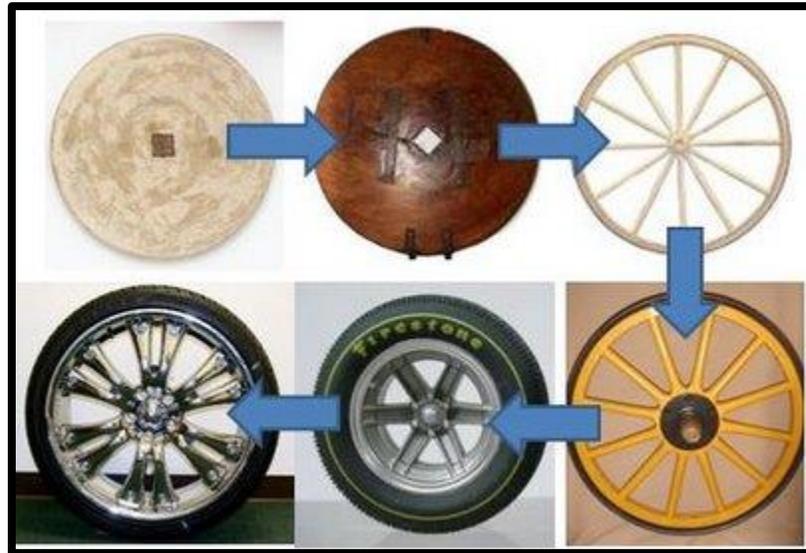


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Please take the time to read through what follows. Here you will find time-tested, surefire answers to just about every question you may have about how this all works at CSI!

The index at the front of the booklet will provide you with page numbers for most topics AND you can find this on our website: www.csibriarcliff.org
Please look for the link on our home page.

Clearly, many of you will have questions and/or concerns as you get closer to your *simcha*.

Read through, and if you don't find what you are looking for...

DON'T REINVENT THE WHEEL!

E-mail: dina@csibriarcliff.org

May, 2019

INTRODUCTION

MAZAL TOV! You are now embarking on the last stage of preparation before your child's *Bar/Bat Mitzvah*. There are still many things to accomplish. The help and guidance you give to your child will be of utmost importance in the coming year.

While it may seem overwhelming, especially if this is your first time, we have taken each aspect of the process and broken it down into small, easy-to-understand pieces. This is a partnership; we ask that you do your part and we will do ours.

A *Bar/Bat Mitzvah* is a milestone in the life of a parent as much as it is for a child. Your child's educational achievements and the ceremony that celebrates them mark a turning point in all of your lives. It should be a joyous occasion marked by dignity and sincerity, centering on the ceremony above all else.

Throughout the year we will emphasize the *Bar/Bat Mitzvah* as an important moment in a lifelong commitment to Judaism. **It should be viewed as the beginning of a more mature understanding of Judaism and not as an end to an elementary school level education.** Indeed, one of the questions your child should consider is how he/she will continue to be involved and grow as a young Jewish teen. We hope he/she will attend Hebrew High School, be involved in our youth programs (USY and *Kadima*) and return to read *Torah* for the congregation. If your child comes out of his/her ceremony with a thirst for more Jewish education and identification, then we, and you, will have done our jobs.

So, clear a little time to sit down and read through the booklet in pieces or all at once. It's a good idea to keep all your *Bar/Bat Mitzvah* preparation materials in a central place so you can refer to them in the months leading up to your *simcha*.

Do not hesitate to contact us with questions, no matter how silly or inconsequential they may seem. It is CSI's goal to make this as joyful and stress-free as is humanly possible!

Rabbi Steven C. Kane

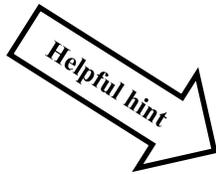
Cantor Jeffrey Shiovitz

Neil Schluger & Joel Neuberg, Ritual Committee Co-Chairs

Ellen Johnson, Synagogue Director

A. REQUIREMENTS FOR BAR/BAT MITZVAH

1. Parents must be members in good standing of Congregation Sons of Israel and pledge their full cooperation with the child's preparation. **All membership dues, school fees, and assessments must be current at least one month prior to the ceremony and/or paid in full by the date of the Bar/Bat Mitzvah.** (See section C4)
2. A proper attitude toward Judaism and the synagogue must be reflected in how the student conducts him/herself in class, at religious services and other synagogue programs. In appropriate cases we may ask that parents accompany their children to synagogue services and programs.
3. The student should have the ability to comprehend the *Siddur* (Prayer Book), understand the nature of the Conservative Jewish service and be able to lead portions of this service, be able to read verses from the *Torah* and his/her *Haftarah* in Hebrew and possess a satisfactory reading knowledge of the Hebrew language, Jewish history and customs.



To this end, the Rabbi, Cantor and Ritual Committee urge you to attend services with your child during the coming year as often as possible. The more you attend, the fewer things there will be to take you by surprise! Only by participating in services regularly can you both attain a degree of comfort and familiarity with the service, and become a true part of the community with which you will be celebrating this wonderful event. The difference between merely sitting there as the service goes on around you and being an active, participating member of the congregational community cannot be overstated.

4. Regular attendance in our Religious School, or any other equivalent certified institution, must occur for at least five years prior to the day of the *Bar/Bat Mitzvah*.
5. **There is a requirement to complete the last year of Hebrew School through commencement, even though the *Bar/Bat Mitzvah* may take place during a preceding month.**
6. From *Gimel* through *Heh*, students are required, over the course of three years, to attend 31 *Shabbat services* (in addition to Junior Congregation requirements) fulfilled in the following way:
 - a) 3 services with parents in the *Gimel* class year - *Shabbat* morning, at CSI only.
 - b) 10 services in the *Dalet* year.
 - c) The remaining 18 are for the *Heh* class year. **NOTE: Students who have not completed the required services in *Dalet* will have that number added to their *Heh* class year requirements.**
 - d) Up to 5 Friday night services can substitute for *Shabbat* morning services in the *Dalet* and *Heh* years combined. This may include Family services.
 - e) During *Dalet & Heh*: Holiday morning services, such as *Sukkot* and *Pesach*, will also count (other than *Rosh Hashanah* and *Yom Kippur*), as will *Simchat Torah* evening and *Purim Megillah* reading. *Dalet & Heh* special services also count. **Up to 3 services at synagogues outside of CSI can also be counted in each of the *Dalet* and *Heh* class years.**

f) The remainder are to be fulfilled by attending *Shabbat* morning services at CSI. This requirement must be fulfilled by the end of the *Heh* class year regardless of when the *Bar/Bat Mitzvah* is. Kadima services and Chavurah services are included.

g) Students with a weekday/Sunday *Bar/Bat Mitzvah* must attend an additional 5 weekday/Sunday morning services so that the student can feel more comfortable at these services and become more adept at putting on *tfillin*, which are worn on those days.

h) If your child has a *Shabbat* afternoon *Bar/Bat Mitzvah*, we encourage you to attend as many of those as possible and they will also be counted as morning service participation.

Your service participation card already lists these guidelines. You will be notified during the school year if your child falls behind in this requirement, but it is your responsibility to see that your child fulfills this requirement. If you have questions, contact the Rabbi's Assistant, Dina Katz (dina@csibriarcliff.org.)

7. **GROUP CLASSES:** During the *Bar/Bat Mitzvah* year, students and parents together are required to attend five Sunday morning *Bar/Bar Mitzvah* classes with the rabbi and any other special classes deemed necessary by the rabbi. A sixth "parents only" class also takes place. **The classes are scheduled for 9/15, 10/6, 10/27, 11/3 and 11/17. Class runs from 9-11am. Parents only meeting is tentatively scheduled for 11/24 from 11:15-12:15pm**

8. Ushering: As classmates each family will be asked to usher at a CSI *Bar/Bat Mitzvah* service. Ushering will provide you an opportunity to observe, assist and be part of the service in a unique and, we hope, thoroughly enjoyable way!



THIS IS NOT UNIQUE TO CSI – EVERY SYNAGOGUE ASKS BM PARENTS TO PARTICIPATE IN THIS WAY!

In turn, parents of the *Bar/Bat Mitzvah* class and a member of the Ritual Committee will usher at your service. A list of assigned dates will be sent to you well in advance of your *Bar/Bat Mitzvah* – Please put these dates on your family calendar! **When it is your turn to usher, please be prompt. If you cannot be there, it is YOUR obligation to secure a replacement and notify the front office as we print these names on both our written and spoken announcements. Where possible, both parents should attend.**

WHAT DOES AN USHER DO?

We ask our ushers to help foster a welcoming, warm and respectful atmosphere at CSI. Ushers can offer *siddurim* to guests who do not have them, greet visitors by saying "*Shabbat Shalom*", and let those in attendance know we are happy to have them in *shul*! We also appreciate a kind, but firm word to those who are talking loudly, and people who are using cell phones. As for the groups of kids....please help us maintain a proper level of decorum. For example: Is there a large group of chattering students sitting without an adult? Please sit with them or otherwise make your presence known! Are the students using the proper prayer book? Is someone using a cell phone? Did a group of them leave the sanctuary for a "break"? If so, please accompany them to be sure they don't wander the halls. They often need to be reminded that they are here to support a friend, so they ought to return to the sanctuary after a few minutes.

