



# B'NEI MITZAH HANDBOOK

*May you live to see your world fulfilled  
May your destiny be for worlds still to come,  
And may you trust in generations past and yet to be.  
May your heart be filled with intuition  
and your words be filled with insight.  
May songs of praise ever be on your tongue  
and your vision be a straight path before you.  
May your eyes shine with the light of holy words  
And your face reflect the brightness of the heavens...*

*Talmud, Berachot 17A*

**Revised: February 10, 2026. Subject to change.**



Dear B'nei Mitzvah Families,

B'nei Mitzvah represents a great accomplishment not only for the student and family, but also for the Jewish people. A new generation ascends the steps of the *Bimah*, grasps hold of the Torah scroll, and declares through word and through deed that Judaism remains relevant and important for this next generation of Jews.

By participating in this act of ascension, they are not standing alone, but indeed the whole Jewish world celebrates with them. We celebrate the accomplishment of years of study and dedication and we celebrate the hope for our future as an *Am Kadosh*—a holy people. As they read the Torah the whole Jewish world says Amen!

In addition, the ceremony and preparation leading up to B'nei Mitzvah are opportunities for family education, family celebration, and a chance for parents to reflect on what it means to pass on Jewish values and practices to the next generation.

The entire Staff of Temple Sholom looks forward to supporting you and working with you during this very special time in the life of your family. We will work closely with each family to plan every detail of the *simcha*. Please feel free to contact the office at 604-266-7190 or [info@templesholom.ca](mailto:info@templesholom.ca) if you have any questions.

Mazel Tov!

Dan Moskovitz, Senior Rabbi  
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## HISTORY OF B'NEI MITZVAH

*Excerpted from 'Putting God on the Guest List'*

"B'nei Mitzvah is about ritual maturity. It is about growing up as a Jew. It is about becoming a fuller member of the Jewish community. But it is also about moral responsibility, about connection to Torah, to community, to God.

The concept was born during the first centuries of the Common Era. An invention of the early rabbis, the term refers to anyone who has reached the age of thirteen plus one day. Most references to the age of thirteen come from stories the rabbis told about characters in the Bible. At thirteen, Abraham smashed the idols in his father's house (Midrash, Pirkei De-Rabbi Eliezer 16); Jacob and Esau went their separate ways-Jacob to the worship of God, Esau to idolatry (Midrash, Bereshit Rabbah 63:10). The age of thirteen became seen as the crossroads of spiritual, moral and religious maturity.

The idea of mitzvah implies responsibility and obligation. It connects us to the covenant of Abraham, Isaac, and Jacob, of Sarah, Rebecca, Rachel and Leah, and of all Jews who preceded, each thirteen-years old. It is sacred and deserves celebration."

# THE B'NEI MITZVAH PROGRAM

## **Inclusivity & Accommodating Every Family's Needs**

To ensure the most positive and successful experience on the *Bimah*, we need as much information about your child as you can provide. It's helpful for us to know for example if your child is gifted, especially sensitive, has unique learning issues or faces particular learning challenges. All information will be kept confidential and we will do our best to accommodate all individual needs.

Temple Sholom is committed to inclusion and sensitivity for all of our families. Over the years a few students have experienced gender identity questions around the same time as their B'nei Mitzvah. Our clergy are familiar with and trained to help with many of the related challenges that may appear at this moment of change for your child and family. We will work with you and your child to accommodate your family in a sensitive and constructive way. Services can be modified, non-gendered language can be adopted and new rituals can be incorporated to celebrate your child as they are and who they may be becoming. Please talk to our clergy if you have questions in this area.

## **Pre-Requisites**

For this experience to be meaningful and sincere, we have established the following prerequisites:

1. Your child must be enrolled in Temple Sholom's school or one of the Jewish day schools, not only prior to their B'nei Mitzvah, but also for the completion of the academic year. Students not in Jewish day school must be enrolled in Temple Sholom's school for Grades 6 and 7, at a minimum, in order to have a B'nei Mitzvah at Temple Sholom.
2. Temple Sholom strives to be an inclusive and diverse Jewish community, made up of all kinds of Jewish families. In order to ensure that your child is fully accepted into the broader Jewish people, part of our Temple Sholom policy is that for any child whose birth mother was not Jewish when they were born, they must be immersed in the mikveh before their B'nei Mitzvah date. The mikveh is a meaningful and unique Jewish ritual that can serve as a core affirmation of a child's commitment to Judaism.
3. All outstanding Temple Sholom annual commitments (membership dues) must be scheduled or paid before the B'nei Mitzvah can take place.
4. If attending Temple Sholom's school, your child's work and attendance must be deemed to be satisfactory by the teachers.

5. All students and parents are expected to participate in the Derech L'Torah Program. This program begins in the spring of Grade 6 and continues through the spring of Grade 7. *D'erech L'Torah* ("a path to Torah") is an important and interesting component of the B'nei Mitzvah preparation. Using a Family Education model we explore *Torah*, *Avodah* (prayer), and *Gemilut Chasadim* (acts of love and kindness). The *Derech L'Torah* program generally takes place on Sunday mornings.
6. Parents are expected to attend all of the Spring Grade 6 sessions and designated Fall Grade 7 Derech L'Torah sessions.
7. You and your child are expected to attend services at least 16 times prior to your child's B'nei Mitzvah. Half of the services attended should be Friday evening services and half should be Saturday morning services.
8. The expectation is that all B'nei Mitzvah students continue their participation at Temple Sholom throughout high school. We strongly encourage students to participate throughout their high school years including becoming madrichim/classroom assistant in our school when they are in Grade 11 and Grade 12 and participating in our youth group.

### **Late-Entry B'nei Mitzvah**

Students who join Temple Sholom after October of Grade 6 and have not been attending Jewish day schools through at least Grade 5 will need to enroll in the Temple Sholom's school Grade 6 for the following academic year. There are no late entries to Hebrew Club in Grade 6.

