



**BAR/BAT MITZVAH  
PLANNING GUIDE  
2020**



**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](http://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 2020.

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.

Please contact Rabbi Segelman or Rabbi Yolkut and schedule a meeting within a year of receiving your date. Sharing your family's Jewish and spiritual journey will help you and the Rabbi understand how to best fashion a "milestone in life" that will reflect who you are and the direction in which you see your journey taking you into the future.

You are encouraged to contact the Rabbi so we can be sure to include any personal requirements for your child. Some examples are: 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,

WJC B'nei Mitzvah Committee

WESTCHESTER JEWISH CENTER  
BAR/BAT MITZVAH PLANNING GUIDE

View this booklet online: [www.wjcenter.org](http://www.wjcenter.org)

TABLE OF CONTENTS

	<u>Page</u>
<u>EXPECTATIONS FOR BAR/BAT MITZVAH FAMILIES</u> .....	1
<u>ABOUT THE BAR/BAT MITZVAH SERVICE</u>	
Honors .....	2-3
Torah Reading	
<i>Aliyot</i> to the Torah	
<i>Hagbah</i> (Lifting the Torah)	
<i>Gelilah</i> (Dressing the Torah)	
A Prayer for Our Country	
Ark Opening	
Greeters	
Other Service Details .....	3-4
Hebrew and English Names	
Younger Siblings	
Reciting <i>Shehecheyanu</i>	
Honors for Non-Jewish Family Members	
Candy	
Spice Bags and <i>Havdalah</i> Candle for <i>Havdalah</i>	
Timing and Seating for Bar/Bat Mitzvah Family	
<i>Kippot</i>	
Programs	
Officer/Trustee Role	
<u>BUILDING ARRANGEMENTS, SECURITY and PARKING</u> .....	5-6
Seating Capacity	
Flowers	
Deliveries	
Personal Shabbat Guidelines	
Security Requirements	
Parking	
<u>SYNAGOGUE LIFE – OTHER NOTES</u> .....	6-7
Thursday Morning Minyan; <i>Tefillin</i>	
Shabbat Schnapps	
Shabbat Prohibitions	
Photos	
<i>The WJC Review</i>	
Your Liaison and the B’nei Mitzvah Committee	
<u>SPECIAL ACCOMMODATIONS</u> .....	7
People with Disabilities	
Shabbat Housing	
<u>THE YEAR BEFORE: A CHECKLIST</u> .....	7-10

*(continued, over)*

TABLE OF CONTENTS *(continued)*

	<u>Page</u>
<u>RELATED PROGRAMS</u> .....	10
Matan Torah	
Tree of Life	
Food Basket Program	
Donations of Leftover Food	
Israeli Bar/Bat Mitzvah Twinning Programs	
Holocaust Remembrance Program	
 <u>KIDDUSH &amp; RECEPTIONS: Fees &amp; Guidelines</u> .....	 12
Financial Obligations & Fees .....	12
Kiddush Fee & Guidelines .....	12-13
Private Reception Fees & Guidelines .....	13-14
Additional Reception Guidelines .....	15
Security Guards	
Ladies' Room & Coat Room Attendants	
Property Damage	
Party Counselors	
Shabbat Entertainers	
 Caterer/Kitchen Guidelines .....	 15-16
 <u>APPENDICES</u>	
Honors List – Shabbat Morning .....	17
Honors List – <i>Mincha</i> Service .....	18
Instructions for Honors:	
<i>Aliyah</i> to the Torah (Blessings) .....	19a/b
<i>Hagbah</i> (Lifting the Torah) .....	20
<i>Gelilah</i> (Dressing the Torah) .....	21
A Prayer for Our Country .....	22
Greeter Information .....	23-24
<i>Sheheheyenu</i> Prayer .....	25
 Food Donations .....	 26
Federal Food Donation Law .....	27
Kiddush Alternatives .....	28
In-House Kiddush Menus .....	29
Panel of Caterers .....	30
Building Rules and Regulations for Caterers .....	31-33
Room Rental Reservation Contract .....	34
Bar/Bat Mitzvah Fees .....	35
Directions to WJC .....	36
Contact List for Bar/Bat Mitzvah Questions .....	37
Gift Shop Information .....	back page

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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. In order to achieve this, we suggest that all Bar/Bat Mitzvah families 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 7<sup>th</sup> grade. Of course, we also encourage families to enroll students in the Hebrew High in the 8<sup>th</sup> 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* are in the realm of those that define our relationship with fellow human beings, for example *tzedakah* and community service. Others are those that establish our relationship with God, such as 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. You can also set up a post-Bar/Bat Mitzvah meeting with the clergy to discuss these opportunities.

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.

