



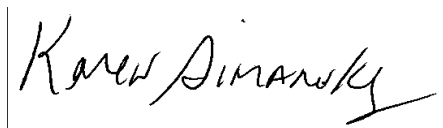
Dear Congregant,

The Congregations of Shaare Shamayim, for over 49 years has been a prominent synagogue in Northeast Philadelphia providing a religious community for its members. We are a source for religious, social, cultural and educational activity for our Jewish constituents, and our doors are open 365 days a year to serve your needs.

The merging of many synagogues into one marks our long illustrious history. This eclectic blending characterizes our philosophy, and has evolved into our offering dual-track Shabbat Services through the Traditional and Egalitarian Services. We continue to maintain a vibrant presence with high visibility in our neighborhood and attract members from surrounding suburban regions.

We welcome you to our Jewish community and hope you will find this handbook a useful resource as you navigate your way through the synagogues' services and procedures. Additionally, we encourage your suggestions to improve our services to you—our most vital resource.

Thank you,

A rectangular box containing a handwritten signature in black ink that reads "Karen Simansky".

Karen Simansky  
Vice President of Membership

# Congregations of Shaare Shamayim Membership Handbook

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## **Congregations of Shaare Shamayim**

9768 Verree Road, Philadelphia, PA 19115

**Phone** (215) 677-1600      **Fax** (215) 677-4209

**Preschool Phone:** (215) 673-2323

**E-Mail:** [Office@ShaareShamayim.org](mailto:Office@ShaareShamayim.org)

Preschool Email: [Preschool@ShaareShamayim.org](mailto:Preschool@ShaareShamayim.org)

**Web site:** [www.ShaareShamayim.org](http://www.ShaareShamayim.org)

### **OFFICE HOURS OF OPERATION**

The Main Office is open Monday through Thursday from **9:00am-5:00pm**, and Friday from **9:00am-2:00pm**. No business is conducted on Shabbat or Holidays. The office is closed on Sundays.

Our staff is dedicated to providing the best attention and service to your needs. Questions may be directed to Carrie, administrative assistant, Stacey, program assistant, and Fran for bookkeeping/financial matters. Jacques Lurie is the Executive Director. All messages left on the answering machine will be addressed in a timely manner.

### **HANDICAP ACCESS**

On the side of the building is a door marked “Handicap Entrance.” This entrance enables people to enter and access the Sanctuaries without stairs. This entrance is for **drop off and pick up only**. Handicap parking is provided at the rear entrance to reduce the walking distance from the parking lot. The rear entrance however does require the use of stairs.

A handicap bathroom is provided across from the office.

When requesting High Holiday Seating make sure to indicate if an aisle seat is required for handicap access.

# **RELIGIOUS SERVICES**

## **SHABBAT**

**The EGALITARIAN SERVICE:** Friday Evening Service begins at **7:45pm** followed by an Oneg Shabbat. Shabbat Morning Service begins at **9:30am** followed by a joint Kiddush with the Traditional Service. There is an early Family Service every month for the entire family.

**The TRADITIONAL SERVICE:** Friday Evening Shabbat begins at **7:00 pm** (summer/spring) and at **sunset** (fall/winter) in the Chapel. Saturday Evening Shabbat Service varies with **sunset**. Shabbat Morning Service is **9:00 am** followed by a joint Kiddush with the Egalitarian Service.

**JUNIOR CONGREGATION:** Every Shabbat during the school year at either **8:30am** or **10:45am**. Bagels provided from 10:15am to 10:45am. Attendance by all Religious School students is strongly encouraged. Each student attending receives a Hershey Bar in class the following Wednesday during school. The PTA rewards the children with the best attendance at Jr. Congregation at the end of the school year.

## **DAILY MINYAN**

Monday through Friday Morning services-**6:40am** and **7:30am**

Sunday through Thursday Evening-**7:45pm**

Saturday Mornings at **9:00am**

Sunday Mornings at **8:00am**

Friday, Saturday and Holiday Evenings at **SUNSET** (see actual times published monthly in the Scroll)

## **ALIYAH/TORAH HONORS**

For your upcoming B'nai Mitzvah, Auf Ruf, Baby Naming, Wedding, additional Simchas or Yahrzeit, please call the Office to make arrangements. Our Ritual Committee may also in turn contact you for Torah Honors at upcoming services for either our Egalitarian and Traditional Shabbat Services. High Holiday Honors and Readings are assigned and mailed to you, and you are asked to respond by returning

the postcard to the Office ASAP. It is the sole discretion of the Honors Committee to satisfy requests. Please notify the office if you have a special request for a High Holiday Honor in June/July.