### **Derech Eretz/Courtesy and Responsibility to Each Other**

The B'nei Mitzvah experience is not only an affirmation of what a young person has learned, but it is also a celebration of who we are as a community. Therefore, it is very important that you and your child take care to be inclusive when planning the celebration(s) surrounding their B'nei Mitzvah ceremony. The following is a list of important expectations pertaining to *Derech Eretz*:

1. All students in the B'nei Mitzvah class should receive an invitation to your child's B'nei Mitzvah.
2. The Temple Sholom Board of Trustees has designated the Temple Sholom Sanctuary a Scent Free Zone and ask that you include the following wording in your invitations. "Temple Sholom is a Scent Free Zone - please be mindful of this and the sensitivity to scents experienced by others and refrain from excessive perfume or fragrant soaps or lotions."
3. Once an invitation is received, the RSVP should be sent back in a timely manner.
4. Students in the B'nei Mitzvah class should make every effort to attend each others' ceremonies.

5. All guests must be dressed appropriately to show respect for the B'nei Mitzvah and for Shabbat (no sneakers, sport-team jerseys and/or revealing clothing).
6. If your child is having a party in addition to the kiddush luncheon and is inviting more than one or two of their Temple School classmates, they should invite the entire class. It is hurtful when just a few children are left out of the festivities.
7. Whether the party takes place at Temple Sholom or at another location, note that the behaviour of the children is a direct reflection on Temple Sholom and an extension of the B'nei Mitzvah ceremony.
8. It is the custom at Temple Sholom that in lieu of exchanging gifts for each and every B'nei Mitzvah, the B'nei Mitzvah class donates a mutually agreed upon sum of money (\$180 per family) for a group gift to Temple Sholom. This amount is now included in the tutoring fee. Some years the class designates the fund or initiative the money is directed towards, other years this is left to the discretion of the rabbi. The Rabbi will discuss this in the first D'erech L'Torah meeting.

### **B'nei Mitzvah Preparation and Tutoring**

The Cantor will reach out to meet a year before your child's B'nei Mitzvah date. Individual instruction will begin approximately 8-10 months prior to the B'nei Mitzvah ceremony. They will study with our synagogue tutors. Approximately 10 months prior to your child's date, you will be contacted by the tutor to establish a schedule for lessons.

We use an app called **Mitzvah Tools** to communicate about materials, tutors and appointments.

**Preparation and Tutoring Fees.** Once your child has begun their lessons, you will receive an invoice for \$1,680, with 50% payable at the time of invoicing and the balance due 2 months before the B'nei mitzvah. This covers the weekly private 30-minute lessons for 8-10 months prior to the B'nei Mitzvah, the B'nei Mitzvah class gift, as well as a Mishkan T'filah *siddur* (prayer book).

**Twins.** For twins, the total is reduced by \$350 (\$3,000 - \$350 = \$2650, all tax receiptable). The lesson structure for twins:

- Part 1: 13 lessons for 45 minutes - twins together
- Part 2: 13 lessons for 30 minutes - per child

The twin discount does not apply to children living in different households sharing the same B'nei Mitzvah date.

Tutoring and B'nei Mitzvah preparation is not a profit centre for Temple Sholom; we pass the teaching costs directly to the families, without mark-up.

There is no discount if your family members are involved in the tutoring. Our clergy must closely oversee the tunes and learning.

**In-Person.** We prefer that the lessons take place at Temple Sholom; for those living at the far reaches of the Lower Mainland, some Zoom lessons can be arranged.

**Israel.** If your child is having a B'nei Mitzvah in Israel, we can help with the hand-off to a clergy person in Israel. The tutoring will still take place with Temple Sholom staff to prepare for the Israel ceremony.

**Cancellation.** If your child is unable to attend a pre-booked lesson, we ask that you contact the tutor 24-hours in advance to cancel.

If your child works within the prescribed framework of attending Temple School regularly, completing all homework assignments, and attending shul on a regular basis, they should have no problem reaching the level necessary to complete the Hebrew program.

## THE CEREMONY

This section is intended to provide you with the information you will need to successfully plan and arrange your child's B'nei Mitzvah ceremony.

### Aliyot/Honours

When planning your *simcha* you should choose **Jewish** family members and/or Jewish friends who you would like to participate in the Torah service (other than #6 below). We will send you a form to fill out a few weeks before your B'nei Mitzvah.

**Two weeks prior to the service, the Rabbi will require the names of the following:**

1. One to four post-B'nei Mitzvah individuals for each *aliyah*, of which there will be four plus the one done independently by the B'nei Mitzvah. Those having an *aliyah* will be expected to recite (or chant) in Hebrew the blessings before and after Torah reading (each person does both blessings). The people chosen must be able to chant these blessings fluently in Hebrew.
2. One person for *Hag ba'ah* (the lifting of the open Torah above the head). This person should be able to lift 45 lbs. above their head for approx. 30 seconds. It is a non-speaking role.
3. One person for *Gelela* (binding the Torah). It is a non-speaking role.
4. If the B'nei Mitzvah has younger siblings we suggest you invite them to say the blessing over the wine and the challah at the conclusion of the service. Otherwise, we will ask the B'nei Mitzvah to do this.
5. One person to read the Prayer for Canada (English) and one person to read the Prayer for Israel (English).
6. Two to four people to open and close the Ark before the Torah service, and two–four people to open and close the Ark after the Torah service. **This can be done by relatives who are not Jewish.** No Hebrew required.

### Congregational Aliyah

Every week we invite members of our community for whom the anniversary of their own B'nei Mitzvah falls on this Shabbat to have an aliyah. If they chose to participate in this mitzvah they will be called up WITH your family honours for the third aliyah.

