

PRE BAR / BAT MITZVAH HANDBOOK

Congregation Beth Israel

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INTRODUCTION

We have prepared this handbook in an effort to answer many questions that arise during bar/ bat mitzvah preparation. Please keep in mind that the information may change from time to time. We will try to keep you informed of any changes.

A SHORT HISTORY OF B'NEI MITZVAH CEREMONIES

The Talmud states: "At 5 years of age a child is ready to study the Torah, at 10, the Mishnah, at 13, Mitzvot."

According to our tradition, a girl younger than 12 years and one day and a boy younger than 13 years and one day is exempt from religious responsibilities. The years of childhood are spent in preparation for assuming the adult obligation of observing Mitzvot. This age is a milestone of educational as well as biological development.

The idea of 'becoming a bar mitzvah' at this age has several origins. The Talmud records that during the time of the Second Temple (520 B.C.E. – 70 C.E.), it was traditional for Sages to bless a child who had completed his first fast day at the age of twelve or thirteen. By the time the Talmud was completed in the sixth century C.E., boys of thirteen years plus one day had assumed full responsibility for performing the mitzvot, hence the term bar mitzvah, "son of the commandment." In addition, the boys were now counted in a *minyan* and could act as witnesses. There was no formal rite, only a public blessing by the father thanking God for taking the burden of responsibility for the child's sins off of his shoulders.

Traditionally, the most important part of the rite was a *D'rashah* or *D'var Torah*, a sermon on the Torah or Haftarah portion. Since the Bar Mitzvah was assuming adult religious responsibilities, he was expected to show his understanding of those responsibilities to his family and, more importantly, to the community.

The concept of the Bat Mitzvah celebration was introduced in 1922 when Dr. Judith Kaplan-Eisenstein, the daughter of Rabbi Mordecai Kaplan, the founder of Reconstructionist Judaism read Torah. The regular celebration of girls becoming *B'not Mitzvah* came into prominence in Conservative congregations in the second half of the 20th century and is generally identical in form to the celebration of a bar mitzvah.

KEEPING BAR AND BAT MITZVAH IN PERSPECTIVE

- **Bar and Bat Mitzvah is a community observance:** To be a Jew means to live within a covenantal relationship, not only with God but with other Jews as well. Becoming Bar or Bat Mitzvah marks the moment of being welcomed into the community of adult Jews. Being honored with an *Aliyah* is symbolic of becoming part of this community.
- **Becoming a Bar or Bat Mitzvah is about the acceptance of responsibility:** It's about acquiring the skill of responding to a challenge of mitzvot. This is how Judaism defines maturity.
- **The Torah is the centre of Judaism:** Everything we do as Jews, everything we believe, everything we value revolves around the Torah. This is why the first mitzvah we expect our children to embrace is *Talmud Torah* – that is, the study of Torah.
- **Tefillin:** From the very beginning of our history, observant Jews have begun each weekday in prayer wearing Tefillin -- one on the arm and the other on the forehead -- as a sign that their physical power and their intellectual force are to be devoted to God. At Beth Israel both boys and girls are instructed by Rabbi Stein in the technique and meaning of this essential Mitzvah.
- **The meaning of becoming a Bar or Bat mitzvah is enduring only if it takes place within a context of continued Jewish growth:** Being a Bat or Bar mitzvah is not the experience of a lifetime. It is a lifetime experience — a state of being and doing that remains with us throughout our lives. Becoming a Bar or Bat mitzvah should not be thought of as an end point but a beginning — a beginning of a lifetime of mitzvot, a beginning of a lifetime of learning. Keep studying. Come to services. Join U.S.Y. Visit Israel. Volunteer. Visit someone at Louis Brier. There are many choices.