## **SHABBAT KIDDUSH FUND**

To acknowledge a special occasion with your Synagogue Family – birthday, anniversary, engagement, graduation etc.- you may choose to donate to the Kiddush Fund with a contribution of “Chai” (\$18) or multiples of “Chai” to honor this event. With a more elaborate contribution you may wish to Sponsor the entire dessert Kiddush, or host an Extended Kiddush Luncheon. This presently requires a minimum of a \$250 donation. (Please note that sponsorship of a Kiddush does not entitle you to take the food home after the Kiddush.) Your sponsorship will be publicized in the weekly Shabbat Program booklet and announced from the pulpit.

## **DECORUM AND ATTIRE**

It is customary for men to wear tallit and a yarmulke (kipah), and for married women to have a head covering when attending services in the Sanctuary. A lace doily is provided outside the Sanctuary doors for women if they are not already wearing hats. Kipot and tallitot are available for our congregants who do not bring their own. Women may opt to wear tallit and this is also acceptable. A visiting guest who is not Jewish is asked to wear a kipah but not to don a tallit.

- In our Traditional Service we provide a separate section of seating for men and women in our front rows and mixed seating in the remainder of the sanctuary.
- Mixed seating is provided in our Egalitarian Service.
- We rise from our seats whenever the ark is opened.
- Clothing should be on the modest, dignified side, and jeans are discouraged. Please use your good judgment and dress with respect for the occasion. For Women, shoulders must be covered (no halters or spaghetti straps without a shawl.)
- Please remember to respect your fellow congregants, and whisper if you need to talk, as people are engaged in prayer.

- Kindly do not leave the Sanctuary until the final prayer or blessing is completed. If you must leave is it not appropriate to leave during the following times:
  - When the ark is open
  - When the congregation is standing
  - During the Rabbi's sermon
- Smoking is not permitted on the premises or on the grounds around the building.
- No electronic, video, audio/photographic equipment or cell phones are permitted on the Sabbath or Holidays or on the grounds around the building.
- Please turn off all cell phones on the Sabbath or Holidays.
- Treat the Siddur and Chumash with respect. Store them in the book holders. It is not appropriate to place holy books on the floor as they contain the name of G-d.

## **MEMBERSHIP AND ENTITLEMENTS**

All rights and privileges of Membership to our Synagogue are outlined in our Constitution. Briefly, you join either as a Family and/or Single Member unit. These categories then determine your set of privileges for membership dues, and seating for the High Holidays (# of tickets). You may join any of our active social arms, and may also choose to hold office on our Congregational Board or Executive Committee.

From “cradle to grave,” you are entitled to the services of the clergy at NO ADDITIONAL COST, in either the Traditional or Egalitarian Sanctuary. For example, a Rabbi will be available whenever possible, for baby naming ceremonies, auf ruf, wedding, hospital visits, counseling, and funeral services. Rabbinic services are available to members and their immediate family.

Weekly Shabbat services at both the Traditional and Egalitarian Services are free and open and we encourage you to attend and participate often. We offer Daily Minyan and urge you to join your fellow congregants. Yearly holiday events are also free and open to all, unless a nominal charge is being requested to cover food costs. It is our hope that you have chosen the Congregations of Shaare Shamayim to fulfill your

spiritual needs and that you will also take advantage of the outstanding programs both social and educational that we offer. Please use your Synagogue and support it! Our strength lies in maintaining our ability to be an active, vocal Jewish Community resource.

All further questions regarding membership should be directed to the office or by contacting the Vice President of Membership.

## **MEMBERSHIP DUES**

Congregations of Shaare Shamayim offers a variety of dues categories to accommodate families, singles, seniors etc. Please consult the office for the current annual dues structure.

## **BILLING**

Our fiscal year runs from June 1 to May 31. Membership bills are generated from the office and mailed in June. Your bill will reflect Membership Dues, Religious School Tuition and all other outstanding monies. Credits are applied from the prior year scrip purchases. All financial obligations must be met, or there must be a signed agreement with the Vice President of Finance, before your Membership can be renewed for the next year. Any financial arrears will prevent you from receiving the rights and privileges of membership in our Synagogue and there will be no tickets issued for the High Holidays until financial matters are settled.

## **PROCEDURE FOR EXTENDED PAYMENTS AND/OR REDUCED RATES**

Our fiscal year ends May 31 and all membership financial obligations are expected to be met by this date. If you need to discuss your financial obligations, we encourage you to contact our Vice President of Finance. To arrange for an extended payment plan, a signed agreement between the family and our Vice President of Finance will be established. The

agreement states the amount to be paid and the terms. Documentation must be presented if requesting a reduced rate.

Religious School tuition must be paid in full by the end of December. Please note: Any family having a bar/bat mitzvah must meet their financial obligation in full at least 30 days prior to the event.

## **HIGH HOLIDAY TICKETS**

As a special privilege to our Members, we allow you to select your own seats for the High Holidays. Choose the Religious Service you wish to attend and then you contact the office, along with your membership payment either in person, in writing or by phone. Please note: **NO SEATS WILL BE ASSIGNED UNTIL MEMBERSHIP PAYMENT IS RECEIVED.** The actual tickets are mailed to your home address shortly before the holidays. Your requested family/guest tickets are then recorded on our seating chart and are reserved for you for that year's Holiday Services. Each year, unless you have Dedicated Seating, you must choose where you would like to be seated. It is suggested that you come in early to the office, pay your dues and select your choice of seats, as we are a large congregation and we wish to satisfy your requests.

Family Memberships are entitled to 2 seats

Single Memberships are entitled to 1 seat

When your children reach the age of 22 they are considered adults and should have their own memberships.

Please bring your tickets with you to services during the Holidays. Ushers at the doors will be checking for them. If you forget them, Ushers will have a list with your name and seat number.

## **HIGH HOLIDAY GUESTS TICKETS**

Providing there are seats still available after all of our members are issued seating, we may then sell tickets as an accommodation to our members for their Guests. Tickets are \$200.000 per person for anyone

living within 60 miles of the synagogue. Guests who live more than 60 miles from the synagogue pay \$54.00 per person. **All fees for tickets are due at the time tickets are issued.** Members purchasing tickets must provide the name, address, and telephone number of their guest. For children attending Religious School we provide a Jr. Congregation service that is age appropriate. If you elect to have your children sit with you the charge is \$54.00 per seat. For our teens and college age students we reserve a section in the back of the Sanctuary in the Karff for them to sit. If you would prefer to have a seat assigned next to your seats for your children the charge is \$54.00 per seat.

**Please note that it is not appropriate to give your seats to a friend or neighbor if you are unable to attend a service, as tickets are NON-TRANSFERRABLE. We do provide a Community Yizkor Service open to everyone on the afternoon of Yom Kippur.**

## **DEDICATED SEATS IN THE SANCTUARY**

The cost for a dedicated seat is \$750.00 per person. A payment plan may be arranged with the Vice President of Finance. The seat remains reserved for you as long as you are a member in good standing. These seats are for your personal use and may not be given to non-members during the Holidays.

## **PARKING SPACE FOR THE HIGH HOLIDAYS**

If you would like a guaranteed, reserved parking space in our synagogue lot, you may reserve a spot for \$100. This donation must be paid in advance each year. Congregations of Shaare Shamayim offer this opportunity for those who need or desire easy access to the building. A sign will be posted with your name on your reserved spot during the holidays.

Parking for High Holiday services can be found in the unreserved area of the parking lot, along the street in front of the building on Verree Road or on the street in the development beside the Synagogue. A limited number of handicap parking spaces are available at the back of the building.

## **BABYSITTING FOR THE HIGH HOLIDAYS**

For children under 5 years old, we offer free babysitting services to the children of our members. There is a small per child charge per day for visiting grandchildren or guest's children. Call the office if you require babysitting services as a reservation is required in advance. This allows us to plan to have enough help and preprint name tags and parent seat locations etc. Juice and snacks are provided.

## **JR. CONGREGATION HIGH HOLIDAY SERVICES**

Age appropriate services are provided for each Religious School grade level from Mechina (5 yr olds) through Hei (7<sup>th</sup> grade). Signs will be posted indicating which classroom is the service for each grade. All services are age appropriate with juice and snacks provided to the younger classes. Check your tickets for the exact times for Jr. Congregation Services.

## **HIGH HOLIDAY SERVICES**

Due to the large number of people attending services during the High Holidays it can be quite disruptive to have everyone walking in and out constantly. Therefore, at certain times during the service, such as when the ark is open or the Rabbi is speaking the doors to the Sanctuary will be closed by the Ushers. Please show your respect by waiting until the doors are reopened to re-enter or leave the Sanctuary. While standing in the foyer please keep voices down, they echo and carry into the service.

## **EDUCATION AND SCHOOLS**

### **PRESCHOOL/KINDERGARTEN**

The Cardonick Preschool/Kindergarten program at our synagogue is a rewarding and enriching program for youngsters. The program is committed to providing the finest education and combining life skills and values to ensure the development of our children. There are currently a variety of program options from which you may choose. They are: 2, 3 or 5 day per week schedules.

The Morning Program is **9:00am to 11:45am**

After Lunch Dismissal is **9:00am to 12:45pm**

Full Day **9:00am to 3:00pm.**

Early Care from **7:00am to 9:00am**

Late Stay **3:00pm to 4:30pm**

Extended Stay **4:30pm to 5:30pm**, except Friday, when we close at **4:30pm for Shabbat.**

### **SUMMER CAMP**

The Cardonick Family Preschool also provides a summer camp program. Staffed by professionals in a safe and nurturing environment, the summer experience is for 18mos. through 7 year olds. It is a full service day camp with swimming, creative arts, theater trips and sports. A lunch program and air conditioned facilities are among the many benefits to be found in our program. There is a required minimum stay of 2 weeks in the 8 week sessions.

Call the Preschool Office, 215-673-2323 for further information, rates, and application.

