

# **B'nai Aviv The Conservative Synagogue of West Broward**



## **Bar/Bat Mitzvah Parents' Handbook**

**A publication of:**

**The B'nai Aviv Ritual Committee  
1410 Indian Trace  
Weston, Florida**

**[mitzvah.bnaiaviv.org](http://mitzvah.bnaiaviv.org)**

**December 2023 Edition**

**PLEASE NOTE: THIS HANDBOOK IS DESIGNED TO BE  
PRINTED DOUBLE-SIDED.**

**PLEASE HELP PROTECT OUR ENVIRONMENT.**

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# Introduction

## ***What Is a Bar Mitzvah or Bat Mitzvah?***

Part of the covenant into which every Jew enters, during their *brit milah* or baby naming shortly after their birth, is the responsibility for fulfilling all of the commandments (in Hebrew: *mitzvot*) that are described in the Torah. Since infants and young children are neither physically nor intellectually equipped to do so, the parents of the child take on these responsibilities on their child's behalf until the child reaches the age that they are capable of doing so for themselves.

The terms 'Bar Mitzvah' (literally translated as "son of the commandment") and 'Bat Mitzvah' (literally translated as "daughter of the commandment") refer specifically to the rite of passage where Jewish children reach the age when they take over from their parents the responsibility of fulfilling the commandments. With or without a ceremony, one automatically becomes responsible for fulfilling the *mitzvot* when they come of age. Therefore, a child is not "Bar/Bat Mitzvah**ed**," and one does not "**have** a Bar/Bat Mitzvah." Rather, the child **becomes** a Bar/Bat Mitzvah. The plural term is "B'nai Mitzvah", which refers to more than one Bar/Bat Mitzvah child of either gender.

While no formal ceremony is necessary for a person to become a Bar/Bat Mitzvah, it is customary to commemorate this turning point in the life of a Jewish child with a religious ceremony. This provides the Bar/Bat Mitzvah with an opportunity to exercise their new rights as full members of the Jewish community by receiving their very first *aliyah*, by leading the congregation in several prayers, and often as well by reading from the Torah and Haftarah.

The Bar/Bat Mitzvah program at B'nai Aviv is designed to thoroughly prepare each student, not only to be ready for this commemoration ceremony, but also to be able to understand and fulfill his or her responsibilities and commitments for living a meaningful life as a member of the Jewish community.

# Bar/Bat Mitzvah Requirements

## ***Family Membership and Financial Standing***

Your family must be members in good standing of B'nai Aviv, and all prior financial obligations to the synagogue must be paid in full at least 60 days prior to the Bar/Bat Mitzvah date (i.e. membership dues, building fund, religious school tuition, etc.). It is important to keep all of your B'nai Aviv financial obligations (and in particular, your membership) up to date during the Bar/Bat Mitzvah training period. Tutoring will be suspended if a membership is allowed to lapse and will not resume until the membership is fully reinstated. This can cause unnecessary pressure on the student because they will need to bunch up their lessons to “catch up” on the tutoring time lost during the lapsed period. **Please remember that the entire portion of the Bar/Bat Mitzvah Fee that comprises tutoring fees is non-refundable.**

## ***Religious School Attendance***

Attendance at B'nai Aviv Religious School (or a local Jewish Day School) is required for a minimum of five years. Attendance through the end of the 7<sup>th</sup> grade school year is expected, regardless of the date of the Bar/Bat Mitzvah ceremony. For those students who enroll in our Religious School after the third grade, an appropriate program of study will be established by the Educational Director. In certain cases, the Bar/Bat Mitzvah ceremony may have to be delayed beyond the student's thirteenth birthday if these requirements are not fulfilled.

## ***Readiness Proficiency Evaluation***

All Religious School students will be evaluated on an ongoing basis on their readiness for the initial stages of preparation for their Bar/Bat Mitzvah. At that time, if it is felt that a student may encounter difficulties because of their level of proficiency, we will inform the parents that more focus is necessary in this area. In some cases, additional personal tutoring may be recommended.



## Synagogue Services

### Attendance Requirements

Regular attendance at services at B'nai Aviv is a vital requirement of the Bar/Bat Mitzvah program. Regular attendance dramatically increases each student's level of confidence and lessens the level of anxiety as their own Bar/Bat Mitzvah date approaches, by familiarizing the student with the synagogue, the service, and with the congregants who attend on a regular basis. It also allows them to become more comfortable with the structure and content of the service, as they observe the variety of Bar and Bat Mitzvah services and participants. Periodically students will be asked to help lead these services, which will further enhance their abilities.

**During the nine-month period prior to their Bar/Bat Mitzvah date, each student is required to attend at least two (2) synagogue services at B'nai Aviv per month, consisting of at least one Friday evening service and one Saturday morning service each month. During the month immediately before the Bar/Bat Mitzvah service, the student should attend *every* Saturday morning service.**

All Bar/Bat Mitzvah students who *exceed* their requirement of attendance at 18 B'nai Aviv services, *and* who successfully graduate 7<sup>th</sup> grade of Religious School, will have their names inscribed on the **Bar/Bat Mitzvah All-Stars** plaque that is displayed in the synagogue lobby.

Regular attendance at Shabbat morning services during the year before the Bar/Bat Mitzvah date is also expected for the *entire* family. This will ensure parental familiarity with the service and will also set a good example for your child. Please make it a point to attend Shabbat Services at least once a month during the six-month period prior to your child's Bar/Bat Mitzvah date.

**Please note that attendance at non-Shabbat services, services at other synagogues, and services at Jewish summer camps such as Camp Ramah, does *not* count towards these service attendance requirements.** In general, we strongly encourage attendance at religious services wherever and whenever anyone has the opportunity to do so, regardless of the location or day of the week. However, the specific purpose of our Bar/Bat Mitzvah Program service attendance requirement is to ensure that our students have in-depth familiarity with the specific content and structure of the Friday and Saturday B'nai Aviv services that they themselves will lead. Obviously, this can only be achieved by attending those specific services, and doing so at B'nai Aviv. It is also for this reason that High Holy Day services at B'nai Aviv do *not* count toward the service attendance requirement.

## Recording Attendance

A card file with each student's name will be kept for attendance records throughout the period of tutoring. For Friday evening and Saturday morning services, cards will be distributed to each Bar/Bat Mitzvah student in attendance at the beginning of each service, and then collected from each ***at the conclusion of the service*** to ensure their attendance is properly recorded.

For the hour-long Friday services, your child must attend the ***entire*** service, beginning to end, in order to receive attendance credit. Although we encourage our students to attend the entire Saturday morning service as well, they must arrive by the beginning of the Torah service at 9:45 A.M. and stay until the end to receive attendance credit.

**Attendance at Friday and Saturday B'nai Aviv services when there are no B'nai Mitzvah ceremonies (including throughout the summer) will count towards the service attendance requirement.** In fact, we strongly encourage students to take advantage of the opportunity to attend as many summer services as possible. As well as being a more relaxed environment, during the summertime there are also a good number of low-pressure opportunities during each service for Bar/Bat Mitzvah students to lead various songs and prayers that are part of the Bar/Bat Mitzvah program. This helps further bolster the students' confidence and comfort level in advance of their own Bar or Bat Mitzvah date.

# Getting Started

## *The Date Selection Process*

The process that is used at B'nai Aviv to schedule the date for your child's Bar or Bat Mitzvah service is as follows:

1. The student's secular birth date is used to identify the Hebrew date on which he/she was born.
2. The secular date during the year the student turns 13 that corresponds to his/her Hebrew date of birth is then found. This is the earliest possible date that your child's Bar/Bat Mitzvah service may be scheduled: your child must have reached his/her 13<sup>th</sup> birthday according to the Hebrew calendar in order to have their Bar/Bat Mitzvah ceremony.
3. Once all of the Hebrew birthdates for a given calendar year are established, the Bar/Bat Mitzvah dates for that year are allocated to Saturday mornings in consecutive order from January 1<sup>st</sup> through December 31<sup>st</sup>. Certain dates are not used for a Bar or Bat Mitzvah service and are therefore skipped. These include **Jewish Holidays that coincide with Shabbat**, and certain weeks blocked off for various synagogue programs, as well as vacation times for the Rabbi and Cantor.

You will be informed of the date assigned for your Bar/Bat Mitzvah service near the end of the 4<sup>th</sup> year prior to the year of your Bar/Bat Mitzvah date (for example, notifications for Bar/Bat Mitzvah dates in 2024 were sent at the end of 2020). At this point, adjustments can be made for legitimate conflicts, as well as to accommodate any Havdalah or alternate Day-of-the-Week requests (see the next two sections below). The dates are then finalized shortly thereafter, at which time a non-refundable deposit of \$200 is required to secure your date. Please see the chapter entitled **Administrative Issues** for more details.

## *The Saturday Morning Bar/Bat Mitzvah Service*

As noted in the *What is a Bar/Bat Mitzvah?* section of the **Introduction** chapter, students commemorate their newly acquired rights and obligations as a full member of the Jewish community during several synagogue services during their Bar/Bat Mitzvah week (for more details, see the chapter entitled **The Week of the Bar/Bat Mitzvah Ceremony**). For most (but not all) of the Bar/Bat Mitzvah students at B'nai Aviv, this all culminates during the weekly Saturday morning service, during which the student leads the congregation in many of the prayers, receives an *aliyah*, reads from Torah and Haftarah, and delivers a brief *D'var Torah*.

During the Date Selection process described above, dates are initially assigned with the assumption that the student will be following the classic path culminating in a Saturday morning Bar/Bat Mitzvah service. If you instead wish to pursue one of the other options described below, please contact us at [mitzvahschedule@bnaiaviv.org](mailto:mitzvahschedule@bnaiaviv.org) for more information.

### ***The Havdalah Option***

Instead of the classic Saturday morning Bar/Bat Mitzvah service, we also offer the option of a very limited number of Saturday late afternoon services. These services (which include Torah readings) begin shortly before sundown and conclude with Havdalah, which marks the official end of Shabbat. These services are usually not shared with other Bar/Bat Mitzvah families, unless by special request of the families involved.

The Havdalah Bar/Bat Mitzvah option is only available for those families who are also holding a Saturday evening party at B'nai Aviv using the synagogue's in-house caterers, since it provides the opportunity to invite their guests to a late afternoon service that begins shortly before sundown and continues immediately after the end of Shabbat with an evening dinner celebration in our Ballroom. Our caterers offer attractive dinner celebration packages that begin as low as \$10,000.

Since the timing of this service varies through the year based on the time that sundown occurs, in order to ensure that your guests are not served dinner at an unreasonable hour, a Havdalah Bar/Bat Mitzvah service is generally a practical option only between the months of October and March inclusive.

For more details on the Havdalah Bar/Bat Mitzvah service option, please refer to **Appendix II, entitled Having a Havdalah Bar or Bat Mitzvah.**

### ***Other Day-of-the-Week Options***

Saturday is not the only option for a Bar/Bat Mitzvah service. In fact, a Bar/Bat Mitzvah service may be held at any service at which the Torah is read, with the exception of Purim, Pesach, Shavuot, Rosh Hashanah, Yom Kippur and Sukkot. Thus, you may choose to have your Bar/Bat Mitzvah on Thursday morning, on Rosh Chodesh (the first day of the Jewish month), or on any of the days of Hanukkah. These services are usually not shared with other Bar/Bat Mitzvah families, unless by special request of the families involved. In particular, Hanukkah can be an attractive option when out-of-town guests are invited, since it often coincides with school winter breaks.

If you are interested in information regarding any of these options, please contact us at [mitzvahschedule@bnaiaviv.org](mailto:mitzvahschedule@bnaiaviv.org).

## ***Having a Bar/Bat Mitzvah Service in Israel***

A number of our congregational families have found it both fulfilling and meaningful to hold a Bar/Bat Mitzvah service in Israel as well as here at B'nai Aviv, by coordinating their plans to coincide with a summer congregational trip to Israel led by the Rabbi. This provides your child with the opportunity to have an *additional* Bar/Bat Mitzvah celebration at the Western Wall in Jerusalem, during a service presided over by the Rabbi, and in the presence of fellow B'nai Aviv congregants. Most summer B'nai Aviv trips to Israel in the past have included at least one family celebrating a Bar/Bat Mitzvah in Israel.

If you are interested in this unique and exciting option, please contact the Rabbi.

## ***Assisting and Supporting Your Child during the Training Period***

Parental involvement is essential to ensure that your child reaches his or her goals. Interest, guidance, and support will help your child acquire a positive attitude and avoid unnecessary stress. The ability of parents to assist their child in learning prayers and chanting Torah or Haftarah varies from family to family. However, even if you are not fluent in the Hebrew prayers, by providing support and the daily structure of practice you will play a critical role in your child's success.

The process upon which you and your child will embark is a serious and challenging endeavor. For most children and families, it means de-prioritizing—and sometimes eliminating—some extracurricular activities, in order to attend Bar/Bat Mitzvah tutoring and practice sessions and to have the energy and time available for daily practice.

## ***Special Family Circumstances***

Please make the Rabbi and Cantor aware of any special circumstances in your family such as intermarriage, divorce, or other sensitive family issues so that they may be responsive to the needs of your extended family. All efforts should be made to focus on the student's needs and to solve any problems without placing the student in the middle. Solutions should be sought that will address everyone's dignity and needs.

In the case of separation or divorce, it can be useful to have copies of study materials at the homes of both parents and, whenever possible, for both parents to be aware of the student's goals and progress.

## ***Interfaith Families***

As a synagogue we commend interfaith couples who raise their children as Jews, and we are sensitive to the unique challenges of parenting a child in a religion different than one's own. We encourage both Jewish and non-Jewish spouses to participate in all parent meetings and programs of family education, and to attend services together. It is particularly vital for those of another faith than their children to better understand Jewish teachings and the significance of Bar/Bat Mitzvah as a life cycle event. Please make sure both the Rabbi and Cantor are aware of the full details of your interfaith family, so that they can counsel you appropriately and be sensitive to the dynamics of your family.

You will find more details on non-Jewish participation in the Bar/Bat Mitzvah service in the **Honors and Service Participation** chapter.

## ***Students Requiring Special Accommodations***

B'nai Aviv Religious School prides itself on its inclusive approach for those who need learning or physical accommodations. We have customized a number of Bar and Bat Mitzvah services for students to help make the experience accessible to all. The program is modified for individuals who currently receive additional services and/or support in their daily educational settings. The curriculum is designed to cover subjects such as: Hebrew Language, Bible, Jewish Holidays, Prayers and Modern Israel. Like all students, students with special needs receive individual tutoring for this milestone event during the year leading up to their Bar/Bat Mitzvah.

## ***Concurrent Adult Education Opportunities***

In order to better understand the importance of the Jewish heritage you wish to impart to your children, we offer a full complement of courses, programs and activities for adults, including individual single-topic classes, a five-session Hebrew Reading Crash Course, and a full Adult Bar/Bat Mitzvah program. Please contact our office for the latest schedule of classes in our Lifelong Learning program. We also offer a course on chanting from the Torah for those who are interested in enhancing their participation in their child's Bar/Bat Mitzvah service. For more details, see the *Learning to Read Your Torah Portion* section of the **Honors and Service Participation** chapter.

# The Learning Process

## *Overview*

The process of preparing for a Bar/Bat Mitzvah begins at the very inception of a student's Jewish education. Throughout the years of Religious School, the students are learning prayers, many of which are part of the Saturday morning service. In the sixth grade of Religious School, the Cantor teaches a series of sessions to introduce the students to the Torah blessings, the Haftarah blessings, the Haftarah Trope (cantillation) and the Musaf service.

## *Parents' Classes*

It's always important to remember that the road to becoming a Bar or Bat Mitzvah is not one that the student travels alone; it's a process that deeply involves the parents as well. In addition to the training the student receives individually, the Rabbi and Cantor also hold a series of four Parents' Classes to allow the parents to prepare for this journey. Parents of all families celebrating a Bar Mitzvah or Bat Mitzvah during the year of their celebration attend these classes together.

The four Parents' Classes are 75-minute-long monthly Sunday morning sessions beginning in the fall two years prior to the year of your Bar/Bat Mitzvah date (for example, classes for Bar/Bat Mitzvah dates in 2024 will begin in the autumn of 2022).

The classes are as follows:

### **Parents' Session 1: Introduction to the Bar/Bat Mitzvah Program**

The meaning of Bar/Bat Mitzvah, introduction to the B'nai Aviv Bar/Bat Mitzvah program, administrative and organizational details, meeting the other families celebrating during your year, frequently asked questions, and distribution of the Bar/Bat Mitzvah Handbook.

### **Parents' Session 2: Overview of the Worship Service**

The various components of a service, how they developed, the meaning of selected prayers, the student's participation, and the honors available to Bar/Bat Mitzvah families.

### **Parents' Session 3: The Story of the Jewish People**

From Abraham to South Florida, the story of the evolution of the Jewish people. Where have we been, how did we get there, and how did we change along the way?

## **Parents' Session 4: The Bar/Bat Mitzvah Lessons**

Simulate your students' experience by experiencing an introductory Bar/Bat Mitzvah lesson. You'll learn the basics of cantillation, why we use trope to chant from the Torah, the origins of the symbols, and the mechanics of how it all works. You'll also learn how you can support your student during their learning process.

### ***Individual Tutorial Instruction***

Students will begin their individualized tutorial instruction approximately ten months prior to the Bar/Bat Mitzvah service. The Cantor supervises all of the B'nai Mitzvah tutors on staff, and personally coaches the Bar/Bat Mitzvah students approximately once a month during this time and more often during the final month before the ceremony.

Please note that, in order to participate in a Bar or Bat Mitzvah service at B'nai Aviv, only our own staff tutors may be used as the primary teachers of your child during the tutoring process. This is necessary in order to allow us to efficiently coordinate and oversee the tutoring sessions, as well as to ensure that our minimum standards of training and service participation are met and that there is a uniform level of skill and proficiency achieved.

As part of the Bar/Bat Mitzvah Fee detailed in the **Administrative Issues** chapter, each student will be entitled to up to 32 individual half-hour tutoring lessons during the twelve-month period prior to their Bar/Bat Mitzvah date. Should your child require more preparation or additional tutoring in order to meet our minimum standards, you will be notified. Tutoring sessions beyond the initial 32 are not covered by the Bar/Bat Mitzvah Fee and will be billed directly to the family. Please remember that the entire portion of the Bar/Bat Mitzvah Fee that comprises tutoring fees is non-refundable.

The times allocated and booked for tutoring sessions are very valuable to both the tutor and the students. We do understand that from time to time a session needs to be postponed. If you need a schedule change or your child becomes ill, please contact the tutor to reschedule the session at least 24 hours in advance. Missed sessions with insufficient (or no) notice will count against the 32 lessons included in the Bar/Bat Mitzvah Fee.



## ***Final Lessons and Meetings***

The student will have **three to five individual** meetings with the Rabbi beginning approximately two months prior to the Bar/Bat Mitzvah date. These meetings will include in-depth discussions about Jewish identity and the meaning of Bar/Bat Mitzvah, an overview and analysis of the student's Torah Portion, and assistance with preparing a *D'var Torah* (words of Torah) to be shared with the congregation during the Bar/Bat Mitzvah service (please see the section entitled *The Bar/Bat Mitzvah Speech (D'var Torah)* of the **Planning the Bar/Bat Mitzvah Service** chapter below for more details). All family members are invited to participate in these sessions with the Rabbi. Around the same time, the parents will also meet with the Executive Director to discuss Bar/Bat Mitzvah logistics, and with the Rabbi to review the various honors to be distributed and which family members or friends will be receiving those honors.

As noted earlier, the student will have *bimah* practice sessions with the Cantor in the months leading up to the ceremony.

Finally, a full Sanctuary rehearsal with the Cantor will be scheduled during the week immediately prior to the Bar/Bat Mitzvah date. For more details, please refer to the *Photography Session / Dress Rehearsal* section of the chapter entitled **The Week of the Bar/Bat Mitzvah Ceremony**.

# Planning the Bar/Bat Mitzvah Service

## *The Student's Role during Services, and Skills Achieved*

We recognize that there are various levels of ability among our students, and we wish to treat each student as an individual. Our general approach is to encourage each student to do as much of the service as he/she is capable of leading. At a minimum however, our expectation is that students will be able to:

1. Conduct the Torah Service
2. Be called to the Torah for an *aliyah* and recite the proper blessings.
3. Chant the blessing before and after the Haftarah.
4. Chant the Haftarah.
5. Prepare a brief speech on the meaning of his/her Bar/Bat Mitzvah.
6. Lead various prayers of the Friday night service.
7. Lead various prayers of the Saturday morning, Saturday afternoon or weekday service, as appropriate to your Bar/Bat Mitzvah date.
8. Read at least one passage from the Torah.

For more details on the usual level of participation in the service, please refer to the sample **Individual Study Plans** in **Appendix III**.

## *The Bar/Bat Mitzvah Week Schedule*

Below is the schedule for the services held during the week leading up to a typical Saturday Bar/Bat Mitzvah service, during each of which the Bar/Bat Mitzvah student plays an important role. Students with a Saturday afternoon or weekday service still participate in the Thursday morning and Friday evening services during the week of their Bar/Bat Mitzvah, as described below. Please see the chapter entitled **The Week of the Bar/Bat Mitzvah Ceremony** for full details.

### **Thursday Morning *Minyan***

The Bar/Bat Mitzvah celebration begins with the **Thursday Morning *minyan***, which is held from 7:30 A.M. to 8:20 A.M. on the Thursday before the Bar/Bat Mitzvah service. During this service, the B'nai Mitzvah are called to the Torah for an *aliyah* for the very first time.

### **Friday Evening Service**

The celebration continues with the hour-long **Friday Evening service** at 6:30 P.M. on the Friday evening before the Bar/Bat Mitzvah service. During this participatory service, the B'nai Mitzvah will be leading the congregation in prayer.

## **Shabbat Morning Service**

The **Shabbat Morning service** begins Saturday *promptly* at 9:15 A.M., and generally ends around noon. You should plan on arriving at the synagogue by 9:00 A.M. at the latest.

## **Shabbat Afternoon (Havdalah) Service**

The starting time of the **Shabbat Afternoon service** will vary during the course of the year, depending on the time of sundown on that particular Saturday. The entire service itself will run approximately ninety minutes. You should plan on arriving at the synagogue thirty minutes prior to the start of the service at the latest.

## ***Invitations to the Religious School Class***

One of the important aspects of your child's sojourn through our Religious School is the socialization and friendships made, many of which last a lifetime. For this reason, we recommend that you give serious consideration to including your student's entire Religious School class when sending out your invitations. The good will that is established in this manner will go a long way towards making each of our students feel that they belong to the B'nai Aviv family. Of course, we do understand that it may not be possible to invite everyone to your celebration. Nonetheless, whether one is invited to the celebration or not, all of our students should feel completely welcome to attend the service of their classmates.

In the case of a double Bar/Bat Mitzvah service, please remember to check to see how many friends your child has in common with the student with whom you're sharing the service. If there is a degree of overlap, you may wish to consider coordinating the timing of your celebration with the family with whom you're sharing, so that the students invited aren't put in the difficult position of choosing which Bar/Bat Mitzvah celebration to attend.

## ***Owning a Kippah, Tallit, Tefillin and Yad***

Every male student should own a *kippah*, a *tallit* and a set of *tefillin* in preparation for their Bar Mitzvah, and parents should make arrangements to purchase or otherwise obtain these vital ritual items for their child well in advance of the Bar Mitzvah date.

Female students also have the option of taking on the obligation of wearing a *kippah*, *tallit* and *tefillin*, and although not required, we encourage our Bat Mitzvah students to do so as well.

Each student will receive instructions and practice putting on *tefillin* during the individual meetings with the Rabbi (see the *Final Lessons and Meetings* section in the chapter **The Learning Process** for details). Any family member who requires a *tefillin* “refresher” is more than welcome to join these meetings as well!

If you are purchasing a set of *tefillin*, please make sure that you have done so at least six months prior to your Bar/Bat Mitzvah date, so that you will have your *tefillin* in time for these training/practice sessions. The Rabbi has made arrangements with a quality manufacturer of *tefillin* in Israel to provide reasonable pricing of their product for B’nai Aviv congregants. There is no obligation to purchase from this source, but if you would like to purchase quality *tefillin* while also supporting an Israeli manufacturer, you will find instructions and an order form in **Appendix III**.

When reading from Torah, readers must take great care not to touch the scroll directly. Instead, readers always use a special silver pointer in the shape of a hand called a *yad*. We have several *yadayim* on the bimah for use by our Torah readers, so it is not necessary for you to purchase one. Nonetheless, parents or other guests of the family often choose to purchase a personal *yad* for the student as a gift, to help commemorate the occasion and to encourage them to continue to use it to read from Torah throughout their life.

### ***The Bar/Bat Mitzvah Speech (D’var Torah)***

Before the Torah is read, each student will deliver a short speech consisting of:

- An explanation of what becoming Bar/Bat Mitzvah means to the student
- An inspiring component of their Torah Portion
- A brief explanation of the Mitzvah Project that was undertaken by the student (see the chapter entitled **The Mitzvah Project**)
- Acknowledgements and expressions of gratitude to the individuals who played an important role in the student’s Jewish upbringing and his/her preparations for the Bar/Bat Mitzvah ceremony.

The Rabbi will assist the student by providing advice and guidelines regarding length and appropriate content, but the parents should also be prepared to assist wherever possible. **The Rabbi must see and approve the final version of the speech at least one week prior to the Bar/Bat Mitzvah date.**

## ***Student's Biography for the Newsletter***

Eight weeks prior to your Bar/Bat Mitzvah date, you must provide to the Synagogue office a brief biography of the Bar/Bat Mitzvah student, along with a digital photograph, to be included in our congregational newsletter. The brief biography should be in *Microsoft Word* format and contain the following information:

- The student's name
- The date of the Bar/Bat Mitzvah service
- The school and grade he/she attends
- Any other pertinent information

## ***Providing a Service Program***

Although many families of Bar and Bat Mitzvahs create a pamphlet-style Saturday Morning service program for the congregation, doing so is purely optional. For those who do choose to provide a program, please note that it is not necessary for the program to include detailed descriptions of the Shabbat service and synagogue etiquette, since B'nai Aviv provides laminated cards at each seat which includes this information (please see **Sanctuary Seat Card** in **Appendix I** for a copy of this card).

The main section of a typical program usually consists of the order of the service (described in varying degrees of detail depending on the family's preferences), including the names of the individuals receiving honors and/or participating in the service. For more details on the service structure, please see the section **Participatory Sections of the Service** in **Appendix I**.

We will arrange to have your programs placed at the entrance to the Sanctuary before services, but in observance of Shabbat you must deliver the programs to the synagogue office by noon on Friday at the latest.

## ***Providing Kippot***

Families are welcome to provide customized *kippot* for their guests and the rest of the congregation. You may provide your own basket to hold the *kippot*, or you may contact the synagogue office and request that a basket be provided for you.

We will arrange to have your basket of *kippot* placed at the entrance to the Sanctuary before services, but in observance of Shabbat your *kippot* and basket must be delivered to the synagogue office by noon on Friday at the latest.

# Honors and Service Participation

## Overview

A Bar/Bat Mitzvah service is not a private ceremony like a wedding. Bar/Bat Mitzvah celebrations occur during regular congregational services, and these services must meet the needs of both your invited guests **and** the rest of the congregation. Other members of the congregation may wish to say *Kaddish*, or a *Misheberach* prayer for the sick, or simply wish to pray. During the course of the Bar/Bat Mitzvah service, we may also make recognition of other families who are celebrating a *simcha* (like an *aufruf* or a baby naming) or are experiencing some other sort of lifecycle event. Additionally, we want to instill in our children a feeling of community; that they are part of the whole Jewish people, and do not live only for themselves and their own celebration.

## Assignment of Honors

During the course of the Bar/Bat Mitzvah service, a number of honors are available to be distributed to the Bar/Bat Mitzvah families. They are:

- a. *Pticha*: opening the ark (occurs twice)
- b. *Aliyot*: reciting the Hebrew blessings before and after a Torah reading
- c. *Torah Reading*: friends and/or family reading the appropriate portion from the Torah
- d. *Hagbah*: lifting the Torah
- e. *Gelilah*: dressing the Torah
- f. *Torah holder*: holding the Torah in the lap during the Haftarah and *Ashrei*.
- g. A Prayer for Our Country
- h. A Prayer for the State of Israel
- i. Singing of *Ein Keloheinu*

Keep in mind that in our synagogue, men and women have equal rights, privileges and obligations. As such all of the above honors can be distributed equally to men or women.

## ***Interfaith/Non-Jewish Participation in the Service***

We recognize that non-Jewish family members or friends may have played a positive role in your family's life. We welcome the participation of interfaith parents in the service as follows:

- Presentation of *tallit* to Bar/Bat Mitzvah
- The Parents' Prayer

We also welcome the participation of other non-Jewish invited guests in the following ways:

- A Prayer for Our Country
- A Prayer for the State of Israel

If you would like further information, please contact the Rabbi.

## ***Details of Honors and Service Participation***

The following briefly describes each of the honors and areas of the Bar/Bat Mitzvah service in which you and your friends and family may participate. You will be expected to provide the Rabbi with a list of the names of these individuals receiving these honors, their relation to the Bar/Bat Mitzvah and (in the case of *aliyot*) their Hebrew names (which includes their father's and mother's Hebrew names as well) during your family meeting with him two months prior to your date. A copy of the Honors Worksheet can be found in **Appendix III**.

### **Ark Openings**

The honor of opening the ark (*Pticha* in Hebrew) involves at least two people. This honor occurs twice during a Saturday morning service: once at the beginning of the Torah Service and once again at the end of the Torah Service. In the usual case of a double B'nai Mitzvah service, the two families will be assigned one ark opening each.

Detailed instructions for each of the ark openings can be found in **Appendix I**. Please feel free to distribute these instructions to your honorees.

### **Aliyot**

On Saturday morning, the Torah reading is divided into seven parts called *aliyot* (from the singular word *aliyah*, meaning "to go up"). An *aliyah* is the honor of being called to the Torah to recite the Torah blessings before and after each reading. In the case of a Saturday service with two B'nai Mitzvah, each Bar/Bat Mitzvah family is entitled to distribute three of these seven *aliyot*. In the case of a Saturday service with only one Bar/Bat Mitzvah, the family is entitled to distribute five of the seven *aliyot*.

Following these seven *aliyot*, there is a brief pause in the Torah readings for a *Misheberach* prayer for the sick, a prayer for Israeli and American soldiers, and the Reader's *Kaddish*. This is then followed by a final Torah reading called the *maftir*, usually (but not always) consisting of a repeat of the last portion of the seventh *aliyah*. The *aliyah* blessings for the *maftir* reading are reserved for the Bar/Bat Mitzvah themselves.

We recommend that any persons being honored with *aliyot* be so informed a few weeks before the service in order to allow them a chance to review (and practice if necessary) the Torah blessings in Hebrew. All people who are being honored with the recitation of the *aliyah* blessing should be prepared to fluently read the blessings. According to tradition, the congregation should be able to hear clearly the recitation of this blessing.

We have an abundance of resources available for this honor:

- Details of the procedure for coming up to the *bimah* for an *aliyah* can be found in **Appendix I**.
- A copy of the *aliyah* blessings themselves can be found in the **Bar/Bat Mitzvah Info** section of B'nai Aviv's website at <http://mitzvah.bnaiaviv.org>.
- Electronic versions of these recordings in **.mp3** format may also be downloaded from the B'nai Aviv website.
- Honorees are welcome to attend any of the student's weekly *bimah* sessions with the Cantor, or to contact the Cantor directly in order to receive some informal tutoring and practice time.

## Assigning Torah Readings to Friends and Family

At B'nai Aviv, we encourage all of our congregants to learn the skill of chanting from the Torah, and to do so at services throughout the year. We actively welcome any family members or friends who are able to chant Torah, to participate in your *simcha* by doing so. We especially encourage parents to take on the challenge of preparing at least one portion of Torah to chant at their child's Bar/Bat Mitzvah service. If you are interested in assigning a reading to a friend or family member who has experience in chanting Torah, please contact our Ritual Director, who schedules the weekly readings (please see **Appendix III** for contact information).



The Torah is chanted (not read) directly from the scroll (which has neither vowels nor trope symbols) and cannot be read from a photocopy or a book (such as a *tikkun*). Those who would chant Torah at services are doing so on behalf of the entire congregation – out of respect for congregational decorum and the sanctity of this task, **relatively recent prior experience and fluency is a prerequisite**. Please ensure that your Torah readers understand this, have had experience in chanting from the Torah, and **please give them enough notice of this honor in advance**, to allow them to devote sufficient time for preparation and practice in order to do so properly. Please also provide them with a copy of the section in **Appendix I** entitled **Guidelines for Reading from the Torah**.

It is necessary for all Torah readers to have a run-through session with the Ritual Director at least one week prior to the Bar/Bat Mitzvah date. This run-through session does *not* have to be on-site at B'nai Aviv (although doing so would allow the reader an opportunity to see the actual Torah script to be used during the service). If it is more convenient to do so, the run-through session can also be done by phone. **Please be aware that if the run-through session does not occur by the one-week deadline, we regret that it will be necessary for us to reassign that Torah portion.**

### **Learning to Chant Your Torah Portion**

Bar/Bat Mitzvah students are taught their Torah portions during their session with their tutor. But if you or any other family member would also like to chant from the Torah during your child's Bar/Bat Mitzvah service but have not done so since your own Bar/Bat Mitzvah, it's easy to re-acquire this skill. Similarly, even if you have *never* chanted from the Torah but have reasonable proficiency in reading Hebrew, you can easily learn to do so.

Each spring, the Cantor holds a Torah Trope course, consisting of six one-hour sessions. Attendees range from recent Bar/Bat Mitzvah celebrants who wish to build on what they have already learned, to adults who want to recapture skills that may have lain dormant for years. At the end of this course (which culminates in an opportunity to read from the Torah at Shabbat services during the month of June), attendees will be able to chant from the Torah on their own!

If you're interested in this exciting opportunity to participate more directly in your child's celebration, please plan ahead in order to enroll in the course during the spring immediately preceding your child's Bar/Bat Mitzvah. The course runs through the middle of June, so please plan accordingly: if your child's Bar/Mitzvah date is also during the spring, you should enroll in the course that takes place the year *prior* to the Bar/Mitzvah. For more information, or to enroll in the Torah Trope class, simply contact the Cantor by the end of February during the year in which you wish to take the course.

Members of our congregation who read at least three different portions over the course of a year are considered to be members of our “Team Torah”. When you become a member of Team Torah, you receive the honor of being able to read from the Torah during the High Holy Days and other Festival services. If you are interested in more details about our Team Torah program, please contact our Ritual Director (please see **Appendix III** for contact information)

Finally, what if you have *never* learned to read Hebrew, but are intrigued at the idea of this level of participation in your child’s *simcha*? You have two options, starting with our annual five-session Hebrew Reading Crash Course, designed to give those who complete the course the ability to read in Hebrew and gain a rudimentary understanding of our prayers in their original language. For a more in-depth option, consider our Adult Bar/Bat Mitzvah classes. This is a two-year program, at the end of which you have your own Bar/Bat Mitzvah service. Some of our members have planned well enough in advance to have a joint B’nai Mitzvah service with their own child! To learn more about the Adult B’nai Mitzvah programs, please contact the Cantor.

### **The Parents' Prayer**

At the conclusion of each Bar/Bat Mitzvah student’s Torah reading, the parents will recite a short prayer that expresses their feelings for their child on this special day. The parents will choose in advance one of the two different prayers available for each gender of student. The Rabbi will coordinate this choice in the usual case of double B’nai Mitzvah services. The text of the Parents’ Prayers can be found in **Appendix I**.

### **Hagbah and Gelilah**

The honor of lifting the Torah is called *Hagbah*, and the honor of then dressing the Torah is called *Gelilah*. These are two separate honors. Upon the completion of the reading of the Torah, one person is called up to lift the Torah off of the reader's stand, and another person rolls it up and replaces its cover. In the case of a double B’nai Mitzvah service, one family will be given the *Hagbah* honor and the other will be given the *Gelilah* honor.

**The person given the *Hagbah* honor must be strong enough to accomplish this task.** Specifically, this means lifting the open Torah and walking with it above their head, to the side of the *bimah*. Even strong individuals may find the procedure somewhat awkward if they have not done it before. Honorees who would like some hands-on instruction and/or practice are welcome to attend any of the student’s weekly *bimah* sessions with the Cantor, the final Thursday rehearsal, or to remain after the Friday evening service.

During the autumn the Torah is particularly heavy on the left side, and during the spring and summer the weight becomes increasingly heavier on the right side. As such, for practical purposes you may wish to consider this and determine whether potential honorees are right- or left-handed.

Detailed instructions for both *Hagbah* and *Gelilah* can be found in **Appendix I**. Please feel free to distribute these instructions to your honorees.

## **Holding the Torah**

The three honorees for *Hagbah*, *Gelilah*, and holding the Torah will all be called to the *bimah* at the same time, at the conclusion of the Torah reading. At the completion of *Hagbah* and *Gelilah* as described above, the Torah is given to the seated Torah Holder, who has the honor of holding the Torah on their lap. This person is usually (but does not have to be) a contemporary of the Bar/Bat Mitzvah (like a younger sibling, or a cousin or friend). This honoree must be at least 10 years old and should be capable of sitting still on the *bimah* while holding the Torah during the Haftarah reading, the Prayer for Our Country, the Prayer for the State of Israel, and the singing of *Ashrei* (approximately 10 to 15 minutes in total).

## **Prayer for Our Country, and Prayer for the State of Israel**

There are two readings in English following the Haftarah: A Prayer for Our Country, and A Prayer for the State of Israel (the latter may instead be read in Hebrew if the honoree prefers). In the usual case of a double B'nai Mitzvah service, each family will be given one of these two readings. Copies these prayers may be found in **Appendix I**. Please feel free to distribute these copies to your honorees.

## **The Prayer of Thanksgiving (Shehecheyanu)**

Following the presentation of *tallit* to Bar/Bat Mitzvah, the Rabbi will ask the families of the B'nai Mitzvah as well as the congregation to join in singing the traditional prayer of thanksgiving (*Shehecheyanu*). The text of this prayer may be found in the **Bar/Bat Mitzvah Info** section of B'nai Aviv's website at <http://mitzvah.bnaiaviv.org>.

## **Ein Keloheinu**

Near the end of the service, the siblings of the B'nai Mitzvah will be asked to come up to the *bimah* to join the B'nai Mitzvah in leading the congregation in the singing of *Ein Keloheinu*. The text as well as .mp3 recordings of this may be found in the **Bar/Bat Mitzvah Info** section of B'nai Aviv's website at <http://mitzvah.bnaiaviv.org>.

## ***Submitting Your Honors List***

It will be necessary for you to complete and submit a form indicating the names of your honorees in advance of your Bar/Bat Mitzvah date. You will find copies of the Bar/Bat Mitzvah Honors Worksheet forms for both Shabbat Morning and Havdalah in **Appendix III**, and you can also download the appropriate form (in a fillable Acrobat format) in the **Bar/Bat Mitzvah Info** section of B'nai Aviv's website at <http://mitzvah.bnaiaviv.org>.

During your family meeting with the Rabbi (described in the previous chapter on **The Learning Process**), the Rabbi will review with you the various honors distributed and help you decide which family members or friends to consider for these honors. If you have already made your final honoree decisions, you may provide the completed honors form to the Ritual Director following your meeting with the Rabbi.

Otherwise, **you must complete and return the honors form to the Ritual Director no later than three days prior to the date of your Bar/Bat Mitzvah**. In the case of a Shabbat service, this means **you must return the honors form to the Ritual Director no later than the Wednesday prior to your Bar/Bat Mitzvah date**.

## The Mitzvah Project

In order to make the Bar/Bat Mitzvah celebration (and the year of study leading up to it) more meaningful, and to give the B'nai Mitzvah a basis for appreciating the Jewish principal of *Tikkun Olam* ("fixing the world"), each student is expected to participate in a 'Mitzvah Project'. This project may involve either one-time or continuous involvement, at some point during the year leading up to the date of the Bar/Bat Mitzvah.

This undertaking is significant and important enough for the Rabbi to devote one of his Parents' Classes (described in the chapter entitled **The Learning Process**) to the topic of the student's Mitzvah Project. Please be prepared to come to this session armed with your questions and ideas for potential Mitzvah Projects.

Please note that in order to preserve the sanctity of Shabbat, on Friday evening and throughout the day on Saturday it is prohibited to bring any sort of gifts (monetary or otherwise) into the synagogue, whether those gifts are for the Bar/Bat Mitzvah student or intended as donations for a charitable cause. Writing is also prohibited in the synagogue on Shabbat. Therefore, if the nature of your Mitzvah Project involves donations from your guests for a particular charity or cause, please **do not** request that they bring these donations to the synagogue or write checks in the synagogue on Shabbat. Instead, you should request that these donations be received before or after Shabbat.

# Planning the Celebration

## ***The Nature of Your Celebration***

The meal of celebration following a Jewish ritual event, such as a Bar/Bat Mitzvah or wedding is considered a *Seudat Mitzvah*, a sacred meal which, in our tradition, is an extension of the service. As such, we strongly urge you to plan that such a meal should be in keeping with the practices of Kashrut and Shabbat, even if the affair is held at a location other than the synagogue. By doing so, you would be affirming the true significance of the occasion as a Jewish religious ceremony.

There is also something very special about being a member of B'nai Aviv and being able to share your *simcha* with your synagogue family. We are proud to provide full catering services at B'nai Aviv through our catering team, through which we can provide expertise in every phase of your celebration needs, as well as guaranteeing the best in gourmet kosher food. You can find more information about our catering team by contacting the Executive Director (please see **Appendix III** for contact information).

## ***Inviting the Clergy***

We are sometimes asked if it is customary to invite the Rabbi and Cantor to their celebration. Although it is not required, many people do invite them to their celebrations.

## ***Luncheon Transportation on Shabbat***

If you are planning a luncheon on Shabbat away from the synagogue and are arranging transportation for guests to your luncheon, please respect the nature of Shabbat and the feelings of the congregation by instructing your car, limo and/or bus drivers **not** to pick up passengers at the front entrance of the synagogue. Any such pickups should instead occur at the Religious School entrance around the side of the synagogue building. You should also designate an adult to monitor that all the guests have safely reached the transportation.

Please inform drivers that their passengers will be ready for pickup around 12:30 P.M., taking into account the approximate time of the conclusion of services, and allowing time for family greetings, departure from the sanctuary and visiting the congregational Kiddush.

# The Week of the Bar/Bat Mitzvah Ceremony

## ***Thursday Morning Minyan***

The Bar/Bat Mitzvah celebration week begins with the Thursday Morning *minyan*, which is held from 7:30 A.M. to 8:20 A.M. on the Thursday immediately before the Bar/Bat Mitzvah service. During this service, the Bar/Bat Mitzvah student will be called to the Torah for an *aliyah* for the very first time ever. We encourage the entire family to attend this important event. Photography **is** permitted during this service: please see the Rabbi for more information.

A contribution to the sponsorship fund for congregational breakfasts following the Thursday service is included in your Bar/Bat Mitzvah fee, as detailed in the **Administrative Issues** chapter. **Please inform the synagogue office by Monday if you are expecting more than your immediate family to attend.**

## ***Photography Session / Dress Rehearsal***

A full dress rehearsal (for both the Friday night and Bar/Bat Mitzvah services) usually takes place on the **Thursday** evening just before the Bar/Bat Mitzvah ceremony. The Cantor helps coordinate the scheduling of the dress rehearsals, especially in the case of double B'nai Mitzvah services.

The Cantor will lead this rehearsal, and the Rabbi will join him to stage still photographs on the *bimah* with the Torah, etc. You may also want to take the opportunity to video-record the dress rehearsal that follows the photography session. Family members should attend this session in their Bar/Bat Mitzvah outfits (including *kippah* and *tallit* for the B'nai Mitzvah). You should also feel free to invite friends and family members who are participating in the service to the rehearsal, not only to give them an opportunity to practice their own honors, but also to be included in the video of the rehearsal.

Families should reserve the hours of **5:00 P.M.-7:00 P.M.** for the photography session and dress rehearsal. The schedule is as follows:

<b>5:00-5:10 P.M.:</b>	Still photography session for both families with clergy
<b>5:10-5:35 P.M.:</b>	Still photography session for Bar/Bat Mitzvah Family 1
<b>5:35-6:00 P.M.:</b>	Still photography session for Bar/Bat Mitzvah Family 2
<b>6:00-6:05 P.M.:</b>	Videographer setup
<b>6:05-7:00 P.M.:</b>	Full dress rehearsal for Friday evening and Saturday services

## ***Friday Evening Service***

The celebration continues with the hour-long **Friday Evening service** which begins at 6:30 P.M. on the Friday evening before the Bar/Bat Mitzvah service. This service is both informal and participatory, but it is also an integral part of the Bar/Bat Mitzvah celebration weekend since the student will be leading the congregation in several prayers. Because of this, we highly recommend that you include the Friday evening service in the invitations to your guests.

A contribution to the sponsorship fund for the congregational Oneg Shabbat following the Friday service is included in your Bar/Bat Mitzvah fee, as detailed in the **Administrative Issues** chapter.

A good number of our congregants bring their out-of-town guests along with their family to this service, and then follow up with a Shabbat meal in the synagogue. If you would like more information on hosting a Shabbat dinner for your guests, please contact our caterer (please see **Appendix III** for contact information).

## ***Setup and Removal Arrangements***

All items that are to be brought into the synagogue for a Shabbat function (*kippot*, service programs, flowers, decorations, etc.) must be delivered to the building by **Friday at noon**. Because the synagogue office closes early on Fridays, please contact the office in advance to arrange the time of delivery on the Friday of your Bar/Bat Mitzvah ceremony weekend.

No items may be removed from the synagogue until after the conclusion of Shabbat, after sundown on Saturday. Please ensure that you inform your decorators and service providers accordingly.

We recommend donating your flowers to a local institution, such as a hospital or nursing home, following your Bar/Bat Mitzvah ceremony. If you are doing so, please bear in mind that they may not be removed from the synagogue until after the conclusion of Shabbat, as noted above.



# The Day of the Bar/Bat Mitzvah Ceremony

## Overview

The Shabbat Morning service begins Saturday *promptly* at 9:15 A.M., and generally ends around noon. You should plan on arriving at the synagogue by 9:00 A.M. at the latest.

The starting time of the Shabbat Afternoon service (Havdalah) will vary throughout the year, depending on the time of sundown on that particular Saturday. Since afternoon guests tend to arrive earlier, you should plan on arriving at the synagogue at least thirty minutes prior to the start of your service at the latest.

Contributions to the sponsorship funds for *bimah* flowers and congregational *kiddushim* are included in your Bar/Bat Mitzvah fee.

## The Sanctity of Shabbat

In order to maintain and preserve the sanctity of the Shabbat, we ask your cooperation in informing your guests that they must refrain from smoking, picture taking, and the use of **any** electronic device (such cellular phones, gaming devices, **.mp3** players, etc.) while on synagogue premises. By “synagogue premises,” we mean not only the sanctuary, but also any areas within the building, as well as on our outdoor property. Other prohibited activities include writing, giving/receiving gifts, and carrying items into or out of the synagogue building. No individual taping of any kind, audio or visual, will be permitted on the Sabbath (please see the section on **Videorecording of the Saturday Service** below). Finally, please note that there should be no applause during the services. Although there can be clapping as a form of religious adulation during certain songs or prayers, applause for individuals is inappropriate during services on Shabbat.

## Appropriate Attire

One of the purposes of Jewish law regarding dress is to teach us to dress and behave in a modest manner. Over and above the Jewish concept of modesty, we promote another value – that of presentability. In order to approach *tefillah* (prayer) in our Sanctuary, and/or stand on our *bimah* within an atmosphere of seriousness, we ask that all those in attendance at services on Shabbat dress appropriately. B'nai Mitzvah families and their guests are therefore expected to dress in a manner appropriate for synagogue services and to maintain decorum throughout the service.

For example, women should refrain from wearing low cut, sleeveless, strapless or backless dresses or blouses, bare midriffs and short skirts. Women wearing inappropriate clothing to services will be asked by the usher to cover up with ‘house shawls’, a limited number of which are kept on hand for this purpose.

## ***Videorecording of the Saturday Service***

There is permanent videorecording equipment installed in the Sanctuary which allows us to videorecord Saturday morning and afternoon (Havdalah) services. We can make edited versions of these recordings available to families celebrating a Bar or Bat Mitzvah following their service.

These recordings will only be provided in an edited format, in order to preserve the privacy of other members of the congregation who are not directly participating in your celebration. Therefore, if you would like such a recording **a nominal pass-through editing fee of \$270.00 will apply**, in order to make these recordings available to you. B'nai Aviv does not profit from this fee in any way.

**These recordings are created strictly in accordance with Jewish Law and the rulings established by the Rabbinical Assembly, by an obscured fixed-position camera that is activated by a preset timer programmed before Shabbat.**

Nonetheless, if for whatever reason you do not wish your Saturday morning Bar or Bat Mitzvah service recorded, please inform us at [mitzvahschedule@bnaiviv.org](mailto:mitzvahschedule@bnaiviv.org) as soon as you receive your first Date Notification letter, so that you may be paired with another family who also does not want their service recorded. Since Havdalah Bar/Bat Mitzvah services are not shared with other families, if you select this option, you may simply inform us a week in advance whether or not you wish to have your service recorded.

**Important Note:** the only type of recording permitted on Shabbat is that done by our own permanent equipment, which is installed and utilized strictly in accordance with Jewish Law. No other photography, audio-recording or videorecording is permitted on Shabbat. Personal cameras, cell phones, recording devices, gaming devices, .mp3 players and all other electronic devices are strictly forbidden in the Sanctuary or Synagogue area on the Sabbath.

In accordance with Jewish Law, should our own permanent videorecording fail in any way, we will be unable to correct or repair the problem during Shabbat. **As such, please understand that recording is done on a “best efforts” basis only, and we cannot guarantee that we can provide a recording for your service.** If a video recording of your service is important to you, **we therefore strongly recommend that you make arrangements with your videographer to record the Thursday dress rehearsal**, as noted in the chapter entitled **The Week of the Bar/Bat Mitzvah Ceremony**.

## After the Bar/Bat Mitzvah Ceremony

### ***Opportunities for Tzedakah***

*Tzedakah* (performance of charitable or philanthropic acts) is a cornerstone concept of Judaism, and a Bar/Bat Mitzvah celebration is an excellent occasion to emphasize its importance.

