



# Temple Beth Shalom

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S P O K A N E

## Midrasha

**The very world rests on the breath of children in the schoolhouse.**

-Talmud, Shabbat 119b

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# Temple Beth Shalom (TBS) MIDRASHA HANDBOOK

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# TBS MIDRASHA VISION, MISSION, VALUES

## Our Vision

TBS *Midrasha*, in partnership with our families and community, strives to create pride and joy in our students' Jewish identity and teach them to use Jewish ethical values in their lifelong decision-making.

## Our Mission

TBS *Midrasha* dedicates itself to embracing change and creating innovative and effective methods to provide a quality Jewish education for all students. We strive to inform and excite our students about Judaism and Jewish life and do so in ways that will, in shared responsibility with our families, create lasting ties to the Jewish community, its faith, traditions, and ethics.

## Our Values

In pursuing our vision and in support of our mission, we are guided by a shared collection of Jewish values:

### *Jewish Ethical Values*

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Jewish ethical values inform our interactions with each other and with the world.

### *Mitzvot*

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Sacred deeds inform our interactions with others and with G-d.

### *Torah Study*

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Knowledge of the Torah, its themes, and history leads to intellectual and spiritual transformation and the practice of good deeds and Jewish-minded actions.

### *Hebrew*

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Hebrew is the language of our ancestors, the predominant language of the Jewish People; it provides a commonality to bind us together.

### *Jewish Worship and Prayer*

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Recitation of prayer is a central characteristic of Jewish worship. Our liturgy provides a framework for our public expression of spirituality.

### *Israel*

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The land of Israel is our homeland and central to Jewish history, religion, and values.

### *Conservative Judaism and Jewish Movements*

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We are affiliated with the United Synagogue of Conservative Judaism and understand its relationship to the other branches of Judaism.

## TBS MIDRASHA CURRICULA

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The TBS curricula propose that Torah is the foundation for character, community, and a spiritual life. The Sunday morning curricula include holidays, *midot* (Jewish virtues), the life cycle, Jewish history, with the ultimate goal for all our students to be proud with their Jewish identity. The Wednesday afternoon curricula include decoding the Hebrew, understating our prayers, learning to chant them and the ritual of our services. You can find our detailed curricula on TBS website – [www.spokanetbs.org](http://www.spokanetbs.org)

Learning at TBS focuses on “*One Mind at a Time*”, i.e., where teaching is individualized to meet each student’s interests, understanding, and passion. TBS holds community-wide holiday celebrations with arts, crafts, drama, and music. We create opportunities for classes, students, and their families to engage in community service/Tikkun Olam.

TBS offers **Sunday morning (9:45am-12:30pm)** Religious School for pre-school through 7th grade and **Wednesday afternoon (4-6pm)** Hebrew School for 2nd through 7th graders. At the end of both Religious School (noon-12:30 pm) and Hebrew School (5:40-6:00 pm), we join together as a community in the Midrasha minyan. Students lead services and the Rabbi, or the Education Director gives a weekly D’var Torah.

### *TBS Religious School Learning Objectives:*

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1. Attain a strong love for Judaism and a sense of pride in being Jewish
2. Discover and explore the Torah and the incredible history of the Jewish people and see their relevance in today’s day and age
3. Gain understanding of the practice, ritual, and traditions of Judaism
4. Understand the moral, values, and ethical behavior mandated by the Torah and how we can adapt them to our modern world
5. Experience appreciation for all Jewish holidays through hands-on learning
6. Master Hebrew decoding skills
7. Understand basic Hebrew words from the siddur
8. Learn our prayers and feel comfortable and knowledgeable when attending services
9. Identify with the land of Israel and its inhabitants
10. Freely express opinions and questions about G-D, Torah, and religion

## *TBS Hebrew School Learning Objectives:*

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- 1) Ability to perform and participate in the liturgy used at TBS
- 2) Knowledge of Hebrew language to understand the broad meaning of a liturgical passage
- 3) Knowledge of liturgy structure and the role each prayer plays in the process of the service
- 4) Familiarity with the meaning and the story behind each prayer
- 5) Understanding of the services rituals

In addition to these overall learning objectives, students will master the following content areas:

*Kita Aleph:* Review the alphabet, beginning reading fluency, beginning of the Friday Night service Liturgy

Expected Service Attendance: 10 Friday night services throughout the school year

*Kita Bet:* Proficiency of the entire Friday evening liturgy

Expected Service Attendance: 10 Friday night services throughout the school year

*Kita Gimmel:* Review Friday evening services; Saturday morning Torah and Musaf services

Expected Service Attendance: 10 Friday night and 10 Saturday Morning services throughout the school year

*Kita Daled:* Remainder of Torah and Musaf services; begin learning the Shaharit

Expected Service Attendance: 15 Friday nights and 15 Saturday morning services throughout the school year

*Kita Hey:* Completion of Shaharit and P'zukey D'zimra, Havdalah and Hallel services

Expected Service Attendance: 2 Friday and 2 Saturday services each month throughout the school year. During the last 3 months prior to their B'nai Mitzvah, the students must attend every Friday night and every Shabbat morning service.

TBS believes that Midrasha does not end at B’nai Mitzvah! TBS offers a variety of opportunities for our post-B’nai Mitzvah students to continue to learn and develop into healthy Jewish young adults.

**Midrasha High** – (the High School experience). Students meet on Thursday evenings from 7:00-8:30 pm for dynamic and exciting programs designed to address their specific interests. Topics may include Israel and Zionism in the Middle East; Comparative Religion; Jewish History; Comparative Judaism; Holocaust & Resistance Studies; Ethics; and so forth. During the first hour of each class, expert presenters bring their knowledge, experience, and interests into the classroom, helping students to focus on specific topics of interest. During the final half hour of each class, students meet with the Rabbi to discuss current events and news.

#### **Midrasha High Goals:**

- To provide continuing education for Jewish youth beyond Bar/Bat Mitzvah
- To provide students with the knowledge and intellectual tools necessary to enable them to relate to the world as Jews
- To encourage students to begin the process of life-long Jewish learning

Attending the five-year-sequence curriculum, Midrasha High School students will be guided through the following subjects in Jewish studies:

#### **Unit 1: Judaism: Finding our own Belief and Practice**

- Rituals and Customs: The Warmth and Benefit of Tradition
- Growing Up and Growing Old: The Shape of a Jewish Life
- The Road Map of Jewish Community: Institutions and communities of the Jewish World
- Reform, Conservative, Orthodox: Similarities and differences
- The Way to G-d: Shaping our Individual Spiritual Journeys
- Radical Jewish Thinkers: Where and how do I fit?
- Making Prayer Real

#### **Unit 2: From Joshua, the Son of Nun, to David, the Son of Gurion: A Survey of Jewish History and Literature Through the Ages**

- The tribal formation in the Promised Land
  - The Anarchic period during the days of the Judges
  - The introduction to the period of kings and prophets
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- The destruction of the first Temple and the Babylonian exile
- The second temple and the struggle against the Roman Empire
- The dispersion into the diaspora, culture, and literature of the diaspora communities
- The beginning of Kibutz Galut and the declaration of the State of Israel

### **Unit 3: Holocaust, The State of Israel, Modern Hebrew**

- The post-WWI Germany and the rise of the National Socialist German Workers party
- The beginning of physical separation and alienation of the Jewish population in Germany: The Crystal Nacht and religious and physical restrictions
- The “The Final Solution”: Deportation of Jews to ghettos and later to concentration camps
- The question of belief: “Where was G-d?”
- Resistance: From within and from without
- Communication and Politics: What happened? Why no one reached out and helped?
- Germany is defeated: The release from the concentration camps and the rehabilitation of those who survived the Holocaust
- Our promise: To Remember, Never to Forget!
- History and Founding of the State of Israel
- Contemporary Israeli Culture
- Israeli-Palestinian Conflict
- *Mah Nishmah?* Some essential phrases in Modern Hebrew

### **Unit 4: Comparative Religion: The Religions of our Friends and Neighbors:**

- The roots of Christianity and the various “streams” of Christianity
- The roots of Islam and its basic beliefs
- Compare and Contrast between the three religions’ Belief
- The Past, Present, and Future in Understanding and Accepting of Each Other’s Beliefs
- Houses of Worship: Differences and Similarities
- Spiritual Leadership: Differences and Similarities
- Other Religions Around Us