9. Students are expected to complete a **community service project**, consisting of 20 – 25 hours of active participation, to be determined in consultation with the rabbi or the rabbi's assistant, Dina. A list of project requirements and/or suggestions is included at the end of this booklet. **Please don't start a project until it has been approved!**

B. PREPARATION FOR THE *BAR/BAT MITZVAH*

1. Approximately 6 months before the *Bar/Bat Mitzvah* date, the child will begin studying with Cantor Shiovitz. For a morning *Bar/Bat Mitzvah* service he/she will learn the *Torah* and *Haftarah* blessings, the *Maftir* (the last section from the *Torah* reading), and the *Haftarah*. When these are learned to the satisfaction of the cantor, the *Bar/Bat Mitzvah* student will be encouraged to read more of the *Torah* and/or learn to lead sections of the service. For an afternoon *Bar/Bat mitzvah* service he/she will learn to chant from the *Torah*, lead the *Torah* service as well as the *Kiddush* for Friday evening, *Ashrei* and the *Havdallah* service. Your child will also participate in the Friday evening *Kabbalat Shabbat* service before his/her BM. **The Cantor will contact you, but feel free to contact him if you have concerns or questions. (Jshiovitz@gmail.com)**
2. Any learning disability or potential or existing problems should be brought to the attention of the cantor and/or the rabbi prior to the onset of instruction.
3. **SPEECH:** Each *Bar/Bat Mitzvah* student has the option to prepare and deliver a short introduction of their *Torah* portion. You will be contacted to confirm that you would like a mentor. Parents are welcome to mentor their own children! The families and mentors will work with a set of guidelines to assist them in preparing an appropriate presentation. The rabbi must see all drafts as well as the final version. **SEE SEPARATE SHEET IN THE FOLDER FOR MORE INFORMATION.**
4. **TALLIT & TFILLIN:** We encourage families to make a gift of a *tallit* and *tfillin* to the student. The practice of a *Bat Mitzvah* wearing a *talit* during the service has become an accepted custom in our synagogue. A *talit* can be purchased through our Gift Shop; *tfillin* (*see note) and *kippot* are also available. Please e-mail the Gift Shop at (Giftshop@csibriarcliff.org) at least six weeks prior to your date, to make an appointment or check the CSI calendar for the Sundays in which the Gift Shop is open at CSI. (*note) Youth sized *tfillin* may be purchased through the rabbi's assistant when you begin your *Bar/Bat Mitzvah* classes with Rabbi Kane. We are able to secure a very fair price and are happy to pass that along to you.



We urge you to use the vendors who support CSI through their ads in our bulletin. You will find florists, printers, caterers, etc. They support CSI and we would like to return the favor by supporting their businesses wherever possible. Need a suggestion? Contact us in the office at 762 - 2700.

5. **TZEDAKAH:** A great *mitzvah* of Jewish life is the giving of *tzedakah*, or charity. Since the *Bar/Bat Mitzvah* is a celebration of a youngsters having reached maturity and attained the status of adulthood in the Jewish community, it is suggested that every *Bar/Bat Mitzvah* be strongly urged to donate some part of his/her gift money to one of the synagogue funds or other appropriate charity. In addition, as a member of *Mazon*, a Jewish Response to Hunger, CSI can send you information on tying your celebration to hunger relief.

C. **ARRANGEMENTS FOR THE *BAR/BAT MITZVAH* CEREMONY AND CELEBRATIONS FOLLOWING**

1. **Invitations:** Invitations should indicate that services begin promptly at 9:10am. *Mincha* service times will be determined on an individual basis. **Families should be in the synagogue and in their seats by 9:10am when the preliminary service begins.** It may be difficult for some of your child's peers to sit in our service the whole time. Therefore, you may wish to indicate to non-Jewish classmates that a later arrival (10:15 AM) will enable them to experience your child's participation without sitting through other parts of the service. **You should understand that the time at which services end varies and the *kiddush* following services is an integral part of the ceremony.**



To maintain this sense of holiness and decorum, we ask you to communicate to those attending the service that attire consistent with the dignity of a religious worship service be worn. We ask that girls and women wear a dress or skirt of modest length and that they keep their shoulders covered. Mini-skirts and bare midriffs are **NOT** appropriate. Boys and men should wear a suit or jacket, with a collared shirt and tie, or similar dress attire. Casual attire, such as jeans, t-shirts, baseball caps, etc., is **NOT** appropriate attire for a worship service.

2. **Parties:** The congregation strongly recommends that all children in the *Bar/Bat Mitzvah* class be invited to the *Bar/Bat Mitzvah* service and to any party in his/her honor.

3. **Events concurrent with the *Bar/Bat Mitzvah*:** Neither the Friday night nor Saturday morning services belong to the *Bar/Bat Mitzvah* families. Other events or celebrations may coincide with your Friday night (e.g., Class service, Family Night, special speakers, etc.) or Saturday morning (e.g., a baby naming or *aufruf*.)

Note:

4. **The *Bar/Bat Mitzvah* fee** will be added to your bill to cover various *Bar/Bat Mitzvah* expenses. This fee is billed according to our fiscal year, which runs from July 1 - June 30th, NOT the calendar year in which your *simcha* occurs. The fee for the 2019/2020 fiscal year is \$1,200. This fee is payable in full before the *Bar/Bat Mitzvah* date.

FAQ: Why is there a BM fee? The cost of educating each child is not covered by your tuition. Each full - dues paying member is, in fact, underwriting the cost of this education for every year your child is here. **It is not possible to cover the additional costs incurred by CSI in the BM year in this same manner.**

Included in this fee are the special and extra instruction hours involved in *Bar/Bat Mitzvah* preparation (discussed in Sections B1 & 2); co-hosting of the Family Night in the month of your *Bar/Bat Mitzvah* (discussed in Section C10), a gift for each *Bar/Bat Mitzvah* child presented to them on behalf of their class, and the additional administrative hours necessary for guidance and preparation of materials.

5. ***Bar/Bat Mitzvah* Bulletin Profile:** E-mail to: dina@csibriarcliff.org. It is the responsibility of each *Bar/Bat Mitzvah* candidate to write a profile for the CSI Bulletin that will be published in the month of his/her *simcha*. The Bulletin deadline is the 10th of each month. Your profile is due the 10th of the month **preceding** the *simcha*. The profile should include family names, school information - including involvement (e.g. band, chorus, etc.), date of *Bar/Bat Mitzvah*, description of your completed project, hobbies

and/or interests, personal feelings about becoming a *Bar/Bat Mitzvah*. Dina will mail you a reminder with sample profiles.

6. **Bar/Bat Mitzvah Board & Dropping off:** We will provide you with a 30 X 40 foam board which you may pick up in the office Monday through Friday during business hours. Our office closes early *erev Shabbat* (Friday). **REQUIRED BOARD MATERIALS:** Torah Portion Summary, *Haftarah* Summary, Who Are You (2-3 paragraphs about the person/people for whom the student was named), Project Description. You may also include other personal items such as photographs. All materials need Rabbi Kane's approval BEFORE you affix them!



The project board and any *kippot* must be at CSI **no later than 1:00 PM on the Friday before** your *Bar/Bat Mitzvah*. (If Friday is a holiday, please make alternate arrangements with Ellen) The board belongs to you - please make arrangements to pick it up in the weeks following your *simcha*. Baskets for you to arrange your *kippot* are available in the CSI office - please check with Ellen. You are responsible for arranging your *kippot* in the baskets of your choice. **You may not carry these things in with you on the morning of your *simcha*. After three weeks' time, boards that are not picked up will be discarded.**

7. **Aliyot:** A form indicating honors and *aliyot* to be distributed to family and friends is included here. This list should be completed and should contain the English names (and Hebrew names where requested) of the honorees in the order in which they are to be called. Note: The Hebrew name is the person's Hebrew name followed by the father's and mother's Hebrew names, e.g., *Elan ben Shelomo ve Yehudit*, or *Devorah bat Moshe ve Rivka*.



Each *Shabbat* morning *Bar/Bat Mitzvah* family will be entitled to 12 honors. (5 *speaking Aliyot* (*Torah* blessings), the *Bar/Bat Mitzvah* child and 6 other non-speaking honors) on an ordinary *Shabbat*; 2 *speaking aliyot* and *hagbah/gelilah* will regularly be reserved for congregants. *Havdalah/Weekday Bar/Bat Mitzvah* families will be entitled to honor 11 people (2 *Aliyot* and the *Bar/Bat Mitzvah* child, and 8 non-speaking honors). Please note: **Many people to be honored may not be familiar with the blessings to be said over the *Torah*, or other honors. If proper preparation is not made, it is both an embarrassment to the individual and disturbing to the congregation.** In this booklet you will find instructions for honorees and a page with the appropriate *Torah* blessings. (Additional copies are available by e-mail)

Many of you may have family or close friends who are not Jewish that you wish to give an honor to. Although some of the traditional honors are only open to people who are Jewish, the Rabbi is happy to discuss with you ways to give an honor to non-Jewish relatives and friends, whether it be leading of appropriate communal prayers, such as the Prayer for Peace, or walking in the *Torah* procession. Please note that we will find honors for all the family and friends you wish to honor.

Parents and siblings of the *Bar/Bat Mitzvah* are permitted to read *Torah* during their *simcha*. All *Torah* readers must be approved by the Cantor. (A MORE DETAILED EXPLANATION AND INSTRUCTIONS FOR *ALIYOT* CAN BE FOUND ON PAGES 14-15)

8. **Your Appointment with the Rabbi:** Each family will have an appointment with the rabbi on the Monday or Tuesday afternoon (as early as 3:45 PM) two weeks before the *Bar/Bat Mitzvah* to go over the completed list and other details of the service. In the case of holidays, we schedule your appointment on the Thursday of the previous week. It is e-

mailed as part of your reminders from CSI about 2 months prior. If this appointment turns out to be inconvenient, please contact dina@csibriarcliff.org to make other arrangements.



BE PREPARED

For this appointment you will need: Torah Portion Summary, Haftarah Summary, Naming Statement, Speech, Project Description and a COMPLETED Aliyah form, with full Hebrew names for those being given speaking honors, and full English names for others.

