



Congregation Etz Chaim

Community, Spirituality, and You

Andrea J. Cosnowsky, Senior Rabbi
Frederick Kamil, Associate Rabbi
Carol Meyer, Executive Director
Marla Friedman, Religious School Principal
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Rachel Wood, Inclusion Specialist

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B'nai Mitzvah Guide



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By accepting your date, you agree to the following:

- That your child will continue their religious school education through Confirmation
- That your child will attend 13 Shabbat/Holiday Services during the year prior to their Bar/Bat Mitzvah date
- That your child will complete a mitzvah project that is approved by the Rabbi
- That you/your child will donate a book to the library
- That you child will attend no less than 2/3's of the scheduled classes during the school year without the approval of the school principal
- That you will be a member in good standing with all fees being paid current including the B'nai Mitzvah fee
- That your child will participate in the Friday night Shabbat service of their B'nai Mitzvah and you will host the oneg that evening
- You will host the Kiddush on Saturday morning following your child's Bar/Bat Mitzvah
- You will provide either flowers or a donation basket for the bima for Friday night/Saturday morning
- You will be responsible for filling the designated honors that are needed for the Shabbat services for both Friday night and Saturday morning

Details on many of these are found below.



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GUIDE FOR ONEG SHABBAT HOSTS

The Oneg Shabbat is an important part of the life of the congregation. It gives people a chance to visit with other members. Oneg Shabbat hosts contribute to the delight (oneg) of the Shabbat observance. Our Oneg Shabbat is hosted by the B'nai Mitzvah family and, at times, other members of the congregation are celebrating a special occasion.

The following information has been organized to help anyone preparing to host an Oneg Shabbat. If you have any questions after reviewing this information, please contact the synagogue office staff at (630) 627-3912. They can also help you estimate how many people to expect at services that night.

White linens will be provided for each Oneg Shabbat and are paid for by the Ritual and Religious Committee. While white tablecloths are preferred, alternate color schemes may be used at your expense.

The first thing to do is to hire the "Kitchen Ladies" unless you're serving the oneg on your own. The following person is familiar with our procedures and can be hired to set up, serve and clean-up for your Oneg Shabbat. Be sure to share these guidelines with them:

Beverly Trusgnich (Kitchen Helpers) 630.852.1412 btrusg@att.net

For an Oneg Shabbat the Congregation provides: wine and juice for Kiddush, wine cups, punch cups, coffee, tea, sugar, non-dairy powered creamer, paper coffee cups, and white cocktail napkins, plastic spoons and plates.

Oneg Shabbat Hosts provide the following items:

Challah - One or two 1-pound loaves (or 1 larger loaf), UNCUT

Punch - Our standard recipe for approximately 100 people is: two cans of pineapple juice, one can of Hawaiian punch, two 2-liter bottles of ginger ale, one container of sherbet. You can use your own recipe. (1 gallon=16 cups, estimate 1-2 cups per person)

Baked Goods - A good rule of thumb is four pieces per person. In addition, fruit or vegetables may be served if you desire.

Paper Goods and Plasticware

If you want to use color-coordinated paper goods and plasticware you must provide them yourself. If you are serving fruit you may wish to provide plastic forks. Note: You may also wish to provide a quart of half and half and two fresh lemons for coffee and tea.

Flowers & Bima Donation Baskets

Bar/Bat Mitzvah families have the choice of providing a flower arrangement or a donation basket** for the bima for the Bar/Bat Mitzvah service and a smaller one for the oneg table. The bima arrangements should be designed to fit in front of the reading stand. If you should decide to provide a floral arrangement, it should be 3 ft. wide by 3 ft. high. If you will



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be providing a donation basket, the arrangement should be approximately 2½ ft. wide and 3 ft. high. Flowers or donation baskets need to be brought to the synagogue on Friday no later than 1:00p.m.