### **Unit 5: Issues in Contemporary Jewish Life**

- Race, Gender, and Sexual identity within the Jewish community
- The future of the synagogue in our fast-paced lives
- Inter-dating and intermarriage

- Tikkun Olam: Our Jewish Mission
- Jewish Sexual Ethics
- Contemporary Judaism's perspectives on the Frontiers of Medical and Scientific Developments
- Images of Jewish Life in the Media

**Madrichim Program** - Students grades 8-12 may apply for positions as *madrichim* (classroom aides) for Sunday and Wednesday classes. The students will have training and will be paid minimum wage for their service.

**B'nai Mitzvah Tutor** - Students are invited to apply for a limited number of tutor positions annually. Tutors need to be proficient at leading our services and be willing to attend services when their students are leading the services and, of course, attend their students Bar/ Bat Mitzvah.

#### ***TBS Midrasha for Adults:***

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TBS believes that learning is a lifelong process, and we offer opportunities to continue to grow and learn Jewishly. We offer a variety of classes and programs for adults in our community. The information is always found on our website and in our weekly communications.



# POLICIES, RULES, AND EXPECTATIONS

## Registration and Tuition:

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Children entering Gan Rachel (ages 2-1/2 to 5) must be out of diapers. Students entering Keshet (Kindergarten) must be 5 years of age on or before September 1st of the coming school year. Exception to this rule may be made if the child is younger than 5 years of age but is permitted to enroll in public school. All students should be enrolled (by sending in the registration forms) no later than one week before the first Sunday or Hebrew school session. The membership tuition schedule is listed on our website.

Financial assistance is available upon request for members in good standing with their TBS account (see registration form).

### **Very Important:**

*Please notify the Education Director if your child has a special need or an IEP of which we should be aware. Please notify your child's teacher if your child will be late/absent from class or has any food allergies.*

## Immunization Policy

Midrasha TBS requires that all students enrolling in the Religion/ Hebrew School be immunized in a manner consistent with prevailing American Academy of Pediatrics (AAP)/Centers for Disease Control (CDC) guidelines or provide documentation of extenuating circumstances in the manner described herein.

In the event of a disease outbreak, presence of a vulnerable student or parent, or other serious concern, Temple may remove from its programs or its premises—at the sole discretion of the professional staff—any student or parent not fully immunized according to the guidelines presented above until the immediate danger to themselves and others has passed.

If an individual or his/her family believes that a medical exemption is required, they must provide an exemption letter signed by an appropriate allopathic physician.

If a person has a temperature above 99.9F, they will be sent home. Return to TBS campus will only be allowed once the individual has been without a fever for over 24 hours.

If anyone is sick in any form, including respiratory symptoms, they should not be present on the TBS campus.

## *Classroom Expectations*

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A positive learning environment requires courtesy and respect, concern for safety, protecting others' right to learn, and care for personal property.

### *Principles of DERECH ERETZ (Courtesy/Respect)*

- We treat all members of the Temple Beth Shalom community (children and adults) with respect and courtesy.
- We have zero tolerance for bullying.
- All of the adults in the school are responsible for safety and learning.
- Students will respond to the instructions of any staff member and not interfere with the learning of others.
- Each student will care for school and synagogue property as well as the property of other students.

### *Parents Observing Class:*

We encourage parents, grandparents, and other guests to observe and participate in class activities. All visits, however, **must** be arranged and coordinated with the Education Director and the classroom teacher **prior** to the visit. Moreover, all visitors must cooperate and respect the teacher's wishes while in the classroom.

### *Classroom Rules:*

1. Students should arrive in their classroom **ON TIME**.
2. Students are expected to remain on TBS property during school hours.
3. Students may bring only **kosher dairy** and **parve** snacks that **do not contain nut products** to school. \*
4. Snacks will be served according to the teacher's guidelines.
5. Students, monitored by their teachers, are responsible for cleaning their classrooms at the end of each session.

### *Policy for Dealing with Student Disruptions:*

The responsibility for proper behavior during class activities and breaks rests primarily with each student. The classroom teacher is the authority during class times and will be supported by the Education Director. The following progressive discipline policy has been approved by the TBS Education Committee regarding student disruptions:

- Step 1:** The teacher will attempt to solve the problem directly with the student.
- Step 2:** If disruption continues, the student will be sent to the office of the Education Director and remain there until a parent arrives to pick them up.
- Step 3:** If disruption reoccurs following the Education Directors intervention, a conference will be set up between the Education Director, the teacher, student, and parents before the student will be allowed to return to the classroom. A contract for behavior will be designed at that meeting. All conference attendees will sign off on the contract. The contract will include specific expectations for improved behavior and consequences should those changes not occur.
- Step 4:** Should a disruption reoccur following the creation of the contract, an alternative education plan will be put in place (this plan might include learning outside the classroom, or an aide assigned specifically to the student at the parents expense).
- Step 5:** Reinstatement to the classroom is a decision made by the Education Director after consulting with the student's teacher and family.

### **Emergency Clause:**

*The Education Director or the classroom teacher (in his/her absence) of any Midrasha Sunday, Hebrew, or High School class has the right to immediately remove a student who is a threat to the safety, either physical or emotional, of other students in the classroom or on the premises of TBS during school hours.*

### *Dress and Apparel Expectations for school and religious services*

The Jewish ideal towards which we should strive emanates from the Torah, which says that the clothing we wear for worship should be l'avod u'ltiferet, for dignity and adornment (Exodus 28:2). Among the commentaries on this mitzvah is that of Rabbi Samson Raphael Hirsch (as paraphrased by Rabbi Aaron Frank), No matter the social norm, a certain level of [decorum] must be preserved to maintain ... dignity and self-respect. This is kavod (respect). On the other hand, aesthetic beauty ... may change from person to person. We (should) dress with the [formality] and dignity of one who is serving God and yet adorn ourselves with clothing, which, dignified, expresses who we are.

Our dress code creates an environment conducive for learning and religious practice. We require all children to wear:

- Clothing that covers their bodies from their armpits to where the edge of their fingertips falls on their legs, including some kind of sleeve or shoulder covering.
- Please show respect for our religious rituals on the bima by wearing professional clothing (e.g., no sweatpants or athletic shorts).
- A kipa (head covering) is expected during school hours and when coming to services.
- Shoes are required, and students must wear footwear appropriate to the activity for the safety of the students.
- On Wednesdays, the students are coming directly from school; therefore, the dress and apparel code for clothing will be as established by their school, but all other expectations apply.

## TBS YOUTH GROUPS

TBS youth groups are a place for our youth to come together and participate in fun, educational informal activities where they can build character and leadership skills while creating bonds with peers. Youth groups also help young people develop a strong sense of Jewish identity and create socially active, conscious Jewish adults.

*Gesher USY:* Helps 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students move forward into Jewish adulthood while hanging out with established and new friends with Jewish youth from around the area. Gesher participants engage in games, activities, and mitzvah projects, which help people throughout the community. Gesher also helps prepare Jewish youth for USY and the responsibilities they will undertake therein.

*United Synagogue Youth (USY):* Is the youth movement of the United Synagogue of Conservative Judaism. Our local chapter is Spokane *Adir*. The broad goal of USY is to bring Jewish teenagers closer to Judaism and Israel through learning and social interaction.



USY is open to all Jewish high school youth. USY offers teenagers the opportunity to lead Jewish lives as they navigate the challenges of adolescence. USY goals are to teach youth Judaic living skills while creating leadership learning opportunities, together with other formal and informal learning experiences. USY enables youth to become involved in Jewish observances and enjoy their Jewish lives, all within a framework of an exciting, active, stimulating, and social environment.

# TBS POLICY REGARDING SCHOLARSHIPS

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## TBS Scholarships

Temple Beth Shalom children and teenagers are truly blessed.

This year the process of awarding scholarships has changed. The process will be competitive and require families to meet certain deadlines and requirements. The scholarships that are available will include Camp Solomon Schechter; USY and Gesher for regional or national events, and scholarships to offset costs of an eligible Israel program, subject to the following criteria:

1. A recipient's family must be current with their membership contribution to Temple Beth Shalom.
2. Scholarships are available after 6 months of membership in good standing at TBS.
3. Scholarships for Israel programs must be submitted **by April 30, 2024**, for programs that take place in the coming summer or school year. (Example – for spring session in the year 2025, students need to apply by April 2024) This is a competitive application process and TBS will award up to two scholarships per school year.

The scholarship award will be up to \$2500. The requirements will include:

- a. 80% attendance at Midrasha high;
  - b. One Friday service and one Saturday service each month for a total of 10 services throughout the school year;
  - c. A two-page typed essay explaining why you want to participate in an Israel program and what you hope to gain from the experience; and
  - d. 10 volunteer hours at the Temple.
4. Scholarships for Camp Solomon Schechter – are awarded on a first-come, first-served basis according to the registration date for CSS. The first 18 students must fulfill their requirements by **April 30** of the same school year, and each child can be awarded up to \$1000.
  5. For USY/Gesher scholarships, a recipient must be eligible for membership in USY nationally. Each child will be eligible for one scholarship per school year in the amount of \$500.

6. For CSS and/or USY/Gesher scholarship recipients the requirements will include:
  - a. The students must be enrolled in and regularly attend Temple Beth Shalom's Midrasha programs and Hebrew School. Regular attendance means the student is present for at least 80% of scheduled classes; and
  - b. All students must attend services as required by their age bracket. This requirement may be satisfied by attending services at other congregations while out of town.
7. If a participant cannot attend the TBS educational program, their parents should contact the Education Director to arrange for an approved alternative learning opportunity for their child.
8. All scholarship recipients must be present for and participate in class led services and USY led services as applicable. **Prior** approval from the recipient's teacher, or the Youth Director for teen recipients, is required in the case of absence. An appropriate substitute may be offered and shall be agreed to and implemented (i.e., participate in other service in cooperation with Rabbi) to maintain qualification.
9. All teen recipients of CSS and USY/Gesher scholarships are **strongly encouraged** to give back to the TBS community by volunteering. Additional criteria for scholarship eligibility include a demonstration of a strong sense of community responsibility and commitment to the TBS community.
10. The following events are included in the scholarship program:
  - Camp Solomon Schechter (including one year of Oded)
  - USY / Gesher Kinnus (Fall or Spring) or USY Regional convention or USY National conference.
  - One Israel Program (In the past this has been granted only for specific programs—USY Summer Israel programs, Camp Schechter summer Israel programs, and Alexander Muss HSI summer, quarter, and semester programs. There is a question as to whether we broaden that to include other programs, or create a different process)
11. Payment of a recipient's portion of fees is **due at the application deadline**. Applications that are received after the deadlines set by CSS or by the Youth Director are not eligible for scholarship money. If timely payment of the recipient's portion for a USY event is

not received, the USY member will become ineligible for scholarship assistance for that event.

12. Travel to youth group events must be arranged with the itinerary selected by the Youth Director. In the event separate travel arrangements are made or requested, each family will be solely responsible for the purchase of said transportation. Reimbursement shall be at the same rate as other participants and will be made within a reasonable time after submission of receipts.
13. If a child or teen is sent home from any program as a result of any violation of the “code of conduct”, the participant and parents will be responsible for the immediate and full reimbursement of the scholarship amount to Temple Beth Shalom. **Failure to reimburse Temple Beth Shalom will render the recipient ineligible to be considered for any future scholarship.** Further, the participant will be ineligible to receive a scholarship for a period of one year thereafter. The participant will be expected to propose and implement a service project to TBS, approved by the Rabbi, to become eligible for future scholarships.
14. A child who receives a scholarship will be required to fulfill all requirements that are set forth above. If the student returns from a program early and is unable to complete the program, TBS may require the family to reimburse TBS for all or part of the scholarship that has been awarded.
15. Each year, the scholarship fund will be given a specific amount from the Foundation. In the event there is money remaining in the scholarship fund, the Education Director and Education Committee will determine how the remaining money will be shared between the eligible scholarship applicants.

