

**Policies and Procedures Manual**

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December 1, 2023

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## Gishrei Shalom Jewish Congregation Bar/Bat Mitzvah Guidelines

*Approved March 9, 2000*

*Revised July 18, 2002, 2004, 2005, 2014, 2016, 2022*

A Bar or Bat Mitzvah is an important event in the life of a young man or woman. It is a public affirmation of loyalty to Judaism and to the Jewish People. Accordingly, becoming a Bar/Bat Mitzvah is both a joyous and serious event in the life of an adolescent and his/her family and is, therefore, subject to well-defined religious and educational standards.

### A. Who May Be Bar/Bat Mitzvah?

Any child born of a Jewish parent or being able to show proof of conversion to the Jewish faith in accordance with the standards of Reform Judaism, will be eligible to become a Bar/Bat Mitzvah upon meeting the following requirements and upon performing mitzvot that show a commitment to a positive exclusive Jewish identity.

1. The child's family must be a member in good standing of Gishrei Shalom Jewish Congregation (GSJC) who has paid the current year's membership and religious school dues, subject to the usual considerations of financial need. GSJC's membership year takes place between May 1-April 30 of the following year.

2. The minimum age of the student will be 13 and the education requirement will be the satisfactory completion of the 7th grade level at the GSJC Religious School. Students whose Bar/Bat Mitzvah occur during the 7<sup>th</sup> grade are expected to complete the religious school year. Children who will become Bar/Bat Mitzvah at GSJC are required to begin religious school by the third grade. Families of children who, for one reason or another, do not meet the educational requirements by the time of Bar/Bat Mitzvah age must meet with the Chairs of the Ritual, the Religious Education Committees, and the Rabbi to discuss ways in which the deficiency can be rectified. All of these factors will be considered in scheduling the ceremony. Progress will be monitored by the Hebrew school teacher together with the Rabbi. If it is determined that the student will not be ready by the designated date the Rabbi, President, and Ritual Chair will consult with the family to reschedule the Bar/Bat mitzvah service in order to allow for more preparation.

3. The Bar/Bat Mitzvah child **accompanied by an adult** must have attended a minimum of 12 Friday night or holiday services at the Congregation during the twelve-month period prior to the ceremony. It is the responsibility of the family to make sure that such attendance is recorded and verified by a designee using the tracking sheet provided by the education and/or ritual committee. There will be no reconstructing of attendance after the fact.

4. The student shall complete a community mitzvah project within GSJC or the community at large that has been previously discussed and approved by the Rabbi. This project will be completed over a period of 9 – 12 months leading up to the Bar/Bat Mitzvah ceremony and discussed in the students Bar/Bat Mitzvah speech. At least 8 hours will be devoted to such project.

5. Special arrangements will be made by the Religious Education Committee in conjunction with parents, for any child who may require any modification or accommodation to their learning due to an intellectual or learning disability.

6. Any other requirements as indicated by future amendments.

#### B. Instruction

Parents are responsible for providing any additional instructional preparation deemed necessary for the Bar/Bat Mitzvah at their own expense. Regular attendance at Religious School (two days weekly) and services should more than prepare students for their Bar/Bat Mitzvah eliminating the need for any additional private instruction. Students will also be provided with individual instruction by the rabbi at no cost to the family.

#### C. The Service

The first step is for the family to meet with the Rabbi 15 to 18 months in advance to discuss all aspects of the Bar/Bat Mitzvah including choosing the date, the Torah portion and beginning preparation.

Because the service is a public celebration, not a private one, a Bar/Bat mitzvah will be scheduled to take place at the Congregation's regular Shabbat morning service and the service will be open to all members of the Congregation. The service may take place in the Chapel or the Main Sanctuary, thus the date will be coordinated with the calendar of the First Congregational Church.

The family must also coordinate the date with the Chair of the Ritual Committee and review the setup procedures if the ceremony is to take place in the Main Sanctuary rather than the Chapel. In consultation with the family, the president of the congregation or ritual chair will contact the Church office regarding availability of the sanctuary.

Family members and friends are welcome to participate in the service. Please see the Ritual guidelines attached for participation by non-Jews and discuss with the Rabbi.

In keeping with the Shabbat observance, no flash photography is permitted during the service.

D. Oneg Shabbat, Kiddush and Other Customs

It is customary for the family of the Bar/Bat Mitzvah to sponsor the Friday night Oneg Shabbat and the Saturday morning Kiddush. The Saturday morning Kiddush consists of wine/grape juice and challah for the entire congregation. A donation to the congregation is also appropriate.

It is also customary for the family to provide flowers/plants for the Bimah at the Friday night and Saturday morning services. Arrangements may be made with a florist of your choice.

It is also customary for the Rabbi to receive an honorarium from the family of the Bar/Bat Mitzvah child.

E. Financial Obligations

The Congregation requires that all financial obligations of the family to the Congregation be met three months prior to the Bar/Bat Mitzvah ceremony. However, if the ceremony takes place in May or June, dues for the May 1-April 30 membership year may be paid during the month of May. Questions on this matter should be directed to the Congregation's Treasurer.

F. Acknowledgement

The child's parent(s) hereby acknowledge and accept these guidelines.

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Signature of Parent(s)

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Signature of Rabbi

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Signature of Education Chair

**BAR/BAT MITZVAH SERVICE USING  
MISHKAN T'FILAH**

Order of Service: Passages Read By Bar/bat mitzvah Are In Bold

**NOTE ON MUSIC: SS = Shaarei Shira [Gates of Song, Accompaniment Version/  
CS = Complete Shireinu, page number [Melodic line with chording]**

SELECTION	PAGE IN BOOK	NOTES ON MUSIC
Welcome and Presentation of Tallit		
Rabbi leads opening of service, including selected readings aside from the following:	Pages 8-50	
Ma Tovu [Traditional]	Page 8	SS 16
Hinei Ma Tov	Page 9	CS 89 Top
Morning Blessings	Pages 14-18, chanted in Hebrew	<b>Rabbi leads, Bar/bat mitzvah responds.</b>
Blessing for Torah	Page 22, top	
“Obligations”	Page 27, English	
Psalms 150	Pages 44-45, Hebrew & English	SS 22
Chatzi Kaddish, <b>Bar/bat mitzvah leads</b>	Page 50, chanted in Hebrew	
<b>Bar’chu (opens with Lalala...)</b>	Page 52, chanted in Hebrew	
Yotzeir, Rabbi reads Hebrew	Page 54, Rabbi reads Hebrew	
<b>“The sun shall not radiate” Bar/bat mitzvah reads</b>	p. 55 bottom, in English	
<b>“Flood Us With Light” Bar/bat mitzvah</b>	Page 57, in English	
<b>Sh’ma (traditional) Bar/bat mitzvah leads</b>	Pages 58-59	
<b>V’ahavta</b>	Page 62, chanted in Hebrew	A cappella

<b>“You Shall Love”</b>	Page 62, English	
<b>EMET, there is no place</b>	Page 71, top	
<b>Mi Chamocha</b>	Page 72, sung in Hebrew	SS 37 CS 272
<b>“Might We Have Gone”</b>	Page 73, English <b>responsive reading</b>	
<b>Adonai S’fatai [traditional version]</b>	Page 75, in Hebrew	
<b>Avot, G’vurot</b>	Pages 76, 78, chant in Hebrew	
<b>Meditation: “Your might O God...”</b>	Page 79 top, English reading	
<b>Kedushah</b>	Page 80, singing led by Rabbi	SS 55 CS 286
<b>V’shamru</b>	Page 82 top, singing with Rabbi	CS 282 SS 44
<b>Sim Shalom</b>	Page 88	SS 61 Cue on 86, “You have always been our hope.”
<b>Grant us peace</b>	Page 89	
<b>Silent Prayer, then “Oseh Shalom”</b>	Page 90	CS 306

### **SEDER K’RIAT HA-TORAH [TORAH READING]**

Rabbi opens with "Ein Kamocha" and "Eil Harachamim"	Pages Page 94	A cappella
Lift up your heads, and "S'u Sh'arim"	Page 95	A cappella
Ark opened, Torah removed	Page 95, top, opened by _____	
Passing Torah through generations	Page 95, top, led by Rabbi	
<b>Ki Mitziyon, Sh'mah, Echad Eloheinu</b>	Page 96, chanted	<b>CS 315, but <u>skip</u> "Baruch Shenatan!"</b>
<b>Gadlu Ladonai [Hebrew &amp; English]</b>	Page 96, <b>recited</b>	
<b>L'cha Adonai</b>	Page 96, processional, with Rabbi	CS 316, segue directly into "Al Sh'losha D'varim"
<b>Al Sh'losha D'varim</b>	Page 97, processional, with Rabbi	CS 311
List of Honors: Open Ark Unwrap Torah Hagba ["V'zot Ha-Torah"]	Page 98, bottom	SS 87, as the Torah is lifted following the reading
G'lila [Roll and Dress Torah]		
Aliyot: Bar Mitzvah parents to provide a typed list of aliyot, including Hebrew names where available [in transliteration]		
Mi Shebeirach	104	
Haftarah:		
Blessing Before the Reading	Page 100, top	
<b>Reading</b>		
Blessing After the Reading	Page 100, bottom	
Return of Torah to Ark:	Pages 102-103, led by Rabbi	SS 91 [Cue is "shall have been exalted] "Eitz Chayim Hi" SS 96, start on line 2 [Cue is "...are true and altogether just"]

## REMARKS -- RABBI

D'var Torah	Bar Mitzvah	
Remarks about mitzvah project or other personal remarks	Bar Mitzvah	
Remarks	Bar/bat mitzvah's parents	
Bar Mitzvah Prayer and Blessing	Bar/bat mitzvah's parents [Page 107], then rabbi	
Presentations, Announcements	Congregational leadership	
Aleinu	108	CS 326 top, with Option I, then <i>Va'anachnu</i> , CS 327
Reading: "You spread out the heavens"	Page 109	<b>Skip</b> "Shehu notein..."
"V'ne-emar"		SS 108 Cue: "There is none else."
Closing Song	Adon Olam [Echo version]	CS



## BAR MITZVAH PLANNING CHECK LIST

Gishrei Shalom Jewish Congregation

TASK	WHO DOES	WHEN NEEDED
Assess knowledge and preparedness	Rabbi/education committee	1 year in advance
Choose date	Rabbi and family	1 year in advance
Contact Church/sign contract/ pay fees	Family	1 year in advance
Choose Torah portion	Rabbi and family	1 year in advance
Meet with family to review guidelines, service outline, expectations	Rabbi and family	1 year in advance
Tutor prayers, if necessary	Hire tutor	9 mos. - 1 year in advance
Prepare tape of prayers and/or Torah and/or Haftarah portion	Rabbi	6- 9 mos.
Work with BM on prayers, Torah and Haftarah portions	Rabbi/tutor	9 mos. to one year
Outline expectations for D'var Torah, introduction of Haftarah, personal remarks and mitzvah project, Friday night service as well as Saturday?	Rabbi and family Ritual committee is told of mitzvah project	3 mos. in advance
Review logistics of service and honors	Rabbi and family	1-2 mos. in advance
Arrange for sanctuary set-up and breakdown	Ritual committee chair	2 weeks in advance
Purchase and prepare certificate.	Rabbi	1 mos. in advance
Gifts: kiddush cup; tallis clips; Judaism book.	President; Sisterhood; Men's Club.	1 mos. in advance
Gifts to rabbi/ congregation	Family	On the day of or afterwards
Final review		1-2 weeks ahead.

## BAR MITZVAH SERVICE

### HONORS:

Present Tallit at start of service		
Open Ark at start of Torah ritual		
Unwrap Torah		
<b>TORAH PORTION:</b>		
	<u>English Name(s)</u>	<u>Hebrew Name(s)</u>
FIRST ALIYAH		
SECOND ALIYAH		
THIRD ALIYAH		
FOURTH ALIYAH		
FIFTH ALIYAH		
SIXTH ALIYAH		
SEVENTH ALIYAH		
Hagba-a		
G'lila		
Wrap Torah		
<b>HAFTARAH PORTION:</b>		
Haftarah Blessings		
Haftarah Reading		
Parents' Blessing		
Presentation of Certificate		
Presentation of Gift		
Announcements		

## Meetinghouse Setup / Breakdown

- In advance, please make sure to clear with the church office the date/time of setup and that it will be ok to leave the Meetinghouse setup until the event is over.
- Contact the President or Ritual Chair to coordinate key code access to the building and keys to office, closet, etc.

You will need:

Item	Where it is Stored
Reading Table	Office
Rolling cart from the kitchen	Kitchen
Ark (remove Torahs before moving) <ul style="list-style-type: none"> <li>• Burgundy tablecloth and 2 Haggadot on top of Ark</li> </ul>	Office
Star of David	Office
Torahs	Office
Candlesticks	Office
Ladder	Janitor's closet – go through the door beyond bathrooms in Memorial Hall. Closet is on the left.
Yahrzeit Board	Chapel
Torah Stand	Chapel (behind Yahrzeit Board)
Eternal Light	Chapel – under lectern closest to board
Basket of kippot	Chapel - Back bookcase
Basket of tallit	Chapel – back bookcase
Prayerbooks - Shabbat	Chapel – back bookcase. Additional copies in the closet
Prayerbooks – High Holidays	Office in back corner behind Ark and bookcase
Israeli flag	Closet
GSJC banners	Closet
Embroidered lions	Closet
Flower stands	One in Meetinghouse. One in chapel, usually immediately to right as you enter chapel
Vacuum cleaner	May be in Deacon's room, or could be in the closet in the back hallway on left side as you're headed to the chapel

*All directions (left, right, etc.) are from the view looking AT the altar from the pews.*

### Meetinghouse Setup

#### Removal of Church items:

1. Take a photo of the altar to make sure gets put back accurately.
2. Take a photo of the foyer table to make sure gets put back together accurately.

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3. Take a photo of the piano area (if piano is being used) so it can be put back in its original position.
4. Move flag staffs on the altar and put in back hallway to the right (by library and parlor).
5. Move Bible, cross, Bible stand, candlesticks (use caution these are filled with oil), and various items to table in the Parlor across the hall.
6. Baptismal font (generally to left of altar) gets moved to Hallway (careful – there may be water in it!).
7. Small table under organ pipes on platform comes down and goes in the nook by the ramp.
8. If large glass top table is there, cover with a tablecloth to use as needed.
9. Take cross down that hangs over the altar:
  - a. Use the ladder to reach the cross, which rests on pegs and should lift up and off easily.
  - b. Best to hang the Star of David up while someone is up on the ladder (see Step 17 under Setup below).
10. Take Church flag down and switch for Israeli flag (use caution the bracket is a bit wobbly):
  - a. Flag in back of the Meetinghouse – need to get up on balcony to make the switch.
  - b. Take cross off the top of the flagpole before hanging back up
  - c. Leave cross and flag on top of organ up on balcony in order to replace during break-down
11. Clear foyer table:
  - a. Put church information neatly on back benches in the corner in order to replace during break-down.
12. Move church information/other stuff on tables in Meetinghouse near foyer doors:
  - a. Put information/stuff neatly on back benches in Meetinghouse in order to replace during break-down
13. Move any other random church items that might be around neatly on back benches in order to replace during break-down.
14. Any kneelers can be moved into back hallway or tucked into piano corners at front of Meetinghouse.

Setup of GSJC items:

15. Place any of our necessary information on the foyer table (keeping the church runner on the table).
16. Place a small table by the left hand door entrance (back of Meetinghouse) in order to place prayer books, kippot, tallit, etc.
17. Hang the eternal flame:
  - a. Hangs from the movie screen that is in front of the organ pipes by a karabiner clip.
  - b. Movie screen comes down from a switch to the left of the altar (under a flap).
  - c. Attach the clip (on the light) to the handle when the screen is fully down.
  - d. Put the screen back up.
  - e. Throw the electrical cord (may need to fish it through) into the left hand corner where the walls and pipes meet, in order to get the cord into closet behind the altar where it will be plugged in.
  - f. Plug the cord from the light into outlet on the right as you walk into the closet.
18. Hang the star in the same place from which the cross was taken down (built to rest on the same pegs):
  - a. Should be done at same time cross is taken down in Step 8 above.
19. Stack risers (1 high, 2 deep) on platform in front of pipes. Unused risers can be stacked neatly on the left and right sides of the platform.

