



Dear B'nai Mitzvah Families,

Congregation Beth Shalom would like to wish you a hearty *Mazel Tov* on your forthcoming B'nai Mitzvah. We are here to work with you as partners in this very important Jewish lifecycle event for your family.

It is our desire that the B'nai Mitzvah 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 the B'nai Mitzvah 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,

Jill Olefsky

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 B'nai Mitzvah.
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 B'nai Mitzvah 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** – The B'nai Mitzvah student is expected to attend Shabbat/Holiday services at least twice a month to become familiar with the prayers and flow of the service. 6th Grade Religious School/Mechina and 7th 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. We encourage parents and families to attend services alongside their children.

PARENT'S RESPONSIBILITIES –

1. **All B'nai Mitzvah Students (unless enrolled in Hebrew Day School) must be enrolled in CBS Religious School throughout their 5th, 6th and 7th grade years in school.**
2. **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.

In the Jewish tradition of friend helping friend, each B'nai Mitzvah family will be scheduled for the following assignments:

3. **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 B'nai Mitzvah student will serve as Shabbat Ambassadors assisting in creating a welcoming and helpful environment for our congregants and invited guests. You will arrive at 9:00 am sharp at which time a member of the Board and Ritual Committee will work with you as well as explain your responsibilities for the morning.
4. **Serving** - Each B'nai Mitzvah family will be scheduled to serve at one Kiddush for other B'nai Mitzvah families. One parent (or both parents) and the B'nai Mitzvah 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 your family the day of your child's B'nai Mitzvah. You will also have the opportunity to see, what is involved and what your options are before sponsoring a Kiddush Luncheon.. Assignments for the

******Ambassador and Serving assignments will be scheduled on different dates.**

5. **Kiddush** - An obligation of the B'nai Mitzvah family is to sponsor a Kiddush luncheon for the congregation and your invited guests (following the Saturday Morning Service) For more information on the Kiddush obligation, please see the Kiddush section of this Next Steps Planning Book.

6. Support your child in all their learning and efforts towards this special day!

B'nai Mitzvah 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 scheduled on Shabbat or Sunday Mornings, alternating throughout the year. On Shabbat, students will meet with B'nai Mitzvah coordinator, Randi Simon, and learn to chant and understand the prayers associated with the Shabbat morning service and learn to trope for chanting Torah as well as spend part of each session participating with the congregation in services. 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 during their B'nai Mitzvah. During selected Sunday sessions parents will meet 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.

Individual Tutoring –CBS works with each child individually. Goals and expectations are individually set. Lessons with your assigned tutor will begin approximately one year prior to the date of the B'nai Mitzvah and continue until the week of the Simcha. Each child will have approximately 42 lessons, each of which is 20-30 minutes in length. The B'nai Mitzvah tutor will have at least one full run through with your student on the bima . Students are expected to practice regularly at home. (20-30 minutes a day, 5-6x a week is suggested).

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 and Cantor. Each of them has specific goals to accomplish with your family for the special day.

- Cantor Stoehr, Rabbi Chapman or Rabbi Honig can 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 or Cantor Stoehr will meet you on the bimah within 1 week of the Simcha for a final walk-through.

Day of B'nai Mitzvah – Set up/cleanup of the social hall, kitchen staff, bimah flowers paper goods and basic table coverings will be provided.

**The Kiddush following your service is not included in the Commitment Fee.*



Kiddush Information

CBS encourages a feeling of community by hosting a Kiddush Luncheon after services each Shabbat for which the entire congregation may participate. The Luncheon is plentiful and beautiful. There are several different Kiddush options to choose from.

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.

B'nai Mitzvah and Kiddush Coordinator, Randi Simon will work with you directly regarding your options and will organize all aspects of the Kiddush Luncheon.

Please feel free to contact Executive Director Michael Garlin if you have any questions or concerns regarding your financial obligation.

four months prior to the B'nai Mitzvah the signed and completed **Kiddush Agreement** is due along with the **host fee** (for chosen Kiddush option). Regardless of whether you are sharing the day with another family, **each family is expected to pay their own host fee.**

Three weeks prior to the B'nai Mitzvah for a **final guest count** at which time you will be assessed for the balance of the Kiddush.

The Kiddush Sponsorship is considered a tax deductible donation.

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

- 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.**

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.*

Randi Simon

CBS B'nai Mitzvah/Kiddush Coordinator



Friday Night Catered Dinner or Drop-Off

Hosting a Friday Night dinner at Beth Shalom is a special way to start the B'nai Mitzvah weekend. Your guests can enjoy a private dinner in one of our dining spaces immediately following Shabbat services.

Dinner can be a drop-off from the extensive list of approved Kosher establishments and our CBS staff can be on hand to set the room and buffet and warm the food or you can bring in an approved outside Caterer to take the event



Contact office manager, Maria Catezone mcatezone@bethshalomnb.org
or at 847-498-4100 ext. 126
for more information or to check on availability and pricing.



Drop off Friday Night Dinner Info and Rental

Up to 40 guests: Base fee \$200 + \$125 Non-Refundable Security Fee

Up to 80 guests: Base fee \$375 + \$125 Non-Refundable Security Fee

Up to 120 guests: Base fee \$500 + \$125 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,

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.**

Crunch	847-213-0494
EJ's Pizzeria	224-534-7215
Emma's Bagel Café	847-673-3030
Hamachi's Sushi Bar	773-273-6904
Jewel Kosher Department <i>(Highland Park location-no delivery)</i>	847-579-0872
Keep the Faith	847-343-0818
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

Challah House	Instagram
Highland Pop	847-433-4200
NC Chocolatier (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

Catered Friday Night Dinner

Fee: \$450 + \$125 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.

Catered Kiddush

If you choose to have your Kiddush fully catered by one of the approved Kosher caterers at Congregation Beth Shalom (p.10), the Host 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.

Our Kosher kitchen is only able to accommodate one outside caterer per weekend. For information and availability please contact Maria Catezone at mcatezone@bethshalomnb.org or 847-498-4100 ext. 126.



Approved Full Service Caterers

1. Keep the Faith

Faith Bugay

Faith@KTFEVENTS@gmail.com

2. 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.

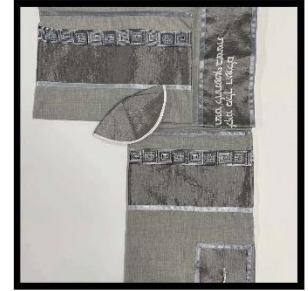
Randi Simon rsimon@bethshalomnb.org 847-498-4100 ext. 123

Photographs & Videos

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

**The Louis Gurvitz Memorial
Sisterhood Judaica Shop**
Congregation Beth Shalom
3433 Walters Ave, Northbrook, IL 60062

Shop our Beautiful Selection of Tallit for Your Simcha!



Shop in Store
Sundays 9am-12pm When Religious School is in Session

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



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



**The Louis Gurvitz Memorial
Sisterhood Judaica Shop**

This coupon entitles you to:
\$25 off one Tallit for your upcoming Bar or Bat Mitzvah

no expiration - in store only

Notes: