

Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide  
*Beth Sholom Congregation Parents' Bar/Bat Mitzvah Guide 2016/5776*

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## Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide

### ***Mazal Tov!***

We are excited to work with you and your family to make your child's *Bar/Bat Mitzvah* training and celebration a meaningful experience. We look forward to our journey together as your children transition from youngsters to emerging young adults. We hope that their experiences here at Beth Sholom provide meaning and direction in their lives and will inspire them to lead lives of holiness.

Now is the time to start preparing for your child's *Bar/Bat Mitzvah*. As the date approaches, you may find the answers to many of your questions in this booklet. The professional staff, our Office Staff and our *Bar/Bat Mitzvah* Buddies will be glad to help you with any additional questions that you may have. Mazal Tov.

### **The Date**

At Beth Sholom a child celebrates becoming *Bar/Bat Mitzvah* after their 13<sup>th</sup> birthday (according to the Hebrew calendar). B'nai Mitzvah are celebrated from September through June on (Shabbat) Saturday mornings. In certain circumstances a family and the synagogue may choose to schedule a *Bar/Bat Mitzvah* on Saturday afternoon to accommodate the particular educational needs of a child.

If the date you were assigned presents a conflict for you, please discuss alternative dates with Julie Glass. We consider all requests for date changes and will try to accommodate your needs.

#### **I. Requirements for *Bar/Bat Mitzvah***

- Student attends JQuest B'Yachad or Jack M. Barrack Hebrew Academy at the time of their *Bar/Bat Mitzvah*.
- Student has at least five years of Jewish education before celebrating *Bar/Bat Mitzvah*.
- Students are obligated to attend Shabbat services in 3<sup>rd</sup> through 6<sup>th</sup> grade. This includes all Shabbat Experiences plus 10 additional Shabbat services. We encourage you and your family to attend together and to attend as many Shabbat morning services as possible.
- Families are members in good standing of Beth Sholom Congregation.

#### **II. The *Bar/Bat Mitzvah* Week**

During the week of a *Bar/Bat Mitzvah*, there are four times the child and their family participate in services. We believe these opportunities allow the congregation to more fully celebrate with you and will help your child to feel comfortable participating in services.

1. **Preceding Shabbat:** Your child will participate in Minhah, Ma'ariv and Havdallah services on the Shabbat afternoon preceding the *Bar/Bat Mitzvah*. The service begins 1 hour and 15 minutes after Shabbat begins. Please check the calendar for the exact time.
2. **Morning Minyan:** Your child will participate in the Morning Minyan on the Thursday morning before his or her date. Services begin at 7:20 am but please arrive at 7:10 am. In addition to leading parts of the service, your child will receive an *aliyah* and read from the Torah.
3. **Friday Night:** Your child will participate in Friday night services the night before his or her *Bar/Bat Mitzvah*. Check the calendar to determine service time.

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4. **Shabbat:** By the time of the *Bar/Bat Mitzvah* morning your child will be prepared and relaxed –and ready to make you proud. We ask families to arrive at services at 9:00 am. The service begins at 9:15 am. The *Bar/Bat Mitzvah* also helps to lead Kiddush after their service.

### III. Participation In Services

The centerpiece of a child's participation is the Torah service. A *Bar/Bat Mitzvah* student leads the Torah service, chants Torah and Haftarah and prepares a D'var Torah (teaching). Each child will participate in the service to the extent that is appropriate given their level of comfort and competency. The Rabbis and Cantor will meet with families to determine goals for your child's participation.

### IV. Instruction

The cornerstone of *Bar/Bat Mitzvah* training at Beth Sholom occurs in the years leading up to a child's 13<sup>th</sup> birthday. Attendance at school and at Shabbat Experiences is important. In addition, it is crucial that you begin to bring your child/ren to the main Saturday morning service as often as possible to provide the best preparation. Approximately 1 year before your *Bar/Bat Mitzvah* Julie Glass with contact you regarding the details of the *Bar/Bat Mitzvah* year. Beginning approximately one year before the *Bar/Bat Mitzvah* your child will have individualized instruction in synagogue skills.

### Family Education

Beth Sholom has 6 to 8 family (congregational) education programs every year called The Shabbat Experience. Please plan to attend these educational programs.

In addition, each year every grade has a Friday night dinner and a Saturday morning service.

Each year there will be a family educational program. The first meeting is for parents only. The rest are for parents/guardians and children:

3rd grade - Parent meeting to go over B'nai Mitzvah booklet.

4th grade / 2nd half of the year - One family learning program with Rabbis.

5th grade (near the end)- The idea of Mitzvah and Jewish actions.

6th grade - How to write your D'var Torah.

### Chanting Torah/ Haftarah

**Trope Class** is a program in 5<sup>th</sup> and 6<sup>th</sup> grade in JQuest B'Yachad that teaches students Torah and Haftarah reading skills. The goal of the program is to teach students to independently prepare a Torah reading. In 6<sup>th</sup> grade students chant Torah in our Congregational Shabbat afternoon service.

### Private Instruction

**Hazzan Weber** will contact your family one year before your child becomes *Bar/Bat Mitzvah* to begin individual instruction. Weekly instruction will be 30 minutes and include training in Torah and Haftarah chanting and prayer leading. Members of the family may also arrange to chant Torah; please speak with Hazzan Weber. Your child may also be paired with a teen buddy to help them review. See Appendix A for a list of prayer goals.

**Rabbis Meetings:** Your child will meet with one of the Rabbis several months in advance of the *Bar/Bat Mitzvah* to prepare a D'var Torah. The entire family will meet with the Rabbis the Thursday prior to the *Bar/Bat Mitzvah*.

#### **V . Honoring Relatives and Friends**

*Bar/Bat Mitzvah* families may give out up to four aliyot to family and friends. (You do not have to use all of these honors.) This is in addition to the aliyah that the *Bar/Bat Mitzvah* student will have. Only those who are at or above the age of *Bar/Bat Mitzvah* and who are Jewish are eligible for these honors or may open the Ark for Aleinu, or dress or lift the Torah. The Conservative Movement defines "Jewish" as one born of a Jewish mother or one who converts to Judaism. If you have any questions about this, please contact the Rabbis.

Non-Jewish parents are warmly welcomed to participate with their Jewish spouse in blessing their *Bar/Bat Mitzvah* child on the bimah. In addition, non-Jewish parents and family members are warmly welcomed into our community and may lead an English reading at the service. Please speak with the Rabbis to arrange for this participation. See Appendix B for the form.

A copy of the *Berakhot* (blessings) that are recited by those who are honored with *aliyot* is on page 142 of *Siddur Sim Shalom* in Hebrew and transliteration.

#### **VI. MAKING YOUR CHILD'S BAR/BAT MITZVAH MEANINGFUL**

##### **Attending Shabbat Services**

When families share in the activities of the *Bar/Bat Mitzvah* year, the experience is enhanced immeasurably for you and your child. Please plan to attend all Shabbat Experiences and 10 other Shabbat services on Friday evening and *Shabbat* morning as often as possible during 5<sup>th</sup> and 6<sup>th</sup> grade. This will allow both you and your child to make Jewish prayer a part of your life and the life of your family.

##### **VII. Tallit, T'fillin and Kippah**

Please plan to purchase *tallit*, *t'fillin* and a *kippah* for your child. These are available in the Sisterhood Gift Shop. Boys are expected to wear *t'fillin* on the Thursday morning before their *Bar Mitzvah* and also at Sunday morning *t'filah* in the Jewish Teen Collaborative starting in 7<sup>th</sup> grade; girls are strongly encouraged to do so. If purchasing these items is a financial hardship, please speak to the Rabbis.

##### **VIII. Mitzvah /Hesed Projects**

In our Religious School and at a 5<sup>th</sup> grade meeting, children study about *hesed* (acts of loving kindness, eg: visiting the sick, helping those in need, etc) to prepare them to choose a *hesed*/volunteer activity that is meaningful for them. We ask that you work with your child to perform volunteer service to the Jewish or larger community in 7<sup>th</sup> grade. Many places require a parent to be on site with a twelve year old, so we see this as a good bonding experience for parents and children. For ideas about *Mitzvah* projects please speak to one of the Rabbis. Also see [www.themitzvahbowl.com](http://www.themitzvahbowl.com).

##### **IX. Tzedakah**

Another way to enhance the meaning of this joyous occasion is to teach your *Bar/Bat Mitzvah* child about the *mitzvah* of *tzedakah* as part of the celebration. Please consider asking your child to donate a small percentage of their *Bar/Bat Mitzvah* gift money to a *tzedakah* of their choice. The Rabbis will discuss this with your child in class and at their meeting. Some families also choose to replace the bimah flowers with food baskets for our

#### **X. Candy and other Sisterhood Gift Shop items**

It is our custom to shower our *Bar/Bat Mitzvah* after their Haftarah blessings. Parents are invited to bring Sunkist Fruit gems to the service. Candy may be purchased at the Sisterhood Gift Shop. The Sisterhood Gift Shop offers kippot for your guests, wine for your celebration and a gift registry. Please contact them at 215.887.1342 ext. 114 for everything they offer.

#### **XI. Parent Blessings**

Parents are invited to bless their child on the bimah. The Rabbis have two prayer options or parents are invited to write a two-paragraph blessing to share with their child at their *Bar/Bat Mitzvah*. If you choose to write your own, please show a copy of your prayer to the Rabbis.

#### **XII. Program Handout**

Please see Appendix C of this booklet for samples of program handouts. Programs include an introduction to the day and lists the names of all those being honored as well as their relationship to the *Bar/Bat Mitzvah*. You are welcome to use any parts of the samples or write your own. Program handouts are due to Julie Glass 6 weeks prior to your *simchah*.

#### **XIII. Sponsorships**

Many families choose to participate in the following:

- ❖ *Seudah Sh'lishit* after the Torah reading the Saturday afternoon before the *Bar* or *Bat Mitzvah*. A family can bring a kosher cake, cookies or other dairy or *parve* treats.
- ❖ *Minyan* breakfast after Morning *Minyan* on Thursday. Contact Julie Glass at 215.887.1342 ext. 216 or [jglass@bethsholomcongregation.org](mailto:jglass@bethsholomcongregation.org) to make arrangements. As of February 2016, the price of sponsoring breakfast is \$150.
- ❖ Extended *Kiddush* for the congregation on Saturday Morning. Please contact Julie Glass to make these arrangements at least six months before your event. See Appendix C for menu options and pricing.

#### **XIV. Commemorating Your Child's *Bar/Bat Mitzvah***

You may choose to have your child's name permanently affixed to the beautiful *Bar/Bat Mitzvah* Scroll outside the Administration Office. All who attend Beth Sholom will be able to note this milestone in your child's life, and your family will forever be a part of Beth Sholom. The cost of each brass leaf is \$250.\* Engraving takes four weeks. Some families have chosen to mark their child's *Bar/Bat Mitzvah* by purchasing a plaque on the *Simhah* Board just outside Rabbi Glanzberg-Krainin's study in the Main Hallway. This plaque may be purchased in addition to or in place of the *Bar/Bat Mitzvah* scroll. The cost is \$500 and engraving takes two weeks. Plaques may be ordered by calling Karen Sandler in the Administration Office at 215.887.1342 ext.101.

## **XV. Facility Reservations & Kiddush Lunch**

We encourage you to mark this special occasion with a *se`udat mitzvah* (festive meal or reception) at Beth Sholom. You may use one of our approved kosher caterers or opt for our in-house extended Kiddush.