20. Red tablecloth with gold Star of David goes over the risers.
21. Ark is placed on top of the burgundy tablecloth on top of the risers with one Haggadah (or other thin booklet) placed under tablecloth under each front corner of the Ark (to ensure stability):
  - a. Need 2-3 strong people to accomplish this.
  - b. Adjust Ark to be centered from view of pews.
22. Torah stand placed on back left hand side of the altar.
23. Torah reading table placed in front on left side of carpeted area, near the grate but careful to not put it through the holes.
24. One small white flower stand placed to the front left carpeted area, the other to the front right.
25. Tablecloth, candlesticks and Kiddush cup placed on table in front of the lectern.
26. Yahrzeit board placed on the right side of the Bema:
  - a. Plug in to outlet by behind the board.
27. If the piano is being used it needs to be repositioned as to how the piano person wants it before setting up the microphone.
28. Sound – The system was updated in September 2018. Get two or three microphones from closet behind the altar:
  - a. One is placed to the side of the lectern If you can get the lectern mic to work this can be avoided.
  - b. One is placed to the side of the reading table.
  - c. One is placed by the piano (if piano is being used) (leave some extra cord so microphone can be placed by the piano person).
  - d. Microphone cords need to be taped to the floor for safety purposes (duct tape or heavy masking tape).
  - e. They are plugged in to the junction box that pulls out from a little door in the edge of the altar on the left-hand side below the switch used to drop the movie screen. Plug the mics into positions 1, 2, and 3 on the junction box.
  - f. Power for microphones is in the closet on the left-hand side (turn it on).
  - g. If the microphones don't work you will need to go to the sound board in the back right corner of the Meetinghouse to unmute them.
  - h. Uncover the sound board and on the touch panel screen select the Standard user. Enter the password: Branches23 (this may change from year to year).
  - i. Once logged in press the XXXXXXXXX button to get control of the mute/unmute buttons.
  - j. Unmute Mics 1, 2, and 3 and verify they are working.
  - k. Cover the sound board with the cloth.
  - l. Turn off the power to the sound system when setup is complete. When returning for services turn sound system on and all mics should be working.
29. Place GSJC banners over the hymn boards in front to the left and right of the altar.
30. Place embroidered lions in frame on back wall of Meetinghouse that houses the dedication of the building. In lieu of the poster board, can put up the embroidered velvet lions with the tension bar.

## Meetinghouse Return to Original Condition

Using photos taken above, do exactly the opposite of steps described, returning all items to the location in which you found them.

If challah and wine is served in the foyer, make sure to clean up/vacuum any mess. Also check if bimah needs to be vacuumed if challah/wine was offered.

It is our responsibility to return the Meetinghouse to its original state.

## Other Important Notices

### Lights

- Meetinghouse lights are located near the left hand side door from Meetinghouse to back hallway (near altar).
- Foyer lights are on the wall against the Meetinghouse
  - There are switches near both doors so check all.
- Chandelier light and wall sconces are controlled by a light switch panel in the balcony. If you're sitting at the organ in the balcony, the panel is immediately to your left.
- Make sure to turn off ALL lights before leaving.

### Doors

- When the building is fully locked, the only way to enter is through a key code at the stairway entrance between the chapel and the Meetinghouse.
- Once you get in, the doors can be unlocked from the inside. All doors unlock and lock using a key (Allen wrench like device stored near each of the doors).
- Stairway entrance doors (where key pad is):
  - The key is on a chain in a hook on the left hinge side of the door.
  - Push handlebar down all the way, insert key on inside right hand side of handle, and turn to the right several revolutions of the key in order to tighten the handle so that it doesn't move and stays down.
  - Check to make sure this means the door can be opened easily from the outside.
  - To lock again, turn the key the opposite way and make sure handle moves freely up and down.
- Foyer doors (doors that face the Green):
  - The key is to the right of the door on the molding, above the bench, about 5 feet up.
  - To unlock, press the bar in, insert the key and turn to the right so the bar stays down.
  - There is also a rope that has S hooks on it, somewhere near the key, which can be used to keep the door open by attaching it to an eyelet on the back of the door and to one on the nearest pillar to the door on the front steps.
  - To lock again, turn the key to the left and makes sure the handle moves freely up and down again. If you used the rope to prop the door open, remember to bring it back in.

### Heat/AC

- Located near the left hand side door from Meetinghouse to back hallway (near altar).

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- Make sure to adjust appropriately before leaving.
- Ceiling fan controls in foyer on Meetinghouse wall near right hand door from foyer to meetinghouse.

**Before you leave**

- Make sure all lights are off, all doors are locked and all heat/AC set back to maintenance levels.
  - Check lights on all floors used and up and down hallways – there are many light switches and many places that lights can be left on (especially the nursery school hallway that you have to come through with the cart from the elevator!)
- Remove all your stuff, and make sure all Church items replaced as you found them.

## Chapel Setup / Breakdown

- If setting up in advance, please clear the date/time of setup with the Church office, and make sure that it will be okay to leave the chapel set up until our event is over.
- Ring the buzzer to be admitted by the Church office staff (during the day) or call the Rabbi and ask him/her to admit you (during the evening). Church policy prohibits sharing the key code.
- The set of keys to the Gishrei Shalom office and the closet are in the Ark.

You will need:

Item	Where it is Stored
Torah Reading Table	Office
Rolling gray cart from the kitchen	Kitchen
Torahs	Office
Candlesticks and candles	Closet
Yahrzeit Board	Chapel
Eternal Light	Chapel – under lectern closest to board
Yahrzeit Book	Chapel – Back bookcase
Basket of kippot	Chapel - Back bookcase
Basket of tallit	Chapel – back bookcase
Prayerbooks	Chapel – back bookcase. Additional copies in the closet
GSJC banners	Closet
Flower stands (to hold candles)	One in chapel, usually immediately to right as you enter chapel

*All directions (left, right, etc.) are from the view looking AT the altar from the pews.*

### Chapel Setup

Verify with Rabbi what he/she wants setup for the service you are setting up for.

#### Removal of Church items:

1. Take a photo of the altar to make sure gets put back accurately.
2. Move crosses and candlesticks (use caution they are filled with oil) and place on the floor or chair to the left.
3. Remove the noise-dampening quilt from the piano (it's attached with Velcro).

#### Setup of GSJC items:

4. Place a small table by the last pew in the back of chapel for prayer books, kippot, tallit, etc.
5. Hang the Eternal Flame:
  - a. Hangs from a plant hook over the Bema.
  - b. Adjust Ark to be centered from view of pews.
6. Get the Torah reading table by using the gray cart.



7. Get the Torah(s).
8. Put two candlesticks with candles and matches on the small white flower stand.
9. Uncover the Yahrzeit board, turn it on, and turn on the appropriate lights.
10. Place the blue felt GSJC banner over the plaque by the back door, and the silky one on the Rabbi's lectern.

### **Chapel Return to Original Condition**

Using photos taken above, do exactly the opposite of steps described, returning all items to the location in which you found them.

It is our responsibility to return the chapel to its original state.

### **Other Important Notices**

#### Lights

- Chapel lights are located in the foyer from the hallway and the Bema by the door.
- Make sure to turn off ALL lights before leaving.

#### Doors

- When the building is fully locked, you have to be admitted by someone in the building.
- Once you get in, the doors can be unlocked from the inside. All doors lock and unlock using a key (Allen wrench stored near each of the doors).
- Stairway entrance doors (where the key pad is):
  - The key is on a chain in a hook on the left hinge side of the door.
  - Push handlebar down all the way, insert key on inside right hand side of handle, and turn to the right several revolutions of the key in order to tighten the handle so that it doesn't move and stays down.
  - Check to make sure this means the door can be opened easily from the outside.
  - To lock again, turn the key the opposite way and make sure handle moves freely up and down.
- Chapel Front doors (doors that face the Green):
  - The key is to the right of the door on the molding, above the bench, about 5 feet up.
  - To unlock, press the bar in, insert the key and turn to the right so the bar stays down.
  - To lock again, turn the key to the left and makes sure the handle moves freely up and down again.

#### Heat/AC

- Located near the left-hand side of the Bema.
- Make sure to adjust appropriately before leaving.

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### **Before you leave**

- Make sure all lights are off, all doors are locked, and all heat/AC controls set back to maintenance levels. Check lights on all floors used and up and down hallways – there are many light switches and many places that lights can be left on (especially the nursery school hallway that you came through with the cart from the elevator!). There are many lights that are now go on and off automatically (Memorial Hall, Second Floor Hallway in new wing) that can't be turned off.
- Remove all your stuff, and make sure all Church items are replaced as you found them.

### Procedure for Setting Up an Oneg Shabbat (3/2023)

Arrive: 6:30 p.m.

Prepare for 25-30 people

Things to bring: Challah, grape juice (small bottle), cream for coffee, 2 different cold beverages for adults, one bottle of juice for children.

Platter of cake, platter of cut fruit, platter of cookies (or similar) for children, something without nuts or chocolate for those with allergies.

In the GSJC cabinet in the kitchen (to the right of the stove), find table cloth, cover and bread board for challah, paper plates, napkins, hot and cold cups and small cups for wine/grape juice for the blessing. You may use anything in our cabinet as needed.

Before services begin, unwrap challah, put on the bread board and cover with the challah cover. Pour 15 wine cups and 10 grape juice cups with small amounts of liquid. (Wine is kept in the upstairs office. The rabbi should be in the building and can let you in. The Keurig coffee pot is in the office as well) Place the cups on the yellow trays found under the open counter to the right of the GSJC cabinet. Arrange challah and cake on the table. You may leave cold beverages and fruit in the refrigerator until we come downstairs for oneg. Also put the kiddush cup with a small amount of wine on the table for the Rabbi (Kiddush cup is in the GSJC cabinet).

There are laminated copies of the kiddush prayer transliteration in our cabinet (in a plastic bag). Put those out also.

You may use any utensils in the drawers for serving but everything used must be washed and put back. Counters should be clear and unused paper goods put back.

## YIZKOR BOARD AND YAHRZEIT PLAQUES

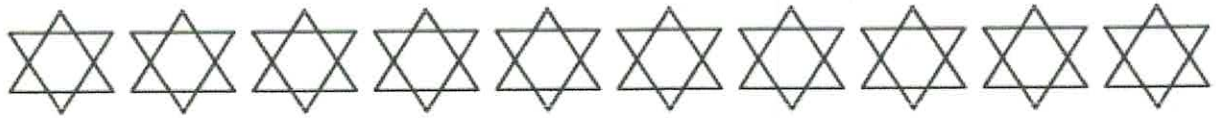
Gishrei Shalom Jewish Congregation is proud to have a prominently displayed Yizkor Board, whereby deceased relatives of congregation members may be remembered and memorialized through the addition of a metal Yahrzeit Plaque bearing the deceased individual's name and passing date.

These Yahrzeit Plaques display the loved one's English and Hebrew names, and the date of passing in both Gregorian and Hebrew calendar formats. During Yizkor services and the anniversary of the passing month, lamps are lit around the plaques signifying respect and remembrance. Announcement of the loved one's name during the anniversary month is made from a Yahrzeit list, kept on the Bima, prior to Mourner's Kaddish at every Friday night service. During the Yom Kippur Yizkor service the names of all deceased loved ones are remembered by a reading from the (separately published) Yizkor book (for a modest donation).

A Yahrzeit Plaque will contain the following information: the loved one's English and Hebrew name, and the date of passing (before or after sundown). Hebrew name spellings and date conversions (Jewish to Gregorian) can be made by the Congregation leadership.

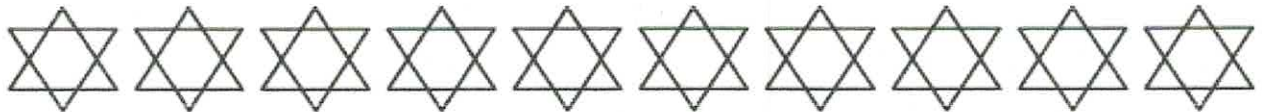
The cost of a plaque is \$250.

To request a Yahrzeit Plaque, please contact [president@gsjc.org](mailto:president@gsjc.org) or [plaques@gsjc.org](mailto:plaques@gsjc.org) or see the GSJC website.



**GISHREI SHALOM JEWISH  
CONGREGATION**

**RELIGIOUS SCHOOL HANDBOOK  
2023-2024**



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## PROGRAM GOALS

We all know the synagogue has a three part role. As:

- a house of prayer... *Bet Tefilah*
- a house of gathering ... *Bet Keneset*
- a house of study ... *Bet Midrash*

Education represents one of the major functions of the synagogue. As a *Bet Midrash*, the role of Jewish education is to provide learners with the fundamental skills, information and values of our tradition that will enable them to lead a more fulfilling life as well as carve out a meaningful place for themselves in the Jewish world. Included in these goals are learners who:

- study Hebrew
- value and practice *tefilah* (prayer)
- further the cause of justice, freedom and peace by pursuing *tzedek* (righteousness), *mishpat* (justice), and *chesed* (loving deeds)
- observe Sabbath, festivals and life cycle events
- actively seek to improve the welfare of Jews in Israel and the rest of the world

## PROGRAM MISSION

Our mission is to enable learners who complete the program:

- to transfer what they learn at school to their homes and lives
- to possess a strong, positive Jewish identity
- to know their heritage and history
- to understand the concepts behind and the celebrations of the Jewish holidays
- to have a basic understanding of Torah and Bible
- to understand and feel a commitment to Jewish ethics
- to be able to fully participate in a reformed Jewish service

## **SCHOOL SCHEDULE**

Our classes are designed to meet our program goals in a very limited amount of time. It is essential that students arrive on time for class and stay for the entire program. Parents are encouraged to attend group activities with students.

Hebrew instruction is provided 1:1 or in small sibling groups based on teacher and family availability. The Rabbi visits the religious school and leads instruction one Saturday every month. Hebrew and religious instruction are provided in person and via virtual learning platforms such as Face-Time and Zoom.

## **TUITION AND FEES**

Education program tuition is payable two weeks prior to the beginning of the school year. Tuition payment is to be mailed to the synagogue P.O. Box or remitted through PayPal. If tuition is a financial hardship or if you have any questions about payments, please contact Barbi Liftman, GSJC treasurer at 860-490-6782.

Tuition for the 2023-2024 school year is:  
GSJC member students \$500.00  
GSJC non-member students \$700.00

## **ATTENDANCE**

Please be sure students are in class and ready on time. For safety reasons, parents must accompany their children to the classroom. Children are to be picked up at the conclusion of the class or service and a parent must touch base with the teacher or Rabbi at this time. The students will not be allowed to leave without a parent.

From third grade on, if a student fails to attend more than half of the scheduled classes an assessment may be made to ensure that adequate knowledge has been acquired. A student may be required to receive additional tutoring or repeat the grade.



Absences should be called in as soon as possible to Helene or the Rabbi (if it is a Rabbi-day). We understand that life is unpredictable and things happen, and we ask for as much notice as possible.

## **EMERGENCY CLOSING**

In the event that school has to be canceled due to weather or some unforeseen circumstance, you will be contacted at least one hour prior to the scheduled class time. Careful consideration will be given to school cancellations including travel distance of the students and teachers. If you are unsure if school is in session, call Helene or the Rabbi.

## **MATERIALS**

Students will receive books as part of the yearly tuition. Please check to be sure your student brings all books and materials required for each session. Lost or damaged books and materials will be replaced at the student's family's expense. Crayons, pencils, pens, scissors and glue will be supplied.

## **PARENTS AS PARTNERS**

Parents (and GSJC members) are strongly encouraged to participate in the education program. Examples of participation include teaching a section, subject, song or dance, helping prepare materials for classes, purchasing supplies or photocopying worksheets. By observing their parents and other members engaged in activities, students witness the highest level of commitment to lifelong learning.

Parents are welcome to attend any class at any time without notice. Any comments, compliments, or concerns can be directed to the program facilitators.

