



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 lifecycle event in your family.

It is our desire that your simcha be as stress free and as meaningful as possible, so we are providing this Next Steps Planning Book to assist you as you begin your planning. We truly hope that the time leading up to your simcha is full of life, learning, and family.

Please do not hesitate to send us an email if you have any questions regarding this wonderful event in your child's life.

Again, Mazel Tov on reaching this exciting milestone!

Sincerely yours,

Bill Shulman

Bill Shulman, Vice President, Ritual
RitualVP@bethshalomnb.org

GENERAL INFORMATION

CHILD'S RESPONSIBILITIES

1. **Practice** - We expect your child to practice 30 minutes per day to ensure that they 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 that reaches into the community. The idea is for each student to conceptualize their own personal vision and implement it to completion. The family is invited to meet with Cantor Stoehr to explore 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. **Service Attendance** - Your child is expected to attend Shabbat/Holiday services one-two times per month to become familiar with the services. Ideally, you will attend with your child. Starting in the fall, 6th & 7th Grade Religious School will be meeting on Saturday mornings and with regular attendance, this responsibility will be fulfilled. This is consistent with existing religious school requirements.

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 (e.g. dues, tuition, Bar/Bar Mitzvah fee) and assessments must be paid in full *30 days* prior to the date of the Bar/Bat Mitzvah service. More detailed information on fees is available on the last page of this book.
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) and the BM child will 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, a member of the clergy will meet with you to review specific details of that morning's responsibility. There will also be a Board/Ritual Committee Ambassador working with you, and they 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) and the BM child

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 be scheduled on different dates.

4. **Kiddush** - Providing a Kiddush luncheon for the congregation and your invited guests (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 Next Steps Planning 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. Women should wear attire that covers the shoulders and skirts that are of modest length. Men 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 (e.g. no emails, texting, telephone calls).
9. A video providing a general overview of synagogue etiquette is available at:
<https://www.bethshalomnb.org/celebrate/bnai-mitzvah/bar-bat-mitzvah-at-cbs/>

Shabbat Kiddush

As your child's Bar/Bat Mitzvah approaches, we 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 obligated to sponsor the Kiddush following their service. The Kiddush is not a private event; the entire congregation is welcome to participate. CBS offers several options for the Saturday Morning Kiddush. We want to make your Kiddush as special as this important day deserves. Your cooperation is appreciated.

All Kiddush information will be sent to you approximately one year prior to your child's BM date.

- We ask that the signed Kiddush Agreement be submitted **four months** prior to your simcha.
- You will be contacted **three weeks** before your Simcha to get a final count of your guests.
- The final **per-guest fee** must be paid **two weeks** prior to your Simcha.

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 Brenda if you are interested in this option. No other centerpieces will be allowed.**
- **Please notify Brenda of any bus transportation to a party or luncheon that may take place after services.**

When available, we will provide sugar-free, gluten-free desserts and/or treats. *Please inform us of **any** food allergies in your immediate family as soon as possible.* Every effort will be made to accommodate such requests.

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. For this reason, a private Kiddush is not allowed; everyone participates in the one community Kiddush.

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 guest. 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.

If you have any questions or concerns regarding the Kiddush or your financial obligation, please feel free to call Randi Simon at 847-498-4100, x23.



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 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

The 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. 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.

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
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
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

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. The majority of these classes will take place on Sunday mornings. At least one 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 or 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.

As noted above, the Kiddush following your service is not included in the Commitment Fee.



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.*

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

Photographs & Videos

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

Notes: