



B'nei Mitzvah Handbook

Revised August 14, 2022

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Welcome

Symbiosis between the individual, the family, and the community is central to the principles of Judaism. So, too, is this adage from one of the ancient rabbis:

משנה אבות א'ב'

שְׁמֵעוֹן הַצַּדִּיק הֵנָּה מְשִׁיבֵי כְּנֶסֶת הַגְּדוּלָּה. הוּא הֵנָּה אוֹמֵר

עַל שְׁלֹשָׁה דְבָרִים הָעוֹלָם עוֹמֵד, עַל הַתּוֹרָה וְעַל הָעֲבוּדָה וְעַל גְּמִילוּת חַסְדִּים

Pirkei Avot 1:2

Shimon the Righteous was one of the last of the members of the Great Assembly. He used to say:

The world stands upon three things: the Torah, the Temple service [prayer], and acts of loving kindness.

At age 13, celebration of becoming a Bar Mitzvah by boys and a Bat Mitzvah by girls is the way Jewish children mark the coming of age as young adults, having an honor to say the blessings before and after the reading of the Torah before family and friends, chanting the Haftarah from the Prophets, participating in and leading prayer, and taking on the responsibility for the observance of the commandments, including the commandments to be the helping hands of Gd to make the world a better place. Throughout this handbook, we use the term “B’nei Mitzvah,” which is the plural term for Bar and/or Bat Mitzvah, both the *event* and the *person*, (as in “when celebrating the event of B’nei Mitzvah, our children are welcomed into the community as B’nei Mitzvah) and we will also refer to “*becoming* B’nei Mitzvah,” as opposed to “having a Bar or Bat Mitzvah” as a pathway to Jewish adulthood.

B’nei Mitzvah is also the time when the congregation celebrates and welcomes the B’nei Mitzvah as its newest member at prayer services on a Torah-reading day, in the presence of no less than ten Jewish adults, known as a ***Minyan***. Traditionally, after the conclusion of services, the congregation comes together to mark the ***Simcha*** (joyous celebration) at ***Kiddush*** (the recitation of the *Kiddush* and *Motzi* over wine and Challah bread) often accompanied by a nosh and casual socializing.

It has become an American Jewish tradition, but certainly not a requirement, that many families extend the *Simcha* at a festive gathering with their friends and family, either at the synagogue or elsewhere.

Through B’nei Mitzvah, this symbiotic rite of passage, we strive to make this experience special for all our students and their families and guests, as well as for the congregation. At HJC, it is important for the B’nei Mitzvah and their families to be people who are known by the members of the congregation, not to be strangers in the sanctuary. We do not entertain families’ requests to change or customize the HJC’s Shabbat service, which has been crafted over the course of generations. The occasion of your

child's B'nei Mitzvah is a day of both solemnity and rejoicing, and the Rabbi, Cantor, staff, officers, and their chairs of the Ritual and School Committees look forward to assisting you in every way possible.

This handbook is designed to guide students and parents through the process of celebrating the coming of age at the Huntington Jewish Center. All parents of 6th graders are **required to attend** a winter meeting with the Rabbi and key leaders of the congregation at which the policies and procedures are reviewed. After attending the annual B'nei Mitzvah Parent Meeting reviewing this handbook carefully, if you have additional questions, contact information can be found in Appendix 1.

The Rituals and Procedures of B'nei Mitzvah at the Huntington Jewish Center

Wherever in the world one would find themselves on a Torah-reading day (Shabbat, Monday and Thursday mornings as well as other festival days) if a B'nei Mitzvah is taking place, at its core, there are many universally recognizable ritual elements: prayers services, presentation of a tallit (prayer shawl), chanting of passages from Torah in multiple portions, with several Jewish adults receiving the honor of saying blessings before and after the Torah readings, the final honor going to a thirteen year old, followed by smiles, singing, rhythmic clapping, and joy. Yet every congregation, every sacred community, has their own way of organizing and choreographing the rituals of B'nei Mitzvah and the Huntington Jewish Center is no exception.

Assignment of B'nei Mitzvah days and dates

- At HJC, B'nei Mitzvah almost always take place during a regularly scheduled Shabbat morning prayer service on Saturday morning, for all children who have fulfilled all of the requirements set out in the handbook and whose parents are members in good standing (See Appendix 4 for the summary of associated fees).
- Parents of children with learning differences should set up an appointment with the Rabbi and Director of Education to discuss different options for the most meaningful and appropriate time and space to become B'nei Mitzvah. This may, indeed, be Shabbat morning in the sanctuary in the company of the congregation, but other alternatives are available and can be explored to find the best fit for the child.
- The Shabbat morning date of each child's B'nei Mitzvah is determined during the spring or summer after 4th grade.
- HJC is a small enough community to ensure that each child has their own day and other than the case of twins and triplets, do not have multiple children celebrating B'nei Mitzvah on the same day. Generally, the Hebrew birthdate is the determining factor in setting the date for the B'nei Mitzvah ceremony. The reserved date will be set by the Calendar committee, with Executive Board approval approximately two years in advance and will be a Shabbat morning close to the child's 13th Hebrew birthdate. Dates are generally not scheduled during the summer months. If the number of B'nei Mitzvah celebrants in any one month would exceed the number of Shabbats, the nearest available date would be scheduled.

