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Tutor & Meeting Information

Your tutor is (name of tutor):

Telephone: (916) (tutor's telephone)

Email Address: (tutor's email address – get from tutor)

The Journeys Program schedule for the
Fall and Winter of 2007/2008 is:

October 14, 2007

November 11, 2007

December 2, 2007

January 13, 2008

E-mail Addresses You May Need:

Rabbi Taff – rabbi@mosaiclaw.org

Hazzan Alpert – -cantor@mosaiclaw.org

Rina Racket (Program Director) – rina@mosaiclaw.org

Steve Kutler (Facilities Manager) – swkutler@yahoo.com

Megan Olson (Administrative Assistant) – megan@mosaiclaw.org

Barbara Gibson (Rabbi's Secretary) – barbara@mosaiclaw.org

Debbie Berliner (Hazzan's Secretary) – debbie@mosaiclaw.org

Cesar Baez (Accountant) – cbaez@mosaiclaw.org

Laura Wendel (Scroll Editor) – laurawendel@comcast.net

BAR/BAT MITZVAH SCHEDULE
5768 – 5769

<u><i>Date</i></u>		<u><i>Candidate</i></u>	<u><i>Shabbat ends</i></u>
October 2007	6	<i>Jacob Pachter</i>	7:28 PM
November	17	<i>Gabrielle Ruxin</i>	5:38M
December	1	<i>Joshua Tavill</i>	5:31PM
January 2008	5		5:43PM
	12		5:50PM
	19	Sisterhood Shabbat <i>MLK Jr. B'day</i>	5:57PM
	26	Aaron Prohofsky	6:05 PM
February	2		6:13PM

	9		6:21PM
	16	<i>Morgan Phoenix</i> <i>President's Weekend</i>	6:29 PM
	23		6:37PM
March	1		6:44PM
	8	Jacob Weinberg	6:51PM
	15	<i>Aaron Burbank</i> <i>Shabbat before Purim</i>	7:58PM
	22		8:05PM
	29		8:12PM
April	5		8:18 PM
	12	Natalie Polan	8:25 PM
	19	<i>Erev Pesach</i>	8:32 PM
	26	7 th Day Pesach	8:38 PM

May	3	<i>Leille Ross</i> <i>Mother's Day Weekend</i>	8:45PM
	10	Laura Eisman	8:51PM
	17	<i>Cameron Horst</i>	8:58PM
	24	<i>Benjamin Gourley</i> <i>Memorial Day Weekend</i>	9:04PM
	31	Adult Bar/Bat Mitzvah Shabbat	9:09PM
June	7		9:14 PM
	14	Noah Lightman	9:17PM
	21	Naomi Holland	9:19 PM
	28	Darci Naftulin	9:20PM

Events and parties to be held either at the synagogue, or away from the premises, **MUST begin at least one-half hour after the conclusion of Shabbat.** See the “**Shabbat Ends**” time listed above. **Please be sure that the beginning time on the invitations is in accordance with the above.**

BAR/BAT MITZVAH SCHEDULE

5768 – 5769

<u>Date</u>		<u>Candidate</u>	<u>Shabbat ends</u>
July	5	<i>4th of July Weekend</i>	9:19 PM
	12	Shira Darf	9:17 PM
	19		9:13 PM
	26		9:08 PM
August	2		9:01 PM
	9		8:54 PM
	16		8:45 PM
	23		8:35 PM
	30	Daniel Schmelter <i>Labor Day Weekend</i>	8:25 PM
September	6		8:14 PM

	13	<i>Mikaela Benson</i>	8:03 PM
	20	Sara Rochman	7:52 PM
	27	<i>Selichot Night</i>	7:41 PM
October	4	<i>Between Rosh Hashanah and Yom Kippur</i> <i>NOT AVAILABLE</i>	7:30 PM
	11		7:20 PM
	18	<i>3RD Day Sukkot</i> <i>NOT AVAILABLE</i>	7:10 PM
	25	<i>Sarah Poisner</i>	7:00 PM
November	1	Joshua Rosenblume	6:52 PM
	8		5:45 PM
	15		5:39 PM
	22		5:34 PM
	29	<i>Thanksgiving Weekend</i>	5:31 PM

December	6		5:30 PM
	13		5:31 PM
	20		5:33 PM
	27	<i>6th Day of Hanukkah</i>	5:37 PM
January 2009	3	Mickey Zeff	5:42 PM
	10		5:49 PM
	17		5:56 PM

Events and parties to be held either at the synagogue, or away from the premises, **MUST begin at least one-half hour after the conclusion of Shabbat. See the “Shabbat Ends”** time listed above. **Please be sure that the beginning time on the invitations is in accordance with the above.**

To contact a Bar/Bat Mitzvah in your class, please locate the information in the Sisterhood Directory.

BAR/BAT MITZVAH TIMETABLE/CHECKLIST

One Year Prior:

Begin attending Shabbat Services on a regular basis
Candidate should begin learning trope, blessings and Haftorah on their own before tutoring begins

Six Months Prior:

Pay Fees in full (Bar/Bat Mitzvah tuition, membership dues through current quarter, school tuition) **before tutoring begins**
Practice every evening 30 minutes to 1 hour

Three Months Prior:

Make arrangements with Steve Kutler, Facilities Manager regarding the Kiddush

- Facility use fees and security deposit (if applicable) are due

Two Months Prior:

Family meeting with the Rabbi – parents schedule with Barbara Gibson
Work with the tutor to collect information for the Honors Form (see pg. 17)
Email paragraph and photograph for the monthly Scroll to the Scroll editor

One Month Prior:

Copy of speech to the Rabbi and Hazzan

- OPTIONAL: Schedule photos in Sanctuary by calling Steve Kutler

Three Weeks Prior:

Turn in or email Honors Form to Debbie Berliner (see pg. 17)

Two Weeks Prior:

Full rehearsal with tutor and Hazzan, in the Sanctuary
Turn in program to the Hazzan for final proof before printing

Several Days Prior:

- Still photos taken in the Sanctuary with candidate and family
Bring VHS tape(s) to synagogue office, if you want Shabbat service recorded

On Friday Morning of Bar/Bat Mitzvah:

Bring any programs or booklets to be handed out
Finish decorations that will be used over the weekend

- All deliveries must be made by 3:00p.m.
Go home, take a nap and relax!

5768 B'NAI MITZVAH

PARENTS & CANDIDATES MEETING

Sunday, March 25, 2007

GOALS

1. To create a Bar/Bat Mitzvah Life Cycle Event where the student becomes a responsible member of our Jewish community.
2. To view this as a partnership between parents, B'nai Mitzvah candidates, siblings and synagogue.
3. To strengthen Jewish identity and observance for the entire family.
4. Bringing the whole family closer to Judaism.
4. Acquisition of skills to become a leader in the synagogue community (leading the service, Torah reading, discussion of Parasha, etc).
4. Giving adults (parents) a second opportunity for acquiring skills together with their child (adults who have these skills will be able to help others).
4. Share a common experience as a class, which hopefully will strengthen friendships or create new ones that will last a lifetime in the Mosaic Law family.
4. Putting the Mitzvah back into Bar/Bat Mitzvah. (Each family will be requested to choose a social action project).
9. Putting G-d on the Guest List.

ELIGIBILITY FOR BAR/BAT MITZVAH AT MOSAIC LAW *

1. Candidate must be Jewish according to Jewish Law (either born to a Jewish mother or completed conversion).
2. Family must be **full members** of Mosaic Law Congregation (Bar/Bat Mitzvah dates may only be scheduled for full members of the congregation). All Bar/Bat Mitzvah fees must be paid **prior** to the beginning of Bar/Bat Mitzvah training.
3. All candidates must meet the educational requirements for Bar/Bat Mitzvah. They are:
 1. Current enrollment in our Religious School, Shalom School or Yachad (our new community wide Hebrew High School program).
 2. Enrollment for five consecutive years in a religious school or day school program **through the year** of the student's Bar/Bat Mitzvah.

3. All candidates are required to **complete** the year of study even if their Bar/Bat Mitzvah has already occurred.
4. Regular Shabbat morning attendance at services.
5. All candidates should have a satisfactory proficiency of Hebrew reading. (If the tutor feels that a candidate needs additional instruction in basic Hebrew reading, the parents will be informed and asked to provide the additional tutoring at their expense).

*Any family whose child does not meet the eligibility requirements should contact Rabbi Taff.

PROGRAM OUTLINE

Religious School/Day School

Sixth Grade:

Those students in sixth grade who attend a public or private school must be enrolled in Mosaic Law's Religious School and **must attend classes** on **Monday** and **Wednesday** afternoons and on **Sunday** mornings. Sixth graders who attend Shalom School are not required to be enrolled in the Mosaic Law Religious School. Although Shabbat attendance is not monitored for sixth graders (unless your Bar/Bat Mitzvah will be held **during** your sixth grade year), they are encouraged to attend services on Shabbat morning with their families. Additionally a special Shabbat morning Noam Service for grades three through six are held each week during the school year.

Seventh Grade:

Seventh graders must be enrolled in our Religious School and must attend classes on **Monday** and **Wednesday afternoons for the entire school year**. Attendance at Shabbat morning services in the main sanctuary is a Bar/Bat Mitzvah requirement. Parents of seventh graders must also attend services on Shabbat morning.

Eighth Grade:

Eighth grade students who attend public or private school **must be enrolled in our Yachad High School Program held on Wednesday evenings on the Federation campus**. Attendance at Shabbat morning services in the main sanctuary is an 8th grade requirement. Parents of eighth graders must also attend services on Shabbat morning.

SYNAGOGUE & BAR/BAT MITZVAH FEES

Prior to the beginning of your child's Bar/Bat Mitzvah training, it is the policy of Mosaic Law that **all synagogue dues, school tuition and any other fees be current**. The Bar/Bat Mitzvah fee **must be paid in full before training can begin**. The fee of \$1400 only partially covers the cost of Bar/Bat Mitzvah training which the congregation substantially subsidizes. While most synagogues assess a fee in the range of \$1200 - \$3500 the current fee at Mosaic Law is reasonable. Please note that this fee is subject to change by the Board of Trustees.

Fees to sponsor Shabbat Kiddush luncheons must be paid in full no later than **three months before** the Bar/Bat Mitzvah. All other facility fees must be paid in full at time of scheduling. If personal hardship exists, an alternative payment plan may be worked out with one of the congregation's financial officers.

SHABBAT MORNING ATTENDANCE REQUIREMENT

Shabbat Morning Services begin at 9:00am. All B'nai Mitzvah candidates should make every attempt to arrive by 9:00am. **Promptness is very important.** When the candidates enter the sanctuary, they **must sit with their parents.** We ask that parents be consistent in getting their child to the synagogue on time. Parents please **do not drop off your child**, but rather join together and participate in the service.

One year before their Bar/Bat Mitzvah, all candidates must attend Shabbat services on a regular basis. A minimum of **50% of the Shabbatot beginning one year prior to their Bar/Bat Mitzvah date MUST be attended.** If a candidate is invited to a Bar/Bat Mitzvah at another synagogue, attendance at that synagogue will count towards the 50%.

