



ADATH ISRAEL

B'NEI MITZVAH

HANDBOOK



B'NEI MITVAH HANDBOOK

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INTRODUCTION

Mazal Tov! You are entering a wonderful and exciting period of Jewish education and celebration – The *B'nei Mitzvah* of your child. All of us at Adath Israel wish to help make the religious ceremony a meaningful and memorable experience for your child, your family, and our entire congregation.

Historically, when a boy turns 13, and a girl turns 12 or 13, he was called to the *Torah* at a public worship service to mark his coming of age in the Jewish religion. The child was considered an adult in the Jewish community and afforded all rights, privileges, and responsibilities of any member of the community.

At Adath Israel, an egalitarian Conservative Synagogue affiliated with the United Synagogue of Conservative Judaism (USCJ), that tradition has been preserved and extended to all young persons. The *B'nei Mitzvah* ceremony, usually part of the congregation's regular Shabbat morning service, invites each young person to participate in a way that demonstrates his or her skills and abilities to function as an adult member of the Jewish community.

Adath Israel seeks to create an environment of becoming a *B'nei Mitzvah* in which every family will understand the child's responsibilities and privileges within Jewish tradition. Your child will develop fluency in the skills and customs needed to participate in adult prayer services and connect with community, family, friends, Jewish traditions, and God.

To this end, we will arrange a series of meetings, programs, and activities at Adath Israel prior to the ceremony. First, there will be a series of meetings, conducted by our rabbis, in which parents explore the spiritual significance of this *simcha* for the whole family. In addition, we will introduce family education experiences during your child's *Hey/Vav* (5th & 6th grade) classes designed to explore Jewish living and identity. Then, to acquaint you with the Shabbat morning service, and to answer any questions you may have, there is a session with representatives from our Ritual Committee, six months prior to your *simcha*, called "*B'nei Mitzvah* Information Meeting" to which you will receive an invitation.

We also urge your family to attend Shabbat services regularly. Attending regularly will help everyone feel comfortable with the service on the day of your *simcha*. Finally, services at Adath Israel are for all our congregants. We want our children to not only feel that they are a part of a community but part of the whole Jewish people. As such, it is not unusual for *aufrufs* (calling a wedding couple for an *Aliyah*), baby namings, recognition of anniversaries, birthdays, *yahrzeits*, and blessing for individuals traveling to Israel to be part of a Shabbat morning in addition to a Bat/Bar Mitzvah.

We look forward to seeing you at Adath Israel and hope we can contribute to the beauty and significance of this milestone in your family's life.

Mazal Tov!

Your Adath Israel Family

TIMELINES

Please check Adath Israel's website for updates at www.adathisrael.org. Click on "Learn," then *B'nei Mitzvah* for the link to this handbook.

TIMELINE FOR *B'NEI MITZVAH* PREPARATION

4th grade:

Assignment of *B'nei Mitzvah* date via zoom meeting in February.

5th grade:

Participate in the 5th grade family workshop and *Torah* Service. Students will begin learning *Torah* trope, Hebrew reading proficiency is checked regularly.

6th grade:

Review of trope; *tallit*, *tefillin* and *kippah* significance and use. Participate in the 6th grade family workshop and *Torah* Service. Discuss Mitzvah project with the Clergy and Education Director before starting the project.

TIMELINE OF *B'NEI MITZVAH* YEAR

9-10 months:

B'nei Mitzvah tutor options are emailed to each family.

8 months:

Begin weekly tutoring sessions. Begin Mitzvah Project. (for early fall dates, the tutoring may begin 10 months prior)

6 months:

Parents attend the *B'nei Mitzvah* Information Meeting with representatives from our Ritual Committee.

Midway through Tutoring:

Students meet with one of our rabbis to review progress.

3-4 months:

- *Make sure that all financial obligations to Adath Israel are met.*
- *Family meets with one of our rabbis for D'var Torah preparations begin.*
- *Schedule photographer appointments and reservations with the clergy assistant.*
- *Photographs may NOT be taken during Religious School hours.*
- *Photographs may NOT be taken during a rehearsal with one of our rabbis.*
- *Please request in advance if you want rabbis present for pictures.*

30 days:

Parents submit Honors Forms (Appendix II or III) to the clergy assistant.

10 days:

Student meets with one of our rabbis for rehearsal

Day of...

Mazal Tov! It is time to *shep na^hes* and celebrate!!

ADATH ISRAEL STAFF RESPONSIBILITIES

Responsibilities for the preparation of *B'nei Mitzvahs* are as follows:

Rabbi Eric Yanoff 610-934-1918 eyanoff@adathisrael.org

Meets with individual families; assists the students in preparing their *D'var Torah* (a speech interpreting the *Torah* portions in ways meaningful to the student in their generation); conducts rehearsals in the sanctuary with the family, facilitates 5th & 6th grade parent meetings.

Rabbi Andrew Markowitz 610-934-1917 amarkowitz@adathisrael.org

Meets with individual families; assists the students in preparing their *D'var Torah* (a speech interpreting the *Torah* portions in ways meaningful to the student in their generation); conducts rehearsals in the sanctuary with the family, facilitates 5th & 6th grade parent meetings; assigns and supervises *B'nei Mitzvah* Tutors; facilitates religious service participation of students.

Lauren Marks Cabañas – Executive Director 610-934-1903 laurenmc@adathisrael.org

Works with all *B'nei Mitzvah* families on finances. Oversees Program Director for facility rentals and food ordering.

Hannah Isaacs Arkin – Education Director 610-934-1912 hisaacs@adathisrael.org

Plans and coordinates grade level learning experiences and oversees *B'nei Mitzvah* Projects.

Rachel Lefkowitz – Program Director 610-934-1905 rlefkowitz@adathisrael.org

Arranges usage of the facility for rentals. Orders food for Oneg Shabbat and *Kiddush* Luncheons. Liaison between families, caterers, vendors, etc. and the synagogue.

Elaine S. Carroll – Clergy Assistant 610-934-1904 ecarroll@adathisrael.org

Schedules meetings and rehearsals with the rabbis; collects the Honors Form; schedules *B'nei Mitzvah* rehearsals and photography sessions.

Marcia Schulman – Administrative Assistant 610-934-1914 mschulman@adathisrael.org

Sends out *B'nei Mitzvah Torah* and *Haftarah* portions, both in written and audio formats; lists all *Torah* readers on Sign Up Genius and sends out *Torah* portions, if needed, to those readers.

***B'nei Mitzvah* Tutors**

Teach the blessings before and after the *Torah* and *Haftarah* readings, the *Torah* and *Haftarah* readings, and the services. Families will receive a list of tutors. The Family pays the tutor directly.

Ritual Committee

Explains the various aspects of religious services and parent participation. Conducts *B'nei Mitzvah* Information Meeting. Works with family members who want to read *Torah* at their child's *B'nei Mitzvah*.

OVERVIEW OF *B'NEI MITZVAH* TRAINING

The *B'nei Mitzvah* is not a competition, test, or performance. It is meant to be a meaningful religious experience for your family and for the congregation. Students are encouraged to do the best they can without comparing themselves to other children. Our goal is that your child does as much as their own motivation and capabilities permit. We want each student to have a positive Jewish experience. The joy, happiness, and pride of becoming a *B'nei Mitzvah* are their own reward.

During the *Dalet* class year (4th grade) the *B'nei Mitzvah* Date Assignment Committee will assign *B'nei Mitzvah* dates based on the child's Hebrew calendar birth date. Any information about educational concerns, family structure, specific dates or times that may not work for a family can be incorporated into finding the proper date for a *B'nei Mitzvah*.

In Makom *Hey* class (5th grade), students will receive in-class instruction on how to chant *Torah* trope (musical cantillation), and their Hebrew proficiency will be checked. Students who need extra help will be provided support and additional practice in conjunction with their *B'nei Mitzvah* training. We will coordinate with PJDS and Barrack to be sure that all of our students are on track with learning these skills.

At the beginning of the *Vav* class year (6th grade), Makom students will receive in-class review of *Torah* trope and will have opportunities to read *Torah* at different communal holiday gatherings. Also, during the *Vav* class year, your child will study the significance and meaning of *tallit*, *tefillin* and *kippah*. As part of the curriculum, children of all genders are encouraged to acquire their own *tallit* and set of *tefillin* so they can learn to observe these *mitzvot*. Students will have the opportunity to use the prayer skills they learn by leading parts of our Shabbat *Tefillah* Time Service, and occasionally in the Mandell Sanctuary service as well.

Approximately nine to ten months prior to the *B'nei Mitzvah* date, the Rabbi will suggest several potential tutors based upon a number of factors, including the child's learning style, logistics of where/when lessons may take place, from which the family selects a fitting tutor. Once families notify and confirm an arrangement with a tutor, students will begin their individual *B'nei Mitzvah* training. Students should receive approximately 30 private half-hour lessons, scheduled, and paid for directly with the tutor. The tutors periodically update the clergy about a student's progress; however, if there are concerns, the family can also contact a Rabbi. During the tutoring process, the students will apply their general knowledge of Hebrew and trope (musical cantillation) to their individual *Torah* and *Haftarah* portions. In addition, they will review *Torah* and *Haftarah* blessings and other portions of the Shabbat services.

If you decide to engage an "outside" tutor, they must be approved by the Adath Israel Clergy, and must periodically report on the student's progress, just like any other Adath Israel tutor. If you decide to increase the frequency or add additional tutors to aid in your child's preparation, we request that you and the tutor keep Adath Israel clergy apprised of your child's progress.

One of the requirements for a child to become a *B'nei Mitzvah* is to complete a Mitzvah Project. In 6th grade, the Rabbis in consultation with the Director of Education meet with the class and parents/guardians to guide you and your child in the search for a project that is meaningful and will guide you and your child in its implementation. Specific expectations and service-learning goals, as well as Jewish values associated with the student's mitzvah work, should be documented, and discussed or submitted to the clergy.

Three to four months before the *B'nei Mitzvah* date, parents and child will meet with a Rabbi. At this meeting, your child will receive materials and instruction for preparing a *D'var Torah*, which contains

interpretations of, and ideas from, the *Torah/Haftarah* portions. Your child will later meet with a Rabbi to discuss the *D'var Torah*, after having already sent a draft to the Rabbis. Students with early fall *B'nei Mitzvah* dates will begin their preparation with the Rabbis in May or June.

Approximately midway through the tutoring process, the tutor will review your child's progress to that point with a Rabbi and plan the training goals for the remainder of the *B'nei Mitzvah* program. Finally, during the two-week period immediately preceding the *B'nei Mitzvah*, your child will meet again with one of the Rabbis for a complete "run through" of the service.

INSTRUCTIONAL MATERIALS AND STUDY TIME

During the lessons with their *B'nei Mitzvah* tutor, your child will receive their study materials. These materials include the *Haftarah*, its blessings, the *Maftir Torah* reading (or sometimes an alternate *Torah* reading), and the *Torah Aliyah* blessings. Your child will also receive a copy of the trope sheet, and a recording containing their various readings, as well as the *Kiddush* for the evening of Shabbat and additional *Aliyot* if desired. Your child will have the opportunity to first learn the *Torah* reading and then proceed to the *Haftarah* reading. Your child will also receive a recording of prayer services when they are ready for them. These materials will be used throughout your child's training and should be kept in a folder and brought to the lessons. There will be a charge for materials that need to be replaced. We recommend that students study the blessings, the *Haftarah* and *Torah* portions, and the *tefillot*, for approximately 15 minutes a day at least five days per week. Students who review all materials on a regular basis will better remember what they learn.

ADMINISTRATIVE PROCEDURES

The *B'nei Mitzvah* training schedule follows the Synagogue Makom Calendar, and the arrangements made with the *B'nei Mitzvah* tutor. If Makom is closed because of a secular or a religious holiday, or inclement weather, then there will be no lesson (unless students are told otherwise by the tutor). In the winter, parents should check our website (adathisrael.org) for updates in the event of cancellation of Makom classes. If a student cannot attend a class or lesson for any reason, please call their *B'nei Mitzvah* tutor directly. Since the tutor has set aside special time for your child, try to avoid cancellations except in emergency circumstances. Likewise, please avoid tardy arrivals so there is sufficient time for learning and preparation. Your child's attendance and progress are carefully monitored by the Rabbis. *B'nei Mitzvah* instruction will not be scheduled during Makom hours.

B'NEI MITZVAH REQUIREMENTS AND PREPARATION

Please take the time to familiarize yourself with the following requirements.

Your Child:

Must be enrolled, attend, and satisfy the requirements for MAKOM through *Zayin* class year (7th grade), or be enrolled in a Jewish Day School. Must attend sessions for *B'nei Mitzvah* training in addition to class time.

It is highly recommended to attend eight (8) Shabbat services that coincide with the assigned *B'nei Mitzvah* service (Shabbat morning or *Mincha-Ma'ariv* and *Havdalah* services) at Adath Israel as your child begins their *B'nei Mitzvah* training, which is approximately 8-10 months before the *B'nei Mitzvah*.

Regular attendance at services will allow a greater comfort level with the words, melodies, structure, and flow of our services as your child prepares to lead the congregation on the day of the *B'nei Mitzvah*.

Is required to be engaged in an ongoing Mitzvah Project of community service during the *B'nei Mitzvah* year. In the *Vav* class year (6th grade), students and their families should begin to think about, and plan for a Mitzvah Project. The Rabbis, in consultation with the Director of Education, will help you select a Mitzvah Project.

You, the Parents:

Are encouraged to attend Shabbat evening and morning or *Mincha*-Ma'ariv and *Havdalah* services with your child. You will be contacted by the Ritual Committee to serve as an usher at a service prior to your child's *B'nei Mitzvah* date.

Are encouraged to attend the family education experiences in Hey class year (5th grade) and Vav class year (6th grade) that are open to both Makom and Day School families.

Are encouraged to attend the *B'nei Mitzvah* Information meeting (or make equivalent arrangements with a Ritual committee representative). You will receive notification of the dates and times of these meetings which occur in the fall and spring of each year.

Are encouraged to adequately prepare the *Torah* blessings and the *Shehehiyanu* blessing you will be chanting, and to prepare to read *Torah*, if you wish.

Our Community of Inclusion: *B'nei Mitzvah* Invitation Recommendation

In keeping with the mission and values of Adath Israel, the Makom Board of Education strongly recommends that, if a Bar or Bat Mitzvah family is inviting over 50% of one gender of the class or grade, they invite all the students of that gender. We make this recommendation to make all students feel a part of the group. We teach our students about being a *mentsch* (a good person) and the value of friendship. We want all our students to feel that Adath Israel and (if enrolled) Makom is our home. We hope our families model these behaviors as you plan for your special day.

Viewing and Valuing Every Child *B'Tzelem Elohim* – In the Image of God

Each child is unique, and we can customize the learning for a service to the needs and abilities of any child. If your child has learning or socio-emotional differences, please schedule a time with our Clergy Assistant to speak with one of our Rabbis, so that we can be sensitive and accommodate this need. Additionally, for those whose gender identity is non-binary, or if someone does not define themselves by the terms "bar/ben" (for male) or "bat" (for female) we are happy to celebrate using the gender-neutral term *Brit Mitzvah*, entering the Covenant of the *Mitzvot* (Commandments). Please let a Rabbi know your needs in these or any other personal matters, so that we can use the proper and inclusive language and take the most inclusive approach possible.

SWAG Policy for Makom Students

SWAG is "Stuff We All Get," as in the personalized giveaways/party favors at Bar and Bat Mitzvah parties.

In keeping with the values of community and inclusion, the Adath Israel Makom School Board of Education recognizes that the wearing of SWAG to school following a *B'nei Mitzvah* party can often be a hurtful reminder to those students who were not invited.

As such, the Adath Israel Makom Board of Education has passed a "SWAG" policy that states **"No SWAG will be worn to school during the *B'nei Mitzvah* year."** This means that, from the autumn of seventh grade through the autumn of eighth grade, no student is permitted to wear SWAG to school. Students who wear

SWAG to school will be asked to turn their clothes inside out. If it becomes a chronic issue, the student's parents will be called to bring a change of clothes.

This policy is being implemented to take into consideration the feelings of ALL students in the *B'nei Mitzvah* year. We should emulate a warm and welcoming community that shows respect for ALL in our building.

Decorum:

We want to provide a warm and welcoming experience for your guests who will be visitors to Adath Israel during your *simcha*. Proper decorum in the synagogue includes paying attention to the service and avoiding unnecessary conversation or moving in and out of the Sanctuary which may distract people from their prayers. It is challenging for us when the behavior of young adults becomes disturbing to others. A tactful discussion with the parents of your child's friends about appropriate synagogue behavior before your *simcha* might be helpful. During Shabbat Morning services, the *Torah* service begins at approximately 9:45 am and the Morning service concludes at approximately 12:00 noon.

"Business attire" is considered appropriate for synagogue. For Shabbat afternoon *Mincha* services (where evening attire may be typical), everyone is expected to wear modest clothing while on the *bimah* and change following Havdalah. At a minimum, shoulders should be covered, and hemlines should be of an appropriate length, and modesty should be observed. Tuxedos are not suitable attire for a *B'nei Mitzvah* service.

Special Needs and Other Issues:

Adath Israel is an accessible facility. Guests who use wheelchairs or other mobility aids may enter the synagogue through the Tulin Family entrance. In addition, the elevator, large print siddurim (prayer books) and other assistance is available. There is a ramp to ascend the *bimah* as well.

You have the option of providing your own personalized welcome supplement to explain the *B'nei Mitzvah* ceremony for your guests, though it is not required. If you choose to do so, you must submit a draft of your text at least two weeks prior to your event to the Rabbis for review and approval before it is printed.

Should any of your guests be *Shomer Shabbat* (Sabbath Observant) and require home hospitality in order to remain within walking distance of the synagogue, arrangements can be made by contacting the Rabbis.

In accordance with the standards of the Conservative Movement and in order to maintain the sanctity of the Sabbath, there is no photography or videography in the synagogue or adjacent grounds on Shabbat (Friday sundown until Saturday one hour after sundown) or Festivals. We encourage you to create your photographic memories of this milestone by making an appointment with your photographer and/or videographer for the week before the actual service. At this time, family pictures may be taken on the *bimah*. The appointment must be scheduled through the main office by contacting the Clergy Assistant to avoid conflicting with other activities. If you wish to include the Rabbis in your photo session, you should invite them personally by phone call or email.

Families that will be providing special *kippot* should contact the Executive Director. Baskets for the *kippot* will be provided by the synagogue. Personalized *kippot* are available for purchase through the Ted and Sharon Asnis Judaica Gift Shop. See Appendix VIII for other items that can be purchased for your *simcha* through the Gift Shop.

FEES:

The *B'nei Mitzvah* Hospitality Fee is charged to all families. This fee charged covers the sponsorship of the Friday evening *Oneg* Shabbat and the communal Shabbat morning *Kiddush*. It is the policy of Adath Israel that all who attend services, including guests of the celebrating family as well as regular worshippers, are invited to join in *Oneg* Shabbat and communal *Kiddush* following services. During the week of your *simcha*, your family's sponsorship will be acknowledged in the Shabbat announcements. If a family chooses to host a catered *Kiddush* meal for their guests, they remain responsible for sponsorship of the standard communal *Kiddush* as well.

You may mark the milestone occasion with a gift of *tzedakah* to the synagogue in honor of the *B'nei Mitzvah*. You may also wish to donate expressing appreciation to those who have helped your child in preparation, for example, the *B'nei Mitzvah* tutor, religious school teachers or clergy.

In accordance with synagogue policy, all financial obligations (including membership dues, campaign commitments, school fees, *B'nei Mitzvah* Hospitality charges, and facility rentals) must be fully current three (3) months prior to the *B'nei Mitzvah* in order to maintain the *B'nei Mitzvah* date on our calendar. Failure to maintain an account in good financial standing may result in the surrender of the date, interruption of *B'nei Mitzvah* instruction, and cancellation of facilities reservations. All charges are payable upon billing unless a special payment schedule is approved and confirmed in writing by Executive Director, Lauren Marks-Cabanas. Questions or financial concerns should be directed to Lauren Marks-Cabanas, 610-934-1903 or laurenmc@adathisrael.org

B'NEI MITZVAH SERVICE PROCEDURE

Times of the Services

Friday evening services begin at 6:00 PM and conclude around 7:00 PM. Saturday morning services begin at 9:15 AM and conclude at approximately 12:00 noon. *Mincha*, *Maariv* and *Havdalah* services are scheduled to end at the conclusion of Shabbat. Start times will vary depending on the season of the year, so you should consult the Rabbis for more specific information.

Student's Role in Services

Friday Evening: Your child will participate in the service and lead the congregation in the *Kiddush*.

Shabbat Morning: The Rabbis and the *B'nei Mitzvah* tutor will decide which parts of the service each child will lead. We expect our students to at least lead the following:

- *Torah Service*
- *Maftir Torah reading and blessings*
- *Haftarah and blessings*
- *D'var Torah and Shabbat*
- *Maftir Torah reading and blessings*
- *Haftarah and blessings*
- *Shabbat Morning Kiddush, Netilat Yadayim (Hand Washing) and Motzi.*

Additional *Torah* readings and *tefillot* (whole prayer units) may be assigned as the student's motivation and time permit. Each child brings certain comforts and aptitudes to the process of preparing for the service

participation – be they fluency in Hebrew, musical talents, comfort standing before a group, insights on the *Torah*, public speaking, or the like. Therefore, the types and amount of additional *Torah* readings and Tefillot (whole prayer units), beyond the core participation elements, can be individualized for each child, based upon the student's motivation, the time available, and the skills of the child.

Mincha-Ma'ariv and Havdalah: The Rabbis and the *B'nei Mitzvah* tutor will decide which parts of the service each child will lead. We expect our students to at least lead the following:

- *Ashrei*
- *Torah Service*
- *Torah reading and blessings*
- *D'var Torah*
- *Havdalah*

The Service

1. *B'nei Mitzvah* sits with their parents in the congregation until coming up on the bimah to participate in leading the service. All members of the family are encouraged to follow along with the service using the siddurim (prayer books) and *humashim* (books of Torah and Haftarah readings) available at your seats.
2. Just before the beginning of the Torah service, parents come to the bimah to place the tallit on their child's shoulders. The *B'nei Mitzvah* faces parents (including non-Jewish parents). At this time personal remarks to your child may be made. We encourage you to use this opportunity to share with your child your thoughts on the meaning of *B'nei Mitzvah* and Jewish identity. Remarks are most effective when they are kept to approximately two paragraphs in length. After remarks are made by the parents, the *B'nei Mitzvah* parents recite the *Shehehyanu* blessing in Hebrew and English.
3. The *B'nei Mitzvah* delivers the D'var Torah, after the beginning of the Torah service before the Torah reading begins.
4. Aliyot and other honors are allocated by the Ritual Committee in accordance with Adath Israel rules and guidelines. Family honors include:
5. Open and close the ark/carry the Torah in the processional. (If two Torahs are used, then the family may honor additional people with the holding/carrying of this second Torah.) For a double *B'nei Mitzvah*, both sets of families will participate in the Torah service to open and close the ark. Parents (including non-Jewish parents) are on the bimah standing next to their child. Up to four adults may be honored with opening or closing the Ark. For the first processional, one parent leads the procession by carrying the Torah. For the second processional, the *B'nei Mitzvah* leads the procession by carrying the Torah (non-Jewish family members may join the procession as the Torah descends from the bimah).
6. **Six** aliyot to the Torah at a Shabbat morning service and three aliyot at a Shabbat *Mincha* service (up to four adults may go up together). One of these aliyot is assigned to the parents of the *B'nei Mitzvah*. On Shabbat morning the Maftir *aliyah* for the *B'nei Mitzvah* child is an additional *aliyah*. At Shabbat *Mincha*, the Maftir *aliyah* for the *B'nei Mitzvah* child is the third *aliyah* of the three.
7. *Hagbahah* – the lifting of the Torah scroll: This honor is given only to those who have experience and are comfortable with lifting the Torah scroll.
8. *G'lilah* – the tying of the Torah scroll: This honor is physically easier to carry out than lifting the Torah scroll.
9. Additional honors may be extended to both Jewish and non-Jewish family members to lead the congregation in Prayer for Our Country and the Prayer for Peace.

10. Ushers from the Ritual Committee will assist your family and guests who are being honored with an *aliyah* to be on the bimah at the proper time.
11. The *B'nei Mitzvah*, accompanied by the parents (including non-Jewish parents), is called to the *Torah* for the *Maftir Aliyah*.
12. Rabbis recite a prayer for the *B'nei Mitzvah* as the parents (including non-Jewish parents) and the *B'nei Mitzvah* remain at the *shulhan* (center Reading Table).
13. *B'nei Mitzvah* chants the blessing before the *Haftarah*, the *Haftarah*, and the blessings after the *Haftarah*.
14. After completing the *Haftarah* and its blessings, the Clergy leads the congregation in songs of celebration. The parents (including non-Jewish parents) are invited to join their child on the *bimah*. Candy is thrown, and then the Rabbis offer words of celebration of this milestone in the child's life. The Congregational gifts are presented, and this moment of blessing concludes with the traditional parents' blessing, led by the Rabbis, with the parents' hands on the child's head or shoulders.
15. Family members (over the age of *B'nei Mitzvah*) who are capable of reading the *Torah*, or leading a unit of the service, are encouraged to do so with two months advance notification to tutor and the Rabbis. Those who wish to learn to read *Torah* in celebration of the *B'nei Mitzvah* are encouraged to do so.
16. Younger siblings are encouraged to learn and lead the congregation in *Ashrei*, *Ein Keloheinu*, or *Aleynu*, either alone or with the *B'nei Mitzvah*. They may also participate in calling their sibling to the *Torah* as a *B'nei Mitzvah*.

Presentation of Congregational Gifts

On behalf of our congregation, each *B'nei Mitzvah* is presented with a gift from our Sisterhood and Men's Club, the Shayna Barlas Committee for Remembrance of the Holocaust, and the Adath Israel Youth Group. In addition, a *B'nei Mitzvah* Certificate is presented to commemorate this special day. A 5-year Israel Bond has been purchased in honor of the *B'nei Mitzvah*. The Ritual Committee will appoint a presenter, or you may request a specific presenter from among Adath Israel's Board of Directors, Trustees or Governors. Please indicate your choice on the Honors form (see Appendices II or III).

HOSPITALITY

Let's Celebrate!

The celebration of a *B'nei Mitzvah* is called a *seudat mitzvah* (celebratory meal) and it is a *mitzvah*. Celebrating at Adath Israel is a wonderful and convenient way to continue the *mitzvah* of a *B'nei Mitzvah*.

We encourage our *B'nei Mitzvah* families to extend the celebration of this milestone by hosting their *seudat mitzvah* celebration with family and friends in one of the beautiful ballrooms at Adath Israel. Our facilities can accommodate anything from the most intimate or casual gathering to 250 guests for a black-tie dinner dance, and everything in between. We offer a panel of approved kosher caterers for your consideration and invite you to contact the Executive Director for details and personal attention.

Friday Evening Shabbat

Friday evening *Oneg* Shabbat is served in Frankel Hall as a stand-up buffet. Refreshments include kosher wine and grape juices, challah, tea, coffee, and certified kosher light nosh which is arranged by the synagogue office. We offer basic paper goods (napkins, plates, table covers, and plastic flatware) or you may prefer to "upgrade" by providing us with those you have purchased. You may also choose to supplement the food content. Please contact the Executive Director to make those arrangements.

Shabbat Morning

Shabbat morning *Kiddush* for the congregation is served in the Tabas Auditorium and consists of whitefish, tuna and egg salads, bread/rolls, a vegetable salad, bagels and cream cheese, Danish/pastries, and petit fours with the *B'nei Mitzvah* child's name. All of these are ordered by the synagogue office. If you wish to add to this meal, speak with the Executive Director about ordering additional items such as fruit trays, Israeli salad platters or small sandwiches, etc. There are additional charges for all supplemental items. You may also wish to add your own paper goods or floral centerpieces.

If you wish to have an "extended" *Kiddush* for the congregation, please contact the Executive Director for an up-to-date list of approved caterers. The synagogue will work with your selected caterer and will provide the pastries and "name cakes" which would be included in the "*B'nei Mitzvah* Hospitality Fee" paid by each family. Note that the Tabas Kitchen is a dairy kitchen, so it is preferable that you provide a dairy meal. Should you wish to provide a meat meal, please contact the Executive Director beforehand so that special arrangements can be made.

It is a core value at Adath Israel that *Kiddush* following Shabbat morning services is a gathering for the community, so if you choose to enhance the meal, we are appreciative that it includes everyone in attendance and not just invited guests. The number of community attendees varies; please consult with our Program Director and/or Executive Director to know the number of expected attendees over and above your invited guests. If you elect to have a private reception *following* the Shabbat morning service and congregational *Kiddush*, please contact the Program Director and/or Executive Director to discuss the arrangements and the associated fees.

Ballroom Celebrations

Celebrations held in our facility must adhere to the following guidelines:

- The date must be approved in advance with a signed facility rental agreement.
- Host families are expected to provide copies of their booking contracts with their caterer, along with current certificates of insurance from all the vendors they have engaged, including photographer/videographer, florist/decorator, entertainers, etc.
- All decorations or special equipment for which the host family has contracted must be pre-approved by the Executive Director, and attachment to the walls, ceilings, curtains/draperies of anything is strictly prohibited, as well as any obstruction of the fire extinguisher and/or exits.
- All vendor deliveries of food and beverage for an event on Shabbat or immediately after Shabbat must be completed by Friday afternoon at 2:00 PM. No deliveries of food and beverage are permitted on Shabbat.
- Tall candles with open flames are not permissible, though votive candles are satisfactory. The use of all candles is prohibited on Shabbat. No helium balloons are permitted as they interfere with our fire-safety system.
- For celebrations held during Shabbat, only Jewish, Israeli or klezmer music (including related dancing) is permissible. Secular music (DJ or live) and social dancing are not acceptable. Candle-lighting ceremonies and craft activities are not permitted on Shabbat.
- Specific questions should be directed to the Executive Director or Rabbis for clarification.

GLOSSARY OF TERMS

<i>Aliyah</i> – עליה	Ascend; term for being called up for a <i>Torah</i> honor
<i>Bimah</i> – בימה	Pulpit
<i>B'nei Mitzvah</i> – בני מצוה	Plural form of Bar or Bat Mitzvah
<i>D'var Torah</i> – דבר תורה	Word of <i>תורה</i> – <i>Torah</i> ; refers to commentary or explanation of particular <i>תורה</i> – <i>Torah</i> lesson being read
<i>G'lilah</i> – גלילה	Honor of tying and dressing the <i>Torah</i> scroll
<i>Haftarah</i> – הפטרה	Portion of the Prophets read weekly that corresponds to each weekly portion of <i>תורה</i> – <i>Torah</i>
<i>Hagbahah</i> – הגבהה	Honor of lifting the open <i>תורה</i> – <i>Torah</i> scroll
<i>Havdalah</i> – הבדלה	Separation; refers to the brief beautiful candlelight ceremony that separates <i>שבת</i> – <i>Shabbat</i> from the rest of the week
<i>Kiddush</i> – קידוש	Sanctification; the term for the blessing over wine, as well as the repast following <i>שבת</i> – <i>Shabbat</i> morning services
<i>Kippah</i> – כיפה	<i>Yarmulke</i> ; skull cap, head covering
<i>Ma'ariv</i> – מעריב	Evening service
<i>Maftir</i> – מפטיר	That portion of the <i>Torah</i> reading read last on <i>שבת</i> – <i>Shabbat</i> or Holidays, typically reserved for chanting by the Bar or Bat Mitzvah
<i>Mincha</i> – מנחה	Shabbat afternoon service at which the <i>תורה</i> – <i>Torah</i> is read, and a <i>B'nei Mitzvah</i> can participate
<i>Musaf</i> – מוסף	Additional service; included on <i>Shabbat</i> , a Holiday and <i>Rosh Hodesh</i>
<i>Oneg Shabbat</i> – עונג שבת	Sabbath Joy; the term for the refreshments served following Friday evening services
<i>Seudat Mitzvah</i> – סעודת מצוה	Celebratory meal following the <i>B'nei Mitzvah</i>
<i>Shaharit</i> – שחרית	Morning Service
<i>Shulhan</i> – שלחן	<i>Torah</i> Reading Table
<i>Simcha</i> – שמחה	Joy or Celebration
<i>Tallit</i> – טלית	Prayer Shawl
<i>Tefillin</i> – תפילין	Phylacteries worn by adult Jews during weekday morning prayers
<i>Tefillot</i> – תפילות	Prayers
<i>Torah</i> – תורה	Scroll of the Five Books of Moses; read on each <i>שבת</i> – <i>Shabbat</i> morning and afternoon, and Monday and Thursday mornings, as well as Festivals and the New Moon
<i>Trope</i> – משל	Musical notations for chanting <i>תורה</i> – <i>Torah</i> and <i>הפטרה</i> – <i>Haftarah</i> readings
<i>Tzedakah</i> – צדקה	Justice or Righteousness; colloquially understood to mean charity.

B'NEI MITZVAH HONORS FOR SHABBAT MORNING

To be Submitted Two (2) Weeks Prior to the *B'nei Mitzvah*

B'nei Mitzvah Name:		Date:
Parashah:		Hebrew Date:
Honor	English Name of Honoree	Hebrew Name of Honoree (Name ben/bat Father's name v' Mother's name)
Ark Opening, Page 139:	1.	
up to two non-Jewish relatives	2.	
may accompany Jewish ark	3.	
openers for a total of 4 honorees	4.	
Aliyah 1 - RISHON:	1.	
	2.	
	3.	
	4.	
Verses:		
Torah Reader:		
Aliyah 2 - SHENI:	(Reserved for Congregation)	
Verses:		
Torah Reader:		
Aliyah 3 - SHELISHI:	1.	
	2.	
	3.	
	4.	
Verses:		
Torah Reader:		
Aliyah 4 - REVII:	1.	
	2.	
	3.	
	4.	
Verses:		
Torah Reader:		
Aliyah 5 - HAMISHI:	1.	
	2.	
	3.	
	4.	
Verses:		
Torah Reader:		

Aliyah 6 - SHISHI:	(Reserved for Congregation)	
Verses:		
Torah Reader:		
Aliyah 7 - SHEVII:	1.	
	2.	
	3.	
	4.	
Verses:		
Torah Reader:		
Aliyah 8 - AHARON:	1.	
	2.	
	3.	
	4.	
Verses:		
Torah Reader:		
Maftir:		
Verses:		
Torah Reader:		
Hagbahah:	(must be someone strong enough to lift <i>Torah</i>)	
Gelilah:	(the person who "dresses" the <i>Torah</i>)	
If applicable – Hagbahah (2nd Torah):		
If applicable – Gelilah (2nd Torah):		
Ark Opening, Page 153:	1.	
up to two non-Jewish relatives	2.	
may accompany Jewish ark	3.	
openers for a total of 4 honorees	4.	
Presenter of Gifts:		
Additional Readings that may be assigned		
A Prayer for our Country, Page 148:	(can be read by a non-Jewish Guest)	
A Prayer for Peace, Page 149:	(can be read by a non-Jewish Guest)	
Ashrei, Page 151:	(can be chanted by younger siblings or other children)	
Ein Keloheinu, Page 182:	(can be chanted by younger siblings or other children)	

B'NEI MITZVAH HONORS FOR SHABBAT AFTERNOON

(Mincha, Ma'ariv and Havdalah Services)

To Be Submitted Two (2) Weeks Prior to the *B'nei Mitzvah*

B'nei Mitzvah:		
Parashah:		Hebrew Date:
Honor	English Name of Honoree	Hebrew Name of Honoree <small>i.e.: Name ben/bat Father's name v' Mother's name</small>
Ark Opening, Page 229:	1.	
<i>Up to two non-Jewish relatives may</i> <i>accompany Jewish ark openers</i> <i>for a total of 4 honorees</i>		

Aliyah 1 - RISHON:	1.	
	2.	
	3.	
	4.	
Verses:		
Torah Reader:		
Aliyah 2 - SHENI:		
	2.	
	3.	
	4.	
Verses:		
Torah Reader:		

Aliyah 3 - SHELISHI:		
	2.	
	3.	
	4.	
Verses:		
Torah Reader:		
Hagbahah (must be someone strong enough to lift <i>Torah</i>):		
Gelilah (the person who "dresses" the <i>Torah</i>):		
Ark Opening, Page 232:	1.	
<i>Up to two non-Jewish relatives may</i>	2.	
<i>accompany Jewish ark openers</i>	3.	
<i>for a total of 4 honorees</i>	4.	
Presenter of Gifts:		

THE MITZVAH PROJECT

As a Jewish adult, one is obligated to perform *mitzvot*. There are *Mitzvot Bein Adam LaMakom*-commandments concerning the relationship between a person and God, and *Mitzvot Bein Adam LaHavero*-commandments concerning the relationship between one person and another. One of the requirements for a child to become a *B'nei Mitzvah* is to complete a Mitzvah Project. The project, while focusing on our relationship with one another, should reflect the talents and interests of the student. It is the goal of this requirement that the student will feel empowered by the mitzvah and continue to do the mitzvah beyond the *B'nei Mitzvah*. Below is a partial list of projects our students have performed. Feel free to use this list for inspiration. Set up a zoom/meeting with the Education Director to brainstorm your *B'nei Mitzvah* project.

Bal Tashhit – Not destroying needlessly

- Assessed the recycling program at Adath Israel and educated the teachers and students about recycling while providing every classroom with a recycling bin.
- Cleaned a park by volunteering at Morris Park or Riverbend.

Ha'akhlal Re'evim – Feeding the hungry

- Volunteered at JRA (Jewish Relief Agency) by packing food packages & delivering food
- Helped stack the shelves at the Mitzvah Food Pantry
- Sorted food at Project Share

Bikkur Holim – Visiting the sick

- Made fleece blankets for patients at CHOP
- Volunteered at the Ronald McDonald House

Hiddur P'nei Zakenim – Respecting the elderly

- Visited an assisted living home or nursing home and
 - Played games with the residents
 - Created note cards (using art talent) and helped residents write notes to family/friends
 - Organized a concert (with friends from your band/orchestra)

Pidyon Shevuyim – Redeeming the captives

- Did a letter writing/e-mail campaigns to Congressional representatives
- Attended a rally in support of a cause

Pikuah Nefesh – Saving a life

- Organized a team for a “Run/Walk for the Cure”
- Alex’s Lemonade Stand
- Organized a glove and hat/scarf drive for the homeless
- Read to children in afterschool programs (JCC, Day Care Centers)

Tzaar Ba'alei Hayyim – Not causing pain to animals

- Collected items for a local shelter (blankets, treats, leashes, collars)

Ahavat Yisrael/Ahavat Tziyyon – Supporting our brothers and sisters in Israel

- A number of causes, including some of the values on this list, can be directed to support Israel.

Please note: Due to liability issues and HIPAA: “Health Insurance Portability & Accountability Act” laws, preteens cannot volunteer at animal shelters, the SPCA or many homeless shelters.

FEE SCHEDULE

(Subject to change each year)

I. **B'NEI MITZVAH HOSPITALITY FEE \$1,800**

This fee covers the costs of the flower arrangement for the bimah, the Friday evening Oneg Shabbat and the Basic Shabbat morning *Kiddush* Luncheon. Additional charges would apply for changes/additions to this menu.

II. **FACILITY RENTAL FEES**

Tabas Auditorium evening celebration	\$1,500
Girsh Auditorium evening celebration	\$1,800
Both Tabas and Girsh for evening celebration	\$2,450
Frankel Hall	\$ 750

Saturday evening celebrations must start after Havdalah

III. **SECURITY**

Required for all celebrations of 100 guests or more. Security personnel are hired for a minimum of 4 hours, which is \$175 per guard.

IV. **DAMAGE DEPOSIT**

A valid credit card authorization must be on file, and if there is damage to the facility, charges will be assessed.

V. **SECULAR HOLIDAY WEEKENDS**

A surcharge of \$250 will be added to the total fee if a holiday weekend is requested. However, if your *B'nei Mitzvah* is **assigned** on a holiday weekend, then there will be no surcharge.

VI. **VENDOR RENTALS/LOAD-IN:**

All vendors for *simchas* taking place on Friday evening, Saturday day (Extended *Kiddush*/Lunch), and Saturday evening must load-in on Fridays only no later than 2:00 PM. This includes any delivery that involves furniture, linens, food/catering, sound/lighting equipment, DJ/band equipment, drapery, centerpieces, photo booths, etc. There are no exceptions to this rule.

VII. **ALCOHOL:**

If alcohol will be served at your event, and it needs to be delivered to the synagogue in advance by a congregant or caterer, it should be brought to the synagogue during the week of the event, no later than 2:00 PM on Friday afternoon. All alcohol will be stored in the locked server room. Caterers **must** ask maintenance for the alcohol upon arrival. **Adath Israel will not be responsible for pre-chilling any alcohol.**

Adath Israel Catering Approved Caterers (as of January 2024)

Subject to change. Please contact the synagogue office before contracting with a caterer. *

MOST FREQUENTLY USED FULL-SERVICE CATERERS

DELUXE KOSHER CATERING

7588 Haverford Ave. Philadelphia, PA 19151
215-214-9859, info@deluxecateringphiladelphia.com
deluxecateringphiladelphia.com

LESLIE ROSEN CATERING

215 Ford Road Bala Cynwyd, PA 19004-2807
(610) 660 -0680, Info@RosenCatering.com
www.leslierosencatering.com/about.html

DROP-OFF/CASUAL CATERING (SERVERS MUST BE HIRED IN ADDITION)

HOUSE OF KOSHER

9806 Bustleton Ave, Philadelphia, PA 19115
(215) 677-8100 houseofkosher.com

A LA KARTE CATERING

(484) 278-4101
www.alakartecatering.com

NANA'S KITCHEN (Vegetarian)

Gladys Senderowitsch
109 N. Narberth Ave. Narberth, PA 19072
703-586-3103 nanask.philly@gmail.com
www.nanask.com

SHALOM PIZZA

7588 Haverford Avenue Philadelphia, PA 19151
215-878-1500 www.shalompizzeria.com

NEW YORK BAGEL

Nick Abdullah
7555 Haverford Avenue Philadelphia, PA 19151
215-840-6010 nybagelsinphilly.com

BAKERIES & GOODIES

ACME – NARBERTH KOSHER BAKERY

829 Montgomery Avenue Narberth, PA 19072
610-668-1738

HOMEMADE GOODIES BY ROZ

510 South 5th Street Philadelphia, PA 19147
215-592-9616 homemadegoodiesbyroz.com

INSOMNIA COOKIES (This location only)

199 City Avenue, Bala Cynwyd, PA 19004
(267) 297-2219 / insomniacookies.com

I WANT MOORE BAKERY

220 Krams Avenue Philadelphia, PA 19127
267-225-8498 www.iwantmoorebakery.com

ROLINGS BAKERY

7848 Montgomery Ave, Elkins Park, PA 19027
267-635-5524 www.rolingsthebakery.com

MAGICAL SWEET SHOP

200 White Horse Rd Voorhees, NJ 08043
856-309-1100 magicalsweetshop@gmail.com
www.facebook.com/magicalsweetshopnj

SWEET TRADING COMPANY

733 Montgomery Avenue Narberth, PA 19072
www.thesweettradingco.com 267-935-9294

TASTY TWISTER (PRETZELS & SUCH)

5002 Umbria Street Philadelphia PA 19128
215-487-7828 tastytwisters.com
Not all items are kosher

Asnis Judaica Shop at Adath Israel

250 N. Highland Avenue

Merion Station, PA 19066

610-934-1930 • giftshop@adathisrael.org

Dear Bar or Bat Mitzvah Parents,

A *B'nei Mitzvah* is a joyous occasion for everyone – parents, grandparents, friends, but most of all, our children. The volunteers of the Adath Israel Judaica Shop extend our best wishes to you.

Adath Israel's Gift shop operates under the auspices of the Sisterhood, and one of our major goals is service to the Adath Israel members. It is with this goal in mind that we offer our assistance to you. Whether you are planning a small private celebration or a lavish catered affair, our shop is ready to help you with many aspects of this festive occasion.

The shop offers many religious, educational, gift and party items to make your *simcha* a truly lasting memory. Please stop by and take the time to browse through the shop. Our volunteers will be glad to assist you. We offer a wonderful selection of:

- Tallitot, Tefillin
- Kipot/yarmulkes (all colors and fabrics, plain or imprinted)
- Mezuzahot, Kiddush Cups, Candlesticks, Tzedakah Boxes
- Jewelry
- Books of Judaic interest
- Personalized Memory Boxes
- Parsha Prints, Bookends, personalized stationery
- Candy, mints, nuts
- Kosher Wine

Please stop by with your child and sign up for our *B'nei Mitzvah* Gift Registry or use the form on the next page.

We look forward to seeing you soon. *Mazal Tov!*

For more information, please call 610-934-1930.

Proceeds of the Gift Shop benefit the synagogue

Asnis Judaica Shop Gift Registration

Recipient's Name _____

Phone Number _____

Date of *Simcha* _____

Item Name	Description	Price	Purchase Date	Location of Item
<i>Tallit</i>				
<i>Kiddush Cup</i>				
Yad				
<i>Parsha</i> Print				
Rosenthal Bookends				
Memory Box				
Shofar				
Menorah				
Candlesticks				
Tzedakah Box				
Mezuzah				
<i>Tallit</i> Clips				