

## Preparing for your Child's Bar/Bat Mitzvah Celebration at



Primary Contacts: Helene Santo, Deborah Wenger, Rabbi Bolton

**Please note that all accounts must be current as of the confirmation of the date and as of 30 days before the Bar/Bat Mitzvah ceremony.**

### Important information about day-of logistics for B'nei Mitzvah at OZ:

#### T'filot – The Service

Please **notify your guests about the no-electronics and photography policy**. Electronics are not to be used anywhere in the building, including in stairwells or in the basement, unless you have special dispensation from Rabbi Bolton as a doctor, EMS professional, or for personal medical reasons. **Please note that there is also no writing in the building on Shabbat, nor do we allow members or guests to bring food into the building at any time.** Please also share with guests the general manner of services at OZ, so that people will know what to expect. We're happy to provide language and more detailed information that you can share.

**Candy** (to be thrown as a "Mazal Tov!") will be provided by the synagogue and will be handed out by a member of the community. If you'd like to have a sibling of the Bar/Bat Mitzvah hand out candy during the ceremony, please be in touch with Helene Santo and Rabbi Bolton to coordinate.

There are always **kippot** available at the entrances to the sanctuary (standard black fabric). Families are welcome to provide special kippot for community members and guests. Please notify Deborah Wenger if you'll be providing kippot and drop them off at Or Zarua no later than Friday morning (for a Shabbat Bar/Bat Mitzvah).

We do not allow **photography** in the building on Shabbat, as we refrain from the use of electronics on Shabbat (with the exceptions listed above). If you'd like to take photos in the sanctuary to have tangible memories of your child's Bar/Bat Mitzvah ceremony, you may reserve the space during regular OZ office hours. Please coordinate a date with Deborah Wenger if you would like to do so.

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All of the documents about B'nei Mitzvah can be found at  
<http://www.orzarua.org/or-latid/bnei-mitzvah/>



## The Torah Service

Please be sure to coordinate **honors during the service** with Rabbi Bolton in advance of the ceremony. **We guarantee families 3 aliyot plus the maftir aliyah.** We cannot commit to more than that in advance of the day itself, as we may have congregants naming a baby, remembering a loved one, or celebrating another occasion. There are other honors available, that you can discuss with Rabbi Bolton. Honors include Hagbah (lifting the Torah), Gelilah (rolling and dressing the Torah) and opening the ark. If family members would like to read Torah, that can also be coordinated through Rabbi Bolton, or our gabbai, Jay Palmer. Visiting readers are required to review the readings with Rabbi Bolton.

Please send the Hebrew and English names of those having any honor to Rabbi Bolton by Wednesday before the ceremony. The structure of the Hebrew name is **HEBREW FIRST NAME ben/bat FATHER'S HEBREW NAME.**

At Or Zarua, we also welcome the addition of the mother's Hebrew name according to individual preference, so the name would be **HEBREW FIRST NAME ben/bat FATHER'S HEBREW NAME v' MOTHER'S HEBREW NAME.**

## The Celebration

As part of your celebration, you may wish to **sponsor kiddush** or **rent space** in the building for a celebration. Our Social Hall is available for rental, as is the 7th floor, if you would like to have a separate space for children to eat or play. Please note that if you are not having a private lunch, we do not do "HaMotzi," or have any types of bread as part of the kiddush, so please plan accordingly. If you are having a private luncheon, please see our website for more information, <http://www.orzarua.org/about/space-rentals/>

If you plan to host a **private luncheon**, Helene Santo can provide you with a list of approved **caterers**. If you plan to sponsor kiddush instead of, or in addition to, a private luncheon, you're welcome to coordinate the **kiddush menu** with Helene.

Due to space limitations in our sanctuary and other communal spaces, we ask families that the number of **invited guests not exceed 100 people.**

If you are renting space in the building, you're also welcome to provide **decorations**. You can have flowers or balloons delivered on Friday before 1:00 pm. Please note that we don't allow any decorations to be hung on the walls, nor do we have flowers or decorations in the sanctuary.

We are NOT a nut-free facility. However, we do our best to provide food that does not contain nuts. If a member of your family or one of your guests has food **allergies**, please be sure to ask in advance if the food might contain those allergies.

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