Even after fulfilling the 50% attendance requirement, it is hoped that candidates and their families will continue to make Shabbat at Mosaic Law a weekly family experience. After the Bar/Bat Mitzvah it is our desire to encourage post-Bar/Bat Mitzvah students to periodically lead parts of our Shabbat services and continue to read from the Torah. Hazzan Alpert coordinates a post Bar/Bat Mitzvah participation schedule with the goal of notifying each student with his/her assignment(s) beyond the Bar/Bat Mitzvah date.

PROCEDURE FOR TAKING ATTENDANCE ON SHABBAT

When a candidate arrives on Shabbat morning he/she should immediately take his/her card from its place in the alphabetized section of the file box and place in the metal box with the slot in the top. This is **VERY IMPORTANT.** The box will be returned to the office at the end of services each week.

Any candidate who desires attendance credit for attending a Bar/Bat Mitzvah at another synagogue **must submit a note** from a parent to Rabbi Taff's secretary, Barbara Gibson informing us of the name of the synagogue, city, occasion and date attended. Please communicate this message to Barbara by email at: barbara@mosaiclaw.org.

SUNDAY MORNING SHACHARIT ATTENDANCE REQUIREMENT

All candidates are required to attend Sunday morning Shacharit services for four (4) Sundays prior to their Bar/Bat Mitzvah, dates to be coordinated by the Hazzan. **All candidates are strongly encouraged to attend all holiday and festival services as well as other weekday services along with the entire congregation.**

CONSEQUENCES OF NON-COMPLIANCE WITH SHABBAT ATTENDANCE REQUIREMENT

The reason for requiring our B'nai Mitzvah candidates to attend Shabbat services is to insure that each candidate will have a greater appreciation for the Shabbat experience and be supportive of his/her peers. Regular attendance also allows our candidates to become more familiar with the structure of services. Non-compliance of the minimum attendance requirement may result in the postponement or cancellation of the Bar/Bar Mitzvah.

PARENT/CANDIDATE CLASSES - Journeys

Journeys is a series of 4 workshops, which focus on specific aspects of the Bar/Bat Mitzvah experience. Each workshop is creatively designed so that families will be interacting within the family unit and with other families who are going through the same transition. We will use role-playing, discussions, family projects and individual exercises as ways to explore the various topics. At times, to enrich the experience, families will be given short assignments to complete at home.

There will be one 7th Grade Journeys program in the fall of 2007.

TALLIT

Every Bar/Bat Mitzvah candidate requires his/her own tallit. This is not usually worn until the actual date of the Bar/Bat Mitzvah. The parents or other family member have the option to make a special presentation of the tallit to the Bar/Bat Mitzvah from the *bima*. Please remember that the remarks should be brief and not exceed three minutes. There are many sizes and designs of the tallit. A tallit may be purchased at or ordered through the Sisterhood Gift Shop. If there is a special tallit that has been handed down from generation to generation in your family, you may have your child wear it; however, your child should have his/her own personal tallit as well.

TEFILLIN

It is customary at the pre-Bar/Bat Mitzvah stage for each candidate to learn about and experience the practice of putting on Tefillin. The Tefillin are worn on most weekday mornings during the Shacharit service. Bar/Bat Mitzvah candidates are required to purchase their own new pair of Tefillin and Tefillin Bag. During seventh grade Religious School the Hazzan will instruct the students in the laws of Tefillin and how to put them on. It is our hope that the regular donning of Tefillin will be part of the B'nai Mitzvah's everyday ritual.

MITZVAH PROJECT

All Bar/Bat Mitzvah candidates must choose a mitzvah project to begin one year before the Bar/Bat Mitzvah date. Please contact Rina Racket for assistance. Her email address is rina@mosaiclaw.org.

INDIVIDUAL LESSONS

Each candidate will be scheduled for 23 individual 45-minute lessons with the tutor. The lessons will be held at the synagogue or the tutor's home. Parents are required to attend the lessons. All lessons will be scheduled directly with the tutor. Any candidate, who is unable to attend a Bar/Bat Mitzvah lesson, must call their tutor and reschedule. Two weeks before the Bar/Bat Mitzvah, all training will have been completed.

Approximately one month prior to the Bar/Bat Mitzvah date, lessons will be held in the sanctuary. This will give each candidate an opportunity to become comfortable with the microphone and practice on the *bima*.

In addition to the individual lessons, all Bar/Bat Mitzvah candidates will have a 90-minute to two-hour rehearsal two weeks before the Bar/Bat Mitzvah, which will be conducted by the Hazzan. The family needs to be present at the rehearsal. Please be aware that rehearsal dates may need to be changed due to special synagogue events. We will give you as much notice as possible. And we appreciate your flexibility if this becomes a necessity.

CORE PARTICIPATION – This is the Minimum

Aliyah
Haftarah and Blessings
D'var Torah
Maftir Torah Reading

ADDITIONAL OPTIONS FOR PARTICIPATION

Prayers for taking out the Torah, and returning the Torah to the Ark
Torah Reading(s)
Musaf Service or Shacharit Service
Havdalah
Kiddush on Friday Night
Birchot Hashachar
P'sukei D'zimra
Kabbalat Shabbat and Maariv (Friday night)
Hallel, when applicable
Weekday Services

MEETING WITH RABBI

Each family should schedule an individual appointment with the Rabbi approximately seven to eight weeks before the Bar/Bat Mitzvah. The meeting lasts 45 minutes to one hour and is an opportunity for the Rabbi to get to know the candidate better and for the family to ask any questions they may have about the upcoming simcha. **Parents are responsible for scheduling the meeting** by calling Barbara Gibson in the synagogue office as she maintains the Rabbi's calendar and schedule. While the Rabbi would like to accommodate everyone's schedule these meetings should be scheduled Monday through Thursday between 8:30am and 4:30pm.

WRITE-UP FOR MONTHLY SCROLL

Write a short paragraph that includes the candidate's name, date of mitzvah, Torah portion, Mitzvah project and the candidate's special interests. This paragraph plus an appropriate photograph (school-type) should be emailed to our Scroll editor, Laura Wendel at laurawendel@comcast.net. These items need to be sent **2 months prior** to the Bar/Bat Mitzvah date.

KIDDUSH

It is a tradition at Mosaic Law Congregation that the B'nai Mitzvah Family sponsor or host a Kiddush luncheon for the congregation following the service. We recommend that you consider engaging our Men's Club, which is capable of providing various menus. If you choose to engage an outside caterer we recommend that you contact one of the three Rabbinically supervised kosher caterers in Sacramento: Bob's Butcher Block, the kitchen at Albert Einstein or Yair Luria's Kitchen.

Please note that if you choose to have an outside caterer, or prepare any or all foods yourself, all food must be prepared in our synagogue kitchen. You must schedule use of the kitchen well in advance with Steve Kutler, our Facilities Manager. You will also be responsible for all costs incurred for a *mashgiach*, a certified kashrut supervisor. Contact the office for a list of Rabbi-approved mashgichim. Please understand that absolutely no food products may be brought into the synagogue unless they have been certified and approved by the mashgiach or the Rabbi. Additional information about sponsoring Kiddush can be found in a separate section of the handbook.

Following are several questions and answers regarding the Men's Club and their participation with Kiddush luncheons:

Q: How much does it cost to feed the congregation on a NON-Bar/Bat Mitzvah Shabbat?

A: The cost of the Kiddush is approximately \$600 or \$2/person for supplies.

Q: What does the Men's Club do with the profit from the luncheons?

A: Most of the profits go to the 613 Foundation, part of the Synagogue Foundation. Additional dollars are used for tables for the Social Hall; vacuum cleaners and floor polishers for the Synagogue; stoves, ovens and burners; freezers; maintenance on kitchen equipment; and lately, all kitchen supplies and cleaning material.

Q: How much profit is there?

A: The Men's Club charges a 50% mark-up over costs – with some extra costs thrown in when extra services are requested. For example, there is a 25% increase for family style set-up as opposed to buffet style because of the extra costs for supplies, displays on the table, cleanup, etc.

Q: Does the amount of money collected from sponsors of Shabbat luncheons (for birthdays, anniversaries, etc.) cover a basic luncheon for the 4 weeks of each month?

A: Six years ago the Men's Club accepted the responsibility of putting on the Kiddush luncheon, provided that the receipts from sponsorships and co-sponsorships went directly to the Men's Club. Co-sponsorships cover the cost of approximately 1/2 of the basic (non-B'nai Mitzvah) luncheons each year.

Q: Is the money collected in a separate account that the Men's Club handles or does the Board manage it like the rest of the Synagogue overhead?

A: The Men's Club has its own bank account that is managed by the treasurer and is not controlled by the Board of Trustees.

Food and decorations may not be removed from the synagogue premises until Shabbat ends. The family is responsible for packaging of food to be taken home. If you do not want the leftover food, please inform the kitchen staff and they will donate it to the Western Service Workers Association.

Kiddush decorations cannot cover the tapestry or block the view of the tapestry. Confetti and glitter **CANNOT** be used as part of your decorations. If you would like to have the decorations you use for the Kiddush tables and/or in the sanctuary returned to you, you **MUST** inform Steve Kutler, our facilities manager, in advance of your event.

BAR/BAT MITZVAH PARTIES AT MOSAIC LAW CONGREGATION

We encourage all our families to consider having their private party or reception here at the synagogue. Please note that before scheduling our facility for a Saturday night reception, the laws of Shabbat and Kashrut must be adhered to. Therefore, **no event can begin at the synagogue until at least one-half hour after Shabbat concludes.**

PARTIES AT OTHER LOCATIONS

Bar/Bat Mitzvah students are actively learning about the mitzvah of kashrut. Having a kosher event helps to re-enforce Jewish values. Please note that it is synagogue policy that our staff can only attend parties outside of our synagogue if they are **kosher, under rabbinical supervision, or are completely dairy or pareve.** If the food at your party is not going to be under Rabbinical supervision, but will be completely dairy, pareve or vegetarian, please be sure to alert the caterer or food preparer that the ingredients of **ALL** food items must **NOT contain any meat or poultry, animal fat, shellfish or any other non-kosher fish.** There have been occasions when families have had their parties at country clubs or other venues and requested only vegetarian or fish meals, but were embarrassed to find that the caterer decided to "enhance" the offerings by adding chicken to the pasta or shellfish to the menu. Parents need to be **very clear** when talking to caterers about this subject.

In the spirit of Shabbat, **all Saturday night parties MUST begin at least one-half hour after Shabbat concludes. See schedule at front of handbook for end of Shabbat times.**

CANDLELIGHTING CEREMONIES

While some families may wish to have a candlelighting ceremony at the Bar/Bat Mitzvah Party to recognize family and friends, please refrain from including the Rabbi, Hazzan and Education Director in this ceremony. While the staff is happy to join you at your celebration, we cannot guarantee their attendance for the duration of the party.

INVITATIONS

When sending invitations, **please be sure to include each member of your child's Bar/Bat Mitzvah Class. NO child should be left out.** It is appropriate to send an invitation **to the home** of the Rabbi, Hazzan, Education Director and tutor. It is also appropriate to send an invitation to the congregation president and his/her spouse. These addresses may be found in the synagogue directory. The invitation your guests receive is their first introduction to the tone and significance of this event. Therefore your choice of style and wording for the invitation reflects what is important to you about your child becoming Bar/Bat Mitzvah. Many businesses and individuals handle invitations and you are free to choose whomever you wish.

PRINTED PROGRAMS

Many families choose to print programs that describe and explain our Shabbat services to their guests and list those people who are being honored with Aliyot.

Printing of programs is optional and **must be proofed and approved by the Hazzan**. Please allow at **least two weeks** to proof and edit your program. It is a **requirement** that you include the names of the following professional staff on the cover of the program: Rabbi, Hazzan, Education Director, tutor and the congregation president.

KIPPOT

The Talmud contains statements that indicate that our sages did not walk four steps with their heads uncovered. This was viewed as a mark of reverence for G-d. For families wishing to order kippot, you may contact the Sisterhood Judaica Shop for information.

For all your Bar/Bat Mitzvah needs – tallit, invitations, programs or yarmulkes – be sure to contact our Sisterhood Judaica Shop first. Sharon Epstein may be able to help you save money compared to Internet companies, etc. Remember purchases made at our Judaica Shop help to support our Education Department.

PHOTOGRAPHY AND VIDEO

Most families want to have a permanent reminder of their child's Bar/Bat Mitzvah. Photography is not permitted on Shabbat. However, many families choose to schedule a time just prior to the Bar/Bat Mitzvah to take still photos in the sanctuary. **You must check with the office to be sure the sanctuary is available for use at that time.** If you would like for any member of the

staff to be included in the photographs,

please call them directly to invite them to be present. Some families take their own pictures; others hire a professional photographer or videographer. Although the synagogue does not endorse a particular photographer or videographer, we encourage you to consider engaging one of the professionals who advertise in the Mosaic Law Monthly Scroll or in our annual Sisterhood Membership Directory.

If you would like an unedited tape of the Shabbat morning service, you may leave one or two blank VHS videotapes with Steve Kutler. The tape(s) will be set automatically and will run from approximately 9:15am until 12:15pm. Since the tape is not monitored, the synagogue cannot assume responsibility for the quality. The tape(s) may be picked up from the synagogue office on Monday morning.

TORAH PASSING

Some families may choose to include in the ceremony a Torah Passing. The Torah is removed from the Ark and the Rabbi hands it to designated family members (e.g.: great-grandparents to grandparents to parents to the Bar/Bat Mitzvah). This is a symbol of the teaching of the mitzvot of the Torah from one generation to another.

APPROPRIATE ATTIRE

One of the purposes of Jewish law regarding dress is to teach us to dress and behave in a modest manner. Over and above the concept of modesty, we promote another value – that of presentability. In order to approach Tefillah (prayer) in our Sanctuary and Chapel and/or stand on our Bima within an atmosphere of seriousness, we ask that all those in attendance at services on Shabbat and High Holydays dress appropriately.

Women should refrain from wearing low cut or sleeveless dresses or blouses, bare midriffs and short skirts. Women need to wear a head covering when standing on the Bima. Men should refrain from wearing clothes that are inappropriate, such as jeans, T-shirts, shorts and low-riding pants. All men need to wear a head covering and Jewish men should also wear a tallit.

Your cooperation in this matter will help insure that the concentration of worshippers during our services will remain directed towards G-d.

NON-JEWISH PARTICIPATION

Just as it would not be proper for someone of the Jewish faith to participate by leading a prayer in a church service, non-Jewish participation in the ritual portion of our Shabbat service is not our custom at Mosaic Law. However, the Rabbi does encourage a non-Jewish member of the family or designated individual to ascend the Bima to make a presentation of the Tallit (prayer shawl), or Yad (Torah Pointer) to the Bar/Bat Mitzvah celebrant at the Rabbi's lectern. The presentation may include personal words to the Bar/Bat Mitzvah. A non-Jew would be permitted to lead the responsive reading for the Prayer for Peace, Prayer for Country or Prayer for Israel.

In the case of a Bar/Bat Mitzvah whose parents are intermarried, the Jewish parent **only** is called to stand by the Torah to recite the appropriate blessings before and after the Torah reading (*aliyah*). When the Rabbi and Hazzan say a special blessing for the Bar/Bat Mitzvah, **both** parents stand together on the bima with their child.

We gratefully acknowledge the non-Jewish parent's continual support for bringing the children up in the Jewish tradition, and giving the children a Jewish education. It is our congregation's desire to continue to make non-Jews within our congregational family feel welcome and included in the many aspects of synagogue life. We hope that those of other religious faiths will be understanding of the boundaries of participation in our ritual service.

ALIYOT AND HONORS

During the Shabbat Morning Torah Service, there will be a **maximum of three (3) Aliyot and four (4) Torah readings** reserved for your family **in addition** to the Maftir Aliyah reserved for the Bar/Bat Mitzvah. **Four Aliyot and three Torah readings are reserved for members of the congregation** (there could possibly be an aufruf, baby naming, yahrzeit, or other significant occasion within the life cycle of our congregation). All Torah readings and Aliyot reserved for members of the congregation are assigned **ONLY** by our hazzan or gabbai rishon.

Please note that the first Aliyah (Kohen) must be given to a Kohen and the second Aliyah (Levi) must be given to a Levi. If you do not designate a Kohen or Levi, the Ritual Chairman will assign these honors from amongst the congregation. Also Kohanim and Leviim are not permitted to come up for aliyot other than the first two.

You will also be entitled to choose **four** people to have the honor of opening and closing the Ark. The Ark is opened twice, once to remove the Torah and once to return it. Each time the Ark is opened, two people are needed to open the doors. This honor can be done by two sets of people, thus giving you the opportunity to honor four individuals.

You will also have the opportunity to designate two people, one to lift the Torah (Hagba) and one to tie and dress the Torah (Glila). Please be sure that the individual who is honored to lift the Torah has either done this before or will be given the opportunity to practice prior to the Bar/Bat Mitzvah Shabbat.

You may also designate two people, one to lead the prayer for our country, and someone else to lead the prayer for the State of Israel.

At least three Torah readings and the leading of Shacharit, Musaf and other prayers are assigned by the Hazzan.

The honors and aliyot sheet following must be submitted to the Hazzan, or Debbie Berliner no later than **three weeks prior** to the Bar/Bat Mitzvah. Please be sure that the form is **complete** with the Hebrew names of all those whom you have designated for the **three aliyot and the Hagba and Glila honors. The Maftir aliyah is designated for the celebrant.** Be sure to include the Hebrew name of the father and mother of the honoree as well as their Hebrew name. The remaining honors only need the first and last names of the designee in English. If you would like to complete the form electronically, please email: debbie@mosaiclaw.org.

BAR/BAT MITZVAH HONORS FORM

(Return to Debbie Berliner no later than 3 weeks prior to Bar/Bat Mitzvah.)

Bar/Bat Mitzvah of: _____ Date: _____

Parashat: _____

ALIYAH	READER (English name) assign at most 4 (in addition to Maftir)	OLEH/OLIM – English/Hebrew names Assign at most 4 (in addition to Maftir)	READING Chapter:Verse / pg # In Stone Chumash
KOHEN		E H	
LEVI		E H	
SHILISHI		E H	
REVII		E H	
HAMISHI		E H	
SHISHI		E H	
SHVII		E H	
MAFTIR		E H	

HAGBAAH Torah	-----	E H	-----
GELILAH Torah	-----	E H	-----
(HAGBAAH Torah 2)	-----	E H	-----
(GELILAH Torah 2)	-----	E H	-----

5768 - 5769 Parent/Candidate Contract

This contract is to be signed by the parents **and** the Bar/Bat Mitzvah student. It needs to be returned to the Mosaic Law Office **no later than March 25, 2007.**

NAME OF BAR/BAT MITZVAH STUDENT _____

DATE OF BAR/BAT MITZVAH _____

1. WE understand the goals and program outline of Mosaic Law's Bar/Bat Mitzvah Program and agree to fulfill the eligibility requirements.
2. WE understand that each student is expected to exhibit respectful behavior towards each other, teachers, members of the congregation, and the synagogue property.
3. WE understand that if we are unable to attend an individual Bar/Bat Mitzvah lesson, it is our responsibility to call the instructor with as much notice as possible so that the lesson will be able to be rescheduled.
4. WE understand that we are requested to choose a Mitzvah/Social Action Project to be completed before the Bar/Bat Mitzvah to be celebrated by our family.
4. WE agree that all Bar/Bat Mitzvah Fees shall be paid to the synagogue before training can begin.
4. WE understand that the synagogue, its Rabbi, Hazzan and professional staff will assist us in making this a meaningful Jewish life cycle event for our family.

SIGNATURE OF PARENT DATE

SIGNATURE OF PARENT DATE

SIGNATURE OF STUDENT DATE

For Office Use Only

Received:

We're Putting the Mitzvah back into Bar/Bat Mitzvah!!
B'nai Mitzvah Family Project
(Must be turned in to Megan by June 1, 2007)

Name of Bar/Bat Mitzvah Candidate _____

Home Phone _____

Address _____
No. Street City State Zip

Father's Name _____ Phone (W) _____ (H) _____

Mother's Name _____ Phone (W) _____ (H) _____

E-mail address (if applicable) _____ (for whom?) _____

Name and Ages of Siblings

1. _____ age ____ 2. _____ age ____

3. _____ age ____ 4. _____ age ____

Our family has chosen a Mitzvah Project. Listed below is a description of our social action mitzvah project:

Name of Project _____

Description: _____

We understand that our Mitzvah Project should be completed on or before our family's upcoming Bar/Bat Mitzvah (we may decide to continue our project beyond the Bar/Bat Mitzvah)

Signature of Bar/Bat Mitzvah Candidate _____ date _____

Signature of Parent _____ **Signature of Parent** _____

Signature of Siblings _____, _____

B'nai Kiddush Luncheons by The Men's Club

The Men's Club

You have many things to think about and plan for your child's Bar/Bat Mitzvah. We, the Mosaic Law Men's Club, want to assist you with a **kosher kiddush luncheon**, prepared and presented, as you want it. We can handle any affair in a buffet, or family sit-down style. We offer milchich, such as pita with falafel, bagels with cream cheese and lox, whitefish, herring, and gefilte fish. The desert table may have fruit, cakes, ice cream, cookies, brownies, and what ever else you want. For salads, we offer lettuce, Israel, Greek, egg, noodle, tuna, and others. If you prefer, fleischich meals from a variety of cold cuts and briskets and prime rib roasts, we can do that as well. Whether you wish to go with traditional European, Middle-Eastern or American style kosher foods, we have the staff to meet your needs for quality food with a beautiful presentation at an affordable price.