### **RELIGIOUS SCHOOL**

Congregations of Shaare Shamayim offers a full Religious School program. The Mechina program starts in Kindergarten, Sunday School A and B classes are designed for 1<sup>st</sup> and 2<sup>nd</sup> graders. Mechina and Sunday School classes are held on Sunday mornings. In third grade students begin the two day per week program in Aleph and continue thru Hei classes (7<sup>th</sup> grade).

The Religious School Mission is to provide an active and creative educational environment that incorporates traditional values of Judaism in our students and develops a life-long commitment to our religion. Its methodology involves a hands-on approach to learning. The intent to nurture an appreciation for Jewish heritage is emphasized while developing Jewish identity inextricably connected to Israel, and their role in our changing world. The involvement of family, synagogue community, clergy and educational staff, combine to ideally “grow Jews.” We have an active Religious School Committee helping to guide our curriculum development and an active PTA helping with fundraising and running exciting programs for the school.

We are especially proud that the majority of our students view Religious School as a “Fun” place to learn. This is accomplished by the integration of interactive programs in the curriculum, Shabbaton and Retreats that enable a sense of social interaction and our famous 21 minute Pizza dinner helps bind the entire school into a community.

## **RELIGIOUS SCHOOL HOURS**

Classes are scheduled Wednesday, **4:30pm-7:00pm** and Sunday, **9:00am-12:30pm.**

We realize that on Wednesdays, students have been in school all day and need to do homework when they get home after Religious School. Therefore, several years ago we instituted our famous “21 Minute Pizza Dinner” on Wednesday nights. In addition to allowing students a break, and eating dinner at a reasonable hour, this program has built a strong school community. Students learn the Birkat and enjoy a sense of Ruach (Spirit). It has fostered pride in leading songs or prayers at pizza dinner! Note there is a charge per student for the pizza. Snacks are also available for purchase on Wednesday and Sundays. Our fabulous PTA parents help us weekly with this important part of our program.

## **TEEN LEARNING COMMUNITY**

The Teen Learning Community (T.L.C.) is committed to the concept that adolescent Jewish education is critical for creating “conscious” Jews, who will, optimally, be productive members of the larger Jewish community. While elementary school Jewish education is crucial to establishing basic skills, it is for the most part not enough to provide a

lifetime feeling of connectedness and commitment to the religion. We strive to provide a safe and loving environment so our teens can personally explore their Judaism, learn and question and also gain the tools to sustain and ultimately internalize their Judaism as something uniquely theirs. This community is comprised of resources and activities that strengthen the partnership of shul, school and home. Education and socialization is enhanced by adolescent only, parent only, and joint teen and parent programming. The formal and informal learning has included projects, day trips, retreats, classes and family activities.

### **JCHS of GRATZ**

Shaare Shamayim hosts a branch campus of JCHS or Gratz on Wednesday evenings. We are proud to provide a facility for the ongoing Jewish education for our teens. Classes are Wednesday, **7:00pm-9:15pm** and Cook for a Friend is Monday, **4:00pm-6:00pm** or **6:00pm-8:00pm**.

Those students who continue on with Hebrew High School via JCHS of Gratz, participate in the CSS confirmation program in 10<sup>th</sup> grade. The confirmation program consists of classes with our Rabbi several times through the year and culminates with a Confirmation ceremony at the end of the school year.

### **ADULT EDUCATION CLASSES**

There are a variety of Academic and Religious classes offered throughout the year. The Rabbi runs a series of discussions sponsored through Sisterhood on Wednesday mornings at 10:30am, refreshments included. This is a six week class held in the Fall and Springtime. The Rabbi sets the topic and agenda and covers issues dealing with Israel and current events, to our traditions and history.

We have an ongoing Adult Education program, which brings in guest speakers covering a wide range of topics. Check with the office, postings on the Main Bulletin Board or in the *Scroll* for all upcoming events.

Each fall, we offer a free 5 week introductory Hebrew Reading Class in conjunction with the nationwide “Read Hebrew America” program. In past years, the class has been so enjoyable that the attendees have decided to continue the class past the basic 5 week period.

## **SISTERHOOD TREASURES GIFT SHOP**

Sisterhood Treasures offers an array of artisan Judaica gifts, toys and objects d’art for all occasions. Specializing in holiday decorations and gifts, our gift shop also carries a variety of Kosher wines for your enjoyment.

Regularly scheduled hours of operation are Wednesday, **11:30am-5:30pm** and Sunday, **9:00am-noon**. Check announcements for special HOLIDAY hours. You may also contact Sisterhood, or the office, in advance and make arrangements for them to open the shop for your convenience.

## **LIBRARY**

Congregations of Shaare Shamayim provide an extensive library for adults and children alike. Our collection includes famous Jewish literary works by contemporary Jewish authors, resource materials, cookbooks, popular adult fiction and non-fiction books and children’s storybooks. Our librarian will be available during Religious School hours, Wednesday **4:00-6:00 pm**, Sunday **9:30 am – 12:30 pm** and on most Thursdays, **10:00am-2:00pm**. Please arrange in advance additional times if needed.