Currently our approved caterers include:

Barclay Caterers 215.612.2837

Food Designs 215.843.2292

Betty the Caterer 215.224.8400

Please contact Julie Glass at ext. 216 or [jglass@bethsholomcongregation.org](mailto:jglass@bethsholomcongregation.org) as soon as possible after you receive your *Bar/Bat Mitzvah* date to reserve the room(s) you wish to use for your reception. A contract will be mailed to you and requires your signature. When we receive the signed contract, together with one half of the facility rental fee, we will enter your reservation into the congregational calendar. See Appendix D for pricing.

### **Our Facilities**

The Fischman Memorial Auditorium graciously accommodates 100 to 350 people with a band and dance floor. The N. Herman Bornstein Auditorium comfortably accommodates up to 125 people. Both rooms offer tremendous flexibility in planning your decorations.

See Appendix D for rental costs for the Fischman or Bornstein Auditoriums: Please remember that catering, florist, entertainment, photographic and videographic arrangements and charges are separate. Cloakroom attendants can be arranged through Julie Glass at a charge to be determined.

### ***Kiddush***

After *Shabbat* services your child will participate in *Kiddush*, the blessings over the wine and *hallah*. Your family will join the clergy at the head of the *Kiddush* table. After your child recites the blessings, the congregation partakes of the wine, *hallah* and *Kiddush* lunch. *Beth Sholom*, based on the number of guests you expect, orders *Kiddush* cake and wine. Many families take pleasure in enhancing *Kiddush* in one of the following ways:

You may choose to sponsor an extended *Kiddush* for the entire Congregation. Since you are hosting the Congregation and creating a special feeling of *Shabbat* sharing, there will not be a room rental fee. You will arrange your menu and other details directly with Julie Glass, the approved caterer of your choice or you may use our in-house catering option.

Alternatively, you may sponsor an extended *Kiddush* for your family's guests only. In this case, there is a charge for the use of a separate room. In the spirit of *Shabbat* and community, the congregation strongly encourages families who can do so to sponsor a Congregational extended *Kiddush*.

***Please note:*** Our facilities are made available on a first-come, first-served basis. Therefore, it is imperative that you finalize your plans as early as possible to avoid a conflict with another family's reception. We will, of course, do everything we can to make it possible for you to celebrate your *simhah* here at Beth Sholom.

***Please note as well:*** Catering policy states that only one caterer\* may work in Beth Sholom's kitchen at a given time on any given day. \*Please contact Julie Glass for a list of approved caterers.

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**Only food obtained from one of Beth Sholom's caterers is permitted. Some bakery items from approved bakeries are also permitted. Please contact Julie Glass with questions.**

If you choose to have your celebration elsewhere please consider kosher catering, or a dairy or vegetarian meal to reflect the Jewish values that we are celebrating.

### **XVI. Photography /Videography on Shabbat**

#### **Photographers**

If your *se`udat mitzvah* takes place during *Shabbat*, videotaping from a fixed position and still photography are permitted using available light only. After *Shabbat*, all photography is permitted. **Pictures may not be taken during services on Shabbat.** Many families arrange to have a photo session either before or after the *Bar/Bat Mitzvah* so they can have a permanent record of their *simhah*. If you wish to do so, please call Julie Glass at ext. 216 or email at [jglass@bethsholomcongregation.org](mailto:jglass@bethsholomcongregation.org). Please also let Julie know if you wish to have the clergy available for your pictures.

#### **DVD of the Service**

There is video equipment in our Main Sanctuary that is programmed in advance of *Shabbat* to record the entire *Bar/Bat Mitzvah* service. Two stationary cameras record simultaneously on two separate recorders. One captures the entire *bimah* while the other focuses on a close-up of the reader's table. The cost of these DVDs is included in your *Bar/Bat Mitzvah* fee.

### **XVII. Music**

During *Shabbat*, only modern Israeli and Jewish music only may be played to enhance your celebration. The Administration Office will gladly answer any questions. If you wish to have a Saturday evening *se`udat mitzvah*, you may begin your reception with a cocktail hour prior to the conclusion of *Shabbat*. During this time, all rules pertaining to *Shabbat* must be observed. Please contact the synagogue before scheduling your *se`udat mitzvah* to find out what time *Shabbat* concludes. After *Shabbat*, all types of music and photography are permitted.

### **Chai. Your Invitation**

*Shabbat* services begin at 9:15 am promptly. *Shabbat Minhah* services begin according to sunset. Please check with the Administration Office. At 9:00 am you will be invited to visit with one of the Rabbis in their Sanctuary Study. Please see one of our staff if you would like help to include Hebrew on your invitation.

### **XIX. Connections**

Your child will be featured in *Connections*, our congregational newsletter, in the issue that includes the month of his/her *Bar/Bat Mitzvah*. You will be asked to complete a form and supply a photo of your child about 3 months in advance of the *Connections* publication deadline. Please check this deadline with Julie Glass.

### **XX. Contractors**

**IMPORTANT NOTE:** All contractors involved in your celebration (musicians, florists, photographers, videographers, entertainers, decorators, etc.) **MUST** carry sufficient Workers' Compensation, Bodily Injury and Property Damage Liability Insurance. Please furnish the Facilities Coordinator with the name and phone number of **everyone** you engage so we can obtain current Certification of Insurance naming Beth Sholom Congregation as "**Additional Insured**". If any contractor

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you have selected does not carry Liability Insurance, he/she will have to secure the coverage or you will have to find another provider for that service. **The Board of Directors has mandated that there are no exceptions to this policy. Florists (Decorators):** Florists are expressly **prohibited** from using any fastening devices such as wire, staples or nails on walls, woodwork, curtains or tables in their decorations. Any requests for decorations

to be hung from the ceilings must have prior approval of the Executive Director. All decorations used must be flame retardant. Smog and fog producing devices may not be used as they interfere with our smoke detectors. The use of glitter and confetti is not permitted in the building.