The Mosaic Law Men's Club will guarantee the food will be excellent, abundant and presented with the elegance befitting the occasion of your simcha. As a first step, please contact **Roger Cochran** VP of Catering, at (916) 359-8328 or rcochran@cdpr.ca.gov. He will listen to your plans and desires, offer suggestions and ideas, and help you come up with a menu that will please your tastes and your budget. Once we know the menu, the style of service and the number of guests you expect, we will figure the cost and get back to you with an estimated quote.

You should contact the Men's Club as soon as you know your date. We will put your date on our calendar and discuss with you what you might want. At this time we can determine if you want anything requiring a long time to obtain. The long time in of itself does not add to the cost if we know early enough. Most luncheons you have seen require only weeks from the time we have the menu to the time we serve the banquet. A few items may require months. When we do your Kiddush Luncheon, we will do your worrying so you can just enjoy the simcha. We are able to do this because we have been doing it for more than ten years, and doing it very well. The fee we charge includes the cost of the Mashgiach, purchasing, preparation, presentation, serving, groceries, paper goods, linen, setup, and cleanup. Because of the extra costs involved, we charge 25% more for family style luncheons than buffet style luncheons.

People can sponsor a standard Kiddush Luncheon for a lesser sum- \$500. That sum only pays for most of the costs of materials. The Men's Club members and the Mashgiach volunteer their time as a service to the Congregation. Clean-up costs come out of the Synagogue budget. When you ask for particular foods for your simcha, or change the number of people to be served, you change categories from sponsor to host. The Men's Club volunteers do not work for free for individuals. Our efforts are intended to raise money in support of the Education Program, so we do charge individuals for our services. Part of the money for those services goes directly to the education program for school BBQ's, providing food and drink for the baby-sitting program, and, infrequently, education staff salaries. Part of money for services goes into the 613 Foundation. The earnings of the 613 Foundation are a line item in the Mosaic Law Budget for the Jewish education program. Some of the money for our services is combined with co-sponsorship donations to pay for the food and supplies for non-hosted Kiddush Luncheons. The money you pay the Men's Club counts as a charitable donation (except for what you yourself eat).

You will get a Menu as the contract with us. The Menu shows what and how we will do your Kiddush luncheon. We use it for our purchasing, scheduling, preparation, and serving. To keep your expenditures private, we do not put the price on the menu, but we will tell you the price at all times. You will find an example of a recent menu (with the names altered) attached to this letter. You will also receive a billing letter after the event.

To plan your menu, decide what you would like on the buffet table, the dessert table, and the cold drink table. You may leave some things open for us to choose. For example, if you let us choose the fruit of the season, then we get the fruit in season the week of your simcha. For baked goods, you can select something in particular and let us choose a complementary selection to complete the dessert table. We do all of our own baking and will bake particular items if you ask. For the buffet table, you can have a combination of salads, bagels, kugels, casseroles, and even meat deli items. When you discuss the buffet table this with us, we will advise you about how many kinds of foods and how much you will need and how it affects pricing. Pricing takes into account number of kinds of foods and people. The addition or subtraction of salad might not affect the price because the amounts of other food will change to match the total amount of food we expect people to eat. In the end, your plan will have what you want.

If you have any questions, please feel free to call me, Bill Thomas at (916) 359-4295.

DATE OF EVENT: 30 April 2007

KIDDUSH FOR: Aaron Cohensky Bar Mitzvah

LAST UPDATED: 21 April 2007

HOST: Rachael Cohensky

Guests+250: 350

SETUP:

35 seating tables total

Outside: NO seating tables and NO circle table around fountain.

Inside: 35 seating, desert, buffet, punch, and washing tables; and bar. Buffet lines in middle of the Social Hall. In the middle room, 10 seating tables

Reserved seating at 5 inside tables

COLORS White Table Clothes, White Forks, Blue lunch and snack napkins, Blue lunch and snack plates.

MASHGICHIM: Roger Cochran, John Mee, Bill Thomas (Fees included in charge to host and donated to Men's Club)

MENU:

INSIDE BUFFET TABLES:

- Elegant Spring Salad with dried cranberries, pine nuts, and Raspberry Vinaigrette dressing
- Challah
- Bagels, lots of plain, sesame, and poppy ones. Not many onion
- Veggie and Lox Schmear
- Sliced tomatoes, cucumbers, and onions
- Olives, green
- Blintzes, Cheese
- Bowls of Apple Sauce, Chocolate Sauce, Strawberry Jam, Marmalade, Grape Jelly, Sour Cream
- Tuna Fish

INSIDE DESERT TABLE:

- Brownies
- Cookies
- Variety of Fruit in season

SEATING TABLES:

- 5 Reserved Tables

- Iced water on each reserved table

BAR:

Coffee regular

Coffee decaf

Tea

Sugar, non-sugar, whitener

Wine

Cider sparkling

Strong drink provided by host

COLD DRINK TABLE:

- Iced water with lemon
- Pink Lemonade

WASHING STATION:

- Challah
- Salt
- Water
- Towels

SAMPLE LETTER TO FAMILY FROM RABBI TAFF

March 2007

Dear Parent:

Mazel Tov on your child's upcoming Bar/Bat Mitzvah. All of us at Mosaic Law are delighted to share in the joy of your Simcha. This is an important achievement in his/her life and with it comes the responsibility of beginning to work to preserve and honor our Jewish homeland.

Through the generosity of an anonymous donor you and your child are invited to take an active role in the unique opportunity of supporting Israel while allowing him/her to receive a "Mazel Tov" Bond for half price. The Bond sells at \$100 and currently matures to \$125 in five years.

