Temple Beth Shalom

**Midrasha**

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

 -Talmud, Shabbat 119b

**Temple Beth Shalom (TBS) MIDRASHA MANUAL**

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**TBS MIDRASHA VISION, MISSION, VALUES**

# Our Vision

TBS *Midrasha* in partnership with our families and our community will produce students who take pride and joy in their Jewish identity and who can make Jewishly informed decisions on how they will practice Judaism in their lives.

# Our Mission

TBS *Midrasha* dedicates itself to embracing change and creating innovative and effective methods in order 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

Our interactions with each other are informed by Jewish ethical values.

Mitzvot

Our relationships with others and with G-d require sacred deeds.

Torah Study

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

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

Jewish Worship and Prayer

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

Israel

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

Conservative Judaism and Jewish Movements

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

**TBS MIDRASHA CURRICULA**

The TBS curricula propose that Torah is the foundation for character, community and a spiritual life. The Sunday morning curriculum includes holidays, *midot* (Jewish virtues), the life cycle, Jewish history, with the ultimate goal for all our students to be proud with their Jewish identity. You can find our detailed curriculum 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. Classes are encouraged to do community service and each spring the school participates in a community-wide Tikun Olam Day.

TBS offers **Sunday morning (9:45am-12:30pm)** Religious School for pre-school through 7th grade; **Wednesday afternoon (4-6pm)** Hebrew School for 3rd through 7th graders; and **Thursday evening (7-8:30pm)** High School for 8th through 12th graders. The final thirty minutes of Religious (noon-12:30 pm) and Hebrew School (5:45-6:00 pm) are spent as a community in the midrasha minyan. Students lead services and the Education Director gives a weekly d’var Torah*.*

TBS Religious School Learning Objectives:

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

TBS Hebrew School Learning Objectives:

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:

*Kamatz Katan:* The Hebrew letter, the vowels, some of the blessings

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

*Kita Aleph*: The alphabet, beginning reading fluency, TBS early family service liturgy, and blessings

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

*Kita Bet:* The entire Friday evening liturgy

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

*Kita Gimmel:* (Review Friday evening and) 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 and begin learning the Shaharit

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

*Kita Hey*: Complete Shaharit and P’zukey D’zimra, Havdalah services, 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 Midrasha for 8th – 12th graders:

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.

MidrashaHigh *–* (the High School experience). Students meet on Thursday evenings from 7:00-8:30 pm for a special dynamic and exciting program 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. We will have 50 minutes study session with different presenters who will bring their knowledge, experience, and interests to the classroom. From 8:00-8:30, students meet with the Rabbi to discuss current events and news.

MidrashaHigh 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.
* 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 Galuiot 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

MadrichimProgram *-* Students grades 8-12 may apply for a position as *madrichim* (classroom aides) for Sunday and Wednesday classes. Training and a small stipend are included for students participating in this program.

B’nai MitzvahTutor - Students are invited to apply for a limited number of tutor positions annually. Tutors need to be adept at Torah/Haftorah trope and make a commitment to attend services two Fridays and two Saturdays per month. These are paid positions.

TBS Midrasha for Adults:

TBS believes that learning is a lifelong process and we offer opportunities to continue to grow and learn Jewishly. Once a month we will meet for the adult education series that will introduce the participants to variety of topics. Each year we offer different classes for adults – stay tuned!

**POLICIES, RULES, AND EXPECTATIONS**

Registration and Tuition:

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:

*Sunday school only $350*

*Hebrew school only $270*

*Sunday school & Hebrew school $570*

*Midrash High 8th-12th grade $180*

*Bnei Mitzvah tutorial $600*

Because Midrasha is supported by TBS, non-members who wish to enroll their children in our education program will pay

Sunday school $720

Hebrew school only $540

Midrasha High $360

Bnei Mitzvah tutorial - $1200

Payment schedules are flexible and can be arranged with the TBS bookkeeper. 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 you‘d like us to be aware. Please notify your child’s teacher if your child will be late/absent from class or has any food allergies.*

Classroom Expectations

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 a 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. And, 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 teacher guidelines
5. Students, monitored by their teachers, are responsible to clean 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 the each student. The classroom teacher is the authority during class times and will be supported by the Education Director. The following 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, student will be sent to the Director‘s office and remain until a parents picks them up.