At the request of a family – and for valid reasons and special circumstances – B'nei Mitzvah dates may be changed to a different date once assigned. However, such changes must be approved by the Ritual Committee well in advance of the occasion, and must be requested in writing for a time when the Torah

is read and that is not in conflict with a date assigned to another child. On occasion, a family chooses to forego holding the B'nei Mitzvah on Shabbat, usually to accommodate guests who do not travel on Shabbat. Since the Torah is also read every Monday and Thursday morning at the daily minyan, as well as on *Rosh Hodesh* (the new moon), families may request for B'nai Mitzvah to be celebrated on one of these days. The scheduling of Sunday *Rosh Hodesh B'nei Mitzvahs* is only permitted with Ritual Committee and Executive Board approval, and only for those families who are - or whose relatives – do not drive on Saturdays because they are are “*Shomer Shabbat.*” In such cases, the B'nei Mitzvah child will recite the Haftarah and its blessings on their assigned Shabbat date and the rest of their participation in services will be on the non-Shabbat date.

The celebration of B'nei Mitzvah on the assigned Shabbat date is contingent upon fulfillment of all academic and attendance requirements and other obligations set by the Congregation, and are only binding after all obligations – outlined below – have been met.

We strongly encourage children who will become B'nei Mitzvah on Shabbat to choose to take their first *Aliyah* to the Torah at the Monday or Thursday morning minyan during the week leading up to Shabbat. This is a great way to shake the jitters and to participate in an intimate minyan on a day when Tefillin are worn.

Although Torah is also read on Shabbat afternoons at the Mincha service, HJC does not conduct “twilight B'nei Mitzvah” in our synagogue.

Children who do not fulfill all the requirements for a Shabbat morning B'nei Mitzvah may do so at a different time, in consultation with the rabbi.

Jewish Education Requirements

Formal learning is a lifelong pursuit, which at HJC can begin daily in the Early Childhood Center, weekly in Kindergarten (*Gan*), first (*Kitah Aleph*) or second grade (*Kitah Bet*), or at the latest, in September of third grade (*Kitah Gimel*). The child must be enrolled in religious school or Jewish day school from the time the child enters 3rd grade and attendance of at least 75% is required in grades 3-6 in order for B'nei Mitzvah lessons to commence. Parents may not opt for private tutoring in lieu of religious school or day school education.

The Religious School of the Huntington Jewish Center is affiliated with the United Synagogue of Conservative Judaism. According to the Code of Standards of our supervising and certifying agency (on behalf of the Education Department of the United Synagogue of Conservative Judaism), one basic requirement for B'nei Mitzvah is a minimum attendance of 5 hours per week in our Hebrew School or Conservative movement Jewish day school for a period of five years with the attainment of satisfactory academic standards and at least 75% attendance. Students coming to us from other schools or institutions must have an equivalent preparation and will be evaluated by the Director of Education, who may require that the student receive private tutoring. Individual situations will be evaluated by the Director of Education and Rabbi.

During the course of individual preparation for B'nei Mitzvah (discussed below), each student is expected to continue attending regular classes. All pupils in the seventh grade whose B'nei Mitzvah dates are scheduled before the end of the term must obligate themselves to complete that year.

We urge all parents to encourage their children to continue their Jewish education beyond the seventh grade. There are several ways this happen, including through Lookstein Online Academy, attending Prozdor (the high school program of the Jewish Theological Seminary), or the Schechter High School of Long Island.

Attendance at Prayer Services at HJC

As part of the symbiotic relationship between the individual and the congregation, attendance at HJC services is required so that the B'nei Mitzvah child is familiar and comfortable with the liturgy and rituals and that the congregation knows the child and parents on the day that the child is officially welcomed as a Jewish young adult on the day of the B'nei Mitzvah ceremony.

Service times at HJC

1. Friday night services between Labor Day and the start of Daylight Savings time begin at 6:00 PM
2. Friday night services in the spring (after Daylight Savings Time) and summer begin at 8:00 PM
3. Saturday Shabbat morning services begin at 9:30 AM

Shabbat Service Attendance Requirements

Regular attendance at Shabbat services establishes a level of familiarity and proficiency with our services and Conservative Jewish liturgy. Attending Shabbat Services on Friday evenings and Saturday mornings, together with the adult members of the congregation, is required the year prior to the B'nei Mitzvah and must be completed three months prior to the date of your child's *Simcha*. Students are to attend six (6) Friday evening services and ten (10) Shabbat morning services at HJC's adult services.

Parents/guardians are strongly encouraged to attend these services with their children since their presence at religious services will set the appropriate example and enhance the ability to participate more meaningfully when the actual B'nei Mitzvah date arrives. Junior Congregation and special class programs held on Shabbat do not count toward this requirement. Up to two (2) services at a different Conservative synagogue will be accepted but approval is needed by the Director of Education. The requirement begins one year preceding the B'nei Mitzvah date and must be completed three months before the B'nei Mitzvah. Lessons with the Cantor or tutor will be suspended if the Shabbat attendance requirement is not completed.

For record-keeping purposes, an email must be sent to the Director of Education after attending a Shabbat service to hjcrsdirector@hjcny.org stating:

- **Subject Line:** <the child's name> Shabbat service attendance
- **Body of the email:** must contain the day and date attended, and whether in person or over Zoom.
- If your child has attended services at a Conservative Synagogue other than HJC, the name of the synagogue should be included as well. (services attended at Orthodox, Reconstructionist, or

Reform synagogues cannot be counted for the requirement of becoming accustomed to services at HJC.)

Weekday Services

All children are urged to attend morning minyan, when possible, with the parent(s)/guardian(s) to become familiar with the weekday service as well as the ritual of *Tefillin*. *Tefillin* are worn on weekdays and Sundays, but not on Shabbat, traditionally by men. Boys are required to acquire and learn to wear tefillin and girls are strongly urged to do so as well. *Tefillin* and *Tallit* may be purchased through the Sisterhood Gift shop.

