



TEMPLE EMANU-EL

## B'NAI MITZVAH – Contacts

**Jaqui McCabe**, *Membership Associate*

(212) 507-9515 | [membership@emanuelnyc.org](mailto:membership@emanuelnyc.org)

- Scheduling your service
- Musical service and video streaming options
- Billing and payments
- Photography guidelines
- Signing up to be a Shabbat Greeter

**Rachel Sackman**, *Director of Special Events*

(212) 507-9574 | [rrothman@emanuelnyc.org](mailto:rrothman@emanuelnyc.org)

- Scheduling a Kiddush or reception at Emanu-El

**Johnny Maldonado**, *Clergy Assistant*

(212) 507-9603 | [jmaldonado@emanuelnyc.org](mailto:jmaldonado@emanuelnyc.org)

- Tutoring information
- Scheduling rehearsals with clergy

**Wendy Glick**, *Development Office*

(212) 507-9584 | [wglick@emanuelnyc.org](mailto:wglick@emanuelnyc.org)

- Pulpit flowers and donation opportunities



# B'NAI MITZVAH – Timeline

## Pre-K – 2<sup>nd</sup> grade:

- Enroll child in Religious School
- Attend family programs, holiday celebrations, and worship services
- Get to know our clergy and other families

## 3<sup>rd</sup> grade:

- Attend a B'nai Mitzvah information session if you have not already done so

## 4<sup>th</sup> grade, or when you child turns 10:

- Attend a B'nai Mitzvah information session if you have not already done so
- Contact the Membership Associate to schedule a date for your child's service
  - Once you have scheduled your service, return the signed contract along with the \$1,000 booking fee within 30 days to secure your date

## 5<sup>th</sup> and 6<sup>th</sup> grade:

- Attend both the 5<sup>th</sup>/6<sup>th</sup> Grade B'nai Mitzvah Mini Retreats
- Participate in a Shabbat Morning worship service at Temple Emanu-El (at least once)
- Be a Friday night Shabbat Greeter (contact the Membership Office to learn more and sign up)

## During the year prior to becoming a Bar/Bat Mitzvah:

<b>1 year prior</b>	Meet with Rabbi Amy Ehrlich to receive your child's Torah portion and formally begin the B'nai Mitzvah process as a family
<b>9 months prior</b>	Select your tutor based on recommendations from Rabbi Amy Ehrlich and begin working together, continue for the coming months
<b>6 months prior</b>	Begin meeting monthly with a cantor for "check-ins" on your child's progress
<b>3 months prior</b>	Finalize musical service and livestreaming options (for the 12:30 and 5:00 PM services only)
<b>6 weeks prior</b>	Meet with the Rabbi who will officiate your child's service
<b>4 weeks prior</b>	Begin weekly meetings with the rabbi or cantor to rehearse in the Fifth Avenue Sanctuary or Beth-El Chapel
<b>Friday night prior</b>	Join us for Shabbat Services as your family is honored at the Oneg Shabbat.
<b>Day of</b>	Child is called to the Torah as a Bar/Bat Mitzvah

## After the child becomes a Bar/Bat Mitzvah:

- Stay involved in our Emanu-El community through volunteering, learning, and worship



# B'NAI MITZVAH – Scheduling

At Emanu-El, we strive to provide each family with a meaningful and personal Bar/Bat Mitzvah experience. Each child at Temple Emanu-El has their own individual service, and we offer options to further personalize the ceremony. We encourage you to reach out to the Membership Office with any questions you have about this exciting process. Below are a few things to consider:

- You may call the Membership Office to schedule your service any time after the Labor Day when your child enters fourth grade (September 3<sup>rd</sup>, 2018) or when they turn ten years old.
  - Select a prospective date and time, or have a few dates in mind if you are flexible.
  - Consider recommendations from your child’s secular school; some schools may work to assure that students will not have conflicting service dates and times.
  
- Shortly after selecting a date, you will receive a contract laying out the payment schedule and other details, as well as a document describing musical service options for the afternoon and evening services. Please return the signed contract along with a \$1,000 booking fee within 30 days to officially secure your date and time.
  
- Your child must be continuously enrolled in our Religious School in order to confirm and maintain a date.

Service Type	Time	Location	Music	Media
Morning Service (open to the community)	10:30 AM	Fifth Avenue Sanctuary	Classical service (Includes choir and organ at no charge)	Livestreaming/Video and video services included
Afternoon or Evening Service (private)	12:30 PM or 5 PM	Fifth Avenue Sanctuary <b>or</b> Beth El Chapel	Contemporary and classical service options available depending on time and location (at an additional cost)	Livestream/Video available at an additional cost



# B'NAI MITZVAH – Fees

Within <b>30 days</b> of booking the date	\$1,000 - Deposit returned with a signed contract
<b>1 year</b> prior to the scheduled date	\$1,325 - Balance of Bar/Bat mitzvah fees billed Consider whether you wish to host a Kiddush after your child's ceremony (for morning/afternoon services only)
<b>3 months</b> prior to the scheduled date	Balance of membership dues, Religious School tuition, and Bar/Bat mitzvah fees due \$450-\$2,200 – Music package add-on fee billed (for afternoon/evening services only) \$400 – Livestream/video fee billed (for afternoon/evening services only)
<b>1 month</b> prior to the scheduled date	Balance of music package and livestream/video fees due Balance of Kiddush fees due

- Private tutoring begins 9 months before the Bar/Bat Mitzvah and costs \$100-\$200 an hour
- Your membership dues and all fees, including Religious School tuition, must be paid in full three months prior to the bar/bat mitzvah date.
- Any child who is becoming bar or bat mitzvah at Congregation Emanu-El must be continuously enrolled in the Religious School in order to confirm and maintain a date.
- The Bar/Bat Mitzvah fee includes the Friday Night *Oneg Shabbat* reception, which follows the Friday Shabbat Service on the evening before your child becomes a bar or bat mitzvah. Your family will be honored at this service, and our clergy looks forward to celebrating with you then.



# B'NAI MITZVAH – Event Planning

## Safety:

- **Security:**
  - Our security guards inspect all bags as people enter our sanctuaries. This is for the protection of all our members and guests.
  - There are no backpacks or suitcases allowed in the sanctuaries. People will be asked to leave large bags outside the sanctuary.
  - The New York Police Department is outside our building often, providing extra security and comfort. There is no reason to be alarmed when you see them.
- **Buses:** Please alert us if you will be transporting guests from the service by bus, and we will help you pick the appropriate location for pickup/drop off.
- **Parking:** There is no parking at the temple. Nearby parking lots are at 65th Street between Madison and Parks, 65th Street between Park and Lexington, and 67th Street between Fifth and Madison. Please advise your guests that street parking is limited in the area.

## Special Accommodations:

- If you are expecting someone with special needs, please let us know by calling the Membership Office in advance. We will work with you to provide hearing devices, large print prayer books, an accessible entrance to the building, or anything else needed to accommodate your guest.

## Photography/Videography:

- **Timing** *(Please contact the Membership Office to schedule photos)*
  - **Morning Service:** Photos may be taken in the Fifth Avenue Sanctuary between 8:30 AM and 9:30 AM prior to the service.
  - **Afternoon Service:** Photos may be taken in the sanctuary where your service will be held for an hour after the conclusion of the service
  - **Evening Service:** Photos may be taken in in the sanctuary where your service will be held 3:30 PM till 4:30 PM, prior to the service.
  - You may also take photos the day of your final rehearsal. If you are interested in taking photos during your rehearsals, please notify the Membership Office.
- **Guidelines**
  - Photographers and videographers must remain in the balcony (Fifth Avenue Sanctuary) or choir loft (Beth-El Chapel) during the service, and refrain from moving around or using flash and shutter sounds. This allows our congregants and guests to enjoy the sanctity of this special day without interruption or distraction.

- **Livestreaming**

- **Morning Service:** Your service will be broadcast as part of our Shabbat service livestream. A thumb drive of your service can be provided for no additional cost.
- **Evening/Afternoon Service:** You may choose to hire our livestreaming staff for \$400. You will be provided with a private livestream link and password, and a thumb drive of your service.

## **Invitations:**

Here are a few important things to consider when creating your invitations:

- **Temple Name:** Congregation Emanu-El of the City of New York or Temple Emanu-El
- **Temple Address:** Fifth Avenue and Sixty-Fifth Street or Fifth Avenue and 65th Street
- **Wording:** The correct wording for this milestone is that your child is “becoming a bar mitzvah” or you are “celebrating your child becoming a bat mitzvah.” We will be happy to help you with the wording for your invitation if you have any questions about proper usage.

If you would like us to review your invitation, please email it to [membership@emanuelnyc.org](mailto:membership@emanuelnyc.org).

## **Flowers:**

- **Fifth Avenue Sanctuary:** Flowers are provided by the temple’s Bimah Flower Fund during morning services, and remain there for the duration of the day. If you would like to contribute to the Bimah Flowers Fund for the week of your child’s Bar/Bat Mitzvah, please call the Development Office.
- **Beth-El Chapel:** Flowers will not be provided for services in the Beth-El Chapel, so if you would like to provide your own, you may have your florist prepare a 10” (or smaller) arrangement, or be in touch with the Temple Emanu-El florist, John Fellan who may be reached at Fellan Florist at (800) 335-5267

## **Booking a Kiddush:**

- Depending on your service time, you may have the option of booking a Kiddush at Temple Emanu-El. Reservation requests for a Kiddush can be submitted starting one year in advance of the event. Please contact Rachel Sackman, Director of Special Events and Operations, to book your Kiddush at (212) 507-9574.

## **Other things to consider:**

- **Kippot/Yarmulkes:** If it is your custom to wear a kippah during services, black kippot are always available in the temple lobby, or you may choose to create personalized kippot for your guests to wear. There are various websites and Judaica stores in the area that will help you to design a kippah for your occasion.
- **Programs:** Many families elect to create programs to serve as a guide for the service, and to highlight specific songs, prayers, and other important moments. A template for B’nai Mitzvah programs can be provided by the Membership Office.



TEMPLE EMANU-EL

## B'NAI MITZVAH – FAQ's

### Frequently Asked Questions

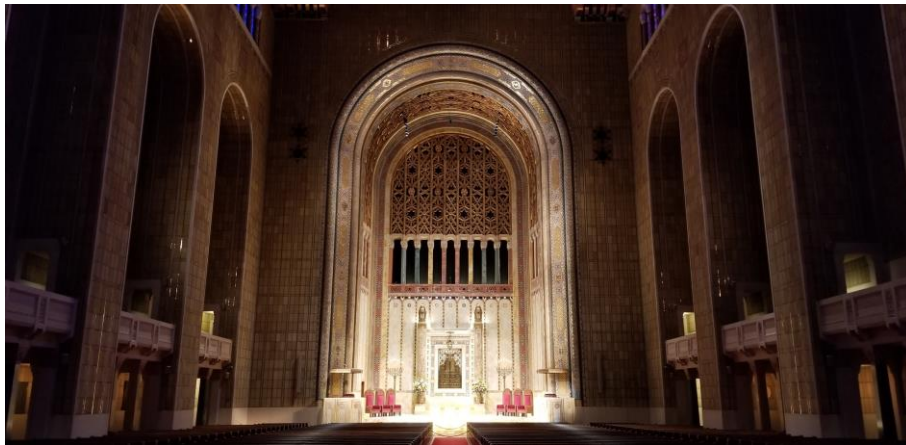
**Q: Should I choose the Fifth Avenue Sanctuary or Beth-EI Chapel? Which one is better for my child?**

At Temple Emanu-El, we offer two spaces where your child may become a Bar/Bat Mitzvah. The morning service always takes place in the Fifth Avenue Sanctuary, while the afternoon and evening services may take place in either the Fifth Avenue Sanctuary or the Beth-EI Chapel.

The main difference between the two sanctuaries is the size, so your choice may depend on how many people are attending your child's service, or how comfortable your child feels speaking in a large room. The Fifth Avenue Sanctuary seats 2,400 people, and the Beth-EI Chapel seats approximately 250 people. You and your child are most welcome to come in and view both spaces. Please contact the Membership Office to set up a time.

**Q: Will my child read from the Torah at an afternoon or evening service? What about Haftarah?**

Torah is read at all B'nai Mitzvah services. Haftarah is read in the morning, but not during afternoon or evening services. A havdalah ceremony can be included as part of the evening service.



*Fifth Avenue Sanctuary* ▲



*Beth-EI Sanctuary* ▲