

Temple Ohav Shalom



B'nai Mitzvah Handbook

www.templeohavshalom.org

(412) 369-0900

Contents

Timeline	1
Useful Temple Information:	2
The Bar/Bat Mitzvah Process:	3
Tutoring	3
Study	3
Family Workshops	3
Meeting with the Rabbi.....	4
Mitzvah Project.....	4
Shabbat Worship Services:	4
Friday Evening.....	4
Saturday Morning	5
Kipot and Tallitot.....	5
Celebrating your child’s accomplishments.....	6
Temple Policies and Practices:	9
Membership	9
B’nai Mitzvah Fee.....	9
Attendance at Religious School	9
Attendance at Worship Services	9
The TOS Community.....	9
Meeting of Requirements.....	10
Photography and Audio Recording.....	10
Facility Rental Agreement:	12

You are about to embark on a wonderful journey culminating in your teenager becoming a Bar or Bat Mitzvah in the presence of your family, friends and our TOS community. Our goal is to make the entire process as meaningful as possible for your child and for your family. While each child and each family is unique, this handbook provides an overview of our B'nai Mitzvah program.

This handbook is intended to guide you through the process. In this handbook you will find answers to many of the questions you may have, from study requirements for a Bat/Bar Mitzvah, to ways in which you can include friends and loved ones in the service. While at times preparation may seem daunting, we are here to provide support at every point along the way.

As each child prepares for his or her special day, it is up to the families, parents, siblings, and beyond, to provide support during the time leading up to the ceremony. Words of encouragement throughout the process will definitely help your child along the way.

Along the way, each child will have a chance to learn more and discover about what it means to be Jewish, and to live a Jewish life; participate in a service project benefitting the community, learn to chant the Torah and Haftarah and learn to lead parts of the Saturday morning Shabbat service.

Preparing for a Bar/Bat Mitzvah involves exploring and understanding one's Jewish identity; learning about Jewish practices, history, and ethics as well as learning the Torah and Haftarah portions. We also want to create an experience where each Bar/Bat Mitzvah student understands the meaning of what is being read and of the service. The Bat/Bar Mitzvah should not be viewed as the culmination of, or "graduation" from Jewish living and learning. B'nai Mitzvah students are encouraged to continue their affiliation with Temple Ohav Shalom through continued involvement in our Religious School through Confirmation, in our youth program and in other special programs at TOS.

We look forward to working with each and every student and family as you move forward with this process.

B'shalom,

Jeremy R. Weisblatt
Rabbi & Director of Education

Andrea Schwalberg
Cantorial Soloist & Assistant Director of Education

B'nai Mitzvah Timeline

24 Months Out

Date Assigned

12 – 18 months out

B'nai Mitzvah Workshop

12 months out

- Tutoring Begins
- Meet with Rabbi to choose verses and check-in

8-10 months out

Meet with Rabbi – 2-3 sessions

- First meeting with family
- Second and third meetings – assign Torah verses

8-10 months out

Begin individual tutoring (up to 22 hours)

6-7 months out

D'var Torah with Rabbi

- 4 meetings

4-5 months out

B'nai Mitzvah Coordinator conference with student/family

- Check student's progress
- Answer family's questions
- Review Mitzvah Project
- Make sure family knows when forms are due (provide forms)

3-4 months out

Schedule check-in with Rabbi

2-3 months out

Provide Jackie with:

- Jewish Chronicle form
- Facility rental form
- Vendor information

2 weeks out

Provide Jackie with room set up and special events form

Wednesday before

Final rehearsal

Useful Temple Information:

Temple Ohav Shalom
8400 Thompson Run Road
Allison Park, PA 15101

Main: (412) 369-0900
Fax: (412) 369-0699
www.templeohavshalom.org

Rabbi Jeremy R. Weisblatt: rabbiweisblatt@templeohavshalom.org
Cantorial Soloist Andrea Schwalberg: aschwalberg@templeohavshalom.org

Jackie Leicht, Temple Administrator: jleicht@templeohavshalom.org

** If you do not have an appointment, please make sure to call ahead before “dropping by” at TOS. Office hours are different from day-to-day. Thank you!

The Bar/Bat Mitzvah Process:

It is our hope that the B'nai Mitzvah process is a fulfilling one for your child and for you and your family. Our goal is for your child to develop a connection with her/his Judaism, and self. Your child's learning and growth is the most important part of this journey.

Tutoring

Tutoring will begin at least one year (unless discussed with the Rabbi) prior to your child's Bar/Bat Mitzvah. Sessions will usually be thirty minutes, and will include a review and practice of prayers and blessings and the learning of the Torah and Haftarah reading. In the weeks immediately preceding the Bar/Bat Mitzvah, students will practice the service in the sanctuary and learn cues and staging.

The B'nai Mitzvah fee will provide students with up to 22 hours of tutoring. Students must work with a tutor provided by Temple Ohav Shalom.

Tutors may recommend additional learning aids such as Trope Trainer for your child. These aids are optional, and are not provided by Temple Ohav Shalom.

From time to time, your child will meet with the Rabbi to check in on his/her progress. The B'nai Mitzvah Coordinator will be in touch with you to schedule these sessions.