9. **NOTE: Parents will also need to contact Ellen Johnson to discuss the kiddush and any other facility-related items.** At this time you will go over all details of your *simcha* and make payments for *Bar/Bat Mitzvah* fees, *kiddush*/rental fees, dues, tuition and/or other financial obligations. It is CSI policy that these financial obligations be met prior to your *Bar/Bat Mitzvah* and that you be up to date with payment of membership dues, school fees and building fund obligations. You may reach out to Ellen@csibriarcliff.org at any time; it need not be left until 2 weeks before the event!
10. **Oneg Shabbat:** Each family takes part in co-hosting an *Oneg Shabbat* at the Friday Family Night during the month of your *Bar/Bat Mitzvah*. The charge for this is included in the *Bar/Bat Mitzvah* fee which will appear on your statement.
11. **Kiddush Following Services:** Blessings are part of the service and **everyone** needs to stay for blessings. When we say “*Kiddush*”, we refer to the **meal** that will be served after *shabbat* morning services. *Shabbat* morning *Kiddush* is a longstanding part of the CSI culture. There are several important aspects of *shabbat* morning *Kiddush*, so we will highlight them here:

This may be your first, second or even your third or fourth BM at CSI. We’ve been part of many hundreds of them. We see week after week, year after year, that despite the best intentions of our members who swear to us that they and their guests are not staying after the blessings have been recited, almost without exception a percentage of them do stay, they do eat and they do sit.

As stated in reference to the BM fees: The cost of educating each child for BM is underwritten by every member who pays dues at CSI. We believe it is the responsibility of the entire synagogue community to prepare the next generation for Jewish communal life. As an acknowledgement of this deeply held belief, and in celebration of your child being officially welcomed into the adult Jewish community, we ask each BM family to provide a basic *Kiddush* for our *Shabbat* morning “regulars”, 60 congregants, in addition to all of your invited guests. If you are leaving immediately after the blessings are recited we ask that you pay for the *Shabbat* morning “regulars” plus 25 of your invited guests.

The basic *Kiddush* consists of ceremonial *challah*, bagels, cream cheese/butter, egg salad, tuna salad, whitefish salad, tossed salad or Caesar salad, cookies/pastry platter, fruit platter. Other things like lox, kugel, Israeli platters, etc., may be added at additional cost.

There is a “set up” charge of \$3.50/person paid to CSI which covers: tablecloths, paper goods, wine, soda, coffee/tea, milk, sugar, and the grape juice and wine used for blessings.

Because it's worth saying: Kids E-A-T! Your outside celebration caterer may give you slightly reduced price for kids, but believe us when we tell you that they build in the actual price in the cost of the adult meals.

For us, it's one price for everyone and we do not make one penny on it. Is your party right after services? Kids think nothing of grabbing (and we do mean grabbing) a bagel or two and a handful of cookies on their way out the door.

Why are we mentioning this now? Because when you are finally in the home stretch of your BM planning after having agreed to all sorts of things your child wants that you were sure you would not be doing, it is natural to say "no" when you believe in your heart that you are not staying, eating or sitting. Please build in the cost when you are making your plans! At this time you can count on paying a minimum of \$10.00/person.

FOR INFORMATION ABOUT RENTAL FEES FOR A SIT-DOWN EXTENDED BUFFET OR CATERED RECEPTION, PLEASE CONTACT ELLEN JOHNSON AT: Ellen@csibriarcliff.org or at 914 762 – 2700.

ALL FAMILIES MUST SPEAK WITH ELLEN BEFORE MAKING ANY ARRANGEMENTS FOR CATERING, ENTERTAINMENT, DROP OFF, SET-UP OR "STOPPING IN" TO PICK UP LEFTOVERS.

WHILE IT MAY SEEM A SIMPLE MATTER FOR YOU, WE ARE A BUSY SYNAGOGUE WITH VERY SPECIFIC TIMING REQUIREMENTS THAT YOU MAY NOT BE AWARE OF.

WE WILL MAKE IT WORK BUT MUST ASK THAT YOU SPEAK WITH US FIRST!

