

Temple Emanuel



Bar/Bat/Brit Mitzvah Handbook

2025/2026

Temple Emanuel
Main Office: 301-942-2000
www.templeemanuelmd.org

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▪ INTRODUCTION ▪

***“Upon three things the world stands: On Torah, on prayer, and on acts of loving kindness”
Pirke Avot 2:1***

Dear *Bar/Bat/Brit Mitzvah* Families:

In the near future, your child will be called to the *Torah* to mark their entrance into adult Jewish life. When your child chants from the *Torah*, leads portions of the service, and delivers a *D’var Torah* (Sermon), they will demonstrate, before God and our holy congregation, that they are worthy of being called a *Bar/Bat/Brit Mitzvah*, a child of the commandments, someone who can now fully participate in the religious life of our people.

This comprehensive, informative Handbook is intended to make the experiences of that day tenable and meaningful for the student and their family. The Handbook also is designed to help plan your *simcha*, the celebration in honor of your child’s *Bar/Bat/Brit Mitzvah*. We suggest you read this Handbook thoroughly even if you have had an older child who became a *Bar/Bat/Brit Mitzvah* at Temple Emanuel. Temple policies change and current practices may differ from your earlier experiences.

The clergy and staff of the synagogue are eager to assist you. Having a child become a *Bar/Bat/Brit Mitzvah* is a joyous milestone in the life of your family; we want to make sure the planning is stress-free and joyous. If you have any questions or need assistance in planning your function, please contact the office staff by phone at 301-942-2000 or by email at office@templemanuelmd.org.

L’Shalom,

Cantor Lindsay Kanter, Head of B’nei Mitzvah Program

Rabbi Adam Rosenwasser, Senior Rabbi

Laura Naide, Director of Congregational Learning

Snir Holtzman, Director of Youth Engagement

▪ COURSE OF STUDY ▪

REQUIREMENTS

At Temple Emanuel, the process of becoming a *Bar/Bat/Brit Mitzvah* includes learning to read Hebrew from the prayer book, learning to chant *Torah* and *Haftarah* portions, leading the congregation in a *Shabbat* service, giving a *D'var Torah* (Words of *Torah*/sermon), as well as creating a Mitzvah Project. Becoming a *Bar/Bat/Brit Mitzvah* at Temple Emanuel means that your family has made a commitment to our heritage and to our congregation, that your child has attended Religious School, and is familiar with our Jewish traditions.

We welcome learners of all abilities. If your child has learning, physical, or emotional challenges, please let us know. Our clergy and Inclusion Coordinator will support your child throughout the *Bar/Bat/Brit Mitzvah* process.

To be eligible for *Bar/Bat/ Brit Mitzvah*, students must complete at least four years of formal Hebrew instruction. In addition, students must be active participants in the Religious School program. **Our Board of Education has recently defined active participation in religious school as attending 75% of classes.** Students are then expected to continue their Jewish studies through Confirmation, which takes place at the end of Tenth Grade.

HEBREW

Hebrew instruction, an important part of *Bar/Bat/Brit Mitzvah* preparation, is integrated into the Religious School curriculum in the form of Hebrew vocabulary, prayer recitation, and letter recognition. This begins in Kindergarten and continues through Second grade. Starting in Third Grade, students add an additional Hebrew class either on Sundays or Tuesdays. Students intensify their Hebrew learning by acquiring the ability to read Hebrew and comprehend basic vocabulary. The goal of the Hebrew program is to read and understand the prayers that are used in both home ceremonies and synagogue services.

TUTORING

Bar/Bat/Brit Mitzvah tutoring begins approximately seven months before the date of the service. The Cantor will meet with each family approximately eight months before the date of the *Bar/ Bat/ Brit Mitzvah* to walk the family through the tutoring process.

At the family meeting, your child will receive a *Bar/Bat/Brit Mitzvah* binder containing *Torah* and *Haftarah* verses and a Dropbox link containing recordings of the required prayers and assigned *Torah* and *Haftarah* verses. All recordings should be downloaded to a computer, phone, or tablet. Each student must bring their *Bar/Bat/Brit Mitzvah* binder and Mishkan T'filah prayer

book to every tutoring session. Most of the prayers included in the Bar/Bat/ Brit Mitzvah studies are taught in Grades 4-6. After the family meeting, students spend several weeks reviewing the assigned prayers on their own using the recordings for support. Seven months before the *Bar/Bat/Brit Mitzvah*, your child will have a “Prayer Check” appointment with Cantor Lindsay, checking to see that the assigned prayers are comfortably learned. Students should be able to recite these prayers smoothly and confidently at the Prayer Check appointment.

Weekly tutoring sessions begin the following week, conducted by one of our B’nei Mitzvah tutors. Cantor Lindsay will conduct monthly check-ins to monitor progress. If your child needs extra support in Hebrew, please speak to Cantor Lindsay about additional tutoring options.

Homework is essential and is expected of all students. Each student should study for at least 20 to 30 minutes per day, five days a week, once they begin the tutoring process. It is imperative that each student works on very small parts of their assignments, each day, OUT LOUD. When learning a new verse, press pause on the recording after each word, and chant the word back. After going through the recording one word at a time, repeat this process several times. When the student feels more comfortable, then go through the recording two words at a time.

Parent(s) should listen to their children practice several times a week. While you may not be able to help your child with Hebrew, it is helpful to sit with your child to monitor progress and to simply observe the amount of time and how your child is practicing.

