



B'nei Mitzvah Handbook



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Photo Courtesy of Stephen Hyatt

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***Handbooks are updated annually. Updated electronic versions will be emailed to families. Families must review the updated versions to note any changes or updates, which could include changes in fee amounts. .**

To the extent that any provisions in this Handbook conflict with the restrictions, protocols or other provisions set forth in KKBE's Guidelines for Reopening and Resumption of Operations, the Guidelines will control.

I. A Brief History of B'nei Mitzvah

Like most traditions, the practice of becoming B'nei Mitzvah at or after age thirteen has evolved over time. This ritual has always been viewed as one moment in the process of a young person's spiritual growth and commitment to the Jewish people.

By the time the Talmud was completed in the sixth century C.E., boys of thirteen years plus one day had assumed adult responsibility for performing the mitzvot, hence the term Bar Mitzvah, "son of the commandment." This had legal ramifications: these boys were now counted in a *minyan*, could get married, and could legally act as witnesses. At first, there was no formal rite, only a public blessing by the boy's father that he was no longer responsible for the wrong doings of the son.

The earliest Bar Mitzvah ceremony consisted of reciting the appropriate blessings and reading the last section of the weekly portion of the Torah, the *maftir*, and reading the haftarah portion. [*"Maftir"* refers to an extra reading, since the boy was not officially a Bar Mitzvah until after the service, when he had finished reciting the blessings before and after the *maftir* reading. The *haftarah* portion is a selection from the books of the Prophets.] The most important part of the rite was a *d'rashah* or *d'var Torah*, remarks on the Torah or *haftarah* portion. Since the Bar Mitzvah was assuming adult responsibilities, he was expected to show his understanding of these responsibilities to his family and, more importantly, to his community. It wasn't until the seventeenth and eighteenth centuries that we find records of a Bar Mitzvah being invited to also lead part of the worship service. Although the meaning of Bar Mitzvah has changed, the structure of the Bar Mitzvah ceremony is essentially the same.

The first public ceremony to celebrate a girl's becoming a Bat Mitzvah, "daughter of the commandment," took place in New York in 1922. Dr. Judith Kaplan-Eisenstein (her adult married name), the daughter of Rabbi Mordecai Kaplan, the founder of Reconstructionist Judaism, recited the blessings and read the Torah portion from a book "at a respectable distance" from the Torah scroll. The regular celebration of girls becoming B'not Mitzvah came into prominence in Reform congregations in particular in the second half of the twentieth century. Bat Mitzvah in a Reform congregation is now identical in form with the celebration of Bar Mitzvah.

It should be noted that the rite of Confirmation began in Reform Judaism in Germany in 1810 and included girls from 1817. Since it was felt that a thirteen-year-old was too young to fully understand the precepts of Judaism, the celebration of a boy becoming a Bar Mitzvah was dropped in favor of Confirmation, which was held at age sixteen or seventeen because that was deemed a more mature age to assume communal responsibilities. Historically, Reform Judaism has tended to emphasize Confirmation. Today, most congregations hold both ceremonies.

In the Jewish community all joyous occasions are celebrated and becoming B'nei Mitzvah is no exception. In early years, the celebrations varied from a simple Kiddush

of wine, brandy, and cake following the service to more elaborate meals for family and friends. Rabbis have long urged families not to have elaborate celebrations and always to provide for the poor in order to fulfill the mitzvot. The *d'rashah* was delivered by the Bar Mitzvah some time during the celebration in order to emphasize the religious aspect of the festivities. Gifts were generally limited to books, religious items, or "sermon gifts," which were small amounts of money given as thanks for the remarks.

Historically, becoming B'nei Mitzvah has been viewed as a first step in a young person's road to adult Jewish responsibility. In our contemporary world, B'nei Mitzvah marks the beginning of the individual's adolescence, the great journey from childhood to adulthood, from dependency to independent responsible action and communal Jewish involvement. The young person is beginning to grow up.

(Based in part on materials provided by the Union for Reform Judaism)

Please note:

B'nei Mitzvah is a community observance. It is not by coincidence that we choose to hold this ceremony in public. To be a Jew means to live within a covenantal relationship, not only with God but with other Jews as well. For this reason, the celebration of the youngster's first steps toward Jewish adulthood takes place in the synagogue, the communal home. The congregation is not an audience and B'nei Mitzvah is not a performance. It is a religious service and a celebration.

B'nei Mitzvah is not a substitute for Confirmation. Historically, Confirmation in the tenth grade is considered of greater importance. The young person is more mature and generally has more understanding of Judaism at the age of fifteen or sixteen than s/he does at thirteen. Accordingly, B'nei Mitzvah students are expected to continue their formal Jewish education through Confirmation.

Becoming B'nei Mitzvah is meaningful only if it takes place within a context of continued personal and Jewish growth. It should be thought of as a Jewish "commencement," marking not an end point but a beginning - a beginning of a lifetime of mitzvot, a beginning of a lifetime of learning.

As with every Shabbat service, it is the custom at KKBE for the entire congregation to be invited (by announcement in Chai Lights) and welcomed at all B'nei Mitzvah services and the Kiddush that follows. Because the camaraderie that develops among the members of the class is an important part of the preparation process, families are also encouraged to invite and include ALL members of the student's Religious School and Hebrew classes in the various B'nei Mitzvah festivities.

II. B'nei Mitzvah Requirements

1. Parents of B'nei Mitzvah candidates must be members of KKBE before they schedule a date for their child to celebrate B'nei Mitzvah. All Temple accounts must be current before a date can be set. Please see Appendix C for a list of B'nei Mitzvah related fees.

2. Students may become B'nei Mitzvah at KKBE only if they have been enrolled in the KKBE Religious School for a minimum of three (3) consecutive years immediately prior to their B'nei Mitzvah year, and have acquired Hebrew proficiency at least equivalent to completion of the third year of our Hebrew program. Exceptions may be made for those students who have moved to Charleston within the three-year period.