**Step 3:** If disruption reoccurs following Director‘s 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 his/her 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 parent‘s 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:*

1. A dress code is in place to honor and respect the sanctity of the religious environment. Our students regularly participate in services in the sanctuary and chapel, and dress should be appropriate for this setting.

2. Any style of dress, article of clothing, hairstyle, or personal presentation that interferes with or disrupts the maintenance of a learning atmosphere is unacceptable.

3. Shoes are required, and students must wear footwear, appropriate to the activity for the safety of the students.

4. A kipa (head covering) is required for boys and encouraged for girls.

5. 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.

*Bima Attire:*

In our continuing quest to climb the ladder of Jewish spirituality as a congregation, it is necessary to address the subject of the spiritual nature of clothes worn during TBS worship 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 modesty 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 modesty and dignity of one who is serving G-d and yet adorn ourselves with clothing which, while modest and dignified, expresses who we are.”

1) Clothing: No torn clothing; no offensive language printed on clothing; no cleavage; and shorts or skirts no shorter than 2 inches from knees.

2) Head covering: All males are required to wear a kipa*; a*ll females are encouraged to wear a kipa or other appropriate head covering.

3) Tallit: During morning services & Kol Nidrei worship services, all Jewish males on the bima are required to wear a tallit; all Jewish females on the bima are encouraged to wear a tallit*.* In addition, during all worship services, the person leading the congregation in the liturgy is required to wear a tallit*.*

**TBS YOUTH GROUPS**

TBS youth groups are a place for our youth to come together and participate in fun and 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 help create socially active, conscious Jewish adults.

*Kadima* (“Forward‘): helps move 6th and 7th grade students forward into Jewish adulthood. It is where 12 and 13 year olds get to hang out with their friends and make friends with Jewish youth from around the area. Kadima encourages young people with games, activities, and mitzvah projects which help people throughout the community. Kadima 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 localchapter 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 your teen the opportunity to lead Jewish lives. A‖ USY group teaches Judaic living skills and creates leadership learning opportunities and other formal and informal learning experiences. USY enables youth to become involved in Jewish observances and discuss how to enjoy their Jewish lives, all within a framework of an exciting, active, stimulating, and social environment.

**TBS POLICY REGARDING CAMP SOLOMON SCHECHTER AND USY/KADIMA SCHOLARSHIPS**

**TBS children and teens Scholarships**

Temple Beth Shalom children and teenagers are truly blessed. As a result of a generous scholarship program, children of TBS Members who meet the criteria set forth below are eligible for scholarships. The scholarships include Camp Solomon Schechter Scholarships (75% of tuition) and transportation and convention registration to USY regional and international events for USY members (75% of tuition), and scholarships to offset costs of an eligible Israel program, subject to the following criteria:

1. Recipient’s family must be current dues paying member according to TBS dues schedule and an active member of Temple Beth Shalom. Members of TBS that hold dual membership with CEE, and are paying partial membership dues to TBS, will be eligible for reduced scholarships (50% of scholarship awards) to Camp Solomon Schechter and USY conventions (per 4 below).
2. Scholarships for Israel programs, USY/Kadima events and Camp Solomon Schechter are available after 6 months of paid membership at TBS.
3. All scholarship recipient families need to pay dues on a regular basis and, if previously in arrears, be current for six months.
4. For USY/Kadima scholarships, recipient must be eligible for membership in USY nationally.
5. Camp scholarship, youth groups and Israel program recipient will enroll in, and regularly attend, Temple Beth Shalom Sunday School program and Hebrew program for said recipient’s age bracket as offered by TBS. Students who attend 8-12th grade, scholarship recipients must be enrolled in and regularly attend Temple Beth Shalom Midrasha High School program. All students and teens, must attend services as required by their age bracket. This restriction may include services at other congregations while out of town.
6. If a participant cannot attend the TBS educational program, his/her parents should contact the Education Director to arrange an approved alternative learning opportunity for their child.
7. 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 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.
8. Teen participant (8th-12th grade) will be required to perform two hours of community service to the TBS community **prior** to each scholarship request. For Israel or USY on Wheels scholarship, the participant will be required to volunteer for 10 hours prior to his/her trip.
9. Prior to attending International Convention, a USYer must attend one regional event to receive scholarship funding (9th graders please note).
10. The following events are included in the scholarship program:
* Camp Solomon Schechter (including one year of Oded)
* USY RGB
* USY / Kadima Kinnus (Fall and Spring)
* USY / Kadima Regional Convention
* USY International Convention
* Approved Israel and USY Summer Programs. Current approved programs include USY Israel Pilgrimage, USY on Wheels, Alexander Muss High School in Israel and Tzophin - Chetz V’Keshet.
1. Payment of 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 required portion for USY event is not received, the USY member will become ineligible for scholarship for that event.
2. Travel to youth group events is to be done within the itinerary selected by the Youth Director. In the event of separate travel arrangements are made, each family will be solely responsible for the purchase of said transportation. Reimbursement shall be at the rate of 75% (or 50%) of the actual cost of the ticket---not to exceed 75% or 50% of the price of the chapter-arranged ticket. Reimbursement will be made within a reasonable time. TBS is responsible for providing chaperones for chapter travel only.
3. A one to two-page report or other media presentation must be submitted to the Youth Director within two weeks following a USY event. This paper/ presentation will describe learning and experience from the event, and how these experiences and learning will influence the recipient in the future. These reports will be submitted to the Scholarship Committee.