EXTRA HEBREW TUTORING AND OTHER ACCOMMODATIONS

Students may need additional tutoring or accommodations if the Rabbi, Cantor, or Director of Congregational Learning decides that it is necessary. Any and all extenuating circumstances, including learning, physical, and emotional challenges, must be discussed with the Rabbi, Cantor and Director of Congregational Learning in order to best assist your child.

D'VAR TORAH

Students meet 3 times with Rabbi Adam over the 8-month *Bar/Bat/Brit Mitzvah* process to work on crafting their *D'var Torah*/sermon. Below are some guidelines for understanding the portion and the format of the *D'var Torah*.

A. General Understanding of the Parsha (Torah portion)

1. Read the whole Torah portion in English and the attached commentary pages.
2. Have a good understanding of the story or content within.
3. Think about how this portion can connect to your life. What can you learn? What can you teach us (the congregation, your guests) about it? What do you like or dislike, think is fair/unfair – disagree with or appreciate about this portion? What feels antiquated and what feels timeless?

B. Writing your D'var Torah

1. Write about the story or stories found in your parsha (Torah portion) along with a summary of key events.
2. Briefly describe the major themes.
3. Select one idea, theme or story you want to focus on.
4. Make a connection to your life as a teen, to the changes to come, to your world and your family/friends/experience – it will be more meaningful when it is personal.
5. Make a connection to your future and your Jewish future.
6. Share your Mitzvah Project if it is connected to the theme of the *D'var Torah*.
7. Thank yous and closing remarks.

MITZVAH PROJECT

Each *Bar/Bat/Brit Mitzvah* student must complete a Mitzvah Project. This entails participating in an active volunteer project, such as working at a nursing/retirement home, the unhoused community, an animal shelter or many other worthy causes. Our Director of Youth Engagement (DYE) will contact each student to discuss possibilities. Mitzvah Projects may start up to a year prior to the service, but more often are carried out six months in advance. Students and families should spend time thinking about possible Mitzvah Projects before meeting with the Director.

The DYE will explain the mechanism of the Mitzvah Project, including timing, supervision and course of action. Rabbi Adam and Cantor Lindsay and the Director of Congregational Learning also are happy to help brainstorm ideas. See Appendix 2 for ideas.

A Mitzvah Project should be at least four months in duration and must be completed by the date of the *Bar/Bat/Brit Mitzvah*. The Project should relate to something the student enjoys – combining the student’s interests, loves, concerns into something active and altruistic. We encourage students to avoid projects aimed solely at raising funds. We want our students to build relationships and create projects that involve more than a one-time collection or single visit. The whole family may engage in the project together – as long as most of the vision, preparation, and implementation of the project comes from the student.

The Jewish value of *Tikkun Olam* refers to various forms of action intended to repair and improve the world. As the student prepares for *Bar/Bat/Brit Mitzvah*, practicing *Tikkun Olam* is an important part in creating Jewish identity. Please take your time thinking and coming up with a project that is important and means something to the student - this makes the difference between “ticking a box” and having a meaningful and empowering experience.

▪ FAMILY RESPONSIBILITIES ▪

SERVICE ATTENDANCE

Communal worship is an important part of our Jewish identity. While “prayer” is private, “worship” is communal and public. We want to encourage our young people to feel as though they are full members of our adult Jewish community.

When children attend services regularly, their own experience means so much more to them. If it is true that *Bar/Bat/Brit Mitzvah* symbolizes our children becoming adult members of the Jewish community, then it is imperative that our young people and their parent(s) develop a commitment to regular worship.

We strongly encourage that you attend several services each year with your child, both Friday night and Saturday morning to familiarize yourselves with the prayers, flow, and feel of our services. Becoming a *Bar/Bat/Brit Mitzvah* is a family experience, and symbolizes not only leading the service but becoming part of our Temple community.

REHEARSALS

Approximately 3 weeks before the *Bar/Bat/Brit Mitzvah*, the Cantor will lead a rehearsal in the sanctuary with the student. The week immediately preceding the *Bar/Bat/Brit Mitzvah*, there will be a final rehearsal led by the Rabbi. **The child and his/her/their parent(s) are expected to attend.** During this rehearsal, the choreography of the service is explained to the family. The student will run through the entire service, including chanting *Torah* from the scroll, chanting their *Haftarah* portion, and reciting their *D’var Torah*. Other family members who will participate in the *Bar/Bat/Brit Mitzvah* service may also attend this rehearsal.

USHERING

The Temple requires that one or more parents of a *Bar/Bat/Brit Mitzvah* child usher alongside their child at a *Shabbat* service prior to their child’s ceremony. This serves three purposes:

1. Adult ushers help keep proper decorum—especially among the younger guests—at the worship service.
2. By being there, you will see exactly what goes on and feel more comfortable with the choreography of the service on your own day.
3. Guests to our Temple will feel welcome when our own members greet them and are available to answer their questions. Naturally, as you will serve for others, you can expect parent(s) of other candidates of your child’s *Bar/Bat/Brit Mitzvah* class to usher for you.

You will receive your assigned ushering date at least two months prior to your child's Bar/Bat/Brit Mitzvah date. At that time, you will also receive a list of names and phone numbers of other families who will be ushering that month. If you are unable to attend on your assigned date, you are responsible for contacting another family and arranging for an exchange of ushering dates. Don't forget to inform the Temple office (301-942-2000) of the new arrangement.