Study

As your child progresses, he/she must set aside appropriate time to study. What your student puts into the process will determine what she/he will get out of the process. While each child is different, some suggestions for study include:

1. Study more frequently for less time, rather than less frequently for more time. In other words, fifteen minutes four times per week will be far more useful than one hour all at once. Consistent review will help your student to become most fluent in the Hebrew reading and chanting. Students should plan to practice at least 20 minutes 6 days a week at the beginning of their individual tutoring.
2. Practice out loud: slowly and clearly.
3. Continue to review old material even as you focus on new material.
4. Use the B'nai Mitzvah recordings as an aid, not as a crutch. It is not a substitute for reading; it is to help your student learn the prayer melodies and trope patterns.
5. If a parent is able to read Hebrew, he or she might sit with the practicing student.
6. Attend services. **Students are required to attend 2 services a month once they begin the tutoring process.** Attendance at services provides an opportunity to practice the prayers, and to gain familiarity with the service. It is required that at least one service a month be on Saturday morning.

Family Workshops

Becoming a Bar/Bat Mitzvah is a very special experience. It is also a perfect opportunity for learning together as a family. Throughout the year we may meet together as families. At these

sessions, we will learn more about the B'nai Mitzvah process, about ourselves, and about each other.

Meeting with the Rabbi

Throughout the B'nai Mitzvah process, your child and your family will meet with the Rabbi in addition to meetings with your child's tutor.

- Initial meetings approximately one year out. During this meeting, the Rabbi will meet with the family and with the student individually. This is a time for you, your student, and the Rabbi to get to know each other. During these meetings, the Rabbi and student will determine which Torah verses will be read.
- D'var Torah meetings approximately 6-7 months out. The Rabbi will begin working with your student on the D'var Torah (speech) which your child will present at the Bar/Bat Mitzvah service. This allows time for your student to process and develop his/her thoughts without feeling rushed at the end.
- Check in meeting approximately 3-4 months out. The Rabbi will discuss which honors are available for you to include friends and family members in the service, including Aliyot, Ark Opening, Hagbah and Gelilah, and Special Prayers.
- Final rehearsal during the week of the service. The Rabbi will schedule a time to run through the entire service including providing an opportunity for the Bar/Bat Mitzvah to read from the Torah on the bimah.

Mitzvah Project

While much of the focus in preparation for the Bat/Bar Mitzvah is on the ritual aspects of attaining Jewish adulthood, it is important that, in becoming a child of the Commandments, the students relate to the ethical dimensions of Jewish adulthood as well. To this end, the student, in consultation with the Cantorial Soloist, will develop a project which reflects the student's interests and has an impact on the larger community.

Shabbat Worship Services:

All Shabbat services are led by the Rabbi and the Cantorial Soloist and take place in the main sanctuary at Temple Ohav Shalom. Service times for Friday evenings vary depending on the week. Please refer to the website for details. Saturday morning services begin promptly at 10:00am and end around 1115am.

Friday Evening

Friday evening services include the Kabbalat Shabbat and Ma'ariv services, which welcome in Shabbat and nightfall. Services begin at 7:30, except for the first Friday of each month, when they begin at 7:00.

Your immediate family is invited to participate by sitting in the front row of the sanctuary and by leading the congregation in the blessing for lighting the Shabbat candles from the bimah. After the service, the Bar/Bat Mitzvah will lead the congregation in the Kiddush at the oneg.

Saturday Morning

While each child and each Bat/Bar Mitzvah service is unique, most students will be capable of doing the following:

- **Lead the Shabbat morning service.** This is inclusive of the specific prayers he/she will read on the day he/she becomes a Bar/Bat Mitzvah. Remember that each student is different and therefore the prayers that he/she will lead will differ. See “Progress chart” for a complete list of these prayers, English readings and their corresponding page numbers.
- **Chant/Read Torah and Haftarah.** Each student will read a portion of the full Torah reading. It is our custom at Temple Ohav Shalom that students read a minimum of ten verses and maximum of twenty-one verses. The Bar/Bat Mitzvah will also read a piece of the Haftarah portion. The exact number of verses that your student will read of Torah and Haftarah is determined by your tutor in consultation with the Rabbi and the B’nai Mitzvah Coordinator.
- **Chant Torah and Haftarah Blessings.** Each student will be able to have an aliyah from the Torah which includes the chanting of the before and after Torah blessings. The Bar/Bat Mitzvah will also recite the before and after Haftarah blessings.
- **Deliver a D’var Torah.** Each student will work with the Rabbi to discuss his/her Torah portion and write a speech which will include an interpretation of his/her Torah reading, how it may relate to his/her life, an overview of his/her Mitzvah Project and “thank-yous.”

You have the ability to make many decisions regarding the morning service that will enhance your child’s experience in becoming a Bar/Bat Mitzvah. There are many ways of including and honoring family members and close friends in the service. These people can be called up to the bimah individually, in pairs, or in small groups. The Rabbi will discuss honors with you in more detail.

It is customary for your child to receive a new tallit on this special day. The tallit presentation will be made at the beginning of the Bar/Bat Mitzvah service. Tallitot can be ordered and purchased from the TOS Gift Shop.

After your child has read his/her D’var Torah, parents will be invited to share a few words with their child from the bimah. This speech should be short and try to focus on who the child is and has become, rather than his/her many accomplishments. This is a time to congratulate and remind him/her about the importance of this milestone in his/her Jewish life.

Kipot and Tallitot

Kipot and tallitot are available at TOS for both the Bar and Bat Mitzvah and the worshippers. You are welcome to supply kipot of any color at your own expense.