Baskets* – when putting together a basket, it is to be done with the intention of donating the goods. It should be in a large, well filled basket. Please wrap the basket in clear cellophane and add some colorful ribbon at the top. If you are unsure of any of the requirements, please call the synagogue Executive Director.

*You can make up several different types of donation baskets, including but not limited to school supplies, books, pet shelter supplies, and our PADS program.

Specifically, for PADS donation baskets:

Below are the items that would be very much appreciated and needed:

10" Dinner Plates (heavy duty like Chinet)

5/6" Dessert Plates (heavy duty)

Soup/Cereal Bowls (heavy duty)

8 oz. cold cups and/or 8 oz. hot cups (PAPER only...NO Styrofoam or foam of any type)

Sturdy plastic forks, spoons and knives

Napkins

3lb. cans or larger of Decaf Coffee

Timing

The Bar/Bat Mitzvah service begins promptly at 10:45 a.m. Saturday morning. Invitations should state 10:30 a.m. so that all your guests can be seated in the sanctuary before the beginning of the service.

Ushers

Please select two adults (consider inviting other parents from your child's class) to honor by serving as your ushers for the Bar/Bat Mitzvah Saturday morning service.

Please give these instructions to your ushers for the day of the ceremony.

- Please sit in the back in the comfy chairs and don't leave the area once the service has begun, in order to greet the latecomers to the sanctuary and to monitor the door for those attempting to enter or exit.
- Please do not let guests enter or leave while the congregation is standing. If they insist on leaving, obviously, let them, but explain that the custom of the congregation is to be respectful during the times we are standing.
- Please choose ushers who are 18 years and older.
- Ushers should arrive no later than 10:15am
- Please have prayer books available for the guests entering the sanctuary. If there are handouts from the family, have those ready as well
- Greet any latecomers and give them a prayer book, perhaps even open to the proper page
- If children begin to get loud during the service, let the family know there is a table in the back where they can play quietly with the sensory box toys.

Pictures & Videography Guidelines

This policy will apply to the Saturday service only.

- 1) You may use ONE designated photographer.



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- 2) Cameras cannot emit any audible sound.
- 3) NO flash photography allowed.
- 4) The camera and photographer must be stationary, and not move about the sanctuary once the service begins.
- 5) You may use a telescoping tripod to position the camera, no more than 6 ft. tall.
- 6) Video clips are allowed.
- 7) The photographer and camera will be stationed in the back of the sanctuary.

Video Streaming

Streaming of your child's Shabbat service is available so that family and friends who are ill or for other reasons are not able to be there can watch the service. Contact the Rabbis at your final rehearsal to make arrangements for this.

Music

All music (guitar) is provided by Cindy Michelassi.

Kiddush

It is traditional to have a Kiddush immediately following the Shabbat morning service. The Kiddush refreshments to be served are wine, juice, challah and other appropriate foods of your choice. (The wine and juice are provided by the Congregation.) The family is responsible for setting-up and cleaning-up after the Kiddush, or you may hire our recommended kitchen help. Please plan for adequate time to set up before the service.

Donations

It is customary for the family of the Bar/Bat Mitzvah to donate to one or more of the Congregation's donative funds in honor of the occasion or to the Rabbis' Discretionary Funds.

Fees

There is a fee for having a Bar/Bat Mitzvah. The 2019 -2020 fee is \$700*.

Approximately 90 days before your date you will be billed for this fee and it will be due and payable 60 days prior to the Bar/Bat Mitzvah.

*This fee is determined annually, becomes effective July 1st of each year, and is subject to change.

GUIDE TO THE HONORS

English Readings

1. These parts are often given to non-Jewish friends and relatives. These parts can also be given to Jewish friends and relatives who will not be comfortable reciting the Torah blessings in Hebrew.
2. You can have some, all, or none of these read depending on the number of people you wish to honor. The service moves along more quickly if you do not do all of the readings.