Day school students must be enrolled in our Religious School for a minimum of three (3) consecutive years immediately prior to their B'nei Mitzvah year. Students who attend a Jewish Day School are to have their Hebrew proficiency assessed by the B'nei Mitzvah Coordinator upon entry to 4th grade, 5th grade, and 6th grade. **It is highly recommended that students attend our Hebrew level 3 (Gimel), and required that they attend our Hebrew level 4 (Daled), regardless of prior education.**

3. Students are required to attend worship services. During the year prior to the celebration, B'nei Mitzvah candidates are to be present at a minimum of 18 worship services, including at least 10 services in the first six months of that year. Parents are strongly urged to attend services with their children. Occasional services at other synagogues may also be accepted as meeting the service attendance requirement. See the service attendance matrix for further details (Appendix G).

4. Students are expected to complete a Mitzvah project as part of becoming B'nei Mitzvah. Rabbi Joseph Rosen works with families starting 12 months before B'nei Mitzvah ceremonies to help students craft meaningful Mitzvah projects. Rabbi Rosen will also meet with each family periodically (at least two times) during the year to check in on the student's progress.

III. Overview of the B'nei Mitzvah Process

The Beginning: Choosing a Date

The process of B'nei Mitzvah should involve the whole family, starting with choosing a date. Typically, the date is selected after the student has begun to attend the Hebrew Alef Class (fourth grade.) Parents of all Hebrew students meet with the Rabbis, Executive Director, Religious School Director, and B'nei Mitzvah Coordinator, in the winter during the Religious School year. At that time, parents are given B'nei Mitzvah information, including the Date Request Form. Forms submitted after that meeting and **before the specified deadline** will be reviewed during that year's scheduling meeting. B'nei Mitzvah celebrations must be scheduled at least 18 months in advance. Decisions regarding proposed dates are made by the Executive Director, the Religious School Director, and the Rabbis; dates cannot be reserved without their approval. **When the date is scheduled, the scheduling fee is due (see Appendix C).**

B'nei Mitzvah services will take place in the KKBE Sanctuary on a Saturday morning. The date selected should be a Shabbat that falls after the young person's thirteenth birthday. In general, parents are encouraged to choose a later, rather than an earlier, date to allow their child more time for study. When requesting a date, consider your child's study skills and activities. Our program is designed to provide support and preparation for B'nei Mitzvah through the Daled level. Your child will be best prepared if they have completed the better part of the Daled year. We understand some students will turn 13 early in the Daled level school year. If your child has an early birthday and chooses a date close to that time, they will be required to do extra work to be prepared. Summer sessions with Shula will be mandatory. Additional private tutoring may be needed as well.

Three and Two Years prior to B'nei Mitzvah:

Regular attendance in Hebrew and Religious School classes; attendance at worship services as required by KKBE's Religious School Curriculum. Parents/guardians will participate in grade level family retreats, programs, services, and social action activities.

One Year prior to B'nei Mitzvah: Start by reviewing your Handbook.

At this time, preparation begins in earnest.

Parents meet with the Executive Director for an overview of the next year's plan and to discuss KKBE's financial obligations and administrative details including:

- **Payment of the B'nei Mitzvah fee is required (see Appendix C).** Individual study with the B'nei Mitzvah Coordinator begins after the B'nei Mitzvah fee is received. (If the fee poses a financial burden for your family, please contact KKBE's Executive Director. Finances should not be an obstacle to celebrating this simcha.) The B'nei Mitzvah fee is built into the tuition price for the Daled level, and is due upon Religious School registration.
- Subject to coordination with the KKBE Calendar, families are encouraged to participate in the Friday evening Shabbat service prior to the B'nei Mitzvah service, to sponsor the Oneg Shabbat that evening, and/or to sponsor flowers for the Bimah. If any of these are important to you, please discuss with the Executive Director at this time to check the calendar.
- Families are encouraged to identify representatives of KKBE's Board of Trustees and Affiliates (Brotherhood, Sisterhood, Charley) to present gifts on the day of the B'nei Mitzvah. The KKBE Office can help identify representatives if the family does not have a preference. See Appendix B.
- Facility Rental for Kiddush Luncheon, Saturday evening party (if applicable) and/or Shabbat Family dinner (if applicable). See Appendix C.
- Caterer approval and caterer's security deposit. See Appendices C and F.
- Shabbat announcement considerations.
- Photography and videography considerations.

The following requirements will be monitored by the Religious School Director, Rabbi Rosen, and the B'nei Mitzvah Coordinator:

- B'nei Mitzvah candidates are required to attend 18 worship services during the year prior to the B'nei Mitzvah date, including 10 services in the first six months of that year. Candidates must keep a record of the dates when services were attended as instructed by the B'nei Mitzvah Coordinator. Please see Appendix G for service requirements.
- Our school registration requires acknowledgement of required Hebrew class attendance. Attendance and completion of at home assignments are imperative for Hebrew study. Students may need to make up classes with a private tutor at the family's expense.
- B'nei Mitzvah candidates meet with Rabbi Rosen to plan and begin their Mitzvah Projects.
- Parents and B'nei Mitzvah decide on music for the ceremony (see below)

B'nei Mitzvah Music Options:

The following are music choices for your child's service. Please note that your family is responsible for payment to participating musicians.

1. By default, KKBE Music & Artistic Director Bates O'Neal provides music. Contact bates@kkbe.org to make arrangements.
2. Volunteer choir members from Koleinu with piano or organ. Director and accompanist are hired by the family and paid before the day of service. Contact bates@kkbe.org to make arrangements and for fee information. Choir donation to the Music Fund is also required prior to the service (see Executive Director for recommended donation).
3. Robin Shuler sings and leads music - arrangements to be made directly with her. Robin can be reached at robinshuler@icloud.com.
4. Private arrangements with other musicians can be made upon Rabbis' approval.
5. Our Rabbis sing and lead the music as with most Shabbat morning services. No financial arrangements are needed.

Beginning of Hebrew Daled Year - typically seventh grade:

Students selecting B'nei Mitzvah dates before March of their Daled year will be required to complete summer study with the B'nei Mitzvah Coordinator. A private tutor may also be needed to provide additional support.

Parents and students attend a B'nei Mitzvah meeting with Rabbi Alexander and our B'nei Mitzvah Coordinator to receive Torah portions, begin to select verses, and review the structure of the service as well as the upcoming preparation process.

Please review your handbook before the meeting.

Three Months Prior to B'nei Mitzvah:

- The family meets with Rabbi Alexander to discuss the specifics of the B'nei Mitzvah ceremony, and the B'nei Mitzvah candidate begins meeting with the Rabbi to discuss and compose a *D'var Torah*. (Meetings are scheduled by the Rabbi.)
- The B'nei Mitzvah candidate meets with the B'nei Mitzvah Coordinator for individual work.
- The B'nei Mitzvah candidate continues with Hebrew and Religious School studies.
- The B'nei Mitzvah candidate completes their Mitzvah Project.
- Parents invite Ushers. The B'nei Mitzvah family should provide two adult (over 18) ushers for each 100 guests attending. We ask that at least two of your ushers be familiar with KKBE. (Please see Appendix D.)
- We encourage families to visit Chosen Treasures, the Sisterhood Gift Shop, for B'nei Mitzvah needs, such as personalized *kippot* (please allow six weeks) and a tallit for your child. A gift registry is also available.
- **It is strongly encouraged that all students from the B'nei Mitzvah class be invited to your child's *simcha*.**

Two Months Prior to B'nei Mitzvah:

Parents send a photo (.jpeg or .png) and one short paragraph about their child for inclusion in ChaiLights (send to office@kkbe.org). **Announcements must be submitted to the Temple Office no later than the 5th of the month for publication in the following month's issue.**

One Month Prior to B'nei Mitzvah:

- B'nei Mitzvah candidates meet regularly with Rabbi Alexander and the B'nei Mitzvah Coordinator for service rehearsals.
- Parents provide information for Shabbat Announcements, which will be distributed at the B'nei Mitzvah ceremony. Program details, with completed information (including the completed Honors Form, Appendix B) is due to the Communications Director, Laura Owens, one month prior to the B'nei Mitzvah day.
- Parents communicate with Facilities Director and submit:
 - 1) Social Hall Set Up for Kiddush
 - 2) Caterer's Contract (see Appendix F)

IV. The Day: For B'nei Mitzvah Candidates

D'var Torah

B'nei Mitzvah share a teaching or lesson from their Torah portion with the congregation. This *d'var Torah* (literally, "word of Torah") may also include a description of their Mitzvah project. B'nei Mitzvah candidates prepare these remarks in consultation with Rabbi Alexander over the course of several individual meetings.

Leading the Service

B'nei Mitzvah candidates lead the service, including Hebrew and English passages. They select verses to chant from the Torah portion, and typically lead the following Hebrew prayers:

Reader's *Kaddish*
Bar'chu
Sh'ma/V'ahavta
Avot v'Imahot
G'vurot
Kedusha
Torah and *Haftarah* blessings

Mishkan T'filah, our *siddur* (prayer book), offers a variety of readings and the ability to make choices among them as B'nei Mitzvah candidates prepare for their services. *Mishkan T'filah* is used as a textbook in the Daled class and students will be familiar with its layout and style. The B'nei Mitzvah Coordinator will guide students in choosing the readings they will include in their services.

An important note:

We take great pride in helping to make all B'nei Mitzvah celebrations special. There are occasions when special circumstances require an adjustment in the student's participation. We will do everything possible to work with each student as an individual, with the ultimate goal of maximizing each student's self-esteem and sense of accomplishment. Please feel free to discuss any concerns you may have with the Rabbis, Religious School Director, or B'nei Mitzvah Coordinator.



V. The Day: For Parents, Family, and Friends of B'nei Mitzvah Candidates

Parent Participation

Besides *kvelling* (Yiddish for swelling with joy and pride), parental involvement in B'nei Mitzvah celebrations may include:

- Participating in Friday night Shabbat blessings

- Presenting the B'nei Mitzvah with their *tallit*

- Reading a prayer, offering a blessing, or sharing brief remarks with the B'nei Mitzvah

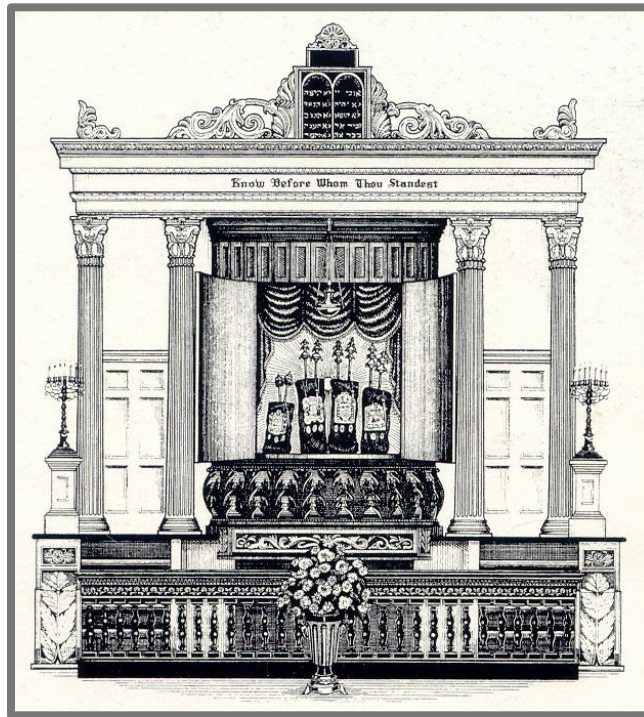
- Participating in the Chain of Tradition, in which the Torah scroll is passed down through the generations of the student's family

Other Honors

Honors are an important part of B'nei Mitzvah ceremonies. A variety of opportunities for family and friends exist within the Shabbat morning worship service. Each opportunity (see Appendix B) is discussed during the Hebrew Daled class meeting with the Rabbis.

Note: Participation of Loved Ones Who Are Not Jewish

We welcome the participation of all family and friends. While there are some limitations, we very much want all to feel welcome and strive to involve loved ones in your family's celebration in both appropriate and meaningful ways. In the instance of an interfaith marriage, both parents may (and are encouraged to) participate in the Chain of Tradition ritual and both parents may be called to the Torah to recite the blessings.



VI. Administrative Guidelines

Candy

If you wish to incorporate the tradition of showering your child with candy at the conclusion of their service, please provide individually wrapped, soft gel-type candies displayed in a basket. Please provide no more than the number of guests you are expecting. Due to the time involved in clean-up, there is an additional fee if candy is thrown (see Appendix C.)

Flowers

Many families choose to donate flowers for the Bimah for the B'nei Mitzvah service and the Friday night service the evening prior. Through a donation to the Triest Floral Fund (\$100), the Temple florist will provide the flowers; the family provides an appropriate dedication for the Shabbat service announcement sheet.

If your family prefers to make arrangements with a florist of your choice, please contact the Temple office for guidelines.

The Kosher Food Pantry, housed at the Charleston Jewish Federation, offers another option. For a rental fee, the staff will supply your family with baskets of (empty) food containers to display in lieu of flowers. The rental fee goes to purchase food to stock the Kosher Food Pantry, which supplies nutritious, kosher foods to local families in need. To discuss this option, please call Charleston Jewish Federation's Community Outreach Coordinator (843) 614-6497.

Invitations

Please include on your invitations the actual starting time of the service; check with the Temple office staff before printing your invitations to confirm the time. KKBE Shabbat morning services begin at 10:00 a.m. and generally end at 11:30 a.m., although they may run later. The community Kiddush follows the service.

Kiddush

It is traditional to provide a community Kiddush to which the congregation is invited. The Kiddush is held immediately following the Shabbat morning service. A member of the synagogue staff will work with your family to discuss all the details related to providing the food and wine for the Kiddush. The family may hire a professional caterer or self-cater the event in cooperation with the Facilities Director or his/her designee. Please see the "Dietary Guidelines" listed under the "Shabbat Dinner" section above.

Kippot

If you are bringing your own kippot (also called yarmulkes or skullcaps) please arrange them in a basket or other decorative container for display on the table in the Sanctuary vestibule. You may bring the kippot and basket to the Temple office the day before your child's service and our staff will place them on the table for you. The Temple has kippot and tallitot available for those worshippers who wish to use them

Leftovers

In keeping with Jewish tradition, we encourage you to include an act of righteousness in your simcha. Many families have food left over after they have provided generously for the Oneg Shabbat, Kiddush Luncheon and/or a party at KKBE. Please consider donating leftovers you cannot use to those in need

Photography and Videography

The celebration of B'nei Mitzvah takes place during a religious service. Photography and videography during the service, or when the congregation is gathered in the Sanctuary, is only allowed by a designated professional photographer and/or videographer. Pictures and videos may only be taken in a stationary spot from the second floor balcony. The shutter on a camera must be silent; flash photography is not allowed. Family photographs are usually taken prior to the service and must be concluded no later than 20 minutes prior to the service. Further guidelines for videography are included in Appendix E of this handbook. Please advise your photographer, videographer, and/or family and friends of these rules. Your photographer and/or videographer should be given a copy of the Guidelines for Videography (Appendix E).

Livestreaming

KKBE's Sanctuary Livestream technology allows for the streaming and recording of the B'nei Mitzvah services, if desired. To ensure adequate staffing, please confirm your desire to Livestream no less than one month prior to the B'nei Mitzvah by contacting the Executive Director at director@kkbe.org.

Shabbat Dinner

Families may wish to host a family Shabbat dinner at the synagogue the night before B'nei Mitzvah services. Arrangements to rent the Pearlstine Social Hall, Freudenberg Boardroom, or the Meddin Activity Room must be made in advance with the Facilities Director. These rooms are in frequent use and it is recommended that they be reserved at least 6 months in advance, subject to availability.

Dietary Guidelines: Please note that Kahal Kadosh Beth Elohim maintains a Kosher style kitchen during all events. No pork or shellfish may be served. In addition, some congregants prefer that meat and dairy products not be served together. During the holiday of Pesach (Passover), no leavened bread, cakes, or other prohibited foods (*chametz*) may be brought into the kitchen or served on Temple premises. All menus must be approved one month in advance by the Facilities Director or his/her designee.

VII. Social Events: Celebrating B'nei Mitzvah

Many families entertain their friends and family at a reception or dinner on Saturday. The Temple is a beautiful and appropriate setting for these functions. The Barbara Pearlstine Social Hall comfortably seats 135 with buffet style meal.

Please contact the Facilities Director or his/her designee regarding rental arrangements and to help plan and schedule your use of the Temple facilities. It is especially important to discuss these plans before signing contracts with vendors. Please advise the Facilities Director no less than **three months** prior to B'nei Mitzvah concerning the number of people expected, whether or not the affair will be catered and the plan for use of the room(s).

Alcoholic Beverages

It is the responsibility of the host to see that an attitude of moderation is observed. Under no circumstances may individuals under the age of 21 be served any alcoholic beverages. The Temple does not have a license to serve alcohol; this is the responsibility of the host or the caterer.

Caterers

The Facilities Director or his/her designee must approve a caterer before the caterer will be permitted to use the Temple facilities; fee information will be provided. A list of caterers familiar with the Temple is available from the office. The caterer can be Kosher or non-Kosher. Please see Appendix F for Catering and Self-Catering information. The member hiring the caterer is responsible for the caterer's compliance with these rules.

Decorations

All decorations have to be approved by the Facilities Director or his/her designee. The Temple does not permit candles, pasting on walls or furniture, sparklers, laser lights, fog machines, or the use of stickers, nails, screws, etc. Prompt removal of all decorations is considered a part of the clean-up process.

Electrical Equipment

Installation of any electrical equipment must be pre-approved by the Facilities Director or his/her designee. No outside sound system components may be attached in any manner to the Temple's sound system. All outside systems must be self-contained.

Entertainment

It is permissible to provide entertainment for B'nei Mitzvah parties. It is the responsibility of the host to see that such entertainment is appropriate for the occasion. Again, Temple policy prohibits the use of fog, smoke, sparklers, confetti or any device of any incendiary nature. Laser effects are not permitted.

No Smoking

KKBE is a smoke free campus.