Celebrating your child's accomplishments

Regarding Friday Night Onegs:

The Bar/Bat Mitzvah family is responsible for hosting an oneg for the community following services on the Friday night immediately preceding the event. The oneg will take place in the social hall. There is no charge for using the social hall on Friday night for this purpose. The basic structure and organization of the oneg shall be consistent with the general policies and guidelines for onegs at the Temple (provided at <http://images.shulcloud.com/755/uploads/Guidelines/tos-oneg-guidelines.pdf>).

The Temple will provide:

- Wine and juice
- Challah (unless the family chooses to supply their own challah)
- All paper products and plasticware

The family will provide:

Additional foods and beverages of their choice. Note that choices must adhere to the Temple's food policy. A copy of the food policy is posted in the kitchen area, and also is provided at <http://images.shulcloud.com/755/uploads/Guidelines/tos-oneg-guidelines.pdf>.

We realize that the evening before a Bar/Bat Mitzvah can be a busy and stressful time for the family. For this reason, it has become common practice at TOS for others in the Bar/Bat mitzvah class to help the family by setting up the oneg on Friday night, handing out the wine for kiddush, and cleaning up afterwards. This enables the family and their guests to enjoy the evening together without the worries and responsibilities of 'working the event'. **These arrangements are made by the families.** It is recommended that arrangements be settled well before (e.g., at least several months in advance of) the event. Plans for the oneg must be communicated to the Temple administrator no later than one month prior to the event.

Special circumstances re: the oneg policy:

Shabbat in the Park – In the rare circumstance when a Bar/Bat mitzvah is scheduled for the Saturday following the annual Shabbat in the Park event, the family is not responsible for providing or organizing an oneg that Friday evening.

First Friday dinners – When a Bar/Bat mitzvah is scheduled for the Saturday following a First Friday Dinner event, the Bar/Bat mitzvah family is still responsible for seeing that an oneg is set up and provided for the community following the Friday evening Shabbat service. In this case, desserts are provided by families attending the First Friday dinner. The Bar/Bat Mitzvah family is responsible for arranging to have the oneg set out, the wine and juice prepared and served, and clean up following the oneg. Families often choose to supplement the oneg with additional foods or to provide special decorations in recognition of their event. Again, it is common practice for others in the Bar/Bat mitzvah class, as well as for families attending the First Friday dinner, to take on these functions so that the Bar/Bat mitzvah family and their guests can enjoy the evening together without the worries and responsibilities of 'working the event'. **These arrangements are made by the Bar/Bat mitzvah families.**

Regarding Kiddush on Saturday:

The Bar/Bat Mitzvah family is required to provide a kiddush for the community immediately following the Shabbat service. The kiddush is a time for people to meet as a community and to celebrate Shabbat, the Bar/Bat Mitzvah family, and each other. The kiddush will take place in the social hall. It need not be elaborate, and there are several acceptable options to choose from.

Please note, Temple members are not expected and should not be asked to do set-up or clean up of the kiddush for the family on Saturday morning. Saturday morning is a time for worship and for community. It is not appropriate to ask anyone from our Temple community to ‘work the event’ on Shabbat. Please arrange for servers outside of the Temple community to provide for set-up and clean up that morning.

Option 1: Challah, wine, juice and water. 30 minutes or less.

This is all that is required for a basic kiddush. Additional minor food items like cookies or crackers can be added as the family prefers. There is no additional cost to use the social hall to provide a basic kiddush. It is included in the B’nai Mitzvah fee. Please note, this is not a ‘grab and go’ event. It is a time for the Temple community and your guests to congregate and socialize over a simple nosh.

The Temple will provide:

- Two rectangular tables for setting up food and drink
- Challah (unless the family chooses to supply their own challah)
- Wine (for blessing from the bema)

The Family will provide:

- Beverages for the community (wine, juice, other)
- Any additional minor food items (e.g., cookies, crackers)
- Paper products and plasticware
- Table cloths
- Servers (not of the Temple community) to set up and clean up afterwards

Option 2: More extensive kiddush involving table set-up with or without catering. Up to 1 hour.

This is a popular option for families that wish to provide more than the basic kiddush, but less than a luncheon. The kiddush will take place in the social hall. There is an additional cost for renting the social hall, to defray costs associated with setting up and tearing down tables and chairs. Contact the Temple administrator for details regarding costs and catering options.

The Temple will provide:

- Tables for setting up food and drink
- Round tables and chairs arranged as requested by the family
- Challah (unless the family chooses to supply their own challah)
- Wine (for blessing from the bema)

The Family will provide:

- Beverages for the community (wine, juice, other)
- Food items (must adhere to the Temple's food policy)
- Paper products and plasticware
- Table cloths
- Servers (not of the Temple community) to set up food and clean up afterwards

Option 3: Kiddush luncheon. Up to 4 hours.

Many families elect to hold a luncheon in the Temple's social hall following the service. This is a wonderful way for families and friends to celebrate Shabbat and this simcha as a community. For such an event, we require that at least one staff member or board member be present at all times to serve as a resource and to address any issues that may arise. There is an additional cost for renting the social hall, to defray costs associated with setting up and tearing down tables and chairs, as well as the cost of providing a staff member (if needed). If the event occurs during the winter, there may be additional costs for plowing and salting during the event. Contact the Temple administrator for details regarding costs.