Mosaic Law's "Bonding With Israel B'nai Mitzvah Program" works this way:

1. If you elect to pay \$50 towards the purchase of a State of Israel Bond, MLC will pay the additional \$50 to purchase a \$100 Mazel Tov Bond in his/her name.
2. To participate in this innovative program review the prospectus, then complete and return the Investment Form, Customer Information Form, and check for \$50 made payable to "Mosaic Law" to the Israel Bonds office in the enclosed envelope. (Your check is not tax deductible since the money will be used to purchase a State of Israel Bond.)
3. MLC will pay the remaining \$50 towards the purchase of the Mazel Tov Bond. Two to three weeks after the purchase has been processed, your child will receive a portfolio statement outlining her bond information.
4. Your child's commitment to Israel will be publicly acknowledged on the day of his/her Bar/Bat Mitzvah with a certificate commemorating her participation in the Bonding with Israel B'nai Mitzvah Program.

I urge you to discuss this with your child and take advantage of this wonderful opportunity to perform a mitzvah for Israel. Enclosed is a current rate sheet that lists the Mazel Tov Bond, along with other Israel Bonds investment opportunities. For more information, please call Arlene Pearl at 916-487-7023.

Sincerely,

Rabbi Reuven Taff

Mosaic Law Congregation and State of Israel Bonds BONDING WITH ISRAEL B'NAI MITZVAH PROGRAM

Premise

The more ties we can forge between our children and the State of Israel, the greater likelihood our children will appreciate being Jewish and remaining Jewish, and the stronger Israel will be in the future.

Israel Bonds is one of many vehicles that can be utilized to build linkage between our children and Israel. By purchasing Israel Bonds for our children, we send a message to them that it is as important to loan our monies to Israel, as it is to make charitable gifts to our Jewish homeland.

Background

In an effort to address an important market of our future, our children, and to remain cost conscious, Israel Bonds has issued the Mazel Tov Bond. The purchase price of the Mazel Tov Bond is \$100 and matures in five years at \$125. The current rate of interest effective through March 14, 2007 is 4.49%

Many congregations around the country have sought to take advantage of the Mazel Tov Bond in a very creative and wonderful way by entering into a new program entitled "Bonding With Israel B'nai Mitzvah Program".

Bonding With Israel B'nai Mitzvah Program

Through the generosity of an anonymous donor, a gift is made to the synagogue for the funding of the following program for a one-year period.

The parents of each Bar or Bat Mitzvah child is contacted four weeks prior to the event and asked to consider either a Mazel Tov Bond or an Israel Bond of greater value in their child's name in celebration of the simcha. It is suggested to the parents to encourage their children to use their gift monies for this purchase so the children may gain an appreciation, at an early age, of the mitzvah of loaning their money to Israel. In turn, the synagogue recognizes the Bar/Bat Mitzvah child and pays half of the cost of a Mazel Tov Bond for their participation, with the monies provided by the Barnes Foundation. In short, if the family pays \$50.00 toward the purchase of a Mazel Tov Bond, a special fund set up at Mosaic Law will pay the other \$50.00. (This money is not tax deductible since it will be used toward the purchase of a State of Israel Bond.)

The child is recognized at the time of his/her Bar/Bat Mitzvah by Rabbi Taff and presented with a certificate of appreciation in recognition of his/her participation in the Bond With Israel B'nai Mitzvah Program (sample attached).

Mechanics of the Program

1. Six weeks prior to the Bar/Bat Mitzvah, the Israel Bonds office sends out a pre-approved, personalized letter on congregation letterhead from the Rabbi outlining the program and encouraging the parents to have their child participate (sample copy attached).
2. Enclosed with the above letter are an Investment Form, Customer Information, return envelope, prospectus, rate sheet, and instruction sheet.
3. Once a check is received at Israel Bonds with the paperwork, the check is then forwarded to the synagogue notifying them of the child's participation.
4. The synagogue would then send Israel Bonds a check for the full \$100.00 for the new purchase.
5. Rabbi Taff acknowledges the child's participation at the time of the Bar/Bat Mitzvah and presents him/her with a "Certificate of Bonding" (sample attached).

Mosaic Law Congregation and State of Israel Bonds

Bonding With Israel *B'nai Mitzvah Program*

The Bonding with Israel Program is a unique investment opportunity designed to commemorate bar/bat mitzvahs. It especially encourages you, as parents, to give an Israel bond to your child on this special occasion or to use simcha money your child receives to purchase an Israel bond.

This act of love gives meaningful expression to this milestone in your child's Jewish life. Furthermore, it helps accomplish several aims for your child as he/she matures:

- **Appreciate the mitzvah of loaning money to Israel**
- **Become a partner in the present and future development of Israel's economy**
- **Create a legacy to preserve and strengthen our heritage, homeland, and people**

How the Program Works:

The parents of the Bar/Bat Mitzvah elect to pay \$50.00 toward the purchase of a \$100 State of Israel Bond. The Barness Family Foundation pays the remaining \$50.00 to purchase a Mazel Tov Bond in the child's name. An Israel Bond for half the price!

A special certificate is presented to the B'nai Mitzvah on the day of their ceremony recognizing their commitment to Israel through participation in the Mosaic Law Bonding with Israel Program.

Bob Leve, Field Representative
10617 N. Hayden Road, Suite 108
Scottsdale, AZ 85260

www.phoenix@israelbonds.com 480-948-7315 * 800-229-4324

For further information on the B'nai Mitzvah Program, State of Israel securities, or to request a prospectus, please contact the Israel Bonds Office: