

## GENERAL INFORMATION

### CHILD'S RESPONSIBILITIES

1. **Practice** - We expect your child to continue to practice 20-30 minutes per day to ensure that s/he will be fully prepared for their simcha.
2. **3-Pillars Project** -This is an opportunity for each child to individualize the experience of Bar/Bat Mitzvah by pursuing a project which reaches into the community. The idea is for each student to conceptualize his/her own personal vision, create and implement it to completion. The family is invited to meet with Cantor Steve to explore all of the possibilities available in fulfilling this required element of the Bar/Bat Mitzvah process. This project has been redesigned to make becoming a Bar/Bat Mitzvah more meaningful for the entire family.
3. Your child is expected to attend Shabbat/Holiday services one-two times per month in order to become familiar with the services. Ideally, you will attend with your child.

**PARENT'S RESPONSIBILITIES** - In the Jewish tradition of friend helping friend, each Bar/Bat Mitzvah family will be scheduled for the following assignments:

1. **Congregational Fees** - All outstanding congregational fees (dues, tuition, Bar/Bar Mitzvah fee, etc.) and assessments must be paid in full *30 days* prior to the date of the Bar/Bat Mitzvah service.
2. **Ambassador Program** - Each Bar/Bat Mitzvah family will be scheduled for Saturday morning service assignments via letter or email. One parent or both parents may serve as Shabbat Ambassadors assisting the congregation in creating a welcoming and helpful environment. The central benefit of these Ambassador assignments is aiding the Bar/Bat Mitzvah families of that morning by helping to maintain decorum and welcoming their guests to our congregation. At 9:00 am sharp, Cantor Stoehr will meet with you to review specific details of that morning's responsibility. There will also be a Ritual Committee Ambassador working with you, and he/she will direct all of the ushering procedures during the service.
3. **Serving** - Each Bar/Bat Mitzvah family will be scheduled to serve at Kiddushim for other Bar/Bat Mitzvah families. One parent or both parents may participate in this responsibility. Assignments will be provided to each family via letter or email. Just as you will do for others, a group of Bar/Bat Mitzvah parents and Sisterhood members will be there for you at your Simcha. This allows you not only to reciprocate the generosity of those who will serve at your Simcha, but

also gives you the opportunity to see, first hand, what is involved and what your options are before having your Simcha. Assignments for the Ambassador Program and Serving will NEVER be on the same day since both parents can participate in both activities.

4. **Kiddush** - A Kiddush following the Saturday Morning Service is an obligation of the Bar/Bat Mitzvah family. For more information on the Kiddush obligation, please see the Kiddush section of this Short-term Planning B'nei Mitzvah Book.
5. **Kippot and/or head coverings** - If a family is to supply their own kippot and/or head coverings, special baskets will be provided, compliments of the Ritual Committee. Neither decorations nor any other baskets will be permitted.
6. Please schedule your photographer and videographer appointments with **Maria Catezone, Office Manager at Congregation Beth Shalom, 847-498-4100, x26.**

### SYNAGOGUE ETIQUETTE

As a Conservative Congregation, services follow a traditional pattern. Prayer is participatory. Please join in enthusiastically with community singing as well as English readings.

1. Proper attire is expected for services. While everyone is invited in, it is most respectful to be dressed in a manner befitting the occasion. Females should wear attire that covers the shoulders and skirts that are of modest length. Gentlemen need not wear business attire, but casual wear should be respectful of the sanctuary atmosphere.
2. The Bat Mitzvah and mother of Bat Mitzvah who will be on the Bimah are required to wear a head covering. All women whose custom it is to wear a Tallit are encouraged to do so.
3. All males, regardless of faith, are required to wear a Kippah while in the synagogue. Jewish men over bar mitzvah age are expected to wear a tallit.
4. On Shabbat, the use of telephones, photographic and/or recording equipment, and all electronic devices are prohibited anywhere on synagogue grounds.
5. One should not bring gifts into the sanctuary.
6. Purses may not be carried onto the Bimah.
7. Congregation Beth Shalom is a SMOKE-FREE environment. This means that SMOKING is prohibited at any time within the building. In addition, SMOKING is prohibited on synagogue grounds during Shabbat.
8. No business should be conducted on Shabbat or Holidays (ie: no emails, texting, telephone calls, etc.).



Dear Bar/Bat Mitzvah Parents,

Congregation Beth Shalom would like to wish you a hearty *Mazel Tov* on your forthcoming Simcha. We are here to work with you as partners in this very important Jewish life cycle event in your family.

