

**CONGREGATION HAR SHALOM BAR/BAT/BRIT MITZVAH MANUAL**

**Your Guide to Becoming
A Bar/Bat/Brit Mitzvah
at Congregation Har Shalom**

**Potomac, Maryland**

**Revised 8/2022**

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## INTRODUCTION

***Shalom!***

*Mazal tov* on reaching this important stage in the Jewish life cycle, as you and your student are looking forward to the celebration of their becoming Bar/Bat/Brit Mitzvah. This is a rewarding and spiritually enriching experience.

Har Shalom developed this manual to help our families plan and experience a beautiful and moving celebration, one that will create a lasting impression on the Bar/Bat/Brit Mitzvah and their family. It is our hope that this *simha* will inspire you and serve as a springboard for increased Jewish communal involvement and meaningful Jewish living.

**What does it mean to become Bar/Bat/Brit Mitzvah?**

According to Jewish law, a person becomes a Bar/Bat/Brit Mitzvah automatically at the age of thirteen, without benefit of ceremony or celebration. At the age of thirteen, and under some circumstances, girls at age 12, a Jewish student becomes obligated to fulfill their responsibilities as a Jew.

The traditional language and practices associated with a Bar or Bat Mitzvah can exclude people who are non-binary, gender fluid, or any gender identity that is not girl or boy. At Har Shalom we are committed to celebrating this rite of passage for all 12 or 13 year olds, regardless of gender. The clergy will work with families so that the language and rituals of this milestone reflect the authenticity and individuality of your child.

A Bar/Bat/Brit Mitzvah celebration at Har Shalom offers the family, the student, and the congregation an opportunity to recognize this important milestone in Jewish life. The Bar/Bat/Brit Mitzvah celebration empowers the family to affirm its connection with the Jewish past and to proclaim its commitment to a Jewish future. Through this celebration, we renew our desire to maintain a tradition that we have inherited, and our expectation that the student will carry on that tradition for future generations.

The heart of the Bar/Bat/Brit Mitzvah celebration is the young person's demonstration of a variety of skills that mark them as ready to participate fully in services. First-time families will marvel at the incredible and immediate spike of self-confidence that follows their student’s completion of the Bar/Bat/Brit Mitzvah service. This experience is truly a transformation for the student and the entire family.

###### What is the role of the Bar/Bat/Brit Mitzvah and family in the service?

At Har Shalom, the student is welcomed into the congregation at a communal service. The service is not designed around the Bar/Bat/Brit Mitzvah; instead the Bar/Bat/Brit Mitzvah assumes a variety of roles in an established, traditional service—roles that they will be able to repeat in future services throughout their life. These roles often include reading from the Torah, chanting the Haftarah, leading prayers, and delivering a D’var Torah speech. In this way, the student’s journey of lifelong participation in Jewish communal life *begins* with their Bar/Bat/Brit Mitzvah.

We know that no text can answer all your questions; please feel free to reach out to us at any time.

*L’Shalom,*

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### PART 1: PLANNING FOR THE *SIMHA*

###### A Typical Schedule

|  |  |
| --- | --- |
| **3 years** | * Attend initial meeting - receive date for Bar/Bat/Brit-Mitzvah, and receive this manual.
* First assessment of Bar/Bat/Brit Mitzvah fee and Kiddush fee.
* Kitchen Manager will contact you to sign up for “Kitchen Klub.”
* Upon scheduling your *simha*’s date, consider using Har Shalom’s Paul Family Social Hall for your Shabbat dinner or party.
 |
| **1-2 years** | * Second assessment of Bar/Bat/Brit Mitzvah fee and Kiddush fee.
* Sign up for another “Kitchen Klub” rotation.
* Regularly attend Shabbat morning services at Har Shalom. Your student will receive 18 Shabbat Service Attendance cards to track their attendance.
 |
| **9-12****months** | * Clergy Assistant will reach out to schedule a meeting with the Synagogue Administrator, to begin planning Kiddush lunch and celebration.
* Clergy Assistant will reach out to schedule weekly lessons with Hazzan for 12 months before the *simha*.
* Lessons with the Hazzan will begin; start practicing with your student, daily.
* Final assessment of Bar/Bat/Brit Mitzvah fee and Kiddush fee.
* Sign up for another “Kitchen Klub” rotation.
* Continue attending services regularly and submitting attendance cards.
 |
| **6-8 months** | * Lessons with the Hazzan continue; practice with your student, daily.
* Sign up for another “Kitchen Klub” rotation.
* Clergy Assistant will reach out to schedule three family meetings with Rabbi.
* Continue attending services regularly and submitting attendance cards.
 |
| **3-4 months** | * 4 months: Family meets with Rabbi to get to know each other and discuss honors to be given to guests during services.
* 3 months: Student meets with Rabbi to begin work on their speech.
* Continue attending services regularly and submitting attendance cards.
 |
| **6-8 weeks** | * Student and Rabbi email to work on speech.
* Finalize catering and room rental plans with Facilities Manager.
* Parents or siblings begin preparation of prayers, Torah readings, D’var, or other selected roles.
 |
| **2-3 weeks** | * Final family meeting with Rabbi to finalize the honors during services.
* Any family member who is speaking during the service should email their speech to the Rabbi for review.
* Coordinate candy purchase with Clergy Assistant.
* If non-congregant family members are reading Torah, they must be approved by the Hazzan.
 |
| **1 week** | * Rehearsal with Hazzan in the Burke Sanctuary – participating immediate family members should attend if possible.
* Deliver kippot and other items to Clergy Office by 2:00 PM on Friday.
 |