The Temple will provide:

- Tables for setting up food and drink
- Round tables and chairs arranged as requested by the family
- Challah (unless the family chooses to supply their own challah)
- Wine (for blessing from the bema)
- Staff member to be present during the event (if a member of the board is not available)

The Family will provide:

- Beverages for the community (wine, juice, other)
- Food items (must adhere to the Temple's food policy)
- Paper products and plasticware
- Table cloths
- Servers (not of the Temple community) to set up and serve food and to clean up afterwards

Please note that in all cases, food choices must conform to the Temple's food policy, and caterers must be approved by the Temple administrator. It is recommended that arrangements be settled well before (e.g., AT LEAST several months in advance of) the event. Final plans for set-up, clean up, request of a staff person, etc. must be communicated to the Temple administrator no later than one month prior to the event.

A list of vendors can be found at the back of this handbook.

Temple Policies and Practices:

Membership

At least one parent of each student who celebrates becoming a Bar/Bat Mitzvah at Temple Ohav Shalom shall be a member in good standing of the congregation. The current B'nai Mitzvah fee, as determined by the Board, is due at the beginning of the Kitah Vav year (6th grade). Prior to the Bar/Bat Mitzvah all dues and other financial obligations shall be paid and up to date.

B'nai Mitzvah Fee

The B'nai Mitzvah fee is set by the Board and is intended to defray certain costs related to the B'nai Mitzvah preparation process, primarily the cost of tutoring. The current B'nai Mitzvah fee does not cover all of Temple Ohav Shalom's costs related to B'nai Mitzvah.

Attendance at Religious School

Each student shall have attended our Religious school for a minimum of three years prior to his/her Bar or Bat Mitzvah, or the equivalent if he/she has transferred from another Religious School. The student shall have attended at least 75% of the classes for all years.

For all other Religious School policies, please refer to the "Family Handbook," which can be found at TOS or on the website.

Attendance at Worship Services

Students are required to attend at least one Shabbat service per month commencing when they enroll in Religious School. From the time they start their individual tutoring, attendance at two Shabbat services per month is required. Families are encouraged to attend and worship together. Regular attendance at worship services serves both practical and spiritual purposes. It provides an opportunity to practice prayers and songs and to increase familiarity with the service. Especially during the time leading up to the Bat/Bar Mitzvah, students are required to attend services on Saturday morning.

The TOS Community

The Bar/Bat Mitzvah takes place in our congregation during a public worship service. To notify the membership of this community celebration, an invitation to the service will be extended in the Temple newsletter one month prior to the date of the service. It is our expectation that every student in the B'nai Mitzvah class be invited to attend the Shabbat morning worship service. As specified by the Board of the congregation, each family is required to host a Kiddush, consisting minimally of wine and challah, immediately following services. You may use the Temple's Kiddush cup and challah cover or supply your own.

A representative of the board will be present on Shabbat morning to greet your guests and help to assist with any other details, to make sure that your morning goes as smoothly as possible. We recommend having one or two ushers to assist in handing out programs and/or kippot as your guests enter the sanctuary. Some families have asked members of their child's class to help with this responsibility, as this worked well in the past.

Meeting of Requirements

The student and his/her family are ultimately responsible for the preparedness of the student. Periodic evaluation of your student's progress and compliance with worship service and Religious School requirements will be made. The Rabbi, the B'nai Mitzvah Coordinator, and your student's tutor will monitor and determine compliance. Any decision to withhold a Bar/Bat Mitzvah due to non-compliance will be determined by the Rabbi, B'nai Mitzvah Coordinator, Vice President of Lifelong Learning and the Congregational President.

Photography and Audio Recording

Still photographs: Digital, still, silent photography is permitted. The photographer must remain stationary behind the pews. We encourage taking still photos and portraits during the week prior to the service. Photos are expected to be finished at least 30 minutes prior to the service, in consultation with the Rabbi.

Videotaping: You may videotape the service with one stationary camera behind the pews.

Audio recording: Audio recording is permitted with an unobtrusive tape recorder.

Forms and Useful Information

Facility Rental Agreement:

This Facility Rental Agreement dated the _____ day of _____, 20____, is entered into by and between Temple Ohav Shalom of Pittsburgh, Pennsylvania (hereinafter referred to as “Temple”) and _____, hereinafter referred to as “Lessee”, for rental of facilities of the Temple located at 8400 Thompson Run Road, Allison Park, Allegheny County, Pennsylvania.

WHEREAS, Lessee desires to rent certain of Temple facilities and Temple is willing to permit Lessee to rent said facilities in accordance with the terms set forth herein.

Intending to be legally bound, the parties do hereby agree as follows:

1. The rental of the Temple facilities shall be for the following purposes only:

_____, at the following dates and times (hereinafter collectively referred to as the “Events”):

DATE	ROOM OR ROOMS	STARTING TIME	ENDING TIME

2. **Upon execution of this Agreement, Lessee shall deposit with the Temple a security deposit in the amount of \$150.00 to reserve the facilities for the dates and times set forth in Section 1 of this Agreement (the “Deposit”).** The Temple is under no obligation to reserve the facilities for any of the Events until the Deposit is paid. The Deposit shall be utilized to pay the costs of set up and clean up in excess of the amounts set forth in Section 3 of this Agreement, any laundry/dry cleaning costs described in Section 6, and for any damages occurring at the Temple as a result of any of the Events. If the Deposit is not sufficient to pay all amounts set forth above, the Temple shall invoice the Lessee for the shortfall and the Lessee shall pay the shortfall within fifteen (15) days of the invoice date. The Temple shall charge the Lessee and the Lessee shall be responsible to pay interest of 1 ½% per month for each month that the invoiced amount is due and owing. Any unapplied balance of the Deposit shall be refunded to the Lessee within thirty (30) days after each Event. If the Lessee provides written notice to the Temple at least two (2) weeks prior to any of the Events that Lessee no longer desires to have any of the Events, the Temple shall refund the entire Deposit. If the Lessee fails to provide written notice to the Temple that Lessee no longer desires to have any of the Events at least two (2) weeks prior to such Event, then the Temple shall be entitled to retain the Deposit. Any material breach by Lessee of this Agreement shall result in the forfeiture by Lessee of the Deposit.