As a member of our CBS community, each Bar/Bat Mitzvah family will host the Kiddush following their service. CBS is happy to be of help to you during your Simcha. The Kiddush is not a private event; the entire Congregation is welcome to participate. CBS offers several options for the Saturday Morning Kiddush. More information is provided on the following pages.

We want to make your Kiddush as special as this important day deserves. Please help us with your cooperation and patience.

If you have any questions or concerns regarding the Kiddush or your financial obligation, please feel free to call me at 847-498-4100, x30.

Again, Mazel Tov on reaching this exciting milestone!

***Brenda Wasserman***

CBS Shabbat Kiddush Coordinator

847.498.4100, x30

[bwasserman@bethshalomnb.org](mailto:bwasserman@bethshalomnb.org)



## Kiddush Agreement

Dear Bar/Bat Mitzvah Parents,

Congregation Beth Shalom would like to wish you a hearty *Mazel Tov* on your forthcoming Simcha! As your child's Bar/Bat Mitzvah approaches, I would like to share some important information regarding your Kiddush on that special day. CBS manages all aspects of the Kiddush. We are here to work with you.

As a member of our Congregation Beth Shalom community, each Bar/Bat Mitzvah family is required to sponsor the Kiddush following their service. We ask that the signed Kiddush Agreement be submitted **four months** prior to your Simcha. The **per-guest fee** must be paid **two weeks** prior to your Simcha. If you have any questions or concerns regarding the Kiddush or your financial obligation, please feel free to give me a call.

You will be contacted three (3) weeks before your Simcha to get a final count of your guests. It is very important that you provide an accurate count; the amount of food ordered and the number of tables used is dependent upon the number you provide. Clergy, professional staff and children five years or younger do not need to be included in your count. *A shortage of food and seating embarrasses everyone.*

CBS would also like you to be aware of the following synagogue policies:

- The Kiddush is a community meal for which the entire Congregation is welcome to participate. One or two tables will be reserved for the immediate family of the Bar/Bat Mitzvah.
- **NOTHING CAN BE BROUGHT INTO OR REMOVED FROM THE SYNAGOGUE ON THE SHABBAT OR HOLIDAYS.** Any specially ordered kippot must be brought to the synagogue before 12 Noon Friday.
- All items to be used at your Kiddush, including personalized napkins, must be ordered through CBS (unless you are using a private approved caterer).
- **You may not personally order any food for the Kiddush.**
- **Nothing may be brought into the synagogue to be served.**
- **CBS Centerpieces are used for all Kiddushim. As an alternative, you may choose to rent centerpieces from The Ark. Please contact me if you are interested in this option. No other centerpieces will be allowed.**
- **Please notify CBS of any bus transportation to a party or luncheon that may take place after services.**

**Please note:** When available, we will provide sugar-free, gluten-free desserts and/or treats. *Please inform us of **any** food allergies in your immediate family now.*

If you have any questions or concerns regarding the Kiddush or your financial obligation, please feel free to call me at 847-498-4100, x30.

Again, Mazel Tov on reaching this exciting milestone!

**Brenda Wasserman**

CBS Shabbat Kiddush Coordinator

847.498.4100, x30

[bwasserman@bethshalomnb.org](mailto:bwasserman@bethshalomnb.org)



## **KIDDUSH OFFERINGS**

If you are **sharing** the day with another family, the menu option, as well as any additions, must be agreed upon by both families. The Kiddush exists as an extension of the Shabbat Service. Our Congregation would like to encourage the feeling of community by having your families celebrate together.

**If your immediate family has any food allergies, this must be brought to our attention immediately. Every effort will be made to accommodate this.**

**CBS will accept checks, cash or credit cards (VISA, MasterCard, AMEX and Discover) for Kiddush payment. A 3% fee will be added to all credit card payments.**

PLEASE NOTE: A guest is anyone who responds "Yes" to your invitation. Even if an individual is a regular synagogue attendee, they must be counted as an invited guests. Children five years or younger do not need to be included in your count. CBS Clergy and Professional Staff are also not to be included in your count.

