



**B'NAI  
MITZVAH  
SHORT TERM  
PLANNING BOOK**

12.24 updated



Dear Parent(s):

Mazel Tov on your upcoming simcha. Now that we are getting closer to the date of your child's B'nai Mitzvah, we are pleased to provide you with this Short Term Planning B'nai Mitzvah Book as your resource and guide for the months leading up to your simcha. Since it is our desire that your simcha be as stress free and as meaningful as possible, we have worked hard to logically organize this Short-Term Planning B'nai Mitzvah Book to incorporate as much information as possible while still making it easy to use.

We truly hope that the months leading up to your simcha are full of life, learning, and family. Please do not hesitate to send me an email if you have any questions regarding this wonderful event in your child's life.

Sincerely yours,

*Steve Lessman*

Steve Lessman

Vice President, Ritual

RitualVP@bethshalomnb.org

## Table of Contents

|   |         |
|---|---------|
| - Staff Directory   | Page 3  |
| - General Information   | Page 4  |
| - Child's Responsibilities  | Page 4  |
| - Parent's Responsibilities   | Page 4  |
| - Synagogue Etiquette   | Page 5  |
| - Torah Readers and Yad Squad   | Page 6  |
| - Day of B'nai Mitzvah – Shabbat Morning  | Page 7  |
| - Prayers for Parents   | Page 8  |
| - Before and After the Torah Reading  | Page 11 |
| - Synagogue Programs and Special Opportunities Beyond   |         |
| - CBS Hebrew High (8 <sup>th</sup> – 12 <sup>th</sup> grades)   | Page 12 |
| - Youth Groups –  | Page 13 |
| - Israel Now! 8 <sup>th</sup> grade trip to Israel  | Page 14 |
| - Gift of Israel – Israel trip savings program  | Page 15 |
| - Chain of Memory Project   | Page 16 |
| - B'nai Mitzvah Fees and Timeline   | Page 17 |
| - Kiddush Information   | Page 18 |
| - Optional Catered Kiddush  | Page 26 |
| - Friday Night Shabbat Dinner- Drop-off   | Page 27 |
| - Approved Caterers for Drop-off  | Page 28 |
| - Friday Night Shabbat Dinner – Catered   | Page 29 |
| - Sisterhood Judaica Shop –<br><i>your source for kippot, tallitot, tefillin, kiddish cups, and other items</i> | Page 30 |
| - Photo Sessions at Congregation Beth Shalom  | Page 31 |

## *Staff Directory for B'nai Mitzvah families*

**CBS**

**Main number 847-498-4100**

**Rabbi David Chapman**     [rabbichapman@bethshalomnb.org](mailto:rabbichapman@bethshalomnb.org)     ext. 149

**Cantor Steven Stoehr**     [cantorstoehr@bethshalomnb.org](mailto:cantorstoehr@bethshalomnb.org)     ext.114

**Lisa Weisner**     [lweisner@bethshalomnb.org](mailto:lweisner@bethshalomnb.org)     ext. 129

*[for scheduling individual meetings with student and family, preparation of D'var Torah speech, Aliyot / honors on day of B'nai Mitzvah, service run-through just prior to date, assistance with Tikun Olam project]*

**Randi Simon**     [rsimon@bethshalomnb.org](mailto:rsimon@bethshalomnb.org)     ext. 123

*[for individual tutoring sessions and Mechina classes, Torah readings for family members, rehearsal, Kiddush options and logistics]*

**Susan Stoehr**     [yayasusan@aol.com](mailto:yayasusan@aol.com)     ext. 135

*[for individual tutoring sessions and rehearsal]*

**Maria Catezone**     [mcatezone@bethshalomnb.org](mailto:mcatezone@bethshalomnb.org)     ext. 126

*[scheduling and logistics for Friday night Shabbat dinner (optional) and simchas at CBS, scheduling Photo Shoot at Beth Shalom]*

**Lauri Holmes**     [lholmes@bethshalomnb.org](mailto:lholmes@bethshalomnb.org)     ext. 122

*[payment of B'nai Mitzvah fee at least 60 days prior to date, payment of Kiddush fees when applicable]*

## 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 through Social Action, Advocacy, Tzedaka and Personal Commitment to support it. The family is invited to meet with Cantor Stoehr or Rabbi Chapman to explore the possibilities available in fulfilling this required element of the B'nai Mitzvah process. This project has been redesigned to make becoming a B'nai 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. 6<sup>th</sup> Grade Religious School will meet on a combination of Saturday and Sunday mornings (Some sessions will be planned specifically for Parents and Students). 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:

**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.

1. **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.

2. **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.
3. **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 page 18**.
4. **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.
5. Please schedule your photographer and videographer appointments with **Maria Catezone, Office Manager at Congregation Beth Shalom, 847-498-4100, x126**.

## 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. **Tallitot:** Jewish women and those celebrating B'nai Mitzvah are encouraged to wear a tallit. Jewish Men and those celebrating a B'nai Mitzvah are expected to wear a tallit.
4. **Kippot/Head Coverings:** All males, regardless of faith, are expected to wear a Kippah while in the synagogue. All females regardless of faith are encouraged to wear a Kippah or headcovering.
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.

## **TORAH READERS and YAD SQUAD**

As you know, your child will be reading from the Torah during the service. Please be aware that there is also an opportunity for other family members to read from the Torah as well. **If you or your spouse, a post B'nai Mitzvah sibling(s), cousin(s), or grandparent(s) are interested in a Torah portion, please let Randi Simon know [RSimon@bethshalomnb.org](mailto:RSimon@bethshalomnb.org) as soon as possible and she will be happy to assign a portion to you and help you, to the extent necessary, to prepare your reading.**

You should also expect to see members of the Congregation Beth Shalom Yad Squad reading the Torah. This is a group of lay Torah readers *over the age of B'nai Mitzvah* who have taken on the mitzvah of reading Torah on a regular basis. There are teens and adults in this group and any one or more of them are likely to be participating in this way.

**The Yad Squad is an exciting program at CBS, and we hope your child will be a part of it by coming back to read Torah!**

## *B'nai MITZVAH DAY INFORMATION*

### B'nai MITZVAH PARENTS INFORMATION SHABBAT MORNING

1. SATURDAY MORNING SERVICES: Services begin promptly at 9:30 AM. Every member of your immediate family should be present thirty (30) minutes prior to the start of services.
2. AMBASSADORS: A Ritual Committee or Board member will be the Ambassador-In-Charge. They will direct all of the ushering procedures.
3. ALIYOT AND HONORS: For a B'nai Mitzvah, the family may receive up to three Aliyot and up to four people to open and close the Ark, not including the B'nai Mitzvah child.

Please note the following:

An Aliyah (plural-Aliyot) means coming to the Torah to recite the appropriate blessings before and after the Torah reading. To have an Aliyah one must be Jewish and of B'nai Mitzvah age. An Aliyah is generally given to an individual, however, it may be shared by as many as four people.

In the back of this booklet, you will find copies of the Torah Blessings. Please distribute a copy of the blessings to those having an Aliyah several weeks prior to your Simcha. Any honoree having an Aliyah **must** be able to recite the blessings correctly. Audio recordings are available upon request and are available on the CBS Website .

Not all honors require chanting/reading. There is also opening and/or closing the Ark. All honorees must be Jewish and of B'nai Mitzvah age.

It is important that all honorees be present at the start of the service so that they are not late or absent for the appointed time of their honor. All honorees, including those with Aliyot, Torah Readers, or Ark Openers, will be asked by the Rabbi to sit in a special section of the sanctuary at the start of the Torah service to aid their access to the bima.



4. PROCEDURE: All matters pertaining to the order of the Service, family participation on the bimah, and the Service itself will be explained at various meetings with the Rabbi, Cantor, and B'nai Mitzvah Tutor prior to the Service.
5. KIDDUSH: Please refer to the Kiddush Information page located within this book.
6. LIVE STREAMING: All Shabbat services are available for viewing on the Beth Shalom website. You can provide the link to the Live Stream page to your friends and family who are not able to join you for in-person worship. NOTE: we do not have onsite staff on Shabbat; technical difficulties cannot be addressed during a Shabbat service.

Shabbat services are available for 1 week following the B'nai Mitzvah - choose "previous broadcasts" when clicking on the Kamensky Sanctuary from our Live Stream page on our website.

[Live Streaming of Shabbat Services](#)

## PRAYERS

### For the Parents of a B'NAI MITZVAH

You may choose one of the following parent's prayers. Immediately after you recite the parent's prayer your child will join you in reciting the *Shechecheyanu* in Hebrew and in English.

Insert your child's name in the blanks .

**Use this prayer or Compose your own prayer of similar theme and length.**

- We will print accordingly  
Please consult the Rabbi about your choice.

1. From *Likrat Shabbat* "This is the day the Lord has made;  
Let us rejoice and celebrate on it."

*On this Shabbat when our son/daughter/child, \_\_\_\_\_, becomes a B'nai Mitzvah, we have come with him/her/them and our loved ones to join in worship and to offer our prayer of thanksgiving.*

*We are grateful, O God, for the privilege of passing along the gift of life which you gave us, thus sharing with you in the miracle of creation. We are grateful for the thirteen years of nurturing this life, for the unnumbered joys and challenges which these years have brought us. Praise to You, O Lord, for keeping us alive, for sustaining us, and for enabling us to reach this day.*

*Bless \_\_\_\_\_, O God; watch over him/her/them, protect him/her/them and guide him/her/them. Help him/her/them to continue to grow in body and mind, in soul and character. Keep him/her/them loyal to our people and to the teachings of our Torah. May his/her/their life be rich and rewarding.*

*May all his/her/their deeds bring pride to us, honor to the House of Israel, and glory to Your name. Amen.*

2. From Likrat Shabbat

We thank You, O God, for the joyous fulfillment we feel as our child, \_\_\_\_\_, reaches the threshold of adulthood. How privileged we feel that he/she/they is/are our son/daughter/child, and that he/she/they is/are bound to us by bonds of love, of memory, and of hope!

O God, accept our thankfulness for the thirteen years that have come and gone; bless our hope for the years that are yet to be. May Your mercy and guidance accompany this B'nai Mitzvah at all times, in a life marked by reverence for Torah and love of all Your children. Amen.

3. From Likrat Shabbat

We thank you for the joy which is ours today. As you have been with \_\_\_\_\_ from birth, so continue to be with him/her/them in the life that is before him/her/them. Help him/her/them to grow in strength, wisdom, and love. Help him/her/them to live a dedicated and worthy life, realizing the capacities with which he/she/they is/are endowed. Through his/her/their actions, may he/she/they be a blessing to us, his/her/their family, his/her/their community and the people Israel everywhere. Amen.

בְּרוּךְ אַתָּה יְהוָה אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,  
שֶׁהַחַיִּינוּ וְקִיְמָנוּ וְהִגִּיעָנוּ לְזִמַּן הַזֶּה.

BARUCH ATAH ADONAI, ELOHAYNU MELECH HA-OLAM, SHE-HECHEEYANU,  
VE-  
KEY-MANU, VE-HE-GEE YANU LAZMAN HAZEH.

## BLESSINGS BEFORE AND AFTER THE TORAH READING

### Before the Reading

When you are called to the Bimah, stand before the Torah, take the corner of the tallit (for women, if you are not wearing a tallit, take the Torah sash). The reader will show you where to touch the Torah with the tallit or sash. Next, bring the tallit or sash to your lips and kiss it. Then recite the following:

בְּרַכּוּ אֶת יְיָ הַמְּבַרֵּךְ:

*Bar'chu et Adonai ham'vorach*

The congregation will recite the following single line. You repeat the line after the congregation recites it. You then immediately continue with the next paragraph.

בְּרוּךְ יְיָ הַמְּבַרֵּךְ לְעוֹלָם וָעֶד:

*Baruch Adonai ham'vorach l'olam va-ed*

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר בְּנוֹ  
מִכָּל הָעַמִּים, וְנָתַן לָנוּ אֶת תּוֹרָתוֹ. בְּרוּךְ  
אַתָּה יְיָ נוֹתֵן הַתּוֹרָה:

*Baruch atah Adonai, Elohaynu melech hah-olam, asher ba-cahr bahnu mekol ha-amim v'natan lanu et torahto. Baruch atah Adonai notayn ha-Torah.*

### After the Reading

After the reading, the reader will, once again, show you where to touch the Torah with the Tallit or sash. Again, bring the tallit or sash to your lips and kiss it, then recite the following:

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר נָתַן לָנוּ  
תּוֹרַת אֱמֶת, וְחַיֵּי עוֹלָם נִטְעַ בְּתוֹכֵנוּ. בְּרוּךְ  
אַתָּה יְיָ נוֹתֵן הַתּוֹרָה:

*Baruch atah Adonai, Elohaynu melech ha-olam asher natan lanu torat emet v'cha-yey olam nata b'tochaynu. Baruch atah Adonai, notayn ha-Torah.*

After your honor, please move to the other side of the bimah so you can be witness for the next honoree.

## SYNAGOGUE PROGRAMS

### **Continuing Education Beyond B'nai and 7<sup>th</sup> Grade**

**Next-step learning for our young adults as they continue their Jewish journeys - we strongly believe that Jewish education does not END with a B'nai Mitzvah - it is a new beginning!**

The **goals of the program** are:

1. To help our students continue their Jewish education in a comfortable and secure atmosphere.
  2. To look at topics through a Jewish lens.
  3. To prepare teens for life challenges.
  4. Students in our CBS High program are eligible to apply for employment as a Madrichol in our religious school program - earn some money, develop teaching skills, build your resume!
  5. Our CBS High program is open to all Jewish students in our community - bring your friends and learn together!
- \* Use the link below to get more Information about our 7<sup>th</sup> grade program

<https://www.israelink.org/classroomexperience>

#### **CBS High/8<sup>th</sup>-12<sup>th</sup> Grade - Class meets Sundays, twice a month from 12:15 to 2:15 P.M.**

- Dynamic teachers, small groups and access to the best resources.
- 8<sup>th</sup> graders have an opportunity to participate in Israel Now - peer group trip to Israel. There are scholarships available for CBS members.
- Option for high school students to receive college credit
- Good resume-builder for college applications.
- Facetime and meaningful discussion with clergy.
- We talk about topics that are of particular interest to our students. Past topics include Israel, climate change, Jews in sports, Holocaust studies, and Jews in media.
- There are opportunities for choice during our elective period. Some recent choices have included photography, cooking, self-defense, Mah Jongh and music/song-leading.
- Lunch is provided for all students.

Please reach out to Stacy Ybarra, Director of Education at [sybarra@bethshalomnb.org](mailto:sybarra@bethshalomnb.org).



# Congregation Beth Shalom Youth Department FYC, Chaverim, Gesher, and USY

Welcome to the wonderful world of the CBS Youth Department. Our award-winning programs are filled with Jewish FUN, EXCITEMENT, and FRIENDSHIP. Our program encourages participants to feel comfortable in an environment exclusively for Jewish youth. Our outstanding youth program begins in kindergarten and continues through high school. Membership in our four separate groups is included for all CBS families:

Young Family Programming (Birth – Grade 2)  
Chaverim (Grades 3-5)    Gesher (Grades 6-8)  
USY (Grades 9-12)

All our programs offer a range of cultural, social, educational, religious, and recreational activities geared to the needs and interests of Jewish youth of each age group at the chapter, regional, and international levels. Leadership and travel opportunities are available from 8<sup>th</sup> grade- high school participants!

The CBS Youth Department is ready to meet your needs. We look forward to meeting you!

For more information, please contact our Director of Youth Activities, Anat Pissetzky @ [apissetzky@bethshalomnb.org](mailto:apissetzky@bethshalomnb.org) or 847-498-4100 ext. 125.

Also, be sure to check us out online at:

[CBS Youth on our website](#)

Find out about upcoming events, scholarships and RSVP for programs!

Don't miss out... become a part of the excitement and meet new friends **at OUR CBS AWARD WINNING YOUTH PROGRAMS!**

## 8th Grade - College Students

Want to visit Israel?  
Interested in available scholarships?  
IT IS TIME TO JOIN IN.

### **ISRAEL NOW!**

*Congregation Beth Shalom's Israel Initiative*

\$750 Scholarship for your first trip to Israel  
\$375 Scholarship for your second trip to Israel  
\$250 Scholarship for Israel Now (Eighth Grade)

We can help you find other Scholarships to make your trip to Israel possible! Scholarships are available through Congregation Beth Shalom's

Janna Sugar Israel Scholarship Fund  
Must be a trip approved by the  
Israel Experience Program at JUF

Contact Anat Pissetzky @ [apissetzky@bethshalomnb.org](mailto:apissetzky@bethshalomnb.org) or 847-498-4100 ext. 125.

### **Additional scholarship opportunities for CBS members:**

**Visit our webpage: [Scholarships at CBS](#)**

Camp Ramah - overnight camp  
Camp Ramah - Israel travel programs  
Camp Ramah - day camp  
Nativ gap-year study in Israel

Scholarships are available through the Francine Shapiro Memorial Scholarship Fund, the Steven Teitelbaum Memorial Ramah Scholarship Fund and the Alan Medansky Memorial Nativ Scholarship Fund.

## Congregation Beth Shalom B'nai Mitzvah Gift of Israel

Dear Family:

Mazel Tov you your child's upcoming B'nai Mitzvah. As this important spiritual step on the ladder of your child's Jewish education draws near, we would like to invite you to participate in the B'nai Mitzvah Gift of Israel Program established by the Jewish Federation of Metropolitan Chicago. The Gift of Israel provides an opportunity for celebrants to save toward an Israel Experience trip that will enhance their sense of Jewish identity for the rest of their lives and is an integral part of your child's Jewish education.

The B'nai Mitzvah Gift of Israel Program is open to all B'nai Mitzvah age youths from throughout the Chicago area. Your child is eligible for enrollment starting 6 months prior to their B'nai Mitzvah date. Funds may be deposited into the Gift of Israel account anytime between enrollment in the program and the time that your child goes to Israel. All funds, plus interest earned, may be used toward any approved Israel Experience Program anytime from the summer following ninth grade through the participant's twenty-third birthday. Unused funds and all accrued interest are fully refundable to the family at any time. As an added bonus, once \$1000 has been deposited into your child's account, Federation will add a onetime matching gift of \$180 to be allocated at the time of your child's Israel Experience.

We believe that the Gift of Israel is a meaningful give, something that many of your friends and family will enjoy giving and that your child will enjoy receiving. If you have any questions about the Gift of Israel, please contact me, Lyndsey Garbacz, at [lyndseygarbacz@juf.org](mailto:lyndseygarbacz@juf.org)

Yours truly,

[Lyndsey Garbacz](#)

Jewish Federation of Metropolitan Chicago



## SYNAGOGUE INITIATIVES

### *The United States Holocaust Memorial Museum*

#### *“Chain of Memory” Project*

The darkest chapter of the 20<sup>th</sup> Century, the Holocaust, is being remembered through the establishment of the United States Holocaust Memorial Museum in Washington, DC. One important focus of the Museum is the education of the half million school children who visit the Museum each year from all over the United States.

The “Chain of Memory” Project was established so that B’nai Mitzvah children can remember one of the 1.5 million Jewish children who were murdered by the Nazis before being able to fulfill the Mitzvah of learning Torah. The B’nai Mitzvah dedicates the occasion to the memory of this child symbolizing the importance of remembering the past as well as educating for the future.

By participating in the “Chain of Memory” Project, a family will have the opportunity to remember a child who was not able to celebrate his or her own B’nai Mitzvah and be part of the historic efforts of the United States Holocaust Memorial Museum.

#### *How Can You Participate?*

If there is a relative or friend of your family who is a survivor of the Holocaust, the B’nai Mitzvah child is encouraged to speak directly to that person, who will give them a name and the background on a child that they knew, who did not survive the Holocaust. If this is not the case, the Midwest Regional Office of the United States Holocaust Memorial Museum will provide the B’nai Mitzvah with the name, birthdate, picture (if available) and other biographical information on the child who is to be remembered.

