



Beach Hebrew Institute

**Information for the families of
Bnei and Batei Mitzvah**

Last revised 13 January 2014

Revisions:

13 January 2014 Correct telephone number

Dear Parents,

Congratulations on your child's up-coming Bar or Bat Mitzvah celebration! We're very pleased you're considering sharing the celebration with our community at the Beach Hebrew Institute.

With the benefit of our past experiences we've taken the time to put in writing some of our expectations of those who celebrate with us. Please read and consider them very carefully before you decide whether the BHI is an appropriate place for your celebration or whether another community would better suit you.

These guidelines and rules are based on the fact that we do not offer a hall or Synagogue for hire; instead we invite you to join our existing community of worshippers. Therefore of paramount importance to us is to preserve the friendly and familiar atmosphere of our worship which our regular attendees cherish and which we hope is something that attracts you to us.

1. Aliyot and honours

An important part of a Bar or Bat Mitzvah celebration is sharing the religious traditions among members of family and friends. On Sabbath morning services we have many honours available for nominated individuals who you expect to be among the guests. Please see pages 7 and 8 for more details.

2. Number of guests

Our community is small and our premises are sized to match. If the sanctuary becomes crowded we may ask members of our community to direct guests to seats. For Shabbat services **we are unable to admit more than 100 visitors**. This hard limit is for the safety and comfort of all, and to preserve enough space in the sanctuary for our regular worshippers. We reserve the right to appoint door stewards with the authority to turn away guests once this limit is reached, without exception. Should this be necessary we expect your cooperation. We are not able to check tickets or admit guests individually by name. Please bear this limit in mind when issuing invitations.

3. Conduct and seating

By celebrating your simcha at the BHI you are joining with our regular congregation in holy worship. One bench (seating 6) is reserved for the Bar or Bat Mitzvah and immediate family. Other seating may not be reserved. Decisions about conduct, and about seating and arrangements in the Arie Nerman Social Hall are reserved to the BHI and will be made taking into account the needs and wishes of our regular worshippers some of whom are elderly or infirm.

4. Regular Attendance

The essence of a Bar or Bat Mitzvah celebration is the joining of the celebrant as a part of the adult Jewish community, a community that is rooted in regular communal prayer. Our experience tells us that the celebration lacks meaning unless the child and their family is adequately familiar with the Sabbath prayer rituals. **We require that the Bar or Bat Mitzvah along with immediate family to attend Shabbat morning prayers with us no fewer than four (4) times in the four months**

preceding their celebration, arriving prior to 10am and staying until the end of services. Please make yourselves known to a Synagogue executive committee representative on those Shabbat mornings when you attend.

We strongly recommend that you not leave it until the very last weeks as exceptions will not be made even in cases of unforeseen circumstances or illness. We will of course be delighted - and hope - to welcome you more times than this minimum. We can also arrange for a mentor to sit with your family to explain elements of the prayer service.

If our requirement for you and your family to attend Sabbath morning worship with us seems burdensome or difficult we invite you now to reconsider whether the BHI is an appropriate community with which to share your special day. If, by the date of your celebration, this commitment has not been met then any payments you have made will be forfeit, and we will not permit your celebration to be held at the BHI.

5. Leaflets and information sheets

You are very welcome to prepare a leaflet or information sheet to distribute to guests who may not be familiar with Jewish worship describing and explaining the meaning of various elements of the service and the Bar or Bat Mitzvah's part in it. **You must provide a copy of such materials two weeks before the date of your celebration for approval.** Please pay particular attention to making the material (including any photographs) respectful and appropriate to the traditional religious nature of the event. The BHI reserves the right to forbid the distribution of any literature that it deems not to meet this standard. Some samples from previous celebrations are available on request.

6. Photography, Videography and Cellphones

Photography videography and the use of cellphones in and around the BHI is forbidden on the Sabbath. This includes before and after the service, and on and around the front steps of the Synagogue. We request you make this prohibition clear to any of your guests who are not familiar with Sabbath observance, and ask that all cellphones be switched off.

7. Catering

Our community provides a light dairy buffet meal (Kiddush) after services each Shabbat for regular congregants and guests. We require the family of the Bar or Bat Mitzvah to accept this responsibility for one Sabbath, either by providing food themselves, engaging outside caterers or by making a financial contribution. Ideally you will sponsor or provide the Kiddush the day of your celebration. However if you and your guests are planning a meal at another venue after services you may wish to provide a kiddish on an alternate week. Any food provided must adhere to the BHI standards of Kosher dairy-only food.

The BHI understands well the difficulties and stresses induced by even the most relaxed family celebrations. And we are aware that, if the need arises for us to enforce any of these rules in the period before or on the day, offence is likely to be caused to all. We hope we can rely on you to avoid any situation or behaviour where this becomes even a remote possibility.

Fees for non-member families

For families **not** holding full family membership of the BHI in **both** the year prior to and the year of the Bar or Bat Mitzvah celebration, fees are as follows:

<i>Item</i>	<i>Amount</i>	<i>Payable date</i>
Booking fee (Non-refundable)	\$200	at the time of booking
Bar/Bat Mitzvah fee	\$450	12 weeks prior
Refundable deposit against damage and conduct	\$250	12 weeks prior
Honorarium for our Cantor	\$200 cash or post-dated cheque payable to Moshe Saadon	12 weeks prior
Cantor's rehearsal and tuition fees	by arrangement	by arrangement
If not providing food or engaging outside caterers: Kiddush food	\$250	12 weeks prior
If not engaging outside caterers: Honorarium for our in-house caterer	\$50 cash or post-dated cheque payable to Jeana MacDougall	12 weeks prior

The \$450 Bar/Bat Mitzvah fee is available as a full credit towards the annual family contribution to the BHI (currently suggested at \$650) for the celebrating family, in the year following the simcha.

These are fees and not donations. A tax receipt cannot therefore be provided.

If the payments detailed above are not received in full 12 weeks prior to the date of the Bar or Bat Mitzvah the reservation may be cancelled and the booking fee forfeit.

If using an outside caterer please be aware that any food brought into the BHI must be strictly dairy.

Fees for member families

For families holding full family membership of the BHI in **both** the year prior to and the year of the Bar or Bat Mitzvah celebration, fees are as follows:

<i>Item</i>	<i>Amount</i>	<i>Payable date</i>
Booking fee (Non-refundable)	no charge	
Bar/Bat Mitzvah Fee	no charge	
Refundable deposit against damage and conduct	not required	
Honorarium for our Cantor	\$200 cash or post-dated cheque payable to Moshe Saadon	12 weeks prior
Cantor's rehearsal and tuition fees	by arrangement	by arrangement
If not bringing food or engaging outside caterers: Kiddush food	suggested: \$250	12 weeks prior
If not engaging outside caterers: Honorarium for our in-house caterer	\$50 cash or post-dated cheque payable to Jeana MacDougall	12 weeks prior

If using an outside caterer please be aware that any food brought into the BHI must be strictly dairy.

Catering

When making arrangements to provide food or engage outside caterers, please bear in mind the following points:

You are responsible for providing a light dairy buffet-style Kiddush lunch in the Arie Nerman Social Hall for your guests and approximately 30 of our regular worshippers either on the day of your celebration or an alternative date.

All food brought into the BHI must be strictly Kosher dairy only. Meat and seafood, and products including meat or seafood are prohibited.

We are not able to host sit-down meals.

We are unable to arrange for you and your guests to be served separately from or in advance of our regular congregation.

Seating in the Arie Nerman Social Hall may not be reserved, removed or rearranged without permission of the BHI.

You are responsible for arranging washing and cleaning dishes and tidying the kitchen after the meal. You may wish to make an arrangement with our regular caterer Jeana MacDougall for her help with this.

Contacts

For ritual matters:

Gary Bercovitch, Vice-President
hebrewbeach@gmail.com
647 680 9684

Moshe Saadon, Cantor
moshesaadon@gmail.com
416 277 4222

For administrative matters:

Alec Myers, Treasurer
alec@alecmymers.com
647 390 5529 (email preferred)

Booking form

To the Beach Hebrew Institute:

I/We would like to book a Bar/Bat Mitzvah celebration at the BHI on the following date:

_____ for our child _____

(non-members only: I/We enclose a cheque for the booking fee of \$200, non-refundable on acceptance of our application.)

I/We understand that the Cantor and caterer provide their services as individuals directly to us; neither are BHI employees or agents, and the BHI is not able to offer guarantees of their performance or provide indemnities for them.

I/We accept that the BHI's liability to us is limited to a refund of the amount of the fees paid by us.

I/We will provide our list of requested honourees for Aliyot on the form provided at least 14 days prior to the event.

I/We have read, understood and accept all the rules of conduct and conditions above. I/We have (both) initialed adjacent to each of paragraphs 1 to 7 above to confirm this. I/We agree that decisions made by the BHI on these matters are final and binding and agree to abide by them without question.

(Mother's name and signature)

(Date)

(Father's name and signature)

(Date)

Address

Email

Please print this document. Then BOTH parents are to initial numbered paragraphs 1 to 7 and complete and sign this page. Return pages 1-6 along with the booking fee, if required, to:

**Treasurer
Beach Hebrew Institute
109 Kenilworth Avenue
Toronto M4L 3S4**

To the Beach Hebrew Institute: Here is a list of our requested honourees for the Bar/Bat Mitzvah of our child

(name) _____ on (date) _____

Mitzvah	Honouree(s) Name	Relationship	Hebrew Name	Notes
Start of Torah Service:				
Opening Ark			(not required)	max. 2 people
Carrying Torah			(not required)	See below
Davar Torah			(not required)	
Torah Service:				
Aliyah 1: Rishon				Cohen
Aliyah 2: Sheini				Levi
Aliyah 3: Shlishi				
Aliyah 4: Revi'i				
Aliyah 5: Chamishi				
Aliyah 6: Shishi				
Aliyah 7: Shvi'i				
Prayer for IDF				
Prayer for Canada			(not required)	See below
Maftir	(Bar/Bat Mitzvah)			
Blessing the child			(not required)	
Raising the scroll: Hagba'ah			(not required)	See below
Dressing the scroll: Gelilah			(not required)	max. 2 people
After Torah Service:				
Carrying Torah			(not required)	
Opening Ark			(not required)	max. 2 people
After Musaf:				
Kiddush for wine and challah			(not required)	

Notes:

There is no requirement to fill all positions; any positions left blank will be filled by regular members of our community who are present on the day.

All honourees must be members of the Jewish faith, except the reader of the Prayer for Canada and the second of two persons opening the Ark.

All Jewish honourees - both men and women - are required to wear a Tallit (ritual prayer shawl) during their honour.

All honourees both men and women regardless of faith, are required to cover their heads during their honour.

All male guests are required to cover their heads at all times while inside the sanctuary.

All recipients of Aliyot (those called to read from the Torah) are required to read the prayers in Hebrew before and after the reading. A transliteration is also available.

Hagba'ah (raising the scroll) requires the lifting and balancing of the Torah scroll above head height for several seconds. Those so honoured are expected to have experience or to arrange a rehearsal in advance.

Gelilah (dressing the scroll) is an honour often given to younger children.

Those carrying the Torah before and after the Torah service will lead the procession around the Synagogue; they are therefore expected to know the route and approximate appropriate pace, for example from prior attendance at the BHI.

On occasion members of our regular congregation or other visitors have urgent religious requirements to receive an Aliyah; it may therefore be necessary for one or two of your nominated honourees to be "bumped" at short notice.

Please complete the form no later than 14 days prior to the celebration and return to

**Treasurer
Beach Hebrew Institute
109 Kenilworth Avenue
Toronto M4L 3S4**

**or scan and email to
alec@alecmyers.com**