Family Education Programs

In the year leading up to B'nei Mitzvah a series of six (6) Family Education classes are provided on Sunday mornings during the 6th grade year, during religious school hours. These sessions are interactive between families and between child and parent or guardian, and provide learning and experiences that are essential to the overall experience of coming of age at HJC. Therefore, all 6 sessions are required to be attended by the students of the congregation – those who attend our religious school as well as those who attend Jewish day school – together with one or more parents, grandparents, or guardians.

Individual Instruction and Preparation for B'nei Mitzvah

In addition to classroom learning, each child will have private instruction with the Cantor or HJC-appointed tutor. Approximately eleven months before the B'nei Mitzvah, the Cantor will notify parents concerning the beginning of private instruction. The Cantor will establish a course of preparation suited to the musical and Hebrew abilities of each student. All such instruction is given outside of regular Hebrew school hours and all students must meet the requirements set by the Cantor and Rabbi.

Parts of the service led by the B'nei Mitzvah

How much of the service will be led by the child on the day of the B'nei Mitzvah depends on the Hebrew skills, musical proclivities, and motivation of the child. Minimally, all B'nei Mitzvah celebrating on Shabbat learn to lead the following:

- Chant the blessings before and after the final Torah reading (*Maftir* (8th) Aliyah on Shabbat, 3rd Aliyah on Mondays and Thursdays, 4th Aliyah on Rosh Hodesh)
- Chant the blessings before and after the Haftarah
- Chant the Haftarah
- Recite a prayer in English before the ark at the end of the Torah Service
- Chant Friday night *Kiddush*

Students are encouraged to do more as their ability permits. After all of the above requirements are mastered, and time permitting, ambitious students can opt to learn and lead the following. The rabbi, cantor and educational staff will work with each student to determine an appropriate individualized program, with the goal of achieving as much as possible:

- The *Musaf* (additional) service that follows the Torah Service
- Chant the *Maftir* portion from the Torah Scroll

- Chant additional portions from the Torah Scroll, between 1 and 7 portions
- Study, write, and deliver an original “*Devar Haftarah*,” or talk in English about the section from the Prophets, provided the student has already mastered 3 Torah *Aliyot* (portions)
- Lead parts of the Friday evening *Kabbalat Shabbat* service.

In the case of particularly long *Aliyot*, the Rabbi has the discretion to reduce the required number of *Aliyot* before a student can deliver a *Devar Haftarah*.

Meeting with the Rabbi

Approximately one month prior to the date of the B’nei Mitzvah, the rabbi will meet privately with each child. If the child will be delivering a *Devar Haftarah*, this meeting will likely take place more than one month in advance, and the rabbi and student will likely meet several times to work on this research and writing project together.

The parents/guardian will also meet with the rabbi one month before the B’nei Mitzvah.

These sessions are designed to enhance the B’nei Mitzvah experience and to deepen its meaning. The Rabbi will schedule these sessions with parents. Among other matters discussed, the rabbi and parents/guardian will discuss the optional assigning “honors” for family members and friends. The list of Honors with rules and procedures available to be assigned by the family is found in Appendix 2. If parents wish to have photographs taken in the sanctuary in the days leading up to the B’nei Mitzvah, the date and time will be scheduled with the rabbi at this time.

Gemilut Chasadim – Acts of Loving Kindness

An essential part of becoming a Jewish adult is taking on commitments to community service (*Tikkun Olam*) and making the world a better place as well as providing financial support for important causes (*Tzedakkah*). It is the goal of the Huntington Jewish Center for *Tikkun Olam* and *Tzedakkah* to become lifelong habits for our young adults. Participation in volunteer work and *Tzedakkah* projects are not a requirement for B’nei Mitzvah, but the rabbi will speak from the Bimah of the child’s participation in such efforts when appropriate. There are a myriad of volunteer opportunities at the Huntington Jewish Center, in the Huntington community, and in the Jewish community for our pre B’nei Mitzvah students to take on, and to continue with long after celebrating their special day.

Additional Aspects of Celebration at HJC

There are many ways of enhancing the celebration of a child’s B’nei Mitzvah, none that are required, but some of which directly involve the synagogue. This section spells out the aspects of celebration that take place at the synagogue and which would therefore require the involvement of synagogue personnel.

Taking Photographs

Photography is not permitted on the Shabbat (sundown Friday through sundown Saturday), during Friday night or Shabbat morning services. However, in advance of Shabbat, photographs may be taken in the sanctuary at a time and date agreed upon by the family with the rabbi. Families and photographers may not enter the sanctuary without prior arrangement and without a member of the synagogue staff.

Bulletin

It is HJC's practice to recognize our B'nei Mitzvah in the HJC Bulletin, which is published nine times per year from September through June (January and February is a combined issue). We request that each family submit an email with the subject line: HJC B'nei Mitzvah to the Executive Director, Rachel Gritz, at rgritz@hjcny.org **at least two months prior to your date.** In the body of the email please include your child's full name and the parent(s)/guardian(s) name(s) below the child's full name. Optionally, you may include with the name of the school attended, a list of three special achievements or interests and a brief personal comment. Please attach a recent digital photo of your child.

Kippot, Tallit, and Tefillin

While in the synagogue all men are required to wear a head covering (*Kippah*, also known by the Yiddish term Yarmulke) and prayer shawl (*Tallit* in Hebrew, *Talis* in Yiddish) in the sanctuary. Women are also encouraged to do so. The synagogue has a supply of black nylon *Kippot*, white lace doilies and *Talitot* at the entrance to the sanctuary and your guests are welcome to take one. Some families prefer to custom order different head coverings for their guests and a *Tallit* for their child. The Sisterhood gift shop can accommodate your order, or you can order from any vendor of your choosing. Place your order at least three (3) months prior to your child's B'nei Mitzvah. Contact information for the Sisterhood gift shop volunteers can be found in Appendix 1.

