

Congregation Emanu-El of the City of New York

A Bar and Bat Mitzvah Planning Guide

Congratulations!

You have started planning for the celebration of your son or daughter becoming a bar or bat mitzvah, an adult member of the Jewish community. As you are aware, there is quite a lot of planning still to be done, and many questions may arise from those plans. This guide will help to answer some of your questions.

We at Emanu-El will strive to make your experience a reflection of the decorum, dignity and beauty associated with our historic Temple, in keeping with our long-established traditions.

Please take the time to read this carefully. It will assist you in making your family's milestone one that you will remember always with happiness and pride.

Mark H. Heutlinger, Administrator
Sherry Nehmer, Associate Director of Administration

Congregation Emanu-El of the City of New York
One East 65th Street, New York, NY 10065
(212) 744-1400

INVITATIONS AND DIRECTIONS

It may seem obvious to you what information should be included on your invitation, but the following will help you with the specifics of spelling, wording and designation of our address. Before you print your invitation, please check the following:

NAME AND ADDRESS OF THE TEMPLE

Please list the location as either **Congregation Emanu-El of the City of New York** or **Temple Emanu-El**.

If you choose the latter, make sure to include “New York City” or “Manhattan” after the name, as there are several Temples of the same or similar name in the tristate area. Please make sure “Emanu-El” is spelled correctly, as shown.

If the service is in the Temple Sanctuary or Beth-El Chapel, please designate the address as “Fifth Avenue and (or “at”) Sixty-fifth Street” or “Fifth Avenue and (or “at”) 65th Street” spelled as you see it here. There is no need to designate the chapel within the Temple; guests will be directed once they have entered at Fifth Avenue. If your ceremony is being held in Greenwald Chapel, the correct address to use is “One East Sixty-fifth Street” or “One East 65th Street.”

TIME OF SERVICE

If your child will be participating in our regular Saturday worship services, the time to list is 10:30 a.m.

The times of private services vary, and what you list in your invitation should be what has been determined in your discussions when arranging the time and date of the service. Please note that our services begin promptly. *To schedule or change a time, call Sherry Nehmer at (212) 744-1400, ext. 312.*

WORDING

As you no doubt know, there is no such thing as “having a bar mitzvah” or “going to a bar mitzvah.” The correct wording for your *simcha* is that your child is “becoming a bar mitzvah” or you are “celebrating your child becoming a bat mitzvah.” Our rabbis can help you with the wording for your invitation if you have any questions.

INVITATION PROOFS

We would appreciate seeing the printer’s blueline or proof of your invitation before it is printed. This will help ensure that everyone is in agreement over details of spelling, time and location. Please fax your proof to Sherry Nehmer at **(212) 570-0826**.

DO WE NEED FLOWERS?

For those holding their service during our regular Sabbath morning worship in the Fifth Avenue Sanctuary, flowers are provided by the Temple's Pulpit Flowers Fund.

For those holding a private service, you have the option of providing your own flowers. THIS IS NOT A REQUIREMENT. Approximately half of the families choose to do so.

For those having private services in the Beth-El Chapel or Greenwald Chapel, you may wish to have your own florist provide an arrangement for the *bimah*. If so, you and your florist **must arrange an appointment** with the Administrative Office, to discuss dimensions and guidelines, as well as delivery schedule.

Regardless of where your child's ceremony is held, you may choose to contribute to the Pulpit Flowers Fund for that week. Notice of your floral tribute will appear in the *Temple Bulletin* the week of your child's ceremony. The donation for flowers is **\$300**. For more information about how you may make a Pulpit Flowers contribution, please call Sherry Nehmer at (212) 744-1400, ext. 312, **at least eight weeks before** the Sabbath in question.

PHOTOGRAPHY

At Temple Emanu-El, our desire to preserve the dignity of worship enables congregants and guests to maintain the sanctity of this very special day. In part, this is accomplished by refraining from photography during the service.

You may take family photos prior to the service, depending on the Temple's daily schedule. This will afford you the opportunity to pose formal portraits in the appropriate setting. Photographs also may be taken during a final rehearsal. In any case, all photography must be completed at least 45 minutes before the time of the service indicated on your invitation. **Please contact the office to set up an exact schedule for the taking of photographs** to allow ample time to open our doors and welcome your family and guests.

For those participating in regular Sabbath morning services:

No photography or videography is allowed at all during the service.

For private services:

Fifteen minutes before doors are opened to welcome the congregation (or 45 minutes before the invitation time), all photographers must leave the sanctuary or chapel and lobby. They may be escorted to the choir loft to set up for one or two shots during the service. **NO ARTIFICIAL LIGHT MAY BE USED.**

Depending on the Temple's schedule, photos may also be taken after the service, if you wish.