*CBS reserves the right to substitute food that it deems comparable. Prices subject to change without notice.*



## **Basic Kiddush and Basic Plus Kiddush**

**\$10.00 per guest**

**\$12.25 per guest with seasonal fresh fruit included.**

*Minimum 100 of your invited guests.*

### **BASIC KIDDUSH MENU**

Gefilte fish and horseradish

Tuna salad

Simple Salad with dressing on the side\*

Challah and mini bagels

Plain cream cheese

Assorted bakery goods

Coffee/decaf/tea/Kiddush wine

Fruit punch

Table skirting

*\*Cottage Cheese & Peaches will replace the Simple Salad if a Featured Salad is added.*

### **BASIC PLUS KIDDUSH MENU**

*Includes Basic Kiddush Menu plus your choice of the following options:*

#### ***Additional Options:***

Mac & Cheese: \$3.00 per person

Sweet Noodle Kugel: \$3.00 per person

Cheese or Vegetable Pizza: \$3.00 per person

Featured Salad: \$3.00 per person

Egg Salad: \$1.00 per person

If sharing a Kiddush with another family,  
all additional options must be agreed upon by both families.

***CBS reserves the right to substitute food that it deems comparable.***



## *Extended Kiddush Option I*

**\$20.25 per guest**

*Minimum 100 of your invited guests.*

### ***MENU:***

Tuna salad  
Egg salad  
Gefilte fish and horseradish  
Kugel  
Hummus and pita  
Lox spread  
Plain Cream cheese  
Challah  
Mini bagels and challah rolls  
Vegetables and dip

Seasonal fruit  
Fancy pastries  
Assorted bakery goods  
Fruit punch  
Coffee, decaf, and tea  
Kiddush wine  
Buffet table linens  
Table decorations and skirting  
Choice of personalized colored napkins

If sharing a Kiddush with another family,  
the menu option must be agreed upon by both families.

***CBS reserves the right to substitute food that it deems comparable.***



## **Extended Kiddush Option II**

**\$27.25 per guest**

*Minimum 100 of your invited guests.*

### **MENU:**

Lox  
Tomatoes, cucumbers, and onions  
Plain cream cheese  
Chive cream cheese  
Tuna salad  
Kugel  
Hummus and pita  
Featured Salad (*choice of 2*)  
Challah  
Mini bagels and challah rolls

Vegetables and dip  
Seasonal fruit  
Fancy pastries  
Assorted bakery goods  
Fruit punch  
Coffee, decaf, and tea  
Kiddush wine  
Buffet table linen  
Table decorations and skirting  
Choice of personalized colored napkins

If sharing a Kiddush with another family,  
the menu option must be agreed upon by both families.

***CBS reserves the right to substitute food that it deems comparable.***



**YOUR TIME LINE**

- **Four (4) Months prior to your Event** – Submit a signed copy of the Kiddush Agreement to the Shabbat Kiddush Coordinator. *Keep a copy for yourself.*
- **Three (3) weeks prior to your Event** – Provide a final guest count to the Shabbat Kiddush Coordinator.
- **Two (2) weeks** - ALL fees must be paid in full.

**BAR/BAT MITZVAH KIDDUSH AGREEMENT FOR SHABBAT KIDDUSH**  
**(DO NOT USE FOR A CATERED KIDDUSH)**

Return to Shabbat Kiddush Coordinator no later than Four (4) Months Prior to your Event

Family Name: \_\_\_\_\_

Bar/Bat Mitzvah Name: \_\_\_\_\_

Parents Names: \_\_\_\_\_

Simcha Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Kiddush will be Sponsored By:

(This will be the wording in the Shabbat brochure.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please let us know what kind of Kiddush you would like:*

**BASIC KIDDUSH**

1. \_\_\_\_\_ **Basic Kiddush** - \$10.00 per invited guest; \$12.25 per invited guest with seasonal fresh fruit.

Estimated Number of Guests: \_\_\_\_\_

2. \_\_\_\_\_ **Basic Plus Kiddush** – Items you would like to add to the Basic Kiddush: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Minimum number for Basic/Basic Plus Kiddush is 100. (We will contact you *three (3) weeks* prior to your Simcha to request the final number of invited guests attending).

**EXTENDED KIDDUSH**

3. \_\_\_\_\_ **Extended Kiddush - Option I** \$10.25 per invited guest

Estimated Number of Guests: \_\_\_\_\_

4. \_\_\_\_\_ **Extended Kiddush with Lox - Option II** \$27.25 per invited guest.

Estimated Number of Guests: \_\_\_\_\_

Minimum number for each Extended Kiddush is 100. (We will contact you *three (3) weeks* prior to your Simcha to request the final number of invited guests attending).

We know this is an estimate. We expect the number to be different when we contact you two weeks prior to your date.

- **Personalized Napkins** are included in the cost of Extended Kiddush (Option I and II) only.

