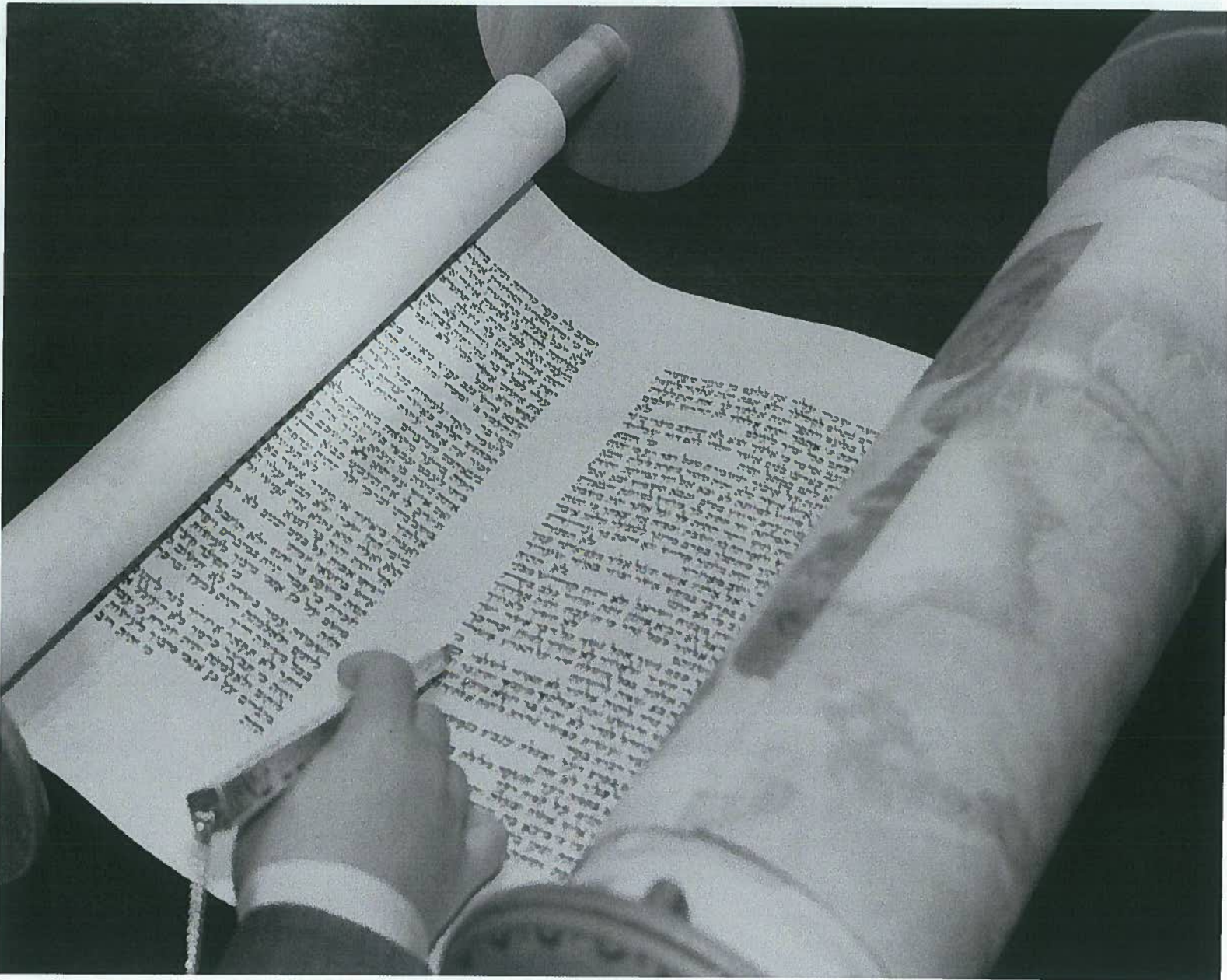




BAR/BAT MITZVAH PLANNING GUIDE 2017



**Your Go-To Guide for Planning Your Simcha
Keep In a Safe Place, Close At Hand !**



Westchester Jewish Center

Palmer & Rockland Avenues • Mamaroneck, NY 10543 • 914/698-2960 (T) • 914/698-3610 (F) • www.wjcenter.org

Congratulations! Your child will soon become a Bar/Bat Mitzvah at the Westchester Jewish Center as a member of the Class of 2017.

We hope this informational booklet will help make planning your *simcha* a bit easier for you and your family.

Our goal is to answer many of the questions you may have about the observances and celebration of Bar/Bat Mitzvahs at WJC. Our professional staff, Rabbis, Cantor and Executive Director can also address any concerns you may have. In addition, the B'nei Mitzvah Committee and the liaison assigned to you approximately eight months prior to your Bar/Bat Mitzvah are also available to help you through this life cycle event.

You are also encouraged to contact the Rabbi if you need any special educational opportunities beyond the typical preparation. For example, if your child has a learning disability, if your child has difficulty reading Hebrew, if you would like to learn about your child's *parsha* in advance, if you would like to begin or freshen up your own Hebrew knowledge, if you are planning on celebrating your child's Bar/Bat Mitzvah in Israel, etc.

Enjoy this exciting, meaningful and spiritual time in your child's life!

Mazal Tov!

WESTCHESTER JEWISH CENTER
BAR/BAT MITZVAH PLANNING GUIDE

View this booklet online: www.wjcenter.org

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WJC'S EXPECTATIONS FOR BAR/BAT MITZVAH FAMILIES

The Bar/Bat Mitzvah ceremony is truly enhanced when the entire family is familiar with the Shabbat service. When the family feels more comfortable with the atmosphere of the Center, the prayers, and the service, everyone has a heightened experience of joy and meaning. Therefore, all Bar/Bat Mitzvah families are expected to attend Shabbat services twice per month during the year before your Bar/Bat Mitzvah. If your Bar/Bat Mitzvah is a Shabbat *Mincha*, please plan to attend that service.

Jewish education is a fundamental principle of our people and is certainly the basis of the Bar/Bat Mitzvah experience. Therefore, it is incumbent on all families to pledge their commitment to continue their child's religious educational experience through the end of the 7th grade. Of course, we also encourage families to enroll students in the Hebrew High School in the 8th grade.

During the time leading up to the Bar/Bat Mitzvah, our clergy will conduct a number of classes for parents. These sessions will focus on the rituals, philosophies, and spirituality of the occasion, as well as help you learn about your child's *parsha*. All parents are expected to participate.

In order to enhance our students' appreciation of *mitzvot*, each child will be expected to participate and experience a variety of commandments. Some *mitzvot* will be in the realm of those that define our relationship with fellow human beings. Others will be from those that establish our relationship with God. The former will include *tzedakah* and community service. The latter will include *mitzvot* of prayer and rituals. In demonstrating the new privileges and obligations of becoming a Bar/Bat Mitzvah, each child will be asked to commit to a post-Bar/Bat Mitzvah project. The Rabbi/s will discuss this with each student when they meet to discuss their *d'var Torah*. Each student will be given access to WJC's on-line booklet of *Tikkun Olam* opportunities and asked to choose a *Mitzvah* Project.

The Westchester Jewish Center is a community. Indeed, we hope that it is an extended family. It is with this in mind, for those attending our Religious School, that we expect every consideration will be given to inviting a child's entire class when extending invitations to the ceremony and his/her party. Additionally, it is expected that if half or more of the girls from the grade are to be invited then all will be invited. Similarly, if half or more of the boys in the grade are to be invited, then all will be invited. However, we hope that you will impress upon your child that all classmates are special and despite close friendships or even rivalries, all will be welcome to participate in the *simcha*. Through your encouragement, the feelings of children will not be hurt. This is the spirit of Judaism and family that we wish to instill in all our children.

Please note that our expectations are fundamental to WJC's view of the Bar/Bat Mitzvah experience. The participation of our children in Jewish life and learning—beyond the reading of *Torah*, *Maftir* and *Haftarah*—is dependent upon each family's own commitment to Jewish life and learning.

ABOUT THE BAR/BAT MITZVAH SERVICE

HONORS

During the course of the service, there are honors that may be given to family members and/or friends. These may include *Aliyot* to the Torah, *Hagbah* (lifting the Torah), *Gelilah* (dressing the Torah), leading the (English) A Prayer for Our Country, Opening the Ark and "Greeters." When two families share a Bar or Bat Mitzvah service, honors will be equitably distributed. Please see the Honors lists to help you plan on pages 14-15.

Those who have been given honors should be properly attired. Women are expected to be in modest dress with shoulders covered, and must wear a head covering. Women have the option of wearing a *tallit*. Men should be in jacket and tie, and must wear a *kippah* and *tallit*. For a Saturday evening *Mincha* or *Mincha/Havdalah* service, men must only wear a *tallit* if called for a Torah *Aliyah* or *Hagbah*. Those receiving any of the above honors must be Jewish and at least of Bar/Bat Mitzvah age. Please inform those reserving honors about being properly attired.

Approximately one month before the service, the Rabbi will meet with you to discuss the assignment of these honors to family members and/or friends, and to make whatever special arrangements might be needed.

Please be sure all guests receiving honors arrive on time for their honor.

Torah Reading:

The Westchester Jewish Center encourages our members to participate in our services by reading from the Torah. All potential *Ba'al Korei* (Torah readers) must be prepared and approved by the Rabbi or Cantor. If you or a family member would like to participate in this way, please call the WJC office and arrange a time to speak with the Clergy.

Aliyot to the Torah:

Each Bar/Bat Mitzvah family is offered a limited number of *Aliyot* to the Torah. When you have an *Aliyah*, you are called to the Torah and recite a Hebrew blessing before and after that particular reading. *Aliyot* to the Torah may be given to both men and women. Parents are encouraged to have a joint *Aliyah*, as are all grandparents. Other combinations of people may be discussed with the Rabbi. The blessings to be recited at the Torah are included in this booklet on pages 16-17. Please photocopy and distribute the two pages to those having *Aliyot* so that they have an opportunity to practice.

Hagbah (Lifting the Torah):

At the conclusion of the Torah reading, *Hagbah* is called. The *Hagbah* lifts the Torah above the head, opened slightly so that the congregation can see the text itself. Exact instructions and guidance will be given at the *Bimah*. While this honor may be given to either a man or a woman, it should be noted that the Torah may be heavy and, during certain times of the year, heavily weighted to one side. Please refer to page 18 of this booklet for a description of this honor. Also, please photocopy and distribute it to the person having this honor so that he/she may be familiar with the custom.

Gelilah (Dressing the Torah):

The person honored with *Gelilah* will tie the Torah, place the mantle over it, and then replace the *Yad* (Torah pointer) and crown. Each item, together with instructions, will be provided by a WJC Officer, who will be standing with the honoree. Men or women may have this honor. Please refer to page 19 of this booklet for a description of this honor. Also, please photocopy and distribute it to the person having this honor so that he/she may be familiar with the custom.

A Prayer for Our Country:

We offer a prayer on behalf of United States on page 148 of the prayer book. This prayer is recited by the entire congregation with the leader, and is entirely in English. Men or women may have the honor. A copy of this prayer may be found at page 20 of this booklet. Please photocopy and distribute it to the one having this honor so that he/she has an opportunity to practice.

Ark Opening:

Each Bar/Bat Mitzvah family is offered a limited number of Ark openings as honors, each of which involves 2 or 4 people. When asked to open the Ark, honorees should come to the *Bimah* where they will receive exact instructions as to where to stand, when to open, and when to close the Ark. Some Ark openings also involve a procession in the Sanctuary. Men or women may have this honor.

Greeters:

Each Bar/Bat Mitzvah family may select two WJC congregants to be the "greeters" at the sanctuary door. Men or women may have this honor. Greeters should arrive at the beginning of the service and welcome congregants and your guests into the sanctuary. Please refer to pages 21-22 of this booklet for a description of the greeter duties. Also, please photocopy and distribute it to the persons having this honor so that they may be familiar with this honor. It is important to let the WJC office know at least six months in advance that you will be selecting greeters.

The exact names of the two WJC congregants who will be the greeters should be given to the WJC office three months in advance. Additionally, we ask that you serve as a Greeter for one Saturday morning service within 8 months prior to your event. This will enable you to participate in someone else's *simcha* and become more familiar with the service. Please choose up to 3 Saturday mornings in which you are available and we will work to schedule you in. Greeters will be assigned for Shabbat morning services, even if the family does not select anyone. Greeters will only be available for the *Mincha* service if the family chooses specific congregants to greet.

OTHER SERVICE DETAILS

Hebrew and English Names: Please provide the Rabbi with the English names and the relationship to the Bar/Bat Mitzvah for all those receiving honors. In addition, for those receiving *Aliyot* to the Torah and the honors of *Hagbah* and *Gelilah*, please provide Hebrew names as well. Anyone receiving an honor on the *Bimah* must be Jewish.

Note: a Hebrew name consists of the individual's name in Hebrew and the Hebrew name of his/her father and/or mother.

Younger Siblings: Please contact the Rabbi if you would like younger siblings to have a role in the service.

Reciting *Shehecheyanu*: Parents, grandparents and siblings will be asked to stand at their seats while joining the Rabbi in reciting the blessing of *Shehecheyanu*, (the blessing of thanksgiving.) A copy of this blessing is on page 23 of this booklet.

Honors for Non-Jewish Family Members: For those who have an immediate family member who is non-Jewish, you are encouraged to contact the Rabbi regarding honors.

Candy: It is a custom in our synagogue to toss candy at the Bar/Bat Mitzvah. Two Hershey's Kisses, or other small, soft kosher candy, should be wrapped together in netting and tied with

a ribbon. Note: If you are hosting a meat Kiddush following the service, the candy must be pareve, such as Sunkist fruit slices. A maximum of 25 small bags (as you don't want to overwhelm your child) should be distributed to members of your family and adult friends only. The Rabbi will indicate to you when they should be given out and when they should be tossed.

Spice Bags and Havdalah Candle for Havdalah: For *Havdalah* Bar/Bat Mitzvahs, it is recommended that spice bags be made for your guests. Small net bags should be filled with sweet smelling spices (such as a cinnamon stick, allspice, whole cloves) and tied with ribbon. Mulling spices can be purchased at www.americanspice.com. There should be approximately one bag for every two adults. The Rabbi will indicate to you when they should be given out. A *Havdalah* candle can be purchased at the Sisterhood Gift Shop. Please note: *Mincha* only Bar/Bat Mitzvah services (which usually occur in May/June) do not include *Havdalah*.

Timing & Seating for the Bar/Bat Mitzvah Family: For all services, Bar/Bat Mitzvah families must arrive at WJC 10 minutes before the service begins. The immediate family usually sits in the front row, on the right side. Shabbat morning (*Shacharit*) services begin at 9:30 a.m. and usually conclude approximately 12:15-12:30 p.m. The Shabbat *Mincha/Havdalah* service takes place during the last 1-1/2 hours of Shabbat, the timing of which is determined by sunset and will vary with the time of year. The Shabbat *Mincha* Only service begins at an agreed-upon time with the Rabbi and lasts one hour.

Kippot: The family may provide *kippot* and women's head coverings for the service, to be placed in the lobby outside the Sanctuary. You may arrange for a table and tablecloth with the building superintendent. Other related things to remember are bobby pins or clips for *kippot*, bobby pins for women's head coverings and baskets to hold all these items. There are some wicker baskets, available upon request that may be used for that purpose. Alternatively, WJC will provide its own *kippot* and/or women's head coverings if requested.

Programs: Descriptive booklets can be distributed to your guests explaining our service and rituals. There are templates for both morning services and *Mincha/Havdalah* services. If you wish to have these available, please let the WJC office know at least one month in advance. The office will customize the first page. *If you wish to use special paper, revised text or extended personal thanks, please be aware that the office cannot write or print these for you.*

Officer/Trustee Role: If you are having a *Mincha* only or *Mincha/Havdalah* service, at approximately 8 months prior to your *simcha*, you may request a WJC officer or trustee to make a congratulatory speech and extend synagogue gifts at your Bar/Bat Mitzvah. If you plan to include an officer/trustee as a guest, please contact them with your request. If you do not intend on inviting any officers or trustees, and would still like this option, then one will be assigned to your family. To get an updated list of Officers/Trustees who may be available, please call the WJC office. Of course, you may choose the Rabbi to perform this honor as well. Please contact the WJC office with your request. Please note that Shabbat morning services will always have an officer on the *Bimah* to perform this honor.

BUILDING ARRANGEMENTS, SECURITY AND PARKING

Seating Capacity: Our Main Sanctuary seats approximately 310, (plus 15-20 temporary chairs). Normal attendance at Shabbat services is 150 adults and children. Please let the WJC office know three weeks in advance the number of family and guests expected, so that additional seating can be made available by opening the doors to the Reception Room if needed. These two rooms seat approximately 600 in total. Non-Shabbat and *Mincha* Bar/Bat

Mitzvahs may be held in the Allen A. Stein Memorial Chapel, which accommodates up to 160 persons, or in the Main Sanctuary.

Flowers: Families may order two *Bimah* floral arrangements (or use the two WJC silk floral arrangements) for the Sanctuary. Floral or other centerpieces may also be ordered for the Shabbat morning Kiddush for the buffet table(s) and the round guest tables. Centerpieces may not be removed from the building until after Shabbat. When there are shared Bar/Bat Mitzvahs, families should coordinate floral arrangements and centerpieces. Floral arrangements should not be placed on the steps leading up to the *Bimah*.

Deliveries: The synagogue building is closed at 2:30 p.m. on Friday afternoons, so deliveries must be made prior to that time. Deliveries can be made after that (but before Shabbat) at the back door; please arrange with the Executive Director.

Personal Shabbat Guidelines: Please advise guests that our building is a smoke-free facility. Cellular phones should not be used on synagogue property. Electronic devices should be set on "vibrate," particularly within the Sanctuary or Chapel.

Security Requirements: Due to security needs, Bar/Bat Mitzvah families must submit the names of their guests to the WJC office three weeks in advance of their *simcha*. This list will give guests entry into the building.

Parking: Guests should be instructed to enter the main parking lot via the Palmer Avenue entrance. The upper parking lot is closed on Shabbat.

SYNAGOGUE LIFE – OTHER NOTES

Thursday Morning *Minyan*; *Tefillin*: Boys and girls are expected to attend the 7:00 a.m. Thursday morning minyan service at WJC during the week of their Bar/Bat Mitzvah. The service lasts about one hour. Photographs are allowed. Boys must have their own *tallit* and *tefillin*. Girls are encouraged to learn about and/or purchase *tallit* and *tefillin*. The WJC Brotherhood can schedule a session at your home for a hands-on training session. If you have not been contacted by one month prior to your *simcha*, call the WJC office to get your Team Tefillin contact. We encourage the whole family to participate in this meeting. Instruction will be available for fathers and/or mothers as well. For suggestions on where to purchase *tefillin*, you may contact the Rabbi or the Sisterhood Gift Shop. It is a nice gesture, but not mandatory, to serve bagels, cake or cookies that morning.

Shabbat Schnapps: Some congregants follow the tradition of having a drink of schnapps at Kiddush. Please provide a bottle of scotch to be placed with the Kiddush wine. If you are planning a catered Kiddush, please remind your caterer that he/she must provide small shot glasses of kosher wine on a tray.