The B’nai Mitzvah will receive a certificate from the United States Holocaust Memorial Museum recognizing the importance of remembrance and of this Mitzvah.

The B’nai Mitzvah family is encouraged to honor the memory of this child who perished by making a meaningful contribution to the United States Holocaust Memorial Museum. Your support is very much appreciated.

**To participate in the “Chain of Memory” Project, contact the Midwest Regional Office of the United States Holocaust Memorial Museum at 847.433.8099.**

**B'nai Mitzvah Commitment Fee - \$1950 billed over 3 years (\$650 per year): must be paid in full 60 days prior to your Simcha date.**

**This fee includes:**

**Mechina (*preparation*) Class**

**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 Staff. As part of your CBS B'nai Mitzvah preparation, special meetings will be set up with Rabbi Chapman, and Cantor Stoehr. Each of them has specific goals to accomplish with your family for the special day.

- Cantor Stoehr meets with the student and parents to help narrow down and focus on the necessary steps for achieving a successful Tikkun Olam project (once called Three Pillars Project), if requested.
- Rabbi Chapman 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 Chapman will meet you on the bimah within 2 weeks of the Simcha for a final walk-through.

It is vital that you and your child keep track of meeting dates and deadlines. It is very difficult to reschedule appointments in the weeks leading up to your Simcha date.

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

*Please note that the food portion of the (optional) Kiddush following your service is not included in the Commitment Fee.*



## *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. (See Page 12).**
- **Personalized napkins and fresh flowers can be ordered for the Kiddush by Randi Simon if not part of package.**

**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, x 123      [rsimon@bethshalomnb.org](mailto:rsimon@bethshalomnb.org)



## *Kiddush 1*

*\$500.00 Host fee  
plus \$18.00 per guest  
KIDDUSH Option 1  
Tuna salad*

*Mixed Green Salad w/ Assorted Dressings*

*Assorted Bagels and Challah Rolls*

*Plain Cream Cheese*

*Fresh Seasonal Fruit*

*Assorted Bakery Goods*

*Coffee/Decaf/Hot Tea/Iced Tea/Wine*

*Buffet Linens, White Table skirting and Plastic Tablecloths, Disposable Napkins, Plates,  
and Silverware*

**Please note:** CBS can only provide one Kiddush choice per Shabbat.

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

***CBS reserves the right to substitute food based on availability  
Prices are subject to change***



## Kiddush Option 2

*\$900.00 Host Fee*

*plus \$28.00 per guest*

### *MENU:*

*Tuna salad*

*Egg Salad or Frittata (\$2 pp upcharge)*

*Sweet Noodle Kugel*

*Assorted Bagels and Challah Rolls*

*Plain and Choice of Homemade Lox or Chive Cream Cheese*

### *Choice of Two Salads:*

*Garden*- Mixed Greens, Romaine, Tomato, Carrot, Cucumber, Tri-Color Peppers

*Caesar*- Romaine, Shredded and Ground Parmesan, Homemade Croutons and Caesar Dressing

*Israeli*- Tomatoes, Cucumbers Parsley, Mint, Lemon, Olive Oil,

*Chopped*- Mixed Greens, Chopped Tomato, Carrot, Tri Color Peppers, Corn,

*Ditali Pasta, Crumbled Bleu Cheese*

*Orchard*- Spinach & Arugula, Berries, Pepitas, Goat Cheese, Strawberry Vinaigrette

*Pasta* -Farfalle pasta, Broccoli, Tri-Color Peppers, Green Onion, Carrot, Garbanzo Beans, Tomato,

*Crudite Platter* Fresh Cut Vegetables, Hummus and Pita Chips

*Seasonal Fresh fruit*

*Fancy Pastries & Assorted Bakery Goods*

*Coffee, Decaf, Tea, Lemonade and Kiddush wine*

*Buffet Linens, White Table skirting and Plastic Tablecloths, Plates, and Silverware*

