

CONGREGATION BETH AM USEFUL THINGS TO KNOW ABOUT PREPARING FOR THE “BIG DAY”

Even though the Bar/Bat Mitzvah candidate has been preparing for years, you and your family will begin working hard in preparation for your “Big Day”. There are always questions that arise about things from *kippot* to pictures to the *Kiddush*, etc. What follows are details regarding some of these issues. If you have any other questions, please give us a call and we will attempt to answer them to your satisfaction.

SERVICE LEAFLETS

A standard Service Leaflet is done through Beth Am for your service! This leaflet style booklet includes the Order of Worship and the Torah and Haftarah portions in Hebrew and English, a page of definitions and explanations, and has space for a personalized letter, memorials and service honors. The fee for the leaflet is \$150.00 for up to 250 leaflets, \$175.00 for up to 350, and \$200 for up to 450 leaflets; this fee includes the set-up and the printing. Please contact the temple office for more information. (847-459-1677)

OPTIONAL READINGS.

Each family may include up to three (3) optional readings in the service. A binder of optional readings is available in the office for your research. If a family chooses to provide a reading that is not found in the synagogue resource book, approval must be obtained. Please turn these readings in to the office at least one month before your *simcha*

If family or guests choose to create their own reading, it must be of a meditative nature having to do with the child coming of age or becoming an adult Jew. **Please do not include personal praise/accomplishments in your readings, as they will not be approved.**

PHOTOGRAPHY

The Beth Am Photographic Policy is available on the temple website. Please take the time to read and understand that policy so that we may accommodate your needs within the limits that the Congregation has set. In addition to what is stated in the policy, several questions have arisen which we attempt to answer here.

If you have further questions about photographs, or to set an appointment time, please call the synagogue office at (847) 459-1677.

- Mid-week Appointments: Because of the many activities, both school and otherwise, which take place in our building each and every day, we regret that photo appointments can only take place in the morning and early afternoon. Monday evenings may also be available.
- Saturday Appointments: Saturday appointments are available but carry a fee of \$25.00 (\$35.00 effective January 2009) and are limited to time frames of 8:00-9:15 am or 2:00-3:15 pm immediately prior to your service.

SECURITY

Congregation Beth Am requires security to assist at each service. There will be a minimum of 2 security personnel at each service. This cost will be passed directly on to the family. The fee is subject to change but is currently \$150 per family sharing the service.

HELPING FAMILIES

Each and every family is required to assist at two (2) services prior to their own. On your assigned day you will be serving as ushers and greeters to our guests who are celebrating with us. Your role as a helping family is essential and insures that our services are welcoming and friendly. We are depending on all of our families to help each other on their special day. This provides your family an opportunity to experience the mechanics of a Bar/Bat Mitzvah service prior to their *simcha*. The Helping Family Policy and Instructions are included at the end of this section, and the following information will also help to explain the parameters of the program.

If you have further questions about Helping Families, please call Gail Truger at (847) 634-5595.

- Two (2) dates will be assigned to fall within a few months of your own service.
- If these dates are not good for you, you are responsible to find another family to switch with.
- Two (2) adults are required from each family. Any sibling over the age of sixteen (16) can be counted. The B'nei Mitzvah child may not help.
- Helping families must sign in to confirm attendance.

KIPPOT

Black *kippot* (*Yarmulkies*) are available at all times. Some families choose to provide *kippot* for the occasion. This is only an option, and each family can decide whether they want to supply *kippot* or not. If the decision is to provide *kippot*, the families do not have to choose the same color, nor do they have to engrave the child's name on the inside of each *kippah*. *Kippot* can be purchased at the Menshenables Gift Shop in Beth Am or at any Jewish gift store of your choosing. *Kippot* left over after the service can be collected by the B'nei Mitzvah family or donated to the Education Department.

Kiddush/Oneg

All families are asked to sponsor the Friday night "oneg" on the Friday prior to their *simcha*. There will be challah and juice provided immediately following your 10am or 4 pm service on Saturday as well. Families are encouraged to come to services on Friday night to celebrate Shabbat. Those who attend will be invited to the Bimah for a service honor such as lighting the Shabbat candles. If you wish to have a lengthier Kiddush on Saturday rooms are available for rental, please see our Facilities Guide on our website or call the temple office.