

B'H



BAR MITZVAHS

Chabad of Cobb
4450 Lower Roswell Rd.
Marietta, GA 30068
770.565.4412

BAR MITZVAH

Mazel tov on your son's upcoming Bar Mitzvah! We have prepared this handbook to assist you in planning your special occasion. Please read through the entire packet carefully and keep it on hand for reference.

The Bar Mitzvah boy and his parents will meet throughout the year with the Bar Mitzvah coordinator. At these meetings the coordinator will review and facilitate the process with the family.

This year will be a very important time for your son. The celebration of a Bar Mitzvah is one of the highlights and great milestones in the life of a Jewish young man. Our goal is to work with you to make this as meaningful an experience as possible. We must remember that the most important aspect is not the parties or Bar Mitzvah performance but rather the impact and long term effects this experience will have on your son's identity as a good Jew. We must make sure that the Bar Mitzvah is not viewed as a graduation from Judaism but rather the bright beginning of a vibrant Jewish life.

We are proud to be a part of this important occasion. If at any time during the year you have any questions, please feel free to call the synagogue office at 770.565.4412.

BAR MITZVAH GUIDELINES

We hope these guidelines will help you plan your son's Bar Mitzvah. If you need assistance at any time, please contact the synagogue office.

BAR MITZVAH DATE

A boy becomes Bar Mitzvah after his 13th birthday according to the Hebrew calendar. We will assist you in determining the Hebrew date. We do not assign dates for bar mitzvahs, they are booked on a first come, first serve basis.

TEFFILIN

One of the most important aspects of becoming a Bar Mitzvah is the commencement of wearing Tefilin. During the year the Bar Mitzvah boy will learn the significance and art of donning Tefilin. This Mitzvah has tremendous power and when done correctly can be one of the most moving experiences in Judaism. Tefilin are a central aspect of our religion, crucial to a young man's spiritual and emotional well being. It is through wearing Tefilin regularly that one learns to control one's mind and heart, thereby enhancing all areas of life. We believe that this process needs to be an exciting and fulfilling experience. It is important that parents are fully involved in the program. It is of the utmost importance that Tefilin be kosher (there are many intricate laws) and older pairs (15 – 20 years) are in many cases not kosher. We therefore recommend that each family purchase a new pair of Tefilin (contact us for details) three months prior to the Bar Mitzvah.

BAR MITZVAH SERVICE

A Bar Mitzvah service includes:

- The Prayer Service
- Reading of the Torah and Haftorah
- Mazel Tov and Throwing of Candy
- Speeches delivered by the Rabbi and the Bar Mitzvah Boy
- Catered Kiddush following services (meat or pareve, **no dairy**)

The Bar Mitzvah boy may choose to lead the entire service and read the Torah and Haftorah or simply be called to the Torah for an Aliyah (or anything in between).

The Bar Mitzvah boy will need to learn weekly with a tutor for approximately ten months leading up to his Bar Mitzvah. When we receive your paperwork (at the end of this packet) we will notify the tutor to contact you. Please note that there is a separate fee for tutoring which is paid directly to the tutor. The tutor, together with the parents, will assess what sections and parts of the service the Bar Mitzvah boy will prepare. Each Bar Mitzvah boy will receive a recording of his readings. The tutor will assign a portion to learn each week. It is the responsibility of the parents and the Bar Mitzvah boy that he studies the reading

and be prepared when he meets with the tutor to review each week's assignment. Practicing with recordings should not take place on Shabbos or holidays.

During the year the tutor will help your son become familiar with the meaning of the Torah portion and its relevant messages. Your son will then prepare a Bar Mitzvah speech to be delivered at the service incorporating the ideas discussed throughout the year. Your son should have a binder for note taking.

We strongly encourage the Bar Mitzvah boy and his family to come and experience services at Chabad of Cobb several times throughout the year leading up to his Bar Mitzvah. This will enable the boy and the family to be familiar with our synagogue and services.

BAR MITZVAH PROJECT

It is suggested that the Bar Mitzvah boy chooses a mitzvah to do in honor of his Bar Mitzvah. For example, he might visit a Jewish senior on Friday afternoons or any other mitzvah.

JEWISH EDUCATION

It is important during the year prior to his Bar Mitzvah that your son attends a regular Jewish education program in addition to his Bar Mitzvah lessons, either a Jewish day school or a Sunday Hebrew School program. Also, Chabad of Cobb offers a Bar Mitzvah Club exploring the new world of being a bar mitzvah. This is a marvelous opportunity to connect with other Bar Mitzvah boys and to acquire a deeper appreciation for this important stage of life.

SPECIAL OBSERVANCE

On the first Monday and Thursday following his 13th birthday on the Hebrew calendar, the Bar Mitzvah boy should come and put on tefillin, join the morning service at 7:00 a.m., and receive a blessing at the Torah.

THE SERVICE

The service starts at 9:30 a.m. and ends at approximately 1:00 p.m. Please plan your other activities around this schedule. The Bar Mitzvah boy and his immediate family should arrive at 9:30 a.m.

BAR MITZVAH GUIDELINES

PROGRAMS

You may wish to prepare a program guide for the benefit of non-Jewish guests or others not familiar with our synagogue customs and the Bar Mitzvah ceremony. We will give you a sample program upon request. Please bring your program to the office to be approved one month prior to the Bar Mitzvah.

HONORS

There are a number of honors available for your male family members and friends. Please complete the form on page 10 and submit it to the synagogue one week prior to your Bar Mitzvah. Please note that a father and son, and brothers cannot receive consecutive honors. If there is a wedding in the community, Chabad reserves one Aliyah for the groom

TORAH READING

The family is responsible for verifying whether extra copies of the Torah reading are needed and to print the copies. Please call the synagogue office at least one month prior to the event and the Rabbi will show you exactly what pages comprise the portion for your date.

CANDY

Candy is thrown at the Bar Mitzvah boy to represent sweetness and blessings. Enough candies for everyone attending the service should be brought to the synagogue in baskets by Wednesday before the event. The family should designate in advance who will distribute the candy at the service.

We ask that you order Sunkist Fruit Gems that are individually packaged. These are the only kosher candy that are soft enough to throw. You can find them on amazon or www.jellybelly.com (and possibly other places on the internet as well.)

SPEECHES

The Bar Mitzvah boy and the Rabbi speak at the pulpit. Family members and friends are welcome to speak at the Kiddush after services.

KIPPOT

If you have special kippot, please bring them to the synagogue in a basket by Wednesday before the Bar Mitzvah.

INVITATIONS

Prior to printing your invitation, it should be given to the bar mitzvah coordinator for review. An invitation should be sent to every student in your son's Hebrew School class and Bar Mitzvah club, in order that no one feels excluded. **The time on the invitation should read 10:00 a.m.**, but the immediately family should be here at 9:30 a.m. when services begin.

GIFTS

Gifts should not be brought to the service. Please advise your guests of this policy.

DELIVERIES

Items such as flowers, candies, kippot and food should arrive at the synagogue by noon on the Friday before the Bar Mitzvah.

LINEN RENTAL

We have no tablecloths or napkins at the synagogue. Your caterer should advise you what he supplies, and what is necessary for any tables he is not covering.

PHOTOGRAPHY, VIDEO AND AUDIO TAPING

There is no photography allowed on Shabbat. If you would like pictures before your ceremony, you can arrange that with your photographer. Approx. an hour before your event begins is usually a good time to schedule pictures. If you would like the Rabbi to be in any pictures, or would like the Torah to be taken out for some pictures, this can be done 20 minutes before your program begins. Please contact our office to find out how you can get into the building as the office is closed by this time on Friday afternoons. If you would like the Rabbi to be part of your photo session, please be sure to let the office know as well.

BIOGRAPHY

Parents of the Bar Mitzvah boy are responsible to write a one page biography about their son, to be used by the Rabbi when introducing the Bar Mitzvah boy. You may want to include your son's hobbies, awards, etc. The biography must be submitted at the meeting one month prior to the Bar Mitzvah.

SHABBOS RESTRICTIONS

There should be no photography; no use of phones and no writing, in the synagogue on Shabbos. There also should not be any deliveries or packages brought into the building.

BAR MITZVAH KIDDUSH PROCEDURES

On the day of your son's Bar Mitzvah, it is customary for the family to sponsor the Kiddush after morning services. We are fortunate to have our synagogue available for your son's Bar Mitzvah because we have at least 100 regulars in our community who participate each week. The Kiddush is for everyone present, including the regular worshippers and your guests.

The Bar Mitzvah family is responsible to notify our administrator which caterer has been chosen at least three months prior to the Bar Mitzvah. Our minimum standard Kiddush for our 100 regulars plus your guests includes the following:

- 2 vegetables such as green salads, cole slaw, grilled vegetables, corn and black bean salad
- 2 proteins such as egg salad, fish (if fish, then no meat), chicken salad, cold cuts
- 2 starch salads such as potato, pasta or a grain salad such as couscous
- Rolls/breads/bagels (with non-dairy cream cheese if fish is on the menu)
- Desserts such as cookies, brownies, cake
- Fruit
- Beverages such as sodas, iced tea, lemonade, hot coffee, hot tea

If the bar mitzvah family prefers not to sponsor a Kiddush, we offer Monday and Thursday morning bar mitzvahs. In the morning, the family is not required to provide any food, but may choose to offer a small breakfast for their guests and our 15 morning regulars.

The synagogue owns eight (six foot) rectangular tables and twenty 60 inch round tables which seat eight or nine. They can be arranged buffet style or for a seated lunch, depending on the number of guests. There are a total of 240 chairs available for the sanctuary and the Kiddush. Please note that any chairs used for the services cannot be moved for the Kiddush. If you will need additional tables and chairs, please refer to the list on page 9 of this booklet for rental information.

Flowers, decorations, paper goods, tablecloths and liquor must be in the synagogue by noon on the Friday preceding the Bar Mitzvah. Please wait until at least one hour after sundown on Saturday to take anything out of the synagogue. If leftover food and decorations are not removed by Monday, 3:00 p.m. following your Kiddush, they will be donated elsewhere unless other arrangements have been made.

CATERERS

It is important to note that Avenue K leases the kitchens at Chabad of Cobb. Any caterer you choose other than Avenue K must have their own kosher kitchen facilities.

The following kosher caterers have kosher catering facilities that have been approved by the Atlanta Kashruth Commission:

- Avenue K Catering (in house caterer) – David Covell 770-578-1110
- Broadway Café - Judith: 404-329-0888
- Fuego Mundo – 404-256-4330
- A Kosher Touch – 678-447-2085, 770-321-9592 – Sandra Bank
- Julie's Kosher Catering 470 485 5202
- Kosher Gourmet 404 636 1114

Liquor must meet the kosher standards of the synagogue. Kiddush wine is provided by the Synagogue.

CATERING GUIDELINES

Avenue K leases the kitchens at Chabad of Cobb.
All caterers other than Avenue K must have their own kosher kitchen facilities or arrange to use another kosher kitchen.

These guidelines are to be given to your caterer, who must sign and return this page to Chabad of Cobb by mail, scanned/emailed, or faxed to 770.509.9557.

Kashrut Guidelines:

1. All meat and poultry must meet Chabad standards. We accept Maarvid, Aaron's/Rabashkin, and David Elliott only.
2. **All baked and cooked items**, i.e. pretzels, crackers, cookies, cakes and breads **must be Pas Yisroel and Bishul Yisroel.**
3. Chabad policy: Fish cannot be served at a Shabbat Kiddush meal which includes meat or chicken.
4. Food for the Shabbat Kiddush must be meat or pareve, not dairy.
5. Food deliveries must be made during the following hours to ensure Kashrut standard. Monday, Tuesday and Thursday between 10:00 a.m. and 3:00 p.m. and Fridays between 10:00 a.m. and NOON.

Caterer Responsibilities:

1. Caterer is responsible for providing Chabad of Cobb a diagram of how the tables are to be set up no later than the Monday prior to the event, otherwise the caterer's own staff will be responsible for setup.
2. Caterer should clarify what linens they are supplying.
3. Caterer is responsible for cleaning the tables, the buffet and washing dishes, and taking all garbage to the dumpster outside the kitchen.
4. Caterer is responsible to leave the kitchen in the same condition as when they arrived.
5. All accessories, supplies, etc. must be removed by Monday, 3:00 p.m. following the event.
6. Caterer is required to provide the menu one week prior to the event.

Your adherence to these guidelines will ensure that you remain on Chabad of Cobb's approved list of caterers.

Caterer Signature _____

Date of Event _____

Bar Mitzvah's Family Name _____

HONORS

There are seven honors of being called up to the Torah. The first is for a Kohen, the second a Levite, and the five remaining are for Israelites. If there is a wedding in the community, one Aliyah is reserved for the groom.

Please provide the following information to the bar mitzvah coordinator one week before the Bar Mitzvah, regarding who will be called up to the Torah. A father and son, and brothers, cannot be called consecutively.

English Name	Hebrew Name	Father's Hebrew Name
Kohen _____	_____	_____
Levite _____	_____	_____
Israelite #1 _____	_____	_____
#2 _____	_____	_____
#3 _____	_____	_____
#4 _____	_____	_____
#5 _____	_____	_____

Four other honors are: opening and closing the ark, and lifting and wrapping the Torah. We only need the English names for these men.

Opening Ark _____

Closing Ark _____

Lifting the Torah _____

Wrapping the Torah _____

FEES & PAYMENTS

The Bar Mitzvah fee is \$850.00 for Chabad of Cobb members and \$1,350 for non-members. This fee can be divided into two payments, half due when confirming the Bar Mitzvah date and the second half due three months prior to the Bar Mitzvah.

These fees include all the administration, facility use, clean-up and maintenance related to the Bar Mitzvah.

Payment arrangements for Bar Mitzvah tutoring are made between the parents and the tutor.

Catering arrangements for the Bar Mitzvah should be made directly with one of the Atlanta Kashruth Commission approved caterers listed on page 8.

For additional Bar Mitzvah events other than the Bar Mitzvah Kiddush luncheon (eg. Friday night dinner, please contact the office at 770.565.4412, extension 304, or email office@chabadofcobb.com).

BAR MITZVAH PAYMENT FORM

PAYMENT BY CHECK:

Enclosed is my check for:

- ___ \$ 850.00, payment in full, Chabad of Cobb member
- ___ \$1350.00, payment in full, non member

Enclosed are 2 checks of: ___ \$425 (member) ___\$675 (non member)
The first when confirming the Bar Mitzvah date,
the second dated three months prior to the Bar Mitzvah.

OR:

PLEASE CHARGE MY CREDIT CARD:

- ___ \$ 850.00, payment in full, Chabad of Cobb member
- ___ \$1350.00, payment in full, non member
- ___ two payments of: ___ \$425 (member) ___\$675 (non member)
The first when confirming the Bar Mitzvah date,
the second charge three months prior to the Bar Mitzvah.

Am Ex ___ Visa ___ MasterCard ___

Card Number _____ Security Code _____

Exp. Date ___/___

Billing Address (please include zip code) _____

Name (please print) _____

Signature _____

REMEMBERING THE SYNAGOUGE

It is traditional to mark the milestone of a Bar Mitzvah by making a contribution to the synagogue in honor of the occasion. Families have kindly donated items such as prayer books, chumashim, and flowers and shrubs for our property.

The bar mitzvah coordinator can advise what items are currently needed.