Shabbat Prohibitions: Live or recorded music and photography or videotaping are not permitted on Shabbat anywhere on WJC grounds. A Cappella singers, without microphones, are allowed. For the *Havdalah* ceremony, a family may provide a guitar player, or other musical accompaniment if desired.

Rented buses for your guests must not enter onto synagogue property on Shabbat.

Photos: Photos are allowed, upon the Rabbi's approval, at the conclusion of the *Mincha*/*Ma'ariv* service as the *Havdalah* service begins, but not before, and not at the *Mincha* Only service. Taking posed pictures in the Sanctuary other than on Shabbat (including the participation of the Rabbis and Cantor) can be arranged. It must be scheduled with the office at least 2 weeks in advance.

The WJC Review: A photo of the Bar/Bat Mitzvah and the child's write-up to be printed in the WJC's monthly newsletter, *The Review*, must be emailed to wjcreview@gmail.com and to Kim Lewis at schoolsecy@jcenter.org by the tenth of the month preceding the Bar/Bat Mitzvah.

Your Liaison and the B'nei Mitzvah Committee: Approximately eight months prior to your child's Bar/Bat Mitzvah, your family will be assigned a Bar/Bat Mitzvah liaison. This is a member of the B'nei Mitzvah Committee who will be a contact person to answer any questions your family may have. The B'nei Mitzvah Committee helps set policy for B'nei Mitzvah and offers advice, support, parent education, parent "gatherings," this Handbook and various reminders. Please feel free to seek us out.

SPECIAL ACCOMMODATIONS

It is our goal to be inclusive of all who seek a place in our community. Please let your guests know of our available accommodations, as appropriate.

In and around our Building we provide:

- Handicapped rest rooms
- Drop off by curb cut near Sanctuary doors for those in wheelchairs or who need assistance on Shabbat
- Handicapped parking spaces
- Curb cuts in the sidewalks for wheelchair access in parking areas
- A children's diaper changing room on the first floor near the Youth lounge
- Dual height water fountains

In the Sanctuary we provide:

- A wheel chair lift to the *Bimah*
- Large print prayer books
- Assisted listening devices for the hearing impaired
- Designated spaces for wheelchairs

For those in need of Sign Language Interpretation we provide:

Information regarding sign language interpretation. Requests and arrangements, for those who may benefit from this accommodation, can be made by contacting the WJC office.

Shabbat Housing:

If you need Shabbat accommodations for any of your guests, the Mamaroneck Motel (914-698-0671) at 1015 Boston Post Road is in walking distance.

Other Notes:

Please notify the WJC office two weeks in advance of your Bar/Bat Mitzvah to make any special arrangements.

RELATED PROGRAMS

***Matan Torah* Dedications:**

A program initiated with the writing of a new Torah in celebration of Westchester Jewish Center's 75th anniversary, "*Matan Torah*" provides an opportunity for parents or relatives of a Bar/Bat Mitzvah to honor the child with a Torah dedication. They may choose to dedicate the child's *Parsha* or an *Aliyah*, verse or word within the *Parsha*. Their dedication will become part of a permanent display. Contact the WJC office for further information.

Sisterhood Tree of Life Program:

WJC's Sisterhood maintains a "Tree of Life" in the Main Lobby of our synagogue. Parents or relatives of a Bar/Bat Mitzvah may choose to honor the child with an inscribed leaf commemorating this happy event. Contact the WJC office for further information.

Food Basket Program:

In lieu of or in addition to floral arrangements that you may provide for the *Bimah* on the Bar/Bat Mitzvah day, your family may choose to provide food baskets for later distribution to one or more of the various social agencies in our area. WJC will store these baskets for a few days after your Bar/Bat Mitzvah, but delivery to the agencies must be by your family.

Donations of Leftover Food:

Should your family sponsor an expanded or elaborate Kiddush, or hold a private reception here at WJC, you may wish to donate leftover, unserved food to one of several local agencies which have agreed to accept such donations. Although WJC will keep such food refrigerated for 24 hours after your Bar/Bat Mitzvah, your family must arrange for its transportation to these agencies. Food remaining after this time will be discarded because we have limited storage facilities. A list of potential recipients for food donations is included on page 24 of this booklet. See page 25 concerning Federal Regulations (Federal Food Donation Law) with an explanation of liability limitations.

KIDDUSH AND RECEPTIONS: Fees and Guidelines

FINANCIAL OBLIGATIONS & FEES

All fees are quoted as of the writing of this handbook and are subject to change. As this handbook is provided several years before actual dates of *simchas*, costs may be higher at the time of the event. Bar/Bat Mitzvah families should request current costs from WJC's Executive Director at the time that specific arrangements are made. Bar/Bat Mitzvah fees will be the same for all children in the same grade; that is, your fee will not be affected if your child has a late or early Bar/Bat Mitzvah. Fees have been "bundled" to make this process simpler. See page 26.

Established WJC policy requires that all outstanding financial obligations to WJC must be paid in full 3 months prior to the Bar/Bat Mitzvah, and all Bar/Bat Mitzvah fees must be paid one year prior to the Bar/Bat Mitzvah.

Bar/Bat Mitzvah Service Fee - for the class of 2017
(children entering 7th grade in September 2016)

This fee applies to all families.

For a single Shabbat morning service the fee is \$3,600. For a shared Shabbat morning service the fee is \$2,972. These fees include a basic Kiddush for the congregation and up to 75 guests.

For all other services (*Mincha/Havdalah*, *Mincha* Only, or Non-Shabbat), the Bar/Bat Mitzvah fee is \$2,998.

For twins, the Shabbat morning fee is \$5,588, for the other services (*Mincha/Havdalah*, *Mincha* Only or Non-Shabbat) the twin fee is \$4,808.

A deposit of \$1,800 is due when the Bar/Bat Mitzvah date is assigned.

KIDDUSH FEE & GUIDELINES

The Congregational Kiddush buffet is served in the Social Hall/Gym for all in attendance at the service. The same type and quantity of food must be made available for congregants and guests of the Bar/Bat Mitzvah family.

It is important to let the WJC office know whether you will be using an outside caterer, or if your Kiddush will be provided by WJC, its staff and volunteers.

If you choose to use the WJC in-house Kiddush, your menu choice must be provided to the office four weeks in advance, including an approximate number of guests. Two weeks prior to the date, the office must have the exact number of guests.

Families may choose one of two Kiddush alternatives. See sample menus on page 28.

<u>Number of Guests</u>	<u>WJC In-House Kiddush</u>
Up to 75	included
76-150	\$442
151-225	\$926

To enhance a Kiddush families are welcome to bring kosher-certified items, to be plated by synagogue staff. All Kiddush arrangements must be confirmed with the office.

Any additional Kiddush charges, above the basic Kiddush included in the Bar/Bat Mitzvah fee, and/or kitchen use fees must be paid in full at least three weeks prior to the Bar/Bat Mitzvah date. *These fees are subject to change.*

The Bar/Bat Mitzvah families may also choose to have the Kiddush provided by an outside caterer of their choosing. The caterer must be selected from WJC's approved list of caterers, which you will find on page 29 of this booklet. If your family wants a kosher caterer that is not on the list, you may request that Rabbi Segelman review and approve their certificate of *Kashrut*.

There will be a fee charged to the caterer of \$252 for the use of WJC's kitchen. See pages 30-32 of this booklet for WJC's Building Rules and Regulations for caterers. Bar/Bat Mitzvah families choosing an outside caterer for their Kiddush and/or reception should NOT sign any caterer's contract until *kashrut* and logistics are cleared through the WJC office. In the event that a reception is scheduled for the evening of the same day, the Bar/Bat Mitzvah families giving the morning Kiddush must make caterer and *kashrut* arrangements to accommodate the evening reception. (see Caterer/Kitchen Guidelines – pages 12-13). If a family (or families) chooses to use an outside caterer, they only need to pay WJC the Bar/Bat Mitzvah deposit of \$1,800, not the entire Bar/Bat Mitzvah Service fee.

Gratuities for WJC custodial and kitchen staff are optional.

The stage may not be used for guests.

You may request to "reserve" a few tables at the Kiddush for your immediate family and elderly guests. Please speak to WJC's Executive Director.

In the event that more than one Bar/Bat Mitzvah is scheduled on a Shabbat or Festival morning, the cost of the basic Kiddush for the congregation is included in the Bar/Bat Mitzvah Service fee. Each family will also pay the appropriate charges for their guests, as necessary. In the event that one of the families prefers to use an outside caterer, they may do so, but at their expense for both families' guests and expected WJC congregant attendees. The other family will pay their Bar/Bat Mitzvah Service fee plus any additional charges for a Basic Kiddush for their additional guests exceeding 75 people. WJC will pay the difference between the Bar/Bat Mitzvah deposit (\$1,800) and the Bar/Bat Mitzvah Service fee (\$2,972) to the selected outside caterer, plus the amount collected for this family's additional guests, on behalf of the family who did not choose the outside caterer. The family who chooses the outside caterer only needs to pay WJC the Bar/Bat Mitzvah deposit of \$1,800, not the entire Bar/Bat Mitzvah Service fee of \$2,972. If both families wish to have a catered Kiddush and they can't agree on a caterer, a lottery will be used to determine the final choice. The family that is using the outside caterer must provide the Kiddush for both families.

Mincha or Non-Shabbat Bat/Bat Mitzvah families may choose to sponsor a Shabbat morning Kiddush in honor of their child; they are not required to do so.

PRIVATE RECEPTION FEES & GUIDELINES

Shabbat Afternoon Luncheon:

WJC policy requires that Shabbat morning Bar/Bat Mitzvah families must sponsor and attend the congregational Kiddush following Shabbat morning services. If you wish to have a private afternoon luncheon reception on Shabbat at WJC it may not begin earlier than 1:30 p.m. This reception may take place either in the Social Hall/Gym or the Activity Center (to be approved by the Executive Director). The congregational Kiddush (which remains the responsibility of the Bar/Bat Mitzvah families) may take place in the Social Hall/Gym or Activity Center as well, again with the Executive Director's approval. Receptions for a limited number of people may also take place in the Reception Room, provided that the room is not needed for additional seating for services. Receptions in this room may not begin until after 1:00 p.m. If there is an evening party that has been reserved within 60 days of Bar/Bat Mitzvah date assignments, it takes precedence over a private Shabbat luncheon. No table place cards should be placed in the lobby for private luncheons. Dessert must be offered during Kiddush, even if Bar/Bat Mitzvah family will first be going to a luncheon. This includes coffee/tea.

If a family is using the Activity Center for the Kiddush, passed hors d'oeuvres are suggested/encouraged. A few tables must be reserved for seniors. Weather permitting; some tables should be put outside. Tables should also be placed in the Activity Center and hallways. Food can be offered in the Activity Center, hallways or part of the Social Hall/Gym. A feeling of "inclusiveness" and one Shabbat Community should be fostered.

Other Private Receptions:

At other times, with the approval of the Executive Director, you may be able to utilize the public areas of WJC, including the Reception Room, Social Hall/Gym, Activity Center or other space made available for use by the Center, space permitting. The stage may not be used by guests, due to safety concerns, but is available for musicians. Space reservations are available only to WJC member families, subject to the guidelines listed below.

Room Reservation Requirements:

A written request and deposit are required to reserve space for a reception, and should be directed to WJC's Executive Director as soon as possible after the issuance of a Bar/Bat Mitzvah date by the Rabbi. It is strongly recommended that any family considering using space for a reception, submit the reservation form and deposit within 60 days of date of issuance. If more than one reservation and deposit are received for the same reception space within a 60 day period following date issuance, the choice will be by lottery. After 60 days, reservations will be given on a first-come, first-served basis for all families. If a Bar/Bat Mitzvah family's request for a reception on their assigned Bar/Bat Mitzvah date is refused as the result of such a lottery, they may choose to hold a reception on an alternate date.

All written requests must include a non-refundable deposit of \$1,464. If two requests are received for the same date and one must be refused due to the lottery, the family whose request is denied will have their deposit returned. A space reservation request is not guaranteed until confirmed in writing by WJC's Executive Director. A Room Rental Reservation Form is included on page 33 in this Guide.

Families choosing the option of a Shabbat *Mincha/Havdalah* Service may rent the Social Hall/Gym, Reception Room and Activity Center for an evening reception following their Bar/Bat Mitzvah service. If more than one reservation and deposit are received for the same reception space within a 60-day period following date issuance, the choice will be by lottery. After 60 days, reservations for all reception space will be made on a first-come, first-served basis. The same fee and procedures for space requests apply as stated above.

Families choosing the option of a non-Shabbat Bar/Bat Mitzvah (i.e., Sunday or Monday morning Bar/Bat Mitzvah service) will be given priority for use of WJC's Social Hall/Gym, Reception Room and Activity Center immediately following their *simcha*, space permitting. Preference will be given when space reservation and deposit are submitted within 60 days of Bar/Bat Mitzvah date issuance. After 60 days, reservations for all reception space will be made on a first-come, first-served basis. The same fee and procedures for space reservations apply as stated above.

Fees:

The party fee is \$2,928, for up to 100 guests. For 100-200 guests there is an additional fee of \$1,042, for 200-300 guests an additional fee of \$2,608, and for over 300 guests, the additional fee is \$3,916. This fee includes the use of the Social Hall/Gym, Reception Room and Activity Center.

In addition, there will be a kitchen use fee of \$252 charged to the caterer. (See pages 30-32 of this booklet for WJC's Building Rules and Regulations for Caterers.)

Gratuities for custodial staff are not included, but are suggested.

All charges and fees are subject to change, and the current fees are provided only as a guideline for your future planning needs.

If someone is only using the Reception Room (not the Social Hall/Gym), the party fee is \$1,436 for up to 100 guests. This would include Friday night dinners.

The Activity Center may be used for Friday night dinners, but not as the ONLY room for Bar/Bat Mitzvah parties. The fee is \$350 for up to 25 guests and ½ the room, \$634 for up to 50 guests and ½ the room, or \$964 for up to 100 guests and the full room.

ADDITIONAL RECEPTION GUIDELINES

Security Guards:

In the interest of safety for persons and property, private security guards will be hired by WJC for any reception held at WJC. This cost is included in the party fee.

Parents of B'nei Mitzvah should introduce themselves to the security guard upon arrival in the building, since parents will be contacted if it is necessary to report any misbehavior by children during the reception.

Ladies' Room Attendant:

For safety and cleanliness, a ladies' room attendant will be hired by WJC, to be present throughout the duration of the reception for receptions of 100 or more persons. This cost is included in the party fee.

Coatroom Attendants:

Coatroom attendants may be hired for a reception, through the WJC office. This fee is included in the party fee. Please advise the office at least three weeks prior to your reception date if you require coatroom personnel.

Property Damage:

B'nei Mitzvah parents are ultimately responsible for any damage to WJC's facilities occurring during their reception.

Party Counselors:

It is strongly suggested that "Party Counselors" be retained by Bar/Bat Mitzvah families, to ensure that all children attending the reception are always under the supervision of an adult throughout the reception's duration. Furthermore, please note that unsupervised children are not permitted in the parking lots or on the grounds outside of the building entrances. Consequently, any child found by our security personnel in these areas will be escorted back into the building, and the B'nei Mitzvah parents notified.

Shabbat Entertainers:

The following are items prohibited to be used by "entertainers" at WJC on Shabbat:

1. Photography and videography of any kind
2. Any type of writing including typing, markers or any personalizing of the items
3. Any type of video game, computer or electronic device
4. Money
5. Any type of ripping of paper or cloth
6. Fire
7. Musical instruments

A complete list of activities must be given to the Rabbi at least three weeks in advance for his approval. Any vendor or performer found to be in violation of these rules will be asked to stop and/or leave the building.

CATERER/KITCHEN GUIDELINES

When a Bar/Bat Mitzvah family secures the reception space for a Saturday evening, they get the use of the meat kitchen beginning on Friday. The family/families responsible for the Shabbat morning Kiddush get the use of the dairy kitchen. If either of these families chooses to *kasher* their kitchen to change from meat to dairy or dairy to meat, their caterers may do so as long as it is done to the satisfaction of the Rabbi.

The family is responsible for changing the kitchen back and for all expenses incurred. If it turns out the same family is doing a reception and Kiddush, they already have use of both kitchens for the weekend and can choose how they wish to use them, provided that there be only one caterer per kitchen.

Please note:

- All evening parties must end by 1:00 a.m.
- All large party rentals must be left overnight and picked up by the rental company in the morning.
- Any loading out by caterers must be done through the front of the building after midnight.
- Due to the demands of the Synagogue on the reception space, we are not able to accommodate elaborate room decorations. Please check with the Executive Director at least three months in advance of your party and before making your arrangements for any decorations.
- All caterer and vendor trucks must be turned off when on the premises.
- The kitchen not in use will be kept locked.
- There are to be no refrigerator trucks on the property at any time.

- The gym is not available for set up on the Friday prior to Shabbat unless the Executive Director grants permission and the gym will not be available on Saturday for party set-up until after 3:00 p.m.
 - The Synagogue's tables are not available on Saturday before 3:00 p.m. for evening party use. Please make arrangements to rent your own tables if you need them earlier. Any rentals are the responsibility of the family.
 - The caterer must designate a member of his/her staff to be in charge. This person must be reachable on Shabbat.
- Friday night catering options
- A family may host a Friday night dinner using the kitchen they have been assigned for Saturday.
 - Alternatively, the caterer using the meat kitchen that weekend can drop off dinners or platters. One of the meat kitchen's ovens can be left on for a Friday evening dinner and if necessary, be *kashered* right after Shabbat.
 - The family will need to hire people (WJC can suggest names) to set up, serve, and clean up.
- Sunday catering
- Preparation for Sunday parties can begin as early as 7 a.m. on Sunday.
 - Either kitchen may be used, subject only to availability. Please speak to the Executive Director before you make arrangements.
- Self catering – Platters are dropped off
- Subject to all rules above that apply.
 - Subject to all regular party charges.
 - Custodial responsibilities limited to setting up tables and chairs.
 - The family is responsible to hire their own kitchen and cleanup staff. The office can suggest names.
 - The family is responsible for cleaning the room and disposing of all garbage.

Shabbat Morning Honors List

Family name: _____

Bar or Bat Mitzvah Child's Hebrew name: _____

Date of Bar or Bat Mitzvah: _____

TORAH HONORS

- 4Aliyot to the Torah (1 or 2 people) [Note: this is in addition to the BM child's *aliyah*!]
- Hagbah, lifting the Torah (1 person)
- Gelilah, dressing the Torah (1 or 2 people)

Honor	English Name	Hebrew Name	Relationship to family	Kohen or Levi?
Aliyah				
Aliyah				
Aliyah				
Aliyah				
Hagbah				N/A
Gelilah				N/A

2 ARK OPENINGS. Each Ark Opening can comfortably accommodate four people.

Page Number	English Names	Relationship to Family
Page 141 - Take out Torah		
Page 153 - Return Torah		

Other possible opportunities to lead a prayer.

A Prayer for Our Country (English), Page 148: _____

Prayer for the State of Israel (Hebrew), Page 149: _____

Ashrei, Page 151: _____

Ein Keiloheinu, Page 182: _____

Aleinu, Page 183: _____

Anim Z'mirot, Page 185: _____

Adon Olam, Page 187: _____

Shabbat Mincha Service Honors List

Family name: _____

Bar or Bat Mitzvah Child's Hebrew name: _____

Date of Bar or Bat Mitzvah: _____

TORAH HONORS

- 3 *Aliyot* to the Torah (Often Grandparents, Parents, Bar/Bat Mitzvah)
- *Hagbah*, lifting the Torah (1 person)
- *Gelilah*, dressing the Torah (1 or 2 people)

Honor	English Names	Hebrew Names	Relationship to family
<i>Aliyah 1</i>			
<i>Aliyah 2</i>			
<i>Aliyah 3</i>			
<i>Hagbah</i>			
<i>Gelilah</i>			

4 ARK OPENINGS. Each Ark Opening can comfortably accommodate four people.

Page Number	English Names	Relationship to Family
Page 230 - Take out Torah		
Page 232 - Return Torah		
Page 248 - <i>Aleinu, Mincha</i>		
Page 297 - <i>Aleinu, Ma'ariv</i>		

Other opportunities to lead a prayer.

Aleinu, Page 248: _____

Aleinu, Page 297: _____

Ma'ariv, Evening prayer service: _____

WESTCHESTER JEWISH CENTER
Mamaroneck, New York

Takes pleasure in honoring you
with an

ALIYAH TO THE TORAH

You will be asked to come up at the *aliyah* preceding your *aliyah* and take a seat on the *Bimah* next to the Rabbi. You will then proceed to the right side of the Reader's Table.

The *Gabbi* will ask for your Hebrew name and the Hebrew name of your father and/or mother. (A *Gabbi* is a lay person who performs various duties in connection with Torah readings and stands next to the Torah reader.) Then take one fringe of your *tallit* or the tie of the Torah, place it on the Torah (the Reader will show you where) and kiss it. Then recite the Hebrew blessing, which is listed on the next page. After the reading is completed, you will again kiss the Torah, and recite the additional blessing.

Do not leave. Please move just a few steps to the right of the Torah and remain through the next *aliyah* before returning to your seat. As you leave, please allow those who are on the *Bimah* to congratulate you on your honor.

Reminder: Men must wear a *kippah* and a *tallit*; women must wear a head covering.

Before the Torah reading you say:

בָּרְכוּ אֶת יְיָ הַמְּבָרֵךְ.

Barhu et Adonai hamvorah.

Congregation Responds בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד.

You continue :

בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד.

**בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר
בָּחַר בָּנוּ מִכָּל הָעַמִּים, וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.**

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Barhu Adonai ham-vo-rach l'olam va-ed.

Barhu atta Adonai, eloheinu meleh ha-olam, asher

Ba-har-banu mee-kol ha-a-mim, v'nah-tan lanu et Torah-to.

Barhu atta Adonai, notein hatorah.

After the Torah reading you say:

בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר נָתַן

לָנוּ תּוֹרַת אֱמֶת, וְתִי עוֹלָם נָטַע בְּתוֹכֵנוּ.

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Barhu atta Adonai, eloheinu meleh ha-olam,

Asher nah-tan lanu Torat emet,

V'ha-yei olam na-ta b'to-hei-nu.

Barhu atta Adonai, notein hatorah.

WESTCHESTER JEWISH CENTER
Mamaroneck, New York

Takes pleasure in honoring you as

HAGBAH

the one who lifts the Torah

Upon being called for your honor, please sit next to the Rabbi. You will then proceed to the right side of the Reader's Table. The *Gabbi* will ask you for your Hebrew name and the Hebrew name of your father and/or mother so that a special blessing for health and well being may be recited for you and your family. (A *Gabbi* is a lay person who performs various duties in connection with Torah readings and stands next to the Torah reader.)

When it is time to lift the Torah, please stand in front of the Reader's Table. Holding the two wooden handles at the bottom of the Torah with each hand, slide the Torah toward you so that approximately half of the Torah is off the Table. Then proceed to push down the handles toward the floor, thus lifting the Torah up into the air. Hold the Torah up so that the congregation can see it.

(It is traditional to open the Torah while holding it high so that three columns of the text are visible to the congregation. However, if you feel that this will cause you to drop the Torah, please do not attempt to open it.)

With the Torah still held up high, proceed to the seat immediately next to the Rabbi's. There, someone will tie and dress the Torah. After the Torah is dressed properly, someone will take the Torah from you and place it in the holder on the side of the *Bimah*.

When the Torah is taken from you, you may return to your seat. As you do so, please allow those on the *Bimah* to congratulate you on your honor.

Reminder: men must wear a *kippah* and a *tallit*; women must wear a head covering.

WESTCHESTER JEWISH CENTER
Mamaroneck, New York

Takes pleasure in honoring you as

GELILAH

the one who ties and dresses the Torah

Upon being called for your honor please sit next to the Rabbi. You will then proceed to the right side of the Reader's Table. The *Gabbi* will ask you for your Hebrew name and the Hebrew name of your father and/or mother so that a special blessing for health and well being may be recited for you and your family. (A *Gabbi* is a lay person who performs various duties in connection with Torah readings and stands next to the Torah reader.)

When the Torah is lifted from the Reader's Table, it will be brought to the seat next to the Rabbi's. Follow the Torah to that seat. If the Torah is at all open, take the top handles of the Torah and roll it tight. You will then be handed the tie, which is placed around the Torah and buckled in the front. The mantle is then placed over the Torah. The pointer is placed on the left handle. The crown is put over both handles. Someone will then take the Torah to the holder on the side of the *Bimah*.

When the Torah is taken, you may return to your seat. As you do so, please allow those on the *Bimah* to congratulate you on your honor.

Reminder: men must wear a *kippah* and a *tallit*; women must wear a head covering.

WESTCHESTER JEWISH CENTER
Mamaroneck, New York

Takes pleasure in honoring you with leading

A PRAYER FOR OUR COUNTRY

Upon being called to the *Bimah*, please take a seat. You will then proceed to the right lectern (facing the congregation). You then begin the prayer, and the congregation will join in.

A Prayer for our Country appears on page 148 of the siddur (prayerbook). The text also appears below.

Our God and God of our ancestors: We ask Your blessings for our country — for its government, for its leaders and advisors, and for all who exercise just and rightful authority. Teach them insights from your Torah, that they may administer all affairs of state fairly, that peace and security, happiness and prosperity, justice and freedom may forever abide in our midst.

Creator of all flesh, bless all the inhabitants of our country with Your spirit. May citizens of all races and creeds forge a common bond in true harmony, to banish hatred and bigotry, and to safeguard the ideals and free institutions that are the pride and glory of our country.

May this land, under Your providence, be an influence for good throughout the world, uniting all people in peace and freedom — helping them to fulfill the vision of Your prophet: "Nation shall not lift up sword against nation, neither shall they experience war any more." And let us say: Amen.

After the prayer, you may return to your seat. As you do so, please allow those on the *Bimah* to congratulate you on your honor.

Remember: men must wear a *kippah* and a *tallit*; women must wear a head covering.



WESTCHESTER JEWISH CENTER
Bar / Bat Mitzvah
GREETER PROGRAM

Your Name(s): _____ Event Date: _____

1) We invite you to select the greeters who will welcome your family and friends to services on this special occasion. This is a wonderful way to let those close to you participate in your *simcha*. Each Bar/Bat Mitzvah family may select two WJC congregants to be the "greeters" at the sanctuary door. Men or women may have this honor. If you choose not to select your greeters, they will be provided by WJC for Saturday morning services.

Please indicate your interest; we will then follow up and take care of the logistics for you.

- ☐ No, we do not want to select greeters.
- ☐ Yes, we would like the following congregants to serve as greeters:

Greeter Name: _____

Greeter Name: _____

We will contact your designated greeters shortly before the event date and provide them with a brief overview of this role (please see a description of greeter duty on the reverse side of this form). Also, please distribute the description on the reverse side of this page to the ones having this honor, so they may be familiar with this honor.

2) In the spirit of community, we also ask you to be a greeter for one Saturday morning service within the 8 months prior to your event. This will enable you to participate in someone else's *simcha* and become more familiar with the service. Please choose up to 3 potential Saturday mornings you are available, and we will work to schedule you in.

Date 1: _____

Date 2: _____

Date 3: _____

Please return this form to the WJC office (by mail; fax 698-3610; or phone in 698-2960), by eight months in advance of your *simcha*. We request that you inform the office of your desire to select greeters as soon as possible so we reserve those roles for you.

Congratulations on your upcoming *simcha*; we look forward to helping make this a warm and special day.

WESTCHESTER JEWISH CENTER
Mamaroneck, New York

Takes pleasure in honoring you as a
SHABBAT GREETER

Greeters serve the important role of personally welcoming all congregants and guests as they arrive for our morning Shabbat service. Their presence at the doorway leading into the sanctuary adds a warm touch and helps foster the sense of friendly community we seek to promote at Westchester Jewish Center.

As a Greeter, you are asked to arrive in time for the start of our service (Saturday morning services start at 8:45 am) and position yourself at the doorway of the sanctuary to extend a warm welcome to all as they enter. We request that you remain at the doorway throughout the service. Your presence will be appreciated by all and reinforce the spirit of love and pride each Bar/Bat Mitzvah family feels on this special day.

Greeters primarily devote their time to sharing handshakes, hugs, kisses and smiles. For those whom you greet who are unfamiliar with our Center traditions, keep in mind the following guidelines.

1. The Bar/Bat Mitzvah family typically sits up front on the right; their guests are welcome to sit anywhere.
2. Books are located at all seats. Clergy will regularly announce prayers and page numbers, so don't be concerned if you lost track as you greet guests.
3. If needed, be prepared to direct guests to restrooms or the coat check. Restrooms are down the long hallway, past the gift shop; the coat check is just beyond the foyer.
4. Graciously remind all men that we ask that they wear a *kippah*; *tallit* are optional and available from a *tallit* case in the foyer. Head coverings are optional for women; they are only required for women who will ascend the *Bimah*.
5. We maintain an open door policy during the service with the exception of the *Kedushah* prayer. For that prayer, please close the door and ask people to remain at the doorway; they may return to their seats upon conclusion of the prayer.
6. In honor of the Sabbath, we ask that electronic devices be turned off while in our building.
7. We offer headsets (usually sitting in a basket on a small bookshelf near the doorway) for any congregant or guest who needs such assistance.

Greeter badges are available that help guests identify you should they need to seek help for any reason. These badges can be clipped onto any clothing piece and are kept in a drawer on the bottom left side of the *tallit* case located in the front foyer. Please be sure to return your badge at the conclusion of services.

Thank you for participating in this joyous event. Your involvement is not only appreciated by the Bar/Bat Mitzvah family, but the entire congregation values the role you play in sustaining our sense of openness and warmth.

SHEHEHEYANU

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
שֶׁהֵחַיָנוּ וְקִיַּמָנוּ וְהִגִּיעָנוּ לְזֶמַן הַזֶּה.

***Baruh atah Adonai eloheinu meleh ha-olam,
sheheheyanu, v'kiy'manu, v'higi-anu laz'man hazeh.***

Praised are You Adonai our God, Ruler of the universe, who has granted us life, sustained us, and brought us to this joyous occasion.

FOOD DONATIONS

Please discuss food donations with your caterer in advance of your Bar/Bat Mitzvah.

The following places would welcome your FRESH FOOD ONLY.

HOPE COMMUNITY SERVICES
(Soup Kitchen)
50 Washington Avenue
New Rochelle, NY 10801
914-636-3290

TRINITY RETREAT HOUSE
(Priest Retreat House)
1 Pryer Manor Road
Larchmont, NY 10538
914-235-6839 (or)
914-632-3743

WESTCHESTER JEWISH
COMMUNITY SERVICES
(10 mentally challenged adults)
1271 Palmer Avenue
Larchmont, NY 10538
914-949-6761 (Admin. office only)
914-834-0514 (Palmer House)
9am - 5 pm (they can pick up)
914-761-0600 Ext. 312 (Food Pantry)

OASIS SHELTER
(Men & Women)
19 Washington Avenue
New Rochelle, NY 10801
914-633-0101 (24 hours)

SAMARITAN HOUSE
(housing for 20 women)
33 Church Street
White Plains, NY
914-761-6950 (or)
914-948-3075
(open 24 hours)

GRACE CHURCH
COMMUNITY CENTER
(feeding approx. 100 people daily)
35 Orchard Street
White Plains, NY
914-949-3098 Ext. 151 – Roxanne Peters
call 9 am-1 pm, Mon.-Fri.

Selections from The Federal Food Donation Law

President Clinton signed into law a piece of legislation commonly referred to as the "Bill Emerson Good Samaritan Food Donation Act". It appears in the Child Nutrition Act of 1966 as 42 U.S.C. 12672. The legislation essentially states that the donor of food to a nonprofit organization to people in need is free of liability. This act provides uniform coverage for the entire country.

(B) (9) Nonprofit organization. The term "nonprofit organization" means an incorporated or unincorporated entity that

(a) is operating for religious, charitable, or educational purposes; and

(b) does not provide any earnings to, or operate in any other manner that inures to the benefit of, any officer, employee, or shareholder of the entity.

(10) Person. The term "person" means an individual, corporation, partnership, organization, association, or governmental entity, including a retail grocer, wholesaler, hotel, motel, manufacturer, restaurant, caterer, farmer, and nonprofit food distributor or hospital. In the case of a corporation, partnership, organization, association, or governmental entity, the term includes an officer, director, partner, deacon, trustee, council member, or other elected or appointed individual responsible for the governance of the entity.

(C) Liability for damages from donated food and grocery products.

(1) Liability of person or gleaner. A person or gleaner shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the person or gleaner donates in good faith to a nonprofit organization for ultimate distribution to needy individuals.

(2) Liability of nonprofit organization. A nonprofit organization shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the nonprofit organization received as a donation in good faith from a person or gleaner for ultimate distribution to needy individuals.

(3) Exception, Paragraphs (1) and (2) shall not apply to, an injury or death of an ultimate user or recipient of the food or grocery product that results from an act or omission of the person, gleaner, or nonprofit organization, as applicable, constituting gross negligence or intentional misconduct.

(D) Collection or gleaning of donations. A person who: allows the collection or gleaning of donations on property owned or occupied by the person by gleaners, or paid or unpaid representatives of a nonprofit organization, for ultimate, distribution to needy individuals, shall not be subject to civil or criminal liability that arises due to the injury or death of the gleaner or representative, except that this paragraph shall not apply to an injury or death that results from an act or omission of the person constituting gross negligence or intentional misconduct.

(E) Partial compliance. If some or all of the donated food or grocery products do not meet all quality and labeling standards imposed by Federal, State, and local laws and regulations, the person or gleaner who donates the food and grocery products shall not be subject to civil or criminal liability in accordance with this section if the nonprofit organization that receives the donated food or grocery products —

(1) is informed by the donor of the distressed or defective condition of the donated food or grocery products;

(2) agrees to recondition the donated food or grocery products to comply with all the quality and labeling standards prior to distribution; and

(3) is knowledgeable of the standards to properly recondition the donated food or grocery product.

B'nei Mitzvah Fees - 2017

Shabbat Morning

(Includes all fees for Basic Kiddush
and up to 75 guests*)

Single: \$3,600

Shared: \$2,972

Twins: \$5,588

All Other Service Times

Single: \$2,998

Twins: \$4808

(*For the cost of additional guests *see page 8.*)

Deposit:

Due when Bar/Bat Mitzvah Date is Assigned: \$1,800

Party Fee: \$2,928 includes up to 100 guests(*)

(*For the cost of additional guests *see page 11.*)

Deposit:

Due when Party Date/Time** is Confirmed: \$1,464

(**Payment in full due three months before the event.)

Westchester Jewish Center Bar/Bat Mitzvah Kiddush Alternatives 2017

Mazal tov on your upcoming simcha. Here's what you need to know about sponsoring the Kiddush on the morning of your child's Bar or Bat Mitzvah.

COSTS FOR B'NEI MITZVAH FAMILIES

Base charge \$1800 - In-House Enhanced Kiddush including lox platters and a selection of special desserts for up to 75 personal guests, and one waitress/attendant. This cost is included in the regular Morning Bar/Bat Mitzvah Fee.

If you have 76-150 guests – add \$442

If you have 151-225 guests – add \$926

226 or more guests – Contact the office

MENU and SUPPLEMENTS

- Choose one of our two menu options (see Kiddush Menu, page 28).
- You may combine both of the listed menus for an additional \$2/person.
- You may supplement any Kiddush menu with *hekshered* items from approved vendors, in coordination with the Office.

Please be aware that WJC staff are not caterers and with this limitation we are able only to offer two menu options with no substitutions.

TABLES & CHAIRS

Kiddush sponsors have access to the following WJC-owned provisions:

26 Round Tables + Chairs

Blue Table Cloths

Green Table Cloths

Buffet Tables with white cloths + white skirts only

OUTSIDE CATERER

If you bring in a caterer from the WJC Approved List, your base charge will be credited to your account. Please notify the office THREE MONTHS in advance if you are bringing in a caterer.

****When ordering from your caterer, plan for 150 regulars, then add your guests.**

OUTSIDE CATERER DROP-OFF

If you have a caterer from the WJC Approved List drop off a Kiddush, Kitchen Help and Linen expense will be charged against the Bar/Bat Mitzvah Fee, and the balance will be credited back to your account.

****When ordering from your caterer, plan for 150 regulars, then add your guests.**

Of course, do not hesitate to be in touch with any questions. We look forward to working with you as the date of your simcha approaches.

- * Please note: Payment for the Kiddush is expected a minimum of three months before your event.



Westchester Jewish Center

In-House Bar/Bat Mitzvah Kiddush Menu (two options).
Both menu options are the same price.

Item
SALAD BAR: Salad greens (romaine)
Different items each week:
Cucumbers
Tomatoes
Baby carrots
Dried cranberries – OR – raisins
Crumbled Feta
Pitted olives (green / black)
Croutons
Salad dressings
Cream cheese
Bagels
Challah (unsliced)
Breads—loaf pumpernickel, rye, white
Tuna fish salad
* Lox with sliced tomatoes & onions
Fruit: seasonal and simple
Grapes –OR– Strawberries –OR– Melon –OR– Orange slices –etc.–
Cakes & Cookies
* Special desserts
Milk & Non-dairy creamer
Tea, Coffee, Soda
Menu Option 1
Whitefish OR Salmon salad (depending on availability)
Herring
Hardboiled egg platter
Menu Option 2
Hummus & Babaganoush with pita bread or chips
Kosher cheese slices
Hardboiled egg platter
* Enhanced items provided at no extra cost

WJC PANEL OF CATERERS (as of March, 2014)

Above & Beyond 3291 Broadway New York, NY 10027	Jill Lamstein (Owner) Tel: 212-234-3178 Fax: 212-234-3179
Avril Kaye, Inc. 160 Summerfield Street, Scarsdale, NY 10583	Attn: Michael Kaye Tel.: 914-472-7712 Fax: 914-472-7756
Beth Torah Kosher Caterers 106-06 Queens Blvd., Forest Hills, NY 11375	Attn: Aodi Zilkha Tel: 718-261-4775 Fax: 718-261-4607
Chef's Table Ltd. 401 East 89 th Street, New York, NY 10128	Attn: Bruce Soffer (Owner) Tel: 212-427-1089 Fax: 212-876-3341
Deluxe Caterers 272 Shelter Rock Road, Roslyn, NY 11576	Attn: Mary Venier Tel: (516) 742-4220 Fax: (516) 742-1849
Foremost Glatt Kosher Caterers, Inc. 65 Anderson Ave., Moonachie, NJ 07074	Attn: Randy Zablo Tel: 201-664-2465 Fax: 201-664-1376
Kosher Creations 251 W. 100 th Street, New York, NY 10025	Attn: Joseph Kessler-Godin Tel: 212-663-0121 Fax: 212-663-0121 www.koshercreations.com
Kosher Designers, Inc. 27 Keith Drive, Monsey, NY 10952	Attn: Orit Riter Tel: 845-425-8844 Fax: (845) 425-4499 Cell: 201-726-6648
Lawrence Scott Events, Ltd. 35 Bethpage Road, Hicksville, NY 11801	Attn: Robert Zalak Tel: 516-933-7535 Fax: 516-933-7825
Lederman Caterer, Ltd. (Bayside Jewish Center) 305 Riverside Blvd., Long Beach, NY 11561	Attn: Edith Lederman Tel. 516-280-5444 Fax: 516-833-5440
Main Event Caterers 38 W. Forest Ave. Englewood, NJ 07631	Attn: Eddie Izso Tel: 201-894-8710 Fax: 201-894-8720
My Most Favorite Dessert Company 247 West 72nd St., New York, NY 10023	Attn: Scott or Dena Magram Tel: 212-997-5130 Fax: 212-997-5046
New Roc Glatt 77 Quaker Ridge Rd., New Rochelle, NY 10804	Attn: Shlomo Flaum Tel: 914-636-2600 Fax: 914-636-2441 newrocglatt@gmail.com
New Star Caterers P.O. Box 311, Chappaqua, NY 10514	Attn: Michael Pozit Tel: 914-747-5189 Fax: 914-741-9274
Joel Katz' Prestige Caterers, Inc. 217-80 98 th Ave. Queens Village, NY 11429	Attn: Alan Kaplan Tel: 718-464-8400 Fax: 718-464-8478
Pride Caterers 420 East 79 th Street, Room 1E New York, NY 10075	Attn: Marty Grossel and Steve Rubinfeld Tel: 646-369-2510 www.pridecaterers.net
Prime Time Café 1319 North Avenue, New Rochelle, NY 10804	Attn: Paul Ciofalo Tel: 914-654-1646
Ram Caterers 2030 Ocean Pkwy., Brooklyn, NY 11223	Attn: Norma Goldstein Tel: 718-336-0300
Seasons (f/k/a Supersol) 1066 Wilmot Road, Scarsdale, NY 10583	Attn: David Gellman Tel: 914-472-2240 Fax: 914-472-2215
Taim Home Cooking 36 Avondale Road, White Plains, NY 10605	Attn: Sue Thau Tel: 914-684-0279 Fax: 914-684-8574



WESTCHESTER JEWISH CENTER
BUILDING RULES AND REGULATIONS



- 1) The Sanctuary, Chapel, classrooms, Social Hall-Auditorium/Gym, Kitchen and grounds are provided primarily for the members and their families and for affiliated member organizations of the WJC congregation to serve their spiritual, educational and social needs.
- 2) The WJC House Committee retains the right to check on the conformity with established rules at the time of any function, and to take steps immediately to correct any non-conformity. It shall also be the right of the House Committee, or any of its authorized agents, including the WJC Executive Director, to ask any person(s) to leave the premises because of unseemly conduct.
- 3) The Executive Director will, in the event of any dispute, authorize or reject the use of the WJC facilities.
- 4) These rules may, with approval of the WJC Board of Trustees, be amended or changed without notice, upon the recommendation of the Executive Director or the House Committee, for the purpose of maintaining the building for the greatest benefit of the majority of its membership.

GENERAL RULES

- 1) The use of the name of the Westchester Jewish Center in any literature or publicity of any organization is not permitted without prior approval of the Executive Director.
- 2) Organizations are requested to mail to the WJC office copies of invitations and publicity for all functions to be held at the synagogue, prior to general distribution, for approval by the Executive Director.
- 3) Facilities needed for other than regular meeting purposes must be booked in the same manner as meetings.
- 4) WJC assumes no liability or responsibility for damage or loss of personal property of others while on WJC's premises, and all such personal property, including motor vehicles, brought or left on the premises shall at all times be at the owner's risk.
- 5) All persons and organizations will use the premises and equipment allotted to them with all due care. Any damage to this property or equipment resulting from its use, shall render the persons and organizations liable for damages.
- 6) No decorations, signs, bulletins or other similar object are to be tacked or taped to any part of the building, without the express consent of the Executive Director. No person or organization may move chairs, furniture, microphones or any synagogue equipment except as authorized by the Executive Director.
- 7) WJC property or equipment may be loaned only with the permission of the Executive Director.
- 8) Business meetings, rehearsals or functions other than those of an appropriate spiritual nature shall not be held in the building on the Sabbath, High Holy Days, or on days of religious Festivals.
- 9) All activities in the building shall conclude by 1:00 A.M.
- 10) Proper decorum and a reasonable standard of behavior shall be maintained and enforced by all persons and organizations using WJC's premises, while in or near the building or its adjacent areas, including the parking lot.
- 11) Employees of the congregation shall take orders only from the Rabbi, the President of the congregation, the Executive Director or a person duly authorized and designated by the President.
- 12) All persons, organizations, committees or other groups, including auxiliary associations and activity units of this congregation, to whom the Executive Director has granted the use of any of the facilities of WJC's buildings or grounds shall use only the area, room or rooms and/or facilities assigned to their use, in each instance and shall comply with all rules and regulations as herein set forth insofar as the same may be applicable.

13) CLEANUP REQUIREMENTS: All persons or organizations and their caterers, where applicable, having use of the whole or any portion of the building or grounds or of the kitchens and/or facilities, shall leave the same, including all kitchen equipment, utensils and other physical property, in a CLEAN AND UNDAMAGED condition, and see to the removal of all surface garbage from the premises immediately following the conclusion of the meeting or reception, and before the caterer (where applicable) leaves the premises, and shall indemnify WJC for all loss, cost and damage resulting from failure to do so.

14) Kitchen utensils, dishes, silverware, and supplies may be used only with the specific written authority of the Executive Director, and in strict accordance with Jewish Dietary laws. This applies to individuals, organizations and outside caterers.

15) All by-laws and safety regulations as established by the Village of Mamaroneck shall be strictly observed at all times.

16) Maintenance or other personnel regularly employed by the congregation shall not be required or permitted to wash dishes.

17) Deliveries to and/or removals from the kitchens shall be made by appointment only. NO DELIVERIES WILL BE ACCEPTED DAILY FROM 12 NOON TO 1:00 P.M., AFTER 4:00 P.M. MON.-THURS., AFTER 3:00 P.M. ON FRIDAY, OR ON THE SABBATH, HIGH HOLY DAYS OR OTHER RELIGIOUS FESTIVAL DAYS. All deliveries must be made directly to the appropriate kitchen (Meat or Dairy).

18) The Executive Director, the chairperson of the House Committee, or member of such Committee so delegated by the chair person as agent, shall have and hereby is vested with full authority to exercise all or any of the prerogatives and authority of the House Committee.

RITUAL OBSERVANCE

1) Smoking is prohibited anywhere in the building.

2) Before entering the Sanctuary or chapel, men are required to cover their heads with a hat or kippah, and requested to wear a tallit when appropriate. Women are also requested to wear head coverings while in the Sanctuary and chapel, and are required to do so while on the Bimah. Both men and women are requested to dress in a dignified manner, appropriate to the occasion.

3) No photographs, motion pictures or videos may be taken of any religious service or ceremony in the Sanctuary or any place in the building where such religious services or ceremonies may be held, on the Sabbath, High Holy Days, or religious Festivals. The Rabbi shall have final authority on this subject, and may grant exceptions where the Halacha permits.

4) What can/cannot be brought into the WJC building:

a) No prepared foods from private homes.

b) No cooking or baking utensils from private homes.

c) Only paper cups and plates for coffee and cake may be used at a non-catered function.

d) All foods, prepared or to be prepared, must be kosher and from store(s) approved by the Rabbi (list may be obtained from the WJC office). The purchaser may be requested to submit the store's receipt to the WJC office.

e) If a non-catered Kiddush is to be prepared, the WJC office must be notified as to what foods are being served. All kiddushim prepared by or on behalf of WJC for its members must be arranged through the WJC Kiddush coordinator.

5) Clergymen other than those directly associated with WJC shall be permitted to officiate at religious ceremonies in the synagogue building only upon the express invitation of the Rabbi of WJC.

ADDITIONAL RULES FOR CATERERS

- 1) Only caterers approved by the Rabbi of WJC are permitted to provide services on WJC premises.
- 2) All caterers are required to pay \$252.00 for the use of WJC's kitchen facilities for each event.
- 3) All caterers are required to provide a certificate of insurance to WJC, with evidence of Worker's Compensation Insurance, and Comprehensive General Liability Insurance of not less than \$2,000,000 Bodily Injury and Property Damage, naming WJC as an additional insured. Such certificate must be filed with the WJC office at least two (2) weeks prior to the scheduled date of the catered event.
- 4) Caterers are required to leave the kitchen premises in a clean condition. Food and rubbish must be removed from all areas used for the catered event. Tables and chairs provided by WJC must be left clean of any food or rubbish.
- 5) The stage may only be used by musicians, due to safety concerns.
- 6) All caterers and vendors may load and unload only from the Sanctuary entrance after midnight. All large rentals cannot be picked up after 11 p.m. but must be left for the next day.
- 7) All catering and vendor trucks must turn motors off at all times.
- 8) Refrigerator trucks are prohibited on the grounds.

Accepted:

Firm Name

Address

Telephone #s

Email Address

By:

Authorized Representative

Date



Westchester Jewish Center

Palmer & Rockland Avenues • Mamaroneck, NY 10543 • 914/698-2960 (T) • 914/698-3610 (F) • www.wjcenter.org

ROOM RENTAL RESERVATION CONTRACT - 2017

I (we) _____ wish to reserve the facilities of the Westchester Jewish Center (WJC) for the occasion and date(s) described below:

1. Room Rentals are not guaranteed until confirmed in writing by WJC's Executive Director.
2. Reservation Contract must be accompanied by a deposit check of \$1,464.
(* for the Social Hall/Gym, Reception Room, & Activity Center)
3. All single room rentals, full payment required at time of reservation.
4. Caterer must be on WJC's approved panel of caterers.
(*if outside of panel, caterer must be pre-approved by Clergy)
5. A kitchen usage fee of \$252 charged to the caterer.

NOTE: ROOM DEPOSITS / PAYMENTS ARE NON-REFUNDABLE

CHECK APPLICABLE:

Reception Room, Social Hall, Activity Center

- ☐ \$2,928 (base amount) up to 100 guests
- ☐ Plus \$1,042 – up to 200 guests
- ☐ Plus \$2,608 – up to 300 guests
- ☐ Plus \$3,916 – over 300 guests

Single Room Rental

- ☐ \$1,436 – up to 100 guests Reception Room ONLY
- ☐ \$ 964 – up to 100 guests Activity Center ONLY
(Party/Dinner ONLY running less than 3 hours – NOT for B'nei Mitzvah Parties)
- ☐ \$ 634 – up to 50 guests 1/2 Activity Center ONLY
(Party/Dinner ONLY running less than 3 hours – NOT for B'nei Mitzvah Parties)
- ☐ \$ 350 – up to 25 guests 1/2 Activity Center ONLY
(Non-holiday weekdays and Friday Shabbat Dinner ONLY)

OCCASION: _____

Date	Start – End Time	# of Guests	Caterer	Luncheon/Dinner/Other

I (we) agree to the fees and charges as set forth by the WJC, and further agree to abide by the building rules and regulations set forth by the WJC. I (we) understand that all evening parties may not go past 1:00A.M., all catering load out must be through the front of the building after midnight, and party decorations must be approved by the Executive Director at least three months in advance.

SIGNATURE: _____

DATE: _____ Deposit Enclosed: \$ _____

Approved by: _____, Executive Director Date: _____

DIRECTIONS TO WESTCHESTER JEWISH CENTER

FROM CONNECTICUT AND NORTH

Hutchinson River Parkway south to exit 20, Weaver Street (Route 125).
Turn left and proceed approx. 2.7 miles (bearing left at a fork) to Palmer Avenue.
Turn left onto Palmer and proceed to second light (0.6 miles) at Rockland Avenue.
The synagogue is across the intersection on your right.

OR

New England Thruway (I-95) south to exit 18A. Proceed to second exit (18A East). Turn onto Mamaroneck Avenue. Bear right just beyond railroad underpass onto Mt. Pleasant Avenue, which merges with Palmer Avenue at the next light. Continue on Palmer two more lights (0.5 miles) to the synagogue, on the left.

FROM NEW YORK CITY AND SOUTH

Hutchinson River Parkway north to exit 21, Weaver Street (Route 125). Turn left onto Weaver Street and proceed as directed from Connecticut and North, above.

OR

New England Thruway (I-95) north to exit 18A (Fenimore Road).
Turn right at end of exit ramp. Proceed to second light and turn right onto Palmer Avenue.
Follow Palmer to second light (0.4 miles) at Rockland Avenue. The synagogue is on the left.

Directions are also available on our website, wjcenter.org.

HANDICAPPED PARKING DIRECTIONS

Please call WJC's Office for specifics.

PARKING

Please enter our main parking lot from Palmer Avenue entrance. The upper lot is closed on Shabbat.
Please be careful of children while driving in the parking lot.

WESTCHESTER JEWISH CENTER
CONTACT LIST FOR BAR/BAT MITZVAH QUESTIONS

Re: General information and fees, please contact our Synagogue Office.....698-2960

Re: Bar/Bat Mitzvah Dates, Honors, *Aliyot*, *D'var Torah* preparation,
Rabbi Segelman 698-2960, X.103 ravjeff@aol.com
Rabbi Monosov 698-2960, X. 104 rabbilorenmonosov@gmail.com

Re: Bar/Bat Mitzvah Tutoring
Cantor 698-2960, X.105 cantor@wjcenter.org

Re: Questions for the B'nei Mitzvah Committee
Linda Solomon, Chairperson* solnlew@yahoo.com

Re: Greeters
Susan Miller* 833-1681 smiller822@mindspring.com

Re: Shabbat morning Kiddush (even if catered must coordinate with Office)
Rosie Aronin, Admin. Asst. 698-2960 X.101 adminasst@wjcenter.org

Re: Party space reservations, outside caterers, deliveries, fees
Rosie Aronin, Admin. Asst. 698-2960 X.101 adminasst@wjcenter.org
Susan Lurie, Exec. Director 698-2960 X.102 executive@wjcenter.org

Re: Questions on financial issues
Yale Zoland* 777-0306 yzoland@optonline.net

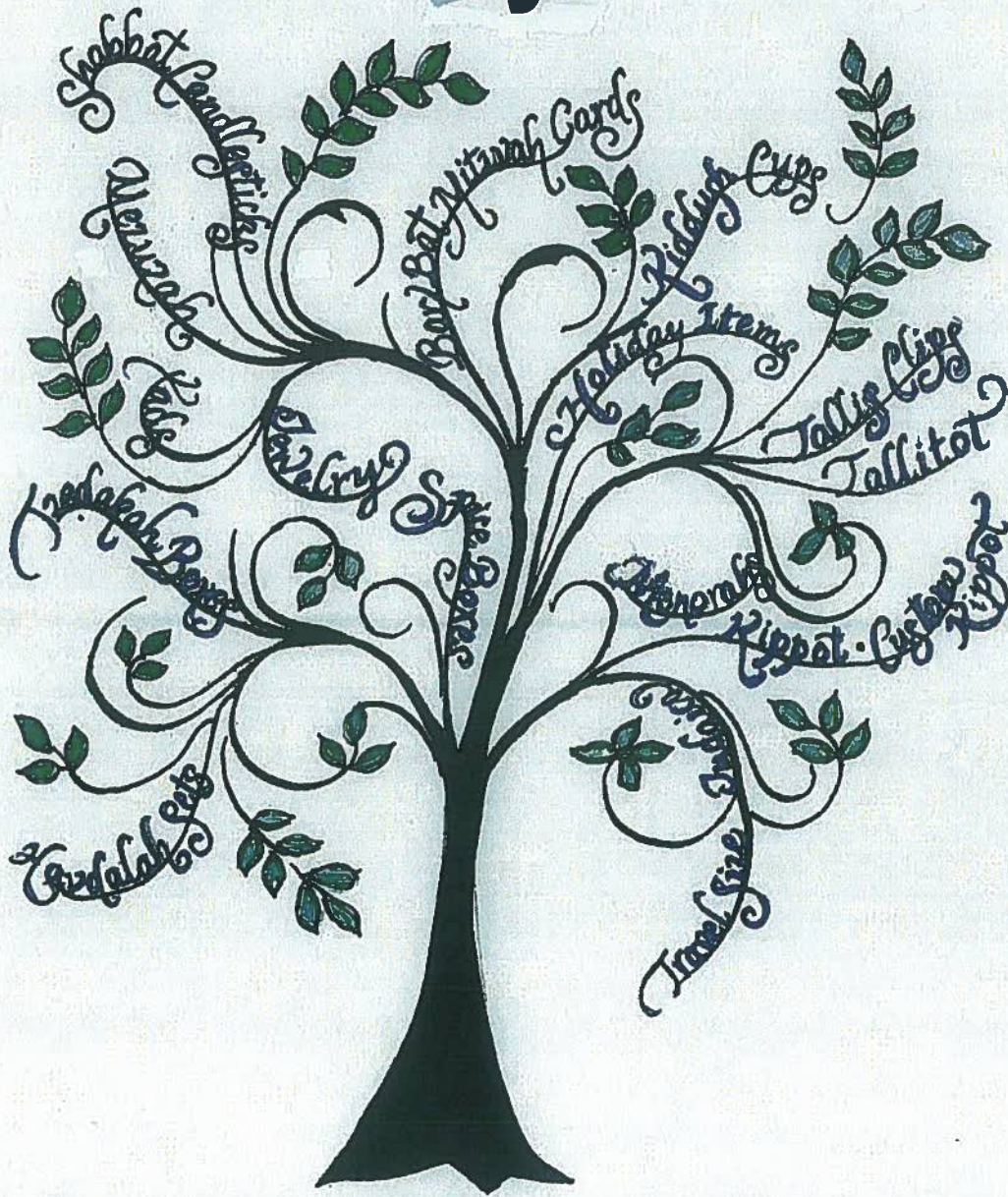
Re: Tallit, kippot, etc. from Sisterhood Gift Shop – (see also back page)
Carol Fasman* 833-0197 cgfasman@gmail.com

Re: Gifts to WJC in honor of your Bar/Bat Mitzvah
Matan Torah dedication
Susan Lurie, Exec. Director 698-2960 X.102 executive@wjcenter.org
Sisterhood Tree of Life
Susan Levy* 834-2456 SL16@aol.com

Re: Team *T'fillin*
Mark Berger* 834-0411 mberger@verizon.net

*These volunteers may change prior to your Bar/Bat Mitzvah.

WESTCHESTER JEWISH CENTER
SISTERHOOD GIFT SHOP
FOR BEAUTIFUL AND UNIQUE GIFT ITEMS
The Center of Our Jewish Lives
WJC



CALL FOR GIFT SHOP HOURS & APPOINTMENTS.