Flowers and Decorations

Any and all decorations, including flowers for the *Bimah* (raised platform at the front of the sanctuary), must be delivered to the synagogue by 12:00 noon on the Friday before the B'nei Mitzvah.

It is customary but not required for the B'nei Mitzvah family to provide two (2) fresh flower arrangements for the *Bimah* in the sanctuary. Names of approved florists are available at the Center office. If you wish to use a different florist, please discuss with the Center office. If you do not wish to provide fresh flowers for the *Bimah*, the synagogue will place beautiful, complementary silk flower arrangements in the sanctuary. If you desire to decorate the *Bimah* by using something other than fresh or silk flowers, you must request and obtain prior approval of our Ritual Committee Chair at least two months prior to your Simcha.

In addition to *Bimah* Flowers, other decorating options include:

1. Decorative basket for *Kippot*. (The invitation may be attached to the basket. However, if there is a party to which the congregation is not invited, those details must be cut out or covered).
2. Fresh flowers for the table in the front lobby.
3. There are many options for decorating in the social hall or Kiddush lounge if the family is sponsoring a luncheon after services. Please speak to the office for details.

Marking this sacred occasion in perpetuity

Some families wish to leave behind a marker at HJC by which to remember this special occasion. One recommended option is to purchase a "leaf" on the Tree of Life in the Kiddush Lounge to honor the accomplishment of your child becoming a B'nei Mitzvah. See Appendix 11 for the Order Form.

Throwing Candy during services

As is the tradition in some Jewish families, it is permissible for guests of the family celebrating a simcha to throw wrapped soft candy toward the B'nei Mitzvah at prescribed times during the worship service, within limitations described in Appendix 10.

Kiddush after services

Every Shabbat, a Kiddush is held for guests and the entire congregation directly after services. It is customary for the family of the B'nei Mitzvah to sponsor the Kiddush. Arrangements for a basic Kiddush are made through the Executive Director. For an additional fee, the office staff will work with you to expand upon the standard Kiddush.

More substantial "Kiddushes" and Friday Night Shabbat Dinners may be sponsored by the family, with a variety of options, provided either by the HJC Sisterhood or an outside Caterer approved by HJC. The Catering and Facilities Request Form can be found in Appendix 4. A list of approved caterers is found in Appendix 5. All uses of the Center's facilities which involve serving food are subject to the Center's Catering Policy, found in Appendix 6. Before arrangements are finalized, you must confirm with the synagogue office that your caterer has been authorized to use HJC facilities. Depending on the option you choose for after Shabbat Services, you may be required to pay a facility fee. The Room Usage and Fee Structure is found in Appendix 7. Please note our reduced facility use fees if parents open the extended kiddush or luncheon to all worshippers at the Shabbat service.

Entertainment

All celebrations at HJC, including entertainment are subject to the Center's Policy and Standard Practices for Entertainment on Shabbat and Yom Tov. These standards are spelled out in Appendix 8. Please note that entertainers must be approved in writing by the Rabbi before arrangements are finalized.

Bus Transportation of Guests to Party

If you are providing a bus to transport guests to a party immediately following services and/or Kiddush, please notify the office by the Monday prior to the B'nei Mitzvah. As a courtesy to your fellow congregants who are present to observe Shabbat, please do your best to ensure that the bus parks in the back corner of the parking lot while it waits for your guests to board.

Other rules and procedures for you and your guests to be aware of

1. Picture taking and the use of cell phones, beepers, and other electronic equipment inside the synagogue are strictly prohibited on Shabbat.
2. Be prompt. Services start on time.
3. The immediate family will sit in the front row, left center section, in front of the Cantor's lectern. Additional members of the family are welcome to sit in the second and third rows behind the immediate family.
4. Please greet guests after services, not during services.
5. All men are required to wear a *Kippah* or head covering in the sanctuary. Women are encouraged to do so as well.
6. Your guests should not bring gifts to the synagogue on Shabbat.
7. In line with the sanctity of the service, guests should be dressed appropriately modestly.

8. There is no smoking or vaping permitted anywhere inside the synagogue or anywhere on the synagogue's grounds.

Facility Use Frequently Asked Questions

When and how do I arrange for a room rental?

Call the Synagogue office as soon as you know when you need a room. The office will provide a contract, which must be signed and returned to ensure that the room will be available to you at the desired time. The Catering and Facilities Request Form is found in Appendix 4.

Do I have to leave a deposit?

Yes. A non-refundable \$50 deposit is required at the time you reserve the room and sign a contract.

If I book a room, will Sisterhood cater my event?

Sisterhood offers a wide variety of catering options; however, you must contact them to make specific arrangements after reserving the room. See Appendix 1 for contact information

What other caterers can I use?

Caterers must be kosher, and must be approved by the Rabbi. A list of approved caterers is provided in Appendix 5. If there is a different kosher caterer you wish to use, discuss with the rabbi.

When should I book my caterer?

It is never too early to book you're a caterer. You must, however, first sign the Catering and Facilities Request Form for room usage (Appendix 4), to insure that the facility you want is available and that the caterer is on our approved list. Once you sign a contract with the caterer, the caterer must contact the HJC office. (This applies to Sisterhood as well.)

What is included in my room rental price?

The rental of a room includes use of that room, the room setup (tables and chairs only. Decorations are your responsibility), custodial assistance, and security when required.

When is security required, and how is it arranged?

To insure the safety of your guests as well as the protection of our facility, security is required for all indoor and outdoor events. HJC provides security during regular Shabbat services and during the standard *Kiddush* (refreshments after services on Shabbat morning) or *Oneg* (refreshments after services on Friday evening) that follows services, provided the *Kiddush* or *Oneg* is held in the designated Kiddush lounge. You are responsible to pay for security for any use of the social hall or any other room or indoor or outdoor space at HJC during your event, as well as any event held when the building is otherwise closed. When you book a room, the HJC office will arrange for security.