Ushering is an important element of the service, and it is imperative that each service be covered. Ushers help maintain the security of our congregation by greeting guests and directing questions or concerns to staff members. Please arrive approximately 30 minutes before the ceremony begins to greet guests and give out any handouts.

FRIDAY EVENING SHABBAT SERVICES BEFORE BAR/BAT/BRIT MITZVAH

The families of the Saturday *Bar/Bat/Brit Mitzvah* will have the honor of lighting the Shabbat candles. The *Bar/Bat/Brit Mitzvah* will chant the Friday evening "long" version of the *Kiddush* (Blessing over wine/ juice), chant the *V'ahavta*, describe their *Mitzvah* Project, and at the conclusion of the service, lead the *Motzi* (Blessing over bread). Guidance and recordings of all these blessings are included in the dropbox, with the candle blessings included in a document entitled "Rituals and Blessings for B'nei Mitzvah Parents."

▪ THE SERVICE ▪

Most students will be partnered together with another student for their *Bar/Bat/Brit Mitzvah* services, which are held on the 1st, 3rd, and 5th Saturdays of each month. We have found that having a partner enhances the experience, as it takes some of the “pressure” off each student and lets the students work together and lead several of the prayers together. Whether a student is in a single or double ceremony, they will prepare and lead the same amount of material. The student-led parts include: Introductory English reading, *V’ahavta*, *Avot v’Imahot*, *Gevurot*, *Torah* chanting, *D’var Torah*, and *Haftarah*. The service is easily shared by two *B’nei Mitzvah* and their families.

THE TORAH SERVICE

The order of the *Torah* Service is:

1. The Rabbi conducts the beginning of the *Torah* Service in our prayer book, during which time the Ark is opened and the *Torah* is taken out. The Rabbi hands the *Torah* down through the generations. The Rabbi suggests grandparent(s) pass the *Torah* to parent(s), who then pass it to the *Bar/Bat/Brit Mitzvah*. Together the congregation recites the *Shema* and then the *Bar/Bat/Brit Mitzvah* carries the *Torah* around the sanctuary for the *hakafah* (procession). Each family does the passing with a separate *Torah*, thus each child will carry a *Torah* during the procession.
2. The second part of the ceremony includes the *Torah* introduction and the *Torah* blessings. If this is a double *B’nei Mitzvah* service, the “A Student” will deliver their *D’var Torah* before the *Torah* Service begins. Then the “A Student” chants *Torah*, calling three people or groups to the *bimah* for *aliyot* (the reciting of the *Torah* blessings). The *aliyot/Torah* blessings may be read or chanted by those aged thirteen or older, such as siblings, grandparents, aunts, uncles or close friends. The third *aliyah* is usually chanted by the parent(s). The “A Student” chants the final, or fourth, *aliyah*. The Rabbi calls up the parent(s) to address and bless their child. This process is then repeated by the “B Student”, with the reading of the *D’var Torah* following the chanting of *Torah* and the parent(s)’ blessing of their child.
3. In the presence of the *Torah*, the Rabbi and Cantor lead the congregation in a prayer for healing.

4. The Rabbi lifts the *Torah* and calls up the designated person(s) for the honor of *g'lilah* (dressing the Torah). This is a particularly good opportunity for a younger sibling or family member to help with the Torah coverings and *yad* (pointer). The Rabbi then introduces the Haftarah portion, and then the *Bar/Bat/Brit Mitzvah* chants the blessings and their Haftarah verses.
5. The Rabbi asks the congregation to rise as the *Torah* is returned to the Ark. This is followed by special blessings recited by the Rabbi and Cantor over the *Bar/Bat/Brit Mitzvah*.

WAYS TO PERSONALIZE THE SERVICE

Parents have the opportunity to make the *Bar/Bat/Brit Mitzvah* experience a more individual one for their child by:

- Handing down the *Torah* from one generation to the next by passing the *Torah* scroll from grandparent(s) to parent(s) to child .
- Honoring friends or family by inviting them to have an *aliyah* during the Torah service. In addition to the *Bar/Bat/Brit Mitzvah's* *aliyah*, there may be three other *aliyot*. Each *aliyah* may be read by one or more individuals. The third *aliyah* is usually the child's parent(s). This honor is reserved for those aged thirteen or older. (A transliteration of the prayer, in large print, is on the *bimah*.)
- Honoring friends or family by asking them to open and/or close the Ark, dress the Torah, recite an English blessing, *kiddush*, or *motzi*.
- Having the parent(s) offer a brief personal blessing to their child after the chanting of Torah.
- Mentioning deceased family members during the Rabbi's reading of the *Kaddish*.
- Twinning with a Jewish child in Russia or Israel or in remembrance of a child who perished in the Holocaust. Please call the Religious School Office at 301-942-2000 for assistance in making these arrangements.
- Sharing the *simcha* by making a contribution to one of the Temple's funds.

SPECIAL REMINDERS

Saturday Shabbat services begin promptly at 10:00 am. Please arrive no later than 9:30 AM. You want to arrive early enough to get settled and to greet your guests as they arrive. Remind your guests that it is always good practice to be on time for services. Our Sabbath morning service is relatively brief, so latecomers are apt to miss part of the ceremony and may distract the *Bar/Bat/Brit Mitzvah* by walking in late.

To safeguard the sanctity of our religious services, those participating on the *bimah* should be dressed in a respectful manner. If you have questions about apparel, please contact the Temple office.