It is customary to make a special donation to the synagogue as part of your family's performance of *tzedakah* in celebration of your *simcha*, which may include any of the following:

- a. A donation to any of the synagogue's funds through which the important services we provide to the congregation and community are funded. Donations may be made to the General Fund, or the specific funds for Religious School, Adult Education, ECEC, Youth Scholarships, etc.
- b. Dedicating a leaf on our Tree of Life in honor of your *simcha*
- c. Gifts of permanent items for the school or synagogue

### ***Torah Trope Classes***

At B'nai Aviv, we routinely teach both Torah and Haftarah trope. Additionally, each spring, the Cantor holds a Torah Trope course, consisting of six one-hour sessions held on Sunday mornings. Attendees range from recent Bar/Bat Mitzvah celebrants to adults who want to recapture skills that may have lain dormant for years. At the end of this course (which culminates in another opportunity to read from the Torah at Shabbat services), attendees will be able to read from the Torah on their own and will also be able to join our Team Torah!

For more information or to enroll in the Torah Trope class, simply contact the Cantor by the end of February for that spring's course.

### ***Kadima-Gesher***

We encourage and strongly recommend the participation of your child in Kadima-Gesher (our youth group for grades 6, 7 and 8). Kadima provides for the essential social and cultural needs of our youngsters in an informal, fun setting. The Bar/Bat Mitzvah year is a crucial one in the development of an individual's relationship with peers, with Jewish traditions and with the Jewish community. Kadima-Gesher should, therefore, be viewed as an integral element of your child's Jewish education and development.

# Administrative Issues

## ***The Bar/Bat Mitzvah Fee***

Each family will be charged an all-inclusive Bar/Bat Mitzvah Fee of \$2,100. This fee includes all of the following:

- Classes by the Cantor in the sixth grade covering trope, Torah and Haftarah blessings
- Four Parents' Classes led by the Rabbi and Cantor
- Up to 32 individual half-hour tutoring lessons, including monthly sessions with the Cantor
- Three to five individual student meetings with the Rabbi
- Educational materials, supplies, and .mp3 files
- Bar/Bat Mitzvah Parents' Handbook
- Family Meeting with the Rabbi to discuss service participation
- Family Meeting with the Executive Director to discuss logistics and final details
- *Bimah* rehearsal sessions with the Cantor
- Dress rehearsal and photography session the week of the Bar/Bat Mitzvah service
- Ritual items presented to the B'nai Mitzvah during the service
- Contribution to the Thursday *minyan* congregational breakfast sponsorship fund
- Contribution to the Friday evening congregational *Oneg Shabbat* sponsorship fund
- Contribution to the Saturday congregational *kiddush* sponsorship fund
- Contribution to the *bimah* flower arrangement sponsorship fund
- All setup, synagogue maintenance and administration costs associated with the ceremony

## ***Payment Options***

A non-refundable \$300 deposit was paid to secure your Bar/Bat Mitzvah date when your date was finalized. We offer two different payment methods for the remaining \$1,800 of your Bar/Bat Mitzvah Fee:

### **Payment Option One**

A payment of \$900 is payable one year before the Bar/Bat Mitzvah date, and the final \$900 is due two months before the Bar/Bat Mitzvah. Payment may be made by check or credit card.

### **Payment Option Two**

Payment may be made in 12 equal monthly installments of \$150 each, beginning 15 months prior to the date of the Bar/Bat Mitzvah. These monthly payments will automatically be applied to the credit card number that you must supply for this purpose (we regret that we will be unable to bill you monthly for this option, due to the amount of administration and accounts receivable tracking involved).

Regardless of the option chosen, all charges incurred up to that date must be paid in full prior to the first private tutoring session, or the start of tutoring will be delayed. In addition, all prior financial obligations to the synagogue must be paid in full at least 60 days prior to the Bar/Bat Mitzvah date (i.e. membership dues, building fund, religious school, etc.). Please see the *Family Membership and Financial Standing* section of the **Bar/Bat Mitzvah Prerequisites** chapter for more details.

## ***Upgrades***

For those families who are interested, there are also options to upgrade some of the features included in the standard Bar/Bat Mitzvah Fee. These upgrades may include:

### **Thursday Morning Breakfast**

During the Thursday morning service that precedes their Bar/Bat Mitzvah date, your child will be called to the Torah for an *aliyah* for the very first time ever. A very light congregational breakfast is provided immediately after the service: if you would like to upgrade this breakfast with more food (particularly if more than just your immediate family is planning to attend), please contact the synagogue office.

### **Friday Shabbat Dinner**

Your child leads the congregation in several prayers during the Friday night service that precedes their Bar/Bat Mitzvah date. Because of this, many of our congregants bring their out-of-town guests along with their family to the Friday night service, and then follow up with a Shabbat meal in the synagogue.

If you would like more information on hosting a Shabbat dinner at B'nai Aviv for your guests, please contact our caterer (please see **Appendix III** for contact information).

### **Saturday Kiddush**

You may wish to upgrade the standard congregational *kiddush*, or to host a Shabbat luncheon at the synagogue for your invited guests, or to do both. Should you wish to pursue these options, please contact our caterer (please see **Appendix III** for contact information).

### **Bimah Flowers**

You may upgrade the standard *bimah* flower arrangement by contacting and dealing directly with the florist with whom the synagogue arranges its regular arrangement order. Please contact the synagogue office for more information.

## **Adding a Leaf to the Tree of Life**

Many families choose to permanently commemorate this significant milestone in their child's life by dedicating a leaf on the Tree of Life in our synagogue lobby, as described in the *Opportunities for Tzedakah* section of the **After the Bar/Bat Mitzvah Ceremony** chapter. You may elect to add the cost of one or more leaves at \$360 each to your Bar/Bat Mitzvah Fee, in order to incorporate payment of the leaves in the Bar/Bat Mitzvah Fee payment option you've selected, as well as to guarantee the cost of the leaves against price increases. Please see the *Parent Contract* in **Appendix III** for details.

## Occasionally Asked Questions

### **We're not having a Saturday Morning Bar/Bat Mitzvah. Can you remove the cost of the Saturday Kiddush?**

We regret we are unable to do this. Please understand that the all-inclusive Bar/Bat Mitzvah Fee does not pay for a specific Saturday Kiddush. Instead, the Fee includes a contribution to the sponsorship fund that in turn pays for *all* of the *Kiddushim* held throughout the year, as well as contributions to the respective sponsorship funds for the Thursday morning *minyan* breakfasts, the Friday night *Oneg Shabbats* and the *bimah* flower arrangements throughout the year.

This is an important distinction, since it is B'nai Aviv policy that all of our Bar/Bat Mitzvah Fees include these contributions for the benefit of the entire congregation, regardless of the day and location of the service. This is in recognition of the long-standing Jewish tradition that regardless of when or where the service occurs, every Bar or Bat Mitzvah is a community event and a celebration for the entire synagogue congregation, and not just for the family and invited guests of the B'nai Mitzvah.

Please see the *Overview* section of the **Honors and Service Participation** chapter for more details.

### **I want to pay you monthly by credit card, but our Bar/Bat Mitzvah is already less than 15 months away. Can I still pay monthly?**

No problem. We will process a “catch up” payment for your first payment, and then bill you monthly from that point onwards.

### **I like the idea of paying you monthly, but I don't want to pay by credit card. Can you bill me monthly instead?**

Unfortunately, we are unable to bill you monthly because of the amount of administration and accounts receivable tracking involved.

### **Can I give you 12 post-dated checks?**

Yes, we can do this, if you provide us with all 12 checks in advance. We will hold your checks and deposit one of them each month. Please date the checks for the first day of each month, beginning 15 months prior to the date of your *simcha* (since payment in full is due two months prior to your Bar/Bat Mitzvah date).

If your Bar/Bat Mitzvah is less than 15 months away, the amount of your first check should “catch up” the total to bring you current. Our office staff can assist you in calculating the correct amount of the first check.

**Two of our kids are celebrating their Bar/Bat Mitzvah on the same day. Is there a discount on the Bar/Bat Mitzvah Fee?**

For siblings having a joint double ceremony on the same day, the total Bar/Bat Mitzvah Fee for both students is only \$3,600 instead of \$4,200, and a \$600 deposit against this Fee was charged to secure the date for both students. This discounted Fee only applies to members of the same **immediate** family, and not to individuals having their ceremonies together who are cousins, neighbors, “best friends since birth,” etc.

**Can you recommend a source for purchasing a *kippah*, a *tallit*, a *yad* and a set of *tefillin* for our child, as well as personalized *kippot* for our guests?**

For a *kippah*, *tallit* and *yad* for your child, please call or come into the synagogue office to obtain a list of local Judaica stores.

The Rabbi can easily order quality *tefillin* from Israel for you. For more information, please see the section entitled *Owning a Kippah, Tallit and Tefillin* in the **Planning the Bar/Bat Mitzvah Service** chapter. You will also find instructions and an order form in **Appendix III** and in the **Bar/Bat Mitzvah Info** section of B’nai Aviv’s website at <http://mitzvah.bnaiaviv.org>.

At this time, we do not have a specific recommendation for a supplier of bulk quantities of personalized *kippot* for your guests.



## **Appendix I: Honors and Service Participation**

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## Sanctuary Seat Card



### ברוכים הבאים



Welcome to B'nai Aviv . . . our shared, sacred space

We invite you to participate in the service:

- ✧ Sing along if you know the prayers.
- ✧ Hum if you don't know the words.
- ✧ Read the English if you prefer.
- ✧ Ask an usher if you need a large print prayer book or one *en Español*.
- ✧ Pray the words that are in your heart.
- ✧ Bring your children! We often invite them onto the *Bima* (the elevated section at the front of the Sanctuary) for the closing prayers.
- ✧ If you need to take a break, the service is broadcast in the lobby area.

Please respect the sanctity of the service and the traditions of our *Kehilla* (Community):



- ✧ If you need to speak during the service, please do it quietly out of respect for those who are praying.
- ✧ If you are a male, please cover your head. If you are a female, you may if you choose.
- ✧ If you're a Jewish male aged 13 or older, or a Jewish female who observes this *Mitzvah*, please wear a *Tallit* during morning services. We have some near the Sanctuary doors in case you need to borrow one.
- ✧ Women may borrow a shawl to cover their shoulders. Shawls are available upon request.

Our religious services are conducted by our team of clergy, and members of our congregation. In addition to our Shabbat and holiday services, we offer a daily morning minyan at B'nai Aviv.

Over the past decades, B'nai Aviv has become a central part of our families' lives, and a focal point of the Broward Jewish community.

Jewish education and engagement are our priorities, and we offer creative programming for all ages from preschoolers to adults. Our Early Childhood Education Center (ECEC) is accredited by the Accredited Professional Preschool Learning Environment (APPLE) by FACCM, and offers our children a healthy social and educational experience under the care of qualified and nurturing staff.

Our award-winning Religious School begins in Pre-Kindergarten. B'nai Aviv also has one of the finest youth programs in the country, and our USY is the largest in the Southeast Region.

Our robust adult education program includes learning opportunities with our clergy and guest speakers, in collaboration with Men's Club, Sisterhood, and Hazak.

Our B'nai Aviv family includes couples and singles, with and without children. We invite your family to become part of our family!

v2023-03

# שַׁבָּת שְׁלוֹם

Shabbat Shalom!

*Shabbat* is a joyous holy day, a time to rest and commemorate G-d's creation of the world. *Shabbat* offers the opportunity to take a break once a week from the physical world and the burdens of everyday life, and focus on our spirituality and our relationships with G-d, family, and friends. By coming together as a community in prayer and song, we relax, reflect, and recharge for the week ahead.

Traditionally, Jews are required to pray 3 times a day: in the evening, in the morning, and in the afternoon.

## Friday Evening

Like all Jewish days, *Shabbat* begins in the evening. We use the blue *Siddur Sim Shalom* prayer book for this service.

Part of Service	Description
<i>Kabbalat Shabbat</i>	Songs and prayers to put us in the mood and mindset to welcome the Shabbat, including: <i>Shalom Aleichem</i> – A song sung to welcome the angels who are envisioned as escorts for <i>Shabbat</i> . <i>L'cha Dodi</i> – A beautiful liturgical poem sung to welcome the <i>Shabbat</i> , which is compared to a bride.
<i>Ma'ariv</i>	The evening service, including prayers leading up to the <i>Barchu</i> , <i>Shema</i> , and <i>Amidah</i> : <i>Barchu</i> – The official call to worship. <i>Shema</i> – Proclaims the unity of G-d as the central principle of our faith and our mutual love. <i>Amidah</i> – The core of our worship service. It is a series of blessings recited silently while standing, and gives expression to our thanksgiving and special joy in the <i>Shabbat</i> .
Rabbi's Sermon	
Concluding Prayers	<i>Kiddush</i> – Blessings over the wine <i>Aleinu</i> – We proclaim G-d as Supreme King of the Universe and pray for universal recognition of G-d's sovereignty by a united humanity. Mourner's <i>Kaddish</i> – Transcending their grief, mourners rise in the midst of the congregation to affirm their faith in G-d's justice and to sanctify His name. <i>Yigdal</i> – A closing hymn based on the 13 Principles of Faith formulated by the great sage Maimonides.



## Saturday Morning

Today's prayers can be found in the *Siddur Sim Shalom* prayer book, and the Torah and Haftarah portions are in the *Etz Hayim Chumash* (Bible).

The *Shabbat* morning service consists of 4 major parts:

- ✧ Introductory Psalms & Hymns
- ✧ *Shacharit* Service
- ✧ Torah Service
- ✧ *Musaf* Service

To help you follow along and understand our *Shabbat* service this morning, we offer this brief explanation:

Part of Service	Description
Introductory Psalms & Hymns	<i>Birchot Ha'Shachar</i> – The opening blessings. <i>P'sukei D'Zimra</i> – An anthology of Biblical selections, which celebrates G-d's power as Creator, and our thanks and gratitude for G-d's compassion and care.
<i>Shacharit</i>	The morning service, consisting of introductory prayers leading up to the <i>Barchu</i> , <i>Shema</i> , and <i>Amidah</i> : <i>Barchu</i> – The official call to worship. <i>Shema</i> – Proclaims the unity of G-d as the central principle of our faith and our mutual love. <i>Amidah</i> – The core of our worship service. It is a series of blessings recited silently while standing, and gives expression to our thanksgiving and special joy in the <i>Shabbat</i> .
Torah Procession	The Torah scroll is removed from the Ark and taken in joyous procession around the Sanctuary, symbolizing that the knowledge and observance of the Torah is incumbent upon all Jews.
Torah Reading	The designated portion ( <i>Parasha</i> ) of the Torah read each <i>Shabbat</i> morning is divided into 7 parts ( <i>Aliyot</i> ). For each <i>Aliyah</i> , a person is called from the congregation to come up to the <i>Bima</i> (pulpit) and given the honor of offering the blessings before and after each part is chanted. When congregants are celebrating a baby naming, Bar or Bat Mitzvah, <i>aufruf</i> (before a wedding), upcoming trip to Israel, return to good health, or other milestone, we honor them with an <i>Aliyah</i> . At the conclusion of the Torah reading, the Torah scroll is raised and shown to the congregation.
Bar or Bat Mitzvah speech	The Bar or Bat Mitzvah child shares his or her own unique commentary and insights on this week's Torah portion.
Haftarah	Following the Torah reading, a selection from the Prophets or Writings is chanted.
Conclusion of the Torah Service	The Torah service concludes with English readings and the <i>Ashrei</i> . The Torah is taken in procession around the Sanctuary again before being returned to the Ark.
Rabbi's Sermon	
<i>Musaf</i> Service	On <i>Shabbat</i> , additional prayers are added following the Torah service, reminding us of the additional <i>Shabbat</i> sacrifice that was offered in the ancient Temple in Jerusalem. The <i>Musaf Amidah</i> recalls our ancestors' celebration of the <i>Shabbat</i> , while also giving expression to our own joy in its observance. <i>Ein Keloheinu</i> – A song that celebrates G-d's roles as Sovereign and Redeemer. Rabbi's Charge – remarks to the Bar or Bat Mitzvah <i>Aleinu</i> – We proclaim G-d as Supreme King of the Universe and pray for universal recognition of G-d's sovereignty by a united humanity. Mourner's <i>Kaddish</i> – Transcending their grief, mourners rise in the midst of the congregation to affirm their faith in G-d's justice and to sanctify His name. <i>Adon Olam</i> – A poetic rendition of the Jewish philosophical concept of G-d. <i>Kiddush</i> , <i>Netilat Yadaim</i> , and <i>HaMotzi</i> – Blessings over the wine, washing of the hands, and prayer over the challah.

### Saturday Afternoon and Evening

When there is a Bar or Bat Mitzvah, we conduct 3 short services:

- ☆ *Mincha* – Afternoon service.
- ☆ *Ma'ariv* – Evening service.
- ☆ *Havdallah* – Service marking the end of Shabbat.

Part of Service	Description
<i>Mincha</i>	After the parents present the Bar or Bat Mitzvah child with his or her <i>Tallit</i> , the afternoon service begins with the <i>Ashrei</i> .
Torah Procession	The Torah scroll is removed from the Ark and taken in joyous procession around the Sanctuary, symbolizing that the knowledge and observance of the Torah is incumbent upon all Jews.
Torah Reading	The designated portion ( <i>Parasha</i> ) of the Torah to be read on <i>Shabbat</i> afternoon is divided into 3 parts ( <i>Aliyot</i> ). For each <i>Aliyah</i> , a person is called from the congregation to come up to the <i>Bima</i> (pulpit) and given the honor of offering the blessings before and after each part is chanted. The Bar or Bat Mitzvah child will be honored with an <i>Aliyah</i> . At the conclusion of the Torah reading, the Torah scroll is raised and shown to the congregation.
Bar or Bat Mitzvah speech	The Bar or Bat Mitzvah child shares his or her own unique commentary and insights on this week's Torah portion.
Conclusion of the Torah Service	The Torah service concludes with English readings and the <i>Yehalelu</i> . The Torah is then taken in procession around the Sanctuary again before being returned to the Ark.
<i>Amidah</i>	The core of our worship service. The initial blessings praising G-d are sung out loud while standing, and then the remaining blessings are recited silently.
Rabbi's Charge	After the congregation bestows gifts on the Bar or Bat Mitzvah child, the Rabbi shares his personal message to the child.
Concluding Prayers	<i>Aleinu</i> – We proclaim G-d as Supreme King of the Universe and pray for universal recognition of G-d's sovereignty by a united humanity. Mourner's <i>Kaddish</i> – Transcending their grief, mourners rise in the midst of the congregation to affirm their faith in G-d's justice and to sanctify His name.
<i>Ma'ariv</i>	The evening service begins: <i>Barchu</i> – The official call to worship. <i>Shema</i> – Proclaims the unity of G-d as the central principle of our faith and our mutual love.
<i>Amidah</i>	The core of our worship service, we stand in silent devotion and recite these blessings.
Concluding Prayers	<i>Aleinu</i> – We proclaim G-d as Supreme King of the Universe and pray for universal recognition of G-d's sovereignty by a united humanity. Mourner's <i>Kaddish</i> – Transcending their grief, mourners rise in the midst of the congregation to affirm their faith in G-d's justice and to sanctify His name.
<i>Havdallah</i>	A brief but beautiful service marking the end of <i>Shabbat</i> , with blessings over wine, fragrant spices, and a special braided candle.

## ***Participatory Sections of the Service***

The information below refers to the Saturday morning service. Bar/Bat Mitzvah services on other days of the week will consist of some but not all of the items listed below: for more details, please contact the Rabbi.

**Pesukei D'Zimra** (Preliminary prayers) usually led by the Rabbi but may optionally be led by the B'nai Mitzvah

**Shacharit** (Morning prayers) usually led by the Cantor but may optionally be led by the B'nai Mitzvah

### **Torah Service**

- Presentation of *tallit* to B'nai Mitzvah, by their parents
- First Ark Opening, by relatives/friends of the B'nai Mitzvah
- First Procession of the Torah through the congregation, by the B'nai Mitzvah and parents
- *D'var Torah* (speech), by the B'nai Mitzvah
- The weekly Torah reading (please see the chapter entitled **Honors and Service Participation** for details on how the associated honors are allocated).
- *Hagbah* (lifting the Torah), by a relative or friend of the B'nai Mitzvah
- *Gellilah* (dressing the Torah), by a relative or friend of the B'nai Mitzvah
- Holding the Torah, by a relative or friend of the B'nai Mitzvah
- The weekly Haftarah reading, by the B'nai Mitzvah
- A Prayer for Our Country, by a relative or friend of the B'nai Mitzvah
- A Prayer for the State of Israel, by a relative or friend of the B'nai Mitzvah
- *Ashrei*, led by the B'nai Mitzvah
- Second Ark Opening, by relatives/friends of the B'nai Mitzvah
- Second Procession of the Torah through the congregation, by the B'nai Mitzvah and parents
- The Rabbi's Sermon

### **Musaf Service**

- *Musaf Amidah*, led by the B'nai Mitzvah
- *Ein Keloheinu*, led by B'nai Mitzvah and younger relatives/friends
- Presentations to the B'nai Mitzvah, by a Youth Group representative and the President of the synagogue (or other member of the Board of Directors)
- Blessing for the B'nai Mitzvah, by the Rabbi
- *Aleinu*, led by the B'nai Mitzvah
- *Adon Olam*, led by the B'nai Mitzvah
- *Kiddush* and *Hamotzi*, led by the B'nai Mitzvah

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## ***Parents' Prayers***

One of the following prayers is recited by the parents of the Bar/Bat Mitzvah, immediately following the parents' *aliyah*.

### **For a Bar Mitzvah**

**[*Likrat Shabbat*, Section II (blue pages): page 68]**

“This is the day the Lord has made; Let us rejoice and celebrate on it.”

#### **Prayer I**

With gladness and thanksgiving we praise You, O Lord our God, for having kept us alive, and sustained us, and enabled us to reach this day.

We give thanks for the wondrous privilege of seeing our son grow day by day, week by week, year by year. For the health and strength You have given him, for the mind and spirit with which You endowed him, for his ability to elicit and return love-for all these precious gifts, we thank You.

Watch over him, O God, on this special day and every day. Grant him a growing understanding of the true significance of this occasion and a deepening loyalty to everything which it represents. May the teachings of our heritage guide him throughout life; and may he lead a life worthy of Your blessings.

Amen.

#### **Prayer II**

Lord our God, author of life and source of all blessings, we praise You for keeping us alive, and sustaining us, and enabling us to reach this day.

Gratefully we thank You for the joyous privilege of seeing our son attain this milestone. On this day cherished dreams and hopes are fulfilled. On this day new dreams and new hopes are born.

We pray that Your protecting and loving care will accompany him wherever he goes and in all that he does. Help him to become all that he is capable of being. Give him strength to do all the good things that are within his reach. Keep him loyal to the best that he has been shown, and to the noblest Jewish teachings he has been taught.

May his deeds find favor in the eyes of others and be worthy of Your blessings.

Amen.

## For a Bat Mitzvah

[*Likrat Shabbat*, Section II (blue pages): page 69]

“This is the day the Lord has made; Let us rejoice and celebrate on it.”

### Prayer I

On this Shabbat when our daughter becomes a Bat Mitzvah, we have come with her and our loved ones to join in worship and to offer our prayer of thanksgiving.

We are grateful, O God, for the privilege of passing along the gift of life which You gave us, thus sharing with You in the miracle of creation. We are grateful for the years we have nurtured this life, for the unnumbered joys and challenges which these years have brought us. Praise to You, O Lord, for keeping us alive, for sustaining us, and for enabling us to reach this day.

Bless our daughter, O God; watch over her, protect her, guide her. Help her to continue to grow in body and mind, in soul and character. Keep her loyal to our people and to the teachings of our Torah. May her life be rich and rewarding. May all her deeds bring pride to us, honor to the house of Israel, and glory to Your name.

Amen.

### Prayer II

We thank You, O God, for the joyous fulfillment we feel as our daughter reaches the threshold of womanhood.

How privileged we feel that she is our daughter, and that she is bound to us by bonds of love, of memory, and of hope!

Praise to You, O Lord our God, who has kept us alive, and sustained us, and enabled us to reach this day.

O God, accept our thankfulness for the years that have come and gone; bless our hope for the years that are yet to be. May Your mercy and guidance accompany this Bat Mitzvah at all times, in a life marked by reverence for Torah and love of all Your children.

Amen.

## ***Guidelines for Reading from the Torah***

***To assist the individuals you have chosen for this honor, please distribute these guidelines to them.*** All participants are also welcome to attend any of the student's weekly bimah sessions with the Cantor, or to contact the Cantor for a session to rehearse their Torah readings.

### **Overview**

*Mazel Tov* on your upcoming *simcha*, and on your desire to enhance the celebration of this milestone by preparing a Torah reading!

Reading from the Torah is considered very sacred. There are special requirements for doing so, to which all readers must adhere in order to preserve the holiness of the Torah and the occasion. It also requires considerable preparation time to prepare a reading.

All readers are required to read directly from the Torah scroll on the Bar/Bat Mitzvah date, and are not allowed to read from any other source (e.g. paper copies, etc.). The words inscribed on the Torah are in a special font and have no vowels. Besides pronouncing the words correctly, they must be chanted with a special melody, called *trope*.

For those who want to read from the Torah, we have numerous resources to assist you, and will provide .mp3 files of the readings, and a *tikkun* copy of the reading. The *tikkun* shows the reading with regular font, vowels and musical trope symbols, alongside the corresponding Torah font which has no vowels or trope symbols. We will even provide you with a photograph of your reading taken from the actual Torah that will be used on the day of the service.

As well, each spring the Cantor holds a beginners' course on learning to read from the Torah, consisting of six one-hour weekly sessions, at the end of which attendees will be able to chant from the Torah on their own.

During the weeks before the Bar/Bat Mitzvah, we urge all readers to "rehearse" with the Cantor in order to make sure that they are well prepared for their reading. Since many parents, siblings, and grandparents are local to our area, we can help as much as possible during this preparation time. For those "out of the area" Torah readers, we do require some previous experience reading Torah, since we cannot help them along the process.

Please understand that we are not discouraging you from undertaking this task. On the contrary, this is an exceptionally meaningful addition to your *simcha*, and your commitment sets a great example for your child becoming a Bar/Bat Mitzvah. Reading from the Torah is not a difficult thing to do, but it does require a commitment of time to prepare adequately, and we want to assist you as much as possible.

## Prior Week Run-Through

We expect all Torah readers, local or otherwise, to be adequately prepared by the **week prior** to the Bar/Bat Mitzvah date, and to have a final run-through of their reading at that time (by phone if necessary) with the Ritual Director. This is required in case there are problems, since we need to have sufficient time to reassign the reading to one of our regular Team Torah readers if necessary. **Please be aware that if the run-through session does not occur by the one-week deadline, we regret that it will be necessary for us to reassign your Torah reading.**

## Contact and Resource Information

For assignment/availability of specific Torah readings, or to order <i>tikkun</i> copies and photos of your Torah reading for pickup at the synagogue office:		
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Ritual Director Leanna Blacher	(954) 384-8265	<a href="mailto:lblacher@bnaiaviv.org">lblacher@bnaiaviv.org</a>
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For rehearsing your Torah reading, or information on the beginners' course for reading from the Torah:		
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Cantor Sarah Levine	(954) 384-8265	<a href="mailto:cantorlevine@bnaiaviv.org">cantorlevine@bnaiaviv.org</a>
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For scheduling the Torah reading run-through session:		
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Ritual Director Leanna Blacher	(954) 384-8265	<a href="mailto:lblacher@bnaiaviv.org">lblacher@bnaiaviv.org</a>
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To download .mp3 copies of the Cantor chanting your Torah reading:	
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Team Torah page of B'nai Aviv's website	<a href="https://www.bnaiaviv.org/team-torah.html">https://www.bnaiaviv.org/team-torah.html</a>
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To download printable copies of your Torah reading, either with customizable fonts and trope symbols, or in <i>tikkun</i> format, we recommend the following:	
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Tanach on Demand website	<a href="http://www.lashon.net/CL/Tanach/Tanach.cgi">http://www.lashon.net/CL/Tanach/Tanach.cgi</a>
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Tikkun on Demand website	<a href="http://www.lashon.net/CL/Tanach/Tikkun.cgi">http://www.lashon.net/CL/Tanach/Tikkun.cgi</a>
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## *Instructions for Ark Openings*

*To assist the individuals you have chosen for this honor, please distribute these instructions to them. All participants are also welcome to attend any of the student's weekly bimah sessions with the Cantor, the final Thursday rehearsal, or to remain after the Friday evening service in order to review their parts.*

### **First Ark Opening**

1. The Rabbi will instruct the congregation to turn to page 139 to begin the Torah service. Shortly thereafter, he will call the names of the individuals who will participate in the first ark opening.
2. Please proceed to the *bimah* and walk directly to the ark, with one participant on each side of the door. **Do not open the doors, but instead wait for your cue.**
3. At the appropriate point, the Rabbi or Cantor will motion for you to open the ark doors.
4. **After the Torah is removed from the ark, the doors will continue to remain open until the Rabbi or Cantor indicates that you should close the ark doors.** While doing so, please make sure that the doors meet in the middle of the opening, and that there are no gaps in the center or at either end.
5. As soon as you have closed the ark doors, you may return to your seats.

### **Second Ark Opening**

1. At the completion of the singing of *Ashrei* on pages 151 and 152, the Rabbi will call the names of the individuals who will participate in the second ark opening.
2. As soon as he does so, please proceed to the *bimah* and walk directly to the ark, with one participant on each side of the door.
3. **Once all participants have reached their positions, immediately open the doors together, but then continue to remain at your places at the ark.**
4. While you remain at the ark, the procession of the Torah through the congregation will occur, eventually returning the Torah back to the *bimah* and into the ark.
5. **After the Torah is returned to the ark, the doors continue to remain open until the Rabbi or Cantor indicates that you should close the ark doors.** While doing so, please make sure that the doors meet in the middle of the opening, and that there are no gaps in the center or at either end.
6. As soon as you have closed the ark doors, you may return to your seats in the congregation.

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## ***Instructions for an Aliyah***

***To assist the individuals you have chosen for this honor, please distribute these instructions to them. All participants are welcome to attend any of the student's weekly bimah sessions with the Cantor, or to contact the Cantor directly in order to receive some informal tutoring and practice time.***

### **General Notes**

- **Please make sure that you spend the necessary time reviewing (and practicing if necessary) the Torah blessings in Hebrew as soon as you have been informed that you will be receiving the honor of an *aliyah*.** All people who are being honored with the recitation of the *aliyah* blessing should be prepared to fluently chant (or if necessary, read) the blessings. According to Jewish tradition, the entire congregation must be able to hear the recitation of these blessings **clearly and correctly**.
- A copy of the *aliyah* blessings can be found in the **Bar/Bat Mitzvah Info** section of B'nai Aviv's website at <http://mitzvah.bnaiaviv.org>.
- In the same section of B'nai Aviv's web site, you will also find recordings of the Cantor chanting the *aliyah* blessings in **.mp3** format, which you may download and utilize for practice purposes.
- At B'nai Aviv, all men are required to wear a *kippah* in the Sanctuary, and all Jewish men are required to wear a *tallit* as well. **As such, men receiving an *aliyah* will wear a *kippah* and *tallit* on the *bimah*. It is recommended but not required for women receiving an *aliyah* to wear a *tallit*.** *Kippot*, *tallitot* and head coverings are all available at the entrance door to the Sanctuary for your convenience.

Please see the reverse of this page for a detailed description of the procedure for an *aliyah*.

## Procedure for an *Aliyah*

1. During the appropriate point in the Torah service, you will be called to the *bimah* for your *aliyah* by your English name. Please be aware which *aliyah* has been assigned to you and keep track of the number of *aliyot* during the service, so that you will be listening for your name at the appropriate time.
2. When your name is called, proceed up to the *bimah* directly to the center desk, to **the right-hand side of the reader**. Please do not stop to greet any of the participants sitting on the *bimah* at this time.
3. Proper form requires you to be called to the Torah by your Hebrew name. You should have provided your Hebrew name in advance to the family, and it should be called automatically at this time. However, in the event the synagogue was not provided with this information, please be prepared to provide your Hebrew name if requested, so that it can be properly called. Remember that your Hebrew name includes not only your given name but the names of your father and mother. The format would therefore be:  
**For men:**     *Ya'akov ben Avraham v'Sara*  
**For women:** *Rivka bat Avraham v'Sara*
4. The Torah reader will point to the beginning of the Torah portion to be read. Take the corner of your *tallit* and touch the position in the Torah that the Torah reader indicates, then kiss your *tallit* corner. If you are a woman and are not wearing a *tallit*, then perform this same procedure instead with a corner of the cloth Torah binding which will be handed to you.
5. Chant the first *aliyah* blessing loudly and clearly. Remember to:
  - Pause for the congregation to respond to your first sentence
  - Repeat the congregation's response before continuing with the rest of the blessing
6. The Torah reading will now commence.
7. At the conclusion of the Torah reading, the reader will point to the end of the Torah portion just read. Repeat the procedure of touching the Torah with your *tallit* (or the cloth Torah binding) and kissing it, as described in number 4 above.
8. Chant the second *aliyah* blessing loudly and clearly.
9. When you have completed the second blessing, move to the other side of the Torah reader, and continue to observe at **the left-hand side of the reader** as the next *aliyah* and Torah reading is done.
10. When the concluding *aliyah* blessing for the next Torah reading is completed, you are now free to return to your seat in the congregation. At this point, you may also greet the participants sitting on the *bimah* before returning to your seat, if you choose to do so.



## ***Instructions for Hagbah (Lifting the Torah)***

***To assist the individual you have chosen for this honor, please distribute these instructions to them. The participant is also welcome (especially if they have never performed this honor before) to attend any of the student's weekly bimah sessions with the Cantor, the final Thursday rehearsal, or to remain after the Friday evening service in order to receive some hands-on instruction and to practice.***

1. Come to the *bimah* when your name is called (along with those of the person performing *Gelilah* and the Torah holder) at the conclusion of the final Torah reading (the *Maftir*).
2. With one hand on each handle of the Torah, open the scroll slightly (ideally so that three columns of writing are visible).
3. Gently pull the Torah horizontally towards you until it is about halfway off the table.
4. Push down on the bottom handles, so that the Torah begins to be vertical.
5. **BEND YOUR KNEES.**
6. Push the Torah up to a vertical position and straighten your legs. You are now standing straight up, having lifted with your legs, not with your back or exclusively your arms.
7. Turn around so that the congregation can see the words in the Torah, keeping the scroll unrolled so that the three columns of writing are showing.
8. Standing in place, turn slightly to the right and to the left so that all congregation members may see the writing.
9. Walk slowly with your escort to your chair (which will be on your right), turn around and lower yourself into the chair carefully, with the Torah still vertical.
10. Hold the Torah vertically while it is tied and dressed by the person performing *Gelilah*.
11. Give the Torah to the Cantor who will give it to the Torah Holder.
12. You may now rise from the chair and return to your seat in the congregation along with the person who performed *Gelilah*.

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## ***Instructions for Gelilah (Dressing the Torah)***

***To assist the individual you have chosen for this honor, please distribute these instructions to them. The participant is also welcome (especially if they have never performed this honor before) to attend any of the student's weekly bimah sessions with the Cantor, the final Thursday rehearsal, or to remain after the Friday evening service in order to receive some hands-on instruction and to practice.***

1. Come to the *bimah* when your name is called (along with those of the person performing *Hagbah* and the Torah holder) at the conclusion of the final Torah reading (the *Maftir*).
2. Stand next to the person performing *Hagbah* as the Torah is lifted and walk behind them over to the chair.
3. Grab hold of the upper handles of the Torah after the person performing *Hagbah* is seated comfortably.
4. Roll the scroll tightly together.
5. Place the belt around the Torah and buckle it in place, where the two sides of the scroll meet.
6. Place the cover on the Torah.
7. Wait on the *bimah* until the Cantor has taken the Torah from the person performing *Hagbah* and given it to the Torah holder.
8. You may now return to your seat in the congregation along with the person who performed *Hagbah*.

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## ***A Prayer for Our Country***

***To assist the individuals you have chosen for this honor, please distribute this page to them. All participants are also welcome to attend any of the student's weekly bimah sessions with the Cantor, the final Thursday rehearsal, or to remain after the Friday evening service in order to review their parts.***

**[*Siddur Sim Shalom for Shabbat and Festivals*, page 148]**

Our God and God of our ancestors. We ask Your blessings for our country, for its government, for its leader and advisors, and for all who exercise just and rightful authority. Teach them insights of Your Torah, that they may administer all affairs of state fairly, that peace and security, happiness and prosperity, justice and freedom may forever abide in our midst.

Creator of all flesh, bless all the inhabitants of our country with Your spirit. May citizens of all races and creeds forge a common bond in true harmony to banish all hatred and bigotry and to safeguard the ideals and free institutions which are the pride and glory of our country.

May this land under Your Providence be an influence for good throughout the world, uniting all people in peace and freedom and helping them to fulfill the vision of Your prophet: "Nation shall not lift up sword against nation, neither shall they experience war anymore."

And let us say: Amen.

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## *A Prayer for the State of Israel*

***To assist the individuals you have chosen for this honor, please distribute this page to them. All participants are also welcome to attend any of the student's weekly bimah sessions with the Cantor, the final Thursday rehearsal, or to remain after the Friday evening service in order to review their parts.***

***The individuals selected for this honor have the option to lead this prayer in either Hebrew or English, as they prefer. Both versions of the prayer are shown below.***

**[Siddur Sim Shalom for Shabbat and Festivals, page 149]**

Our Father in Heaven, Rock and Redeemer of the people Israel: Bless the State of Israel, with its promise of redemption. Shield it with Your love; spread over it the shelter of Your peace. Guide its leaders and advisors with Your light and Your truth. Help them with Your good counsel. Strengthen the hands of those who defend our Holy Land. Deliver them; crown their efforts with triumph. Bless the land with peace, and its inhabitants with lasting joy.

And let us say: Amen.

### *A prayer for the State of Israel*

אֲבִינוּ שְׁבַשְׁמִים, צוּר יִשְׂרָאֵל וְגֹאֲלֹ, בָּרַךְ אֶת־מְדִינַת יִשְׂרָאֵל,  
רֹאשִׁית צְמִיחַת גְּאֻלָּתָנוּ. הִגֵּן עָלֶיהָ בְּאַבְרַת חֶסֶדְךָ, וּפְרֹשׁ  
עָלֶיהָ סֶכֶת שְׁלוֹמְךָ. וּשְׁלַח אוֹרְךָ וְאַמְתָּךְ לְרֹאשֵׁיהָ, שָׁרֶיהָ  
וְיוֹעֲצֶיהָ, וְתַקֵּנָם בְּעֵצָה טוֹבָה מִלְּפָנֶיךָ. חֲזֹק אֶת־יְדֵי מְגִנֵּי אֶרֶץ  
קְדִשְׁנוּ, וְהִנְחִילֵם אֱלֹהֵינוּ יְשׁוּעָה, וְעֵטֶרֶת נִצְחֹן תַּעֲטֶרֶם.  
וְנִתַּת שְׁלוֹם בְּאֶרֶץ וּשְׁמִחַת עוֹלָם לְיוֹשְׁבֶיהָ, וְנֹאמַר אָמֵן.

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## *A Prayer for Peace*

***To assist the individuals you have chosen for this honor, please distribute this page to them. All participants are also welcome to attend any of the student's weekly bimah sessions with the Cantor, the final Thursday rehearsal, or to remain after the Friday evening service in order to review their parts.***

**This is a responsive reading: the Congregation will recite the verses in *italics*.**

**[*Siddur Sim Shalom for Shabbat and Festivals*, page 149]**

May we see the day when war and bloodshed cease,  
When a great peace will embrace the whole world.

*Then nation will not threaten nation,  
And mankind will not again know war.*

For all who live on earth shall realize  
We have not come into being to hate or destroy.  
We have come into being to praise, to labor and to love.

*Compassionate God, bless the leaders of all nations  
With the power of compassion.*

Fulfill the promise conveyed in Scripture:  
I will bring peace to the land,  
And you shall lie down and no one shall terrify you.

*I will rid the land of vicious beasts  
And it shall not be ravaged by war.*

Let love and justice flow like a mighty stream.  
Let peace fill the earth as the waters fill the sea.  
And let us say: Amen.

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## **Appendix II: Having a Havdalah Bar or Bat Mitzvah**

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## ***Overview***

In addition to the classic Saturday morning Bar/Bat Mitzvah service, we also offer the option of a very limited number of Havdalah services, which are held Saturday late afternoon. The following provides information for those families considering a Havdalah Bar or Bat Mitzvah service instead of the usual Saturday morning service.

### ***What is a Havdalah Bar or Bat Mitzvah Service?***

What we commonly call a “Havdalah Bar/Bat Mitzvah” service is in fact a combination of three services, held consecutively without a break between them. These are the Saturday afternoon *Minchah* service, the Saturday evening *Maariv* service, and then finally the Havdalah ceremony itself which marks the official end of Shabbat.

### ***How Long is a Havdalah Bar/Bat Mitzvah Service?***

Together, all three components of the service (*Minchah*, *Maariv* and the Havdalah ceremony) run approximately ninety minutes. By contrast, the Saturday morning service generally runs between 2½ and 2¾ hours.

### ***What is a Havdalah Ceremony?***

The Havdalah ceremony is a short but beautiful service at the conclusion of Shabbat. It consists of the Havdalah prayer sung over wine, followed by the lighting of the ceremonial braided Havdalah candle and passing of a decorative container containing aromatic spices. Celebratory songs then conclude the Havdalah ceremony. To commemorate the onset of nightfall that signifies the end of Shabbat, the Havdalah ceremony is conducted inside the Sanctuary with dimmed lights, or (weather permitting) outside the synagogue building on the front lawn under the emerging stars.

### ***For Whom is the Havdalah Bar/Bat Mitzvah Option Available?***

The Havdalah Bar/Bat Mitzvah option is only available for those families who are also holding a Saturday evening party at B’nai Aviv using the synagogue’s caterer, since it provides the opportunity to invite their guests to a late afternoon service that begins shortly before sundown, and then continues immediately after the end of Shabbat with an evening dinner celebration in our Ballroom. Our caterer offers attractive dinner celebration packages that begin as low as \$10,000.

## ***What Time Does a Havdalah Service Start?***

Because the Havdalah service is timed to conclude at the end of Shabbat, the start time of the service will vary during the course of the year, depending on the time of sundown on that particular Saturday. Generally, the service will start about ninety minutes prior to the conclusion of Shabbat. Since the service ends with the Havdalah ceremony that formally concludes Shabbat, your party will begin immediately following the conclusion of the service as the guests leave the service and enter the cocktail reception area.

If you are considering a Havdalah service, please send an inquiry via e-mail to [mitzvahschedule@bnaiaviv.org](mailto:mitzvahschedule@bnaiaviv.org) requesting the precise start and end time of the service on the date you are considering.

## ***During What Times of the Year is the Havdalah Option Offered?***

Since the timing of Havdalah varies through the year based on the time that sundown occurs, in order to ensure that your guests are not served dinner at an unreasonably late hour, the option of a Havdalah Bar/Bat Mitzvah service is only offered between the months of October and March inclusive.

## ***Would We Share a Havdalah Service With Another Family?***

Because of the shorter length (compared to Saturday morning) and general nature of the service, as well as the requirement to hold the Saturday evening party at B'nai Aviv, Havdalah services are not shared with other Bar/Bat Mitzvah families.

## ***Does the Service Include Instrumental Music?***

Since the concluding Havdalah ceremony marks the official end of Shabbat, instrumental music is permitted during this portion of the service. At B'nai Aviv, the Havdalah ceremony is usually accompanied by guitar. There is no instrumental music during the preceding *Minchah* and *Maariv* services.

## ***Are Photography and Videography Allowed During the Service?***

Because most of the service occurs before the conclusion of Shabbat, photography and videography are not permitted until the conclusion of the *Maariv Amidah* (approximately 15 minutes prior to the conclusion of the service, just before the beginning of the concluding Havdalah ceremony). However, a videorecording of the entire service will be made available to you (if you desire) from our permanent video-recording equipment installed in the Sanctuary. **These recordings are created strictly in accordance with Jewish Law and the rulings established by the Rabbinical Assembly by an obscured fixed-position camera that is activated by a preset timer programmed before Shabbat.** For more details, please see the section entitled *Videorecording of the Saturday Service* of the chapter entitled **The Day of the Bar/Bat Mitzvah Ceremony**.

If you have also engaged your own professional photographer and/or videographer to record the conclusion of the service, they must be clearly instructed not to turn on their equipment or begin recording until they receive their official cue from the B'nai Aviv ushers or clergy.

### ***Are There Other Changes to the Bar/Bat Mitzvah Week?***

There are no other changes in the overall Bar/Bat Mitzvah week for your family. Your family fully participates as usual in the rest of the events during the week leading up to the Havdalah Bar/Bat Mitzvah service, including:

- Participating in the Thursday morning *minyan* service
- Final mid-week dress rehearsal (generally Thursday early evening)
- Mid-week photography/videography session coinciding with dress rehearsal
- Leading the Friday night service immediately preceding the Bar/Bat Mitzvah service

In the case of a Havdalah service, your child will also be encouraged to join the Thursday morning *minyan* service on the Thursday immediately following your Bar/Bat Mitzvah service to read Torah, since the Torah readings during the following week are the same readings that are read during the Havdalah service.

### ***Is There a Special Dress Code for Havdalah Services?***

It will not be necessary for your male guests to wear a *tallit* since during afternoon services these are only worn by the service leaders and the Torah readers. As such, only the clergy will wear *tallitot*, as will your child, who will wear the *tallit* presented to them during the *Tallit* Presentation at the beginning of the service.

Although your evening will culminate in a party in the B'nai Aviv Ballroom, you and your guests should bear in mind that this will first be preceded by a 90-minute **religious** service in the Sanctuary, and that the choice of attire should be reflective of the nature and the sanctity of a synagogue service. For more details, please see the *Appropriate Attire* section in the chapter **The Day of the Bar/Bat Mitzvah Ceremony**. A notation regarding appropriate attire is also included on the Synagogue Driving Directions Card for inclusion in your invitations (available from the Synagogue office).

## ***What is the Extent of the Student's Participation in a Havdalah Service?***

The level of participation during the preceding Friday night service is the same regardless of whether the main Bar or Bat Mitzvah service is Saturday morning or afternoon. As far as Saturday is concerned, since the structure of the Saturday afternoon/evening service is different from that of the Saturday morning service, there will also be differences in the level of participation by your child, although the total amount of time leading services is approximately the same.

The primary difference in service participation is that there is no Haftarah reading on Saturday afternoons. However, a student celebrating a Bar or Bat Mitzvah on Saturday afternoon will do three Torah readings instead of one, will lead the congregation in Avot and Kedushah sections at the beginning of the Amidah, and will also participate in the Havdalah ceremony at the conclusion of the service.

The following table shows the details of the service participation:

	<b>Saturday Morning Service</b>	<b>Havdalah Service</b>
<b>Tallit Presentation</b>	<b>Yes</b>	<b>Yes</b>
<b>Vay'Hee Binso'a</b>	<b>Yes</b>	<b>Yes</b>
<b>Sh'ma</b>	<b>Yes</b>	<b>Yes</b>
<b>V'Ahavta</b>	Friday only	Friday and Saturday
<b>Gadlu / Torah Procession</b>	<b>Yes</b>	<b>Yes</b>
<b>Torah Blessings</b>	<b>Yes</b>	<b>Yes</b>
<b>Torah Readings</b>	1 (or more if desired)	3
<b>Haftarah Blessings</b>	<b>Yes</b>	No
<b>Haftarah Reading</b>	<b>Yes</b>	No
<b>Ashrei</b>	<b>Yes</b>	<b>Yes</b>
<b>Y'Hallelu / Torah Recession</b>	<b>Yes</b>	<b>Yes</b>
<b>Amidah (Avot &amp; Kedushah)</b>	<b>Yes</b>	<b>Yes</b>
<b>Kaddish Shalem</b>	<b>Yes</b>	<b>Yes</b>
<b>Ein Keloheinu</b>	<b>Yes</b>	No
<b>Aleinu</b>	<b>Yes</b>	<b>Yes</b>
<b>Havdalah Ceremony: Wine/Spices/Candle</b>	No	<b>Yes</b>
<b>D'var Torah (Speech)</b>	<b>Yes</b>	<b>Yes</b>



## ***How Many Honors Are Available?***

Again, since the structure of the Saturday afternoon/evening service is different from that of the Saturday morning service, there will be differences in the number and nature of the honors you may distribute to your family and guests. The details are as follows:

	<b>Saturday Morning Double</b>	<b>Saturday Morning Single</b>	<b>Havdalah</b>
<b>Ark Openings</b>	1	2	4
<b>Aliyot</b>	3, plus the student	5, plus the student	2, plus the student
<b>Torah Readings by Friends/Family</b>	3 to 6 available	Up to 7 available	Usually none
<b>Hagbah and Gelilah</b>	One or the other	Both	Both
<b>Torah Holder</b>	50/50 chance	Yes	No
<b>English Readings</b>	1	2	2

## ***May We Choose Our Own Date For a Havdalah Service?***

You may choose the date for your Havdalah service as long as there are no other conflicts on the requested evening, such as ritual reasons (Jewish holidays, etc.), other previously booked parties or synagogue events, clergy vacations, etc.

Otherwise, date selection is handled as follows:

- If you would like to move from the morning to the evening of the same date already assigned for your Bar/Bat Mitzvah service:
  - If you are a “single”, you have clear-cut first choice for that date
  - If you are a “double”, the Havdalah date will be assigned first-come, first-served to the first family submitting a Havdalah Request Form *and* accompanying Havdalah deposit (as described below). This of course assumes that the other family sharing the morning date has not already booked the caterer for an evening party for their morning service.
- If you would like to move to the evening of a date different from that already assigned to you:
  - If the date is earlier than that already assigned to you, the Rabbi must first confirm that the requested date does not precede your child’s 13<sup>th</sup> birthdate *according to the Hebrew calendar*.
  - The synagogue office must confirm that the caterer has not already been booked for an evening event by one of that Saturday morning’s families
  - If the caterer is still available, the Saturday morning family or families will first be given right of first refusal for the caterer that evening, with one week to commit to the evening booking. If they do not do so within that time period, then the date is yours.

## ***Are There Any Additional Fees for a Havdalah Service?***

There are no additional fees over and above the standard Bar/Bat Mitzvah Fee, other than a fee for security coverage during your event.

However, because of the demand for Havdalah dates, an additional \$300 Havdalah deposit will be required (which will be applied against your Bar/Bat Mitzvah Fee) and must accompany the Havdalah Request Form (described below) in order to secure a Havdalah booking. This additional deposit (like the standard \$300 deposit due at the time that your Bar or Bat Mitzvah date is finalized) is nonrefundable in the event that you cancel your B'nai Aviv function, but if you subsequently elect to move your Havdalah date to a Saturday morning at B'nai Aviv, the additional deposit paid will simply be applied to your total Bar/Bat Mitzvah Fee without penalty.

## ***How Do We Reserve/Book a Havdalah Service?***

Once you are ready to reserve a Havdalah service, please do the following:

1. Contact the Rabbi to confirm availability for the date that you desire, as well as the exact start and end times of the service on that date in order to ensure that these are acceptable to you.
2. Contact our caterer at B'nai Aviv, and complete the booking of your evening party with them on that date.
3. Fully complete and sign the Havdalah Request Form at the end of this section.
4. Submit the completed Havdalah Request Form to the synagogue office, accompanied by the \$300 Havdalah deposit described above. If you have not yet paid your standard \$300 Bar/Bat Mitzvah deposit which was due at the time that your original date was finalized, this must also be submitted with your completed Havdalah Request Form. Havdalah requests will not be considered and dates will not be booked and finalized until both deposits have been submitted.
5. The Havdalah Request Form will receive final approval by the Rabbi, the Executive Director and the caterer to confirm dates, bookings and that all deposits are received. Once this is done, your additional Havdalah deposit will be accepted, you will be booked for a Havdalah service on your requested date and your original Bar or Bat Mitzvah date will be relinquished.



# Havdalah Request Form

## Request Form

<b>Student's Name</b>	
Parents' Names	
<b>Current Bar/Bat Mitzvah Date</b>	
Telephone (home)	
Telephone (business)	
Cell Phone(s)	
E-Mail	

<b>Requested Havdalah Date</b>	
--------------------------------	--

Comments

### Havdalah Request will not be considered without:

1. Booking of Catered Evening Event with B'nai Aviv's Caterer on Havdalah Date
2. Payment in full of initial Bar/Bat Mitzvah Fee Deposit of \$300.00
3. Payment **enclosed** of additional Havdalah Deposit of \$300.00

We understand that once these have been provided and the Havdalah Request is approved below, that the "Current Bar/Bat Mitzvah Date" listed above will be relinquished in full and replaced by the Havdalah Date.

We also understand that if the catered event at B'nai Aviv is subsequently cancelled, the Havdalah service will immediately be cancelled as well. If a morning Bar/Bat Mitzvah service is requested instead, a date will be assigned on a "best efforts" basis only, from whatever suitable dates may still remain available.

<b>Parents' Signatures</b>	
<b>Date</b>	

Approvals (Office Use Only)	
Time of Sundown	
<b>Service Start Time</b>	
<b>Approx. Service End Time</b>	
Rabbi's Signature & Date	
Executive Director's Signature & Date	
Caterer's Signature & Date	

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## **Appendix III: Forms and General Information**

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## Parents' Contract

\_\_\_\_\_  
Parents' Names – **Please Print**

\_\_\_\_\_  
Student's Name – **Please Print**

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

The undersigned have read the **B'nai Aviv Bar/Bat Mitzvah Handbook** and agree to abide by all the policies and requirements set forth therein, including:

1. **Bar/Bat Mitzvah Fee.** Payment of the \$2,100.00 Bar/Bat Mitzvah Fee is required as detailed in the **Administrative Issues** chapter of this Handbook (fees are subject to change by the Board of Trustees of B'nai Aviv).

Please initial one of the following two payment options:

### Payment Option One

**Initials:** \_\_\_\_\_

*A deposit of \$300 payable within 30 days of date assignment, \$900 payable one year before the Bar/Bat Mitzvah date, and the remaining \$900 due two months before the Bar/Bat Mitzvah date. If the credit card information below is filled out, these payments will be charged to the indicated credit card on the appropriate dates; otherwise, the parents will be billed.*

### Payment Option Two

**Initials:** \_\_\_\_\_

*A deposit of \$300 payable within 30 days of date assignment, then payment in 12 equal monthly installments of \$150 each, beginning 15 months prior to the Bar/Bat Mitzvah date and automatically charged monthly to the following credit card:*

Credit Card Number: \_\_\_\_\_

(*Visa or MasterCard only*)

Expiration Date: \_\_\_\_\_

(*mm/yyyy*)

2. **Dedication of Leaf on the Tree of Life.** Please initial one of the two options below:

\_\_\_\_\_ I would like to purchase a leaf on the Tree of Life in the synagogue lobby, in honor of this *simcha*. The cost of \$360 will be added to my Bar/Bat Mitzvah Fee, and payment will be in conjunction with the Payment Option indicated above. The leaf will contain up to five lines of inscription, as indicated on the other side of this page, and will be installed shortly after your Bar/Bat Mitzvah date.

Please also add \_\_\_\_\_ additional leaves at \$360 each to my Bar/Bat Mitzvah Fee for future *simchas*. These additional leaves will be marked "Reserved" and installed adjacent to or underneath the initial leaf and will be replaced with inscribed leaves in conjunction with future *simchas*, with the inscription we subsequently provide.

\_\_\_\_\_ Please contact me at a later time regarding a synagogue donation.

**Inscription for Leaf on Tree of Life:**

---

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\_\_\_\_\_ Please check here if you would like to decide on the wording of your inscription at a later date.

3. **Synagogue Service Attendance:** Your child's attendance at two synagogue services (one Friday night and one Saturday morning) is **required** each month during the one-year period prior to the Bar/Bat Mitzvah service, as detailed in the *Synagogue Services* section of the **Bar/Bat Mitzvah Requirements** chapter of the Handbook.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

THIS FORM MUST BE COMPLETED AND RETURNED TO THE RABBI BY THE SECOND SUNDAY MORNING FAMILY CLASS, HELD DURING THE SIXTH GRADE OF RELIGIOUS SCHOOL.
--



## ***Student's Contract***

\_\_\_\_\_  
Student's Name – **Please Print**

\_\_\_\_\_  
Parents' Names – **Please Print**

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

The undersigned agrees to abide by all the policies and requirements set forth in the B'nai Aviv Bar/Bat Mitzvah program, including:

1. **Synagogue Service Attendance:** Attendance at two synagogue services (one Friday night and one Saturday morning) is **required** each month during the one-year period prior to the Bar/Bat Mitzvah service, as detailed in the *Synagogue Services* section of the **Bar/Bat Mitzvah Requirements** chapter of the **B'nai Aviv Bar/Bat Mitzvah Parents' Handbook**.
2. **Tutoring Sessions:** Attendance at all scheduled tutoring sessions, and performance of all assigned tutoring preparation and homework.
3. **Religious School Attendance:** Attendance at Religious School through the end of the 7<sup>th</sup> grade school year is expected, regardless of the date of the student's Bar/Bat Mitzvah ceremony.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

THIS FORM MUST BE COMPLETED AND RETURNED TO THE RABBI BY THE SECOND SUNDAY MORNING FAMILY CLASS, HELD DURING THE SIXTH GRADE OF RELIGIOUS SCHOOL.
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## Parents' Timeline

The following illustrates the usual progression of the parents' tasks performed and objectives accomplished leading up to the date of the Bar/Bat Mitzvah.

Timeframe	Description
In the Year Prior to Bar/Bat Mitzvah Year	Attend three Sunday morning Parents' Classes with the Rabbi
	Purchase or obtain <i>tefillin</i> for your child (and yourself, if needed)
<b>Bar/Bat Mitzvah Year: The Student's 12-month Tutoring Period</b>	
Nine to Twelve Months Prior	Encourage and support your child to do homework and practice throughout entire tutoring period
	Purchase or obtain <i>tefillin</i> for your child if you have not already done so
	Assist your child with planning/execution of Mitzvah Project
Six Months Prior	<b>Begin required regular attendance at services with your child</b>
Five Months Prior	Determine the number of additional family Torah readings (if any), and invite/inform all your Torah Readers, in order to provide them with sufficient time to learn and prepare their reading(s)
	Inform the Ritual Director of any additional Torah readings
	Begin studying and practicing your own additional Torah readings
Four Months Prior	Begin planning the allocation of Service honors
Three Months Prior	Invite/inform all Service honorees, and provide them with whatever information and/or materials they require to perform their honor (see <b>Appendix I</b> for instructions/materials you can provide)
	Begin practicing the parents' <i>aliyah</i> blessings
Two Months Prior	Ensure all outstanding synagogue fees, dues, etc. have been paid
	Family meetings with Rabbi and Executive Director to discuss final details, assignment of honors, logistics, etc.
	Submit your child's biography and picture to Executive Director for the newsletter
	Purchase/obtain <i>tallit</i> , <i>kippah</i> and (optionally) <i>yad</i> for your child
The Final Month	All additional Torah readers must complete their run-through session of their reading with Ritual Director (by phone if necessary)
	Weekly <i>bimah</i> rehearsals with the Cantor (parents encouraged to attend)
	Completion of <i>D'var Torah</i> Speech (parents should assist)
The Final Week	Family attends Thursday Morning <i>minyan</i> service (B'nai Mitzvah students receive their first <i>aliyot</i> )
	Attend Dress Rehearsal with photography/videography (generally on Thursday evening)
	Bring <i>kippot</i> for the congregation, Saturday Service programs and any other display or handout items to the office no later than Friday at noon

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## Bar/Bat Mitzvah Honors Worksheets

### Shabbat Morning

Bar/Bat Mitzvah Honors Worksheet (Shabbat Morning)			
Date			
Student Name(s)			
HEBREW NAME(S)			
Section of Service	Names		
1st Opening of Ark (English names)			
Aliyah	Torah Readers (English Name)	Aliya Blessings (English Name(s))	Aliya Blessings (Hebrew Name(s))
1			
2			
3			
4			
5			
6			
7			
Maftir – BM			
Hagbah (Lift Torah)			
Gelilah (Dress Torah)			
Hagbah 2 (If applicable)			
Gelilah 2 (If applicable)			
Hold Torah 2 (If applicable)			
Haftarah			
Prayer for Country			
Prayer for Israel			
Ashrei			
2nd Opening of Ark			
Ein Keloheinu / Aleinu			

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## Shabbat Havdalah

Bar/Bat Mitzvah Honors Worksheet (Shabbat Havdalah)				
Date				
Student Name				
HEBREW NAME				
Section of Service	Names			
Ashrei				E N G L I S H
Opening of Ark (Torah Procession)				
Aliyah	Torah Readers (English Name)	Aliyah Blessings (English Name(s))	Aliyah Blessings (Hebrew Name(s))	
1				
2				
3 - BM				
Hagbah (Lift Torah)				E N G L I S H
Gelilah (Dress Torah)				
Prayer for Country				N A M E S
Prayer for Israel				
Opening of Ark (Torah Recession)				O N L Y
Opening of Ark (Minchah Aleinu)				
Opening of Ark (Maariv Aleinu)				

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## ***Individual Study Plans***

### **Service Type: Shabbat Morning**

Student's Name		Home Phone	
Student's Hebrew Name		Address	
Mother's Name		Mother's Cell Phone	
Mother's Office Ph.		Mother's E-mail	
Father's Name		Father's Cell Phone	
Father's Office Ph.		Father's E-mail	

Date of Service		First/Second/Single	
Parashat		Special Haftarah	

Tutor Name		Phone		E-mail	
Rabbi Adam Watstein		Phone	(954) 384-8265	E-mail	<a href="mailto:rabbiadam@bnaiaviv.org">rabbiadam@bnaiaviv.org</a>
Cantor Sarah Levine		Phone	(954) 384-8265	E-mail	<a href="mailto:cantorlevine@bnaiaviv.org">cantorlevine@bnaiaviv.org</a>

	<u><b>When</b></u>	<u><b>Description</b></u>	<u><b>Page No.</b></u>
_____	Friday Night	L'kha Dodi	21-22
_____	Friday Night	Bar'khu	28
_____	Friday Night	Ahavat Olam	29
_____	Friday Night	Shema and V'Ahavta	30
_____	Friday Night	U'Malchuto through v'ne'emar	32
_____	Friday Night	Ushmor Tzeiteinu	33
_____	Friday Night	V'shamru	34
_____	Friday Night	Hatzi Kaddish	34
_____	Friday Night	Vayechulu, Avot, Magein Avot	47
_____	Friday Night	Eloheinu R'tzei	48
_____	Friday Night	Kaddish Shalem	48
_____	Friday Night	Shalom Aleichem	13
_____	Friday Night	Kiddush	49
_____	Friday Night	Aleinu	51
_____	Friday Night	Yigdal	53
_____	Shabbat Morning	Tallit Blessing	62
_____	Shabbat Morning	Ein Kamocha	139
_____	Shabbat Morning	Vay'hi Binso'a	139
_____	Shabbat Morning	Sh'ma / Ehad / Gadlu	141
_____	Shabbat Morning	Holding Torah	
_____	Shabbat Morning	Torah Blessings	142
_____	Shabbat Morning	D'var Torah	
_____	Shabbat Morning	Haftarah Blessings	146-147

Recordings can be found by clicking the "Audio Resources" link at [mitzvah.bnaiaviv.org](http://mitzvah.bnaiaviv.org)

## Service Type: Shabbat Morning (cont'd)

<u>When</u>	<u>Description</u>	<u>Page No.</u>
_____ Torah Reading	Book: _____ Chapter/Verse: _____ To: _____	
_____ Haftarah Reading	Book: _____ Chapter/Verse: _____ To: _____	
_____ Shabbat Morning	Ashrei	151-152
_____ Shabbat Morning	Y'Hall'lu-Hodo	153
_____ Shabbat Morning	Etz Chaim	154
_____ Shabbat Morning	Hatzi Kaddish	155
_____ Shabbat Morning	Amidah (Avot, Gevurot)	156
_____ Shabbat Morning	Kedushah	157
_____ Shabbat Morning	Kaddish Shalem	181
_____ Shabbat Morning	Ein Keloheinu	182
_____ Shabbat Morning	Aleinu	183
_____ Shabbat Morning	Ha-Motzi / Ha-Gafen	314-315
_____ Shabbat Morning	Adon Olam	187

## Service Type: Shabbat Havdalah

Student's Name		Home Phone	
Student's Hebrew Name		Address	
Mother's Name		Mother's Cell Phone	
Mother's Office Ph.		Mother's E-mail	
Father's Name		Father's Cell Phone	
Father's Office Ph.		Father's E-mail	

Date of Service		First/Second/Single	
Parashat			

Tutor Name		Phone		E-mail	
Rabbi Adam Watstein		Phone	(954) 384-8265	E-mail	<a href="mailto:rabbiadam@bnaiaviv.org">rabbiadam@bnaiaviv.org</a>
Cantor Sarah Levine		Phone	(954) 384-8265	E-mail	<a href="mailto:cantorlevine@bnaiaviv.org">cantorlevine@bnaiaviv.org</a>

	<u>When</u>	<u>Description</u>	<u>Page No.</u>
_____	Friday Night	L'kha Dodi	21-22
_____	Friday Night	Bar'khu	28
_____	Friday Night	Ahavat Olam	29
_____	Friday Night	Shema and V'Ahavta	30
_____	Friday Night	U'Malchuto through v'ne'emar	32
_____	Friday Night	Ushmor Tzeiteinu	33
_____	Friday Night	V'shamru	34
_____	Friday Night	Hatzi Kaddish	34
_____	Friday Night	Vayechulu, Avot, Magein Avot	47
_____	Friday Night	Eloheinu R'tzei	48
_____	Friday Night	Kaddish Shalem	48
_____	Friday Night	Shalom Aleichem	13
_____	Friday Night	Kiddush	49
_____	Friday Night	Aleinu	51
_____	Friday Night	Yigdal	53
_____	Shabbat Mincha	Tallit Blessing	62
_____	Shabbat Mincha	Ashrei	226-227
_____	Shabbat Mincha	Hatzi Kaddish	229
_____	Shabbat Mincha	Va'ani Tefilati - Vay'hi Binso'a	229
_____	Shabbat Mincha	Holding Torah	
_____	Shabbat Mincha	Gadlu	230
_____	Shabbat Mincha	Torah Blessings	231
_____	Shabbat Mincha	D'var Torah	

Recordings can be found by clicking the "Audio Resources" link at [mitzvah.bnaiaviv.org](http://mitzvah.bnaiaviv.org)

### Service Type: Shabbat Havdalah (cont'd)

_____	Torah Readings	Book: _____	Chapter/Verse: _____	To: _____
_____		Book: _____	Chapter/Verse: _____	To: _____
_____		Book: _____	Chapter/Verse: _____	To: _____
_____	Shabbat Mincha	Y'hall'lu	232	
_____	Shabbat Mincha	Etz Chaim	232	
_____	Shabbat Mincha	Hatzi Kaddish	233	
_____	Shabbat Mincha	Amidah: Avot, Gevurot	234a	
_____	Shabbat Mincha	Amidah: Kedushah	235	
_____	Shabbat Mincha	Kaddish Shalem	247	
_____	Shabbat Mincha	Aleinu	248	
_____	Shabbat Maariv	Bar'khu	281	
_____	Shabbat Maariv	Sh'ma / V'ahavta	282	
_____	Shabbat Mincha	Hatzi Kaddish	285	
_____	Shabbat Mincha	Kaddish Shalem	294	
_____	Shabbat Maariv	Aleinu	297	
_____	Shabbat Havdalah	B'rakhot: Wine / Spices / Candle	299	
_____	Shabbat Havdalah	Eliyahu Ha'navi	300	

## Service Type: Weekday Shacharit

Student's Name		Home Phone	
Student's Hebrew Name		Address	
Mother's Name		Mother's Cell Phone	
Mother's Office Ph.		Mother's E-mail	
Father's Name		Father's Cell Phone	
Father's Office Ph.		Father's E-mail	

Date of Service		First/Second/Single	
Parashat		Rosh Chodesh	Yes / No

Tutor Name		Phone		E-mail	
Rabbi Adam Watstein		Phone	(954) 384-8265	E-mail	<a href="mailto:rabbiadam@bnaiaviv.org">rabbiadam@bnaiaviv.org</a>
Cantor Sarah Levine		Phone	(954) 384-8265	E-mail	<a href="mailto:cantorlevine@bnaiaviv.org">cantorlevine@bnaiaviv.org</a>

	<u><b>When</b></u>	<u><b>Description</b></u>	<u><b>Page No.</b></u>
_____	Friday Night	L'kha Dodi	SSS 21-22
_____	Friday Night	Bar'khu	SSS 28
_____	Friday Night	Ahavat Olam	SSS 29
_____	Friday Night	Shema and V'Ahavta	SSS 30
_____	Friday Night	U'Malchuto through v'ne'emar	SSS 32
_____	Friday Night	Ushmor Tzeiteinu	SSS 33
_____	Friday Night	V'shamru	SSS 34
_____	Friday Night	Hatzi Kaddish	SSS 34
_____	Friday Night	Vayechulu, Avot, Magein Avot	SSS 47
_____	Friday Night	Eloheinu R'tzei	SSS 48
_____	Friday Night	Kaddish Shalem	SSS 48
_____	Friday Night	Shalom Aleichem	SSS 13
_____	Friday Night	Kiddush	SSS 49
_____	Friday Night	Aleinu	SSS 51
_____	Friday Night	Yigdal	SSS 53
_____	Weekday Morning	Tallit Blessing	SSW 2
_____	Weekday Morning	Tefillin Blessings	SSW 3
_____	Weekday Morning	Brachot	SSW 6
_____	Weekday Morning	Barukh She-amar	SSW 16
_____	Weekday Morning	Ashrei	SSW 21-22
_____	Weekday Morning	Hatzi Kaddish	SSW 29
_____	Weekday Morning	Bar'khu	SSW 30
_____	Weekday Morning	Sh'ma / V'ahavta	SSW 33
_____	Weekday Morning	Amidah: Avot, Gevurot	SSW 36a
_____	Weekday Morning	Amidah: Kedushah	SSW 37
_____	Weekday Morning	Vay'hi Binso'a	SSW 65
_____	Weekday Morning	Holding Torah	
_____	Weekday Morning	Gadlu	SSW 65
_____	Weekday Morning	Torah Blessings	SSW 67
_____	Weekday Morning	D'var Torah	

Recordings can be found by clicking the "Audio Resources" link at [mitzvah.bnaiaviv.org](http://mitzvah.bnaiaviv.org)

### Service Type: Weekday Shacharit (cont'd)

_____	Torah Readings	Book: _____	Chapter/Verse: _____	To: _____
_____		Book: _____	Chapter/Verse: _____	To: _____
_____		Book: _____	Chapter/Verse: _____	To: _____
_____		Book: _____	Chapter/Verse: _____	To: _____
_____	Weekday Morning	Y'hall'lu	SSW 76	
_____	Weekday Morning	Etz Chaim	SSW 77	
_____	Weekday Morning	Aleinu	SSW 83	
_____	Weekday Morning	Adon Olam	SSW 101	

#### Prayer Books

**SSS** = Siddur Sim Shalom (for Shabbat and Festivals)

**SSW** = Siddur Sim Shalom (for Weekdays)

# TEFILLIN SALE ORDER FORM

TEFILLIN \$300.00  
per set from Israel

These tefillin are from Israel. They can be purchased for Bar/Bat Mitzvah students, as well as for men or women.

Please complete this form and return to Rabbi Watstein.

First and Last Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_ # of Tefillin sets @ \$300.00 each

You are: \_\_\_\_ right-handed      \_\_\_\_ left-handed

Please make checks payable to:

**RABBI WATSTEIN'S DISCRETIONARY FUND**

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## ***Bar/Bat Mitzvah Tutor Information***

Meet B'nai Aviv's talented Bar/Bat Mitzvah tutors:

**Leanna Blacher**, who is also B'nai Aviv's Ritual Director, has tutored students of all ages in Torah, Haftorah, and T'filah (prayers), whether for their Bar/Bat Mitzvah or to continue their Jewish learning as adults.

She has been a lifelong member of the Conservative movement and has been leading services and reading Torah from the age of nine years old.

She participated in the Nativ program, spending the first year of college in Israel, studying at Hebrew University and then working at Kibbutz Sa'ad in southern Israel. Leanna has a Bachelors degree in agriculture and a Masters degree in Landscape Architecture from the University of Florida. She also has a culinary degree from the French Culinary Institute.

Leanna, her husband Abie, and their three children have been members of Bnai Aviv for over a decade. Leanna understands that all students are unique individuals and learn at different paces. She will push your children to be the best that they can be, in order to ensure their success.

## *Synagogue Contact Directory*

<b>Topic</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>
<b>Financial Issues</b>	Shai Habosha (Executive Director)	(954) 384-8265	shai@bnaiviv.org
<b>Student Biography (Newsletter)</b>			
<b>Donations to the Synagogue</b>			catering@bnaiviv.org
<b>Catering/Event Reservations</b>	Cookie Silver (Synagogue Office)	(954) 384-8265	cookie@bnaiviv.org
<b>Delivery of Items for Service</b>			
<b>Synagogue Directions Cards</b>			
<b>Bimah Flowers Upgrade</b>			
<b>Service Attendance Requirements</b>	Rabbi Adam Watstein	(954) 384-8265	rabbiadam@bnaiviv.org
<b>Alternate Date Options</b>			
<b>Honors</b>			
<b>Bar/Bat Mitzvah in Israel</b>			
<b>Adult Education Programs</b>			
<b>Mitzvah Projects</b>	Cantor Sarah Levine	(954) 384-8265	cantorlevine@bnaiviv.org
<b>The Learning Process</b>			
<b>Assignment/Supervision of Bar/Bat Mitzvah Tutors</b>			
<b>Rehearsals</b>			
<b>Torah Trope Classes</b>			
<b>Adult Bar/Bat Mitzvah</b>	Leanna Blacher (Ritual Director)	(954) 384-8265	lblacher@bnaiviv.org
<b>Torah Reading Run-Through</b>			
<b>Torah Reading Assignments</b>			
<b>Torah Reading Materials</b>	Bruce Klassner (Interim Religious School Director)	(954) 384-8265	bruce@bnaiviv.org
<b>Religious School Curriculum</b>			
<b>Kadima-Gesher Youth Program</b>	Todd Morchelies (Youth Director)	(954) 349-1879	bausybees@bnaiviv.org
<b>Bar/Bat Mitzvah Tutors</b>	Leanna Blacher	(954) 384-8265	lblacher@bnaiviv.org

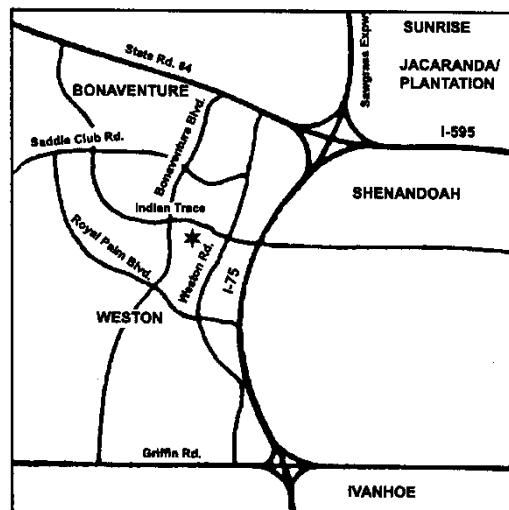
## ***Synagogue Address, Directions and Shabbat Protocol***

Synagogue direction cards are available from the synagogue office for inclusion with your Bar/Bat Mitzvah invitations. These cards include the synagogue address, directions, a map, and a brief review of Shabbat protocol for those guests who may not be familiar with our customs. Synagogue directions can also be found on our web site at

<http://www.bnaiaviv.org>.

If you prefer to print your own direction cards and synagogue protocol information for your invitations, you may use the information below:

**B'nai Aviv  
1410 Indian Trace  
Weston, Florida**



### **DIRECTIONS**

#### **GETTING TO THE CITY OF WESTON**

**From I-95 or Florida's Turnpike:** Take I-95 or Florida's Turnpike to I-595 West. Take I-595 West to I-75 South. Take I-75 South to Royal Palm Boulevard (Exit 15), then follow "Getting to B'nai Aviv" below.

**From the South using I-75:** Take I-75 North to Royal Palm Boulevard (Exit 15), then follow "Getting to B'nai Aviv" below.

**From the Sawgrass Expressway:** Take the Sawgrass Expressway South to its conclusion at I-75 South. As the roads merge, make your way immediately over to right lanes. Exit I-75 at Royal Palm Boulevard (Exit 15). then follow "Getting to B'nai Aviv" below.

#### **GETTING TO B'NAI AVIV**

After the traffic light at the end of the I-75 exit ramp, continue onto Royal Palm Boulevard. At the next traffic light, turn right onto Weston Road. At the third traffic light, turn left onto Indian Trace. Go past the first traffic light (Three Village Road), then take the next left into the parking lot.

## SHABBAT PROTOCOL: WE ASK YOUR COOPERATION

Saturday, the Jewish Sabbath, is a holy day. It is the Jewish 'day of rest'. On that day we refrain from everyday work, duties, chores, etc. It is a time for prayer—our connection to the Jewish community and our personal moment to reach out to GOD.

1. Please do not place prayer books or bibles on the floor. They are sacred texts.
2. Smoking is strictly prohibited on B'nai Aviv grounds on the Sabbath. This includes all the areas of B'nai Aviv inside and outside.
3. Do not applaud after Haftarah or speeches. Applause is inappropriate during services. While there is clapping when we sing or pray, it is not appropriate to applaud on the Sabbath.
4. *Tallit* and head coverings are provided in the lobby. All men must wear a head covering upon entering the Synagogue. Jewish men of Bar Mitzvah age are obligated to wear a *tallit*. Jewish women are encouraged to wear a *tallit* in our Synagogue.
5. Cameras, cell phones, beepers, tape recorders, gaming devices, **.mp3** players and all other electronic devices are strictly forbidden in the Sanctuary or Synagogue area on the Sabbath.
6. The chewing of gum is not permitted in the Sanctuary.
7. Guests are expected to dress in a manner appropriate for synagogue services. Women should refrain from wearing low cut, sleeveless, strapless or backless dresses or blouses, bare midriffs and short skirts.

## ***Glossary***

**Adon Olam:** ‘Lord of the Universe’, a traditional hymn praising and adoring God, sung at the end of the Saturday morning service.

**Aitz Hayim:** The ‘trees of life’, the wooden poles of the Torah to which the parchment is attached, and which serve as handles.

**Aleinu:** The prayer of adoration chanted and read towards the end of the Saturday service.

**Aliyah (pl. Aliyot):** Literally means ‘going up’. Refers to the honor of going up to the Torah to recite the blessings before and after the Torah reading.

**Amud:** The reading table from which worship is led and the Torah read.

**Ark:** The cabinet that houses the Torah in front of the sanctuary.

**Aron Kodesh:** The Hebrew name for the Ark (see above) containing the Torah scrolls.

**Aufruf:** Yiddish for ‘called up’. Refers to an *aliyah* (see above) received by a future groom and bride on the Shabbat prior to their wedding

**Bar Mitzvah:** Literally ‘the son of duty or commandment’. A term used to mark the age of Jewish adulthood at age 13, as well as the event when a boy is called to the Torah to symbolize the attainment of adulthood.

**Bat:** ‘Daughter of’.

**Bat Mitzvah:** Literally ‘The daughter of duty or commandment’. A term used to mark the age of Jewish adulthood at age 13, as well as the event when a girl is called to the Torah to symbolize the attainment of adulthood.

**Ben:** ‘Son of’.

**Bimah:** The elevated platform in front of the sanctuary where the Ark and Torah are located, and where clergy are seated during services.

**B’nai Mitzvah:** Literally ‘sons and daughters of the commandment’.

**Bracha:** A blessing.

**Cantor** (Hebrew *chazzan*): A member of the clergy who is a musician trained in the vocal arts, who helps lead the congregation in songful prayer.

**Challah:** Braided bread used during the Sabbath.

**Chumash:** The Torah in bound book form, often also containing the Haftarah.

**D'var Torah:** A speech that explains and illuminates the Torah text.

**Gelilah:** The honor of rolling and tying the Torah scroll.

**Haftarah:** Supplementary (and related) reading from Prophets, read after the Torah portion on Shabbat and other festivals.

**Hagbah:** The honor of raising the Torah scroll.

**Hagorah:** The belt that holds the two sides of the scroll together when not in use. Also called a *wimpel* in Yiddish.

**Hamotzi:** The blessing over bread.

**Havdalah:** literally means “separation”. This is the concluding part of the Saturday evening service following sundown which marks the end of Shabbat.

**Havdalah Bar/Bat Mitzvah Service:** a 90-minute Bar or Bat Mitzvah service that begins with an afternoon *Mincha* service, continues without break to the evening *Maariv* service, and then concludes with the *Havdalah* ceremony itself which marks the official end of Shabbat.

**Kaddish:** refers to an important and central prayer in the Jewish prayer service which glorifies the Holy name, and which acts as a separator between various sections of the service. A version of this prayer called the ‘Mourners’ *Kaddish*’ is recited after the death of immediate family relatives.

**Kiddush:** The blessing over wine during Shabbat and festivals. Also used to describe light refreshments served after saying *kiddush* following Shabbat morning services.

**Kippah or Yarmulke:** The ritual skull cap worn during synagogue services, and by some Jews at all times.

**Kosher:** Food prepared in accordance with Jewish dietary laws.

**Maariv:** The evening service.

**Mincha:** The afternoon service.

**Minyan:** A quorum of ten Jewish adults traditionally required for public worship.

**Misheberach L'cholim:** A prayer traditionally said for someone who is ill.

**Mourners' Kaddish:** See **Kaddish**.

**Parasha:** The section of Torah read during a given week. Each week during the year has its own *parasha*.

**Pticha:** The person who opens and closes the ark, either when the Torah is taken out to be read or when it is put away following the reading.

**Rabbi:** Spiritual leader of the congregation.

**Seudat Mitzvah:** A festive meal usually associated with life cycle events

**Shacharit:** The morning service.

**Siddur:** The prayerbook.

**Shabbat:** Hebrew for Sabbath, the special seventh day of the Jewish week when we celebrate our uniqueness as free people and are able to separate ourselves from the work week. Shabbat begins at sundown on Friday evening and ends after sundown on Saturday evening.

**Simcha:** A joyous life cycle event, such as weddings, Brit, Bar or Bat Mitzvah, etc.

**Tallit:** The prayer shawl, customary for men to wear during Shabbat services, optional for women.

**Tefillin:** (in English: phylacteries) A set of two small black leather boxes with leather straps containing scrolls of parchment inscribed with verses from the Torah. Tefillin are worn, one each on the head and on the arm, during weekday morning prayers once the age of Bar or Bat Mitzvah is reached. Wearing of tefillin is customary for men and optional for women.

**Tikkun:** A book used for preparing and practicing Torah readings, which shows the Torah text in a standard font with vowel and trope melody symbols, alongside the same text in 'Torah font' without vowel and trope symbols.

**Torah:** The Five Books of Moses, which is the first section of the Bible. The Torah scroll contains these five books written by hand in Hebrew on specially prepared parchment by a trained scribe. The Five Books of Moses are: Genesis, Exodus, Leviticus, Numbers and Deuteronomy.

**Torah service:** The central part of the Shabbat (Saturday) morning service, where the Torah is brought out the ark, and a specified portion is chanted in Hebrew.

**Trope:** Also known as ‘cantillation’. A system of notation which indicates the specific musical melodies used for chanting the Torah or Haftarah.

**Tzedakah:** Performance of charitable or philanthropic acts.

**Tzitzit:** The fringes on the four corners of the tallit to remind us of our covenant with God. We use them to kiss the place at the beginning and end of an Aliyah passage.

**Yad:** The pointer used by the Torah reader, usually shaped like a hand. The Torah reader should not touch the scroll directly with his or her own hand, so use of the *yad* (‘hand’ in Hebrew) becomes an extension of the reader to assist in an accurate and smooth reading.