

## **BAR/BAT MITZVAH**

The Hebrew Institute encourages families to celebrate their Bar/Bat Mitzvah and all other life cycle events in a meaningful Jewish manner. Our synagogue and staff will assist the family and the B'nai Mitzvah to prepare for these important milestones.

Following are the requirements and procedures to be followed for this simcha:

### ***PLANNING***

All bar/bat mitzvah dates, formats and other arrangements must be coordinated with the Rabbi and the Chazzan, the administrative director and the Women's Tefillah (for bat mitzvahs). Rabbi must approve all bar/bat mitzvah dates before reserving the sanctuary and/or social hall.

The sanctuary of the Hebrew Institute is made available to member families of the Hebrew Institute in good standing. First Year Free memberships may not have a bar/bat mitzvah service during their "free year". They must elect to pay the membership level of their choice in order to be eligible to celebrate the simcha.

Please advise the Gabbaim of the number of aliyot your family would like, two weeks before the event.

### ***BAR/BAT MITZVAHS FOR NON-MEMBERS***

The Rabbi must approve all non-members who wish to have their bar/bat mitzvah at HIWP. Rabbi must confirm ongoing Jewish education.

HIWP will make the sanctuary available for a fee of \$600. This fee does not include religious instruction. Instruction may be contracted privately using shul resources and fees would be paid directly to the provider. If the family wants to host a private party or a meal at HIWP, the facilities may be rented for that purpose additionally (see use of facilities for details).

Women's Tefillah service can be arranged for young women making their bat mitzvah. There is a fee of \$500 for the Women's Tefillah service in addition to the sanctuary fee.

### ***INSTRUCTION***

In order to celebrate a Bar/Bat Mitzvah with us, a young man or woman must be involved in ongoing Jewish education. Each candidate's course of studies must meet the approval of the Rabbi.

Additionally, all of the B'nai Mitzvah must participate in the Rabbi's B'nai Mitzvah program. Each Bar/Bat Mitzvah is encouraged to participate in some chesed (community service) project.

In addition to general Jewish training, a Bar/Bat Mitzvah will need to prepare for this special event.

### ***BAR MITZVAH***

The Rabbi will assist the candidate in preparation of a D'var Torah (Torah speech)

The Chazzan is available to teach the candidate all elements of leading a service. This includes such things as the following: the Haftorah and its brachot, the brachot of the Torah, Torah reading, Shachrit, Musaf and concluding prayers (including Anim Zmirot). What a candidate actually does should be decided based on a discussion among the bar mitzvah, parents and the Chazzan. The initial discussion should occur at least one year before the bar/bat mitzvah date.

It is customary to offer the Chazzan an honorarium. The suggested honorarium is \$100 per month and is paid directly to the Chazzan.

### ***BAT MITZVAH***

The synagogue offers several formats for the bat mitzvah ceremony:

- \* A young woman may read a selection of prayers and deliver a D'var Torah at the conclusion of the Shabbat morning service.
- \* Something similar to the above, but on a different day of the week – this may be separate from a regular prayer service.
- \* Participate in the Women's Tefillah service understanding that there will be some limitations regarding the presence of men.
- \* Explore other options with the Rabbi.
- \* Fees apply as above.

Please see the Bat Mitzvah Planning Guide for additional information

### ***FEES***

The mandatory coordination fee for the celebration is \$600.

All required fees must be paid in full, no later than sixty (60) days prior to the event, to avoid cancellation.

The family is required to sponsor a Mid-size or Grand Kiddush for the congregation and guests in the large social hall, immediately following a Shabbat event (see "kiddush sponsorship" for details).

If a family wants to host a private party or a meal at the Hebrew Institute, the facilities may be rented for that purpose (see "use of facilities" for details).

HIWP understands the importance of this event for families and young people, the administration will be pleased to work with members who may be experiencing financial hardships. This will be done in a discreet and dignified manner.

### BAR MITZVAH CONTRACT

The Hebrew Institute of White Plains (hereafter HIWP) and \_\_\_\_\_, parents of \_\_\_\_\_, the Bar Mitzvah candidate, hereby agree as follows:

1. The family are members of the HIWP in good standing.
2. That the celebration shall take place in the main sanctuary on \_\_\_\_\_.
3. The parents shall pay a fee of \$600.00
4. The parents shall pay for a midsize or grand kiddush (as detailed in the PIP) immediately following services, for the congregation. In the event the parents wish to cater the Kiddush, they must obtain the approval of the Rabbi for all caterers and food brought into the Synagogue. The Rabbi's decision about food and caterers is final.
5. The Rabbi shall assist the celebrant in preparation of the d'var Torah. The Chazzan shall teach the celebrant the Haftarah, its brachot and the brachot for being called up to the Torah. The Chazzan is available to teach the celebrant to conduct additional components of the service. It is customary to offer the Chazzan an honorarium. The suggested honorarium is outlined in the PIP.
6. The celebrant, in accordance with the PIP, must be involved in ongoing Jewish education, which must meet with the approval of the Rabbi. The celebrant must participate in a special b'nei mitzvah program that meets with the Rabbi.
7. In all other matters not covered by this contract, the PIP shall govern.
8. All fees must be paid in full, no later than sixty (60) days prior to the event.

AGREED TO BY:

\_\_\_\_\_  
for the HEBREW INSTITUTE OF WHITE PLAINS

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

DATE: \_\_\_\_\_

**BAT MITZVAH CONTRACT**

The Hebrew Institute of White Plains (hereafter HIWP) and \_\_\_\_\_, parents of \_\_\_\_\_, the Bat Mitzvah candidate hereby agree as follows:

1. The family are members of the HIWP in good standing.
2. That the celebration shall take place on \_\_\_\_\_
3. The parents shall pay a fee of \$600.00.
4. If the event takes place at the morning women’s t’fillah, the parents shall pay for a mid size or grand kiddush (as detailed in the Policy Information Packet) immediately following services, for the congregation (the approval of the Rabbi is required for all caterers and food brought into the Synagogue, and his decision is final).
5. If the event is scheduled to take place at the mincha/maariv service, the parents shall sponsor a seudah shlishit instead of a kiddush.
6. The Rabbi shall assist the celebrant in preparation of the d’var Torah. The Chazzan shall teach the celebrant the Haftorah, its brachot and the brachot for being called up to the Torah. The Chazzan is available to teach the celebrant to conduct additional components of the service. It is customary to offer the Chazzan an honorarium. The suggested honorarium is outlined in the PIP
7. The celebrant shall be introduced from the bimah at the end of the morning services in the main sanctuary and may deliver a d’var torah, if she wishes. If the mother wishes, she shall be given an aliyah at the Women’s Tefillah Service. If the father is present at morning services, he shall be given an aliyah.
8. The celebrant, in accordance with the Policy Information Packet, must be involved in ongoing Jewish education, which must meet with the approval of the Rabbi. The celebrant must participate in a special b’nei mitzvah program that meets with the Rabbi.
9. In all other matters not covered by this contract, the PIP shall govern.
10. All fees must be paid in full, no later than sixty (60) days prior to the event.

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