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Parents

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Date

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Student

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Date



Requirements by scholarship activity:

	CSS	Youth Group	Israel trip
School registration and attendance	✓	✓	✓
Service attendance by age bracket	✓	✓	✓
Recipient's family must be <u>current</u> with their membership contribution	✓	✓	✓
Volunteer hours encouraged for TBS community.	✓	✓	✓

# MADRICHIM GUIDELINES

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The Madrichim (guides, teachers) program is created to help our TBS teens stay involved in our educational program and in the wider synagogue community. The madrichim work side by side with our teachers in the classrooms and act as role models for our students. As part of the teaching team, the madrichim are required to attend madrichim training and/or meetings as scheduled by the Education Director.

The Madrichim program is designed as a “work/study” program for TBS teens: Madrichim are paid a minimum wage hourly salary for their work but are expected to recognize that they are learning as they work. Their lead teachers provide guidance for the madrichim on everything from good role modeling and appropriate leadership to classroom and behavior management and lesson plan designs.

All teens whose families are active TBS members are welcome to join the madrichim program, based on the following guidelines:

- To work at Sunday School, teens must be in at least 8<sup>th</sup> grade in secular school.
- To work at Hebrew School, teens must:
  - Be in at least 9<sup>th</sup> grade (high school)
  - Have had their Bar/ Bat Mitzvah
  - Know our services proficiently and able to lead them

Madrichim are expected to follow these guidelines:

- Maintain a positive attitude: it will be contagious to the younger children who look up to you as a role model.
- Take initiative in the classroom and contribute to the activities.
- No cell phones, iPods, or any other gadgets are to be used during school hours.
- Attendance and timeliness are expected: absences affect the class significantly; when you commit to the madrichim program we expect you to be here. If attendance becomes an issue, we will need to meet to discuss your continued involvement.
- Let teachers know in advance if you need to leave early or will be absent. You must also notify the Education Director. Being able to communicate in a timely manner is a necessity of the position.

- Check your emails at least daily.
- Work hours are Sundays 9:30am-12:30pm and Wednesdays 3:45pm-6:15pm, unless otherwise noted. Under no circumstances shall madrichim leave the synagogue during work hours without preapproval by the education director and parental permission.
- All madrichim **are expected** to attend Friday night or Saturday morning services when their students are leading services.
- Madrichim shall not discuss student information with parents or with other madrichim; refer parents to the teacher or the Education Director.
- The following requirements are mandatory:
  - Participation in at least one teen service during High Holy Days
  - Minimum of 75% attendance at Midrasha High
  - Participation in at least one Friday evening and one Saturday morning service every month (this may be a teen/USY led service)
  - Mandatory orientation
  - Madrichim meetings: you will get a notice in advance for the time it will be held
  - Previewing lesson plans and meeting with the lead teacher at designated times
  - Availability for reviews with lead teacher after school at least once every quarter
  - You must be where you are assigned at all times
  - Males are required to wear kipot at all times; females are encouraged to do so
  - Dress appropriately, see the dress code on page 12
- Do not let questions/concerns grow; make sure to discuss issues promptly with the lead teacher and/or the Education Director. This is a learning opportunity; it is expected that madrichim will ask questions.

## TEMPLE BETH SHALOM B'NEI MITZVAH GUIDE

Mazel Tov! You are beginning a journey that culminates in an important Jewish life cycle event for your family. Let us begin with an awareness of where this fits into your son's or daughter's growth and development as a knowledgeable Jewish adult.

One goal for our children and young adults is that they acquire the knowledge and skills to make informed decisions about living as Jewish adults and raising their own Jewish children. To that end, we try to ensure that our B'nai Mitzvah students will be able to participate in services at TBS, at other synagogues (such as when traveling with USY), and that they feel comfortable and have a desire to participate in organizations for Jewish college students (such as Hillel).

The moment when your son or daughter is first called to the Torah, his or her bar or bat mitzvah, is not an end; it is a milestone along a path towards Jewish adulthood. It signifies acceptance of the bar or bat mitzvah into a new status in our community; that is, being considered a ritually Jewish adult among the Jewish people. This includes being counted in a minyan.

We understand that there is a big focus on the service itself. Nevertheless, it is important to remember that this is just one-step in your child's growth and development as a Jewish person.

The TBS family is here to assist you in preparing for, planning, and enjoying this *simha*. It is our hope that this B'nai Mitzvah Guide will help you through this process. You are encouraged to discuss your individual needs with the TBS staff.

### **Eligibility for Bar/Bat Mitzvah**

The TBS policy states that any child who meets the following criteria is eligible to celebrate his or her bar or bat mitzvah service at the synagogue:

- be halachically Jewish
- successfully completed five years of Hebrew school (or at the Rabbi's discretion)
- successfully completed the B'nai Mitzvah Training Program
- attended Shabbat services as required in preparation for becoming a bar/bat mitzvah
- parent(s) are members in good standing at TBS

### **Scheduling the Bar/Bat Mitzvah**

The date for your child's bar/bat mitzvah service will be determined by the Jewish calendar, your child's Hebrew birth date, and his/her mastery of the material. The date is set approximately

two years in advance through a collaborative effort of the Rabbi, Education Director, and Administrator, with input from the parents.

When you have been assigned a date for the bar/bat mitzvah service, please check your calendar, and talk with key family members to assure they are available. If the date will not work, please discuss alternative dates with the Rabbi and TBS Administrator as soon as possible. Many factors (e.g., length of Haftarah) are considered when assigning a date so please understand if a requested date is not available.

### **Bar/Bat Mitzvah Timeline**

Though the date of the bar/bat mitzvah service is set about two years in advance (usually sometime during the 5<sup>th</sup> grade school year), your child's study will increase during the final year of preparation. Parents will also be involved in various Parent Education Programs in preparation for the bar/bat mitzvah. When the student attends Shabbat services, he/she is to sit with the Rabbi on the *bima* or in the front of the chapel.

#### **Student Preparation Timeline for Bar/Bat Mitzvah**

##### **5<sup>th</sup> grade/Kita Gimmel**

- Bar/bat mitzvah service date is scheduled
- attend Shabbat Services as required, at least two Friday evening and one Saturday morning per month

##### **6<sup>th</sup> grade/Kita Dalet**

- attend Shabbat Services as required, at least two Friday evening and two Saturday morning per month
- B'nai Mitzvah volunteer opportunities are initiated, if not already in progress--peer tutor is assigned and weekly tutorials begin, all under the direction and supervision of the Rabbi. Tutorials are each 30-minute sessions. The date and time of the tutorials should remain constant throughout the year until the bar/bat mitzvah.

##### **7<sup>th</sup> grade/Kita Hey**

- attend Shabbat services as required, at least two Friday evening and two Saturday morning per month, until three (3) months prior to the Bar/Bat Mitzvah

- continue B’nai Mitzvah volunteer opportunities
- Weekly tutorials continue as the student works on mastering the content and becoming confident in leading the congregation in worship service

**With the peer tutor’s assistance, the student is expected to master the following:**

- *Kabbalat Shabbat, P’zuki D’zimra, Shaharit, Torah, and Musaf* Services, as able
- blessings before and after the Torah and Haftarah readings
- his/her *Maftir* reading
- his/her *Haftarah*, as able, depending on student’s progress

### **One year in advance**

- Attend parent-child sessions with the Rabbi throughout the year

### **Three months in advance**

- Schedule three individual meetings with the Rabbi to prepare D’var Torah
- Schedule two final practices with the Rabbi, one a month prior to the bar/bat mitzvah, and the second the week of the bar/bat mitzvah
- attend Shabbat services as required, **every Shabbat evening and every Shabbat morning service**
- lead parts of Shabbat worship services

### **One week in advance**

- Attend rehearsal

## **Parent/Guardian Preparation Timeline for Bar/Bat Mitzvah**

**While your student is preparing to become a bar/bat mitzvah, you will have much to do. We hope this is helpful guidance.**