Are there any special rules regarding entertainment?

Yes. The entertainment guidelines can be found in Appendix 8. You must review these guidelines before contracting with any entertainment.

What if I have other questions?

See Appendix 1 for a list of professionals and volunteers who can help you out. Not sure who to ask? Call the HJC office at 631-427-1089.

Appendix 1 – Contact information regarding B’nei Mitzvah

There is a whole team at HJC ready to help you make your family’s celebration of your child’s B’nei Mitzvah a meaningful, sacred, and joyous experience. Logistics for celebrations are organized by the Executive Director. All aspects of religious services at HJC are the responsibility of the Ritual Committee, the Rabbi, and the Cantor. Any questions you may have may be addressed to the Ritual Committee Chair, Ritual Committee B’nei Mitzvah Liaison, the Rabbi, or the Cantor. Any questions about extended kiddushes and the purchase of ritual attire such as *Tallit*, *Tefillin*, and *Kipot* can be answered by volunteer leaders of Sisterhood.

To call any of the professional team, dial the Main Office number, followed by the appropriate extension. Email addresses are found below for the professional staff, as well as the volunteer leaders from the Ritual Committee and Sisterhood who are available to help you

Main Office at HJC: (631) 427-1089

Rabbi: Ari Saks – rabbi.ari.saks@hjcny.org Ext. 10

Cantor: Israel Gordan – cantorgordan@hjcny.org Ext. 22

Director of Education: Gina Giuffre – hjcrsdirector@hjcny.org Ext. 14

Executive Director: Rachel Gritz – rgritz@hjcny.org Ext. 23

Ritual Committee Chair: Vicki Perler – vicki.perler@gmail.com

Ritual B’nei Mitzvah Liaison: Cindy Dolgin – cindydolgin1@gmail.com

Sisterhood Kiddushes: Sarah Saunders – srsaunds@gmail.com

Sisterhood Gift Shop:

- Eileen Berger: berger4u@optonline.net/631-261-2164
- Maxine Fisher: maxinefisher117@gmail.com/631-757-7455
- Pam Fleiss: threebearsf@verizon.net/631-549-9629
- Shari Klaire: cranky20@aol.com/631-271-0258
- Andrea Morris: joligran@gmail.com/631-427-4798

Appendix 2 – Assignment of Honors at Shabbat Morning Services

There are opportunities for several family members and friends to participate in Shabbat morning services on the day of a child's B'nei Mitzvah. In the case of interfaith families, there are numerous opportunities for non-Jewish relatives – including a parent – to participate. Certain honors pertaining to the Torah (opening and closing the ark, speaking *Aliyot* to the Torah, lifting the Torah, and dressing the Torah) may only be assigned to members of the Jewish faith. Those honors are noted below in **bold**. The honors available for assignment to relatives are:

- 1) Presentation of the *Tallit* - both parents come up on the Bima to place their child's tallit upon their shoulders
- 2) **Opening and closing the Ark for the Processional** - traditionally the mother of the child, or the father in the case of a non-Jewish mother, with the mother also standing on the *Bimah*.
- 3) **Carrying the Torah** for the Processional - traditionally the father of the child, or the mother in the case of a non-Jewish father. The non-Jewish parent may participate in the processional around the sanctuary.
- 4) **4 speaking Aliyot** to the Torah - the person receiving each *Aliyah* is called up by their Hebrew name and chants in Hebrew the blessings before and after a reading from the Torah.
- 5) **Hagbah** - lifting and displaying the Torah scroll; and **Gelilah** - wrapping and dressing the Torah.
- 6) **Opening and closing the Ark** for the Recessional - same as in 1 above.
- 7) **Carrying the Torah** for the Recessional – same as 2 above.
- 8) Prayers recited in English - Prayers for Israel, the Government, and Peace.
- 9) The *Shehechayanu* Prayer – prayer of gratitude in Hebrew and in English by the parents/guardians after the Torah service. Non-Jewish parents/guardians are invited to recite the prayer in English.
- 10) *Kiddush* and *Motzi* - the B'nei Mitzvah's immediate family come onto the *Bimah*.

These are the rules and procedures regarding honors:

- 1) Everyone must wear a head covering on the *Bimah*. Men are required to wear a *Tallit* on the *Bimah* and women are encouraged to do so as well.
- 2) All honors are for individuals. There are no "couple" or "group" honors given at HJC.
- 3) The list of those who the family wishes to receive honors must be approved by the Rabbi before you ask the individuals to accept the honor.
- 4) The English name for all honors must be given to the Rabbi two weeks before the B'nei Mitzvah. For the 4 speaking *Aliyot*, the Hebrew name of the honoree, plus the honoree's father's (and optionally mother's) Hebrew name must also be given to the Rabbi two weeks in advance.
- 5) On the morning of the B'nei Mitzvah, the Bimah Officer will come to you at approximately 10:00 AM and provide you with a list of honors and a stack of honors cards for you to distribute.
- 6) Those receiving speaking honors should come to the left side of the *Bimah* one *Aliyah* early, in order to maintain the flow of the Torah service. They can sit next to the Cantor.
- 7) The first *Aliyah* to the Torah is always assigned to a "Kohen," and the second *Aliyah* is always assigned to a "Levi." If there is a Kohen or Levi in your family to whom you wish to give an *Aliyah*, please inform the rabbi.