### **XXI. Security at Your Party**

To ensure the safety of the children attending your party, and to preserve and protect the appearance of our buildings the *Bar/Bat Mitzvah*, House and Religious Committees have instituted a policy that all who hold an evening celebration at Beth Sholom must employ one security guard for every 40 children attending. At least one Security Guard is required for every evening party. The security guard should be scheduled from one half hour before the party begins until the end of the party. **You are responsible for making these arrangements and for paying for this service. Please contact US Security Care at 215.591.2513 or another bonded and licensed security service.**

### **XXII. After The Day**

*Bar/Bat Mitzvah* is a significant milestone. It symbolizes the attainment of a stage in your child's religious education. We are very proud that almost all of our students continue their religious studies at Jewish Teen Collaborative, the Jewish Community High School, Gratz College or Jack M. Barrack Hebrew Academy after their *Bar/Bat Mitzvah*. We encourage all teens to chant Torah at Beth Sholom. Please discuss these options for your child's continued growth and learning with our Rabbis.

### **XXIII. Your Buddy**

During the year before your date, you will be assigned a "buddy" who can assist you with questions regarding your *Bar/Bat Mitzvah*. If you would like a buddy more than a year in advance, please contact Julie Glass at 215.887.3625 ext. 216 or [jglass@bethsholomcongregation.org](mailto:jglass@bethsholomcongregation.org).

### **XXIV. Fees**

Your *Bar/Bat Mitzvah* fee will appear 3 years before your *simhah* and is payable in 3 annual installments after you receive your date. Beth Sholom Board of Directors policy requires that all synagogue dues and fees be paid in full six months prior to the *Bar/Bat Mitzvah* date. Questions concerning outstanding charges should be directed to the Executive Director. The *Bar/Bat Mitzvah* fee, which is subsidized by the congregation, includes training and material costs, sponsorship of the *Oneg Shabbat* and *Kiddush*, cake and wine for your guests, and flowers for the *bimah* (pulpit). The cost of sponsoring the *Seudah Sh'lishit* and Morning *Minyan* breakfast is also separate from the *Bar/Bat Mitzvah* fee. If you elect to have a separate *Kiddush* for your family and guests, you will be charged a room rental fee. **Please note:** The Board of Directors reviews all fees annually. The current fee schedule is available through the Administration Office, subject to change.



**We hope this manual is helpful to you. There is, however, no substitute for personal contact with the clergy and members of the staff. Please feel free to raise any questions or concerns you may have directly, by phone or by e-mail. We will do everything we can to ensure your child's *Bar/Bat Mitzvah* and your family's *simhah* are truly memorable.**

**Mazal Tov and please stay in touch:**

[rdgk@bethsholomcongregation.org](mailto:rdgk@bethsholomcongregation.org) - Rabbi Glanzberg-Krainin

[rabbimerow@bethsholomcongregation.org](mailto:rabbimerow@bethsholomcongregation.org) - Rabbi Merow

[cantorweber@bethsholomcongregation.org](mailto:cantorweber@bethsholomcongregation.org) - Hazzan Weber

[jglass@bethsholomcongregation.org](mailto:jglass@bethsholomcongregation.org) - Julie Glass, Director of Congregational Engagement

[hfriedrich@bethsholomcongregation.org](mailto:hfriedrich@bethsholomcongregation.org) - Harvey Friedrich, Executive Director

[ksandler@bethsholomcongregation.org](mailto:ksandler@bethsholomcongregation.org) - Karen Sandler, Facilities Coordinator

**See the following checklist and appendices for additional information:**

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<b>Reserve Facilities</b> Julie Glass 215.887.1342 ext. 216 or <a href="mailto:jglass@bethsholomcongregation.org">jglass@bethsholomcongregation.org</a> As soon as possible after receiving date
<b>Appointments with Hazzan Weber</b> Hazzan Weber 215.887.1342 ext. 110 or <a href="mailto:cantorweber@bethsholomcongregation.org">cantorweber@bethsholomcongregation.org</a> 9 months prior to B/B Mitzvah
<b>Meeting With Rabbis</b> Rabbi Glanzberg-Krainin and Rabbi Merow 215.887.1342 ext. 102 6 months prior
<b>Submit Connections Bio and Picture</b> Julie Glass 215.887.3625 ext. 216 or <a href="mailto:jglass@bethsholomcongregation.org">jglass@bethsholomcongregation.org</a> 3 months prior
<b>Aliyot Sheets Submitted</b> Julie Glass 215.887.1342 ext. 216 or <a href="mailto:jglass@bethsholomcongregation.org">jglass@bethsholomcongregation.org</a> 3 months prior
<b>Confirm Weekday Minyan Date</b> Hazzan Weber 215.887.1342 ext. 110 or <a href="mailto:cantorweber@bethsholomcongregation.org">cantorweber@bethsholomcongregation.org</a> 1 month prior
<b>Sponsoring Minyan Breakfast</b> Julie Glass 215.887.3625 ext. 216 or <a href="mailto:jglass@bethsholomcongregation.org">jglass@bethsholomcongregation.org</a> 1 month prior
<b>Photo Session Scheduled</b> Julie Glass 215.887.1342 ext. 216 or <a href="mailto:jglass@bethsholomcongregation.org">jglass@bethsholomcongregation.org</a> 1 month prior
<b>Submit Program Handout</b> Julie Glass 215.887.1342 ext. 216 or <a href="mailto:jglass@bethsholomcongregation.org">jglass@bethsholomcongregation.org</a> 1 month prior
<b>Parent Blessing</b> Rabbi Glanzberg-Krainin or Rabbi Merow 215.887.1342 ext. 102 1 month prior
<b>Gabbai</b> Let the Rabbis know if you choose to honor "one" person as a Gabbai. This person needs training so please discuss your choice with the Rabbis. A Gabbai needs to know Hebrew fluently and how to read Torah. 1 month prior
<b>Congregational Extended Kiddush</b> Julie Glass 215.887.1342 ext. 216 or <a href="mailto:jglass@bethsholomcongregation.org">jglass@bethsholomcongregation.org</a> 1 month prior
<b>Congregational Oneg and Kiddush</b> An estimate of the number of your guests at the Oneg and Kiddush, plus your requested color for bimah and Kiddush table flowers. Julie Glass 215.887.1342 ext. 216 or <a href="mailto:jglass@bethsholomcongregation.org">jglass@bethsholomcongregation.org</a> 1 week prior
<b>Kippot, T'fillin, Talit, Candy</b> All of these may be purchased from the Sisterhood Gift Shop. 215.887.1342 ext. 114. The Gift Shop also has many beautiful items as well as a large selection of Kosher wines.

**Appendix A: Bar/Bat Mitzvah Prayer Goals**

1/2016

**Shabbat Basic Prayer Skills: (Friday night and Saturday morning)**

Tallit blessing\*  
Sh'ma/V'ahavtah/Vayomer\*  
Torah service  
Torah Blessing\*  
Ashrei\*  
Bar'chu (Friday night and Saturday tunes)  
Aleinu\*  
Friday night Kiddush  
Saturday -Veshamru/Kiddush/Netilat Yadayim (hand washing)/Motzi (bread)

**Weekday Service Basic Prayer Skills: (Thursday morning the week of Bar/Bat Mitzvah)**

Blessings for: Tallit\* and Tefillin (will be shown how to put on)  
Sh'ma/V'ahavta/Vayomer\*  
Ashrei\*  
Torah Blessings\*

**Mincha/Ma'ariv/Havdalah (Saturday evening before Bar/Bat Mitzvah date)**

Ashrei\*  
Torah Blessings\*  
Havdalah\*

**Torah and Haftarah**

*Required:*

Torah Blessings (1 before and 1 after Maftir reading)  
Maftir (last) Torah reading on Saturday  
Haftarah Blessings (1 before and 4 after reading)  
Haftarah

*Additional readings:*

Up to 7 Torah readings on Saturday  
Up to 3 Torah readings Mincha and Weekday (same for both days)

**Additional Prayers**

Shacharit Service Saturday morning including Amidah  
Kabbalat Shabbat and Ma'ariv Friday Night

**Bar/Bat Mitzvah Family Goals :**

**For Student:**

**For Family Participation:**

Torah reading:

**Torah Honors** (Aliyot, Readings, Ark opening)

**We have read the Bar/Bat Mitzvah Guide as well as this Prayer Goals agreement and understand the requirements for both study and lesson time as discussed with the Clergy, as well as attendance at religious school and services leading to the day on which the student will become a Bar/Bat Mitzvah. We agree to abide by these guidelines and communicate with the Hazzan and/or Rabbi if there are any concerns during the Bar/Bat Mitzvah process.**

Parent or guardian \_\_\_\_\_

Student \_\_\_\_\_

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**Appendix B: Beth Sholom Congregation – Honors List for *Bar/Bat Mitzvah***

Please submit this completed form to Julie Glass **at 3 months before the *Bar/Bat Mitzvah* service.**

**Name of *Bar/Bat Mitzvah* (English & Hebrew)**

\_\_\_\_\_

**Date of *Bar/Bat Mitzvah* Ceremony** \_\_\_\_\_

Please list the names of your honorees: English name and **Hebrew** name plus parents' Hebrew names, and if applicable, *Kohen* or *Levi*.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Gabbai (Please speak with one of the Rabbis regarding skills needed to be a gabbai) \_\_\_\_\_

Lifting the Torah – Hagbah \_\_\_\_\_

Dressing the Torah – G'lilah \_\_\_\_\_

Ark opening at end of Torah Service

\_\_\_\_\_

\_\_\_\_\_

Ark opening for *Aleinu*

\_\_\_\_\_ (English name only)

\_\_\_\_\_

*Adon Olam*

.

\_\_\_\_\_

If there are siblings younger than *Bar/Bat Mitzvah* age, please see Hazzan Weber for participation opportunities.

## Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide

### Appendix C: Sample handouts

#### **Bar Mitzvah Sample 1**

It is with great pride and pleasure that we welcome our guests to Beth Sholom Congregation in celebration of Brian's *Bar Mitzvah*. We are honoring some of Brian's closest family members by having them participate in today's service. We hope that by knowing the names and relationships of those who are honored with *aliyot* (being called to the *bimah* to recite blessings before and after the *Torah* reading) you will feel more a part of the service and appreciate the loving relationships that are the foundation of this great *simhah*.

THE TORAH SERVICE	
<i>Torah Reader</i>	( <i>Bar Mitzvah</i> )
4	Names (Relationship to child)
5	
6	
7	
<i>Maftir or Aharon</i>	( <i>Bar Mitzvah</i> )
<i>Haftarah</i> הפטרה	( <i>Bar Mitzvah</i> )
<i>Opening Of Ark - Aleinu</i>	Names (Relationship)

**English Date- - Month, Day, Year**

**Hebrew Date- - Day Month Year**

#### **What is the *Bar Mitzvah* ceremony?**

We welcome you with great joy to Beth Sholom Congregation to the celebration of Brian's *Bar Mitzvah* service this *Shabbat* morning. We are celebrating his transition from childhood to adulthood as he is called to the *Torah*, and now officially recognized in the eyes of Judaism as an adult. Today he is accepting the responsibility of fulfilling his personal and religious obligation according to the tradition of Judaism. As he is maturing on many levels: physical, emotional, intellectual and spiritual, the congregation recognizes this passage by permitting him to read from the Sefer Torah as *Ba'al Koreh* (*Torah Reader*).

#### **Dear Family and Friends,**

The significance of a *Bar Mitzvah* is one of commencement, not conclusion: of joining, not of leaving. This ceremony offers Brian, our family, friends, and the entire Jewish community the opportunity to celebrate a heritage and tradition steeped in centuries of history. Brian's *Bar Mitzvah* is a vital moment in the reaffirmation of that tradition. When Brian is called to the *Torah* as a *Bar Mitzvah*, we'll remember our family members, name and name, no longer with us. We know how proud they would have been of Brian on the *bimah* reading from the *Torah* and chanting his *Haftarah*.

We are delighted that our family and friends are gathered to share this *simhah* with us. We are blessed with a wonderful family and dear friends with whom we have had many special moments. We are grateful to God for having reached this happy occasion.

***Shabbat Shalom!***

Love,  
Family names

## Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide

### **Bar Mitzvah Sample 2**

*Shabbat Shalom*. Listed below are the names of those we have chosen to honor this morning, to help you appreciate the loving relationships that have brought us to this day.

THE TORAH SERVICE	
<i>Torah Reader</i>	( <i>Bar Mitzvah</i> )
4	Names (Relationship to child)
5	
6	
7	
<i>Maftir or Aharon</i>	( <i>Bar Mitzvah</i> )
<i>Haftarah</i> הפטרה	( <i>Bar Mitzvah</i> )
<i>Opening Of Ark - Aleinu</i>	

**English Date- - Month, Day, Year**

**Hebrew Date- - Day Month Year**

### **What is the *Bar Mitzvah* ceremony?**

*Bar Mitzvah* means one living under the *Mitzvot*. While all Jewish boys become adults in the eyes of the community at age 13, this morning's *Shabbat* service marks that passage. A great deal of study, not just of *Torah* and prayers, but also of Jewish history, culture and customs precedes today's ceremony. Key to the experience is being called to the *Torah* for an *aliyah*. Jewish adulthood also confers the right to read from the *Sefer Torah* as *Ba`al Koreh* (*Torah* Reader) and to chant the *Haftarah*. From this point forward, the *Bar Mitzvah* boy can be counted among a *minyan*, a quorum of ten Jewish adults gathered for prayer. He also assumes the lifelong responsibilities of Jewish adulthood for which his study has prepared him.

### **Dear Family, Friends and Fellow Congregants,**

We are delighted to have you share in this celebration of David's *Bar Mitzvah*. This service allows David, our family, friends, and the entire congregation to share in the continuation of a rich heritage and sacred tradition. As we watch David on the *bimah*, we will think of his two great-grandfathers whose names he carries, and the generations of Jews who have celebrated *Bar Mitzvah* through the centuries.

Thank you for joining us today to witness David's acceptance of the responsibilities of being a Jewish adult – a continuing commitment, as explained in today's *Haftarah* portion, to a life of doing justly, loving mercy and walking humbly with God.

***Shabbat Shalom!***

Love,  
Bob, Joan, and David

## Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide

### **Bar Mitzvah Sample 3**

Special occasions are meant to be shared with family and friends. It is with great pride and pleasure that we welcome our guests and our extended Beth Sholom family to celebrate with us the joy of Alex becoming a *Bar Mitzvah*. By knowing the names and relationships of those who are honored with *aliyot*, we hope you will feel more a part of the service.

THE TORAH SERVICE	
<i>Torah Reader</i>	( <i>Bar Mitzvah</i> )
4	Names (Relationship to child)
5	
6	
7	
<i>Maftir or Aharon</i>	
<i>Haftarah</i> הפטרה	
<i>Opening Of Ark - Aleinu</i>	

**English Date- - Month, Day, Year**

**Hebrew Date- - Day Month Year**

#### **What is the *Bar Mitzvah* ceremony?**

The *Bar Mitzvah* ceremony marks the first time the Jewish community officially recognizes our son as a young man. To mark this transition from child to responsible adult, Ian is given the opportunity to read from the *Sefer Torah* as *Ba'al Koreh* and to chant the *Haftarah*. Alexander has spent a great deal of time in preparation for this day. He has studied Jewish history, learned about our sacred traditions and understands our rich heritage. Today he will take that knowledge and assume a life long responsibility of Jewish adulthood.

#### **Dear Family and Friends,**

Today is a special day for Alex, his family and for those who know and love him. The sense of achievement and joy come from having mastered a difficult and complex task as well as learning about Jewish history. Recognition of the influence of thousands of years and the expectations for the future reaffirm this as a meaningful point in Alex's life. Alex has been training for this day for many years by attending Hebrew school, services, *Torah* study classes and *Bar Mitzvah* lessons.

We are truly honored that our family and friends have chosen to celebrate this joyous and momentous occasion with us.

***Shabbat Shalom!***

Love,

Janice and Arthur Block



## Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide

### **Bar Mitzvah Sample 4**

It is with great pride and pleasure that we welcome our guests to Beth Sholom in celebration of Saul's *Bar Mitzvah*. We have provided this list of participants for you and hope you will feel more a part of the service by knowing the names and relationships of those who are honored with *aliyot*.

THE TORAH SERVICE	
<i>Torah Reader</i>	( <i>Bar Mitzvah</i> )
4	Names (Relationship to child)
5	
6	
7	
<i>Maftir or Aharon</i>	( <i>Bar Mitzvah</i> )
<i>Haftarah</i> הפטרה	( <i>Bar Mitzvah</i> )
<i>Opening Of Ark - Aleinu</i>	

**English Date- - Month, Day, Year**

**Hebrew Date- - Day Month Year**

### **What is the *Bar Mitzvah* ceremony?**

The *Bar Mitzvah* ceremony is the rite of passage into the adult Jewish community. From the *Bar Mitzvah* student's perspective, he has worked long and hard to participate actively in the Shabbat Service. From the community's perspective the child is ready to assume the religious obligations of an adult, and is counted in a *minyan*, a quorum of ten Jewish adults gathered for prayer. He is maturing on many levels: physical, emotional, intellectual and spiritual. The congregation recognizes this passage by permitting him to read from the Sefer Torah as *Ba'al Koreh* (*Torah Reader*).

### **Dear Family and Friends,**

We welcome you with great joy to the celebration of Saul's *Bar Mitzvah* this *Shabbat* morning. The significance of a *Bar Mitzvah* is one of commencement, not conclusion: of joining, not leaving. We feel privileged to have our family, friends, and the Beth Sholom community join us for this ceremony which is steeped in centuries of history and tradition

Saul is blessed to have three grandparents here today to celebrate this *simhah*. We are additionally blessed to have a wonderful family and dear friends who have shared many special moments with us. We are thankful and grateful to God for having reached this happy occasion and for having you here to share this *Shabbat* with us.

***Shabbat Shalom!***

Love,

The Frankford Family

## Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide

### **Bat Mitzvah Sample 1**

It is with great pride and pleasure that we welcome our guests to Beth Sholom Congregation in celebration of Sharon's *Bat Mitzvah*. We are honoring some of Sharon's closest family members by having them participate in today's service. We hope that by knowing the names and relationships of those who are honored with *aliyot* (being called to the *bimah* to recite blessings before and after the *Torah* reading) you will feel more a part of the service and appreciate the loving relationships that are the foundation of this great *simhah*.

THE TORAH SERVICE	
<i>Torah Reader</i>	( <i>Bat Mitzvah</i> )
4	
5	
6	
7	
<i>Maftir or Aharon</i>	( <i>Bat Mitzvah</i> )
<i>Haftarah</i> הפטרה	( <i>Bat Mitzvah</i> )
<i>Opening Of Ark - Aleinu</i>	Names (Relationship)

**English Month day, year**

**Hebrew Day Month year**

### **What is the *Bat Mitzvah* ceremony?**

The *Bat Mitzvah* ceremony commemorates the first time the Jewish community officially recognizes a girl as a young woman and a responsible adult. During the ceremony she is given the opportunity to read from the *Sefer Torah* as *Ba'alat Keriah* and to chant the *Haftarah* according to the proper cantillations. She has spent much time in preparation for today's ceremony, learning about Jewish history, Israel and the *mitzvot* (religious obligations).

### **Dear Family and Friends,**

We are thrilled to welcome you to the celebration of Sharon's *Bat Mitzvah*. A *Bat Mitzvah* represents commencement and joining, not conclusion or leaving. For Sharon, it is a milestone in her personal Jewish life and her association with the Jewish community. We feel privileged to have our family, friends, and the Beth Sholom community join us for this ceremony, which is steeped in centuries of history and tradition

We are very happy that each of you has come to celebrate this *simhah* with us. We are blessed with a wonderful family and dear friends with whom we have shared many special moments. We are thankful and grateful to God for having reached this happy occasion.

***Shabbat Shalom!***

Love,

Susan, David, and Arielle

## Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide

### **Bat Mitzvah Sample 2**

We have provided the following in the hope that you will appreciate the beautiful web of relationships that underpin this great *simhah*. It is with immense pleasure that we welcome all of our family and friends to join our "extended family" at Beth Sholom.

THE TORAH SERVICE	
<i>Torah Reader</i>	( <i>Bat Mitzvah</i> )
4	
5	
6	
7	
<i>Maftir or Aharon</i>	( <i>Bat Mitzvah</i> )
<i>Haftarah</i> הפטרה	( <i>Bat Mitzvah</i> )
<i>Opening Of Ark - Aleinu</i>	Names (Relationship)

**English Month day, year**

**Hebrew Day Month Year**

### **What is the *Bat Mitzvah* ceremony?**

We welcome you with great joy to Beth Sholom Congregation to the celebration of Brittany's *Bat Mitzvah* service this *Shabbat* morning. We are celebrating her transition from childhood to adulthood as she is called to the *Torah*, and now officially recognized in the eyes of Judaism as an adult. Today she is accepting the responsibility of fulfilling her personal and religious obligation according to the tradition of Judaism. As she is maturing on many levels: physical, emotional, intellectual and spiritual, the congregation recognizes this passage by permitting her to read from the Sefer Torah as *Ba'alat Keriah* (*Torah Reader*).

### **Dear Family and Friends,**

The significance of a *Bat Mitzvah* is one of commencement, not conclusion: of joining, not of leaving. This ceremony offers Brittany, our family and friends, as well as the entire Jewish community, the opportunity to celebrate a heritage and tradition steeped in many centuries of history. Brittany's *Bat Mitzvah* is a vital moment in the reaffirmation of that tradition. When Brittany is called to the *Torah* as a *Bat Mitzvah*, we'll remember our family members, Sue Miller and Herman Goldstein, no longer with us. We know how proud they would be of Brittany on the *bimah* reading from the *Torah* and chanting her *Haftarah*.

We are delighted that our family and friends are gathered to share this *simhah* with us. We have been blessed with a wonderful family and dear friends who have shared many special moments with us. We are grateful to God for having reached this happy occasion and for having you here to share the day with us.

***Shabbat Shalom!***

Love,

David, JoAnn, Eric, and Emily

## Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide

### **Bat Mitzvah Sample 3**

The love and support of family and friends provide the foundation that has allowed Jane to learn and mature so that she could reach this special day. We have the opportunity to recognize some of the many cherished people in our lives by honoring them with roles in today's service.

THE TORAH SERVICE	
<i>Torah Reader</i>	( <i>Bat Mitzvah</i> )
4	
5	
6	
7	
<i>Maftir or Aharon</i>	( <i>Bat Mitzvah</i> )
<i>Haftarah</i> הפטרה	( <i>Bat Mitzvah</i> )
<i>Opening Of Ark - `Aleinu</i>	Names (Relationship)

**English Month Day, Year**

**Hebrew Day Month Year**

### **What is the *Bat Mitzvah* ceremony?**

The *Bat Mitzvah* ceremony marks the first time the Jewish community officially recognizes our daughter as a young woman. The transition from child to responsible adult affords Jane the opportunity to assume the religious obligations of an adult and to be counted on in a *Minyan*, a quorum of ten Jewish adults gathered together for prayer. The congregation recognizes this passage by permitting Jane to read from the *Sefer Torah* as *Ba'alat Keriah* (*Torah Reader*). We are delighted that you are able to join us in the observance of the *Bat Mitzvah* tradition.

### **Dear Family and Friends,**

We are truly honored to share this special day in our lives with each and every one of you. The *Bat Mitzvah* ceremony offers Jane, our family and friends, and the entire congregation the opportunity to celebrate together a rich heritage and sacred tradition that has been observed for thousands of years. Jane's *Bat Mitzvah* is a vital moment in the affirmation of that tradition.

We are blessed with a wonderful family and dear friends who have shared many special moments with us. We are grateful to God for having reached this happy occasion and for having you here to share and celebrate this *simhah* with us.

***Shabbat Shalom!***

Love,  
**The Marks Family**

## Beth Sholom Congregation Parents' *Bar/Bat Mitzvah* Guide

### **Bat Mitzvah Sample 4**

The love and support of family and friends provide the foundation that has allowed Laura to learn and mature so that she could reach this special day. We have the opportunity to recognize some of the many cherished people in our lives by honoring them with roles in today's service.

THE TORAH SERVICE	
<i>Torah Reader</i>	( <i>Bat Mitzvah</i> )
4	
5	
6	
7	
<i>Maftir or Aharon</i>	( <i>Bat Mitzvah</i> )
<i>Haftarah</i> הפטרה	( <i>Bat Mitzvah</i> )
<i>Opening Of Ark - Aleinu</i>	Names (Relationship)

English Month Day, Year  
Hebrew Day Month Year

### **What is the *Bat Mitzvah* ceremony?**

*Bat Mitzvah* means one obligated to observe the *Mitzvot*. This milestone is about taking one's place in the community as a Jew. Before age 13, the child's family takes responsibility for religious training and participation in the Jewish community. Becoming a *Bat Mitzvah* acknowledges a young woman as a part of the Jewish community. As a young adult, the *Bat Mitzvah* is expected to demonstrate her ability to read from the *Torah* and chant the *Haftarah*, thus rejoicing in a century old tradition.

### **Dear Family and Friends,**

We welcome each of you and feel privileged that you could attend from near and far to honor Laura as she starts her life as a young Jewish woman. You will observe Laura leading the *Shabbat* Service this morning. During the *Torah* service, a few family members will be called to the *bimah* with Laura and recite blessings over the *Torah*. This is considered a very special honor, when family members share in the celebration of our Jewish heritage and the sacred traditions that have been performed for thousands of years. When Laura is called to the *Torah* as a *Bat Mitzvah*, we'll remember her grandfather, Edward Smith, of blessed memory. We know how proud he would be of Laura reading from the *Torah* and chanting her *Haftarah*.

We feel blessed to celebrate such a happy occasion with the people in our lives who are most dear to us. The support of family, friends and community are both the heart and soul that have enriched our family beyond words. We believe that this day will be one that continues to enrich Laura's Jewish life. We are all blessed to have reached this day.

***Shabbat Shalom!***

Love,

**Sarah, Joseph, and David**

# Beth Sholom Congregation Parents' Bar/Bat Mitzvah Guide

## Appendix D: In-house Congregational Extended Kiddush Menu

For up to 225 people = \$1,800.00

Includes Congregants and your guests. This is not a private celebration.

Prices as of 1-26-16, subject to change due to future price increases

Item	At additional cost	Notes
Mini Bagel halves spread with lox		
Fruit salad cut-up		
Gefilte fish pieces & horseradish		
Green salad bowls		
Herring pieces		
Hummus & pita		
Vegetable tray & dip		
White fish salad		
<b>Barclay drop off</b>		
Sweet kugel	Caesar salad	
Poached salmon	Cold grilled vegetables	
Egg salad	Cold kale salad w vegetables	
Tuna salad	Cold Couscous salad w vegetables	
Quinoa salad with vegetables	Cold Greek salad	
	Cold Israeli salad	
	Cold kale salad w vegetables	
	Cold kasha salad w vegetables	
	Mac and Cheese	
	Penne ala vodka sauce	
	Plain lasagna	
	Cheese blintzes	
<b>Drinks</b>		
Wine in cups for kiddush		
Juice in cups for kiddush		
Cold Punch & water decanters		
Hot coffee/tea set-up		
<b>Lipkins:</b>		
½ size egg wash rolls	½ size mini knishes by the dozen (potato, rice, spinach, cinnamon, mushroom, vegetable, kasha, cheese, broccoli, pizza, cherry/cheese)	
Assorted fancy miniature cakes		
Petit fours w/ Bar/Bat Mitzvah first name		
Challah for motzi		
<b>Non-food items</b>		

**Beth Sholom Congregation Parents' Bar/Bat Mitzvah Guide**

Dairy meal uses Corelle dishes, cups, and silverware for 225 people		
Meat meal uses Fancy disposable plates, utensils, and disposable cups		
Cloth table covers in "one" color of your choice from the swatch samples		
Fancy paper napkins coordinated with cloth color		
One designated person to set-up and bus tables		
Room Rental – no charge for a "congregational" extended Kiddush; includes 10 round tables; centerpieces are NOT included		

**Appendix D: Rental fees for a member's private Bar/Bat Mitzvah celebration  
(a celebration that does not include the Congregation)  
As of 1-26-2016**

<b>Fischman or Bornstein Auditoriums</b>	
	Member price
Saturday afternoon	\$300
Saturday evening	\$300
Sunday	\$300
Holidays	\$400
Friday evening (Shabbat dinner)	\$200
If you reserve the room and pay a deposit of ½, you can pay the current fees. If you cancel within 6 months of your celebration, Beth Sholom will refund your money.	
<b>Rental of additional reception rooms for same event</b>	
Bornstein Auditorium or Fischman Auditorium	\$250
Fischman Foyer or Finkel-Sterling Lounge	\$150