



**Israel Congregation
of Manchester**
*Enriching Jewish Community
in the Northshire*

ISRAEL CONGREGATION OF MANCHESTER

Information about Bar/Bat Mitzvah at Israel Congregation of Manchester

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MEMBERSHIP/ FEES

- Use of the synagogue for *bar/bat mitzvah* requires the candidate's family to hold an ICM family membership in good standing.
- Dues commitments are payable in full to ICM *before* the celebration date unless a payment arrangement has been made with the synagogue's treasurer.
- There is an additional *bar/bat mitzvah* fee of \$300 for the year preceding the celebration in *addition* to Religious School tuition. This fee is payable within 60 days of receipt of invoice.
- Families experiencing financial hardship should contact the congregation's treasurer to make alternative payment arrangements.

EDUCATIONAL REQUIREMENTS

- If possible, your child should have attended at least three years of a Jewish religious school, or equivalent, prior to the *bar/bat mitzvah* preparatory year.
- Beginning the year before the *bar/bat mitzvah*:
 - Tutoring will be offered by the congregation's rabbi and/or a tutor designated by the rabbi to prepare the service, the Torah reading, and the *D'var Torah*.
 - A meaningful community service project will be chosen. The rabbi will suggest opportunities.
 - Families are strongly encouraged to attend as many worship opportunities together in the year preceding the *bar/bat mitzvah*.

LEADING SERVICES

- Each *bar/bat mitzvah* candidate will participate in the Friday evening and Saturday morning services of according to his/her ability. At a minimum, the candidate will conduct the *Torah* service, read from the *Torah* and deliver a *D'var Torah*.

SCHEDULING

Dates

The rabbi will suggest a date. A *bar/bat mitzvah* may be held anytime the *Torah* is read. The earliest schedule for well-prepared children is 12 for a girl and 13 for a boy.

Timing

Friday Evening: Each family will notify the synagogue administrator at least two months prior whether they will have the Friday night service at 6:30 PM, with dinner to follow, or to have the service begin at 7:00 PM or later, with an *Oneg* to follow. Shabbat evening services last about one hour. It is the custom of the congregation to begin at 6:30, followed by a community Shabbat dinner.

Shabbat Morning: Morning services begin at 9:30 AM and last about 2 hours, with *Kiddush* luncheon following.

The synagogue does not hold *b'nai mitzvah* celebrations on *Rosh Hashanah*, *Yom Kippur* or the Shabbat between the High Holy Days.

SYNAGOGUE PRACTICES

Recognition of Jewish Identity

ICM recognizes patrilineal and matrilineal descent as being Jewish.

Participation

- Anyone may participate in the service, consistent with the rabbi's input. Please see "Role of Non-Jew at Israel Congregation."
- Shabbat morning there are three readings from *Torah* - Because we feel that the celebration occurs in the midst of community, **we reserve the first of the three *aliyot* for an ICM congregant**
- Jewish children may be invited to stand with adults and other family members on the *bimah* during the recital of the *Torah* blessings

Customs

- Jewish men and women who have attained *bar/bat mitzvah* are encouraged, but not required, to wear a *tallit*.
- Jews in attendance are encouraged, but not required, to wear a *kippah* while in the sanctuary.
- Jewish men and women who are called to the *Torah* to chant or say the *Torah* blessings are strongly encouraged to wear a head covering and *tallit* when on the *bimah*.

- Non-Jews in attendance are encouraged to wear a *kippah* while in the synagogue.
- Only soft candy may be thrown, distributed at the time designed by the rabbi. Candy is meant to enhance, not distract, from the celebration. Thus, the period for throwing the candy will be designated by the rabbi and will be ended by the rabbi. No additional “throws” are allowed.

Music

- Music on Shabbat or Festivals may be played as liturgical accompaniment during services, or as background music during a meal or *kiddush*. Amplified music for other purposes is not allowed in the ICM building during Shabbat or Festival time.

Photography/Videography

- Photography and videography are not allowed during Shabbat or Festival time at ICM.
- If the family wishes to have a video record, they may arrange to record a dress rehearsal of the *bar/bat mitzvah*.

Food

- The synagogue kitchen is Kosher-style. Only dairy and *pareve* [foods that are neither meat nor dairy], and kosher fish are allowed in the synagogue building. All synagogue functions maintain the traditional separation of meat and dairy products. Non-kosher -meat, -poultry, -fish, and -shellfish are forbidden in the building and on the synagogue grounds.
- Friday Evening: ICM holds a communal Shabbat dinner after services on most Fridays. If the family chooses to sponsor a Shabbat dinner after services (6:30 PM service), the sponsoring family will pay a \$200 Shabbat Dinner Sponsorship fee to provide a limited amount of challah, wine, juice, paper goods, soup (seasonally), two main dish entrées and coffee/tea, and the services of two kitchen professionals for four hours. If the family chooses a later start, ICM will provide a limited amount of challah, wine, juice, paper goods and dessert for an *Oneg*. Additional catering products, help, and custodial services needed are the responsibility of the sponsoring family.
- Saturday Morning: ICM provides one challah, wine, juice and paper goods for this purpose. Additional catering products and services for a *Kiddush* luncheon are the responsibility of the sponsoring family.
- Kosher meat is allowed to be prepared and served outside the building, but neither the synagogue's kitchen nor its contents may be used for preparation or serving of meat meals.
- ICM has a designated kitchen supervisor who must be present at **all** events requiring use of the kitchen for a fee. The kitchen supervisor may be able to secure additional service help. There is an additional fee for these services.
- Please see the rabbi for further clarification.

Building Use

- The rabbi and/or synagogue administrator will meet with the *bar/bat mitzvah* family to review and approve your other plans for celebration on synagogue grounds.

- You will be given a “Building Use Policy” to read and complete upon scheduling the *bar/bat mitzvah*. This sets forth your obligations for use of the building outside of the sanctuary. The ICM office will keep it on file.

Enhancements

The following are enhancements the sponsoring family may choose to make and/or pay for:

- *Greeters/Ushers*: Have someone or several people responsible for greeting invited guests and congregants. Greeters/ushers can make it easier for guests by helping them find *siddurim*, *kippot*, *tallitot*, and friends and family that they may want to be seated near.
- *Service Guide*: A short guide to the service can be helpful to attendees, especially to non-Jews who may be unfamiliar with our service and traditions. Our congregation has such a guide available. Should you wish to make your own, consult with the rabbi who can provide samples and ideas and will approve the final draft of the guide.
- *Flowers*: A few well-placed floral arrangements can help make the sanctuary more beautiful for the *bar/bat mitzvah* service.
- *Kippot*: You may choose to mark the *bar/bat mitzvah* celebration by purchasing special *kippot* for congregants and guests at the service. Please see the rabbi for more information on ordering.
- *Parking*: Our parking is limited, so if you are planning on inviting many guests, you may want to arrange to have someone help direct cars in the parking lot at the synagogue. Please see the synagogue president for parking ideas. Important note: Snow in winter months can severely restrict the amount of parking spaces available at the synagogue. It would be wise to discuss with the president alternative plans in the event that snow significantly reduces the amount of spaces available.
- *Extra Chair Setup*: Our normal sanctuary seating accommodates 128 congregants. To avoid having chairs being set-up during the service, please contact the synagogue administrator to discuss setting up extra chairs before the service. The congregation will be happy to help you arrange the sanctuary in an efficient manner.