## **Ushers/Greeters at the B'nei Mitzvah**

As part of your responsibilities as a B'nei Mitzvah family, we ask that you take turns being ushers/greeters for other families' *simchas*. The usher/greeters will need to stand at the entrance of the sanctuary from 5:40 - 6:15pm or 7:50 - 8:20pm on Friday evenings to hand out *siddurim* (prayer books) and the announcement sheets.

On Saturday mornings from 9:45 -10:30am the ushers should be at the sanctuary entrance to distribute *siddurim* (prayer books), *Chumashim* (Torah Commentaries), and the B'nei Mitzvah information brochure. These individuals need to be at least post-B'nei Mitzvah age and be able to show guests where to find the washrooms, and entrance to the sanctuary.

## **B'nei Mitzvah Announcements**

The B'nei Mitzvah announcement will be included in *Temple Happenings* (the Temple Sholom newsletter) and the *Jewish Independent*. The standard format is as follows:

### **Jewish Independent:**

"Jacob son of Abraham & Sarah Gottfried will be called to the Torah as a bar mitzvah on Jan 5<sup>th</sup> at Temple Sholom. Jacob will be conducting the service and reading from the Torah..."

### **Happenings Newsletter:**

"Please join with Isaac & Leah as their daughter Hannah is called to the Torah as a Bat Mitzvah on February 5<sup>th</sup> at 10:00am." We'd love to include a photo too.

If for any reason, this format is not appropriate for your family, please notify the office at least *two months prior* to the B'nei Mitzvah date. If you wish to include any other information or a photograph in your announcement in the *Jewish Independent* please contact the *Jewish Independent* directly. They perform this service free of charge.

## **Invitations**

Invitations can be mailed or emailed. We ask that everyone in the B'nei Mitzvah class be invited to the event. A list of contacts is on your B'nei Mitzvah portal in Shulcloud. As a courtesy you

may also invite the following individuals and their partners: Rabbis, Cantor, Temple Sholom School Principal, Tutor.

### **Service Times**

- **Friday Evening** services begin at 8:00pm (changes from time-to-time)
- **Saturday Morning** services start promptly at 10:00am. Morning services tend to last until 11:45am to noon.
- **Thursday Morning** services start at 10:00am (only on B'nei Mitzvah days).

You might consider putting into your invitation that seating begins 15 minutes prior to the service start time.

# ATTIRE, CONDUCT & CUSTOMS IN THE SANCTUARY

## Ritual Attire and Appropriate Dress for the B'nei Mitzvah

As we welcome the B'nei Mitzvah into the Temple Sholom community as a Jewish adult and to be called upon to read Torah, the following requirements have been set by the Clergy and the Ritual Committee:

1. The B'nei Mitzvah will wear a kippah on Friday night.
2. The B'nei Mitzvah will wear a tallit and kippah during the Saturday morning service or on a weekday when applicable.
3. The B'nei Mitzvah will be dressed in a spirit that sanctifies Shabbat. This excludes running shoes and/or the wearing of revealing clothing such as skirts above mid-thigh and/or shirts that expose the midriff.

This is a religious ceremony in the sanctuary of our temple, and attire should reflect the sanctity of the day. For guests this could mean business suits, slacks or sweaters. Shoulders should be covered. (A *tallit* should not be worn to cover bare shoulders). Garments like blue jeans and t-shirts would not be appropriate, nor would overly suggestive or revealing clothing.

## Behaviour

It is customary for a number of the B'nei Mitzvah's friends or schoolmates to be invited. Many of these guests may not have experience in a service setting. We recommend that you send a letter to them and their parents before the service explaining the significance of the day, the preparation involved and a bit about the service. (See the book "*Putting God on the Guest List*" for suggestions). Please make sure that all guests are aware that cell phone usage, talking, texting, excessive moving about and/or leaving the sanctuary and other distractions are discouraged.

All guests should be aware that the service itself commands their respect and attention, as it represents a great deal of effort over many years by the B'nei Mitzvah. If there are school-age guests attending without their own families, it is suggested that they be seated together in the sanctuary. We ask that the B'nei Mitzvah family assign a family member or friend to monitor their behaviour. Younger children are required to sit with their families. If guests are being disruptive, they may be asked to leave the sanctuary.

## Small Children

Crying is a normal part of life for babies and small children, but can be distracting. To allow all guests to enjoy the service, including those with small children, there is childminding in the

library. It is not babysitting, but a place where you can go with your child ((parents must provide supervision).

### **Cell Phones and Other Handheld Electronic Devices**

All attendees should turn off cell phones (including the camera and video app) and other electronic devices during the ceremony. If a phone must be left on for emergency reasons, it must be in a silent mode. Any talking or texting on a cell phone is inappropriate and should only be done outside the sanctuary. It is also distracting when phones are used as cameras therefore we ask that all guests respect the sanctity of the service by refraining from taking photos or videos during the service.

### **Throwing Candy**

There is a tradition of throwing candy to celebrate a B'nei Mitzvah. We can support this if you wish to throw candy. However, there are a few rules:

1. Wrapped soft candy (like jellies) ONLY.
2. No chocolate (such as Hershey's Kisses) due to the risk of them being squished into the carpet.
3. Please bring candies on the day of the B'nei Mitzvah to the Events Manager who will put them in a basket. The clergy will distribute the candy to assembled children who will let the sweetness rain down at the right time. Please do not distribute the candies yourself.

### **Ceremonial Objects & Practices**

There are several items that we use during the service, and some guests may not be aware of the typical customs relating to those items, particularly those who are not Jewish.

#### **Kippah (head covering)**

*Kippahs*, also called *yarmulkes*, are worn by many people during religious services. While often identified as a particularly Jewish item, there is little in Jewish Law requiring them, and they are typically worn as a sign of piety and respect for God during prayers. It is not uncommon for non-Jewish guests to wear them during the service, and doing so will not be seen as a sign or statement about their own religious beliefs. A small number of *kippahs* are available in the foyer. If a large number of guests will be attending, the host family may want to provide extras.