*Choice of Personalized Colored Napkins*

**Please note:** CBS can only provide one Kiddush per Shabbat.

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***



## Kiddush Option 3

*\$1300.00 Host Fee plus \$35.00 per guest*

### *MENU:*

*Hand Rolled Lox*

*Tomatoes, Cucumbers, and Onions*

*Assorted Bagels and Challah Rolls*

*Plain and Chive Cream Cheese*

*Tuna salad*

*Egg Salad or Frittata (\$2.00 upchg pp)*

*Sweet Noodle Kugel*

### *Choice of Two Salads:*

*Garden- Mixed Greens, Romaine, Tomato, Carrot, Cucumber, Radish*

*Caesar- Romaine, Shredded and Ground Parmesan, Homemade Croutons and Caesar Dressing*

*Israeli- Tomatoes, Cucumbers Parsley, Mint,,Lemon,Olive Oil,*

*Chopped- Mixed Greens, Chopped Tomato, Carrot, Tri Color Peppers, Corn, Ditali Pasta, Crumbled Bleu Cheese*

*Orchard - Spinach & Arugula, Berries, Pepitas, Goat Cheese, Strawberry Vinaigrette*

*Pasta -Farfalle pasta, Broccoli, Tri-Color Peppers, Green Onion, Carrot, Garbanzo Beans, Tomato*

*Crudite Fresh Cut Vegetables, Hummus and Pita Chips*

\*\*\*\*\*

*Seasonal Fruit Kabobs*

*Fancy Pastries & Assorted Bakery Goods*

\*\*\*\*\*

*Coffee, Decaf, Tea, Lemonade and Kiddush wine*

*Buffet Linens, White Table skirting and Plastic Tablecloths, Plates, and Silverware*

*Choice of Personalized Colored Napkins*

**Please note:** CBS can only provide one Kiddush per Shabbat.

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

**CBS reserves the right to substitute based on availability. rices are subject to change**

*Ala Carte Options*

*(can be added to any kiddush option for 100 congregants plus your guest count)*

*Sweet Noodle Kugel: \$2.00 pp*

*French Toast Souffle: \$2.00 pp*

*Mac & Cheese: \$3.00 pp*

*Egg Salad: \$2.00 pp*

*Cheese or Veggie Pizza: \$3.00 pp*

*Specialty Salad: \$2.00 pp*

*Cheese Platter \$2.50 pp*

*Egg and Cheese Frittata \$2.00 pp*

*Felafel, Pita, Hummus \$5.00 pp*

*Fresh Flowers: \$150.00*

**YOUR TIME LINE and Kiddush Agreement**

- **Four (4) Months prior to your Event** – Host fee paid along with a signed copy of the Kiddush Agreement must be submitted to the Shabbat Kiddush Coordinator, Randi Simon
- *Keep a copy for yourself.*
- **Three (3) weeks prior to your Event** – Final numbers are due to Randi Simon
- **Two (2) weeks prior to your Event**- ALL fees must be paid in full.

**B'NAI MITZVAH KIDDUSH AGREEMENT FOR SHABBAT KIDDUSH**

**(DO NOT USE FOR A CATERED KIDDUSH)**

**All Sponsorships are Tax Deductible. Please consult your accountant**

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

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

B'nai Mitzvah Name: \_\_\_\_\_

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

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

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

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

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

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

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

Kiddush will be Sponsored By: (please include full names, addresses and phone numbers if sponsors are not members)

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



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

**KIDDUSH 1**

\_\_\_\_\_ Kiddush 1 - \$500.00 plus \$18.00 per invited guest

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

Ala Carte Options \_\_\_\_\_

**KIDDUSH 2**

\_\_\_\_\_ Kiddush - Option 2: \$900.00 plus \$28 per invited guest

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

Ala Carte Options \_\_\_\_\_

**KIDDUSH 3**

\_\_\_\_\_ Kiddush with Lox - Option 3 : \$1300.00 plus \$35.00 per invited guest.

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

Ala Carte Options \_\_\_\_\_

We will contact you *three (3) weeks* prior to your Simcha to determine the exact number of invited guests attending).