REQUIREMENTS AND EXPECTATIONS

- Students must have 5 years of formal Jewish Education (day or supplementary school) prior to beginning Bar or Bat mitzvah preparation
- Parents realize that children learn more from what we do than what we say, so it is important that our actions reflect a concern with Judaism and Jewish education. We encourage you to take this opportunity to strengthen your commitment by coming to services as regularly you can. It is important for you and your family to feel welcomed in synagogue and improve your understanding of the service.
- Attendance at the Tn'T program.
- Meeting with our Rabbi, professional B'nei Mitzvah tutor and Ba'alat Tefillah.
- Financial obligations: Please see attached fee schedule (Appendix II)
- The first step in planning a Bar or Bat Mitzvah is for you to choose a preferred date by returning the Date Selection form to Beth Israel. **Then, a non-refundable deposit of \$250.00 is to be made to Beth Israel's office and once the deposit has been received, we will confirm and hold your date.** This will be deducted from the total cost. Please see us if there are financial concerns, as no child is turned away.

OPTIONS FOR CELEBRATION

You may schedule a Bar or Bat Mitzvah on a Shabbat, Monday or Thursday morning, or on a Rosh Hodesh, which is the first day of a Hebrew month.

On Shabbat two options are available:

1. Saturday Shabbat morning service,
2. Afternoon service (Minḥa / Ma'ariv / Havdalah) during winter months.

Two children may share a date and have a Bar or Bat Mitzvah together. Due to the recent increase of Beth Israel's membership, we encourage families to make such arrangements for their children if so desired.

THE PROCESS

- The Tn'T program is at the heart of Beth Israel's Bar / Bat Mitzvah preparation. We have a dynamic program that encompasses Shabbat family programs, ḥesed programs and student only weeknight classes.
- Rabbi Infeld will meet with each student at least 5 times to write a D'var Torah.
- Each student will meet with Rabbi Stein at least once to learn how to put on Tallit and Tefilin.
- Our Ba'alat Tefillah Debby Fenson or Harriet Frost will meet with each student weekly, starting on average 8 months in advance to learn how to chant Torah and Haftarah and 2 months prior the simḥa, each student will learn some of the prayers with Debby.
- There are teen tutors available.

TIMELINE

12 MONTHS BEFORE

- Siddur presentation from Beth Israel.
- Begin attending Shabbat services regularly (if you are not already doing so).
- Acquire Tallit & Tefillin.
- Contact Ba'alat Tefillah to determine when individual lessons should start.
- Book your caterer – Please see Appendix IV for a list current of approved caterers that you may use for your simḥa. Please note that it is your responsibility to contact the caterer.

4 MONTHS BEFORE

- Call Gaynor to arrange family meetings with the Rabbi to prepare D'var Torah.

2 MONTHS BEFORE

- Email student's photo to Gaynor for the weekly eblast.
- Invite a board member to sit on the Bimah. He or she will present synagogue gifts to your child and make announcements.
- Call Debby to coordinate a photo session.
- Contact Rabbi Stein to setup a meeting to practice putting on Tallit and Tefillin and to arrange a Monday or Thursday morning before the simḥa to wear them for the first time.

4 WEEKS BEFORE

- Submit all simḥa forms, photo session times, floor plans and function sheets to Gaynor.
- The Jewish Independent will run a photo and announcement, free of charge. You may call them at 604-689-1520. They will put it in their 'Milestones' section which they run on the last Friday of each month.

WEEK OF THE SIMḤA

- Wear Tallit and Tefillin for the first time at Monday or Thursday service.

DAY OF THE SIMḤA (times given are 15 minutes prior to beginning of service for immediate family.)

- If Simḥa is on Shabbat please arrive at 9:15 a.m.
- If Simḥa is on a Monday, Thursday morning or Rosh Ḥodesh (other than a Sunday), please arrive at 7:45 am.
- If Simḥa is on a Sunday, please arrive at 9:15 a.m.
- If your Simḥa is a Saturday afternoon/evening afternoon service, please confirm with Rabbi Infeld your arrival time.

AFTER THE SIMḤA CONTINUE WITH

- Chai School
- Kadima/USY
- King David

WHAT DOES THE BAR/BAT MITZVAH DO?