## **SCRIP OFFICE**

Scrip is an ongoing fundraising program offering certificates and gift cards to local merchants. The certificates you purchase to over 70 merchants are totaled and a percentage of that amount is applied toward a reduction in your annual Membership dues or Preschool tuition for the coming year. It makes for wonderful gift giving year round and saves you money when you routinely use your scrip at stores you frequent.

Scrip may be purchased Sunday through Friday. No business is conducted on Shabbat or Holidays. The Main office will assist you in

purchasing Scrip. Check the *Scroll* or the website for specific monthly hours.

## **SYNAGOGUE ARMS**

### **SISTERHOOD**

Sisterhood offers the women of our congregation the opportunity to establish a strong social connection with their synagogue. This group emphasizes the love of family, observance of mitzvot, and our Jewish traditions. Every member has the chance to promote the welfare of the Congregation by joining in the myriad of programs and projects throughout the year by this arm of the synagogue. Membership dues are nominal and if you choose you may participate on the Sisterhood Board of Directors. General Meetings are held the 2<sup>nd</sup> Tuesday of each month, and Board Meetings are the last Tuesday of the month. Please check the *Scroll* calendar for specific dates and times.

### **MEN'S CLUB**

Men's Club is dedicated to strengthening Jewish interests and activities through the support of programs in the synagogue. The Men's Club offers financial, moral and physical cooperation in the areas of social, secular and religious programs. Membership is free the first year to all new male members and to newlywed sons of current members. The Board meets on the first Wednesday of each month, and regular meetings are held on the third week of each month.

### **EMPTY NESTERS**

This is a social organization open to all, but with an emphasis on those congregants whose "kids have left the nest." There is no assessment fee to join and few regularly scheduled meetings. It is designed for socialization among congregants 55 plus to get to know one another on a more intimate basis sharing Shabbos and/or Sunday evening meals. Events are run by its members who also create the dinner/programs and off-site outings.

### **MID-LIFE MANIACS**

Mid-Life Maniacs is a social organization, catering to the "mid-lifers" who still struggle with work, home and children. This group intends to offer fun alternatives to in-house synagogue functions and is looking to

provide off-site outings to sporting events and the casinos. Check the calendar for all upcoming events.

## **PTA**

PTA links Religious School together with home by providing different activities throughout the school year. The PTA is a very active part of the congregation and their group is very dedicated parents whose efforts have raised impressive amounts of money to supplement the programming for our children in their classrooms. Typical events are scheduled around Jewish Holiday themes. Our PTA volunteers are vital to the successful running of our weekly pizza dinners and the out of classroom school programs. PTA meetings are held monthly on Sunday mornings with a bagel breakfast included.

## **JEWISH ORGANIZATIONS WHO MEET AT SHAARE SHAMAYIM**

Cub Scouts & Boy Scouts  
AARP Driving Classes  
Brith Shalom

Hadassah  
Workmen's Circle Choir

Please join and support these organizations as appropriate to your interests. Additional dues or membership requirements may need to be met as they are not included as part of your CSS membership dues.

## **COMMUNICATIONS**

**CURRENT EVENTS:** Located outside the Main Office, **The Bulletin Board** is a useful resource for the latest postings of the Synagogue's "Arms" social events. This would cover, PTA, Sisterhood, Men's Club, Empty Nesters, Mid-Life Maniacs and all Synagogue fund-raising events.

**E-MAIL:** Please make sure that the office has your most current email address so that you may receive the latest information and news. Weekly messages are sent highlighting Shabbat service times, future events, as well as simcha and condolence information. This is an essential method for keeping informed of synagogue happenings.

## **THE SCROLL**

This is a mass-mailing newsletter delivered to all our congregants monthly to keep you informed of all events, secular or religious occurring in the synagogue. A monthly calendar of events is provided for a quick glance of upcoming programs and scheduled meetings. There are also featured columns from our Rabbi, President of Congregation and specific “arms” of the synagogue. Use this as an important resource to stay connected with your synagogue.

Many congregants place ads in the scroll to advertise their business to our extensive membership. A price list for Scroll ads is available in the office.

## **ANNUAL GUIDE**

Each year at the High Holidays, you are presented a glossy magazine. This compilation is another source for information about the synagogue, and is often used as major promotional material for prospective new members. The many programs and activities that have occurred over the last 12 months are visually captured and detailed. It serves as an annual review as well as providing a calendar for the upcoming year. This is a free bonus included with your membership as a result of the generous ad revenues from our local businesses and vendors.

