

## ***BAR/BAT MITZVAH PROCEDURES***

### Sun Lakes Jewish Congregation

The following procedures and/or responsibilities are outlined for conducting Bar/Bat Mitzvah Services and celebrations at the Sun Lakes Jewish Congregation for members and/or children and grandchildren of members:

1. The Chapel needs to be reserved for the date of the Bar/Bat Mitzvah (Friday evening, Saturday morning or Saturday evening). The person to contact is Susie Shapiro, 480-883-7117. The fee for the Chapel use is paid directly to the Chapel Board, and is made out to The Sun Lakes Chapel, in the amount of \$200.00.
2. Contact should be made with Shelly Henden regarding the set-up of the Chapel and any special requirements required, 480-895-8851.
3. A sound engineer is required to ensure that the sound system works properly and to enable the system to operate on the date required. This is arranged with Michael Dar, 480-882-9022. A check in the amount of \$50.00 is made payable to the Sun Lakes Jewish Congregation.
4. There is a congregation fee of \$250.00 made payable to the Sun Lakes Jewish Congregation. This too is arranged with Michael Dar.
5. If you require the use of the Chapel Center facilities (located adjacent to the Chapel, there is a fee of \$50.00 also made payable to the Sun Lakes Chapel. Set-up of tables and chairs is accomplished by the congregation with an additional fee of \$25.00. A \$50.00 deposit is required which is refundable if everything is in order.
6. All checks then are to be delivered to Michael Dar who will distribute them to the proper recipients.
7. If you desire the services of the Congregation's Cantor to participate contact should be made directly with her (Ronda Polesky – 480-330-4575).
8. To enhance the service we recommend the participation of our Organist. This can be arranged with the Cantor as well.
9. Membership is required unless a grandparent is a member. All membership requirements are applicable.

10. Arrangements with the Rabbi are made separately and should be completed prior to completing all the other items listed. This will ensure that the date is available on the Rabbi's calendar.

**SUMMARY**

*Use of Chapel.....\$200.00*  
*Use of Chapel House.....\$ 50.00, plus a*  
*\$50.00 deposit that is refundable if everything is in order*  
*Set-up and tear-down of tables and chairs in Chapel House.....\$ 25.00*  
*Sound Engineer.....\$ 50.00*  
*Congregation Fee.....\$250.00*  
*Membership based upon current rates*

*Revised: 10/5/17*