▪ PLANNING ▪

BAR/BAT/BRIT MITZVAH FEE

The fee is set by the finance committee and includes 7th grade tuition, tutoring, materials, and meetings with staff and clergy. When you receive your child's bar/bat/brit mitzvah date the amount will appear on your statement.

Forty-five days before the ceremony, remaining *Bar/Bat/Brit Mitzvah* fees should be paid in full, and membership dues payments and/or payment agreements, as well as school tuition and fee payments, should be current. If you have questions or concerns about this policy, please contact the Executive Director or the Financial Secretary.

PROZDOR/ONEG SHABBAT

It is a Temple Emanuel tradition for the *Bar/Bat/Brit Mitzvah* families to sponsor pastries for the *Prozdor/Oneg Shabbat*. Sponsors are acknowledged in our newsletter, *Kol Kore*, and in our *bimah* announcements. *Prozdor* takes place at 6 PM before our 6:30 PM services, and *Oneg* takes place immediately after our 7:30 PM services, at approximately 8:45 PM. To sponsor the *Prozdor/Oneg Shabbat*, please call the Temple Office.

SHABBAT DINNER/ KIDDUSH LUNCHEON

The Temple Social Hall and HaMakom are wonderful venues for Friday evening dinners and Saturday morning *Kiddush* luncheons. If you wish to rent either of these spaces, you should contact the Temple office as soon as possible after receiving the date for their child's ceremony. Rental fee information is available in the Temple office on request. In addition to rental fees, families will be required to pay for a security presence throughout the event. Information about specific costs and fees will be included with your rental contract.

The Social Hall and/or HaMakom and the kitchen may be rented for a *Kiddush* luncheon or party following a morning service. Most luncheons are scheduled for two hours, most parties are four hours. If no Temple function is scheduled for the evening, the Social Hall and/or HaMakom and kitchen may be rented for a dinner reception. The usual time period for an evening rental is four hours, to end no later than 11:00 pm. The building must be vacated by midnight.

When there are two or more families scheduled for the same date, and one of them expresses interest in the Social Hall or HaMakom, the second family will be contacted to inquire if they are also interested in renting our facility. If both guest lists are short enough, the families may consider a joint reception. Another possibility is for one family to host a smaller, simpler reception in HaMakom, while the other family uses the Social Hall. If both families want to rent the same room, a coin toss will decide which family may reserve use of the room.

PHOTOGRAPHY and VIDEOGRAPHY

No pictures may be taken during services. Posed pictures are permitted before the service or just before and after the family rehearsal. If there are posed pictures scheduled on the date of the *Bar/Bat/Brit Mitzvah*, then the photographer must finish and have all equipment removed at least 20 minutes before the service is to begin.

A video recording of the service will be sent to *Bar/Bat/Brit Mitzvah* Families by our Temple Emanuel Tech Team.

TEMPLE EMANUEL MEMBER RENTAL FEE SCHEDULE

Effective for Rentals On or After July 1, 2021

Prices Subject to Change

Sanctuary

Bar/Bat mitzvah, wedding, funeral
Musical program/concert

Members

No rental fee
\$750

HaMakom/Multi-Purpose Room

Capacity: 60 people

2-hours	\$550
3-hours	\$625
4-hours	\$800

Social Hall

Capacity: 200 people

2-hours	\$600
3-hours	\$825
4-hours	\$1,000
Erev Shabbat dinner	\$600

Mark Mann Pavilion

Daytime use (ending by 5:00 PM)	\$250
Evening use (beginning at 5:00 PM)	\$400

ADDITIONAL FEES

Oneg Shabbat sponsorship	\$325 (optional)
Bimah flowers sponsorship	\$100 (optional)
Extra hour or portion thereof	\$250 per hour
Extra fee for rental on a legal holiday	\$500
Security fee	REQUIRED –\$100 per hour / \$200 minimum
Damage Deposit	REQUIRED – Amount to be determined at the time of the rental.

Damage deposit will be returned if there is no damage to the facility and/or if no extra clean up inside or outside the facility is needed.

Any items left in our storage area for more than seven days will be disposed of at the direction of the Executive Director.

APPENDIX 1

BAR/BAT/BRIT MITZVAH TIMETABLE

This suggested timetable may provide some guidance as you plan for your *simcha*.

24 MONTHS AHEAD

- Notification of *Bar/Bat/Brit Mitzvah* date
- Return confirmation form with \$500 deposit
- Reserve reception site

12 MONTHS AHEAD

- Begin considering options for reception
- Photographer and/or video, reserve date

9 MONTHS AHEAD

- *Bar/Bat/Brit Mitzvah* family will be contacted to set up family meeting with Cantor

8 MONTHS AHEAD

- *Bar/Bat/Brit Mitzvah* family attends family meeting, receives *Bar/Bat/Brit Mitzvah* Binder
- Child begins reviewing their prayers using the Dropbox recordings provided by Cantor Lindsay
- Begin attending services as a family

7 MONTHS AHEAD

- *Bar/Bat/Brit Mitzvah* attends a Prayer Check with Cantor Lindsay, weekly 30-minute tutoring sessions then begin
- *Bar/Bat/Brit Mitzvah* reads through Torah Portion in English from their binder with their Family
- Students attends a Family Mitzvah Project Meeting with our Director of Youth Engagement

6 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Make sure Temple finances are current
- Plan guest list
- Inquire about hotel/motel reservations for out-of-town guests
- Select *tallit*
- Begin selecting invitations
- Submit plan for *Mitzvah* Project to Director of Youth Engagement
- Contract for decorations, make specific arrangements

5 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Family attends meeting with Rabbi Adam
- Order invitations or create online invitation
- Order accessory items (napkins, *kippot*, thank you notes, party favors, etc.)
- Finalize arrangements for hotel/motel accommodations
- Optional logistics planning meeting with Executive Director

4 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Student meets with Rabbi Adam for Torah Study
- willStudent writes short article for Kol Kore

3 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Student meets with Rabbi Adam for *D'var Torah* meeting
- Mail or email invitations (including hotel accommodations and directions)
- Complete plans for meals (either with caterer, own cooking, or assistance of friends)
- Fulfill final phase of service attendance requirements
- Honors Sheet sent to families to be completed, Select *bimah* honorees and contact them

2 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Student meets with Rabbi Adam for *D'var Torah* meeting
- Student and Parents usher a classmate's *Bar/Bat/Brit Mitzvah* service

1 MONTH AHEAD

- Student has Rehearsal with Cantor Lindsay in the Sanctuary
- Honors Sheet to be returned to Temple Emanuel

1 WEEK AHEAD

- Final rehearsal in the Sanctuary with *Bar/Bat/Brit Mitzvah* and their families
- Friday Evening Before *Bar/Bat/Brit Mitzvah*, families attend Shabbat Services, where they will light candles, child recites V'ahavta, discusses Mitzvah Project, and leads Kiddush and Motzi.

APPENDIX 2

SUGGESTED MITZVAH PROJECT OPPORTUNITIES

We encourage you not just to donate money, or a percentage of your gifts, but to volunteer time and put in the energy to a project that means something. Think of something, a hobby or cause you are interested in, and how you can translate that into giving back. Listed below are some suggestions.

Homelessness/Hunger

Manna Food Center	301-424-1130
Mazon – a Jewish Response to Hunger	800-813-0557
S.O.M.E. –So Others Might Eat	202-797-8806
National Alliance to End Homelessness	202- 638-1526
The National Center for Children and Families	301-365-4480
Blessings in a Backpack	
www.blessingsinabackpack.org	

Children

Volunteer at Summer Camp – City of Rockville Dept. of Recreation	240-314-5000
Collect New toys for children in Hospital	
Donate items to Children’s Inn at NIH	301-496-5672
Save a Child’s Heart Foundation	
www.saveachild sheart.org	
KEEN (Kids Enjoying Exercise Now)	1-866-903-KEEN
The Montgomery County Recreation Dept. (help with autistic or disabled children)	240-777-6810
Montgomery County Volunteer Center	240-777-2600
Leveling the Playing Field (collecting sports equipment)	
www.levelingtheplayingfield.org	
Special Olympics of Montgomery County	
www.somdmontgomery.org	

International Mitzvah

NACOEJ (North American Conference of Ethiopian Jewry)	212-233-5243
Interns for Peace	914-288-8090
Israel Cancer Association USA	561-832-9277
Lifeline for the Old (Jerusalem)	011-972-2-628-7829

Magen David Adom (Israeli Red Cross) 866-632-2763
Tel Aviv Foundation 212-447-6070
JWB Jewish Chaplains Council 212-786-5099
(raise funds to support those serving in the armed services)
www.jcca.org/JWB

Environment

The Rainforest Alliance
www.rainforest-alliance.org
National Capital Park and Planning Commission 301-495-2504
(clean up trash in a local park or woods)
Green Peace www.greenpeace.org

Animals

Centerpiece Baskets: Have your guests bring or buy dog or cat toys to use in a centerpiece basket on the tables. Donate the baskets to animal shelters.
Israel Guide Dog Center For The Blind
www.israelguidedog.org
Dogs for Veterans: K9s for Warriors
<https://k9sforwarriors.org>

Twinning (in addition to a *Mitzvah* Project)

Sponsor a *Bar/Bat/Brit Mitzvah* child in the former Soviet Union or Israel through ARZA/World Union, NA 212-650-4280
Yad Vashem Holocaust Twinning
<https://www.yadvashem.org/remembrance/bar-bat-mitzvah-twinning-program.html>
AMIT – Bar/Bat/Brit Mitzvah Twinning 212-792-5690

Temple Emanuel

Consider organizing a fundraising event to raise money for the Rabbi's Discretionary Fund (which helps TE families in need), the Cantor's Music Fund (which supports musical events at TE), the Religious School Fund (which helps with Jewish education programming), or the Global Mitzvah Program (to build shelters, to educate women, or provide safe drinking water in third-world countries).

For additional ideas, contact Temple Emanuel's Director of Youth Engagement.

APPENDIX 3

D'VAR TORAH OUTLINE

Your D'var Torah (Words of Torah/ Sermon) is a chance for you to tell the congregation your interpretation of your Torah portion, including what you have learned and how you can apply it to your life. It also is a chance to thank the people who have helped you and who are important in your life. Feel free to be creative in writing it, using the following outline as a guide:

A. Welcome, Shabbat Shalom

B. Meaning of becoming *Bar/Bat/Brit Mitzvah*

1. In general, what does it mean?
2. What does it mean to you?

C. *Torah* portion

1. Summary of the whole portion, not just verses read.
2. Interpretation
 - a. Rabbinical/commentary
 - b. Personal: What do you think the message is? What questions do you have?
What do you disagree with? What do you like about it?
 - c. How does the portion relate to your life? What can you take away and share with the community?

D. *Mitzvah* Project description and why you chose it.

E. Thank you (teachers, clergy, family and friends).

APPENDIX 4

TEMPLE EMANUEL DONATION OPPORTUNITIES

Over the years, each generation of Temple Emanuel congregants has embraced the Jewish tradition of tzedakah giving to mark a *simcha* or memorial occasion for family and friends.

Donations to any of our Temple funds provides the blessing of a double mitzvah - honoring or remembering a special individual and providing support for a range of congregation tzedakah and special activities above and beyond the basic functions of our Temple, which are supported by annual dues, school tuition and designated fees.

The achievement of a *Bar/Bat/Brit Mitzvah* has traditionally been such an occasion. Many individuals are deserving of recognition for their special contributions to this milestone – our Rabbi, our Cantor, our Director of Congregational Education, and our Religious School teachers and tutors.

The Rabbi's Discretionary Fund enables support for Temple and community programs and causes deemed deserving by the Rabbi; the Cantor's Music Fund supports music and music-related programs designated by the Cantor; and the Lenore Cohen Religious School Fund provides support for special Religious School programs.

Each of these funds, or other Temple funds of your choice, may be particularly appropriate vehicles to continue Temple Emanuel's tradition of tzedakah giving as your family celebrates its special *simcha*!

Mazel tov to your family on your child's achievement!

Temple Emanuel Donation Opportunities

___ **ARZA:** The Association of Reform Zionists of America (**\$50 annual membership or specify donation amount**)

___ **Bereavement Fund:** Donations are used to provide meals of comfort to a family who has experienced a recent death

___ **Brotherhood:** A service arm of the Temple, open to all men of the congregation (**\$40 annual membership or specify donation amount**)

___ **Byer Jewish Enrichment Fund:** To support Jewish programming and visiting scholars, artists and performers

___ **Cantor's Music Fund:** For music and music-related programs as designated by the Cantor

___ **Early Childhood Center Fund:** Supports additional needs of the Early Childhood Center

- ___ **General Operating Fund:** Supports ongoing Temple operations
- ___ **Global Mitzvah Project:** Supports international charitable projects
- ___ **Henry Bluestone Cultural Arts Fund:** Supports Temple Emanuel cultural programs
- ___ **Irma Marks Youth Group Activity Fund:** Supports Temple Emanuel youth group programs
- ___ **Jacob Bello Rabbinic Humanities Fund:** Funds are used for speaker fees and diverse Judaic programs selected by the Rabbi
- ___ **Joyful Shabbat Kiddush Lunch/Oneg Shabbat Sponsorship:** Provides for the reception following services (\$325 minimum donation)
- ___ **Lenore Cohen Religious School Fund:** Funds are used to enhance Religious School programs
- ___ **Library Fund:** For the purchase of books and library improvements
- ___ **Marion Glass Capital Fund:** Maintenance, repair and improvement of the Temple Emanuel building
- ___ **Mark Mann Pavilion/Playground/Landscape Fund:** Funds are used to enhance and maintain the Pavilion and Playground
- ___ **Memorial Plaques:** Bronze plaques displayed in the Sanctuary (**\$450 minimum**)
- ___ **Michael Flax/Leon Adler Mitzvah Fund:** Funds are used to provide immediate help to any Temple member in need
- ___ **Miriam's Cup:** Funds are used for speaker fees and special programming related to the goal of the Rosh Hodesh Group, supporting Jewish feminist causes
- ___ **Nanette Dembitz Berman Judaism & Social Issues Fund:** Funds are used to sponsor lectures and presentations on Judaism and social justice
- ___ **Paul Shnitzer Ethics Fund:** Supports programs relating to Judaism and ethics
- ___ **Prayerbook: Mishkan T'filah:**— Bookplate will list your name and in whose honor/memory (**\$36 per book minimum**)
- ___ **Prayerbook: The Torah Commentary:** Bookplate will list your name and in whose honor/memory (**\$72 per book minimum**)
- ___ **Rabbi's Discretionary Fund:** For Temple, community programs, and causes as deemed deserving by the Rabbi
- ___ **Sanctuary Enhancement Fund:** Funds are used for maintenance of and special items for the sanctuary
- ___ **Sid Berger Israel Fund:** Funds are used to subsidize travel to Israel by Temple Emanuel youth
- ___ **Torah Fund:** Funds are used for the maintenance of the Torahs
- ___ **Tree of Life:** Honor or memorialize a loved one with a leaf or stone in the lobby's Tree of Life. Leaf: \$180.00, Stone: \$1800.00
- ___ **Wall of Honor and Remembrance Plaques:** A display in the Sanctuary of small brass plates honoring a special person/occasion or memorializing a loved one (\$200 minimum donation)
- ___ **Warren G. Stone Rabbinic Endowment:** Provides for the long-term financial security of

- ___ Temple Emanuel by providing funds to underwrite the Rabbi's salary in perpetuity
- ___ **Women of Reform Judaism:** Supports a wide range of social justice and women's issues.
- ___ **Yahrzeit Remembrances :**To commemorate loved ones on the anniversary of their passing
- ___ **Zhava Friedman Torah Study Fund:** Supports the Temple Emanuel Torah study group

All donations to Temple funds are tax deductible.

APPENDIX 5

SAMPLE CONTRACT: RENTAL OF FACILITIES TO TEMPLE EMANUEL MEMBERS

Names (s):

Telephone:

Address:

Email:

Date of Function:

Number of guests:

Facilities Used:

Time:

Facility Fee:

4 hours @ \$250/hour

Security Fee:

\$100/hour

TOTAL RENTAL COST

Deposit Due

*Balance Due no later
than 45 days before
Event*

Notes: Total amount due at signing of contract.

This is a Nut Sensitive Environment-See Dietary Restrictions Below. NO Strobe Lights or Excessively Loud Music.

Limitation of Liability

User hereby agrees to preserve, maintain and protect the facilities and all of the Temple's property from damage arising from use or occupancy thereof by the users, their agents or guests. User further agrees to comply with all federal and state laws, ordinances, regulations and requirements with respect to its use and occupancy of the Facilities. All use must avoid any risk of damage to people and Temple property.

User agrees to indemnify, defend and hold the Temple harmless for all loss, liability, cost or expense (including reasonable attorneys' fees) incurred in connection with all claims for property damage, loss or theft or personal injury occurring in or about the Facilities and arising out of this Contract or User's, its guests and/or

agents use or occupancy of the Temple and its Facilities, including damage to the Temple and its Facilities. Such indemnification shall survive the expiration or earlier termination of this Contact.

User shall abide by and comply with the Terms and Conditions for Use of Facilities at Temple Emanuel.

The Temple assumes no liability or responsibility with respect to use or occupancy of the Temple by the User, its agents or guests. Moreover, in the event that the Facilities are not available to User for the Event for reasons beyond the control of the Temple, notwithstanding user's timely payment of the entire Contribution and any deposit to User and thereafter shall have no further obligation or liability to User.

The Parties mutually acknowledge that more than one event may take place at the Temple at a given time. Moreover, the Temple expressly reserves the right to provide reasonable alternative facilities within the Temple if another event is scheduled on Temple premises during the times set forth for the Event described in this Contract. User hereby waives all claims against the Temple, its directors, officers, members and employees with respect to this Contract and User's use and occupancy of the Temple and its facilities.

TERMS AND CONDITIONS FOR USE OF FACILITIES AT TEMPLE EMANUEL

TEMPLE EMANUEL (the "Temple") hereby agrees to permit the person or organization named on page 1 ("User") the use of certain of the Temple's facilities upon the following terms and conditions:

- Applicant agrees to be governed strictly in the use of Temple facilities by all rules and regulations adopted by the Board of Trustees of Temple Emanuel and by all applicable laws and ordinances.
- The User agrees to abide by the time limits established by the Executive Director.
- The User shall use the Facilities for the event described above (Event) and for no other purpose.
- Set-up time is two hours before the event. Premises must be vacated completely (including caterer, band, etc.), within one hour after the hours stated above. In the event that they are not, applicant will make an additional payment at an hourly rate as determined by the office. Applicant further agrees to hold harmless the Temple, its members, employees, and agents against loss or liability growing in any way out of the use of the Temple.
- In the event that the User desires to set up a tent, awning, or similar structure on the exterior of the Temple, the Executive Director must be notified and agree to such use at the time of submission of this contract.
- Temple Emanuel will provide only the area (s) contracted for in a clean and ready condition for use at the time specified. Tables and/or chairs in the required numbers will be arranged as provided by plan submitted by applicant.
- All arrangements for use of Temple equipment must be made in advance, and no changes may be made without express permission. All deliveries made to the Temple should be made in the name of the applicant with no COD deliveries accepted.
- With the agreement of the Executive Director, supplies and equipment may be stored on Temple premises prior to the time when actual preparations are permitted. **All supplies and equipment must be removed one week following the event. Materials left past one week will be disposed of in a manner determined by the Executive Director.**
- As part of this agreement, Temple Emanuel's custodial staff will set up tables, chairs, lecterns, and the public address system so long as User provides the Temple with its floor plan in advance of the Event. Any additional set up of equipment and furnishings requires special advance arrangements with the Executive Director.

- Applicant also agrees that the Temple facilities must be returned in a clean and orderly condition with furniture and equipment arranged as found. In accordance with Temple Emanuel's recycling procedures, applicant must dispose of recyclable trash in designated recycling containers located in the Temple's parking lot or be subject to penalties charged by recycling company.
- User agrees to remove all of its property and decorations and return the Facilities to the Temple at the end of the Event in broom clean condition, free of all refuse and trash and in substantially the same condition as the Facilities were delivered to user. It is the responsibility of the User or its caterers to set tables, serve, and clear food and clean waste from the floor and tables. The User is not responsible for mopping and waxing floors.
- Trash must be removed from premises. Unless prior arrangements are made with the Executive Director, the Temple shall remove at User's expense any of User's property, decorations and trash not removed by User at the end of the Event. Any property not removed within five (5) days after the use of Temple facilities will be discarded.
- Applicant agrees to be responsible for any destruction of/damage to Temple property and facilities by him, his agents and/or guests. Applicant agrees that the Temple assumes no responsibility for loss or damage to applicant's property brought upon the premises.

Guidelines for Use of Temple Emanuel's Facilities

First priority for use of the Temple's facilities will be given to the religious, educational, social and other activities of Temple Emanuel and its auxiliaries. The Temple's facilities will be available to other groups for purposes of worship with the approval of the Senior Rabbi. The Social Hall is to be considered a separate entity from the Sanctuary and may be used for social functions for members in good standing and non-members and organizations fulfilling financial and contractual obligations. The Social Hall may be used in connection with religious ceremonies taking place in the Temple. The Social Hall and kitchen facilities are available to members on a first priority basis. However, it is still necessary when scheduling a Bar/Bat Mitzvah or wedding, to notify the congregation's office as soon as possible that such use is planned.

- **CATERING: The Temple does not maintain a list of recommended caterers. At least two weeks prior to the Event, caterers must present a certificate of insurance indicating current coverage for workers' compensation in accordance with law and public liability and property damage in amounts approved by the Executive Director. Caterers must abide by all other rules set forth in these guidelines. In the event such certificate is not timely provided, the Temple may, at its option, return the Contribution (other than the non-refundable deposit) to User and deny User access to the Facilities. _____ (Initials)**

This is not a requirement for pre-cooked or pre-plattered food.

- **DÉCOR: Choice of decorations, décor, cuisine, flowers, and music is the responsibility of the User. Each User is urged, however, to plan the function with tasteful décor. While the function is private, please remember it takes place in the building of Temple Emanuel. NO STROBE LIGHTS. The Executive Director must be informed of your planned décor and program. _____ (Initials)**
- **DIETARY RESTRICTIONS: No pork or shellfish is permitted. The upstairs of Temple Emanuel is nut sensitive, meaning there can be no nuts in any ingredients in any food on the premises. The items do not have to be certified nut free or made in a nut free facility. Because this area is nut sensitive not nut free, we cannot guarantee that those who have nut allergies are totally protected.**

- **KITCHEN:** The Temple kitchen is not to be used for cooking, but may be used for food preparation and warming only. The dishwasher is not available for rental purposes. The Temple does not assume any responsibility or liability for damage to dishes or any property of the User or caterer. Use of the kitchen requires a certificate of insurance.
- **LIQUOR:** Hard Liquor may be served only at social affairs (a) held immediately following ceremonies conducted in the Temple and when consistent with traditional Jewish custom or (b) sponsored (or co-sponsored) by the Temple itself. Champagne, wines, and/or beer may be served at other social affairs.
- **MISCELLANEOUS PROHIBITIONS:** Events taking place on Temple premises may not include the use or display of live animals, inflatable equipment, air compressors for inflatable playground-style equipment, belly dancers, or gambling activities of any kind. No strobe lights. No rice is to be thrown inside/outside Temple premises.
- **MUSIC:** The Temple does not maintain a list of recommended bands. Volume cannot be excessive.
- **OUTSIDE AREAS:** No pets or glass items, including bottles, of any type are allowed in the outdoor areas. The rental damage deposit will be forfeited if our staff needs to clean up any glass items from the outside areas.
- **PHOTOGRAPHY:** No amateur or professional photography is permitted during any religious service. Please arrange with the Executive Director for photographs to be taken before or after the service. The Sanctuary must be ready to receive guests not later than 30 minutes before the service.
- **VENDORS:** All vendors like decorators, photographers, etc., must show proof of insurance. If they do not have insurance then they must sign a hold harmless agreement
- **SMOKING: There is no smoking permitted anywhere inside the Temple or anywhere on the Temple grounds. If cigarette butts are found on the grounds, a portion of your damaged deposit will not be returned. _____ (Initials)**
- **Hosts cannot leave the premises until all guests have left the premises. _____ (Initials)**
- **WIAVER OF FEES:** All or part of the fee (except direct costs) may be waived by the Board of Trustees, or persons designated by the Board, for established charitable groups.

When the Temple's Facilities are used for non-Temple sponsored programs the following additional provisions shall apply:

- For the specific purpose of protecting members and Temple affiliated organizations, any reservations by non-members, or non-affiliated organizations, shall not be confirmed as final more than six months in advance.
- The program may not be for personal profit of any individual or group.
- The program may not be sponsored by groups or individuals committed to the destruction of any people.
- Public meetings on controversial issues may be required to represent more than one side.

Decisions pertaining to the above shall be resolved by requiring the unanimous approval of the rabbi(s), the Executive Director, and the President of Temple Emanuel. If consensus cannot be achieved, a special meeting of

the Board of Trustees will be required to reach a decision. All non-controversial activities must be approved by the Executive Director.

The Executive Director is responsible for ensuring that all activities judged acceptable but felt to present a risk of damage to person or property, have an acceptable safety plan as part of the Contract. The cost of implementing the safety plan shall be determined by the Temple, added to the contractual arrangement, and paid for in advance.

The Executive Director may require submission for approval of all advertising copy, press releases or publicity material prior to publication.

All actions placing limitations or denials on the use of the Facilities shall be reported expeditiously to the Board of Trustees and may be reconsidered at a special or regular Board of Trustees' meeting.

The Executive Director shall be responsible for implementing these guidelines, and may in his or her discretion, waive portions of these guidelines when he/she believes such a waiver to be in the best interests of Temple Emanuel.

Balance is to be paid in full no later than 45 days prior to the date of proposed use. If the contribution is not received by that time, the Temple shall have no obligation to hold the Facilities for the Event.

Additional or alternate facilities may be used only if approved in advance and applicant will change his contribution in accordance with the schedule of costs established by the Temple.

Applicant agrees to all Terms and Conditions.

Signed: _____

Date: _____