Security

B'nei Mitzvah families are required to have a security officer present for private parties taking place at KKBE. Information about hiring a security officer can be obtained by contacting the Executive Director. The Temple will hire the officer and the family will reimburse the Temple for this expense. The security officer will arrive at least one hour prior to the event and stay until the guests have all exited the Temple. Security for the Shabbat morning service is included in your B'nei Mitzvah Fee. For large parties exceeding 100 guests, please contact the Temple office for guidelines to ensure adequate security procedures.

Tables and Linens

In addition to the standard white table linens provided by KKBE, our Sisterhood has donated a rainbow of different colored table toppers. Families can make their color selections with the Facilities Director.

VIII. Contacts

Questions?

Rabbi Stephanie Alexander	rabbia@kkbe.org
Rabbi Joseph Rosen,	rabbirosen@kkbe.org
Religious School Director, Melanie Archer	melanie@kkbe.org
Executive Director, Mark Swick	director@kkbe.org
Facilities Director, Johnny Valdes	facilities@kkbe.org
Music & Artistic Director, Bates O'Neal	bates@kkbe.org
Communications Associate, Laura Owens	laura@kkbe.org
B'nei Mitzvah Coordinator, Shula Holtz	shula@kkbe.org
Chosen Treasures Gift Shop	giftshop@kkbe.org

Your phone numbers:

Name	Phone Number 1	Phone Number 2

The Mitzvah Project

Tzedakah is an obligation in Judaism. *Tzedakah* is sometimes thought of as “charity,” but the word is related to the Hebrew word for righteousness or justice, not charity. It involves giving of our time and/or money to others. Below are some suggestions and organizations that families might consider as you plan a project that has meaning for B’nei Mitzvah candidates. Obviously, this is not a complete list. You can find your own favorite way or organization to which to contribute. This is one of the ways in which B’nei Mitzvah candidates can begin to take on adult Jewish responsibilities. **Approval of students' Mitzvah projects will be provided by Rabbi Rosen.** He can also provide guidance in choosing a project.

1. Give of Your Time:

- Volunteer to work in the Temple and/or the religious school
- Visit the elderly—family members, a neighbor, or a nursing home
- Work on an ecology project
- Participate in a walk-a-thon for a cause that is personally meaningful
- Work on a project for Habitat for Humanity
- Volunteer with the KKBE Social Action Committee

2. Help the hungry, the poor, and the homeless:

- Mazon—The Jewish Response to Hunger (U.S. and Canada): Donate a part of your B’nei Mitzvah gifts **www.mazon.org**
- United Jewish Communities (formerly UJA and Federation): Supports many Jewish organizations in Israel, the U.S., and around the world **www.ujc.org**
- The Charleston Jewish Federation **www.jewishcharleston.org**
- The Hebrew Immigrant Aid Society (HIAS) **www.hias.org**
- The American Jewish World Service **www.ajws.org**
- Habitat for Humanity **www.habitat.org**
- Kosher Food Pantry & Jewish Family Services
- 180 Place (Formerly Crisis Ministries)
- A local soup kitchen
- A local organization for the homeless and the poor

3. Help support medical research and medical support groups:

- Local hospitals or nationally recognized specialty hospitals
- Specific disease groups: Cancer Care, The Kidney Foundation, AIDS, MS, Heart
- Hadassah **www.hadassah.org**

4. Help other support groups:

- For abused children and adults
- P-FLAG: Parents and Friends of Lesbians and Gays **www.pflag.org**
- JACS, AA, and other organizations dealing with substance abuse
- The Jewish Guild for the Blind **www.jgb.org**

5. Help Jewish Causes:

- The Fund for Reform Judaism **www.urj.org/development/fund.shtml**
- ARZA/WORLD UNION, North America **www.rj.org/arzawuna/**
- WUPJ: World Union for Progressive Judaism **www.wupj.org**
- WRJ: Women of Reform Judaism **www.rj.org/wrj**
- URJ Camp Scholarships
- Religious School Scholarships
- HUC-JIR: Hebrew Union College–Jewish Institute of Religion **www.huc.edu**
- Commission a piece of new liturgical music
- Leo Baeck School in Haifa
- Jewish National Fund (trees in Israel) **www.jnf.org**
- Jewish Braille Institute **www.jewishbraille.org**

B'nei Mitzvah Morning Service Honors & Songs: Please PRINT

This information will be included on the Service Program

Ushers (at least 2 adults over 18 who are familiar with KKBE)	
Bimah Honor (seated on the bimah throughout the service)	
Opening Song	
Tallit Presentation	
Ark Glass Door Openers (optional)	
Torah Carriers B'nei Mitzvah plus up to two more	1) 2) (optional) 3) (optional)
Chain of Tradition (ends with B'nei Mitzvah)	1) 2) 3)
Torah & D'var Torah	B'nei Mitzvah
Aliyah - 1st	
Aliyah – 2 nd (optional)	
Aliyah – 3 rd (optional)	
Aliyah – 4 th (optional)	
Torah	B'nei Mitzvah
Torah Bearer	
Torah Binder	
Haftarah	B'nei Mitzvah
Ark Glass Door Openers (optional)	
Blessing	Rabbis
KKBE Board Presenter/Sisterhood Presenter*	Brd: /S:
Brotherhood Presenter/CHARLEY Presenter*	B: /C:
Closing Song	
Kiddush & Challah	
Special Memorials (Names of those you wish to memorialize.)	
Bimah Flowers Dedication (optional – if donated)	

*Can be the same person.

KKBE B'nei Mitzvah Fees for 2024-2025

***Please note all fees are subject to change.**

Rates listed are estimates based on current rates.

Scheduling fee payable when scheduling date: \$275

Funds are dedicated to the Religious School to support the education of the B'nei Mitzvah.

B'nei Mitzvah Fee due 12 months before the B'nei Mitzvah Date: \$500

These funds are dedicated to the Religious School to cover the cost of materials related to B'nei Mitzvah services and individual instruction with the B'nei Mitzvah Coordinator and with the Rabbi. Individual instruction depends upon receipt of this fee. KKBE is strongly committed to Jewish education. Financial difficulty will not be an obstacle for B'nei Mitzvah. Do not hesitate to discuss this matter with the Executive Director, Mark Swick. Please email director@kkbe.org or call: (843)723-1090 x4.