#### How is the date selected?

In the end of the Fall semester of your student’s fourth grade year, the Clergy Office will contact your family to begin the process of selecting a date. A questionnaire will provide the Clergy Office with relevant information regarding your date preferences. From these responses, we will select a date to celebrate your *simha*. All the dates will be revealed at a meeting in the spring of the fourth grade year.

The Bar/Bat/Brit Mitzvah ceremony can only be scheduled after your student's 13th Hebrew birthday, which will be provided in the questionnaire. (Under certain circumstances, a Bat Mitzvah ceremony may be scheduled for a girl who is 12 years old.)

Har Shalom is an egalitarian congregation; so we treat all equally in scheduling Bar/Bat/Brit Mitzvah; a student’s sex or gender has no effect or priority for a particular service.

**The Shabbat morning service: a brief description**

The service is comprised of three parts—*Shaharit,* Torah reading and *Musaf*—and lasts about two and a half hours. While the Torah and Haftarah readings provides the principal opportunity for family participation, families (and the student, of course) who are willing and able to learn are encouraged to participate in other parts of the service, such as *P’sukei D’Zimra, Shaharit*, the prayers to remove and return the Torah to the Ark, and the closing prayers.

**Meals and Receptions**

A Kiddush lunch is held for the entire congregation attending the Bar/Bat/Brit Mitzvah ceremony immediately following the service. All who attend services, whether visitors or congregants, share the same meal. The Kiddush can range from a fairly simple buffet to a traditional luncheon. The Bar/Bat/Brit Mitzvah family(ies) is responsible for sponsoring the congregational Kiddush.

***Catering options for the Kiddush***

Catering will be conducted by the synagogue or by approved Kosher caterers, if requested. Please contact the Facilities Manager to discuss details, including menus and payment. Refer to Appendix C for menu options.

### *Hosting your private dinner or party at Har Shalom*

We encourage families to celebrate their *simhas* at Har Shalom. For Friday night dinners and post-*simha* parties held at Har Shalom there are additional cost factors. These are listed at Appendix B.

***Kitchen Klub volunteering***

Parents volunteering in the kitchen helps to keep Kiddush costs down. Volunteers are needed on Friday for food preparation, anytime between 9:30 AM and 2:30 PM; and on Saturday morning, for serving, food preparation, and clean up, between 9:30 AM and 1:30 PM. In the months and year(s) prior to your student’s ceremony, please sign up through www.harshalom.org/kitchenklub and/or speak with the Facilities Manager.

#### What are the cost factors?

This section summarizes and explains the fees, expenses, and other financial obligations that are associated with a Bar/Bat/Brit Mitzvah ceremony.