When choosing party favors for your child's event, we suggest that you be mindful of your guests wearing event-related clothing such as T-shirts or sweatshirts to school on the Monday and during the week following the event. This can lead to other children in their grade feeling left out. Our sensitivity to this matter is much appreciated by the wider community.

***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 but are not limited to *Aliyot* to the Torah, *Hagbah* (lifting the Torah), *Gelilah* (dressing the Torah), leading A Prayer for Our Country (in English), 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 on **pages 17-18** to help you plan.

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 wear a jacket, a *kippah* and *tallit*. For a Saturday evening *Mincha* or *Mincha/Havdalah* service, no *tallit* is worn unless someone is 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 receiving honors about being properly attired. (Ritual items may be purchased at the Sisterhood Gift Shop; (Sisterhood members receive 20% off.)

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 on **pages 19a/b** in this booklet. Please photocopy and distribute these two pages to those having *Aliyot* so they will 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 20** 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 become 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 21** 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 understands the custom.

### **A Prayer for Our Country:**

We offer a prayer on behalf of the 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 on **page 22** of this booklet. Please photocopy and distribute it to the person having this honor so that he/she can 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 needs to 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 23-24** 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 will be familiar with the Greeter’s responsibilities.

The exact names of the two WJC congregants who will be the greeters should be given to the WJC office two 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.

### **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 a religious 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 25** 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. Fill small net bags with sweet smelling spices (such as a cinnamon stick, allspice, whole cloves, mulling spices) and tie with ribbon. 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. (Ritual items may be purchased at the Sisterhood Gift Shop; Sisterhood members receive 20% off.)

Please note: *Mincha* only Bar/Bat Mitzvah services (usually in April/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 12:00-12:15 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). Average attendance at Shabbat services is 135 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 2:00 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 "silent," most 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*. The guard will refer to this list if there are any security concerns with giving someone entry to the building. The family can simply submit a guest list; it does not have to be the final list of who is actually attending.

**Parking:** Guests should be instructed to use the main parking lot.

## SYNAGOGUE LIFE – OTHER NOTES

**Thursday Morning *Minyan*; *Tefillin*:** Boys and girls are encouraged 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 45 minutes. 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:** Recorded music and live musical instruments during the Kiddush or party, 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 two weeks in advance.

**The WJC Review:** A .jpeg photo of the Bar/Bat Mitzvah and the child's 110-word write-up to be printed in the WJC's monthly newsletter, *The Review*, need to be emailed to Pat Tinto, Editor, [Review@wjcenter.org](mailto:Review@wjcenter.org) by the sixth 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 may 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 for you. The Committee helps set policy for B'nei Mitzvah and offers advice, support, parent education, parent "gatherings," this Guidebook 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 the 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 of the synagogue.

#### **Other Notes:**

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

## *The Year Before:* *WJC Bar/Bat Mitzvah Logistical Checklist*

### Twelve Months in Advance:

- GET TO KNOW YOUR CLERGY – Now is the time to schedule a meeting with your Clergy!
- ATTEND SERVICES WITH YOUR CHILD TWICE A MONTH – Add Shabbat service attendance to your calendar (Shabbat morning or *Mincha*) to learn the melodies and rhythms of your service.
- ISRAELI BAR/BAT MITZVAH TWINNING OPTIONS – Please note that should you decide to participate, each of these programs requires a monetary donation.
  - Amit: [amitchildren.org](http://amitchildren.org) (serving underprivileged children)
  - Aleh: [aleh.org](http://aleh.org) (serving children with physical/cognitive disabilities)
  - North American Conference on Ethiopian Jewry: [nacoej.org](http://nacoej.org) (serving underprivileged Ethiopian children)
  - Migdal Ohr: [migdalohrusa.org](http://migdalohrusa.org) (serving underprivileged children)
- HOLOCAUST REMEMBRANCE – While there is no fee to participate, it is suggested that families make a donation in honor of the bar/bat mitzvah child and in memory of the remembered child.
  - *Remember Us: The Holocaust B'nei Mitzvah Project*, [www.remember-us.org/index.shtml](http://www.remember-us.org/index.shtml)

### Eight Months in Advance:

- SCHEDULE BAR/BAT MITZVAH PREPARATION – Contact Cantor Ethan Goldberg.
- CHOOSE YOUR BAR/BAT MITZVAH SERVICE GREETERS – Reach out to friends—perhaps a synagogue friend for whom you can greet, who will then greet at your child's service. Notify the office who will be greeting.
- SIGN UP TO BE A SHABBAT MORNING GREETER – Choose a date within 8 months of your *simcha*. Contact Susan Miller [susansm822@gmail.com](mailto:susansm822@gmail.com).
- REQUEST AN OFFICER/TRUSTEE FOR GIFT GIVING HONOR – Shabbat morning service always has an Officer present. If you are having a *Mincha* or other service, you may ask a guest who is also an Officer or Trustee; or of course the Rabbi can perform this honor.
- GUEST LIST & PARTY FAVORS – Be considerate in inviting either less than half the class or else the whole class, and in choosing party gifts (especially apparel) so that peers do not feel left out.

### Three Months in Advance:

- FINANCIAL OBLIGATIONS: Make sure all synagogue payments are current. If there are any concerns, contact David Goldstein, Executive Director, at 698-2960.
- ROOM DECORATIONS: Please check details with the David Goldstein, Executive Director. Families may order two *Bimah* floral arrangements or use the two WJC silk floral arrangements for the sanctuary.
- GREETERS: Notify the office with the names of two selected WJC congregants who will be your "greeters" (and/or complete and return the "Greeter Program" form).
- Confirm party plans with the office
- Notify office if you plan on using an outside caterer for Shabbat morning Kiddush and parties.

### Two Months in Advance:

- "THE REVIEW," WJC's monthly newsletter: By the 6th of the month preceding the Bar/Bat Mitzvah, email WJC Editor 1) the child's 110-word write-up and 2) a .jpeg photo of the child.
- *KIPPOT, TALLIT*: Order kippot now. Remember bobby pins or clips, and containers. *Tallit* and *tefillin* are required for boys and encouraged for girls. (Sisterhood members receive a 20% Gift Shop discount.)
- SHABBAT ACCOMMODATIONS: The Mamaroneck Motel (698-0671) at 1015 Boston Post Road is in walking distance.
- D'VAR TORAH and *MITZVAH*PROJECT: Contact the Rabbi to set up an appointment to discuss your child's *D'var Torah* and *Mitzvah* Project.
- ROOM ARRANGEMENTS, ETC.: Contact Jose-Luis Fonseca, WJC's Building Superintendent, at [custodial@wjcenter.org](mailto:custodial@wjcenter.org) for information about baskets, linen choices, a "walk-through," etc.
- PROGRAMS: Contact the Administrative Assistant at [adminasst@wjcenter.org](mailto:adminasst@wjcenter.org) if you wish to have descriptive booklets. We customize the first page and use a standard template. If you want a more personalized program, now is the time to prepare and print your own programs.

### Six Weeks in Advance:

- KIDDUSH: Contact the Administrative Assistant at [adminasst@wjcenter.org](mailto:adminasst@wjcenter.org) with the approximate number of guests, and to confirm Kiddush and party plans and with any questions.

### Four Weeks in Advance:

- *TEFILLIN*: B'nei Mitzvah boys are expected, and girls are encouraged, to have or purchase their own *tefillin* and learn how to put them on. The Brotherhood will schedule a session at your home for hands-on training. Contact the Rabbi if you need to borrow *tefillin*.
- *MORNING MINYAN*: Speak to Rabbi Segelman about attending the Thursday morning 7am minyan immediately preceding your child's Bar/Bat Mitzvah. Things to bring: *tallit* and *tefillin* and a camera. It is a nice gesture to serve bagels, cake or cookies that morning.
- HONORS: Give the Rabbi a list of those being honored and their relationship to your child, including the person's Hebrew name and the Hebrew name of his/her father and/or mother, for these honors: an *Aliyah* to the Torah, *Hagbah* (lifting the Torah) or *Gelillah* (dressing the Torah). Please give a copy of the instructions for these honors from your Bar/Bat Mitzvah Planning Guide to those individuals receiving the honors. ***\*Important: special requirements for Hagbah—see Guidebook***  
Anyone receiving a religious honor on the *bimah* must be Jewish. Men receiving such honors must wear a *kippah* and *tallit*. Women receiving honors should be in modest dress with shoulders covered, and wear a head covering. Contact the Rabbi to arrange honors for non-Jewish family members.

### Three Weeks in Advance:

- **NEEDED BY THE OFFICE:** a) The number of guests expected; b) A copy of your guest list; c) Your reception details, d) check-in with the Administrative Assistant.
- **PICTURES:** if desired, schedule a date with the Office to take posed pictures in the Sanctuary. Contact Rabbis and Cantor directly to include them in photos. Photos are *not* permitted on Shabbat.
- **SHABBAT ENTERTAINERS:** A complete list of activities must be given to the Rabbi for approval. Prohibited on Shabbat, before *Havdalah*: photography, videography, any type of writing, any type of video game, money, fire, musical instruments, any ripping of paper.

### Two Weeks in Advance:

- **CANDY:** Prepare a maximum of 25 small bags, to be distributed to adults only. Only soft kosher candy should be used, wrapped together in netting and tied with a ribbon. If you are hosting a meat Kiddush following the service, the candy must be *pareve* (i.e. Sunkist fruit slices).
- **SPECIAL ACCOMMODATIONS:** Please notify the office to make any special arrangements for those with disabilities.
- **GRATUITIES:** Gratuities for Custodial Staff are not included in your fees. While optional, they are suggested and truly appreciated.
- **KIDDUSH SCHNAPPS:** Please purchase a bottle of scotch to be placed with the Kiddush wine. If Kiddush is catered, remind your caterer that he/she must provide small shot glasses of kosher wine on a tray.
- **HAVDALAH SPICES and CANDLE** (for *Mincha/Ma'ariv* B'nei Mitzvah): Prepare approximately one bag for every two adults. A *Havdalah* candle can be purchased at the Sisterhood Gift Shop.
- **EVENING RECEPTIONS:** WJC will provide security personnel. We strongly recommend that you retain "party counselors" to supervise the activities of the children. You are responsible for any damage to the building resulting from its use for your reception. The stage may not be used for guests.

### One Week in Advance:

- **SHABBAT DECORUM:** Actively encourage your child's guests to use appropriate behavior while attending religious services, and remind them: appropriate dress, no cellphone usage, no smoking, no cameras, no live or recorded music. Rented buses must not enter synagogue property.

### Day Before:

- **THINGS TO BRING:** *Kippot*, bobby pins or clips for *kippot*, bobby pins for women's head coverings, baskets to hold these items; bottle of scotch. Arrange with the Building Superintendent. Remember, food deliveries are accepted until 2pm Friday.
- **FLOWERS:** Flowers may only be placed on the far side of the *Bimah*, not on the steps leading up to it. Flowers must be delivered before 1:00pm Friday, and not removed until after Shabbat.

### That Day:

- ARRIVAL: Bar/Bat Mitzvah families arrive ten minutes before services are scheduled to begin. The family usually sits in the front row, right side.
- THINGS TO BRING: Your child's booklet for his/her readings, your child's *D'var Torah*, list of honors, candy in basket, optional customized booklets, a bottle of water if your child wants; spices and *Havdalah* candle if *Mincha/Ma'ariv* service.
- CANDY: During Shabbat morning services, candy should be distributed when the child has begun the concluding prayer to the *Haftarah*. Candy should not be distributed to the Bar/Bat Mitzvah child's friends — only to your family, adult friends and regular congregants.
- LEFTOVER FOOD: Make plans to pick up food being donated to local agencies on Sunday. There is a list of agencies on page 26.

Now relax, and enjoy this wonderful and spiritual occasion. *Mazal Tov!*

## 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 family of a Bar/Bat Mitzvah to honor the child with a Torah dedication. You may dedicate the child's *Parsha* or an *Aliyah*, verse or word within the *Parsha*. The dedication will become part of a permanent display. Contact the WJC Executive Director 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 for the *Bimah* on the Bar/Bat Mitzvah day, your family may provide food baskets for later distribution to one or more of the social agencies in our area. WJC will store these baskets for a few days, but your family must deliver to the agencies.

**Donations of Leftover Food:** Should your family sponsor an expanded 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. WJC will keep such food refrigerated for 24 hours after your event, and then 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 26** of this booklet. See **page 27** concerning Federal Regulations (Federal Food Donation Law) including liability limitations. Contact your agency of choice about food donations logistics at least three weeks before your Kiddush/reception.

**Israeli Bar/Bat Mitzvah Twinning Programs:** Israeli twinning programs are an option that can offer your child the opportunity to make a meaningful connection with Israel at the time of Bar/Bat Mitzvah. In honor of your child's special day, he/she can pair with a child in Israel who is also becoming a Bar/Bat Mitzvah and help them to enjoy the day as well. The organizations below can match your child with a child who is either underprivileged or has challenging disabilities. These organizations have been approved by the Westchester Community Shaliach, a program coordinated by the Westchester Jewish Council. Should you decide to participate, please note these programs require a monetary donation.

- **Amit:** [amitchildren.org](http://amitchildren.org) (serving underprivileged children)
- **Aleh:** [aleh.org](http://aleh.org) (serving children with physical/cognitive disabilities)
- **North American Conference on Ethiopian Jewry:** [nacoej.org](http://nacoej.org) (serving underprivileged Ethiopian children)
- **Migdal Ohr:** [migdalohrusa.org](http://migdalohrusa.org) (serving underprivileged children)

**Holocaust Remembrance Program:** You may want to consider remembering a child of similar age who did not survive the Holocaust. The program, *Remember Us: The Holocaust B'nei Mitzvah Project*, offers an opportunity to deepen your child's experience of Jewish memory. If you choose to participate, your child will receive the name and some background of a lost child and an invitation to participate. You can request a child from a specific country or with a certain first or last name.) There is a guide listing ways in which your child can honor a remembered child, such as doing a mitzvah in their memory and speaking the name of the child when standing on the bimah. While there is no fee, it is suggested that families make a donation in honor of the bar/bat mitzvah child and in memory of the remembered child. If interested, please go to [www.remember-us.org/index.shtml](http://www.remember-us.org/index.shtml) to register and for further details.

## 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.

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 Fees (as applicable):

- Morning Service
- Afternoon (Mincha) Service
- Non-Shabbat Service
- Adjusted rate for twins

The Bar/Bat Mitzvah Service Fee applies to all families.

A deposit of 50% of the Service Fee is due when the Bar/Bat Mitzvah date is assigned.

See [page 35](#) for a list of 2020 fees.

### 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 and its staff.

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 specifics and sample menus on [pages 28-29](#).

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.

WJC asks that any additional Kiddush charges, above the basic Kiddush included in the Bar/Bat Mitzvah fee, be paid in full 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 30](#) 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 for the use of WJC's kitchen. See [pages 31-33](#) 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 14-15). If a family (or families) chooses to use an outside caterer, the payment of the "B'nei Mitzvah Fee Less Deposit" will be credited to your account.

Gratuities for WJC custodial and kitchen staff are encouraged.

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 the WJC office at least two weeks in advance.

**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 and the Bar/Bat Mitzvah Service fee 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, not the entire Bar/Bat Mitzvah Service fee. 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 Shabbat morning Bar/Bat Mitzvah families to sponsor and attend the congregational Kiddush following Shabbat morning services. Fostering a feeling of inclusiveness and "one Shabbat Community" is our goal. If you wish to have a private afternoon luncheon reception on Shabbat at WJC it may not begin earlier than 1:30 p.m. Your reception may take place either in the Social Hall/Gym or in the Activity Center, which is decided at the discretion of the Executive Director. 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 service. Evening parties generally will take precedence over a private Shabbat luncheon. No table place cards may be placed in the lobby for private luncheons.

If the Activity Center is used for the congregational Kiddush, a few tables must be reserved for seniors. Weather permitting, some tables can be placed outside. Although not usually recommended, with the approval of the Executive Director, tables may be placed in the lobby/hallways.

### **Other Private Receptions:**

At other times, with the approval of the Executive Director, you may be able to utilize public areas of WJC, including the Reception Room, Social Hall/Gym, Activity Center or other space made available for use by the Center. 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 in this Guidebook.

### **Room Reservation Requirements:**

A written request and deposit are required to reserve space for a reception, and should be directed to the WJC Office as soon as possible after the issuance of a Bar/Bat Mitzvah date. 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**. 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 34** 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 Bar/Bat Mitzvah date assignment, 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.

### **Room Rentals:**

The baseline party fee includes up to 100 guests. The fee increases for 101-200 guests, 201-300 guests, and 301-400 guests. For over 301 guests, contact the office to review party plans. This fee includes the use of the Social Hall/Gym, Reception Room and Activity Center. The Activity Center may not be used as the **ONLY** room for Bar/Bat Mitzvah parties.

Please note, a kitchen use fee is charged to the caterer. (See **pages 31-33** of this booklet for WJC's Building Rules and Regulations for Caterers.)

For a Friday night dinner or reception, the use of a single room is expected. Fees vary based on half or full room usage and number of guests.

If a Community Shabbat Dinner is scheduled Friday night before your family's *simcha*, you **must** coordinate caterers and space with WJC. You are also welcome to include your guests and pay the WJC rate.

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

All charges and fees are subject to change. The current fees are provided only as a guideline.

**See pages 34-35 for 2020 Room Rental fees.**

## 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 the Bar/Bat Mitzvah child 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. 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:**

Entertainers must be informed: the following items are prohibited at WJC on Shabbat:

1. Photography and videography of any kind
2. Any type of writing including typing, markers or any personalizing of 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 for a party – 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

Date of *Bar / Bat Mitzvah*: \_\_\_\_\_ Family name: \_\_\_\_\_

*Bar / Bat Mitzvah* Child's Hebrew name: \_\_\_\_\_

## TORAH HONORS

- 4 *Aliyot* 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?
<i>Aliyah</i>				
<i>Aliyah</i>				
<i>Aliyah</i>				
<i>Aliyah</i>				
<i>Hagbah</i>				N/A
<i>Gelilah</i>				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		

**2 Greeters.** Must be congregants.

Name	Email Address
1.	1.
2.	2.

**Other possible opportunities to lead a prayer.**

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

A Prayer for the State of Israel (Hebrew), Page 149: \_\_\_\_\_

*Ashrei*, Page 151: \_\_\_\_\_

*Ein Keloheinu*, Page 182: \_\_\_\_\_

*Aleinu*, Page 183: \_\_\_\_\_

*An'im Z'mirot*, Page 185: \_\_\_\_\_

*Adon Olam*, Page 187: \_\_\_\_\_

# *Shabbat Mincha* Service Honors List

Date of *Bar / Bat Mitzvah*: \_\_\_\_\_ Family name: \_\_\_\_\_

*Bar / Bat Mitzvah* Child's Hebrew name: \_\_\_\_\_

## 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>		

**2 Greeters.** Must be congregants.

Name	Email Address
1.	1.
2.	2.

**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 *Gabbai* will ask for your Hebrew name and the Hebrew name of your father and/or mother. (A *Gabbai* 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:*

בְּרַחוּ אֶת יְיָ הַמְּבָרָךְ.

Barhu et Adonai hamvorah.

*Congregation Responds* בְּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.

*You continue :*

בְּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.

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

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

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

Baruh atta Adonai, eloheinu meleh ha-olam, asher  
Ba-har-banu mee-kol ha-a-mim, v'nah-tan lanu et Torah-  
to.

Baruh atta Adonai, notein hatorah.

*After the Torah reading you say:*

בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר נָתַן  
לָנוּ תּוֹרַת אֱמֶת, וְחַיִּי עוֹלָם נָטַע בְּתוֹכֵנוּ.

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruh atta Adonai, eloheinu meleh ha-olam,

Asher nah-tan lanu Torat emet,

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

Baruh 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 *Gabbai* 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 *Gabbai* 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 *Gabbai* 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 wellbeing may be recited for you and your family. (A *Gabbai* 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) Please 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 shall select **two WJC congregants** to be the “greeters” at the sanctuary door. Men or women may have this honor.

GREETER 1:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

GREETER 2:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

We will contact your designated greeters shortly before the event date and provide them with a brief overview of this role. Please read the description of greeter duty on the reverse side of this form. Please also distribute copies of it to your designated greeters so they may become familiar with this honor. Please **notify the WJC office who your greeters will be** at least **three months in advance** of your *simcha* by email: [adminasst@wjcenter.org](mailto:adminasst@wjcenter.org), phone 698-2960, fax 698-3610 or mail.

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 **notify the WJC office of your chosen greeter dates** at least **six months in advance** of your *simcha* by email: [adminasst@wjcenter.org](mailto:adminasst@wjcenter.org), phone 698-2960, fax 698-3610 or mail.

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 (most Saturday morning services start at 9:30 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***

בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,  
שֶׁהַחַיִּינוּ וְקִיַּמְנוּ 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. In-house Kiddushes are not donated.

Please contact your agency of choice at least three weeks in advance to make delivery arrangements. Food cannot be picked up until after Shabbat.

### **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.



## Westchester Jewish Center BAR/BAT MITZVAH KIDDUSH ALTERNATIVES

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 BAR/BAT MITZVAH FAMILIES

Basic charges for an In-House Enhanced Kiddush include lox platters and a selection of special desserts for up to 75 personal guests, and kitchen help. This cost is included in the regular Morning Bar/Bat Mitzvah Fee.

See attached list of fees on page 35.

### MENU and SUPPLEMENTS

- Choose one of our two menu options (see Kiddush Menu, page 29).
- You may combine both of the listed menus for an additional \$2/person.
- You may supplement any Kiddush menu with *hekshered* kosher 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 130 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 130 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: Full payment for Bar/Bat Mitzvah Fee including the Kiddush is expected a minimum of three months before your event.

\*\* In the event of certain Shabbat programs this number may be somewhat higher. Please confirm with the office.



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
Hardboiled Egg platter OR Egg Salad
Lox platters; sliced tomato and onion
Fruit: seasonal and simple Grapes –OR– Strawberries –OR– Watermelon –OR– Orange slices –OR–
Cakes & Cookies
Special Desserts (from Plaza Sweets)
Milk & Non-dairy creamer
Tea, Coffee, Soda
<b>CHOICE OF</b>
<b>Menu Option 1</b>
Whitefish Salad, Herring, Mozzarella Balls
<b>Menu Option 2</b>
Hummus & Babaganoush; Pita bread, Cheese slices

## WJC PANEL OF CATERERS (as of Sept. 25, 2017)

<b>Abel Caterers Inc.</b> office@abelcaterers.com 70 Bradley Road, Woodbridge, CT 06525	Meredith Abel, Robert Callis, Ruth Ann Ornstein Tel.: 203-389-2300 Fax: 203-389-2668
<b>Above &amp; Beyond</b> events@aboveandbeyondny.com 70 Cortland Avenue, Dumont, NJ 07628	Tel: 201-746-6161
<b>Avril Kaye, Inc.</b> caterers@avrilkaye.com 2 James Way, Rye Brook, NY 10573	Michael Kaye Tel.: 914-472-7712 Fax: 914-472-7756
<b>Beth Torah Kosher Caterers</b> 106-06 Queens Blvd., Forest Hills, NY 11375	Aodi Zilkha Tel: 718-261-4775 <a href="mailto:aodigz@gmail.com">aodigz@gmail.com</a> , aodi@aol.com
<b>Deluxe Caterers</b> deluxecaterers@gmail.com 272 Shelter Rock Road, Roslyn, NY 11576	Mary Venier Tel: (516) 742-4220 Fax: (516) 742-1849
<b>Eden Wok</b> edenwok@ymail.com 1327 North Ave., New Rochelle, NY 10804	Josh Berkowitz Tel: 914-637-9363 Fax: 914-637-9371
<b>Eighth Day Caterers</b> office@8thdaycaterers.com 69 West Main Street Bergenfield, NJ 07621	Doivid Lisker Tel: 201-214-0803 Fax: 201-345-3666
<b>Fairway Kosher Catering</b> 847 Pelham Pkwy, Pelham Manor, NY 10803	<a href="http://fairwaymarket.com/PelhamManor">fairwaymarket.com/PelhamManor</a> Tel: 914-472-2240
<b>Foremost Glatt Kosher Caterers, Inc.</b> 65 Anderson Ave., Moonachie, NJ 07074	Randy Zablo / Rick Barberi Tel: 201-664-2465, lisal@foremostcaterers.com
<b>Lawrence Scott Events, Ltd.</b> lsevents@verizon.net 35 Bethpage Road, Hicksville, NY 11801	Tel: 516-933-7535 Fax: 516-933-7825
<b>Main Event Caterers</b> amy@markdavidcatering.com 38 W. Forest Ave. Englewood, NJ 07631 332 E. 86 <sup>th</sup> Street, 2 <sup>nd</sup> Floor, New York, NY 10028	Tel: 201-894-8710, 718-274-4499
<b>My Most Favorite Dessert Company</b> 247 West 72 <sup>nd</sup> St., New York, NY 10023	Scott or Dena Magram Tel: 212-580-5130
<b>New Roc Glatt</b> newrocglatt@gmail.com 77 Quaker Ridge Rd., New Rochelle, NY 10804	Shlomo Flaum Tel: 914-636-2600 Fax: 914-636-2441
Joel Katz's <b>Prestige Caterers, Inc.</b> 111 Irving Place, Woodmere, NY 11598	Tel: 718-464-8400, 516-374-9059 info@prestigecaterers.com
<b>Petak's Glatt Kosher.</b> GFRubin@gmail.com 19-03 Fair Lawn Avenue, Fair Lawn, NJ 07410	Gary Rubin Tel. 201-797-5010 Fax: 201-797-7752
<b>Prime Time Café</b> 1319 North Avenue, New Rochelle, NY 10804	Paul Ciofalo / Justin Tel: 914-654-1646
<b>Seasons</b> 1028 Wilmot Road, Scarsdale, NY 10583	David Gellman / Shalom Tel: 914-472-2240 Fax: 914-472-2215
<b>Simply Divine</b> 334 Amsterdam Ave, New York, NY 10023	Judy Marlow, jmarlow@simplydivine.com Tel: 212-541-7300 Cell: 917-553-7510
<b>Smokey Joe's BBQ</b> <a href="mailto:smokey@smokeyjoesbbq.com">smokey@smokeyjoesbbq.com</a> 492 Cedar Lane, Teaneck, NJ 07666	Joe Godin Tel: 201-836-7427 Mobile 917-239-2269
<b>Steven M. Herman Glatt Kosher Catering</b> P.O. Box 320361, Fairfield, CT 06825	Tel: 203-336-9222 -- Melissa Rosado melissa@stevenhermancatering.com
<b>Village Crown &amp; Esprit Events</b> info@villagecrown.com 216 E. 49 <sup>th</sup> Street, New York, NY 10017	Ellen Vaknine, Tel: 212-207-3888
<b>ZAMI Caterers</b> office@zamicaterers.com 707 Avenue U, Brooklyn, NY 11223	Lisa Zami Tel: 718-627-3570 Fax: 718-627-4945
<b>Harrison Bake Shop</b>	
<b>Heisler's Bake Shop</b>	
<b>White Plains Bake Shop</b>	



**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 chairperson 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 \$268.00 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



ROOM RENTAL RESERVATION CONTRACT - 2020

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 \$1,554.  
(\* 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 \$268 is charged to the caterer.

**NOTE: ROOM DEPOSITS / PAYMENTS ARE NON-REFUNDABLE**

CHECK APPLICABLE:

Reception Room, Social Hall, Activity Center

- \$3,108 (base amount) up to 100 guests
- \$4,213 – up to 200 guests
- \$5,873 – up to 300 guests
- \$7,262 – over 300 guests

Single Room Rental

- \$1,524 – up to 100 guests Reception Room ONLY
- \$1,023 – up to 100 guests Activity Center ONLY  
(Party/Dinner ONLY running less than 3 hours – NOT for Bar/Bat Mitzvah Parties)
- \$673 – up to 50 guests 1/2 Activity Center ONLY  
(Party/Dinner ONLY running less than 3 hours – NOT for Bar/Bat Mitzvah Parties)
- \$372 – 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: \_\_\_\_\_

## Bar/Bat Mitzvah Fees - 2020

<u>Shabbat Morning</u> (Includes Enhanced Kiddush and up to 75 guests*)	<u>All Other Service Times</u>
Single: <u>\$3,820</u>	Single: <u>\$3,181</u>
Shared: <u>\$3,154</u>	
Twins: <u>\$5,756</u>	Twins: <u>\$5,101</u>

### Bar/Bat Mitzvah Deposit:

Due when Bar/Bat Mitzvah Date is Assigned:     \$1,910

### In-House Kiddush:     \$1,910

\* (Kiddush Fee credited to family account when outside Caterer is confirmed.)

<u>Number of Guests</u>	<u>Fee</u>
up to 75	<u>\$1,910</u>
76 - 150	<u>\$2,380</u>
151 - 225	<u>\$2,892</u>
226 or more	<i>contact office</i>

Party Fee: \$3,108 includes up to 100 guests

### Room Rental Deposit:

Due when Party Date/Time\*\* is confirmed:     \$1,554

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

### Party Space Options:

<u>Number of Guests</u>	<u>Fee</u>	<u>Rooms Assigned</u>
up to 100	<u>\$3,108</u>	Social Hall, Reception Room & Activity Center
101 – 200	<u>\$4,213</u>	Social Hall, Reception Room & Activity Center
201 – 300	<u>\$5,873</u>	Social Hall, Reception Room & Activity Center
301 – 400	<u>\$7,262</u>	Social Hall, Reception Room & Activity Center
up to 100	<u>\$1,524</u>	Reception Room Only
up to 100	<u>\$1,023</u>	Activity Center Only – Not for Bar/Bat M. parties. Event less than 3 hours.
up to 50	<u>\$673</u>	½ of the Activity Center – Not for Bar/Bat M. parties. Event less than 3 hours.
up to 25	<u>\$372</u>	½ of the Activity Center – Not for Bar/Bat M. parties. Event less than 3 hours.

Kitchen Use Fee (billed to Caterer):     \$268



## 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.

\*For GPS, use 175 Rockland Avenue, Mamaroneck, NY 10543

Directions are also available on our website, [wjcenter.org](http://wjcenter.org).

### HANDICAPPED PARKING DIRECTIONS

Please call WJC's Office for specifics.

### PARKING

Parking lot entrances are on Palmer Avenue and Rockland Avenue. 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 ext.103                      ravjeff@wjcenter.org  
Rabbi Adir Yolkut                      698-2960 ext. 104

Re: Bar/Bat Mitzvah Tutoring  
Cantor Goldberg                      698-2960 ext.105                      cantorecg@wjcenter.org

Re: Questions for the B'nei Mitzvah Committee  
Jacqui Kaplan, Chairperson\*                      jacquikaplan@gmail.com

Re: Greeters  
Susan Miller\*                      914-833-1681                      susansm822@gmail.com

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

Re: Party space reservations, outside caterers, deliveries, fees  
Rosie Aronin, Admin. Asst.    698-2960 ext.101                      adminasst@wjcenter.org  
David Goldstein, Exec. Director    698-2960 ext.102                      david@wjcenter.org

Re: Questions on financial issues  
Financial Officer\*                      \*call Office for name and contact information

Re: Tallit, kippot, etc. from Sisterhood Gift Shop – *(see also back page)*  
Carol Fasman\*                      914-833-0197                      cgfasman@gmail.com

Re: Gifts to WJC in honor of your Bar/Bat Mitzvah  
*Matan Torah* dedication  
David Goldstein, Exec. Director    698-2960 ext.102                      david@wjcenter.org  
Sisterhood Tree of Life  
Susan Levy\*                      914-834-2456                      SL16@aol.com

Re: Team *Tefillin*  
Philip Lindenbaum\*                      917-848-8589                      plindenbaum@cerberuscapital.com  
David Miller\*                      914-438-1193                      dsmill80@gmail.com

*\* 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 •