## **WEBSITE**

The technology age has arrived at the Congregations of Shaare Shamayim, and if you have access to a computer, you can log on and visit our site. The latest information is now easily accessible. There is a version of our Scroll newsletter available, and additionally, you can learn all about our clergy, religious service times, our history, programs, holidays and religious school activities. All the information at your finger tips. Now there’s no reason not to be connected to your synagogue!! Log on at: **[www.ShaareShamayim.org](http://www.ShaareShamayim.org)**

This website is also intended for use as a strong advertising and promotional feature for prospective new members, so please remember to mention our website to friends and family.

## LIFE CYCLE EVENTS

When you encounter a **Simcha, Illness or Death** in the family, please make sure to contact the Main office immediately so that we can acknowledge and be of comfort and service to you and your family. At such times, the Clergy is notified, arrangements can be made, the office posts the message on the inside board and emails are sent to notify the congregation. Please remember your Synagogue is your family.

**SIMCHA PLAQUES:** To commemorate a joyous event, you may purchase a **Simcha Plaque** for placement on our Tree of Life wall. The office will provide purchase details. You may also make a donation to the Shabbat Kiddush Fund to sponsor a Kiddush to honor this milestone.

### **B'NAI MITZVAH**

This is a religious ceremony celebrating the entry of a Jewish youngster into the obligations, responsibilities and privileges of an adult. The candidate participates in a religious service, which may be attended by our regular worshippers, as well as invited family guests. Eligibility and date assignments are chosen by the families and then receive final approval by the Rabbi. Please speak directly to the Synagogue Administrator after the completion of your child's **Bet year** in Religious school. You may choose either to hold your service in the Traditional or Egalitarian Service. For the event to take place, parents must be members in good standing of the Congregation. This means that all financial obligations (all fees, dues, room rentals, pledges etc.) due to the Synagogue must be current (or financial arrangements must have been previously made with our Vice President of Finance). **All fees, dues, room rentals, pledges, etc must be paid in full at least (30) days prior to the event.** A Parent Orientation meeting and Planning Book will assist and guide you through this process. **Any Bar/Bat Mitzvah reception (including those parties which are held off-premises)** must be consistent with both the observance of Kashruth (Jewish Dietary Laws) and the spirit of Shabbat. We provide two in-house caterers available for your use. Please verify the names of our approved caterers prior to booking, as catering contracts do change from time to time. Our

current approved Caterers are documented in the Caterer section. Also, any outside vendors (florist, photographer, videographer and decorator) will need to provide the office with copies of their Proof of Liability Insurance prior to your event.

A booklet is given to all B'nai Mitzvah candidate families at the end of the Bet Religious School year. This booklet provides all of the necessary information surrounding the upcoming Simcha. This includes information on Kashruth for the bar/bat mitzvah affair, also included are the terms of payment of bar/bat mitzvah fees for lessons, room rental, Kiddush costs, etc. Members are asked to sign a form indicating that they understand the terms and are requested to return the signed form to the Synagogue.

## **WEDDINGS**

We are pleased to offer a variety of locales and services for weddings in the synagogue. As a member you may choose the Traditional Sanctuary, Egalitarian Sanctuary in Karff or Chapel for the actual wedding ceremony, and then either the Karff or Shevlin for reception sites. Use of the outdoor patio is also available weather permitting. Bridal consultant, bridal room, and organist are included with all Sanctuary services. There are extra fees for maintenance, coat checkroom, and ladies room attendants. We have a lovely embroidered Chupah for your use. Flowers are to be arranged privately. Also, any outside vendors such as your florist, videographer, photographer and decorator will need to provide the office with copies of their Proof of Liability Insurance prior to your event.

There is NO ADDITIONAL FEE to either Rabbi or Cantor if you are a member of our congregation, however, you may choose to offer an honorarium to each.

NON-CONGREGANTS are also welcome to celebrate their events with us and they should check with our office for pricing, optional services and availability of date. There is a prepared Brochure for guidelines.

## **BABY NAMINGS**

A formal Hebrew name is used in Jewish rituals, primarily in calling a person to the Torah for an aliyah. On the birth of a child it is customary to hold a “naming” ceremony. For girls, a name is officially given in the Traditional Sanctuary when the father takes an aliyah after her birth. In the Egalitarian Sanctuary Mother, Father and immediate family members may participate in the aliyah. Boys are named at the brit milah or ritual circumcision (brit). While there is no formal religious requirement for naming a child it is traditional to name a child after a recently deceased relative. To participate in this joyous ceremony, please check with the office to arrange a time. You will be asked to fill out a form and the office will check on the availability of our Clergy. Please remember there is **NO ADDITIONAL FEE** for Rabbinic services on this occasion.

## **AUF RUF**

On the Shabbat prior to a wedding, it is customary among Askenazic Jews for the groom to have an aliyah in the Traditional Sanctuary; both bride and groom may have an aliyah in the Egalitarian Sanctuary. This aliyah is known as an “auf ruf” and is combined in a festive celebration in the synagogue. Throwing candy at the bride and groom symbolizes the sweetness of the event and it is common for friends and extended family to be in attendance. Our clergy will be present to facilitate this most happiest of days for your family. Please make all necessary arrangements with our office. Please note there is **NO ADDITIONAL FEE** for Rabbinic service on this occasion.

You may at this time choose to donate to the Kiddush fund in multiples of “chai,” or **Sponsor** a dessert Kiddush or an Extended Luncheon Kiddush. Please speak to the office regarding the cost. This is an opportunity to rejoice with your synagogue. Your generosity will be acknowledged in the weekly Shabbat program booklet and from the pulpit.

## **BIRTHDAY/ANNIVERSARY SHABBAT SERVICES**

Once a month, in the Traditional Sanctuary a Shabbat Service is designated to honor and celebrate our congregant's happy occasions. In the Egalitarian Sanctuary aliyot and honors are given out each Shabbat for birthday and anniversary celebrations. During your birthday/anniversary month, you will be invited to attend. Please let the office know if you will be joining us. You may at this time choose to donate to the Kiddush fund in multiples of "chai," (\$18) or **Sponsor** a dessert Kiddush or an Extended Luncheon Kiddush. Please speak to the office regarding the cost. This is an opportunity to rejoice with your synagogue. Your generosity will be acknowledged in the weekly Shabbat program booklet and from the pulpit.

## **DEATH IN THE FAMILY**

When a death occurs, we ask that you contact the Main office as soon as possible so that we may assist you in your time of grief. The office can arrange and coordinate the Rabbi and Cantor schedules so they may attend the funeral. Notice of the deceased will be posted in the office, published in our *Scroll* and emailed to the congregation. Your Funeral Home will also be able to coordinate all aspects necessary for burial. If numbers for a Minyan are needed, the Cantor may be able to arrange a minyan. Please note that there is **NO ADDITIONAL FEE** for Clergy if you are a member of our congregation, however, you may choose to offer an honorarium to each.

**MEMORIAL PLAQUES:** You may wish to honor and remember a loved one whose life meant so much to you by purchasing a **Yahrzeit Plaque** to be inscribed and placed in our Memorial Hall. The office will provide information on the purchase price.

**Yahrzeit ANNIVERSARIES:** If you have notified the office of your loss, you will be sent a reminder annually from the office prior to the date of the Yahrzeit. The office rotates anniversary plaques monthly. They are located on columns outside the Traditional Sanctuary Doors. To commemorate your loved ones, donations are gratefully accepted to a myriad of funds listed in the following section.

## **DONATIONS & FUNDS**

The following is a list of Funds to which you may fulfill the meaning and spirit of tzedakah, memorialize, or send get-well wishes. Please remember, “charity begins at home.” Think of your synagogue first! A minimum donation of \$10 can be made to any of the Funds. All payments may be made either in cash, or by check. If you choose to pay by credit card the amount must be over \$100.00

- **GOLDEN CARDS/SIMCHA CARDS:** A card can be sent when you wish to acknowledge a birth, graduation, birthday, anniversary, marriage, memorial or any simcha at all. Cards are provided directly by the following organizations: Sisterhood, the Library, Mitzvah Fund, PTA or the Endowment Fund for Jewish Education. In addition, donations can be sent to the synagogue office for any of the following funds and a donation card will be sent.
- **BIBLE FUND (\$54) OR PRAYER BOOK FUND (\$72)** - Dedicate a bible or prayer book in honor or memory of someone.
- **P.T.A. FUND** – Supports programs for the Religious School. Managed by PTA
- **ENDOWMENT FUND FOR JEWISH EDUCATION** – Supports educational programming
- **CONGREGATION GENERAL FUND** – Supports the operations of the Synagogue
- **RABBI’S DISCRETIONARY FUND**
- **LIBRARY FUND** - Enables the purchase of new books
- **MITZVAH FUND** – Supports needy families in NE Philadelphia. This fund is managed by CSS Mitzvah Committee
- **JEFFERY R. ALLEN MEMORIAL FUND** – Provides subsidy for student educational Israel trips
- **WILLIAM AND LOIS GROSS MEMORIAL FUND** – Supports CSS Teen and College Outreach programs
- **MOE DAVIS – COOK FOR A FRIEND MEMORIAL FUND** – Supports Adult Cook for a Friend program
- **ESTHER BURDEN MEMORIAL FUND**
- **ELLIS LINDENBAUM MEMORIAL FUND**
- **PODHAISER/GEBOFF MEMORIAL FUND**

- RICHARD POGACH MEMORIAL FUND
- BERTRAM SHAIMAN MEMORIAL FUND
- LEONARD HARRIS MEMORIAL FUND
- THEODORE WALLACE MEMORIAL FUND
- LOUELLEN TWERSKY WITTENBERG FUND
  
- The following funds provide Scholarships for students continuing their Jewish Education:
  - BERNARD YASGUR SCHOLARSHIP FUND
  - LEVEN FAMILY SCHOLARSHIP FUND
  - NEIL WILK SCHOLARSHIP FUND
  - MORT MEMBERG SCHOLARSHIP FUND
  - KAFRISSEN FAMILY SCHOLARSHIP FUND
  - IRA FOX SCHOLARSHIP FUND

## **USING THE SYNAGOGUE FACILITIES**

### **ROOM RENTALS**

Our building is open and available to a variety of organizations and groups that may wish to hold events. Check with the office for room rental fees. Our facility includes two large auditoriums, classrooms and double classrooms that can be used for meetings and events. The Karff Auditorium is appropriate for Weddings, Bnai Mitzvot parties, speakers, theater events etc. The Shevlin Auditorium is upstairs and is perfect for smaller affairs, teen parties, Luncheons, Cocktail parties etc. There is a smaller kitchen available with the Shevlin Auditorium. The double classrooms are available for organization meetings etc.

## **CATERERS**

Our Resident caterers are:

**Barclay Caterers, Inc**  
(215) 612-2837  
10960 Dutton Road  
Philadelphia, PA 19154

**Food Design by Axelrod**  
(215) 843-2292  
921 E. Chelton Avenue  
Philadelphia, PA 19138

You may contact either directly for all your catering needs. If Glatt Kosher catering is required please call the office to make special arrangements.

## **KASHRUTH**

While we recognize the variety of Kosher labeling on food products and spirits, we prefer any food products brought into our building display the (hechsher) from the approved list (available in pdf files) from the office. These symbols have been approved by our clergy and are recognized by most Orthodox Rabbis. The OU symbol is generally recognized as acceptable, while the K symbol by itself is NOT acceptable. Please familiarize yourself with these symbols and respect the distinctions. For background information about what Kosher Certification is and why it is necessary, please visit [www.kosherquest.org](http://www.kosherquest.org). If you encounter a symbol not found on our list, please send the information about the hechsher to our Rabbi for approval to use the product. Once a symbol is approved it will be added to our listing for reference.

**INSIDE OUR KITCHEN:** All pots, pans, serving pieces and utensils used within the synagogue must be under the Kashurt supervision of our Cantor. If new items are required, please arrange in advance with the Cantor to have them properly kashered. (Yes, new items must be kashered before they are used.) They also must be clearly marked, either yellow, blue (dairy) or red (meat) before using. This applies to dish towels too. We also have separate cooking utensils for Passover, which are stored away during the year. Also note that it is not acceptable to prepare both meat and dairy meals in the Kitchen at the same time. Only one set of pots and utensils will be open and in use at any time.

# **GOVERNANCE**

## **OFFICERS OF THE SYNAGOGUE**

**The Executive Committee** consists of the President, Executive Vice President, Vice President of Coordination, Vice President of Administration, Vice President of Membership, Vice President of Membership Retention, Vice President of Ways and Means, Vice President of Finance, Secretary and Treasurer, Legal Counsel and the two (2) immediate Past Presidents.

**The Board of Directors of the Congregation** comprises additionally, representatives from each of our synagogue Arms, Elected Directors (members-at-large), Appointed Chairs, Presidential appointees and “Honorary” members.

Congregational Board Meetings are regularly held the 4<sup>th</sup> Wednesday evening of the month. **All Congregational Board Meetings are open to the congregation to attend.**

## **HOW TO RUN FOR AN OFFICE**

The prerequisite for eligibility as an Officer or Director of the synagogue is at least 21 years of age and a member in good standing. The details for specific positions are outlined within our Constitution. A copy is available in the Main Office. All terms of office are for 2 years. If interested in holding a position, please contact the Chair of the Nominating Committee.

# **Congregations of Shaare Shamayim**

**9768 Verree Road  
Philadelphia, Pennsylvania 19115**

**215-677-1600 Fax: 215-677-4209**

**E-mail: [Office@ShaareShamayim.org](mailto:Office@ShaareShamayim.org)**

**Web: [www.shaareshamayim.org](http://www.shaareshamayim.org)**

**Preschool Phone: 215-673-2323**

**Preschool E-mail: [Preschool@ShaareShamayim.org](mailto:Preschool@ShaareShamayim.org)**

**Office Hours: Mon - Thurs 9:00 am—5:00 pm  
Fri 9:00 am - 2:00 pm**

## **Our Clergy:**

Rabbi	Jean Claude Klein
Associate Rabbi	Daniel Wolpe
Rabbi Emeritus	Arnold H. Feldman
Cantor	Don C. Samuels
Associate Cantor	Michael Bitton

## **Our Leadership:**

President	Tobi D. Levin
Exec. Vice President	Howard Katzoff

## **Our Staff:**

Executive Director	Jacques A. Lurie
Religious School Director	Jacques A. Lurie
Preschool Director	Sherri Herschfeld
Teen Learning Community Director	Judi Shapiro