3. **The portions of the Temple facilities to be utilized and the rental fees applicable to the facilities are identified below.** Fees listed apply to Members of the Temple and Nonprofit Organizations. Non-Member fee is two times Member fee.

- _____ \$200 Single event Social Hall, includes full use of Social Hall, Kitchen, Tables & Chairs. Includes 1 ½ hour event, 1 hour of set-up and 1 hour clean-up by Temple custodian.
Each additional ½ hour agreed to for the Event shall be \$25. Each additional ½ hour of Event in excess of agreed upon time shall be \$50.
- _____ \$150 Social Hall meeting/1 day use, includes tables & chairs, with limited use of Kitchen for coffee and tea only. Includes 1 hour setup and 1 hour cleanup by Temple custodian.
- _____ \$ 50 Single classroom meeting – Kitchen use not included. Classroom to be utilized is designated as: _____.
- _____ \$ 25 Use of Babysitting room (Includes use of room only. Lessee must supply and pay for babysitter).

Total rental fees, payable by Lessee to Temple for the rented facility upon execution of this agreement are:

_____ (\$_____). The total rental fees shall be payable not later than seven (7) business days prior to the date of each Event. Temple reserves the right not to prepare the facility for the Event if rental fees are not paid by this date.

If Lessee rents facility for more than one of the above uses for a single event, e.g. B’nai Mitzvah weekend, then the rental fee for the most expensive use shall be full price and each use thereafter one-half price.

4. **The Temple may charge an additional \$25 per hour for a setup fee for a complex set up or because of the condition of the facility after any of the Events.** This charge may be imposed by the Temple at any time prior to thirty (30) days after the Event.

5. **If the rented facility consists of or includes the Social Hall, the Lessee must notify the Temple in writing of the required configuration of the tables and chairs, if any, not less than fourteen (14) business days prior to any of the Events.** See Paragraph 6. The Lessee is requested to keep seating arrangements as similar as possible when there will be more than one rental of the Social Hall during the day of any of the Events or on consecutive days. Failure to abide by this requirement shall result in an additional charge of \$50 if the required configuration is provided over seven (7) days prior to the date of the event and \$100 if provided seven (7) or less days before the date of the Event.

6. **The Lessee agrees to provide paper products to the Temple for each of the Events.** If the Temple linens (including Temple dishtowels) are utilized, the Lessee shall be

responsible for the professional laundering of the linens and delivery of said linens to the Temple within seven (7) days following each Event. In the event that Lessee either fails to supply paper products or fails to timely return Temple linens clean, then Temple shall charge Lessee for such items, including charging \$25 per hour for the time expended by Temple personnel to purchase or replenish the paper products or arrange for the cleaning or as replacement of the linens.

7. **The Lessee agrees to indemnify the Temple for any damage to the Temple facilities or property caused as a result of any of the Events.** Lessee further agrees that the cost of repairing any damage so incurred shall be deducted from the Deposit and any balance due shall be payable within fifteen (15) days of the date of the Temple invoice.

8. **Lessee agrees that the Lessee guests, catering staff and agents shall not enter any areas of the Temple other than the areas stated in Section 3 of this Agreement, the cloak room, restrooms, elevator and walkways.** Lessee agrees to provide monitors to insure compliance with this provision as may reasonably be necessary. Such monitoring may include retention of security personnel, if deemed appropriate by the Administrator, in their sole and absolute discretion.

9. **Lessee agrees to require Lessee's catering staff and agents to abide by the no smoking policy of the Temple and to honor the Temple's facility status as a non-smoking facility.** Lessee's failure to abide by this provision shall result in damages being paid to the Temple, including the forfeiture of the entire Deposit.

10. **Lessee agrees to utilize a caterer from the Temple's list of approved caterers.** Any caterer utilized by Lessee must abide by the Temple's dietary policy. A copy of the Temple dietary policy is available from the Administrator.

11. **Lessee shall require any caterer retained by the Lessee to provide the Temple, at least two (2) weeks prior to any of the Events, with evidence of liability insurance reasonably acceptable to the Temple, including coverage to serve alcohol.** Failure by the Lessee to provide such evidence of coverage shall entitle the Temple to terminate the Agreement, in which event, the Temple shall retain the entire Deposit.

12. **The Temple shall not be held responsible or liable to the Lessee for any damages that are caused in the event that the Temple or rented facilities are rendered reasonably impractical due to an act of God, act or failure to act of government, fire or explosion or other casualty or occurrence, which shall render the fulfillment of this Agreement by the Temple reasonably impracticable.** In such event, the Temple shall refund to the Lessee any Deposit and/or rental amount that has been paid to the Temple hereunder. In the event the fulfillment of this Rental Agreement becomes reasonably impractical as aforesaid, the Temple shall refund to the Lessee any deposit and rental amounts that have been paid to the Temple hereunder.

13. **The Lessee agrees that the Lessee and every guest, catering staff member and agent shall abide by, conform to and comply with all laws, regulations and ordinances of any government applicable to the Temple and the rented facilities and the rules and**

regulations of the Temple, together with all rules and regulations of the police and fire department of the Town of McCandless, and will not do or suffer to be done anything on said premises, during and after any of the Events in violation of such rules, regulations, laws and ordinances.

14. **Temple assumes no responsibility whatsoever for any property placed in or around the Temple, and Temple is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained by reason of use of the facilities under this Agreement.**

15. **The parties agree that the Temple and Lessee are entering into a landlord tenant relationship.** The parties therefore agree and acknowledge that the Temple is not responsible for any actions taken by Lessee and Lessee agrees to indemnify the Temple from any damage that may occur as a result of the group's actions.

16. **This Agreement sets forth the entire agreement and understanding of the parties in relation to the subject matter herein and all prior communications, oral or in writing are merged herein.**

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the dates specified below.

TEMPLE OHAV SHALOM OF PITTSBURGH

LESSEE

By: _____

Title: _____

Name: _____

Date: _____

Organization: _____

Title: _____

Date: _____

Special Events Form:

Name: _____

Telephone (Home and Mobile): _____

Email: _____

Type of Event: _____ **Date of Event:** _____
(bar/bat mitzvah, baby naming, etc)

Number of Guests: _____

Preferred Table set-up? Yes/No

Please include a diagram of how you'd like the tables arranged.

If one isn't provided, TOS will use their best judgment on the set-up.

Is this a catered event? Yes/No

Caterer's Name: _____

Phone Number: _____

If no, please provide the names of the people who are responsible for the set-up & clean-up of your event:

Please provide the following information where applicable:

Photographer Name: _____

Phone Number: _____

Arrival Date & Time: _____

Florist Name: _____

Phone Number: _____

Arrival Date & Time: _____

Additional people who may need access to the temple:

Name: _____

Service (ex: balloons, table linens, DJ etc): _____

Phone Number: _____

Arrival Date & Time: _____

Any additional information that would be helpful:

Temple Ohav Shalom has, for your use

24 round tables (8 people per table)

200 chairs (blue)

10 8-ft tables

8 6-ft tables

2 5-ft tables

Please return this form **14 days prior to your event** to Jackie at jleicht@templeohavshalom.org, by fax 412-369-0699, or mail at TOS, 8400 Thompson Run Rd, Allison Park, PA 15101

Temple Ohav Shalom Kashrut/Dietary Policy

This is the current TOS food policy which was approved by the board on January 28, 2013. At the bottom of the policy, are provisional additions and explanations regarding the food policy which were added on January 20, 2015.

The following policy shall inform the congregation about what is allowed or not allowed in our facility. In addition, we encourage our temple members to be thoughtful about choosing healthful food appropriately grown and/or raised. We recommend that families purchase and read the book, "A Sacred Table," (which is available for sale in our temple gift shop) for home study as another way of creating a "Mikdash Me'at" - a small sanctuary around your dining table; thus elevating eating into a holy act.

The Hebrew word, kosher ("kasher" in Hebrew), means "ritually proper" or "fit." Kashrut refers to the body of Jewish dietary laws and traditions. TOS does not demand a strict adherence to the laws of kashrut, but does require the following regarding food served in the temple and at other congregational functions:

- All fruits and vegetables are permitted and may be eaten with either dairy or meat dishes; fruits and vegetables should be thoroughly washed!

- Any type of fish that has both fins and scales is permitted and is considered Parve, neither meat nor dairy.

No Shellfish is allowed, i.e., shrimp, lobster, crab, squid or octopus, sharks, eels, scallops, clams, mussels, or oysters - if in doubt please ask the rabbi.

- Domestic fowl including chicken, turkey, duck and goose are permitted; birds of prey are prohibited.

- Only domesticated land animals that have both a split hoof and chew their cud are permitted, such as: beef, bison, lamb, goat and venison.

- Pork products including bacon, ham, prosciutto, pepperoni and other pork sausage are not permitted.

- The serving of veal is strongly discouraged by the reform movement according to of the mitzvah of "Ba'alei Tzar Hayim" (not causing excessive harm to animals), because veal, as is raised, suffers from unhealthy, painful living conditions.

- Permitted meat (see above) and dairy products may NOT be served together at the same meal. For example: chicken salad served along with bagels with cream cheese is NOT permitted. Egg salad served along with bagels with cream cheese is permitted as eggs are considered parve, neither meat nor dairy. In addition, if permitted meat is served then a non-dairy creamer must be used.

- TOS does not require that meat products (listed above) be slaughtered and labeled as Kosher. However, we encourage those serving meat to consider serving such food in which the animals have been raised in the best, most humane conditions possible. Similarly, dairy and other products need not be labeled as Kosher.

Temple Ohav Shalom requires that you adhere to these rules when arranging for catering at any event where food is to be served. Please check with the Rabbi if you have any questions regarding the above policy.

Copies of this policy are available in the temple office; please give a copy to your caterer and/or family and friends who may be helping to provide for your Oneg Shabbat, Kiddush Luncheon, or other Simcha at the temple so that they, too, will adhere to the policy. In addition, please provide a copy of your proposed menu to the Temple Administrator one week prior to confirming with your caterer or event planner

Additions and explanations – January 20, 2015

When choosing to serve a meat, although the meat does not have to be Kosher, it must fall within a category of meat that can be Koshered.

When choosing to serve a meat, dairy side dishes, butter, dairy margarine, and cream may not be used.

When choosing to serve a meat, the challah used for a motzi may not contain butter. Be sure to check the ingredients used by local bakers.

Anything containing meat must be cleared away before having a dairy dessert or beverage. Any dairy dessert or beverage must be placed at a separate table and not eaten until all meat dishes are cleared from the eating area.

Regarding the TOS food policy and allergies, peanuts and avocados may not be served.

All food items containing tree nuts must be specifically labeled with the ingredients.

Please refer any questions regarding the food policy and provisional additions to the Rabbi.

Jewish Chronicle Information Sheet:

Please print information as you would like it to read in the Jewish Chronicle

Name of Bar/Bat Mitzvah: _____

Date of Bar/Bat Mitzvah: _____

Parent 1: _____

City of Residence: _____ **State:** _____ **Zip:** _____

Parent 2: _____

City of Residence: _____ **State:** _____ **Zip:** _____

Maternal Grandparents*: _____

City of Residence: _____ **State:** _____ **Zip:** _____

Paternal Grandparents*: _____

City of Residence: _____ **State:** _____ **Zip:** _____

*Please indicate if Grandparents are deceased

Please attach a current photo of your child and return it along with this completed form to the TOS Office one-month prior to the Bar/Bat Mitzvah for further processing.

Temple Ohav Shalom B'nai Mitzvah Service

Date of Bar/Bat Mitzvah: _____ Student: _____ Tutor: _____

Parashah: _____ Chapters/verses: _____ Haftarah: _____

Siddur Mishkan T'filah Service 2:

	Tefillah	Page	Assigned to Read	Completed Reading	Assigned to Chant	Completed Chanting	Notes/Progress/Homework
1	Torah Blessings (Before)	368					
2	Torah Blessings (After)	368					
3	Haftarah Blessings (Before)	372					
4	Haftarah Blessings (After)	372					
5	Morning Blessings	293-296					
6	Torah Service (Shema/Echad)	366					
7	Tallit Blessing	289					
8	Shema & V'ahavtah/L'ma'an	318-319					
9	Avot v'Imahot	324					
10	Gevurot	325					
11	Kiddush (Friday night)	123					
12	Torah Study Blessing	296					
13	Yotzer Or	313					
14	V'shamru (or Yismechu)	328					
15	Yismechu (or V'shamru)	329					
16	Candle Blessings (Friday night)	120					
17	Aleinu / V'ne'emar	586 (top) / 591					
18	Adon Olam	625					
19	Ashrei	303-304					

This list is not exhaustive. Expectations for each child will be determined individually by the B'nai Mitzvah Coordinator, the tutor, the Rabbi and the parents.

B'nai Mitzvah Recordings:

Recordings of the following prayers and blessings are available online in MP3 format at:
<http://tinyurl.com/TOS-BM-Recordings>

These recordings are hosted on Drobbox.com. You do not need to have a Drobbox.com account to access the recordings.

1. Torah Blessing (Before)
2. Torah Blessing (After)
3. Haftarah Blessing (Before)
4. Haftarah Blessings (After)
5. Morning Blessings
6. Barchu
7. Shema
8. V'ahavta
9. Avot V'Imahot
10. Gevurot
11. Kiddush (Shabbat evening)
12. Torah Service – Shema, Echad, Gadlu
13. Ashrei

Temple Funds Make Giving Easy:

There are many ways to give to the temple. You can make an outright donation; give of your time; or give to various funds as a way of honoring, memorializing or congratulating friends and family. The temple budget is greatly enhanced by these gifts. Your gift is acknowledged to the person(s) you have designated on the form. These descriptions of the various funds will help you decide how to contribute. Thank you for your generosity.

- **Rabbi's Discretionary Fund:** Allows the Rabbi to fund *tzedakah* and *hesed* projects at his/her discretion that might not be feasible without additional funds.
- **Building Fund:** Provides funding without tapping the operating budget for unforeseen maintenance issues, such as repairs.
- **Education Fund:** Provides the "extras" so our educational program can reach beyond what is covered in the budget.
- **Temple Beautification Fund:** Covers the cost of beautifying the Temple.
- **Music Fund:** Supports the purchase of materials for our cantorial program.
- **College Connection Fund:** When our children go to post-secondary learning, we use this fund to keep a connection between the temple and their new life.
- **Preschool Fund:** Supports the efforts of our full-time, multifaceted preschool program.
- **Simkha Leaf:** Buy a leaf to put on the tree to celebrate a happy occasion.
- **Memorial Plaque:** Buy a plaque to memorialize a loved one.
- **Prayer Book Fund:** (Shabbat, Festival, High Holy Day & Week day) allows us to purchase new books or replace worn ones.
- **Humash Fund:** Provides for new Torah Commentaries.
- **Noah Mass Family Medical Fund:** Provides support for temple families who have emergency medical needs.

Temple Ohav Shalom 8400 Thompson Run Road Allison Park, PA 15101

A meaningful way to remember a time of joy or sorrow is with a contribution to Temple Ohav Shalom Fund of your choice. Please return this form, with your donation, to Temple Ohav Shalom. You will not be billed on your monthly statement. Please print. Use one form for each occasion.

In Honor of In Memory of Amount Enclosed: _____

Occasion (Please Circle): Birthday Anniversary Wedding Birth Confirmation Bar/Bat Mitzvah Recovery

Name _____ Relationship _____

I would like to donate to the following Fund:

Mail Acknowledgment to: _____

Address _____

Donated by _____

Address _____

Phone _____

- Rabbi's Discretionary Fund*
- Building Fund*
- Education Fund*
- Temple Beautification Fund*
- Music Fund*
- College Connection Fund*
- Preschool Fund*
- Simkha Leaf \$200*
- Humash Fund \$45
- Memorial Plaque for the Sanctuary \$250*
- Prayer Book Fund (Shabbat/High Holy Days \$36 Unrestricted*
- Noah Mass Family Medical Fund

*Minimum Suggested (\$1

Bar/Bat Mitzvah Vendors:
(Compiled from TOS Families)

Table Center Pieces and Bimah arrangements

Food Baskets made by the Squirrel Hill Food Pantry 412.421.2708 (Baskets range from \$25-\$150)

Flowers:

Reed and Petals, Wexford 724.940.2200

McCandless Floral Inc. 412.367.8708

Z Florist, Shaler, 412.486.1970

Other Centerpieces:

Airheads Balloons 412.963.7144

Balloons Instead 412.766.7722

Hey Micki - Micki Cohen (creative, can be pricey) 412.373.7236

Festivities (Laurie Leib) 412.767.0567, lieb1@verizon.net

Caterers

Big Burrito Catering 412.361.3272 www.bigburrito.com

China Palace Wexford ask for Mike Chen

Dorian's Catering 412.826.5189 www.dorianscatering.com

Kimmy's Cupcake Co. 412.260.3716

Park Café & Catering 412.366.6500

Remo's Catering 412.822.7844

Tallulah's (Sean or Mike) 412.782.2130

The Common Plea 412.281.5140 www.commonplea-restaurant.com

The Fluted Mushroom 412.381.1899

Yes We Cater Mark Zablow 412.373.9322

DJ's

Alex Foster Soundtastic Enterprises 304.727.9562

Diane Rey 412.551.4822 or dianereyl@hotmail.com

Flip Disc Productions Doug Ries 724.752.09043

Howard Wallach A to Z Entertainment 847.537.5100

Kelli Burns 412.276.5665

PJ the DJ (book through Entertainment Unlimited) 412.343.7700

Giveaways

Candy

Fort Pitt Candy – Strip District

Sarris Candy – Canonsburg (chocolate candy and novelties)
Pittsburgh Candy Buffet (Chris Beers) info@pittsburghcandybuffet.com

Fancy Fortune cookies 888.776.6611 www.fancyfortunecookies.com
Oriental Trading www.orientaltrading.com
Candy Warehouse 800.545.2388 www.candywarehouse.com
Archie McPhee (silly toys) 425.349.3009 www.mcphee.com
Office Playground (silly toys) www.officeplayground.com
Hunger Site (you give to charity when you purchase) www.thehungersite.com
Nautical/beach sites www.Cyberislandshops.com and www.nauticalseasons.com
Personalized merchandise (bags, t-shirts, etc.) www.4imprint.com
Asian themed www.asianideas.com
Light up toys www.sureglow.com

Invitations

Laura Kalchthaler (Temple Member) 724.553.0432
Robyn Gordon (Squirrel Hill) 412.621.2226
Joan Breman 412.825.9442 www.jbink.com joan@jbink.com

Kippahs

www.skullcap.com
www.yarmulke.com
www.koolkipah.com
www.mazeltops.com

Linens

Eventioneers 724.766.6531
Table Attire 412.481.1300
Victoria's Linens 412.767.6595
Tabletalk Linens 412.828.5000

Other Entertainment

Caricature Artist, Rob Stinogle 724.272.7435
Caricature Artist, Ron Kantrowitz ron@mail.mugshotzonline.com
Magician TJ Hill 412.381.1914
Photo Booth Rental, Jason Taylor 724.312.0401
Photo Booth Rental, Shutterbooth (Brandi Patterson) shutterbooth.com

Talent Network (various rentals, games, etc.) 412.264.4727

Photographers

Dmitriy Babichenko 412.260.9194
Krystal Healy 848.333.3229
Photography by Pati (Monroeville) 724.744.1900
<http://www.photographybypati.com/index2.php>
Rainbow Studios (Lorraine Plaikner) 412.486.6151
Stan Franzos www.stanfranzosphoto.com
Tracy Brien Photography (a lifelong Temple member) 724.272.2193
tracybrienphotography@yahoo.com (inquire about member discounts)

Printing/Collating (for Booklets)

Alpha Graphics 724.933.7322
Ditto Document Solutions 412.434.6666
Kinko's

Reception Sites

Social Hall at TOS
Hotels – Sheraton Four Points (Cranberry), Marriott (Cranberry), Downtown Hotels
(Renaissance, Marriott, Omni William Penn, Sheraton Station Square)
Community based – eg Hampton Community Center, Pine Community Center, Franklin
Park/Blueberry Hill Park, North Park
Country clubs – Treesdale, Wildwood, Green Oaks
Grazie (at Oxford Athletic Club)
Nu Babcock 412.364.3680
Other – Andy Warhol Museum, Heinz History Center, J. Verno Studios (South Side),
Manchester Craftsman's Guild, PNC Park, Pittsburgh Zoo
Your own backyard

Transportation

Laidlaw 412.431.6612
Molly's Trolleys 412.281.2085

Miscellaneous

Chocolate Fountain: Chocolate Delights <http://www.chocolatedelights.net/>
Shorin Paper Supplies – Strip district (paper goods)
Party planner: Extraordinary Events Group (Lisa Mason Eck) 412.427.2987
lisa@extraordinaryeventsgroup.com