Videographers may record the entire service from the choir loft as long as no artificial light is used. Your videographer may use the ambient sound from our system or put a discreet wireless mike on your child or the lectern. The videographer may not interrupt the service to change the microphone or adjust its position.

At all services:

Individual family members or guests are not permitted to photograph or videotape the service. Signs are posted to this effect, and our staff will remind those entering with cameras that no pictures may be taken in the sanctuary or chapel during services.

If your photographer/videographer has any questions, or would like to see the space ahead of time, we would be pleased to show him or her the locations involved. *We highly recommend that he or she do so.* Please call **(212) 744-1400, ext. 210** to make an appointment.

SPECIAL ARRANGEMENTS

HANDICAPPED ACCESS

If you have family or guests who are physically challenged, please let us know by calling the office in advance. A member of our staff will open the garden entrance doors when they arrive to allow access without having to negotiate steps. This entrance may be used for both the Fifth Avenue Sanctuary and Beth-El Chapel. A ramp also is available at One East 65th Street for people attending services in the Greenwald Chapel.

Handicapped-access restrooms are not located in the Temple but are in the Marvin and Elizabeth Cassell Community House at One East 65th Street. In order to avoid any steps, the person must enter from the street, not from inside the Temple.

TRANSPORTATION

Buses:

The safety of your family and guests is our overriding concern. Please alert us if you will be transporting guests from the service by bus. Where the bus will be after services depends on whether it has a left- or right-hand door (most have right-hand doors). For left-hand opening buses **ONLY**, the bus will be permitted to park on the same side of Fifth Avenue as the Temple. All other buses must be positioned on the Central Park side of Fifth Avenue or on East 65th or East 66th streets, so that guests may enter from the sidewalk side, **NEVER** from the street. Please ask one or two adult friends, not family members, to go to the appropriate corner after services to serve as “crossing guards” for your guests — especially the children. We do not want anyone to cross in the middle of the block. They **MUST** cross at the light.

Parking:

There is no parking in front of the Temple. There are three nearby parking lots, 65th Street between Madison and Park, 65th between Park and Lexington, and 67th between Fifth and Madison. Please advise your guests that street parking is very limited in our neighborhood.

Parades:

Fifth Avenue is the busiest parade route in Manhattan. Road closures, interruptions of traffic and construction may occur on any weekend throughout the year. We will attempt to give you as much warning as possible in the event of such an occurrence, but be aware that we are not able to control any associated noise, congestion or road-access difficulties. We work closely with the NYC Police Department's 19th Precinct to lessen any potential problems.

MISCELLANEOUS

Rehearsal Dates: Bar/bat mitzvah rehearsal dates are set with the rabbis.

Religious School Registration: In order to preserve your child's bar/bat mitzvah date, he/she must be registered in our Religious School. This is not related to any outside tutoring or *b'nei mitzvah* training for his/her service. For clarification about this requirement, please call the Religious School at (212) 744-1400, ext. 226.

Fees: Services: The bar/bat mitzvah fee as of June 1, 2006, is \$1500, whether your service is to be held in one of our chapels or in the sanctuary, whether it is to be part of the regular Sabbath morning worship service or a private service conducted on the Sabbath, on Sunday, or during the week. Fees cover all expenses, including administrative fees and facilities reimbursement.

Organist: For private services, there is also an additional \$350 for your organist.

Friday evening service and Oneg: It is our hope that you and your family will worship with us at the 5:15 p.m. Sabbath service on Friday and then join us afterwards for a celebratory congregational *Oneg Shabbat* in anticipation of your child's *simcha*. Each bar/bat mitzvah family supports this mitzvah with a contribution of \$300.

All fees for the bar/bat mitzvah, the organist and the oneg, as well as your annual membership dues and religious school fees must be paid in full prior to the bar/bat mitzvah date.

Security: We will provide security for your service. The guard has the right to inspect bags of anyone entering the Temple. This is done for your protection and that of your guests.

Please remind guests to bring their invitations to the Temple.

REMEMBER...for questions concerning
Temple Emanu-El's bar/bat mitzvah traditions
liturgy, rehearsals, tutors
call **Rabbi Amy B. Ehrlich** at **(212) 744-1400, ext. 206.**

For questions about
scheduling, changing the date or time of a service
invitations, florists, photography
transportation
dedicating Pulpit Flowers in honor of your child
holding a reception at the Temple
call **Sherry Nehmer** at **(212) 744-1400, ext. 312.**