#### **Tallit**

The *tallit*, also called *tallis*, or prayer shawl, is worn to fulfil a biblical commandment to wear fringes (*tzitzit*) on the corner of one's garments. A shawl is worn with the fringes

attached to remind us of our sacred obligations to God and the community. *Tallitot* (plural) are worn in our community by all Jewish members over the age of thirteen. *Tallitot* are available for guests in the foyer. *Tallitot* are worn during morning services by congregants and at all services by those honoured with an *aliyah* and by prayer leaders.

### The Torah/Ark

The Torah scroll itself is considered a sacred object, because of its contents. Additionally, a Torah scroll represents nearly a year of holy labour by a single scribe. There are several things to keep in mind when handling such a revered item.

- WE NEVER touch the written side of the parchment with our fingers. A scroll can be expected to last for centuries, but not if it is touched. Parchment tends to pick up oils and dirt much more readily than paper. During our services, it is only touched lightly by the *tallit* fringes of some participants, and by the pointer (*yad*) used by the reader.
- When the Ark doors are open, the entire congregation stands. When the Torah is laid flat on the table for reading, or held by a seated person, people may sit.

### Practices

There are several practices that are unique to Jewish religious services, and go somewhat beyond basic manners and courtesies. These apply to all attendees. They include:

- When the doors to the Ark are open and when the Torah is out of the Ark, all present stand except while the Torah is laid on a table for reading or held by a seated person on the *bimah*.
- There are certain prayers during which the congregation stands. It is not required, but courteous to do so even by those not actually participating in the prayer.
- People should not leave or enter the sanctuary while the congregation is standing, or while the B'nei Mitzvah is speaking or being addressed.
- Food, drink (except water bottles), and chewing gum are not allowed in the sanctuary.
- The people leading the service will make it clear when to stand or sit. People without experience with the service need not worry.

### **Photography/Videotaping & Applause**

The services are a sacred experience. Temple Shalom does not allow photographs or video to be taken during the service. Photographs may be taken before and after the service. Please call the office to make arrangements if you plan to have photographs taken in the days prior to the B'nei Mitzvah.

In that same vein, we do not applaud during or after the successful completion of the Torah reading.

### **Programs**

The office will prepare a B'nei Mitzvah program for the entire congregation. If a family wants to create a supplemental program or insert to hand out in addition to the synagogue's program that is fine and we require a proof of that program to be submitted to the office for approval 10 days prior to the service.

## KEY FUNCTION INFORMATION

We encourage you to use our facilities. Site fees are in place to cover expenses where necessary. You may use the Temple facilities for any of the following: a family dinner prior to the Friday evening Shabbat service, the Friday Oneg Shabbat, the Saturday kiddush luncheon, and/or for a party on Saturday evening. If the B'nei Mitzvah is scheduled for a Thursday morning you may use the Social Hall or Sarah's Tent for a lunch after services. Please contact the Events Manager to make arrangements for your function(s).

***For B'nei Mitzvah that take place on Shabbat, please count our regular congregants when you are thinking about guest numbers and communicating with your caterer. Approximately 40 adult congregants attend on Friday evenings and 85 on Saturday mornings (25 kids/60 adults). A tax receipt can be issued by the synagogue for the meal sponsorship of up to 85 congregants attending the Saturday kiddush lunch. Please speak to the Events Manager for more information about how to obtain a tax receipt in concordance with your caterer.***

### **Kashrut/Kosher Food Policy**

The Temple Sholom kitchen observes specific dietary regulations and all food must meet the *kashrut* policy below. All caterers have to be approved by the synagogue (see list in Appendix 2), so you should call the office **before** you book a caterer. Please make sure that you and your caterer understand all aspects of the policy. If you or your caterer has questions regarding menu planning or ingredients, our Events Manager will be happy to assist you.

#### **Temple Sholom Kashrut (Jewish dietary) Policy**

In our kitchen and any events in the Temple Sholom building, vegetarian and dairy foods are permitted without a hekhsher (kosher certification symbol). Only Kosher-certified meats with a hekhsher (kosher certification symbol), such as chicken and beef, are permitted, but not when they are mixed with dairy items. No pork, no shellfish (e.g. shrimp, lobster). Tuna and salmon are fine. Please ask the Event Manager or a member of the clergy if you are unsure.

### **Fees and Billing**

We don't want you to be surprised at the cost of your B'nei Mitzvah. After consultation with the Events Manager, we will be happy to outline an estimate and email that to you. The Temple office will invoice families after the event has concluded. Typical costs associated with your event can be found in Appendix 3.

### **Food Options: Catering, Self-Catering and Drop-off Only**

For *simchas* you have three food options:

1. Hiring a full-service caterer
2. Self-catering (providing the food yourself)
3. Restaurant drop-off/delivery

The Events Manager can discuss with you what option works best for your budget.

If you choose to use an outside caterer for your *simcha*, your caterer must provide appropriate staff to prepare and serve your Shabbat dinner, oneg, kiddush lunch or other. A list of caterers can be found on Appendix 2. One person from your catering company or your family must have a Foodsafe certification and be present in the kitchen during all food preparation and clean up. If you choose to have a Shabbat dinner before services begin, you must hire an outside caterer and serving staff for the dinner.

If you are self-catering or having food dropped off only, the synagogue will need to supply kitchen staff and charge you accordingly. Kitchen helpers are billed at the rate of \$30/hr, with the total hours worked to be invoiced to the B'nei Mitzvah family. Some restaurants offer catering staffing/services, but if applicable you are welcome to hire Temple staff instead, via the synagogue's Events Manager. Depending on your details, hiring Temple staff may be less expensive. More about these options can be found on page 21.

### **Friday Oneg Shabbat**

Friday evening services typically begin at 8:00pm and end at 9:15pm; the service is followed by an oneg (dessert) reception that is hosted by the B'nei Mitzvah family and held in the Social Hall. You may choose to have the synagogue provide its normal oneg provisions, supplement it by bringing in additional baked goods made by your family, friends, or use an outside caterer.

#### **What Temple Sholom provides for a typical oneg:**

- Cocktail napkins (white only)
- White tablecloths
- 1 challah
- Cookies and assorted pastries
- 4-5 litres of juice
- 1 litre milk
- Coffee/tea

**If you have more than 18 guests, the sponsorship fee for an oneg catered by the Temple is \$180.**

#### **Supplementing an Oneg**

If you'd like to bring your own desserts or supplement the Temple's typical dessert offerings, you may do so. Typically in this scenario you will not need to pay a sponsorship fee. Please don't bring in desserts that contain nuts or have them clearly labeled if a dessert does contain nuts, so those who may be allergic can avoid them.

### Outside Catering

If you choose to use an outside caterer for your oneg, you will not have to pay the above sponsorship fee. However, you will be responsible to provide:

- Catering staff
- All desserts and beverages to be served to your guests as well as the approx. 40 congregants who regularly attend Friday evening services.
- We ask that your catering staff leave the kitchen in a clean and orderly state. There is no charge to the family for our custodian services on Friday night (up to 4 hours). Any time beyond 4 hours for the custodian must be paid at the rate of \$42/hr.
- Your caterer's responsibilities include, but are not limited to: washing all used dishes, glassware, and cutlery, serving pieces, pots and pans; wiping down counters, cleaning sinks and the dishwasher; wiping out ovens, sweeping and washing the floor.

### Saturday Kiddush Luncheon

The morning service begins at 10:00am and usually concludes at 11:45am or 12pm. After the morning service, everyone present is invited to partake in a community kiddush lunch at Temple Sholom hosted by the B'nei Mitzvah family. The B'nei Mitzvah experience is about being part of a community and as such families may not go off site for private kiddush lunches. The lunch does not have to be extravagant and our Events Manager can help you plan a lunch that works for your family.

### Catering

The synagogue does not have an in-house caterer or chef. The family must provide a caterer and the appropriate staff OR you may choose to self-cater and/or hire the Temple's kitchen staff. One person from your catering company or your family must have a Foodsafe certification and be present in the kitchen during all food preparation and clean up.

### What the Temple provides for a kiddush lunch:

- 2 days kitchen use (day of event plus one additional day, 9am - 3:30 pm)
- Use of all kitchen inventory including dishes, cutlery, etc.

- Coffee makers
- Tables and chairs
- Room set-up and clean-up (up to 4 hours)
- White tablecloths (will require linen laundry charge)
- Microphone for speeches

### Outside Catering

If you choose to use an outside caterer for your kiddush lunch, the caterer provides:

- Kitchen and serving staff
- All food and beverages to be served to your guests as well as the approx. 85 congregants who regularly attend Saturday morning services.
- We ask that your catering staff leave the kitchen in a clean and orderly state. There is no charge to the family for our custodian services on Saturday morning (up to 6 hours). Any time beyond 6 hours for the custodian must be paid at the rate of \$42/hr.
- Your caterer's responsibilities include, but are not limited to: washing all used dishes, glassware, and cutlery, serving pieces, pots and pans; wiping down counters, cleaning sinks and the dishwasher; wiping out ovens, sweeping and washing the floor.

### Thursday Kiddush Luncheon

For kiddush lunches following a Thursday B'nei Mitzvah, all the same information from the prior section on Saturday lunches applies, except the following changes:

- Your guest headcount doesn't need to include the addition of congregants who attend regularly for Shabbat services. (A tax receipt cannot be issued for a Thursday B'nei Mitzvah kiddush lunch).
- You will be billed for 4 hours of time for our security guard and 6 hours of time for our head custodian.
- The service concludes at 11:30am/11:40am instead of noon typically.
- So as not to disrupt the workday of the synagogue's office staff, no amplified music can be played nor dance parties can take place after the service and kiddush lunch concludes.

### Evening Parties

If you wish, you may hold an evening social event at the Temple. A custodian and security guard must be on site during the duration of your event. It is the B'nei Mitzvah family's responsibility to pay for these staffing requirements. The family is responsible for providing a caterer and the appropriate staff to prepare and serve food and to thoroughly clean the kitchen. The same conditions listed under 'Catering' in the *Friday dinner/oneg* and *Saturday kiddush* sections apply.

## Speeches/Slideshows

If you are planning to give a speech or show a slideshow during your kiddush lunch the synagogue can provide use of its microphone, large TV screen and laptop. Please send the slideshow in advance to the Events Manager. Please plan to give your speech or show the slideshow approximately 45 minutes after the service concludes.

## Special Decorations

You are welcome to bring in decorations such as special napkins, table runners, chair covers, centerpieces or balloons. [Here are some examples of how families have decorated for past functions.](#) Please consult with the Events Manager as some decoration items are not permitted. Please note that certain flowers are allowed in the Social Hall but **no** flowers are allowed in the Sanctuary.

## Seating Charts/Assigned Seating

As a general rule, the synagogue prefers to not have assigned seating/seating charts for kiddush lunches, but for functions with more than 200 attendees they are permitted as long as there are 11 tables designated for regular congregants/clergy in the Social Hall. (Regular congregants should not be assigned to sit in a separate area or have a separate menu than the invited guests; please plan to reserve 11 tables for congregants). If you do not have a seating chart, the Events Manager can always print out several "Reserved for BM Family" table tent signs for your guest tables.

## Self-Catering Guidelines

You may self-cater your simcha. This involves:

1. The B'nei Mitzvah family provides **all** the food, beverages, and desserts for your simcha.
2. Buffet style only. (Please email our Event Manager a detailed menu at least two weeks prior to your simcha to confirm the correct quantities of food are being purchased).
3. You may use the Temple's inventory for set up, decorations and presentation (see Appendix 4 for our kitchen inventory list).
4. Limited to 125 invited guests (plus 85 congregants) and the use of the Social Hall only (including kids/teens seating).
5. The food brought in should primarily be pre-made platters such as veggie trays, fruit trays, cheese and cracker trays, pastry trays and sandwiches. Anything that requires more extensive preparation will require hiring extra kitchen staff at the rate of \$30/hr.
6. If you don't have family or friends who are going to help you with the food preparation and clean up, the synagogue will hire the appropriate kitchen staff and invoice the B'nei Mitzvah family accordingly. For a function of 125 invited guests (plus congregants), the synagogue will hire 6 kitchen staff plus a kitchen manager, for a total of approximately

\$1,500.00 (subject to change based on the details of your event and exact number of staff hired).

7. Please note that the TS Kitchen staff are very capable but they are not caterers! They are able to do tasks such as: chop fruit and veggies, mix salad ingredients, slice bagels, warm trays of prepared foods and create nice presentations for a variety of items but they are not responsible for how food tastes. Therefore, they cannot be asked to cook or make items such as mac and cheese, roasted vegetables, pasta salads, etc.
8. When hired, TS kitchen staff are responsible for: setting up the Social Hall tables with cutlery, plates, water glasses and napkins; light kitchen work as mentioned above; clearing/bussing dishes, restocking buffet food, washing dishes, and cleaning up the Social Hall.
9. [Find our self-catering guide here.](#)

### Food Drop-Off Only Guidelines

You may choose to have a restaurant or caterer drop-off their food only, but the B'nei Mitzvah family will be responsible for paying for the synagogue to hire the appropriate kitchen staff to serve and clean up.

1. Buffet style only.
2. The family may need to provide additional beverages or desserts depending on where food is ordered from.
3. You may use the Temple's standard inventory for set up, decorations and presentation (see Appendix 4 for our kitchen inventory list).
4. Limited to 125 invited guests (plus 85 congregants) and the use of the Social Hall only (including kids/teens seating).
5. You should plan to pay approx. \$1,500.00 for the synagogue to hire kitchen staff and a kitchen manager.
6. Please note that the TS Kitchen staff are very capable but they are not caterers! They are able to do tasks such as: chop fruit and veggies, mix salad ingredients, slice bagels, warm trays of prepared foods and create nice presentations for a variety of items but they are not responsible for how food tastes. Therefore, they cannot be asked to cook or make items such as mac and cheese, roasted vegetables, pasta salads, etc.
7. When hired, TS kitchen staff are responsible for: setting up the Social Hall tables with cutlery, plates, water glasses and napkins; light kitchen work as mentioned above; clearing/bussing dishes, restocking buffet food, washing dishes, and cleaning up the Social Hall.
8. We have partnered with several local restaurants/caterers to provide easy menu ordering. A full list of restaurants/caterers is found in Appendix 2. The shortlist below has provided us with set menu options for our B'nei Mitzvah families.
  - a. [The Perfect Bite Drop-Off Menu](#)
  - b. [Omnitsky Kosher Drop-off Menu](#)
  - c. [Nava Drop-off Menu](#)

# PLANNING TIMELINE

The following timeline applies to most prospective *B'nei Mitzvah* students/ families.

Timing	Tasks
Late Nov of Grade 5 (approx. 10 years old)	<ul style="list-style-type: none"> <li>● All TS families with children in Grade 5 are invited to attend a meeting to learn about the B'nai Mitzvah process and are given instructions for requesting a B'nai Mitzvah date.</li> <li>● Complete a B'nei Mitzvah Date Request online form.</li> <li>● Deadline: approx. Jan 5.</li> </ul>
January 15 of Grade 5	<ul style="list-style-type: none"> <li>● Assigned B'nei Mitzvah dates emailed to families.</li> <li>● Book venue for a Saturday evening party, if desired.</li> </ul>
18-24 Months Prior to B'nei Mitzvah	<ul style="list-style-type: none"> <li>● Determine budget. If desired, hire a caterer, photographer.</li> <li>● Announce "Save the Date" to family, prospective guests.</li> </ul>
Spring of Grade 6	<ul style="list-style-type: none"> <li>● Derech L'Torah class begins. 4 sessions in the spring of Gr 6; 4 sessions in the fall of Gr 7.</li> </ul>
One Year Prior	<ul style="list-style-type: none"> <li>● The Cantor will contact you to have an initial B'nei Mitzvah meeting and do a brief Hebrew assessment</li> <li>● Reserve hotel rooms, if needed.</li> </ul>
8-10 Months Prior	<ul style="list-style-type: none"> <li>● A Temple Sholom tutor will contact you to schedule B'nei mitzvah one-on-one tutoring.</li> <li>● Tutoring begins.</li> <li>● Start using the Mitzvah Tools to communicate with tutors.</li> </ul>
6-9 Months Prior	<ul style="list-style-type: none"> <li>● Decide B'nei mitzvah celebrants (guest list).</li> <li>● Discuss plans with Temple Sholom's Events Manager.</li> <li>● Order invitations.</li> </ul>

<p><b>2 or More Months Prior</b></p>	<ul style="list-style-type: none"> <li>● Student and Rabbi should begin preparing the D'var Torah (B'nei Mitzvah speech/insights). A series of 4 meetings are held with one of our rabbis.</li> <li>● Order <i>kippot</i> (and clips, if needed).</li> </ul>
<p><b>6-8 Weeks Prior</b></p>	<ul style="list-style-type: none"> <li>● Mail invitations.</li> </ul>
<p><b>4 Weeks Prior</b></p>	<ul style="list-style-type: none"> <li>● A rabbi will review a first or subsequent draft of the student's D'var Torah.</li> <li>● Schedule a meeting with clergy for a discussion and to review honors' requests (download the Aliyot form).</li> </ul>
<p><b>Within one to two weeks of B'nei Mitzvah</b></p>	<ul style="list-style-type: none"> <li>● Arrange rehearsal date in advance with the clergy.</li> <li>● Rehearsal with cantor and clergy</li> <li>● Family members and/or friends with speaking honors may refer to Prayer Melodies for recorded assistance with the procedure and melody to chant Torah Blessings and to familiarize themselves with other melodies if so inclined.</li> <li>● Confirm all vendors.</li> <li>● Be sure to have a Tallit.</li> <li>● Prepare a seating chart for caterers' reference and your reference, if needed. Prepare extra copies of parent speeches.</li> </ul>
<p><b>B'nei Mitzvah Day!</b></p>	<ul style="list-style-type: none"> <li>● During the B'nei Mitzvah Service relax and be thankful for your blessings.</li> </ul>
<p><b>Following B'nei Mitzvah</b></p>	<ul style="list-style-type: none"> <li>● Follow through if necessary with respective mitzvah project(s) and prepare appropriate thank yous/donations, etc.</li> <li>● You will receive your invoice from the Events Manager with event costs.</li> </ul>

## ADDITIONAL INFORMATION

### Temple Sholom Hours of Operation

Temple Sholom is open Monday to Thursday **8:30am – 4:30pm** and until **2pm on Fridays**. If your caterer, or your photographer requires access to the synagogue, please make arrangements with the office. There may be a charge to accommodate your request.

### Deliveries and Pick-ups

Deliveries of flowers, rentals, food, etc. must be organized with our Events Manager. Rentals (dishes, linens etc.) must be re-boxed immediately after the kiddush and picked up by Monday.

### Flowers

No flowers on the Bema or in the sanctuary. Unscented flowers may be placed on the buffet table or as centrepieces during the oneg and kiddush luncheons. Flowers must be in a container that is **completely watertight**. Please do not use strong smelling flowers, especially lilies.

### Alcohol

Alcohol is part of the religious ceremony. There is no need to obtain a liquor license for the Friday night oneg or Saturday kiddush lunch. You will need a liquor license and someone who is authorized to serve it if you wish to serve alcohol at an evening party.

### Decorations

Please discuss your décor ideas with our events manager. Sparkles, confetti or attaching items to the walls is not permitted. Some candle holders are a fire hazard. Please check with our events manager before purchasing your decorations.

### Pets

No pets are allowed at Temple Sholom. Registered service animals are welcome.

### Final Billing

The Temple office will invoice families following the event for all services used.

# Appendix 1

## Key Contact Information (Temple Sholom Staff)

<b>Temple Sholom</b>	<b>604-266-7190</b>	<b>info@templesholom.ca</b>
Rabbi Dan Moskovitz	Senior Rabbi	rabbidan@templesholom.ca
Rabbi Carey Brown	Associate Rabbi	rabbibrown@templesholom.ca
Cantor Shani Cohen	Cantor	cantorcohen@templesholom.ca
Annette Kozicki	B'nei Mitzvah Tutor	annette@templesholom.ca
Events Manager	Marielle Solan	events@templesholom.ca
Executive Director	Ana Esrock	ana@templesholom.ca
Director of Community Engagement	Cathy Lowenstein	cathy@templesholom.ca
School Principal	Jen Jaffe	jen@templesholom.ca

## Appendix 2

### **Temple Sholom Function Vendors (some suggestions)**

**Caterers** (these caterers are familiar with Temple Sholom's kitchen and requirements). Please adhere to our kosher requirements.

#### **\*\*Kosher**

<b>Caterer</b>	<b>Phone/Email</b>	<b>Website</b>
Chef Menajem Catering	604-440-2259	<a href="http://chefmenajem.com">chefmenajem.com</a>
Fresh Take Catering (Sandra Gilmour)	604-209-1545 freshtakecatering@gmail.com	
Gather Grazing Table	gathervancouver@gmail.com	<a href="http://gathervancouver.com">gathervancouver.com</a>
Lazy Gourmet	604-734-2507	<a href="http://lazygourmet.ca">lazygourmet.ca</a>
Nava** (Susy Siegel)	604-676-7632 catering@navacreative.com	<a href="http://navacreative.com">navacreative.com</a>
Robin Pauer	604-313-0910 robinpr181@gmail.com	
Savoury City	604-875-8484	<a href="http://savourycity.com">savourycity.com</a>
Savoury Chef	604-357-7118	<a href="http://savourychef.com">savourychef.com</a>
The Perfect Bite** (Ricci-Leigh Smith)	604-325-9132 ricci@theprecfectbite.ca	<a href="http://theprecfectbite.ca">theprecfectbite.ca</a>

**Restaurants/Delis** that offer delivery. If you choose a restaurant that doesn't offer catering/serving staff (drop-off only) please plan to hire additional staff via the synagogue's Events Manager (approximately \$1,000.00). Please adhere to our kosher requirements.

<b>Restaurant/Deli/Bakery (Delivery)</b>	<b>Phone/Email</b>	<b>Website</b>
Best Falafel	604-428-5522	<a href="http://bestfalafel.ca">bestfalafel.ca</a>
Chau Cafe	78-379-9508	<a href="http://chowatchau.ca">chowatchau.ca</a>
Chickpea	604-620-0602	<a href="http://ilovechickpea.ca">ilovechickpea.ca</a>
Mish Mish	info@mishmish.ca	<a href="http://mishmish.ca">mishmish.ca</a>

Max's Deli	604-733-4838	<a href="http://maxsdeli.ca">maxsdeli.ca</a>
Nuba	604-558-0690	<a href="http://nuba.ca/catering">nuba.ca/catering</a>
Ofra's Catering	ofra007@gmail.com	
Omnitsky Kosher**	604-321-1818	<a href="http://omnitskykosher.com">omnitskykosher.com</a>
Rosemary Rock Salt	604-254-7202	<a href="http://rosemaryrocksalt.com/catering">rosemaryrocksalt.com/catering</a>
Sabra Kosher Deli**	604-733-4912	<a href="http://sabrakosher.com">sabrakosher.com</a>

### Party Planners and DJs

Wowsapes Decor (Shana Hochfelder and Melina Lytton)	<a href="http://wowsapesdecor.events">wowsapesdecor.events</a>
Jordan Zwicker Entertainment	<a href="http://jzentertainment.ca">jzentertainment.ca</a>
Ira Pettle	<a href="http://irapettle.com/dj-ira-dance-party">irapettle.com/dj-ira-dance-party</a>
Brittany Wong	<a href="http://bashandfete.com">bashandfete.com</a>

### Photographers

Josh Bowie	<a href="http://familyportraitsvancouver.ca">familyportraitsvancouver.ca</a>
Lianne Cohen	<a href="http://liannecohenphotography.com">liannecohenphotography.com</a>
Rachel Lando	<a href="https://facebook.com/LandolImages">facebook.com/LandolImages</a>
Galit Lewinski	<a href="http://photobygalit.com">photobygalit.com</a>
Marielle Solan	<a href="http://mariellesolan.com/mitzvah-gallery">mariellesolan.com/mitzvah-gallery</a>

# Appendix 3

## Costs Associated with the B'nei Mitzvah

### Temple Sholom B'nei Mitzvah Expenses

You will receive a tax receipt for all of the following:

1. Annual Commitment -- *must be in good standing*
2. Building Fund Pledge -- *scheduled*
3. Temple Sholom School Tuition -- *Preschool to Grade 3: \$800/year, Grades 4-7: \$1000/year, Grades 8-9: \$180/year*
4. B'nei Mitzvah Preparation and Tutoring -- *\$1,500 (50% due at the start of tutoring; balance due 60 days before B'nei Mitzvah)*
5. Derech L'Torah Program (B'nei Mitzvah family cohort) -- *included in membership*
6. Meal sponsorship of Saturday kiddush lunch (for up to 85 congregants)

### Room Rental

Please note that we do our best to cap costs. Fees are subject to change.

Description	Fee
Social Hall Site Fee (staff charges not included)	
1 - 200 guests	\$360
201 - 300 guests	\$540
Kitchen Only	\$180
Chapel	\$180
Sarah's Tent	\$180
Sholom Garden Tent (outdoors)	\$180

### B'nei Mitzvah families receive the following:

Friday Night: 4 hours of custodial time for tables and chairs set-up/breakdown.

Saturday Morning: 6 hours of custodial time for our head custodian Bernie.  
Additional time is billed at \$42/hr.

## Other Charges

Item	Details	Cost
Custodian	If additional time for set up and clean up is required.	\$42/hour
Security	It is compulsory to have a security guard on duty during the Friday night service and oneg and Saturday morning service and the kiddush luncheon.	This fee is waived for the oneg and Saturday service.
Security outside of regularly scheduled services/events		\$37/hour
Kitchen staff		\$30/hour
Damage	The B'nei Mitzvah family is responsible for the cost that the Temple incurs to repair any damage that arises during your function.	
Child-minding	If you are expecting a larger number of young children <b>please let the office know</b> so we can provide more child-minding staff.	\$100 (based on babysitter for 4 hours)
Linens		\$7/linen

## Saturday Evening Party

Security	A security guard is required for evening parties.	\$37/hr (4 hour min)
Closing Time	The party must end by midnight. The building must be vacant and cleaned by 1:00am.	\$250 for every ½ hour past 1:00am

## Appendix 4

### Capacities, Kitchen Equipment

#### ROOM CAPACITIES

Room	Capacity
Sanctuary	Approx. <b>383</b> congregants and guests.
Social Hall for Kiddush Lunch	Sit down meal – 224; buffet - 200
	*Extra seating for up to 80 people available in Sarah's Tent/Chapel (indoors).
Sarah's Tent (indoors) for Shabbat Dinner	Sit down meal or buffet - 40
Sarah's Tent and Chapel for Shabbat Dinner	Sit down meal or buffet - 100
Social Hall for Saturday Evening Party	With Dance Floor - 175
Sholom Garden (outdoors)	80

#### KITCHEN EQUIPMENT

Our kitchen is well equipped and contains:

- 1 commercial refrigerator
- 2 low boy refrigerators
- 2 commercial freezers

- 1 microwave
- 6-burner gas stove/oven
- gas convection oven
- commercial dishwasher

### **Dishes, Cutlery, Glassware, Table Linen, etc.**

- 300 place settings of china which include: dinner plates, salad plates, bread & butter plates, cup & saucers and small soup bowls
- 300 place settings of cutlery which include: butter knives, dinner forks, soup spoons, dessert forks and teaspoons
- 120 large soup bowls
- 140 wine glasses
- 250 water glasses
- 20 salad bowls
- 20 bud vases
- 27 Lazy Susans
- 28 water jugs
- 30 coffee and tea carafes
- 26 wine decanters
- 2 100-cup coffee percolators
- 61 glass candleholders
- 109 white tablecloths
- 6 white table skirts
- 25 tiered serving stands
- 1 10.5 quart soup warmer

All items in the kitchen are inventoried before and after each event. We will need to charge for any missing items.

### **Tables**

- 15 rectangular tables (seat 10 people each)
- 6 round tables (seat 10 people each)
- 27 round tables (seat 8 people each)
- 450 banquet chairs
- 10 High Top “bistro” tables

### **Foodsafe**

One person from your catering company or your family must have a Foodsafe certification and be present in the kitchen during all food preparation and clean up.

### **Compost & Recycling**

Please advise your caterer that we **compost** food waste and **recycle** plastic, tin, metal and cardboard.