Name to be printed (*first name only*): \_\_\_\_\_ ( ) Block ( ) Script

Color of napkin \_\_\_\_\_ Color of Name \_\_\_\_\_

- **Round Table Linens**

\_\_\_\_\_ White Plastic Cloths

\_\_\_\_\_ Linens ordered at an additional charge of \$10.00 per guest table (*for all guest tables in the room*). Choice of color to be agreed upon by two families if sharing the Kiddush.

**Leftover pastries** - Do you wish to donate any leftover pastries or do you prefer to pick up any leftover pastries on Sunday morning? No other leftover food will be available for pickup.

\_\_\_\_\_ Donate pastries to Minyan or other programming \_\_\_\_\_ Pick up pastries on Sunday morning

**Accuracy is imperative because the lack of food embarrasses you - the hosts - as well as CBS and the Congregation. *Please do not underestimate your guest count.***

Please contact Brenda Wasserman, the Shabbat Kiddush Coordinator, should you have any questions: 847.498.4100, x30 or bwasserman@bethshalomnb.org

You will be contacted approximately *three (3) weeks* before your Kiddush for your final guest count. You will then receive a final invoice. All fees must be *paid-in-full* two (2) weeks prior to the Kiddush.

Bar/Bat Mitzvah Parent Signature: \_\_\_\_\_

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

*Please make a copy of this information for your records.*

*CBS reserves the right to substitute food that it deems comparable.  
Prices subject to change without prior notice.*



## **Celebrate Your Simcha at Congregation Beth Shalom**

Congregation Beth Shalom offers everything you need to make your Simcha a memorable occasion. Our beautiful facility can accommodate your party with ample parking, excellent caterers, and professional party planning assistance.

CBS offers the services of four outstanding Kosher caterers who prepare the meals in the North Shore's largest Kosher kitchen.

**If you choose to have your Kiddush catered by one of the Kosher caterers approved for Kiddush at Congregation Beth Shalom, the Base Fee of \$875.00 will be waived. *The only CBS fee will be for Bima flowers.*** A catered Kiddush must include the congregation. Private Kiddushim are not available.

You may select from the following approved Kosher caterers:

**1. Goldman Segal Kosher Caterers**

David Segal  
www.goldmansegal.com  
847.675.4060

**2. Shallots Catering**

Bea  
847.677.3463

**3. Zelda's Catering**

Linda Zelda Neiman  
www.zeldascatering.com  
847.674.0033

Hosting your Simcha at the synagogue will add a unique dimension, you will not find anywhere else. For more information, please contact Maria Catezone 847.498.4100 at Congregation Beth Shalom or Jill Olefsky 847.272.1758, jolefsky@aol.com, Catering Committee Chairman.

Our Kosher kitchen is only able to accommodate one (1) of our caterers per weekend. After a caterer has been scheduled to be used for any reason on a particular weekend, only that caterer can be used for another event that same weekend. This also applies to using a caterer for your Kiddush or Oneg Shabbat. Since this process is implemented on a first come, first serve basis, it is important to contact Maria or Jill to schedule the use of a caterer or check on availability.



## Drop off Friday Night Dinner:

Up to 40 guests: Base fee \$180 + \$100 Non-Refundable Security Fee

Up to 80 guests: Base fee \$350 + \$100 Non-Refundable Security Fee

Up to 120 guests: Base fee \$450 + \$100 Non-Refundable Security Fee

- Base fee

Includes round guest tables, folding chairs, white skirted rectangle buffet tables, white skirted drink table, salt and pepper, ice water, coffee, tea, sweeteners, creamer, motzi table, hand washing table and a kitchen staff. This base fee does not change if congregant does not use all of the above.

Additional \$1.50 per guest will be charged if using Beth Shalom white plastic tablecloths for all tables, disposable paper goods and flatware.

Because storage needs to be arranged, requests to bring in other items must be made in writing or via email at least a month before the dinner to Maria Catezone, Office Manager, at [mcatezone@bethshalomnb.org](mailto:mcatezone@bethshalomnb.org). These items include, but are not limited to:

Flowers in vases

Kosher Wine unopened

Rented Linens

Disposable paper goods – UNOPENED BOXES/BAGS of

plates, napkins, plastic flatware, tablecloths

Soft drinks unopened

Any items being brought in for the dinner (excluding drop off food and anything supplied by restaurant/caterer) must be in the building by 11:00 am Thursday before the dinner. If not received at the synagogue by Thursday, we will provide white dinner plates, paper cups, white napkins, white plastic flatware and white plastic tablecloths at an additional charge of \$2.50 per person.