### **One year in advance**

- If you are planning to have a Saturday evening party at TBS, then you must reserve the facility and pay a deposit. Please note that all events at TBS must adhere to TBS Kashrut and COVID policies.
  - Meet with TBS Administrator to begin planning the logistics, discussing costs and various logistics:
    - TBS policies and practices such as:
      - childcare
      - delivery of supplies and set-up of equipment
      - Kashrut in the kitchen, including what may be done on Shabbat
      - Kiddish luncheon
      - kosher grape juice for ritual use on Shabbat evening
      - menu planning
      - Oneg Shabbat
      - photography and videography—must be non-Jewish
      - security
      - what time Shabbat ends on Saturday evening of your child's bar/bat mitzvah service (to time Havdalah ceremony)
    - Options and decisions to consider:
      - approved caterers
      - article and/or invitation for the Voice
      - auf ruf
      - copy paper for printing announcement sheets and inserts, clip art
      - disposition of leftover food
      - floral arrangements, decorations, including specific policies
      - Havdalah logistics (e.g., who will provide Havdalah set?)
      - ideas for gifting TBS
      - invitations
      - kipot
      - linens and/or paper products (e.g., napkins)
      - number of guests anticipated
      - tallit, tallit clips, yad, etc.
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### Three months in advance

- Meet with the Rabbi to discuss the bar/bat mitzvah service. Among the topics to discuss at this meeting is how to honor various family members and friends by having them participate in the Shabbat services.
- Assigning honors is a way to recognize important family and friends at this special time for your family. Please see the Honors Sheet in the Appendix for a list of ways in which they can be involved in the services. While this is a list of all the Honors usually available, please understand that you are not obligated to fill all of them.

**(Note: this will all be dependent on existing COVID conditions).**

- If you do not assign all of the honors, then TBS will follow our usual customs for assigning Shabbat Honors.
- The Hebrew name is required for anyone receiving an aliyah, including Hagba and G'lila. TBS maintains a file of Hebrew names for our members; you will need to provide the Hebrew name for those who are not TBS members.
- Greeters for Shabbat services are often assigned by the bar/bat mitzvah family
  - Shabbat evening service—typically two adult members of TBS
  - Shabbat morning service—typically two to four of your student's peers from his or her TBS classrooms (two each for the first two hours of the morning services)
- Non-Jewish friends and family can participate by leading English readings.
- Torah reading is done under the direction and supervision of the Rabbi, which can provide resources to assist (e.g., written copy and audio recording of the *aliyot*). If you would like friends or family members to chant a Torah portion, please discuss this with the Rabbi.
- If you would like a Kohen to give the priestly blessing, then please inform the Rabbi.
- If you would like assistance with assigning honors then please talk with the Rabbi, the TBS Administrator, and other TBS members. We are all happy to help you with your *simha*.
- Begin writing the statement to be included as an **insert in the weekly announcement sheet**. This describes the meaning of the bar/bat mitzvah, the various Services included in our Shabbat observance, names of those being honored with *aliyot*, reading torah, etc. Some families collect these inserts from various other B'nai Mitzvah services to use when writing theirs, or there is a collection of them available for review in the TBS office.
- Begin writing a short, 150-word, article about your child for publication in the TBS Voice. A picture can be included with this statement if you wish.



### **Two months in advance**

- Submit menus for all meals to be served at TBS for review and approval by the Rabbi
- Continue meeting with the TBS Administrator for planning purposes
- Invitation and/or article about your child for **publication in the Voice** must be submitted to the TBS Administrator

### **Four weeks in advance**

- Confirm family/friends' availability for fulfilling assigned Honors
- Confirm Hebrew names for family and friends who are not TBS members
- Approval of menus should be provided by this date

### **Two weeks in advance**

- Submit completed Honors worksheet to the Rabbi
- Submit copy of the **insert for the weekly announcement sheet**
- Photographer and/or videographer, if used, must meet with the Rabbi at least one week prior to the bar/bat mitzvah service
- **Special paper or artwork** for the printing of the weekly announcement sheet and the bar/bat mitzvah service insert should be delivered to the TBS secretary by this date.

### **One week in advance**

- Pay balance of all anticipated costs
- Attend rehearsal (usually on Wednesday or Thursday evening)

### **Friday of the bar/bat mitzvah service**

- Set up Oneg Shabbat at 9:00 am, usually with assistance of various TBS members
- All items needed for the bar/bat mitzvah must be delivered to TBS by noon on Friday
- Plan an early Shabbat dinner so that you arrive at the synagogue no later than 7:00
- ENJOY Shabbat!

### **Saturday of the bar/bat mitzvah service**

- Arrive at the synagogue no later than 8:45 am
- ENJOY the *nachas* of watching your child become a bar/bat mitzvah!