### *Standard fees and expenses*

* The **Bar/Bat/Brit Mitzvah Fee** is a fixed fee of $1,500, charged to the parents of all Bar/Bat/Brit Mitzvah. This fee supports both staff and facility demands as we prepare to celebrate this *simha* together. This fee also serves as a deposit to reserve the date of your Bar/Bat/Brit Mitzvah on the Har Shalom calendar. The fee is billed in three annual installments.
* **Congregational Kiddush**: As indicated earlier, the Bar/Bat/Brit Mitzvah family(ies) are responsible for sponsoring the Congregational Kiddush which always follows morning services on Shabbat or Yom Tov. This charge covers the cost of the Kiddush for the entire Congregation attending the Bar/Bat/Brit Mitzvah service, including all guests and congregants who regularly attend Shabbat services. On a typical Shabbat morning, there will be about 175 congregants in attendance, in addition to your guests. Other congregants celebrating *simhas* on the date your student celebrates becoming a Bar/Bat/Brit Mitzvah are responsible for paying for their guests.

### *Har Shalom payment requirements*

You are required to be current in all your financial synagogue obligations (including dues, building fund, tuition, and all special fees and expenses as outlined above). Once you are current, a Bar/Bat/Brit Mitzvah date can be scheduled for your student, and you may contract to use synagogue facilities, schedule Bar/Bat/Brit Mitzvah tutoring, and celebrate the Bar/Bat/Brit Mitzvah in the synagogue. Your student’s date and all related activities will be suspended if payments or dues arrangements are not current.

#### How can the service be enriched?

There are several ways in which you can add to the meaning of the service. Some of the available options are described in this section.

#### Family Participation

Involving the family in the Bar/Bat/Brit Mitzvah service demonstrates to the student that the religious service is the primary event of their *simha*. Siblings can learn a new prayer or read Torah. This is also a wonderful opportunity for parents to learn new skills. Many parents choose to learn (or brush up on) how to read Torah trope (cantillation) so that they can read a Torah portion at the service, or better assist their student in practicing their Torah reading(s). Har Shalom offers Adult Education classes that can enrich the parent’s experience in celebrating a student’s Bar/Bat/Brit Mitzvah. Private tutoring is also available for parents; please ask the clergy. See Section 3 for a detailed list of participation options.

#### Acts of Tzedakah

Parents are encouraged to express their thankfulness for the occasion through an act of *tzedakah*, some of which are appropriate for mention or presentation at the service. The Rabbi, Hazzan, or Clergy Assistant can offer additional suggestions in keeping with the family’s interests.

#### Bar/Bat/Brit Mitzvah Project

We encourage each student to contribute to the community at large by volunteering their time or resources. Please consult with the Rabbi, the Hazzan, or Ruth Szykman about Bar/Bat/Brit-Mitzvah projects.

#### Decorations and Candy

The family may provide flowers for the Ark *bimah* and decorations for the Paul Family Social Hall. Flowers and decorations must be delivered to the synagogue by 2:00 pm on Friday before the Bar/Bat/Brit Mitzvah. If you wish to use one of our dried flower arrangements to decorate the *bimah*, please contact our Facilities Manager.

It is a tradition for the congregation to gently toss candy to shower the Bar/Bat/Brit Mitzvah student with sweetness when they complete their *aliyah*. If you choose to do this, please prepare ahead of time by arranging for two or three students to distribute the candy, so that your guests will be prepared at the appropriate time.

In order to minimize injury and keep *kashrut*, Har Shalom will only allow Sunkist Fruit Gems, which may be purchased from the Clergy Assistant, to be thrown.

##

## PART 2: PREPARING YOUR STUDENT

## How are skills taught?

***Religious School: Har Shalom's program for group instruction***

For students who do not attend a Jewish day school, enrollment in Har Shalom Religious School is required. The primary role of the Religious School is to familiarize your student with significant aspects of our Jewish heritage; a secondary role is to train your student in particular skills used in congregational services. If there are extenuating circumstances, please speak to us and we will work with your family.

***Tutoring with the Hazzan: Har Shalom’s program for individual instruction***

The synagogue will provide approximately twelve months of weekly individual 30-minute lessons with the Hazzan before the Bar/Bat/Brit Mitzvah date. Parents are contacted by the Clergy Assistant to arrange this schedule of instruction.

The material covered in these individual lessons is prioritized and taught sequentially; a student must demonstrate proficiency in each skill before they are allowed to begin learning the next skill set. The material, in priority order, consists of the following:

* Review of basic Jewish skills with which all Bar/Bat/Brit Mitzvah should be familiar, including Hebrew reading, prayers, Torah trope, and Haftarah trope. Some, but not all, of the prayers your student has learned may be chanted by them during the Bar/Bat/Brit Mitzvah weekend.
* Preparation of the student's specific Torah and Haftarah reading and associated blessings.
* Additional Torah readings, and/or preparation to lead parts of the service. The Bar/Bat/Brit Mitzvah is encouraged to do as much as they are able and interested in doing. From the first meeting with the Hazzan or at any later time that the student expresses an interest, they should inform the Hazzan of any particular prayers in the service that they would like to lead. Of course, a Bar/Bat/Brit Mitzvah will only chant or lead prayers that have been adequately learned.

***Reports to Parents***

We use Google Docs to keep you updated of all that your student is learning. A link will be emailed to the parent during the first meeting with the Hazzan. In addition, we encourage parents to attend tutoring sessions, sitting in the office with the Hazzan or just outside.

***Daily Practice***

Daily practice is critical to acquiring proficiency and ensuring that the student will feel successful at their Bar/Bat/Brit Mitzvah. It is important that the student devotes a minimum of 30 minutes per day at home to studying trope, Torah/Haftarah chanting, and prayers.

***D’var Torah speech***

In addition to the preparation of these skills, each student delivers a D'var Torah (speech) during the service. The Rabbi will assist in clarifying the Torah reading and reviewing the speech. The D'var Torah is intended to be the product of the Bar/Bat/Brit Mitzvah's own efforts. Parents can be helpful in this process by taking notes as the student explains the Torah reading and offering several rehearsal opportunities at home. Parents are asked to introduce the Haftarah in a speech (D’var Haftarah) during the service, which the Rabbi will review.

##### **Study Materials**

##### The Congregation provides materials that assist the student in their studies. These include:

* A recording of basic Bar/Bat/Brit Mitzvah skills, with accompanying booklet. This can also be found online, for download, at [www.harshalom.org/bnaimitzvah](http://www.harshalom.org/bnaimitzvah).
* Translations and commentaries of Torah and Haftarah readings.
* Other materials, as needed, including a recording of the student’s Torah and Haftarah readings. The Clergy Assistant can lend you a *Siddur, Etz Hayim Humash,* etc.

#### What can parents do to help?

Preparations for the Bar/Bat/Brit Mitzvah ceremony require a substantial amount of your student's time and effort, and may involve the rescheduling of other normal activities. Parents play an essential role in fostering a positive attitude by showing their continued support and enthusiasm for their student's Jewish studies. With the support of parents, the celebration can become a positive, creative, and authentic Jewish experience. Some suggestions follow…

***Attend services regularly:*** Make synagogue attendance part of your family’s normal weekend schedule. In addition to familiarizing you and your student with our service, traditions and melodies, you convey to your student the message that Jewish life is more important than just the celebration of the Bar/Bat/Brit Mitzvah, and that the service as well as the Bar/Bat/Brit Mitzvah reception has meaning and value for you. The current requirement for minimum service attendance is to attend 18 Shabbat morning services in the 18 months preceding the date of their *simha*.

***Encourage your student:*** You can help your student by taking an interest in the content of your student's studies, monitoring their progress, and especially by listening to rehearsals of prayers, their Torah and Haftarah readings and their D'var Torah. You do not need to be fluent in Hebrew or familiar with every prayer; your encouragement and willingness to listen are more important. Practicing in front of you and other family members will help your student to gain the skills and confidence to chant proficiently in front of the congregation.

***Enhance Judaism in your home:*** You can also support your student by allowing them to take on as much responsibility as possible, and by taking on educational challenges yourselves. A student’s upcoming Bar/Bat/Brit Mitzvah can be a wonderful opportunity for parents to show their support and interest by learning new skills. An additional way of highlighting the centrality of Jewish life during the period of preparation is to enhance the rituals in your home. The clergy can help you enhance your observances – just ask! You might also look for gifts that symbolize Jewish maturity, such as a *tallit*, *tefillin,* a *yad* or a *shofar.*

#### What happens after the Bar/Bat/Brit Mitzvah?

Bar/Bat/Brit Mitzvah is just the beginning. Following their becoming a Bar/Bat/Brit Mitzvah, one can demonstrate their commitment to the Jewish community in the following ways: continuing religious education, reading Torah & leading prayers, youth group membership, and becoming a member of the Yad Squad, which is accomplished by reading Torah five times at Har Shalom.

## PART 3: STUDENT & FAMILY ROLES DURING THE SERVICE

The Bar/Bat/Brit Mitzvah's participation will be commensurate with their Jewish commitment, attitude, and skill. We stress the student’s quality, not only the quantity, of their participation, and expect that family members will also prepare diligently for any roles they wish to undertake.

The decision on the extent of participation by a Bar/Bat/Brit Mitzvah and their family will be made by the Rabbi and the Hazzan in consultation with the family. There are three important considerations that will influence their decision:

* The participation of the Bar/Bat/Brit Mitzvah and their family must conform to a standard of quality and personal commitment that provides the congregation a meaningful service.
* The Bar/Bat/Brit Mitzvah and their family sharein leading the congregation, leaving room for other members’ *simhas* and participation.
* The service will not be unduly lengthened or reconfigured.

Family and extended family are encouraged to read from the Torah. The family should discuss this participation at an early meeting with the Hazzan or Rabbi, well in advance of the *simha*. This advance planning will both afford the participants sufficient time to prepare and also prevent the duplication of readers.

Guests who are participating in services, either by chanting from the Torah or by leading prayers must be vetted by the Hazzan no later than one month prior to the *simha*.

The text of any remarks, introductions, or speeches by parents or anyone else must be submitted to the rabbi by the Wednesday prior to the Bar/Bat/Brit Mitzvah.  If the Rabbi does not receive an advanced copy of these remarks, introductions, or speeches, then the parent (or other speaker) will not be invited to speak during the service.  The Rabbi reserves the right to request changes or revisions to any remarks, introductions, or speeches intended to be given publicly in the synagogue.

#### Importance of preparation by family members and guests

As discussed earlier, the Bar/Bat/Brit Mitzvah will receive education and training to prepare for their role in the service. It is equally important for family members and other included guests to prepare for their assigned roles. To that end, the family honors that are described in this section should be assigned in advance, and participants should be encouraged to seek help in preparing for their parts, either from their own clergy or by contacting the Hazzan. It is important for family honors to be practiced before the Bar/Bat/Brit Mitzvah service. This benefits not only the congregation, but also ensures the comfort of the participant and avoids embarrassment that may otherwise unnecessarily arise.

All guests in attendance during the Bar/Bat/Brit Mitzvah service should be aware of and willing to abide by Har Shalom’s ritual dress requirements. We request that all individuals dress modestly, recognizing that they are attending a religious service. When in doubt, err towards a more conservative dress code. Please review Part 4 (p. 11) and share this information with your guests.

**Kabbalat Shabbat – the Friday night service**

Every Bar/Bat/Brit Mitzvah is required to attend services on the Friday evening prior to their *simha*. We hope the student will be able to recite the Friday night Kiddush. Other prayers are available for the student, if they are willing/able to lead them.

### Participation by Bar/Bat/Brit Mitzvah & Family

|  |  |
| --- | --- |
| ***Kiddush* prayer during Kabbalat Shabbat (Friday night service)**  | Optional but encouraged |
| **Tallit presentation** | parents or grandparents |
| **Ark opening & closing during Torah removal** | 3-6 family members |
| **D'var Torah speech**1 | ✔ |
| ***Aliyot* (parents, grandparents, family/friends who are Jewish)** | 3 |
| ***Sheptaranu* prayer** | ✔ |
| **Torah reading (if family members are interested, speak w/clergy)**  | ✔ |
| **Bar/Bat/Brit Mitzvah Torah reading and *aliyah*** | ✔ |
| ***Sheheheyanu* prayer & hold tallit over student’s head** | parents |
| **Candy throwing** | Optional |
| ***Ashrei* prayer** | Family members |
| ***Gelilah*2 (wrapping the Torah)** | 1 family member |
| **D’var Haftarah speech**1 | ✔1 |
| **Bar/Bat/Brit Mitzvah Haftarah reading** | ✔ |
| **Ark opening & closing during Torah return** | 3-6 family members |
| **Prayer for Community (English – can be read by non-Jew)****Prayer for Country (English - can be read by non-Jew)****Prayer for Israel (Hebrew)****Prayer for Peace (English - can be read by non-Jew)** | 1 person/couple1 person/couple1 person/couple1 person/couple |
| ***Ein Keloheinu, Alenu, Adon Olam, Kiddush*** | Student & family members |

**Notes:**

**For copies of any of the prayers, please ask the clergy or Clergy Assistant**

1. For a single *simcha*, the Bar/Bat/Brit Mitzvah will give a D'var Torah; a parent may deliver the D’var Haftarah. For a shared *simcha*, one Bar/Bat/Brit Mitzvah will give a D’var Torah; the second will give a D’var Haftarah. Please see p. 10 regarding the deadline for review.
2. *Hagbah* (lifting the Torah) is assigned by the clergy.

## PART 4: RITUAL GARMENTS, CUSTOMS, AND GUEST GUIDELINES

#### Ritual garments and customs

All congregants and guests are encouraged to wear a head covering—***kippah***—whenever they are in the synagogue building.

* Individuals identifying as males are required to wear a *kippah* at all times.
* Individuals identifying as females are encouraged to wear a head covering when they participate in any honor.
* Many families choose to purchase new customized *kippot* for the congregation and their guests in honor of their student’s becoming Bar/Bat/Brit Mitzvah. If you do, please drop them off in the Clergy Office during the week prior to the *simha*.

All Jewish congregants and guests (age 13 and older) are encouraged to wear a***tallit*** at services.

* Every Bar/Bat/Brit Mitzvah should wear a *tallit* at their service.
* It is encouraged that all congregants and guests wear a *tallit* at the time of an assigned *aliyah* or other Torah honor, and then for the remainder of the service.
* *Tallitot* are available at all services.
* *Tallitot* are not worn on Friday evening, with the exception of the person leading services.

#### Guests

Guests of all religious backgrounds are welcome at Har Shalom's services. Even if they are Jewish, your guests may be unfamiliar with Har Shalom’s customs and requirements and may appreciate some advance information. You may wish to include an insert in the Bar/Bat/Brit Mitzvah invitation, with some of the requirements in this manual. Please inquire with the Clergy Assistant, who can email you several samples.

Congregants and guests should dress in a manner that is respectful of the sanctity of religious services.

You should inform your guests of the schedules for the appropriate services:

* **Friday evening services:** 6:30 PM - 7:30 PM (during Daylight Savings Time, March-November) and 6:00 PM – 7:00 PM (after Daylight Savings Time, November-March)
* **Shabbat morning services:** Saturday from9:30 AM - approximately 12:00 PM

Invite your guests to take their seats near you in the front-left part of the Sanctuary. The family may greet guests before services, but please be seated at the start of services, and avoid further social greetings until the Kiddush lunch that follows the service.

Please do not bring gifts into the sanctuary; on Shabbat and Yom Tov, gifts should not be brought into the synagogue building.

Smoking is prohibited in the sanctuary or in any other part of the building; smoking is not permitted on synagogue grounds on Shabbat.

**All electronic devices are to be turned off in the synagogue building on Shabbat**. If carried, they must be turned off before entering the building. If you or your guests have any questions before or during your visit, please don’t hesitate to ask a greeter, staff member, or the clergy.

Pictures and videos may not be taken at the synagogue before, during, or after the service. The family may schedule a photographic session preceding the Bar/Bat/Brit Mitzvah by contacting the Facilities Manager. It is advisable to schedule the session in advance, preferably before or after the rehearsal, to ensure that the sanctuary will be available.

## APPENDIX A: GLOSSARY OF TERMS

**Ark** – The beautifully decorated cabinet at the front of the sanctuary that holds the congregation’s Torah scrolls.

***Aliyah* (pl. *aliyot*)** - The "going up" of a worshipper to the bimah (raised platform in the center of the Congregation) in order to recite the blessings before and after the reading of a portion of the Torah. The person selected for this role is called an oleh/olah (m./f.).

**Bar/Bat/Brit Mitzvah —** A person who has attained the age of religious maturity. A person automatically becomes a Bar/Bat/Brit Mitzvah at age 13, and under some circumstances, girls at age 12.

***Bimah*** - The raised platform from which the Torah is read. At Har Shalom, the bimah is placed in the midst of the Congregation.

**Challah** - A tasty, braided loaf of egg bread, traditionally used to begin a meal on Shabbat and Jewish holidays.

**D'var Torah** – a short speech given by the student, explaining the Torah reading, highlighting a theme that is meaningful to them, and presenting a message for the larger community.

**D'var Haftarah** - a short speech given by the student’s parent, explaining the Haftarah reading, highlighting a theme that is meaningful to their family, and presenting a message for the larger community.

***Gelilah*** - The honor of rolling up and dressing the Torah scroll after it has been read.

***Haftarah*** - The section of the book of Prophets read following the reading of the Torah.

***Hagbah*** - The honor of raising the open Torah scroll so that it may be seen by the Congregation after it has been read.

***Havdalah*** - A short series of prayers recited at the conclusion of Shabbat or a festival to distinguish those special days from the ordinary day that follows.

**Kabbalat Shabbat** - The Friday evening service that welcomes Shabbat.

***Kashrut*** - Rules regarding what is Kosher, i.e., ritually fit for eating.

**Kiddush** – (1) Sanctification; hence the praises to God recited before drinking a cup of wine while ushering in Shabbat or Yom Tov; (2) the reception that takes place after Shabbat and Yom Tov morning services when food is served to the congregation.

***Kippah* (pl. *kippot*)** - A skull-cap; a yarmulke; head covering.

***Ma'ariv*** - The evening prayer service.

***Minha*** - The afternoon prayer service.

***Mitzvah* (pl. *mitzvot*)** - A divine commandment; Jewish ritual or ethical obligation.

***Musaf*** – The additional service that takes place on Shabbat, Yom Tov and Rosh Hodesh, following the Torah service.

***Parasha* -** One of the weekly portions of the Torah in the yearly cycle of readings; to be read on a particular Shabbat.

***P'sukei D'Zimra*** – The introductory "warmup", a collection of Psalms recited before the Shaharit service.

***Rosh Hodesh*** - The beginning of a Jewish lunar month.

**Shabbat (pl. Shabbatot)** - Sabbath; Saturday. Shabbat begins at sundown on Friday evening and ends after sundown on Saturday night. Shabbat religious services include:

* Friday evening service: Kabbalat Shabbat and Ma’ariv;
* Shabbat morning service: Shaharit/Torah/Musaf;
* Shabbat afternoon service: Minha; and the final brief ceremony following Minha and
Ma’ariv, called Havdalah, which marks the conclusion of Shabbat.

***Shaharit*** - The morning service which follows *Psukei D’Zimra*.

***Sheheheyanu*** - A prayer of thanksgiving. (Recited by all members of the Bar/Bat/Brit Mitzvah’s extended family at the central service.)

***Sheptaranu*** - A prayer recited by parents of a Bar/Bat/Brit Mitzvah expressing thanks that their student now is responsible for their own religious behavior.

***Shofar*** - The horn of an animal, used as a trumpet.

***Siddur* (pl. *Siddurim*)** – A prayer book.

***Simha*** - A joyful celebration; frequently used in this manual to describe the Bar/Bat/Brit Mitzvah celebration.

***Tefillin*** – Leather prayer boxes containing four scriptural passages strapped to the arm and forehead, signifying allegiance to God with body and mind; worn only during morning services on days other than Shabbat and Yom Tov.

***Tallit* (pl. *tallitot*)** - A prayer shawl with fringes (*tzitzit*) and a neck piece (*atara*).

**Torah Portion** - A parasha, i.e., one of the sections of the Torah, in the yearly cycle of readings, to be read on a particular Shabbat. (Har Shalom is on a triennial cycle, and therefore reads one-third of the traditional parasha each week.) Also, one of the several divisions of a parasha read for a single aliyah.

**Torah Service** – The ceremony for removing the Torah scroll from the ark, the reading of the Torah and the returning of the Torah to the Aron HaKodesh. On Shabbat and Yom Tov mornings, it includes the reading of the Haftarah.

**Trope** - The melodic chant patterns used in the reading of any of the books of the Bible during services. The chant varies based on the book (Torah, haftorah, other scrolls) and the occasion for the service (special Trope is used for some holidays).

***Tzedakah*** – Literally "justice" or "righteousness," usually translated as "charity."

***Yad*** - (Literally, "hand") A pointer, the end of which is commonly shaped as a hand, used to keep the place during the reading of the Torah.

***Yom Tov*** - A Jewish holy day. In particular, as used in this manual, a term that designates the beginning and ending days of a festival week (the "primary days") from the less restrictive intermediate days. (Sukkot, Pesah and Shavuot.)

## APPENDIX B: BAR/BAT/BRIT MITZVAH FEES AND COSTS

**Bar/Bat/Brit Mitzvah Administrative Fee:** $1,500 per student

###### Catering:

Parents of a student who have scheduled a Saturday morning Bar/Bat/Brit Mitzvah are required to sponsor a Kiddush after the service.

 **Kiddush:**

* Synagogue Kiddush options starting at $1,750
* If using an outside caterer – $250 to the synagogue plus costs to outside caterer (you need to plan to include 175 congregants in your final count)
* If using Har Shalom to cater your Kiddush, $1,500 will be billed in advance, over 3 (three) years, to help alleviate the cost of Kiddush at the time of the event. This amount will be subtracted from the final cost of the Kiddush bill.

###### Social Hall Rental for Reception / Party:

###### $4000, which includes a police officer, tables, dance floor, chairs, on-site contact person.

###### Shabbat (Friday Night) Dinner:

* $250 room rental (includes set up and paper goods) for up to 50 people. Every additional 50 people will incur an additional charge of $150.
* You are responsible for ordering your own food; the Kitchen Manager can help if needed.

## APPENDIX C:

## KIDDUSH AND IN-HOUSE CATERING MENU

## 2020 Standard Dairy Kiddush\*

|  |  |  |
| --- | --- | --- |
| ***Silver: $10 per person*** | ***Gold: $12 per person*** | ***Platinum: $15 per******person*** |
| Mini Bagels | Full-sized Bagels | Full-sized Bagels |
| Cream Cheese | Cream Cheese | Cream Cheese |
| Tuna Salad | Tuna Salad | Tuna Salad |
| Gefilte Fish withHorseradish | Gefilte Fish withHorseradish | Gefilte Fish withHorseradish |
| Pita and Hummus | Pita and Hummus | Pita and Hummus |
| Olives and Pickles | Olives and Pickles | Olives and Pickles |
| Pizza Bagels | Pizza Bagels | Pizza Bagels |
| Assorted Cut Fruit | Assorted Cut Fruit | Assorted Cut Fruit |
| Assorted Cut Vegetables | Assorted Cut Vegetables | Assorted Cut Vegetables |
| Assorted Desserts | Assorted Desserts | Assorted Desserts |
| Challah | Challah | Challah |
| Grape Juice and Wine | Grape Juice and Wine | Grape Juice and Wine |
| Coffee, Tea, Water,Lemonade | Coffee, Tea, Water,Lemonade | Coffee, Tea, Water,Lemonade |
|  | Egg Salad | Egg Salad |
|  |  | Whitefish Salad |
|  |  | Lox Spread |
|  |  | Kugel |

## Standard À La Carte Items:

|  |  |  |
| --- | --- | --- |
| **Item** | **Options** | **Cost** |
| **Lox** |  | $2.00 per person |
| **Herring** | Cream or Wine Sauce | $1.00 per person |
| **Kugel** | Noodle (pareve or dairy),Broccoli, Potato | $1.00 per person |
| **Lettuce Salads** | Garden, Spinach, Caesar | $1.00 per person |
| **Side Salads** | Cucumber, Israeli, Pasta, Bean, etc. | $1.00 per person |
| **Ice Cream Sundae Bar** |  | $1.00 per person |
| **Full Sheet Cake** | Chocolate, Yellow, orMarble Cake; Chocolate or White Icing | $75 flat rate |

## 2020 Premium Meat Kiddush\*

|  |  |  |
| --- | --- | --- |
| ***Silver: $12 per person*** | ***Gold: $14 per person*** | ***Platinum: $20 per******person*** |
| 6 foot deli sub | Deli platters: Turkey, CornedBeef, Roast Beef, Pastrami | Schwarma Platters |
| 6 foot tuna sub | Rye Bread and Challah Rolls | Falafel Platters |
| 6 foot veggie sub | Potato Chips | Pita |
| Potato chips | Tuna Salad | Assorted Israeli Salads,Sauces, and Garnishes |
|  | Egg Salad | Tuna Salad |
| 2 Side Salads (coleslaw, potato salad, Israeli salad, health salad, pasta salad, etc.) | 2 Side Salads (coleslaw, potato salad, Israeli salad, health salad, pasta salad, etc.) | Egg Salad |
| Pickles | Pickles | Pickles |
| Assorted Fruit | Assorted Fruit | Assorted Fruit |
| Assorted Desserts | Assorted Desserts | Assorted Desserts |
| Challah | Challah | Challah |
| Coffee, Tea, Water,Lemonade | Coffee, Tea, Water,Lemonade | Coffee, Tea, Water,Lemonade |
| Grape Juice and Wine | Grape Juice and Wine | Grape Juice and Wine |

##### \*Prices subject to change

##### Notes:

##### All Kiddush menus can be customized upon request

##### Include 175 congregants in your final count