Appendix 3 – Basic Fees Associated with B’nei Mitzvah

Celebration of becoming B’nei Mitzvah during services at HJC is predicated on the family of the child to be “members in good standing.” Here is the financial breakdown of what this entails:

- 1) Being members of the congregation from the time the child enters 3rd grade.
- 2) Being current in payment of membership dues.
- 3) Being current in payment for religious school tuition. The family is committed both philosophically and financially for the child to complete the 7th grade year of religious school and as such, there are no refunds granted after the date of your child’s B’nei Mitzvah.
- 4) There is a B’nei Mitzvah fee of \$1,100, which includes approximately 11 months of private tutoring provided by the Cantor or HJC’s designated tutor, basic Kiddush following Shabbat morning services, parent meetings and child meetings with the Rabbi, and family education programs.

Additional optional fees for extended kiddushes, private catering, room rental, etc., are spelled out in the HJC B’nei Mitzvah Handbook.

Appendix 4 – Catering and Facilities Request Form



Host's Name: _____ Address: _____

Daytime phone: _____ Evening phone: _____ Email: _____

Name of B'nei Mitzvah Child: _____ Date of B'nei Mitzvah: _____

Room Requested: _____

Breakdown of Charges:

-
1. HJC agrees to reserve the above room for the date and event specified herein upon receipt of this signed contract and deposit. Fees must be paid in full 2 weeks prior to the event.
 2. The Host shall provide the name of the Caterer, including Sisterhood if applicable, to the HJC office at least 90 days prior to the event.
 3. The Host will be responsible for all other established fees set by HJC.
 4. At least three (3) months prior to the event, the Host must provide HJC with a list of all Vendors associated with the event. All vendors must provide proof of all proper licenses and insurance as required by HJC no less than one (1) month prior to the affair. If the Caterer or Vendors fail to provide required information, certificates, or cash bond as noted, they will not be permitted to provide their services to the Host in the HJC facility. HJC will not be responsible for any loss incurred by the Host as a result of the Caterer's or Vendors' failure to provide documents or bonds.
 5. The Caterer must be certified Kosher AND acceptable to the HJC Catering Committee and the HJC Rabbi, and is required to post a \$1,000 bond no less than one month prior to the event.
 6. Hosts, Caterers, and Vendors: kindly note that all deliveries for the event must be COMPLETED by 3:00 PM on the Friday prior to the event. Vendors may not remove anything from the HJC prior to the end of Shabbat on Saturday night.

Host Signature: _____ Date: _____

Huntington Jewish Center by:

_____ Date: _____

Appendix 5 - List of Approved Kosher Caterers

The following caterers are already approved for serving food at events at the Huntington Jewish Center. If you are interested in hiring a different Kosher caterer, you are required to contact the Rabbi to receive permission before you sign a contract.

Bagel Boss

400 Willis Avenue
Roslyn Heights NY
516-626-5599 - Cindy

Bistro Burger

605 Middle Neck Road
Great Neck, NY 11023
516-321-9260

Bens Kosher Deli

7971 Jericho Turnpike
Woodbury, NY 11797
516-496-4236 or
516-769-7561 – Todd Silverstein

Bagel Boss

432 S Oyster Bay Road
Hicksville, NY 11801
516-681-1856

Chef's Table - NYC

212-427-1089 – Bruce Soffer

Foremost Caterers

65 Anderson Avenue
Moonachie NJ 07074
201-664-2465

HJC Sisterhood

Sarah Saunders
631-757-2622

Majestic Caterers

3315 Hillside Avenue
New Hyde Park NY 11040
516-205-2737

Woodbury Kosher

428 S. Oyster Bay Road
Hicksville NY 11801
516-681-776 - Andrew

Appendix 6 - Caterer Responsibilities to HJC

(to be signed and returned to the HJC office)

1. The caterer must abide by all aspects of Shabbat & kashruth policy as defined by the HJC Ritual Committee including food preparation, delivery and removal of food for Shabbat and Saturday night affairs. The caterer shall deliver a kashruth certificate from a “Kashruth” organization (acceptable to the HJC Rabbi) at the time the caterer signs the agreement. The name and contact person at the caterer shall be provided by the Hosts no less than 60 business days in advance of the event. The caterer must be under the supervision of a *mashgiach* acceptable to the HJC Rabbi and must have signed the contract at least 30 days prior to the affair/party and make all payments in connection with the contract prior to the event.
2. The caterer must supply at its own cost all pots, trays, service platters, table cloths, napkins, silverware, dishes, glasses and any other material necessary to perform the agreed service.
3. The HJC will provide tables and chairs according to a floor plan to the renter no less than 7 business days prior to the party.
4. The caterer shall remove all food equipment, service items and debris, and vacate the premises in broom clean condition not more than two hours after the event, except where otherwise agreed to by the HJC prior to the event. **On Shabbat, food and equipment is not to be removed from the premises until the conclusion of Shabbat as defined by the rabbi. Should premises be left in a condition such as would require the HJC to perform the necessary cleaning, a fee will be assessed in the amount of \$50 for each man – hour needed to render the premises broom clean to be deducted from the deposit to be held by the HJC or such other sum as the Executive Committee determines to be reasonable.**
5. The caterer and concessionaires must provide a certificate of insurance, identifying the Huntington Jewish Center as the name insured, no later than thirty business days prior to the event. This certificate must cover general liability in the amount of \$1,000,000.00 each occurrence/\$2,000,000.00 aggregate as well as property damage and disability and workers compensation for all employees.
6. The caterer must provide a bond in the amount of \$1,000.00 to cover damage to HJC facilities or equipment. **This bond must be delivered to the HJC office no later than 15 working days prior to the event.**
7. The HJC must examine the facility and advise the caterer of any damage no later than three working days after the event. The HJC shall return the bond (less the amount for damages incurred or cleaning service provided) no later than 10 working days after notice to the caterer.
8. The caterer is responsible/liable for all damages resulting from the actions of the employees, suppliers or agents of the caterer.