12. **Music and Entertainment:** You may have a capella groups or other entertainers at your luncheon with the approval of the rabbi. Live instrumental background music on *Shabbat* is permitted at a luncheon in the synagogue beginning ½ hour after *Kiddush* begins, provided that the music is of a Jewish nature. Percussion instruments and amplified instruments are not permitted. Any family desiring music or any other form of entertainment at a luncheon **must** clear their plans with the rabbi and the cantor **prior to** engaging the performers. All musical equipment must be brought in prior to *Shabbat*.
13. **Pictures:** Since pictures and/or videotaping are not allowed on *Shabbat* it is necessary for you to arrange a picture-taking time with Ellen Johnson. **Before** contacting your photographer, please contact Ellen so the date you are considering can be verified as to availability of the sanctuary (i.e., duplicate scheduling, holidays, special programs). **Please note that if you change your appointment, the newly scheduled time/date must still be confirmed with Ellen as well.** We try to schedule photos on Thursday or Friday between 12:30 PM – 4 PM depending upon when *shabbat* begins. Pictures cannot be scheduled during regular school hours or when the cantor is having a *Bar/Bat Mitzvah* rehearsal.
14. **Food:** When celebrating a *Bar/Bat Mitzvah*, we are commanded to have a festive meal, called a *Seudat Mitzvah*. The meal is intimately tied up with the ceremony that preceded it. Due to this fact, we urge families to extend the holiness of the morning service to the meal that follows it and host a celebration which is Kosher. Even when the celebration does not conform to our religious requirements, food from non-kosher animals, such as

bacon, shrimp or ham is particularly contradictory to what Judaism and your child's *Bar/Bat Mitzvah* stands for and should be avoided.

15. **Service handouts:** CSI prepares a handout for every *shabbat* morning on which there is a *Bar/Bat Mitzvah*. If you wish to prepare additional materials for your guests, please be sure to show everything to Rabbi Kane no less than two weeks prior to your *simcha*. **No materials can be handed out unless they have been approved.**
16. Some families have requested to throw candy during the service but after much consideration, the Ritual Committee has asked that this no longer be allowed due to the unfortunate abuses that have consistently occurred.

D. THE *BAR/BAT MITZVAH* DAY AT CSI:

1. Respectful observance of *Shabbat* is required in the synagogue and on its grounds at all times. Everyone is requested to refrain from smoking, from taking pictures or doing anything inconsistent with Sabbath observance and good taste. **This applies to the entire synagogue grounds, both inside and outside the building.** In addition, the synagogue phones may not be used on *Shabbat*, except in an emergency.



2. **As cell phones and beepers are completely disruptive and inappropriate to *Shabbat***, we ask that everyone please refrain from bringing them to services. If a cell phone or beeper is necessary for emergency purposes, we request that it be set to vibrate or turned off while in the building.
3. Each adult congregant is requested to cover his/her head during the service as a sign of respect for God and to wear a *talit*. Every honoree, including the *Bat Mitzvah* and other females, must come to the *bimah* with their heads covered and wearing a *talit*. Non-Jewish male guests are also asked to wear *kipot*. (See Page 7 for What Not to Wear...)
4. It is mandatory that the laws of *Kashruth* be observed in connection with all food served in the synagogue.
5. **It is not appropriate for guests to bring gifts to the synagogue on *Shabbat*. We strongly urge each family, and their guests, to refrain from doing so.**
6. We cannot emphasize strongly enough that preventing children from obtaining hard liquor is a responsibility of each family. You must make it a point to inform the person(s) in charge of dispensing drinks that children are not, under any circumstances, permitted to receive hard drinks.
7. **AND:** CSI is not responsible for items left behind after a photo appointment, service or celebration here.

F. REGULATIONS FOR USE OF KITCHENS



Please read carefully - undoing someone's well-intentioned but decidedly non-kosher actions can be time consuming and costly!

GENERAL:

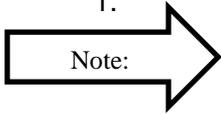
1. The kitchens of the synagogue are under the strict and complete control of the Ritual Committee and the rabbi. No one will be permitted to use the kitchen for any purpose without the express permission of the committee and the rabbi.
2. No prepared food, whatsoever, may be brought into the synagogue except by a caterer approved by the committee and the rabbi.
3. No utensils of any kind may be brought into the kitchens, unless newly purchased.
4. Food may be prepared in the appropriate kitchens if the food is clearly marked "kosher" and specifically approved by the rabbi.
5. No processed, packaged baked goods may be brought into the synagogue unless they are marked "kosher". Fresh baked goods may be purchased from any of the bakeries on the attached catering list. Other bakeries must be specifically approved by the rabbi before they are used. Packaged cakes, including Entenmann's cakes marked with the approved U are allowed.
6. If you are in doubt regarding the *kashruth* of any food product to be used, assume it is prohibited unless it is specifically approved by the rabbi.
7. The kitchens are to be left as neat and clean as you found them.
8. The office must be contacted for permission to use the kitchen and an appointment made for the rabbi to be present when cooking and/or baking are being done.

DAIRY KITCHEN

1. If the dairy kitchen is to be used, no meat products of any kind are permitted.
2. No utensils, trays, bowls, dishes, or flatware may be removed from the dairy kitchen.

G. RULES AND GUIDELINES FOR A SHABBAT MORNING KIDDUSH

1.



Food served at a *Shabbat Morning Kiddush* is usually dairy/vegetarian. **Foods containing meat, meat derivatives or ingredients are not permissible unless approved by the rabbi.** Foods containing neither meat nor dairy (*pareve*) are permissible. If you have any questions, please consult with the rabbi in advance.

2. Please contact Ellen Johnson for details. We do this every week; let us help!
3. **AGAIN, YOU MUST REMEMBER:** Anything needed which is not available in the dairy kitchen may not be taken from the meat kitchen or vice versa. No utensils, platters or dishes of any type may be removed from the synagogue.
4. Leftover food **MAY NOT BE TAKEN OUT OF THE SYNAGOGUE ON SHABBAT OR HOLIDAYS.** However, if you wish to return another day to take leftover food home with you, it is suggested that you provide NEW or DISPOSABLE containers, plastic wrap or foil, and a member of our staff will wrap and label your leftovers. You will NOT be allowed to take food home in a synagogue container or tray.
6. All questions concerning the laws of *Kashruth*, the use of specific products or the congregational facilities or possible exceptions to these rules should be directed to the rabbi. All scheduling for the use of the kitchen must be cleared with Ellen Johnson in advance.

HELPFUL HINTS - SATURDAY A.M. KIDDUSH:

The synagogue provides: serving tables, *challah* board, knife and cover, trays and cups for the wine.

Additionally, we provide coffee, tea, sugar, soda, grape juice, wine, tablecloths and paper goods at an extra per/person, "set up" cost.

Everything should be brought to the synagogue by noon on Friday.

Final arrangements for *kiddush* and payment of fees will be taken care of two weeks before your *simcha*.

As mentioned, we usually plan on 60 regular congregants. If something special is happening that weekend, we will tell you. Because we never know exactly how many people to expect, we would recommend planning for the greater numbers and returning on Sunday to take home leftovers rather than feel uncomfortable about not having adequate amounts. A list of approved caterers is in the folder.

INSTRUCTIONS FOR THOSE HONORED WITH ALIYOT

1. Please provide your full Hebrew name, i.e. your first name and the first names of father and mother (*Shmuel ben Avraham ve Sarah, Malka bat Mordecai ve Esther*) to the hosts who asked you to accept the *aliyah*. Also tell them if you are a *Cohen* or a *Levi*.
2. When your Hebrew name is called, please come to the *bimah* with head covered and wearing a *talit*. **At CSI, females as well as males receiving *aliyot* must wear a head covering and a *tallit* for all honors. Non-Jewish honorees need not wear a *tallit*.**
3. Prior to reciting the first blessing, the *Torah* reader will point to the spot in the *Torah* where the reading will begin. Take one of the long *tzitzit* (fringes) on the corners of the *talit*, wrap it around your index finger, touch the spot indicated with the *tzitzit* and then kiss the *tzitzit*. Then begin the first blessing. After you recite the first line, the congregation will recite the second. You should then repeat the second line and continue with the rest of the first blessing. Follow the reading in the *Torah* as the reader reads.
4. When the reader concludes, again take the *tzitzit* in hand, touch the spot at which the reader has concluded and then kiss the *tzitzit* again. Then recite the second blessing.
5. Following your *aliyah* move around the pulpit to your right. You will remain at the *Torah* through one more *aliyah*. A special "*Mi Sheberach*" (prayer) will be recited for you. As the next person comes up for his/her *aliyah* you will follow the reading from the text at the side of the pulpit.
6. As the person after you concludes the blessings, it is customary to shake the hands of everyone standing at the *Torah*, as well as the rabbi and the cantor, as you return to your seat.

ARK OPENERS AND TORAH HOLDERS

1. Please come forward when the *Torah* service begins and stand next to the rabbi. **Your *siddur* (prayer book) should be with you.**
2. If you are opening the ark when the *Torah* is being removed, open the ark doors when the rabbi gives you a signal. Wait in your place until the *Torah* has been removed; then close the ark. Follow the rabbi and then proceed as the *Torah* is being escorted about the sanctuary. You may then return to your seat. At CSI, females as well as males receiving *aliyot* must wear a head covering and a *tallit*.
3. If you are opening the ark when the *Torah* is being returned to the ark, you will go straight to the ark, where a member of the Ritual Committee will meet you. As soon as the procession returns to the ark, open the doors. When the rabbi signals to close the ark, please close both of the ark doors. You will then join the Bar/t Mitzvah on the Bima.
4. If you are holding the *Torah* when it is being removed from the ark, the *Torah* will be handed to you by the Rabbi. You will then lead the *Torah* procession around the sanctuary. The *Torah* will then be taken from you and you may return to your seat.

2. If you are holding the *Torah* when it is being replaced in the ark, the *Torah* will be handed to you. You will then lead the *Torah* procession around the entire sanctuary. When the procession returns to the ark, the *Torah* will be taken from you and placed in the ark. You may return to your seat when the ark is closed.

HAGBAH & G'LILAH (Mincha or Weekday only)

6. **Hagbah** - Lifting the *Torah*. At the conclusion of all of the speaking *aliyot* (*Torah* readings), the rabbi will position the *Torah* so that the person lifting the *Torah* (*hagbah*) can utilize the *bimah* table for leverage. The *Torah* is held up with two or three columns exposed so that the congregation might be able to view the text. After holding up the *Torah*, the honoree will be instructed as to where to sit with the open scroll.
7. **G'lilah** - Dressing the *Torah*. The person with this honor will come up at the same time that the *hagbah* honoree is called up. Once the *hagbah* honoree is seated, the *g'lilah* honoree rolls the scrolls together and proceeds to dress the scroll. He/she will be assisted by a Ritual Committee usher.

BAR/BAT MITZVAH PROJECTS - Putting the *Mitzvah* back in *Bar/Bat Mitzvah*

The value of doing a service project is in teaching a *Bar/Bat Mitzvah* how to give to society. As young adults we want our students to understand that they now have both the ability and the responsibility to help those who are less fortunate than they are.

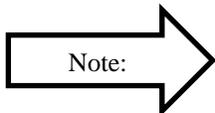
Projects can begin at any time prior to the *Bar/Bat Mitzvah*, but should begin at least three months prior to your date. **We strongly recommend that your project take the form of some type of regular community service over a period of time that will yield 20 - 25 hours of service overall.**

ALL PROJECTS ARE SUBJECT TO THE APPROVAL OF THE RABBI. Please call or E-mail Ellen at Ellen@csibriarcliff.org. Please don't let us read about your project in the bulletin as a first notice of what you're doing!

Those doing community service projects may be organized into groups of two to four. This is to assist parents who cannot provide transportation or supervision to be matched with those who can, and to enable the students to share their experiences with others.

A NOTE ABOUT COLLECTIONS:

The synagogue has regular collections throughout the year. Should you wish to be involved with one of these collections (i.e. Operation Isaiah, Project Ezra, etc.) you must contact the chair of the Social Action Committee and Rabbi Kane. We are no longer allowing other collections at CSI as part of a *Bat/Bat Mitzvah* Project.



***Bar/Bat Mitzvah* families are responsible for making contact with the agency/organization of their choice.**

The following are some suggestions for service projects:

Maria Fareri Children's Hospital – Alison Egan 493 - 5414. Must be over 16 to work in the hospital, but there are many other opportunities to assist

Edenwald Center: tutoring 769-7150

Operation *Mitzvah*: Coordinated by WJCS, this program is designed to match students with meaningful mitzvah opportunities. Contact Susan Kronish: skronish@wjcs.com

Birthday Angels: A Birthday Party Project for children in Israel. www.birthday-angel.org

Briarcliff Manor: Visit mentally handicapped residents

Bethel Nursing Home: Visit with and assist a resident (* WITH PARENT)
941-7300

St. Matthew's Pre-School in Ossining - Assist with young children. Call Judy Berne at
941- 1715

Ossining Children's Center: Help with the children. 941-0230

More about Projects on the next page

IN SUPPORT OF JEWISH NON-PROFIT AGENCIES: "I've Done My Part" will support Jewish non-for-profit charities to promote the advancement of the Jewish religion. Specifically, I've Done My Part will support child welfare, poverty, religious and Holocaust awareness and tolerance towards the betterment of the Jewish religion.
www.ivedonemypart.org .

Graph It Forward Today (GIFT) – a local non-profit organization that provides essential graphing calculators for students in need. www.graphitforward.org

Visit a homebound holocaust survivor.

Visit an elderly person in your neighborhood.

Attend the CSI weekday morning *minyan*.

Brandywine Nursing Home: Visit residents. 941-5100

Skyview Nursing Home: Visit residents. 271-5151

Cedar Manor Nursing Home: Visit residents. 762-1600

Assist in Synagogue Food Drive – Contact Judy Boehr at 762-1984

New Beginnings - for homeless families 923-4889

Green Chimneys Group Home 278-9347

Jewish Community Services: Work with mentally handicapped adults. WJCS
761-0600 - Meryl Lewis Extension 222

Community Action Program (CAP tutoring). Various

Westchester ARC (developmentally disabled citizens) Mt. Kisco 241-0505

Friedman Rehabilitation Institute for Children 762-2876

Food Patch: Helping pack food 923-1100

Atria, Briarcliff Manor. Visit residents/provide *Shabbat* services 923-4400

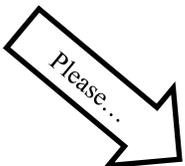
Atria On Hudson, Ossining. Same as above – 762-1980

Westchester Jewish Community Services - assist with Group Home residents - Gail Oliver
(845) 565-8610

Good Sports – a national non-profit organization that donates sports equipment, footwear and apparel to disadvantaged youth. www.goodsports.org

Write and perform an original theater production for a local nursing home

Your suggestion



REMEMBER TO CALL OR E-MAIL ELLEN WHEN YOU'VE MADE YOUR CHOICE OR IF YOU HAVE ANY QUESTIONS. ELLEN@CSIBRIARCLIFF.ORG