

**KOL HALEV**  
**B'NAI MITZVAH PROGRAM HANDBOOK**  
**(Updated July 10, 2020)**

**I. Program Requirements and Expectations**

A. Synagogue Membership

Families must pay yearly membership dues to Kol HaLev to maintain eligibility to enroll children in the B'nai Mitzvah program. Synagogue membership must become active by the time that the child enters the Daled class.

B. Hebrew decoding proficiency

By the end of the second year of Daled class, students must have at least basic proficiency in *decoding* Hebrew: they must be capable of reading unfamiliar words on the page and correctly pronouncing them aloud. Students cannot enter the B'nai Mitzvah program until they can demonstrate this proficiency.

C. Essential Components of Prayer Service

Students must master the following components of the service:

1. The *maftir* (the last three verses) of assigned *parshah*
2. *Tallit* blessing
3. *Aliyah* blessings
4. *Shema*
5. *V'ahavta*

**II. Who does what?**

A. Director

The director reaches out to families to initiate process, helps families to determine appropriate b'nai mitzvah dates, and coordinates the information flows between the scheduler, rabbi, cantor, and families.

B. Cantor

The cantor determines when students are ready to begin studying *trope* (how to chant the *parshah* and blessings), and tutors students in chanting the trope for their *parshah* and blessings, and, if desired, the *haftarah*.

C. Rabbi

The rabbi tutors students to develop their *dvar torah* based on their assigned *parshah*.

**III. B'nai Mitzvah Service Expectations**

A. *Shacharit* (Saturday morning) service at Kol HaLev

B'nai mitzvah represent taking a new position within the community, and are properly considered communal events. Participating in the synagogue service is essential; since Kol HaLev generally gathers weekly only for the 10:00 a.m. *Shacharit* service, that is the preferred time and day for all b'nai mitzvah. Any other arrangement requires the approval of the rabbi, cantor, and director; requests for exemptions will not necessarily be approved.

B. Leading of service and *Dvar Torah*

B'nai mitzvah are expected to lead at least these key parts of the service:

1. The *maftir* (the last three verses) of assigned *parshah*.
2. *Tallit* blessing
3. *Aliyah* blessings
4. *Shema*
5. *V'ahavta*
6. *Dvar Torah* — a commentary on the *parshah*.

C. Kiddush

B'nai mitzvah families must offer at least a light *kiddush* for the community, to immediately follow services that day. At a minimum, the *kiddush* must include wine and bread for the essential blessings, and light refreshments or lunch after.

D. Ushering

B'nai mitzvah families should serve as ushers for the bar/bat mitzvah immediately following their own. This includes such tasks as showing people to their seating areas, handing out prayer books, and setting up the *kiddush* preparations.

#### IV. Covid-19 Conditions and Accommodations

A. Virtual b'nai mitzvah

All of CHC's campus is shuttered through the fall, in compliance with the directives from the Episcopal diocese. No events of any kind can take place there through the fall. It is highly likely that the campus will remain shut for longer than that, although CHC is waiting until it hears unambiguous orders from the diocese. Since the campus is shuttered, we are moving to conduct all b'nai mitzvah scheduled for 2020-2021 as virtual services accessible to congregants, in keeping with the communal purpose of b'nai mitzvah leading the congregation's *Shacharit* service.

B. Alternate locations

Anywhere that you might select as the location of the b'nai mitzvah must provide safe, protected spaces for both religious texts and for the technological equipment necessary to connect the service to congregants logged in. Remember that weather can be fickle.

C. What *parshah* to read?

Students who had to postpone their b'nai mitzvah from their original dates due to Covid-19 restrictions may keep their original *parshah*, even though it may not align with the reassigned date.

D. Virtual participation by clergy

As a necessary measure, the rabbi and cantor will participate in all b'nai mitzvah through virtual means only, and will prepare students accordingly.

E. No ushering or *kiddush* for now

Due to the inadvisability of large gatherings during this time, b'nai mitzvah and their families are exempted from both ushering and *kiddush* responsibilities.

F. Alternate *Torah* scroll

Kol HaLev's only *Sefer Torah* (the Torah scroll) is far too fragile to serve as an itinerant *Torah* for b'nai mitzvah, particularly given the prohibitive cost of repairing or replacing it. For those who wish to approximate the material feeling of reading from the scroll, we can provide a printed (non-official) Torah that can serve that purpose.

**V. Tuition**

Tuition for the b'nai mitzvah program is \$600 for a single student and \$850 for two or more children.

**VI. Space Usage and Fee Schedule**

Under normal conditions when we can congregate in person, the Chapel is available free of charge for b'nai mitzvah, as long as the ceremony is held as part of the usual worship service.

Families who wish to utilize other spaces in the CHC complex for either worship or reception must pay rental fees for those spaces. These rental fees are as follows:

Chapel (outside of normal Kol HaLev worship times):	\$100
Sanctuary:	\$175
Narthex:	\$100
Parish Hall:	\$200

For those who wish to make use of the sanctuary, narthex, and Parish Hall as part of a single event, we are able to offer the three spaces as a bundle for the discounted price of \$375.

Separate from the room rental fees, families must pay a cleaning fee to the CHC sexton. The sexton's basic fee is \$75. For those who opt for the bundled rental described above, the sexton's fee is \$100.