There are four areas of participation for a Bar or Bat mitzvah during a service: to be a *Sh'liah* or *Sh'lihat Tzibur*, (leading prayers) to offer a *D'var Torah*, to be a *Ba'al* or *Ba'alat K'ri'ah* (chanting from the Torah); and to chant the *Haftarah* (only on Shabbat).

- **Sh'liah/Sh'lihat Tzibur:** Each Bar and Bat mitzvah will join with the Ba'alat Tefillah in this important community role. Literally, the "representative of the community," the Sh'liah Tzibur leads the congregation in prayer.
- **The D'var Torah:** Prior to the reading of Torah, the Bar or Bat mitzvah will deliver a brief (three to four minute) introduction to the week's Torah portion. This teaching will be prepared in consultation with the rabbi.
- **K'ri'at Hatorah (reading of the Torah):** Each Bar and Bat mitzvah assumes the role of the *Ba'al (at) K'ri'ah*, "Torah reader," for the day. This entails the learning of The Maftir and as many additional *parshiyot* they are capable of learning well. The Bar or Bat Mitzvah will be called up for the Maftir Aliyah.
- **The Haftarah:** Following the reading of Torah, the Bar or Bat Mitzvah student will chant the Haftarah.
- **Friday Night:** It is expected for the Bat or Bar Mitzvah to lead parts of the Friday night service and to make Kiddush.

PARENTS' ROLE IN THE SERVICE

- *Shepping Nahes*
- Being called up for the *Aharon* Aliyah
- Any other honors that are available to family and friends may be used by parents. (A parent often reads Avinu Malkeinu/Private meditation on p.396)

WHO ELSE CAN PARTICIPATE IN THE SERVICE?

- According to Beth Israel policy, only Jewish people may be included in the religious ceremony and be called up to the Bimah. There are 2 exceptions to this rule: 1. The non-Jewish parent of the Bar or Bat Mitzvah may join the family after the maftir is read for the Rabbi's blessing and singing of Siman Tov u'Mazal Tov. 2. Leading a responsive reading of "The Blessings we Seek" on p. 415 in Siddur Sim Shalom is open to Jews and non-Jews alike.
- Friends, siblings, and cousins of the B'nei Mitzvah are welcome to come up to the Bimah to participate in leading certain prayers with them.
- Family and friends who are given honors become active participants in the Simha. A variety of opportunities for honoring family and friends exist within the service. Debby will email you specific forms for your Simha which list these in detail. Please consult with her should you have any questions.
- At Beth Israel, men and women participate equally in all parts of the service. Women are counted in our minyan.

ALIYOT

**Please consult with Debby or Rabbi Infeld if you have trouble assigning aliyot.*

- On Shabbat morning, there are seven aliyot, plus *Aḥaron* (last) which parents are called up for, and *Maftir*, (usually a repetition of some or all of the *Aḥaron*), which the Bar or Bat Mitzvah is called up for. Of the seven, you may choose **up to** any five in addition to the *Aḥaron* and *Maftir*.
- You must find out if any people receiving an Aliyah are a Kohen or Levi (or a daughter of a Kohen or a Levi). If so, they must be given the 1st and 2nd Aliyot respectively. They may share the aliyah with one other person who doesn't have to be a Kohen or Levi.
- All persons called to the Torah must know the blessings. Some individuals are reluctant to accept the honor of an aliyah because they are unsure of the exact procedure. We encourage you to ask the professional B'nei Mitzvah tutor or Ba'alat Tefillah to help you learn the blessings and the process. A transliteration of the blessings is on the Bimah for you to follow.
- The spiritual importance is stressed in the meaning of ALIYAH: Ascending. Centuries ago, a person called up for an Aliyah would also read from the Torah. Today, however, we only expect the person to recite the blessings.
- Men and Women may have Aliyot singly or jointly, including Kohen or Levi. When a couple is called to the Torah, one person is encouraged to say the blessings preceding the Torah reading, and one to say the blessing following.
- Siblings may not have consecutive aliyot, nor may a parent follow a child to the Bimah and vice versa.

OTHER HONOURS

- Hagbah -- lifting the Torah
- G'lilah -- dressing the Torah
- P'tiḥah -- opening the Ark
- Reading of Blessings in English
- Carrying the Torah

The individuals given the honors of Hagbah and G'lilah will be instructed in how to carry out these honors by the parnassim. Nonetheless, Hagbah should be given to a physically strong person.

WE WOULD BE REMISS IF WE DID NOT MENTION BETH ISRAEL'S WONDERFUL PARNASSIM AND GREETERS: Our dedicated parnassim help our services run smoothly and will help all your honorees get to the bimah at the right moment on Shabbat. Beth Israel's Greeters welcome everyone at the door and make sure they feel at home and know what page we are on.

TZEDAKAH: WAYS TO ENRICH THE MITZVAH FOR THE BAR OR BAT MITZVAH

Tzedakah is an obligation in Judaism: It involves giving of our time and/or money to others. Here is a list of things to do and organizations that your family might consider. If you don't know about these organizations, check them out.

Obviously, this is not a complete list. You can find your own favorite way or organization to which to contribute. The most important thing is that you work or give, no matter how much. This is one of the ways in which you can show that you are taking on adult Jewish responsibilities.

GIVING OF YOUR TIME

- Become active in Kadima/USY.
- Visit the elderly — family members, a neighbor, or a nursing home
- Work on an ecology project
- Work in a shelter
- Collect old but usable clothes, toys, CD's, DVDs, etc., and donate them to thrift shops that support people in need.
- Participate in a walk-a-thon for any cause.
- Volunteer with your local Animal Shelter
- Help someone at your school

DONATE FUNDS

- To one of Beth Israel's various funds or help create a new endowment fund
- To a Jewish community organization, service group or Israel organization
- To 'Mazon': A Jewish Response to Hunger: Donate 3% of the cost of your celebration or a part of your bar/bat mitzvah gifts to help defeat hunger here at home and around the world. www.mazon.org; local food banks
- United Jewish Communities (formerly UJA and Federation): Supports many Jewish organizations in Israel, the U.S., Canada, and around the world www.ujc.org
- Hospitals and service groups
- Specific disease groups: such as, Cancer, Kidney, AIDS, MS, Heart & Stroke, Crohn's, Cystic Fibrosis and many others
- Educational groups, schools
- Environmental groups
- Search the web to find over 161,000 nonprofits and charities in Canada

CANDY

Beth Israel does not allow candy throwing during B'nei Mitzvah.

SECURITY

A security guard(s) will be engaged by Beth Israel during all services and events corresponding with the Simḥa. This cost will be borne by the family.

INVITATIONS

The invitations are the family's responsibility. Invitations should include the name of the **Parashah** and the appropriate service times:

- Evening services begin at 6:00 p.m.
- Everyone is welcome to Snack & Yak beginning at 5:30pm on Friday before the service.
- Shabbat morning service begins at 9:30 a.m.
- Weekday morning services begin at 8:00 a.m. (However, there is an option for a later B'nei Mitzvah service.)
- Sunday Rosh Ḥodesh Services and services on statutory holidays begin at 9:30 a.m.

All of the students in the Tn'T class must also be invited to the service and any celebrations taking part in the synagogue. Rabbi Infeld and family, Rabbi Stein and family, Debby Fenson, Rabbi Bluman and family and Harriet Frost should all receive a written invitation to all B'nei Mitzvah celebrations, including those falling on a weekday. As a courtesy, you may wish to invite the Board Member who is making the presentation.

Ask Debby for Hebrew text, such as child's name and parashah if you would like to include this.

Please note the name of our synagogue is Congregation Beth Israel.

PHOTOGRAPHY

Cameras, cellphones and recording devices of any kind are not allowed during Shabbat and festivals. For a **non-Shabbat simḥa**, video recordings and photos are allowed during the service, but the photographer must not interfere with the flow of the service.

KIPPOT

Beth Israel has regular kippot available at all times. You are welcome to order special kippot if you wish. Please let the office know if you are planning to do so.

PROGRAMS

The Ba'alat Tefillah has program templates for all services. These programs are optional and the family is responsible for printing them.

BIMAH DECORATIONS

Decorations for the Bimah should be modest floral arrangements. Due to allergies, please avoid using highly scented flowers. Other types of Bimah decorations are encouraged such as baskets with non-perishable foods, toys, books etc. which can be donated to charity afterwards.

TEMPORARY DECORATIONS

We are very protective of our synagogue interior and appreciate your co-operation in following our guidelines for any decorations. All decorations must be reviewed with Gaynor prior to the event. Working together we believe we can ensure you will be able to have a space decorated appropriately for your event. Host families are responsible for any damage caused to the BI building and contents.

In general, we ask that nothing be taped to any glass surfaces or paneling. Any items affixed to chairs or painted surfaces must use “green” – non-marking tape. Scotch, masking and other tapes are not allowed. No nails, staples, tacks allowed.

Candles with open flames and sparklers are not allowed. Only votive candles, in enclosed glass containers are permitted. Battery operated candles may present a safe and attractive alternative.

Sparkles, glitter, rice and confetti are not allowed. It is very difficult to clean up the small pieces and they also may be sucked into our ventilation systems.

Helium filled balloons must be securely anchored at all times. Should they escape to the ceiling, there will be an additional charge as they present a potential fire hazard as well as affect our ventilation systems.

DELIVERIES

All items related to the Bar/Bat Mitzvah must be delivered to Beth Israel by 3:00 pm on Friday or earlier, please coordinate with Gaynor.

All items must be removed following the simcha. Simchas on Saturday cannot remove any items (including floral arrangements) from the synagogue until after sundown.

If using a party planner you must ensure that the person is aware of all the logistics and time periods for deliveries, set-up and take-down.

Set up for Havdallah B'nei Mitzvah may only be confirmed for Saturday afternoon, however, if there is no morning simcha, the family may have the ballroom on Friday as well.

MEALS

FRIDAY EVENINGS SNACK & YAK / SERVICE

On Friday evenings Beth Israel offers appetizers and child-friendly snacks, with beverages, from 5:30 p.m. to 6:00 p.m. preceding services. On the weekend of your simḥa, the Congregation would be pleased to invite you and your family to attend. Should you wish to invite others to join you at Snack & Yak please notify Gaynor in advance, so that we can assure adequate food is available.

Sponsoring of Snack & Yak (\$118) is a great way to kick-off your B'nei Mitzvah weekend!

FRIDAY NIGHT DINNER

Families are welcome to arrange a Shabbat dinner for the family if the requested facilities are available.

SATURDAY KIDDUSH

Traditionally the parents host the Kiddush meal for their guests. Family members may make speeches at this time. The Bar/Bat Mitzvah may use this opportunity to make their Thank You's'.

The Kiddush is an opportunity to build our community. We are blessed at Congregation Beth Israel to have many regular synagogue members who consider Beth Israel their spiritual home. While we allow separate Kiddushes, we highly encourage you to include our Shabbat regulars in your Shabbat morning Kiddush.

The family may either invite the congregation to join their luncheon or may sponsor a separate Kiddush for the congregation, which will be held in an alternate space.

If the congregation is invited to the family's lunch, then a partial charitable tax receipt will be issued based on the additional catering costs.

If the family sponsors a separate Kiddush then a charitable tax receipt will be issued for the donation amount set for the Kiddush.

RECEPTIONS AND PARTIES

BI has a variety of spaces to suit your needs for other celebratory events around your B'nei Mitzvah. Friday night Shabbat dinner, Sunday out-of-towner brunch, and adult and children's parties in the evenings can be easily hosted at BI. We would be pleased to discuss your needs with you.

Additional space rentals, beyond the room rental for the Kiddush luncheon or breakfast are eligible for a pricing discount.

MID-WEEK & SUNDAY KIDDUSH

Traditionally the parents host the breakfast Kiddush for which a charitable tax receipt will be issued. This may be held in the room that is best suited for you and your guests, depending upon your numbers.

TN'T CALENDAR

Havura (family groupings)

- Families will be divided into 5 havurot (groups). These groups will be based on when families are available to meet.
- Classes will be held at families' homes. Each havura is expected to meet 5 times between September 2017 and March 2018. Each class will be held at someone else's home.
- Each havura will create their own calendar of when and where they are meeting. – Please email Rabbi Bluman with your schedule by September 1, 2017

Whole Class:

- In addition to the 5 havura classes, Tn'T families are expected to attend the following classes:
 - Sunday, September 10 @ 6 p.m. – 8:30 p.m. – Kickoff
 - Friday, October 20 @ 5:30 p.m. - Kabbalat Shabbat and Dinner
 - Saturday, November 18 @ 10:30 a.m. – Shabbat Morning
 - Saturday, December 16 @ 10:30 a.m. – Shabbat Morning
 - Friday, February 2 @ 5:30 p.m. – Kabbalat Shabbat and Dinner
 - Sunday, March 11 @ 6:30 p.m. – 9 p.m. – Siyyum (Concluding Event)

APPENDIX I

Glossary of Terms

ALIYAH	The Honour of being called up to the Torah (plural Aliyot)
AḤARON	"Last but not least" of numbered aliyot excluding the Mafir which comes last)
BA'AL or BA'ALAT T'FILLAH	Prayer leader
BAR MITZVAH	Son of the Commandments (plural B'nei Mitzvah)
BAT MITZVAH	Daughter of the Commandments (plural B'not Mitzvah)
BIMAH	Pulpit area
G'LILAH	Tying of the Sefer Torah after the reading
HAFTARAH	Selection from the Prophets following the Torah reading on Shabbat.
HAGBAHAH	Lifting of the Sefer Torah after the reading
ḤAGIGAT SIDUR	"Siddur celebration"- we gift you your siddur in advance so you can begin studying!
HEKHSHER	Kosher certification symbol
KASHRUT	Jewish dietary laws
KIDDUSH	Sanctification of the day followed by the blessing over wine
KOLEINU	Beth Israel's monthly bulletin
MAFTIR/MAFTIRA	The person called for the final Aliyah. Also refers to the final Torah Reading on Shabbat and Festivals.
MINYAN	A quorum of 10 Jewish Adults, required for certain prayers
MISHNAH	Laws of the Torah arranged in 6 major categories (orders) and discussed orally for 400 years before being written down (200 BCE - 200 CE)
MITZVAH	Commandments and/or meritorious deeds (plural Mitzvot)
ROSH ḤODESH	Beginning of the new month
PARASHAH	Weekly Torah portion/Section of Torah reading
PARSHIYAH	One section of the Torah reading, preceded and followed by Blessings. (sometimes referred to as an "aliyah")
SEFER TORAH	Torah scroll (Five Books of Moses)

SH'MA	The Sh'ma is one of the most important prayers in the Jewish prayer book and is often the first prayer that a Jewish child learns. It is a statement of our faith in One God.
SIDDUR SIM SHALOM	The prayer book used at Beth Israel
SIMḤA	A joyous occasion, especially referring to family life and rituals, such as marriage, Bar/Bat Mitzvah, circumcision
TALLIT	Fringed prayer shawl, plural tallitot (Yiddish – tallis, plural tallaisim)
TALMUD	Rabbinic discussions based on the Mishnah (see above) which shows the development of Jewish Religious and Civil Law (200 CE - 535 CE)
T'FILLIN	"Pertaining to prayer" – leather boxes containing portions from the Torah bound on the arm and forehead, usually worn at weekday morning services
TORAH/ḤUMASH	The five books of Moses
SHEPPING NACHES	Embracing the gift of your child

APPENDIX II:

Costs Associated with your Simḥa 2017-2018

(fees are subject to change)

Your BI Membership Includes:

Bar/Bat Mitzvah lessons, Clergy, a location for your Friday Night Service and Saturday Morning Service.

Tn'T Program fee: \$950 **BI Grade 7 with Tn'T:** \$1555

The Tn'T graduation is sponsored and hosted by the BI Board of Directors with you as our guests.

PLEASE CONTACT GAYNOR TO ARRANGE PAYMENT FOR YOUR TN'T FEES.

Receptions: Friday Night Dinner, Saturday Kiddush and Parties

There is a room rental charge for Kiddush meal following services and for other events.

Catering costs are additional.

Security:

There will be an additional minimum charge of \$200 for security services on Shabbat.

Congregational Kiddush Fee:

For those not including the congregation in the BM Kiddush

- \$525 for the Shabbat Kiddush
- \$150 for the weekday / Sunday Kiddush

A full charitable tax receipt is issued for the above. If you are inviting the congregation to your Kiddush then a tax receipt based upon the caterer's charge for congregation will be provided. For further details about this, please contact Gaynor.

Payments:

You will be invoiced for 50% of the estimated costs (less the initial deposit¹) two months before the event. This invoice is due upon receipt. The balance will be invoiced 30 days before and is due upon receipt. Any additional charges will be billed after the event.

All charges are to be paid before the celebration.

Membership must be in good standing.

If you have any questions regarding payment, please contact our Executive Director at 604-731-4161.

No child is turned away due to financial concerns.

¹ Initial non-refundable deposit of \$250 is required to secure a B'nei Mitzvah date.

APPENDIX III

Contact Cheat-Sheet

Name:	Contact for the following:
Rabbi Jonathan Infeld	<ul style="list-style-type: none">• Discussing D'var Torah• Any questions, concerns you might have about the lessons/progress etc.
Rabbi Adam Stein	<ul style="list-style-type: none">• Arranging meeting on how to put on Tallit and Tefillin
Debby Fenson	<ul style="list-style-type: none">• Arranging meetings with Debby for weekly lessons
Rabbi David Bluman	<ul style="list-style-type: none">• Tn'T related questions or concerns.
Harriet Frost	<ul style="list-style-type: none">• Arranging meetings for lessons
Gaynor Levin	<ul style="list-style-type: none">• Room booking for Simha/Friday night dinner/after party at BI• Kiddush sponsorship questions (Weekday and Weekends)• Arranging meetings for students with Rabbi Infeld• Questions regarding decorations, security and kitchen• Set up, floor plan and take-downs• Questions regarding any other costs related to event

APPENDIX IV

***List of Current Approved Caterers for Beth Israel**

(As of June 2017)

List of Approved Caterers

Company Name	Contact Person	Phone Number
The Lazy Gourmet	Kevin Mazzone	604-734-2507
Shlomo's Catering	Shlomo Yekutieli	604-738-1304
The Perfect Bite Catering Company	Ricci Segal	604-325-9132
Classic Impressions	Linda or Steve Hertzman	604-551-4378
The Four Seasons	Kevin Siegrist	604-689-9333
Nava Creative Kosher Cuisine	Susy Siegel	604-676-7632
The Bagel Club (JCC BC Catering)	Leamore Cohen	604-638-7288
Maple Grill	Shimi Yeshayahu	604-568-4885
Sabra Kosher	Simon Kahlon	604-733-4912
Savoury Chef	Barb Silverthorn	604-357-7118
Forty One Catering	Menajem Peretz	604-259-8679
Fresh Take Catering	Sandra Gilmour	604-209-1545
Catering With Care	Louise Houta	604-874-5311

* Approval means the caterer is allowed to use the BI kitchen facilities. This list is subject to change.

NOTES