## **RELIGIOUS SERVICE ATTENDANCE**

Students in Grades 3-6 must attend 6 Rabbi led services over the course of the calendar year. Students preparing for B'nai Mitzvah will follow the Bar and Bat Mitzvah Guidelines as they appear below.

## **6. Duties of Officers/Committee Chairs**

### **A: SUNSHINE CHAIR - Role and Responsibilities**

Assistance will be offered to members in need on a case-by-case basis:

- A gift will be sent during a member's extended stay in the hospital, according to the member's preference and the discretion of the Sunshine Chair.
- Cards will be sent to members who have experienced a life changing event or hardship, such events to include death, sickness, birth, marriage, and other celebrations.
- Meals will be arranged, and a card sent to a member with an extended illness.
- A food platter will be sent for a member sitting shiva for a parent or a child; or a donation made as specified by the member, at the discretion of the Sunshine Chair.
- The board may authorize the Sunshine Chair to arrange for other items such as : floral arrangements, gift baskets, plant a tree for a loved one or other items depending on the significance of the event. These guidelines will be reviewed on an as needed basis.

**B: EDUCATION COMMITTEE CHAIR – Roles and Responsibilities**

- Schedule Education Committee meetings when necessary.
- Provide a written report/update at the monthly board meetings.
- Work with the Treasurer to ensure income and expenses remain in line.
- Work with the Treasurer and President to discuss payment with individual families if necessary.
- At the March board meeting, provide the Treasurer with a preliminary budget for the following year.
- In May, work with the Board President to prepare a school calendar for the following year.

Until such time as a Religious School Administrator is hired, the Education Chair shall ensure that the essential duties of the Administrator are addressed.

- Ensure the curriculum is being used with fidelity.
- Ensure the teacher(s) are meeting the contract requirements.
- Act as a parent contact.
- Act as liaison between the religious school families and religious school teacher.
- Purchase materials and supplies for the students, as needed.
- Interview and recommend hiring of new teachers, as needed.
- Discussing the curriculum and planning activities with the religious school teacher and families.

## **C: RITUAL COMMITTEE CHAIR - Role and Responsibilities**

It shall be the duty of the Ritual Committee Chair to ensure that the responsibilities of the Ritual Committee are carried out, regarding the policies and regulations established by the Board of Directors relating to religious services and rituals.

This shall include the following:

1. Meet with the Ritual Committee as needed.
2. Meet with the Rabbi as needed.
3. During High Holiday services, coordinate volunteers to do prayer book readings, Torah handling, and other activities not conducted by the Rabbi.
4. Coordinate volunteers to host off-site services such as Sukkot.
5. If there is a conflict with using the Congregational Church for a religious service (such as during the Apple Harvest Festival), work with the President to find a resolution.
6. Help to resolve any problem confronting the family of a b'nai mitzvah candidate relating to the b'nai mitzvah process. If necessary, make a recommendation to the President on an appropriate course of action.
7. Direct the Ritual Committee to develop a plan/budget for the maintenance of the Congregation's torah scrolls and related religious artifacts.

## **RITUAL COMMITTEE [*Congregation Bylaws*]**

It shall be the duty of the Ritual Committee, with the cooperation of the Rabbi, to consider the rituals and observances of the synagogue and to promote such practices in the home as will enhance the values of Jewish living. This Committee will also implement the policies and regulations as established by the Board of Directors relating to religious services and rituals.



BUILDING USE FORM

FIRST CONGREGATIONAL CHURCH OF  
SOUTHINGTON

*"No matter who you are, or where you are on life's journey,  
YOU'RE WELCOME HERE"*

37 Main Street, Southington, Connecticut 06489  
PHONE 860-628-6958 FAX 860-621-0402 / FCCSouthington.org

**\*\*A copy of your certificate of insurance must accompany this form.\*\***

Date: \_\_\_\_\_

I/We \_\_\_\_\_  
(Individual or Organization)

request the use of the church facilities and equipment for the following dates and time. I/We understand that the above individual or organization will be responsible for seeing that said church property in no way will be abused or damaged. That above individual or organization in the event damage does occur will repair or replace damaged property.

Use of the church property will be for \_\_\_\_\_  
(nature of the event)

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of People: \_\_\_\_\_

**ALL EVENTS END AT 10:00 PM. EVENT SPACE SHOULD BE READY  
FOR SEXTON/CUSTODIAN AT THAT TIME.**

**\*please check spaces being utilized**

Meetinghouse	Peace Café	Choir Room	Tables
Chapel	Library	Classroom #	Chairs
Memorial Hall	Parlor	Kitchen	Coffee Urn
Other			

**PLEASE NOTE: THERE WILL BE NO ALCOHOL, SMOKING, VAPING OR CANDLE USE IN THE BUILDING. PLEASE ALSO NOTE: NO TACKS OR TAPE ON THE WALLS.**

Please complete and return to the office. After approval, a copy will be sent to you. All events are subject to approval by the Senior Pastor.

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PLEASE ARRANGE WITH THE CHURCH OFFICE FOR AN ENTRANCE CODE  
AND INFORMATION ABOUT LIGHTNING, THERMOSTATS, ETC.**

**SET-UP/CLEAN-UP** will be done by the sexton. All trash should be bagged, tied, and placed in the dumpster.

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**FOR OFFICE  
USE ONLY**

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FEE (space) \$ \_\_\_\_\_

FEE (Sexton) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Check(s) may be made payable to *First Congregational Church of Southington*

**FIRST CONGREGATIONAL CHURCH  
OF SOUTHLINGTON, CONNECTICUT**

37 Main Street  
Southington, CT 06489  
(860) 628-6958

***RULES FOR USE OF THE KITCHEN***

1. Only kitchen help is allowed in the kitchen.
2. The telephone is for emergency use only. If the phone rings, do not answer, voicemail will pick up.
3. Do not take church equipment home without permission.
4. Remove surplus food from the refrigerator.
5. Trash and garbage should be bagged and tied and placed in the dumpster.
6. Do not leave any personal belongings.
7. Leave dishcloths and towels to be washed by committee.
8. Wipe up any spills from the floor.

***BEFORE YOU LEAVE BE SURE TO...***

1. Turn the stove off in the kitchen (if used).
2. Turn the exhaust fan off in Memorial Hall (if used)
3. Unplug any appliances used
4. Empty the dishwasher (if used)
5. Check all faucets that were used
6. Turn all the lights off
7. Turn off all air conditioners used
8. Make sure all doors are locked and shut tightly

## Calendar of Annual Activities

### **May**

Iyar/Sivan

אייר סיון

- Set calendar for next year and give to president including dates for lay-led and rabbi-led services.
- Recruit lay leaders for services.
- Celebrate Shavuot (possibly with confirmation students leading the service)
- Coordinate publicity about Shavuot
- Possibly include a dairy potluck meal

### **June**

Sivan/Tammuz

סיון תמוז

- Ritual committee meets to discuss next year and to assign responsibilities for different holidays.
- Preliminary discussions between cantor, rabbi, ritual chair regarding High Holidays

### **July & August**

Tamuz/Az/Elul

תמוז אב אלול

- Rabbi, ritual committee discuss High Holidays and other holidays of the year
- In August, ritual chair begins recruitment of volunteers to speak during High Holiday services
- Ritual committee plans publicity for High Holidays and coordinates with Corresponding Secretary on schedule.
- Rabbi and cantorial soloist begin discussions regarding music for high holidays
- Check annual calendar for location conflicts (Apple Harvest and High Holidays -- perhaps need to hold services in another church).
- Check calendar for lay services and to ensure that there are leaders for each one.

### **September and October**

Elul/Tishri/Cheshvan

אלול תשרי חשוון

- Set-up times for Rosh Hashanah and Yom Kippur are set. Contact office staff at church to clear the times. Contact GSJC members for volunteers to set up meetinghouse before each holiday.
- Arrange for apples and honey after Rosh Hashanah morning service.
- Ritual committee discuss Sukkot, Simcha Torah services and consult with Rabbi.
- Locations of services set. (?Grover house for Sukkot)



- Corresponding secretary sends out press releases 1 month before High Holidays and two weeks before. Press release for Succot and Simchat Torah sent out. Dates posted on on-line calendars.
- Yizkor list update responsibility assigned and list updated
- Break Fast committee selected and begin work
- Babysitting arranged for High Holidays (board member)
- Flowers arranged for High Holidays (?Bornstein- Meccarriello family)
- Planning for interfaith Thanksgiving service begins
- Date for Chanukah celebration set

### **November**

Cheshvan/Kislev

חשוון כסלו

- Planning for Chanukah takes place.
- Press releases sent out one month before and two weeks before. Date added to on-line calendars. Calls made to local papers one day before.
- Interfaith Thanksgiving service (s) promoted and held (Southington and Bristol)

### **December**

Kislev/Tevet

כסלו טבת

- Community Chanukah celebration is held
- Ritual committee planning begins for Shabbat Shira and Tu B'Shevat - decide whether to have Tu B'Shevat seder and assign responsibilities for obtaining food, paper goods, etc.
- Press releases prepared, on-line calendars updated for celebrations
- Annual new members' Shabbat planned
- Chorale selects music and sets rehearsal schedule for Shabbat Shira
- School children select song (s) for Shabbat Shira

### **January**

Tevet/Shevat

טבת שבט

- Press releases sent for Shabbat Shira, Tu B'Shevat
- Shabbat Shira held (possibly Tu B'Shevat)
- Planning begins for Purim
- Purim shpiel selected and rehearsal planned
- Purim Carnival planned by JUICY
- ? Hold new members service
- Check calendar to ensure that there is coverage for lay-led services.

## **February**

Shevat/Adar

שבט אדר

- Purim planned in conjunction with rabbi, promoted and held (possibly March)
- Coordinate with oneg chair and Shabbat School regarding hamentaschen.
- Passover second seder planning begins with naming of a chair for the planning committee.
- Shabbat Across America planned - date selected, special services discussed with rabbi - ? shabbaton, ? blessing for non-Jewish spouses.

## **March**

Adar/Nisan

אדר ניסן

- Purim service held.
- Passover seder planned in conjunction with rabbi and promoted (possibly held)
- Planning and promotion for Yom Ha-Shoah takes place
- Planning for Shavuot takes place
- Shabbat Across America promoted and held

## **April**

Nisan/Iyar

ניסן אייר

- Passover seder takes place
- Yom Ha-Shoah takes place
- Shavuot planned and promoted

## **11. Kol Haverim Cemetery Information**

Gishrei Shalom Jewish Congregation has an arrangement with Congregation Kol Haverim in Glastonbury for our members to buy cemetery plots. Current prices are \$1500. This price will be increased after January 1, 2022.

<https://www.kolhaverim.org/cemetery.html>

For information, you can contact Manny Jainchill as the representative of the Kol Haverim Cemetery Association at 860.798.6733 and let him know that you are a GSJC member. A certificate of purchase along with a set of rules and regulations will be sent to you after payment.

The cemetery is located on Jordan Lane in Wethersfield.