Torah Passing

Parents, grandparents and great grandparents participate in the Torah passing. When there are no living grandparents sometimes a great aunt or uncle will participate. While non-Jews cannot actually pass the Torah, they may be part of this ceremony.



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Aliyot

These people recite or chant the blessing before and after the reading of a section from the Torah. Please only ask people who can do this with confidence. They need to be over 13 years old and Jewish.

Maftir

This is your child's Aliyah.

Hagbah and Galilah

These people lift (Hagbah) and dress (Galilah) the Torah. They need to be over 13 years old, Jewish, and, for the Hagbah, strong enough to lift a 30-pound Torah.

Prayer for Our Country (the United States)

Prayer for the State of Israel

This is prayer is read in English.

Ark Openers

These people can be Jews of any age.

Parent(s) Prayer

1. The words should be directed to your child and to God. This is not the time to speak to your invited guests.
2. There is a good model for this prayer in the prayer book on page 262 (or page 380 in your child's prayer book).
3. Your remarks should be brief. Your child is the main speaker of the service. If both parents speak, the words should be two parts of one prayer rather than two separate prayers.
4. Your words should express the moment:

When your child was born you declared, ritually or in other ways that you were going to raise a Jewish child. Now you bring a 13 year-old child forward to the bima to present him/her with a Tallit. You will leave your son/daughter on the bima to lead the service and read from the Torah. Through their mastery of the prayers and the Biblical text, they will demonstrate that you have fulfilled your obligation to provide your child with a Jewish education. You received our tradition from those who came before you and you are now passing it on to your child.

5. The Rabbi should see your Parents' Prayer the week before your child's Bar/Bat Mitzvah.

SAMPLE OF A PARENTS' PRAYER

God has truly blessed us with a wonderful son who is smart, kind, compassionate, and see the best in all people.

Your Torah portion, Naso means to "lift up", which is so appropriate for today. Aidan, lift your head up in pride for all that you have accomplished. Lift your head up and look at the family and friends who surround you and love you. And lift your head up and look at the sky, the sunlight, and all that God has blessed you with.



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But also, carry the message of your Torah portion with you for all days, for the rest of your life. Lift yourself up whenever you face sorrow or uncertainty. Lift yourself up and serve as an example for others to follow. And most importantly, use your faith and belief in God to lift others up, especially those unable to stand alone.

Today is truly a celebration as it marks the day that you are forever connected to God and to the people of Israel. Follow proudly in the footsteps of Abraham, Isaac and Jacob but forge your own path on the way to finding your unique purpose.

May God continue to bless your life, just as you have blessed ours. We love you.

Mazel Tov!

SHABBAT EVENING SERVICE (HONORS WORKSHEET)

Blessing the Candles _____ (only need English name)

Ma'ariv. _____ (the Bar/Bat Mitzvah Child's name)

Aliyah _____ (Person's Jewish name followed by ben or bat, and then their Parent's Jewish names)

_____ (English Name)

Hagbah _____ (The person's Jewish name followed by ben or bat, and then their Parent's Jewish names)

Also give their English name here _____

Galilah _____ (The person's Jewish name followed by ben or bat, and then their Parent's Jewish names)

Also give their English name here _____

Prayer of Our Country _____ (only need English name)

Prayer for Israel _____ (only need English name)



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Ark Openers _____ (English names only)

Lead Kiddush _____ (Bar/Bat Mitzvah family with Rabbis)

SHABBAT MORNING SERVICE (HONORS WORKSHEET)

Ushers: _____

Parent's Prayer: _____ (names)

English Readings: (these are optional)

1. Page 189 (bottom) _____ (pg. 307)*
2. Page 190 (top) _____ (pg. 308)*
3. Page 190 (bottom) & Page 191 (top) _____ (pgs. 308/309)*
4. Page 191 (bottom) _____ (pg. 309)*
5. Page 192 (top and bottom) _____ (pg. 310)*

* These pages correspond to the page numbers in your child's Siddur, the other page numbers are from the Siddurim used on Shabbat

Torah Passing: _____ (grandparents / parents / child names)

Aliyot (the number of these are flexible from 1 to 7)

Jewish name/ben or bat/Parent's Jewish name	English Name
1.... _____	_____
2.... _____	_____
3.... _____	_____
4.... _____	_____
5.... _____	_____
6.... _____	_____
7.... _____	_____

Maftir: name of Bar/Bat Mitzvah child (we have in our records)

Hagbah _____ The person's Jewish name followed by ben or bat, and then their Parent's Jewish names



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Also give their English name here _____

Galilah _____ The person's Jewish name followed by ben or bat, and
then their Parent's Jewish names

Also give their English name here _____

Prayer for Our Country _____

Prayer for Israel _____

Ark Openers _____

CONGREGATION ETZ CHAIM OF DUPAGE COUNTY POLICY FOR USE OF SYNAGOGUE FACILITY

This policy covers the use of the synagogue facility, principally the social hall, the kitchen and the lower level multi-purpose room, by Congregation organizations and members in good standing.

Any Congregational function (e.g. Brotherhood and Sisterhood meetings, committee meetings, committee-sponsored events, etc.) that is held in the social hall, lower level multi-purpose room or sanctuary must be coordinated through the Congregation's Office. Use of the facility by outside organizations will be considered on a case by case basis. For such organizations, the specific rules of this policy shall apply, except for monetary considerations, which shall be negotiated.

For large family life cycle functions a fee of \$575* shall be charged for the use of any combination of the aforementioned facilities, and includes janitorial services, office staff liaison with caterers or other outside vendors, set up and take downs, as necessary and any other required activities of the Synagogue staff.

If janitorial services are required beyond normal work schedules for Congregational functions, a fee of \$36* per hour will be charged to the sponsoring organization for the additional time required.

Use of the facility by small groups, e.g., 10-40 people, other than Congregational organizations but whose members are members of the Congregation will be charged a fee of \$118* plus any additional janitorial costs, if incurred.

All deliveries for a function must be coordinated with the Congregation's Office a minimum of ten (10) days before delivery is to occur. Manpower for unloading and storing must be provided by the delivery company or person sponsoring the event.

All food must be disposed of immediately after a function.

An outside caterer may only use the social hall, kitchen, stove, refrigerator and freezer. It is the responsibility of the individual contracting with the caterer to ensure that the caterer cleans the kitchen to at least the level it was found when he/she entered the building.

FOR FOODS THAT MAY BE SERVED, PLEASE REFER TO THE KASHRUT GUIDELINES



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The sound and/or video system may only be used by those authorized by the Congregation's Office

All individuals using the facility will be held responsible for, and by their use assume responsibility for damages to or loss of property of the synagogue resulting from their use of the facility, including breakage to anything in the kitchen. For large parties (more than 50 people), you will be required to pay for hired security currently at \$40/hour.

KASHRUT GUIDELINES

All Mitzvot are means of evoking in us the awareness of living in the "neighborhood of God," of living in the holy dimension. God in Search of Man, Abraham Joshua Heschel

We are committed to the ongoing study of the whole array of Mitzvot and to the fulfillment of those that address us as individuals and as a community. Some of these Mitzvot, sacred obligations, have long been observed by Reform Jews; others, both ancient and modern, demand renewed attention as the result of the unique context of our own times. Statement of Principles of Reform Judaism, adopted by the CCAR in 1999

Kashrut is not a question of all or nothing. We see a wide spectrum of observance when it comes to Kashrut. Some place themselves at a point on this spectrum where Kashrut plays a determinative role in all that they eat; others place themselves on the spectrum of Kashrut with few limits on what is eaten. Although both may express their Kashrut differently, both are observing aspects of Kashrut.

