



Dear B'nai 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 for 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,

Steve Lessman

Steve Lessman, 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. **Tikun Olam Project**– This is an opportunity for each child to individualize the experience of B'nai Mitzvah by pursuing a project that reaches into the community. The idea is for each student to find a cause they believe in and work to find a way to support it through social action, advocacy, tzedaka and personal commitment. The family is invited to meet with Cantor Stoehr to explore the possibilities available in fulfilling this required element of the B'nai Mitzvah process. The project can and should be family driven.
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. 6th Grade Religious School will meet on a combination of Saturday and Sunday mornings. 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 B'nai Mitzvah family will be scheduled for the following assignments:

1. **Congregational Fees** - All outstanding congregational fees (e.g. dues, tuition, B'nai Mitzvah fee) and assessments must be paid in full *30 days* prior to the date of the B'nai Mitzvah service. More detailed information on fees is available on the last page of this book.
2. **Ambassador Program** - Each B'nai 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 B'nai 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 B'nai Mitzvah family will be scheduled to serve at Kiddushim for other B'nai Mitzvah families. One parent (or both parents) and the BM child may participate in this responsibility. Assignments will be provided. Just as you will do for others, a group of B'nai 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 B'nai 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 supplying their own kippot and/or head coverings, special baskets will be provided. These kippot need to be dropped off at the synagogue prior to 12:00 pm on the Friday before your simcha.
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. **No cell phone use is permitted on Shabbat or Holidays (e.g. no texting, emails, internet use, or calls).**
2. Proper attire is expected for services. While everyone is invited in, it is most respectful to be dressed in a manner befitting the occasion. Anyone entering the synagogue should wear appropriate attire that covers the shoulders and any skirts/dresses worn should be modest length. Suits are not required, but casual wear should be respectful of the sanctuary atmosphere.
3. The Bat Mitzvah and mother of the Bat Mitzvah are required to wear a head covering on the bima. All women whose custom it is to wear a Tallit and all celebrating a Bat Mitzvah are encouraged to do so.
4. 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.
5. On Shabbat, the use of telephones, photographic and/or recording equipment, and all electronic devices are prohibited anywhere on synagogue grounds.
6. One should not bring gifts into the sanctuary.
7. Purses may not be carried onto the Bimah.
8. 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.



Kiddush Information

As your child's B'nai Mitzvah approaches, I would like to share some important information regarding the Kiddush luncheon on that special day. CBS manages all aspects of the Kiddush. We are here to work with you.

CBS encourages a feeling of community by hosting a Kiddush Luncheon after services each Shabbat. It is our policy that B'nai Mitzvah families help financially support the Kiddush Luncheon following the celebration of their child's B'nai Mitzvah. We ask that the signed **Kiddush Agreement** be submitted **four months** prior to your Simcha and **full Payment be made two weeks prior**. *Please feel free to contact Executive Director Michael Garlin if you have any questions or concerns regarding your financial obligation.*

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 numbers you provide. Clergy, 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 B'nai Mitzvah.
- **NOTHING CAN BE BROUGHT INTO OR REMOVED FROM THE SYNAGOGUE ON SHABBAT OR HOLIDAYS.**
- **Any specially ordered kippot, personalized napkins or décor must be brought to the synagogue before 12 Noon on Friday.** (For your convenience, CBS Sisterhood can order personalized napkins and Kippot (*See Page 12*).

In accordance with Kashrut and Sanitation Guidelines, CBS will provide all food unless an approved Caterer has been contracted (See Page 9)

- **Other families who may be celebrating a simcha on your day may choose to add items to the Kiddush menu. If this should happen, that family is responsible for ALL costs associated with the addition, including paying for all of your guests.**
- **Please notify CBS of any bus transportation to a party or luncheon that may take place after services.**

** Please inform us of any known food allergies or dietary restrictions.*

Again, Mazel Tov on reaching this exciting milestone!