Facility Fees:

The KKBE member renting the facilities is responsible for any losses or damages. The member is responsible for assuring caterers submit a signed KKBE Catering Agreement 30 days before the event.

Half-Day Use of facilities for Kiddush Lunch or Friday evening

Shabbat Dinner: \$500

Due 30 days before date

Includes: Five hour use (including time for your caterer to set up and clean up) of the Pearlstine Social Hall and Berlinsky Atrium Lobby; 1 custodian; 1 security officer; use of tables, chairs and tablecloths; and use of kitchen the day of the event. China is available upon request for an additional fee. **KKBE does NOT provide paper products for your event.**

Evening Use of facilities : \$1.000

Due 30 days before date

Includes: Five hour use of (including time for your caterer to set up and clean up) Pearlstine Social Hall and Berlinsky Atrium Lobby; 1 custodian; 1 security officer; use of tables, chairs and tablecloths; and use of kitchen the day of the event. China is available upon request for an additional fee. **KKBE does NOT provide paper products for your event.**

Some additions to the service or party require additional staff time.

Accordingly, we charge:

\$50 to throw candy in sanctuary

\$100/hour to use front or rear Temple Gardens for event

\$125/six hours for use of kitchen *the day before* the event

Due to prior experience, **no confetti or chocolate fountains are permitted at KKBE Events.**

USHERING GUIDELINES

Please give a copy of this information to those you have asked to be ushers.

Thank you for giving of your time to serve as a B'nei Mitzvah usher at Kahal Kadosh Beth Elohim. We hope the following information will clearly outline your responsibilities.

1. Plan to arrive at least 30 minutes before the service is to begin.
2. Obtain and wear an Usher badge (badges are in the right-hand side of the lobby credenza).
 1. Greet members, visitors and guests. Distribute copies of B'nei Mitzvah booklets as provided. Provide *kippot* (also called a yarmulke, or a skullcap) and/or *tallit* (prayer shawl) to those worshippers who request them.
2. Remain outside the sanctuary door until the service begins. Please arrange for one usher to remain outside the sanctuary door to assist latecomers.
3. Allow latecomers seating in the rear of the sanctuary – entering through either of the side doors but not the center.
4. Chair Lift—The Temple has a chair lift for individuals who may not be able to climb the steps between the Sanctuary and Social Hall. Please refer individuals needing to use the chair lift to the Executive Director or Facilities team member on duty.
5. Direct anyone with questions to the Executive Director.

In addition to welcoming and assisting congregants as needed, Ushers serve as observers for our security officer(s) and report to them anything which may be of concern. If you feel that a person is acting suspiciously and is a possible threat, do not escalate or confront that individual. Instead, promptly alert the security officer to your concerns.

Thank you. We appreciate and need your help!

GUIDELINES FOR VIDEOGRAPHERS AT KAHAL KADOSH BETH ELOHIM

Please give this to your videographer prior to B'nei Mitzvah. Any questions should be directed to the Facilities Director by calling (843) 723-1090.

All videographers must provide the Temple with an insurance certificate listing the Temple as an additional insured and loss payee as well as a current copy of their Business License.

Videotaping is allowed, *using available light*, during B'nei Mitzvah services from a designated station in the balcony of the sanctuary. The celebration of B'nei Mitzvah takes place during a religious service which should not be interrupted by videography or photography. Please make note of the following rules relevant to videotaping. Adherence to these rules will ensure an uninterrupted videotape of your simcha.

1) Videographer shall set up in the balcony of the sanctuary as directed by the Facility Director in a location so as not to be a distraction or in the way of any musicians. Setup **MUST** be completed by 9:30 am (or 30 minutes prior to the beginning of the service).

2) Videographer shall not move from this location during the service. (No roaming)

3) Videographer shall plug into our audio system only. The jack is in the black audio rack in the choir loft. Videographer should bring long audio cable and electrical cord as well as any needed adapters.

4) It is highly suggested that a first time videographer make an appointment with the Facilities Director, or his/her designee prior to the service to check the compatibility of the videographer's equipment with the sanctuary audio system.

5) A videographer not complying with these rules will be asked to leave the service and will not be allowed to complete the video recording.

If you have further questions or concerns, please call the Facilities Director at 843-723-1090 (extension 108).

KKBE CATERING & SELF-CATERING AGREEMENT

90 HASELL STREET, CHARLESTON SC P 843.723.1090

The following rules apply to both catered and self-catered events at KKBE. If you are self-catering your Simcha, ***it is important that you provide sufficient staff to handle the food service and thoroughly clean-up.***

It is not the responsibility of our Facility Managers to wash dishes or clean the kitchen after the event.

Use of Facilities

1. A \$125 per day kitchen use fee will be collected for each day the kitchen is used other than the event day.
2. A credit card and this agreement (signed) are required and due from you or your caterer one month in advance to cover any breakage and/or damage.
3. All caterers must be pre-approved by the Facilities Director to work at KKBE.
4. The caterer must provide the Temple with a Certificate of Liability Insurance listing the Temple as an additional insured, Worker's Compensation, and W-9.
5. The family or caterer must make contact with the Facilities Director one month before the function date. During this meeting, the family or caterer must select a floor plan for an appropriate room set-up and provide a pull list of tableware and serving items needed.
6. Temple staff will set up the social hall for the Friday night Oneg Shabbat. Setup for a *standard* Saturday Kiddush luncheon is the responsibility of the Temple Staff. If a special setup is required, caterers must provide a diagram and staff to set up tables and chairs. If Temple staff is required for cleanup, additional fees will apply (\$150 for a standard cleanup).

Rules for Kitchen use at KKBE

1. All fees as outlined above are to be paid **one month in advance** of the date of the function.
2. **No Pork or Shellfish** may be brought onto the Temple campus, nor cooked or served during the function.
3. Any breakage, damage or any other unusual expenses will be charged to the caterer's credit card. Failure to leave the kitchen or the social hall in a clean and orderly state will also be cause to charge the credit card on file.
4. Food may be stored as space permits and subject to any other events that may be occurring during that week. Food must be labeled. The caterer should arrange storage with the office before the function. Access to the kitchen will be during weekday office hours, M-Th, 9:00 - 4:00, Fri 9 - 3.
5. Facility Managers are Temple employees and do not work for the caterer. They may assist as far as their work guidelines allow. The caterer needs to take this into account when planning his/her labor requirements.
6. The caterer is responsible for washing all the dishes, pots, silverware and all other items used. Our facility manager will instruct the caterer's staff in the use of the dishwasher. After all items are washed, the caterer is to place all items back on the table outside the kitchen so Temple Staff can inventory all items before they are put away. The catering staff is responsible for mopping the kitchen floor.
7. The caterer is responsible for clearing all tables and chairs from the event space that are not provided by KKBE (any items rented by the family).

Acknowledgment of KKBE's rules governing the catering is required. Please sign and return this form as confirmation and return via email (facilities@kkbe.org).

- ☐ **I have provided the Temple Office with my credit card information, in the event there is damage to Temple property during the event. I understand that I will be notified before my card is charged.**

Caterer's Name Printed _

**Caterer's
Signature _**

Date_

Service Attendance Requirements

Grade Level	Service Options	Total Services Required
3	At least 3 KKBE Shabbat services 2 can be High Holy Day services Up to 4 camp services	6
4	At least 4 KKBE Shabbat services 2 can be High Holy Day services Up to 4 camp services	8
5	At least 5 KKBE Shabbat services 2 can be High Holy Day services Up to 4 camp services	10
6	At least 8 KKBE Shabbat services 2 can be High Holy Day services Up to 4 camp services	12
7	At least 10 KKBE Shabbat services 2 can be High Holy Day services Up to 4 camp services	18

KKBE's Board of Trustees
 Proudly introduces a new way to
 mark
 the times in your life that bring you joy on
The CHAI WALL
 Chai Wall plaques can celebrate a birth, Brit Milah, consecration,
 B'nei Mitzvah, confirmation, graduation, marriage, anniversary,
 conversion, or special service to our Temple. If it brings you joy, a CHAI
 WALL plaque fits.
 Handsome 3" by 5" cast bronze plaques with raised inscriptions (\$360
 each) will commemorate your message for generations to come.
 Plaques will be mounted on the back Temple Garden's brick wall.

Chai Wall

For the times in life that bring you joy.

Number of Plaques: _____ (Plaques are \$360 each)

Plaque inscription: (3 lines max - up to 20 characters per line)

Please send an acknowledgment to:

Name: _____

Address: _____

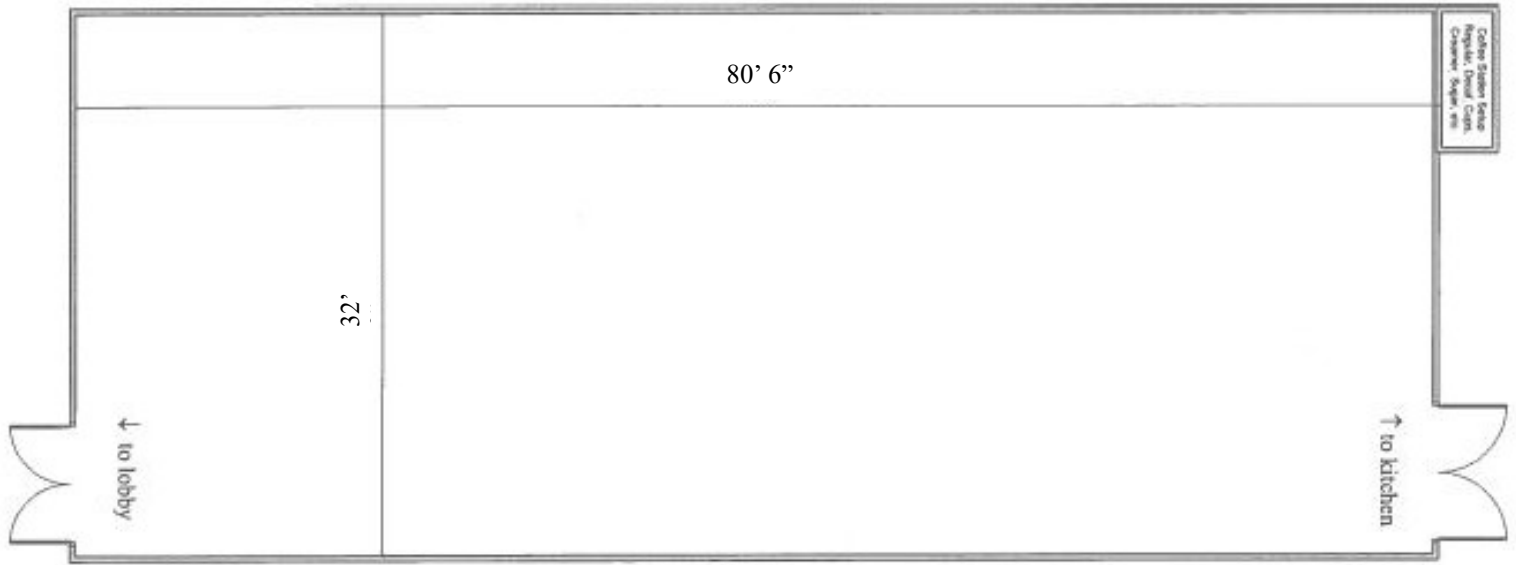
City/State/Zip: _____

Kahal Kadosh Beth Elohim
 90 Hasell Street
 Charleston, SC 29401
 www.kkbe.org

Chai Wall

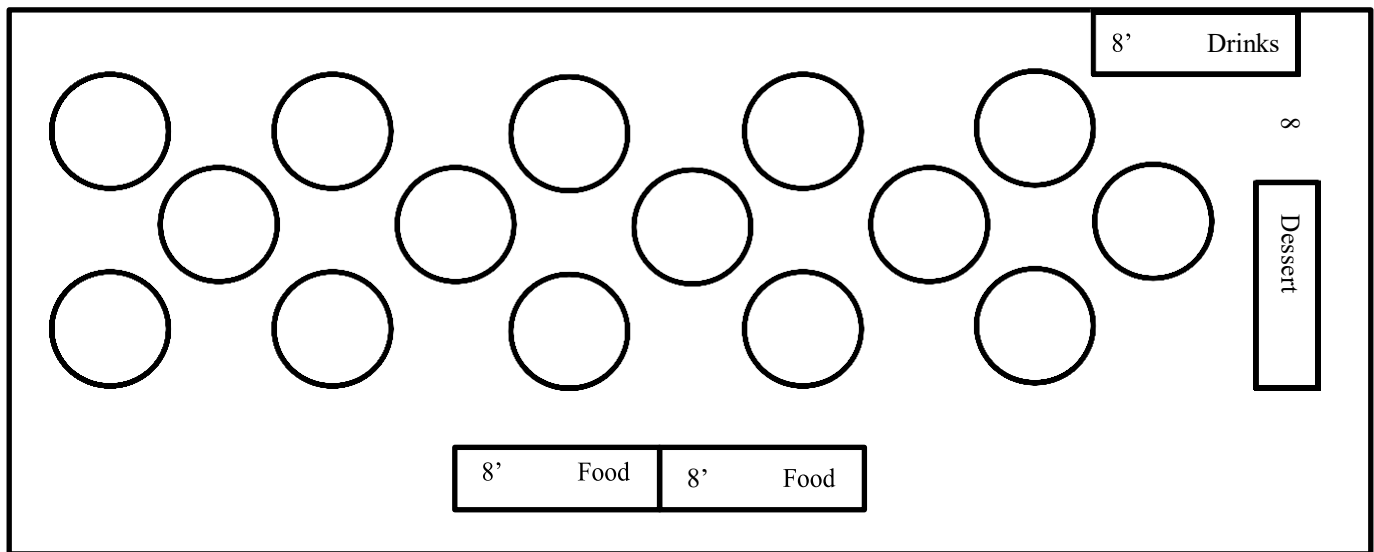
Donor's Name			
Street Address City, State Zip			
Telephone Number			Type of Card* <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Please charge my credit card in the amount of \$ _			
Card Number			
Expiration Date		Three (3) digit security code on back	
Signature			

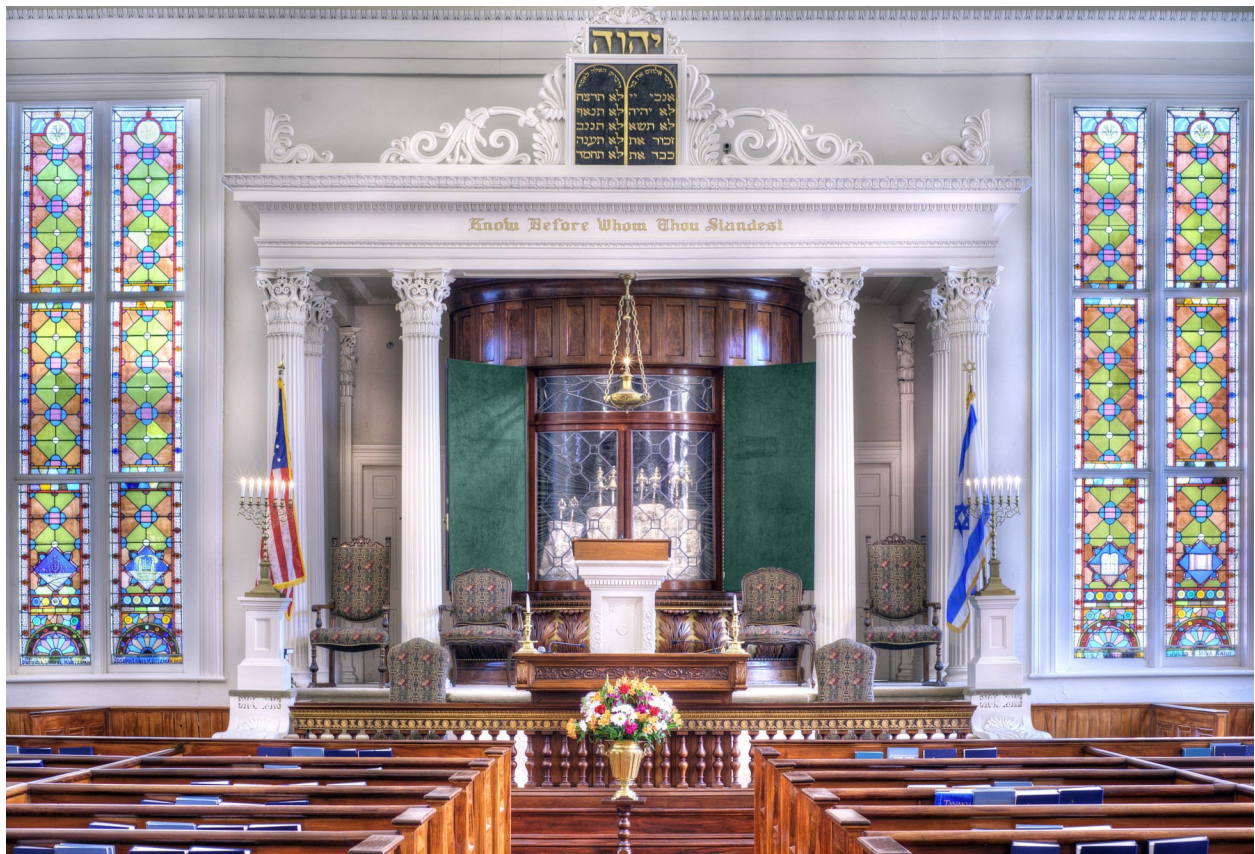
Social Hall Dimensions



Sample Social Hall Layout for Kiddush Lunch - Fifteen 5' tables (seating for 120)

Note: Alternative layouts and diagrams can be provided or coordinated with the Facilities Manager or their designee. For larger gatherings, it is recommended that a buffet be set up in the middle of the room for easier flow of guests.





Courtesy of Stephen Hyatt