

Congregation Emanu-El
of the City of New York

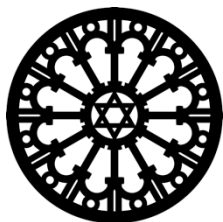
A Bar and Bat Mitzvah Planning Guide

Congratulations!

You've started preparations for your child becoming a bar or bat mitzvah, an adult member of the Jewish community. There's quite a lot of planning still to be done, and many questions arising from those plans. This book will help answer some of those questions.

At Emanu-El, we want to make your experience a reflection of the dignity, spirituality and beauty associated with our historic temple, in keeping with our long-established traditions.

Please take the time to read this carefully. Let it be your guide to a day you and your family will always remember with happiness and pride.



Temple Emanu-El
One East 65th Street, New York, NY 10065
(212) 744-1400 • www.emanuelnyc.org

INVITATIONS AND DIRECTIONS

It may seem obvious 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.

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 about two dozen temples of the same or similar name in the tri-state area. Please make sure “**Emanu-El**” is spelled as shown.

If your service is scheduled in either the Fifth Avenue Sanctuary or Beth-El Chapel, designate the address as **Fifth Avenue and Sixty-fifth Street** or **Fifth Avenue and 65th Street**, spelled and capitalized as you see here. There’s no need to designate the chapel within the temple as guests will be directed once they enter at Fifth Avenue. If your ceremony is being held in Greenwald Chapel, use the address **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 on your invitation is **10:30 AM**.

The times of private services vary, and what you put on your invitation should be what has been determined in your discussions with the temple’s administrative office when arranging the time and date of the service. If you and the rabbi change the time or location, remember to contact the office with all new information. Please note that our services begin promptly. *To schedule or change a date or time, call Sydney Lazar at (212) 507-9515.*

WORDING: As you no doubt know by now, there is no such thing as “having a bat mitzvah” or “going to a bar mitzvah.” The correct wording is that your child is “becoming a bar mitzvah” or you are “celebrating your child becoming a bat mitzvah.” Our rabbis will be happy to help you with the wording for your invitation if you have any questions about proper usage.

INVITATION PROOFS: Please send us the printer's proof of your invitation before it's printed. This will make certain that everyone agrees over details of spelling, time and location. *Please fax your proof to (212) 570-0826, or email it to slazar@emanuelnyc.org.*

FLOWERS

For those holding their service during regular Sabbath morning worship, flowers are already provided by the temple's Bimah Flowers Fund. For those holding a service in the Beth-El or Greenwald chapels, you have the option of providing your own flowers. If you do wish to have your florist provide an arrangement for the *bimah*, then have him or her call the administrative office to discuss dimensions, guidelines and delivery schedule.

Regardless of where your child's ceremony is held, you may choose to contribute to the Bimah Flowers Fund for that week. Notice of your floral tribute will appear in the Temple Bulletin. *For additional information about how you may make a Bimah Flowers contribution, please call Sydney Lazar at (212) 507-9515 at least eight weeks prior to the Sabbath of celebration.*

PHOTOGRAPHY

At Temple Emanu-El, our desire to preserve dignity of worship enables congregants and guests to enjoy the sanctity of this very special day without interruption or distraction. In part, this is accomplished by refraining from photography during the service and allowing special times and arrangements for the taking of pictures.

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 the final rehearsal. Please call the office to set up an exact schedule for taking photographs.

For those participating in regular Sabbath morning services, you may take photographs in the Fifth Avenue Sanctuary between 8:30 AM and 9:45 AM. Call the office to set up a photo shoot. *Please note: No photography is allowed during Sabbath morning services.*

For those with private services, when the doors are opened to welcome the guests (30 minutes before the invitation time), all photographers must leave the sanctuary or chapel and lobby. They may go to the choir loft or south gallery to set up for shots during the service. *Please note: No flash or artificial light may be used during services.*

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

At all services, guests and family members are requested not to take photographs. Signs are posted to this effect, and our staff will remind those entering with cameras that no pictures are to be taken during services.

If your photographer or videographer has questions, or if he or she would like to see the space ahead of time, then we would be pleased to show the locations involved. *Please call (212) 507-9515 to set up an appointment.*

SPECIAL ARRANGEMENTS

DISABLED ACCESS: If you are expecting someone with special needs, please let us know by calling the office in advance. A member of our staff will open the Garden entrance doors when your guest arrives, which will allow him or her access without having to negotiate steps.

This entrance may be used for both the Fifth Avenue Sanctuary and the Beth-El Chapel. A ramp is available at One East 65th Street for those attending services in the Greenwald Chapel. Handicapped-accessible restrooms are not located in the temple but are in the Marvin and Elizabeth Cassell Community House at One East 65th Street. 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 Street 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 of Fifth Avenue and 65th Street after services to serve as “crossing guards” for your guests—especially the children. We don’t want anyone to cross in the middle of the block; all must cross at the light.

PARADES: Fifth Avenue is the busiest parade route in Manhattan. There are road closures, interruptions and construction right in front of the temple on many weekends 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’re not able to control noise, congestion or road access difficulties, or changes in parade schedules. We work closely with our local 19th Precinct to lessen any potential problems.

PARKING: There is no parking in front of the temple. Nearby parking lots are at 65th Street between Madison and Park, 65th Street between Park and Lexington, and 67th Street between Fifth and Madison. Please advise your guests that street parking is limited in the neighborhood.

MISCELLANEOUS

REHEARSALS: Rehearsal dates are set with the clergy.

FEES: The current bar/bat mitzvah fee is \$2000; this is the same for both Sabbath morning and private services. For those having private services, there is an additional cost of \$450 for your organist. Each family also contributes \$325 for the *Oneg Shabbat* on the weekend of their child’s service. *Please note: Fees are subject to change on June 1 of every year.*

Your annual dues and all fees, including Religious School tuition, 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. This is done for your protection and for that of your guests. Because we get so many visitors and tourists, please remind your guests to bring invitations with them to the temple.

FRIDAY EVENING SERVICE AND ONEG SHABBAT: On the weekend of your child's service, it is our hope that you and your family will worship with us at the Friday evening service (6 PM) and then join us afterward for a celebratory congregational *Oneg Shabbat*, where your child will be blessed.

QUICK REFERENCE GUIDE: WHO DO I CONTACT?

For questions concerning:

- Temple Emanu-El's bar/bat mitzvah traditions
- Liturgy
- Tutoring
- Rehearsals

Call Rabbi Amy B. Ehrlich at (212) 507-9606.

For questions regarding:

- Chanting the Torah
- The Kol Koren program

Call Cantor Mo Glazman at (212) 507-9533.

For questions about:

- Scheduling
- Changing the date or time of a service
- Invitations
- Florists
- Photography
- Transportation
- Dedicating Bimah Flowers in honor of your child
- Holding a reception at the temple

Call Sydney Lazar at (212) 507-9515.