Warm Regards,

Randi Simon

CBS B'nai Mitzvah/Kiddush Coordinator
847.498.4100, x23
rsimon@bethshalomnb.org

B'nai Mitzvah Commitment Fee - \$1950 paid over 3 years (\$650 per year), must be paid in full 2 months prior to your Simcha date. This fee includes:

Mechina Class – 6th grade students will attend 2 hour sessions and will be scheduled on Shabbat or Sunday Mornings, alternating throughout the year. On Shabbat, students will meet with B'nai Mitzvah coordinator, Randi Simon, and learn some of the prayers associated with the Shabbat morning service as well as trope for chanting Torah, and spend part of the session in the sanctuary. It is our hope that the students will become more familiar with the flow of the service and see firsthand how students are participating in services at their B'nai Mitzvah. During selected Sunday sessions parents will convene with the Clergy to discuss pertinent religious and social issues while students learn Trope and prayer Skills with Randi and together, parents and students will experience unique interactive programming.

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 20-30 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.

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 the rabbis. 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 Tikkun Olam project
- Rabbi Chapman will meet with you about 2 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 Chapman will meet you on the bimah within 1 week 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.



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.

If you choose to have your Kiddush fully catered by one of the Kosher caterers approved for Kiddush at Congregation Beth Shalom, the Base Fee 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. Starr Kosher Catering/Chicago Tailgator

Karen Gaba

Starrkosher-chicagotailgators.com

StarrKosher@gmail.com

773.465.6247

2. Zelda's Catering

Kathy Ramos Kurland or Merry Jean Nano-Lee

www.zeldascatering.com

Kathy@Zeldascatering.com

Merry Jean Nano-Lee

Merryjean@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 at 847-565-5045, 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 \$200 + \$100 Non-Refundable Security Fee

Up to 80 guests: Base fee \$375 + \$100 Non-Refundable Security Fee

Up to 120 guests: Base fee \$500 + \$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 kitchen staff. This base fee does not change if congregant does not use all of the above.

Additional \$2.50 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 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, Alcohol by special request

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 Friday before the dinner. If not received at the synagogue by Friday, 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 location-no delivery</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
Starr Kosher/Chicago Tailgators	773-465-6247
Taboun Grill	847-965-1818
Taco Gingi	847-983-0648
Zelda's Catering	847-674-0033

Desserts

Highland Pop	847-433-4200
Illinois Nut and Candy	847-677-5777
North Shore Kosher Bakery	773-262-0600
Nothing Bundt Cakes (Deerfield location)	847-315-9077
Shalom Bakery	847-808-9300
Sunset Foods Produce for Fruit Trays	847-272-7700
Zelda's Sweet Shop	847-679-0033



CONGREGATION
BETH SHALOM

Friday Night Dinner Catered

Fee: \$450 + \$100 Non-Refundable Security Fee

Includes:

- Round guest tables, folding chairs.
- Room decision is based on size of party and room availability.

Caterer provides all table covers, plates, flatware, food, and beverage, kitchen and waitstaff.

Prices subject to change without prior notice.

Approved Caterers

1. **Starr Kosher Catering/Chicago Tailgator**

Karen Gaba

Starrkosher-chicagotailgators.com

StarrKosher@gmail.com

773.465.6247

2. **Zelda's Catering**

Kathy Ramos Kurland

www.zeldascatering.com

Kathy@Zeldascatering.com

Merry Jean Nano-Lee

Merryjean@Zeldascatering.com

847.674.0033



The Simcha Shop

For your convenience, the Simcha Shop has access to a full line of personalized napkins and linen for your celebration.

Randi Simon rsimon@bethshalomnb.org 847-498-4100 ext. 1123

Louis Gurvitz Memorial Sisterhood Judaica Shop

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

Jackie Zelkowitz 312-933-2829

Photographs & Videos

Please call Maria Catezone at CBS (847-498-4100 x.26) to set up your appointment for your photos and/or videos.

Notes: