

Temple Ohav Shalom



**BUILDING JEWISH COMMUNITY  
IN THE NORTH HILLS**

B'Mitzvah Handbook

[www.templeohavshalom.org](http://www.templeohavshalom.org)

(412) 369-0900

# Contents

Table of Contents	1
Letter from the Director of Education	2
The B'Mitzvah Timeline:	3
Useful Temple Information:	4
The B'Mitzvah Process:	5
Tutoring	5
Study	5
Family Workshops	6
Meeting with the Director of Education	6
Mitzvah Project	6
Shabbat Worship Services:	7
Friday Evening	7
Saturday Morning	7
Kipot and Tallitot	8
Prayer List	9
Celebrating your child's accomplishments	10
Temple Policies and Practices:	13
Membership	13
B'Mitzvah Fee	13
Attendance at Religious School	13
Attendance at Worship Services	13
The TOS Community	13
Meeting of Requirements	14
Photography and Audio Recording	14
Forms and Useful Information:	16

You are about to embark on a wonderful journey culminating in your child becoming a B'Mitzvah in the presence of your family, friends and our TOS community. Children become B'Mitzvah simply by turning 13, but it is customary for this transition to be marked by a communal ritual. It is an important step in the transition to adulthood and the acceptance of responsibility for one's own actions and choices.

As a public acknowledgement, the B'Mitzvah ceremony takes place within the context of a worship service at which time a portion from the Torah is read. Participation in the service is the heart and the soul of the B'Mitzvah ceremony. Through working with tutors, Religious and Hebrew School teachers and clergy, students will be well prepared to read Torah and/or Haftarah, chant blessings and some prayers, delve into the text, and give a d'var Torah (speech).

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. In this handbook you will find answers to many of the questions you may have, from study requirements for a Bat/Bar/B'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.

Preparing for a B'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 B'Mitzvah student understands the meaning of what is being read and of the service. The B'Mitzvah ceremony should not be viewed as the culmination of, or "graduation" from Jewish living and learning. B'Mitzvah students are encouraged to continue their affiliation with Temple Ohav Shalom through continued involvement in our Religious School through Confirmation, in our youth programs 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.

Shalom,

Andrea Guthrey  
Director of Education

# **B'Mitzvah Timeline**

## **End of 4th Grade (Religious School)**

Ceremony Date Assigned - Family Responsible to Schedule with Director of Education

## **12 – 18 months out**

B'Mitzvah Workshops

## **12 months out**

- Tutoring Begins
- Meet with clergy to choose verses and check-in
- Schedule Logistics Meeting with Director of Education

## **6-7 months out**

Planning Meeting with B'Mitzvah Coordinator

- 3-4 D'var Torah/Teaching meetings with Rabbi
- Schedule 2 month check-in
- Schedule Rehearsal
- Schedule Final Meeting with Rabbi
- Schedule 3-month Out Logistics Meeting with the TOS Administrator

## **2-3 months out**

Provide TOS Administrator with:

- Jewish Chronicle form
- Facility rental form
- Vendor information

## **2 weeks out**

- Provide TOS Administrator with room set up and special events form

## **The week of**

Final rehearsal with clergy

## **Useful Temple Information:**

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

Main: (412) 369-0900  
[www.templeohavshalom.org](http://www.templeohavshalom.org)

Andrea Guthrey, Director of Education [aguthrey@templeohavshalom.org](mailto:aguthrey@templeohavshalom.org)

Rabbi Aaron Bisno, Rabbi: [rabbi@templeohavshalom.org](mailto:rabbi@templeohavshalom.org)

Grant Halasz, Director of Ruach & Youth Engagement: [ghalasz@templeohavshalom.org](mailto:ghalasz@templeohavshalom.org)

Jackie Leicht, Temple Administrator: [jleicht@templeohavshalom.org](mailto:jleicht@templeohavshalom.org)

\*\* If you do not have an appointment, please make sure to call ahead before “dropping by” at TOS. Office hours are normally 8am - 4pm, M-F.

## **The B'Mitzvah Process:**

It is our hope that the B'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/their Judaism, and self. Your child's learning and growth is the most important part of this journey.

### **Setting a Date**

Children become B'Mitzvah simply by turning 13. The ceremonial celebration (services, Torah reading, etc.) can happen any time on or after that birthday, when the child is ready to mark this transition into Jewish adulthood.

In general, a child's B'Mitzvah date is scheduled on the nearest available Shabbat to his/her/their birthday. Each family will be given a set of three dates to choose from. If none of the provided dates will work for your family, we will do our best to find alternative date options for you.

No B'Mitzvah is assigned on or during Passover, Rosh Hashanah, Yom Kippur, Shabbat Shuvah (the Shabbat between Rosh Hashanah and Yom Kippur) or national holiday weekends (ie the Shabbat of New Year Eve/Day, Memorial Day Weekend, Independence Day Weekend, Labor Day Weekend, Thanksgiving Weekend, and Christmas Weekend).

### **Tutoring**

Tutoring will begin one year prior to your child's B'Mitzvah, unless discussed separately with the Director of Education. 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 readings. In the weeks immediately preceding the B'Mitzvah, students will practice the service in the sanctuary and learn cues and staging.

The B'Mitzvah fee, paid during the 6th grade year, 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. These aids are optional, and are not provided by Temple Ohav Shalom.

### **Study**

As your child progresses, he/she/they must set aside appropriate time to study. What your student puts into the process will determine what he/she/they 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'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 1 service/month once they begin the tutoring process.** Attendance at services provides an opportunity to practice the prayers, and to gain familiarity with the service.

### **Family Workshops**

Becoming a B'Mitzvah is a very special experience. It is also a perfect opportunity for learning together as a family. Throughout the sixth grade year, we may meet together as families. At these sessions, we will learn more about the B'Mitzvah process, about ourselves, and about each other.

### **Meeting with the Director of Education and Clergy**

Throughout the B'Mitzvah process, your child and your family will meet with the Director of Education and Clergy member 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 child, and the clergy to get to know each other. During these meetings, the Rabbi and the student will determine which Torah verses will be read.
- D'var Torah/Teaching meetings. Rabbi Bisno will begin working with your child on the D'var Torah (speech, literally a teaching about the Torah) which he/she/they will present at the B'Mitzvah service. This allows time for your student to process and develop his/her thoughts without feeling rushed at the end.
- Final rehearsal during the week of the service. You will schedule a time with Rabbi Bisno and Grant Halasz typically the Wednesday before the B'Mitzvah to run through the entire service.

### **The Expression of the Individual Student**

Becoming a B'Mitzvah is a time when the student learns about the mitzvot, his/her/their place within the sacred community, and the chain of tradition. As such, we also wish to encourage his/her/their individual expression and gifts that he/she/they can and will bring to our community. Therefore, each student will be asked to do the following:

- Write a D'var Torah
- Participate in social action/social justice work with consultation from the Director of Education.

- In lieu of a longer D'var Torah, a student may wish to create a teaching experience for the community. This will be worked on and created with the Director of Educaiton during the D'var Torah/Teaching meetings.
- Music/Art. If the student is drawn to the musical arts, he/she/they may, in working with the Director of Ruach, choose one to two additional songs to add into the service, where appropriate, and lead chosen songs. If the student is drawn to the creative arts, he/she/they may present and teach about an art project that he/she/they created based upon his/her/their Torah portion.

## **B'Mitzvah Shabbat Worship Services:**

---

Almost all Shabbat services are led by Rabbi Bisno and Grant Halasz and take place in the sanctuary. Service times for Friday evenings are 7pm (unless otherwise noted). Saturday morning services begin promptly at 10:00am and end around 11am.

### **Friday Evening**

Friday evening services include the Kabbalat Shabbat and Ma'ariv services, which welcome in Shabbat and nightfall. Services begin at 7pm.

- **Co-lead the Kabbalat Shabbat service.** This is inclusive of the specific prayers he/she/they will read on the Friday before he/she/they becomes a B'Mitzvah. Remember that each student is different and therefore the prayers that he/she/they will lead will differ. See "Progress chart" for a complete list of these prayers, English readings, and their corresponding page numbers.

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 and your child will lead the congregation in the kiddush and motzi from the bimah.

### **Saturday Morning**

While each child and each Bat/Bar/B'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/they will read on the day he/she/they become a B'Mitzvah. Remember that each student is different and therefore the prayers that he/she/they 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 twelve verses. The B'Mitzvah will also read a selection from the corresponding Haftarah reading for Shabbat. The exact number of verses that your student will read of Torah and Haftarah is determined by your tutor in consultation with the Rabbi.



- **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 B'Mitzvah will also recite the before and after Haftarah blessings.
- **Deliver a D'var Torah/Teaching.** Each student will work with the B'Mitzvah Coordinator to discuss his/her/their Torah portion.
- **Parents Blessing.** Parents are invited to recite a blessing (check with the B'Mitzvah Coordinator) and/or a short word of blessing and teaching to their child.

You have the ability to make many decisions regarding the morning service that will enhance your child's experience in becoming a B'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 be presented with a tallit on this special day. The tallit presentation will be made at the beginning of the B'Mitzvah service. Check with Andrea Guthrey if you have any questions regarding the purchase of the tallit.

### **Kipot and Tallitot**

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

<b>Prayer</b>	<b>Page</b>	<b>Assigned</b>	<b>Completed</b>
Torah Blessings	368		
Tallit Blessing	289		
Haftarah Blessings (Before)	372		
Haftarah Blessings (After)	372		
Torah Service (Sh'ma/Echad/Gad'lu)	366		
Tallit Blessing	289		
Sh'ma & V'ahavta/L'ma'an	318-319		
Avot & Gevurot	324-325		
Friday and Saturday Kiddush	123, 604		
Morning Blessings (includes blessing for study for Torah)	293-296		
Yotzer Or	313		
Mi Chamocha - ga'al Yisrael	322		
Ashrei	303-304		
V'shamru (or Yism'chu)	328		
Yism'chu (or V'shamru)	329		
Torah Service (Ein Kamocha, Av Harachamim, Ki Mitziyon, Baruch Shenatan)	362-366		
Candle Blessing	120		
Aleinu/Shehu Noteh/V'ne'emar	586 (bottom)/ 588/591		
Mourner's Kaddish	598		
Adon Olam	625		
<b>Torah Reading</b>	<b>Assigned</b>	<b>Completed</b>	
1st Aliyah			
2nd Aliyah			
3rd Aliyah			
4th Aliyah			
5th - 7th Aliyah (optional)			
Haftarah			

## **Celebrating your child's accomplishments**

### **Friday Night Onegs:**

The B'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.

### **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 can be sent to you if requested.

We realize that the evening before a B'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 B'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:**

**First Friday dinners** – When a B'Mitzvah is scheduled for the Saturday following a First Friday Dinner event, the B'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 B'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 B'Mitzvah class, as well as for families attending the First Friday dinner, to take on these functions so that the B'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 B'Mitzvah families.**

**Kiddush on Saturday:**

The B'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 B'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 Friday evening or Saturday morning.**

Friday evening and Saturday morning are times for worship and for community. Please arrange for servers outside of the Temple community to provide for set-up and clean up that morning. Feel free to meet with Jackie Leicht about having our maintenance/custodial staff work those hours. Lastly, please do not plan to hold any such events outside the synagogue until 1pm or later. **Our service usually does not end until approximately 12:15pm.**

**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'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 1.5 hours.**

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.

**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 B'Mitzvah at Temple Ohav Shalom shall be a member in good standing of the congregation. The current B'Mitzvah fee is due at the beginning of the 6th grade year, prior to the B'Mitzvah. All dues and other financial obligations shall be paid and up to date.

### **B'Mitzvah Fee**

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

From the time they start their individual tutoring, attendance at one Shabbat service per month is required of the B'Mitzvah student. 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.

### **The TOS Community**

The B'Mitzvah takes place in our congregation during a public worship service. To notify the membership of this community celebration, a service announcement will be put in the Temple newsletter one month prior to the date of the service. It is our expectation that every student in the B'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/their 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 Director of Education and your student's tutor will monitor and determine compliance. Any decision to withhold a B'Mitzvah due to non-compliance will be determined by the Director of Education, Rabbi, 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.

**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 a babysitter).

\_\_\_\_\_ \$0 Use of the social hall is a benefit of TOS membership when the event is open to the full TOS community. This includes full use of the social hall, kitchen, and tables & chairs. Scope of the event: 1.5 hour event plus 1 hour set-up time and 1 hour clean up time. There is a \$50 cleaning fee which can be waived if the event holder chooses to take care of clean up (vacuum, trash, tables wiped, etc)

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 the 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: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Special Events Form:**

**Name:** \_\_\_\_\_

**Telephone (Home and Mobile):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_      **Date of Event:** \_\_\_\_\_  
(B'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(s): \_\_\_\_\_

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@templehavshalom.org](mailto:jleicht@templehavshalom.org), 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,"

(<https://www.amazon.com/Sacred-Table-Creating-Jewish-Challenge/dp/0881231703>

or

([https://www.ccarpress.org/shopping\\_product\\_detail.asp?pid=50131](https://www.ccarpress.org/shopping_product_detail.asp?pid=50131) )

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 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 B'Mitzvah: \_\_\_\_\_

Date of B'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 B'Mitzvah for further processing.**

## 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.
- **Lifelong Learning Fund:** Provides the "extras" so our educational programs can reach beyond what is covered in the budget.
- **Susan Loether Scholarship Fund:** Provides financial assistance to help defray the cost of Religious School for TOS families in need.
- **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 a 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    B'Mitzvah    Recovery

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mail Acknowledgment to: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**I would like to donate to the following Fund:**

- Rabbi's Discretionary Fund
- Building Fund
- Lifelong Learning Fund
- Susan Loether Scholarship Fund
- Temple Beautification Fund
- Music Fund
- College Connection Fund

Donated by \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

- Preschool Fund
- Simkha Leaf \$200
- Humash Fund \$45
- Memorial Plaque for the  
Sanctuary \$250
- Prayer Book Fund (Shabbat/High  
Holy Days) \$36
- Noah Mass Family Medical Fund
- Unrestricted

## **B'Mitzvah Vendors:**

(Compiled from TOS Families)

### Table Centerpieces and Bimah arrangements

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

### Flowers:

McCandless Floral Inc. 412.367.8708

Z Florist, Shaler, 412.486.1970

### Other Centerpieces:

Airheads Balloons 412.793.7144

Balloons Instead 412.389.7722

Aimee Kachmar [aimeesballoons@gmail.com](mailto:aimeesballoons@gmail.com)

Festivities by Laurie (Laurie Leib) 412.767.0567, [lieb1@verizon.net](mailto:lieb1@verizon.net)

Weird Eric (balloon art/display) [weirderic.com](http://weirderic.com)

### Caterers

Big Burrito Catering 412.361.3272 [www.bigburrito.com](http://www.bigburrito.com)

China Palace Wexford 724.935.5888

Remo's Catering 412.203.9069

Tallulah's (Mike) 412.782.2130 [tallulahscateringpgh.com](http://tallulahscateringpgh.com)

The Common Plea 412.281.5140 [www.commonplea-restaurant.com](http://www.commonplea-restaurant.com)

The Fluted Mushroom 412.381.1899

Big Catering 412-361-3272, <https://big.catering>

Good L'Oven (cookies and desserts) 412-837-2834

Millie's (Ice Cream Buffet) 412-818-7425, <https://www.millieshomemade.com/events/>

### DJ's

Flip Disc Productions Doug Ries 724.752.09043

Howard Wallach A to Z Entertainment 847.537.5100

Kelli Burns Entertainment 412.716.6523

PJ the DJ (book through Entertainment Unlimited) 412.343.7700

Party Time Productions (DJ and photo booth), Steve Lebo

<https://www.nextleveventpros.com/>

Coach Dave Gray - CDG Sports [coachdavegray.com](http://coachdavegray.com) [cdgsportsevents@gmail.com](mailto:cdgsportsevents@gmail.com)

Soundtastic Enterprises (owner Alex Foster) 304-727-9562, [SEPartyCrew@inbox.com](mailto:SEPartyCrew@inbox.com)

### Giveaways

Fort Pitt Candy – Strip District

Sarris Candy – Canonsburg (chocolate candy and novelties)

Pittsburgh Candy Buffet (Chris Beers) 412.212.8549 [info@pittsburghcandybuffet.com](mailto:info@pittsburghcandybuffet.com)

Candy Warehouse 800.545.2388 [www.candywarehouse.com](http://www.candywarehouse.com)

Fancy Fortune Cookies 888.776.6611 [www.fancyfortunecookies.com](http://www.fancyfortunecookies.com)

Oriental Trading [www.orientaltrading.com](http://www.orientaltrading.com)  
Archie McPhee (silly toys) 425.349.3009 [www.mcphee.com](http://www.mcphee.com)  
Hunger Site (you give to charity when you purchase) [www.thehungersite.com](http://www.thehungersite.com)  
Nautical/beach merchandise [www.nauticalseasons.com](http://www.nauticalseasons.com)  
Personalized merchandise (bags, t-shirts, etc.) [www.4imprint.com](http://www.4imprint.com)  
Light up toys [www.sureglow.com](http://www.sureglow.com)

### Invitations

Invitations Plus (Squirrel Hill) 412.421.7778  
Joan Breman 412.825.9442 [www.jbink.com](http://www.jbink.com) [joan@jbink.com](mailto:joan@jbink.com)  
Grey Snail Press - Jenni Jarvis <https://www.greysnaildesigns.com/>  
[https://www.etsy.com/shop/GreySnailPress?section\\_id=16839711](https://www.etsy.com/shop/GreySnailPress?section_id=16839711)

### Online Invitations

Greenvelope [www.greenvelope.com](http://www.greenvelope.com)  
Paperless Post [www.paperlesspost.com](http://www.paperlesspost.com)  
Zazzle [www.zazzle.com](http://www.zazzle.com)  
Evite <https://www.evite.com>  
Punchbowl <https://www.punchbowl.com>

### Kippahs

[www.skullcap.com](http://www.skullcap.com)  
[www.yarmulke.com](http://www.yarmulke.com)  
[www.kippah.com](http://www.kippah.com)

### Linens

Eventioneers 412.325.0030  
Tabletalk Linens 412.828.5000

### Other Entertainment

Caricature Artist, Ron Kantrowitz [ron@mail.mugshotzonline.com](mailto:ron@mail.mugshotzonline.com)  
Magician TJ Hill (For booking, contact David Yugar at 412.956.032 or [david@yugarproductions.com](mailto:david@yugarproductions.com))  
Pittsburgh Photo Booth 724.708.2002 <https://pittsburghphotobooth.com>  
Photo Booth Rental, Shutterbooth (Brandi Patterson) [shutterbooth.com](http://shutterbooth.com)  
Talent Network (various rentals, games, etc.) 412.264.4727  
Pittsburgh Paparazzi (photo booth) [pittsburghpaparazzi.com](http://pittsburghpaparazzi.com)  
[pittsburghpaparazzi@gmail.com](mailto:pittsburghpaparazzi@gmail.com)  
Ailene's Face & Body Art: [ailenesfaceandbodyart.com](http://ailenesfaceandbodyart.com)  
Klezmer Band: Janice Coppola, [klezmerized@live.com](mailto:klezmerized@live.com)

### Photographers

Dmitriy Babichenko 412.260.9194  
Krystal Healy 848.333.3229  
Photography by Pati (Monroeville) 724.744.1900

<http://www.photographybypati.com/index2.php>

Tracy Brien Photography (a lifelong Temple member) 724.272.2193

[tracybrienphotography@yahoo.com](mailto:tracybrienphotography@yahoo.com) (inquire about member discounts)

#### Printing/Collating (for Booklets)

Alpha Graphics 412.714.6285

Ditto Document Solutions 412.434.6666

Staples

#### Reception Sites

Social Hall at TOS

Hotels – Double Tree (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

Other – Andy Warhol Museum, Heinz History Center, J. Verno Studios (South Side),

Manchester Craftsman’s Guild, PNC Park, Pittsburgh Zoo, Oxford Athletic Club

RMU Dome Rental, contact James Cichra at [cichra@rmu.edu](mailto:cichra@rmu.edu)

#### Transportation

Laidlaw Transit Inc. 412.793.9600

Molly’s Trolleys 412.281.2085

#### Miscellaneous

Shorin Paper Supplies – Strip district (paper goods) 412.281.0650