Signature of Caterer _____

Date _____

***Please note: On Fridays the building is open from 8:30 am – 3:00 pm. There are no exceptions**

Appendix 7 – Room Usage and Fee Structure

The Huntington Jewish Center is pleased to offer rooms for use by members as well as the general community. We offer a variety of room choices to accommodate any type of function which you may be planning. Whether it's a meeting for 20 or a seated luncheon for 300, there is a room at the HJC which will meet your needs. When serving food, the use of either our meat or dairy kitchen is included. Catering can be provided by a wide variety of kosher caterers—contact the office for a list of approved caterers. Other caterers can be added to the list upon approval by our Rabbi. In addition, our Sisterhood offers a full range of choices, from light snacks to complete meals. For a brochure of Sisterhood offerings, call the HJC office.

While this fact sheet is designed to answer questions which you may have, we encourage you to visit the Huntington Jewish Center and tour the facilities which we offer. For more information, or to arrange a tour, please call the synagogue office at 631 427-1089, ext 23.

Room Usage Fees:

Weekday Luncheon or Friday Night Dinner

Host a life cycle event such as a bris or start a B'nei Mitzvah weekend, with a Shabbat dinner before or after services. Friday night dinners can be set up in the Kiddush Lounge or the Family Life Center.

Facility rental: \$125.00

Saturday Afternoon Luncheon

Invite your guests to remain at the HJC for a luncheon after services, to extend the celebration of your B'nei Mitzvah, Aufruf, baby naming, or other life cycle event. Smaller affairs can be set up in either the Kiddush Lounge or the Family Life Center. Larger events begin with kiddush in the Kiddush Lounge, followed by a luncheon in the Social Hall. Enjoy a discounted fee when Sisterhood caters your event and/or when your affair is open to the congregation.

Facility rental options:

Kiddush Lounge or Family Life Center

Sisterhood caters \$100

Outside caterer, open to the Congregation \$300

Outside caterer, private affair \$500

Kiddush Lounge plus Social Hall

Sisterhood caters \$400

Outside caterer, open to the congregation \$750

Outside caterer, private affair \$1150

Other Events:

Kiddush Lounge, Family Life Center or Library

Whether you need a room for an organizational meeting or a family get-together, the Huntington Jewish Center can provide a facility to meet your needs.

Facility rental:

When the HJC building is already open \$300

Special opening of HJC Building \$500

Social Hall

For large meetings, B'nei Mitzvah parties, wedding receptions, or other significant events where a larger facility is required, the HJC Social Hall is the perfect setting.

Facility rental:

When the HJC building is already open \$1150

Special opening of HJC building \$120

Appendix 8 – Page 1 of 2

Standard Practices and Policy on Entertainment on Shabbat and *Yom Tov*



This document sets the standard for HJC on matters related to entertainment in the synagogue building on Shabbat and Yom Tov. The standard is an official policy of HJC's Ritual Committee.

When a *Simcha*, such as B'nei Mitzvah or baby naming, is celebrated at HJC on Shabbat or *Yom Tov*, it is often enhanced with an extended Kiddush or festive meal after formal services. In addition to other policies of HJC, such as the *Kashrut* and general decorum policies, there is a need to define and delimit entertainment practices to maintain the sanctity of Shabbat and Yom Tov while providing the opportunity for a joyous and appropriate celebration. To this end the following is the policy of the Ritual Committee and HJC:

1. Each entertainment event scheduled on Shabbat or Yom Tov in connection with a Simcha or other celebration shall be approved in advance in writing by HJC. The form of this approval shall be a document that states this policy on entertainment and that is agreed to and signed by the host and representatives of the entertainment entity and HJC.
2. Entertainment is not permitted if the advance approval in writing is not granted by HJC or if for any other reason is not signed by all parties. HJC shall not be obligated to honor any agreement between the host and the entertainment entity, nor shall HJC be liable for any loss to the host or entertainment entity if the advance written approval is not granted. HJC recommends that the contract between the host and the entertainment entity not become final until agreement with this policy is approved by all parties, including HJC.
3. Equipment shall neither be brought to, nor removed from, the synagogue on Shabbat or Yom Tov. All deliveries of any sort must take place before Shabbat, and nothing may be removed until after Shabbat.
4. In light of the fact that this is an extension of the religious celebration, the entertainment itself must be of appropriate, proper and decorous form and substance that is in keeping with the religious nature of the *Simcha*, the decorum of the synagogue, and the sanctity of Shabbat or *Yom Tov*.
5. Musical instruments, electronic games, craft materials, video equipment, audio recording equipment, CD players, tape players, record players, karaoke machines, and animals are expressly forbidden.
6. The use of sound amplification equipment is permitted if operated in such a way as to be appropriate to the decorum and the nature of the event and consistent with this policy.

Appendix 8 – Page 2 of 2

Standard Practices and Policy on Entertainment on Shabbat and Yom Tov

7. The number of microphones shall be minimized. Wireless microphones are preferred, as are lapel/wireless microphones. The goal is to subdue the appearance of technology without compromising the entertainers in order to emphasize the content of the entertainment.
8. Amplifiers and speakers shall be as modest and unobtrusive as possible and shall be operated in a way that is appropriate to the decorum and nature of the event and consistent with this policy.
9. The volume shall be maintained at a level appropriate for decorum on Shabbat and Yom Tov.
10. The contractual agreement between the host and the entertainment entity shall state that the host has authority during the performance to demand that the entertainment group adjust its volume or take any steps necessary in order to maintain decorum and sanctity.
11. The contractual arrangement between the host and the entertainment organization shall designate a responsible official of HJC (i.e., the President, Rabbi, Ritual Chairman or other official) who has the responsibility and authority during the performance to demand, after consultation with the host, that the entertainment group adjust its volume or take any steps necessary in order to maintain decorum and sanctity.

Appendix 9 – Approval of Entertainment on Shabbat or Yom Tov



This form, when completely filled out and signed by the three (3) parties named below, constitutes written approval as required by HJC’s Entertainment Policy to sponsor entertainment in connection with a Simcha or other celebration on Shabbat or *Yom Tov* or on its property.

DATE OF CELEBRATION OR ENTERTAINMENT EVENT: _____

NATURE OF CELEBRATION OR SIMCHA: _____

THE PARTIES:

1. HUNTINGTON JEWISH CENTER, a New York religious corporation; and
2. HOST:
 - a. Name: _____
 - b. Address: _____
3. ENTERTAINMENT ENTITY or PERSON(S):
 - a. Name: _____
 - b. Address: _____

Appendix 10 – Policy on Throwing Candy during *S'machot* (festivities)

(Established by the HJC Ritual Committee, January 23, 2017)

It is permissible for the guests of a family celebrating a Simcha, such as a B'nei Mitzvah or Aufruf, to throw soft candy toward the celebrant during worship services, within the limitations described herein.

1. The family shall notify the Rabbi and Cantor at least one week before the Simcha that it plans to throw candy.
2. The timing of the distribution and throwing of candy shall be at the discretion of the Rabbi and Cantor.
3. The family shall provide the wrapped soft candy, cloth bags, and basket, as described in 5 below.
4. The basket of prepared candy shall be delivered to the synagogue office at least one week before the Simcha.
5. The following are the parameters for candy throwing:
 - a. Soft gummies, certified kosher, and no larger than the "Rabbi's Candy", individually wrapped.
 - b. Each wrapped candy must be placed in a small, soft, cloth satchel or covering.
 - c. Limited to a maximum of 25 throwing pieces.
 - d. Distribution, from a basket, will be managed by a responsible adult.
 - e. Bagged candy for throwing will be distributed to persons over the age of B'nei Mitzvah, seated only in the first three (3) rows.
 - f. Instruct throwers to be gentle and careful to avoid injury or damage.
 - g. Young children are invited to scurry to collect and enjoy the thrown candy.

Appendix 11 – Tree of Life Simcha Dedication Form



___ I WOULD LIKE TO PURCHASE/RESERVE A ___ LEAF @ \$360 EACH

___ I WOULD LIKE TO PURCHASE/RESERVE 2 LEAVES OR MORE @\$250 EACH

___ I WOULD LIKE TO PURCHASE ___ SPONSORSHIP ROCK(S) @ \$2500 EACH

NAME _____

ADDRESS _____

PHONE _____

() I HAVE ENCLOSED A CHECK

() PLEASE CHARGE MY CREDIT CARD

ACCOUNT NUMBER _____ EXP DATE _____

PLEASE PRINT ENGRAVING TO APPEAR ON LEAF OR ROCK

NOTE: LIMIT 3 LINES, TOTAL 72 CHARACTERS

Appendix 12 – page 1 of 2 - Pandemic Related Policy Modifications for 2022

Due to the COVID-19 pandemic, there are a number of modifications that have been made to HJC's ritual policies. The following modifications are in effect for all B'nei Mitzvah taking place through the end of 2022.

Required Attendance at Shabbat Services in the months before B'nei Mitzvah

Attendance at 6 Friday Night and 10 Shabbat morning services prior to B'nei Mitzvah remains in effect. Students may attend in person or over Zoom but not over livestream. Attendance is tracked by the office of the Director of Education. An email must be sent to hjcrsdirector@hjcny.org on the Saturday night or Sunday morning following attending services, indicating "Shabbat service attendance" in the subject line, and the students' name, whether the student attended in person or over Zoom, and whether the service attended was on Friday night or Shabbat morning.

COVID protocol for attending in-person services:

Policies regarding health and safety at HJC can be found by going to HJC's website homepage at: <https://hjcny.org> and then clicking on **COVID: Policies and Procedures**.

Please review periodically, as this is a live document which is updated frequently to keep pace with the ever-changing COVID climate.

Attending Shabbat Services via Zoom Link and Livestream

For all B'nai Mitzvah taking place in the year 2022, the service will be Live-Streamed, and Zoom will be available as an option upon request. Later this year, the Ritual Committee will re-evaluate this position for 2023. The **Zoom link** that is used for weekly Shabbat services, and that may be shared with your guests, is:

Main (Zoom) Room

Meeting ID: 290 291 082

Password 7fkXvu

Link: <https://us02web.zoom.us/j/290291082?pwd=TGtWWjFGTTcxTzdnRnJnWjhZWUx5dz09>

We also have a **LiveStream** link: <https://hjcny.org/hjc-live/>.

Delivering D'var Haftorah

The Ritual Committee understands the difficulties the pandemic has created for our students and therefore, B'nei Mitzvah students will be permitted to deliver a D'var Haftorah, upon request of the rabbi, even if they don't complete all other requirements.

Appendix 12 – page 1 of 2 - Pandemic Related Policy Modifications for 2022

Aliyot

Depending on current infection rates, it is possible that on the day of your child's B'nei Mitzvah, no one will be allowed at the *Bimah* for honors. During the Torah service, *Aliyot* are taken either from the lectern at floor level or over Zoom. There are no honors being given for carrying the Torah, or opening and closing the ark. The family of the B'nei Mitzvah student can still give 4 *Aliyot* to friends or relatives, even if it does not take place at the actual Torah.

Sponsoring Kiddush

Indoor Kiddushes have resumed but are subject to infection rates at any given time. If indoor kiddushes are not being held, you are most welcome to cater a small Kiddush in the rear courtyard. Please contact the Executive Director in the HJC office for details.