**We know this is an estimate. You can change the number when we contact you.**

**Round Guest Table Linens**

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

\_\_\_\_\_ Linens ordered at an additional charge of \$12.00 per guest table

*(for all guest tables in the room)*

*Choice of color to be agreed upon by two families if sharing the Kiddush.*

**Personalized Napkins** are included in the cost of Kiddush 2& 3 (option)only.

Name to be printed \_\_\_\_\_ ( )Block ( )Script

Color of Napkin \_\_\_\_\_ Color of Name \_\_\_\_\_

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

Please contact Randi Simon, the Shabbat Kiddush Coordinator, should you have any questions:  
847.498.4100, x23 or [rsimon@bethshalomnb.org](mailto:rsimon@bethshalomnb.org).

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

B'nai 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 based on availability  
Prices subject to change without prior notice*



## Optional : Catered Kiddush

If you choose to have your Kiddush catered by one of the kosher caterers approved for Kiddush at Congregation Beth Shalom, you will receive a \$450 discount on your B'nai Mitzvah Commitment Fee. Your Kiddush must include the congregation and cannot be private.

You may select from the following approved kosher caterers:

**1. Keep The Faith Events**

[Faith@KTFEVENTS.com](mailto:Faith@KTFEVENTS.com)

847-343-0818

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

Karen Gaba

[StarrKosher@gmail.com](mailto:StarrKosher@gmail.com)

773.465.6247

**2. Zelda's Catering**

Kathy Ramos Kurland

[Kathy@Zeldascatering.com](mailto:Kathy@Zeldascatering.com)

Merry Jean Nano-Lee

[Merryjean@Zeldascatering.com](mailto:Merryjean@Zeldascatering.com)

847.674.0033

For more information contact Maria Catezone 847.498.4100, ext. 126 [mcatezone@bethshalomnb.org](mailto:mcatezone@bethshalomnb.org)

Or Jill Olefsky, Catering Chairperson, 847.272.1758 , [jolefsky@aol.com](mailto:jolefsky@aol.com).

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 \$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 a 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](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 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 |
| Hamachi's Sushi Bar                      | 773-273-6904 |
| HPJewel Kosher Dept. (no delivery)       | 847-579-0872 |
| Ken's Kosher Diner                       | 847-679-4030 |
| Milt's BBQ for the Perplexed             | 773-661-6384 |
| Mizrachi Grill                           | 847-831-1400 |
| Sandwich Club                            | 847-677-6020 |
| Shaevitz Uptown BBQ                      | 847-432-7310 |
| Shallot's Bistro                         | 847-677-3463 |
| Starr Kosher Caterers/Chicago Tailgators | 773-465-6247 |
| Taboun Grill                             | 847-965-1818 |
| Tacos Gingi                              | 847-983-0648 |
| Zelda's Catering                         | 847-674-0033 |

#### **Desserts**

|   |              |
|---|--------------|
| Cinnaholic (Evanston)                         | 847-425-0239 |
| Highland Pop                                  | 847-433-4200 |
| Illinois Nut and Candy                        | 847-677-5777 |
| Nothing Bundt Cakes (Deerfield)               | 847-315-9077 |
| North Shore Kosher Bakery (call for delivery) | 773-262-0600 |
| Sunset Foods Produce for fruit trays          | 847-272-7700 |



### Catered Friday Night Dinner

**Fee: \$450 + \$125 Non-Refundable Security Fee**  
**Dinner is after 6pm Shabbat service**

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.*

Contact: Maria Catezone for scheduling and logistics for catered dinners: [MCatezone@bethshalomnb.org](mailto:MCatezone@bethshalomnb.org)  
**847-498-4100 ext.126**

**Approved Caterers for full-service meal: see page 23 of this guide.**



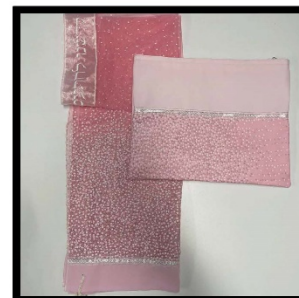
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<https://cbs-sisterhood-judaica-shop.square.site/>



Questions?  
cbsjudaica@gmail.com  
Jackie Zelkowitz 312-933-2839

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This coupon entitles you to:  
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no expiration - in store only



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## **Photographs & Videos**

Please call Maria Catezone at CBS (847-498-4100 x 126) to set up your appointment for your photos and/or videos.