This understanding of Kashrut as a spectrum of observance informs our Etz Chaim guidelines. We realize that there is a wide spectrum of observance in our community when it comes to Kashrut. We recognize that the personal dietary decisions of our synagogue members are theirs to make as they wish. These guidelines apply to the congregational setting, to meals served in our synagogue building or under our congregation's auspices.

We serve food for a wide variety of occasions and to a wide variety of groups. Our religious school hosts Shabbaton programs with educational goals. The Sisterhood, Brotherhood, Seniors, Youth Groups and committees of the congregation serve food to those attending their programs. Families serve food in our building for Shiva or in celebration of a Simcha. We serve meals to our PADS guests. Our expectations of Kashrut observance adjust slightly based on the setting and the people involved in serving and eating.

For all events shellfish and pork products are not served. For all events meat and milk products are not served together in the same dish nor on the same table.

For Bar/Bat Mitzvah celebrations and other meals organized by families of the congregation, we encourage families to avoid serving milk and meat in the same meal.

During Passover, Chametz may not be served.



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The purposes of these Kashrut Guidelines are to increase our understanding of this Mitzvah, to add a dimension of holiness to our lives and to enhance our connection to the Jewish people.

SAMPLE OF SHABBAT B'NAI MITZVAH PAMPHLET WORDING

Welcome to the Bar (one male), Bat (one female), B'nai (2 males or a male and a female), B'not (2 females) Mitzvah of our child(ren) (name(s)). We are happy that you are here to share in our joy.

If this is the first time that you are attending a Bar/Bat/B'nai/B'not Mitzvah, we hope that the following information will help you to better understand the service. Please be mindful that this is a religious ceremony and no photography is allowed during the service.

Today's ceremony marks the Jewish Community's recognition that (name) is/are moving from childhood toward adulthood. The words Bar/Bat Mitzvah means literally "Son/Daughter of the Commandment". The young person is seen as responsible for his/her own actions and choices. He/she reads from the Torah and is counted as a member of a minyan, a quorum of ten Jews necessary for specific prayers to be recited.

The Bar/Bat Mitzvah child and many of the men and women in the congregation wear a Kipah or Yarmulke. The Kipah is worn during services as a sign of respect and symbolizes that there is something higher than man. Each person can follow the service in the Siddur (Prayer book). Hebrew is written from right to left and the pages of the prayer book also move right to left. Prayers are written in both Hebrew and English. The italicized English is meant to be read by the congregation as responsive reading.

At the beginning of the service, (name(s)) will be called to the bima (altar) and will be presented with a Tallit (prayer shawl). The wearing of the Tallit is considered a Mitzvah and fulfills the commandment, (You shall place fringes on the corners of your garments.... so that you will remember my commandments and do them."(Numbers 15:37). After receiving the Tallit, (name(s)) will lead the congregation in worship. During the service the Aron Kodesh (Holy Ark) will be opened. The Ark holds our most sacred objects, the Torah Scrolls. The Torah contains the first five books of the Bible. Only adults are allowed to hold the Torah. The Torah will be placed in (name(s)) arms, which will indicate his/her/their new position in the Jewish community.

The Torah is read on an annual Jewish cycle. Week by week a consecutive portion of the Torah is read so that within a year the whole Torah is read. The cycle begins and ends in late summer or early fall. Family and friends will be called to recite the blessings before and after each Torah passage is read. This is known as an Aliyah (literally meaning "ascent"). At the conclusion of the Torah reading the Torah will be lifted so that the entire congregation will be able to see the words read. This demonstrates that the Torah is an open book and belongs to all people.

Following the Torah reading (name(s)) will recite their Haftarah portion. This is a reading taken from one of the Prophets and is connected to the theme of the Torah portion.



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At the conclusion of the service, we will gather together for the Kiddush, a blessing of thanksgiving over the wine and Challah (braided egg bread).

We are delighted to have you join us on this special occasion celebrating (name(s)) Bar/Bat/B'nai/B'not. Shabbat Shalom.