*Prices Subject to Change Without Prior Notice*



## Drop Off Dinner Friday Night Approved Restaurants/Caterers

Drop off food, with directions for reheating and anything else supplied by the restaurant/caterer, must be delivered by noon Friday, day of event.

Bites of Pleasure	847-366-4657
EJ's Pizzeria	224-534-7215
Emma's Bagel Café	847-673-3030
Goldman Segal Kosher Caterers	847-675-4060
Hamachi's Sushi Bar	773-273-6904
Hy Life Bistro	847-674-2021
Jewel Kosher Department ( <i>Highland Park, IL location</i> )	847-579-0872
Ken's Kosher Diner	847-679-4030
Milt's BBQ for the Perplexed	773-661-6384
Mizrahi Grill	847-831-1400
Sandwich Club	847-677-6020
Shaevitz Uptown BBQ	847-432-7310
Shallot's Bistro	847-677-3463
Slice of Life	847-674-2021
Taboun Grill	847-965-1818
Taco Gingi	847-983-0648
Zelda's Catering	847-674-0033

### **Desserts**

Illinois Nut and Candy	847-677-5777
North Shore Kosher Bakery	773-262-0600
Shalom Bakery	847-808-9300
Bites of Pleasure	847-366-4657

**B'nai Mitzvah Commitment Fee - \$1950 paid over 3 years (\$650 per year), must be paid in full four months prior to your Simcha date. This fee includes\*:**

**Mechina Class** (9 Sessions) – A little more than a year before becoming a Bar/Bat Mitzvah, you and your child will attend a series of classes. Seven of these classes will take place on Sunday mornings during Sunday school hours. (9:30 – 12:00) Two of the classes will meet on Shabbat morning during services. For part of the session, parents will convene with Rabbis Melman or Ferratier to discuss pertinent religious and social issues while the students meet with B'nai Mitzvah coordinator Randi Simon to learn some of the blessings and special skills needed to participate in their Bar/Bat Mitzvah service. During the second part of the morning you and your child(ren) will participate in a learners service with Cantor Stoehr & Randi Simon.

**Tutoring** – Tutoring begins approximately one year before the Simcha and it includes individualized tutoring once a week until the date of their Simcha. Each child will have approximately 42 lessons, each of which is 20 minutes in length. Students are expected to practice regularly at home. (20-30 minutes a day, 5-6x a week is suggested).

**Day of your Simcha** – Set up/cleanup of the social hall, kitchen staff, bimah flowers and all paper goods and basic table coverings. As a reminder CBS offers Torah for Tots (babysitting) for your family and guests with young children during the service. Children must be toilet trained and parents must remain in the building.

### **Clergy Meetings**

As a member of CBS, you always have access to our Clergy and Professional Staff. As part of your CBS B'nai Mitzvah preparation, special meetings will be set up with Rabbis Melman & Ferratier. Each of them has specific goals to accomplish with your family for the special day.

Cantor Stoehr will meet with the student and parents to help narrow down and focus on the necessary steps for achieving a successful Mitzvah project (our Three Pillars Project), if requested.

Rabbi Ferratier will meet with you about two months prior to study and prepare ideas for your child's D'var Torah as well as discuss family honors and other service logistics.

Rabbi Melman will meet you on the bimah within 2 weeks of the Simcha for a final walk-through.

The clergy, as always, will be available to answer any of your questions and concerns at any time.

*\*Kiddush menu is a separate expense.*



## The Simcha Shop

For your convenience, the Simcha Shop has a full line of napkins for your Simcha. If ordering *separately*\* from one of the Extended Kiddush menu options, please call our Simcha Shop Chairperson:

Suzy Hakimian

847-205-1488

*\*The Shabbat Kiddush Coordinator will submit all napkin orders associated with an Extended Kiddush.*

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## Louis Gurvitz Memorial Sisterhood Judaica Shop

The Judaica Shop offers a selection of tallitot, kippot, tefillin, Kiddush cups, candlesticks, and other Judaic items. The Judaica Shop Chairmen will be happy to assist you.

Please contact our Judaica Shop Co-Chairs:

Diana Lewis

847.947.2906

Darlene Padnos

847.998.0494

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## Photographs & Videos

Please call Maria Catezone at CBS (847-498-4100) to set up your appointment for your photos and/or videos.



*Notes:*