedule B, whichever is less, as a deposit to secure the date of event. Such amount is due at the time this agreement is signed. This deposit secures the dates of the event as a booking deposit and will be applied by CAA to the actual Facility and Kitchen Usage Fees. The Reservation Deposit will be fully refundable if the event is cancelled more than 6 months prior to the scheduled date. 50% of the Reservation Deposit will be refundable if the event is cancelled 3-6 months prior to the scheduled date. The Reservation Deposit is not refundable if an event is cancelled in the 3 months prior to the scheduled event.
- D. **DAMAGE DEPOSIT, DAMAGED PROPERTY AND CLEANUP.** A \$500 facility damage/cleaning deposit will be included as part of the Facility and Kitchen Usage Fee Estimate set forth in Schedule B. Client shall be responsible for all expenses associated with cleanup other than vacuuming of the rented facilities. Client assumes all responsibility, and will fully indemnify CAA, for any and all damages caused by Client, Client's employees, Client's agents, Client's guests and Client's invitees. CAA will utilize this deposit (i) to pay for any damages suffered to the facilities, (ii) to pay for repairs to the facilities occasioned by or connected with Client's use thereof, or (iii) to pay for any excess of actual Fair excess of the estimates previously paid. Any remaining deposit will be returned within 14 days of the conclusion of the event, with itemized adjustment for any deductions. **NOTE: CAA is a non-smoking facility.** There is no smoking in any area(s) of the building or property of Congregation Agudas cancellation Achim. Violations of this policy will result in the forfeit of the facility damage/cleaning deposit and may be subject to addition damage or cleaning charges.

2. **USE.** Client shall use the licensed portion of the premises solely for the purpose described in Schedule A and for no other purpose.
3. **CONDITION OF PREMISES.** Client shall inform CAA of any problems with cleanliness, acceptability or suitability of the licensed facilities prior to the time that setup begins.
4. **KASHRUT, SHABBAT AND HOLY DAY POLICIES.** Client acknowledges receipt of the GUIDELINES FOR USAGE OF CAA KITCHEN AND FACILITIES and agrees to strictly adhere to those provisions.
5. **ALCOHOL POLICIES.** If alcohol (other than "Ritual Alcohol") is served then a contracted security guard(s) must be present as described in the GUIDELINES FOR USAGE OF CAA KITCHEN AND FACILITIES. Alcohol (other than "Ritual Alcohol") may only be served by a professional caterer that has the proper TABC permits permitting the caterer to serve alcohol on CAA premises.
6. **INSURANCE AND INDEMNIFICATION.**
 - A. **INSURANCE.** Client or Professional Caterer shall obtain and provide to the CAA Kitchen/Event Coordinator, at least thirty (30) days prior to the time of occupancy as described herein, an insurance certificate acceptable to CAA reflecting the following levels of coverage, which are or shall be in effect for the duration of the scheduled event. CAA, its employees and agents are to be designated as additionally insured on policies.
 1. Commercial general liability insurance with a minimum combined single limit of 1,000,000.00 per occurrence and 1,000,000.00 aggregate. Such policies shall include products and completed operations and contractual liability coverages. Fire legal liability must be included with limits of \$50,000.00
 2. Insurance policy must be written by a company with an A.M. Best rating of no less than a B+ and in good standing with the State Board of Insurance.
 3. The insurance policies must further include a waiver of subrogation against CAA, its employees or agents.
- B. **INDEMNITY.** Client agrees to conduct his/her activities within the licensed portion of the rented facilities so as not to endanger any person lawfully thereon. Further, the Client agrees to indemnify and hold harmless CAA, its officials, agents, and employees from and against any and all claims, suits, demands, or actions arising out of the activities conducted by the Client, his/her agents, patrons, performers or guests which result in personal injury, property damage and/or intellectual property infringement or violation. Client will not do, or permit to be done, anything in or upon any portion of the rented facilities, or bring or keep anything therein or thereon, which will in any way conflict with the conditions of any insurance policy upon CAA facilities or any part thereof, or in any way increase any rate of insurance upon CAA and/or Dell Jewish Community Campus facilities, associated property(s) or on property kept there. Under no circumstances shall hazardous activities be conducted within the rented facilities.
7. **TERMINATION.** An event of default shall be deemed to occur should any of the following events happen:
 - A. If the expressed purposes of the use of the rented facilities changes prior to the commencement of the event; or
 - B. Failure of Client to pay any fee, deposit, or invoice as specified herein; or
 - C. The presentation, or sponsorship of any illegal or obscene activities, performances, productions, or exhibitions during the term of this Agreement; or
 - D. Willful failure of Client, its officials, employees or agents to obey the reasonable requests of the CAA Kitchen/Events Coordinator, or his/her designee concerning matters of CAA campus facilities security, safety, or damage to the facilities, personnel, or the public during the term of this Agreement; or failure to comply with any other terms and conditions of the Agreement, including any addenda or amendments hereto.

In the event of default, the CAA Kitchen/ Events Coordinator shall notify the Client or his/her designated agent in the manner that the CAA Kitchen/Events Coordinator in his / her sole discretion determines to be most feasible considering the defaulting act. CAA may terminate this Agreement immediately upon notice to said Client, without penalty or liability to CAA, and CAA may retain all fees and deposits.

8. MATTERS NOT COVERED. Any decision concerning a matter not specifically covered by this agreement, on subject matters reasonably inferable from the

terms of this Agreement, shall rest solely within the reasonable discretion of the Board of Directors of Congregation Agudas Achim, or the Synagogue Administrator acting by or on behalf of CAA.

9. ENTIRE AGREEMENT. This Agreement, and its attachments, constitutes the entire Agreement between the parties, and supersedes any and all previous written or oral Agreements or representations between the parties. This Agreement may only be amended in writing and must be signed by both parties.

SIGNATURES:

By: _____

By: _____

Kitchen/Events Coordinator,
Congregation Agudas Achim

Date: _____

Date: _____

Facility Reservation Deposit - Office Use Only

Type: Visa Master Card

Expiration Date: _____

Credit Card #: _____ Amount Charged: \$ _____

Name on Card: _____ Security Code _____

Billing Address for Card: _____

Card member acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth by the card member's agreement with the issuer,

Card Member's Signature: _____

Other Payment:

Check:

Check Number: _____ Amount Paid: \$ _____ Date: _____

Cash

Amount Paid: \$ _____ Date: _____

Checks should be made payable to: Congregation Agudas Achim and mailed to P. O. Box 28400, AUSTIN, TX. 78755