**Failure to submit the above report will render the participant ineligible to receive a scholarship to the next event that participant attends.**

For Israel trip, the teen can substitute this requirement with a speaking engagement during Friday night services at Temple Beth Shalom

1. Scholarships for experiences to Israel for summer or high school programs and non-Israel USY Summer Programs shall be available in the following amounts:

USY Pilgrimage – $4,250

USY on Wheels – $4,000

Alexander Muss High School Program – $4,250

Tzophin - Chetz V’Keshet - $3000

Each teen will be eligible to receive a scholarship for one Israel/Summer Program. Additional participation will not be eligible for a scholarship.

1. If a child 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 immediate and full reimbursement of the scholarship amount to Temple Beth Shalom. **Failure to reimburse Temple Beth Shalom will render 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 Rabbi, to become eligible for future scholarships.

Requirements by age group:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CSS** | **Kadima** | **USY**  | **Israel trip/ USY on wheels**  |
| School registration and attendance  |  |  |  |  |
| Service attendance by age bracket  |  |  |  |  |
| Community service to the TBS community |  |  | 2 hours per event | 10 hours  |
| Report/ thank you submitted within two weeks of event  |  |  |  |  |
| Recipient’s family must be current dues paying member |  |  |  |  |

**MADRICHIM GUIDELINES**

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 meeting as schedule by the education director.

The madrichim program is designed as a “work/study” program for TBS teens: Madrichim are paid an 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 designing lesson plans.

All teens whose families are 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 8th grade in secular school.
* To work at Hebrew School, teens must:
	+ Be in at least 9th grade (high school);
	+ Have had their Bar/ Bat Mitzvah;
	+ Have graduated from our Hebrew school program (through Kita Hey); and
	+ 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-6:00pm, unless otherwise noted. Under no circumstances shall madrichim leave the synagogue during Hebrew or Sunday School.
* All madrichim **are expected** to attend services when their students are leading services (Friday nights, Saturday morning).
* Madrichim shall not discuss student information with parents or with other madrichim; refer parents to the teacher or the Education Director.
* Participation in the following is mandatory:
* Participating in a teen service during High Holy day service
* Midrasha High (minimum of 75% attendance)
* Participation in one Friday evening and one Saturday morning service a 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.
* You will be required to preview lesson plans and meet with the lead teacher at designated times.
* You must be available for review with lead teacher after school one time per quarter.
* You must be where you are assigned at all times.
* Boys are to wear kipot at all times and girls are encouraged to do so.
* Please dress appropriately, see the dress code on page 10.
* 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 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. One-step in this process is that our b’nei mitzvah students be able to participate in services at Temple Beth Shalom (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 Temple Beth Shalom (TBS) family is here to assist you in preparing for, planning, and enjoying this *simha*. It is our hope that this B’nei 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 B’nei 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 then it is best to 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 some time during the 5th 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 anticipation of 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.

**5th 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

**6th grade/Kita Dalet**

* attend Shabbat Services as required, at least two Friday evening and two Saturday morning per month
* B’nei 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.

**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 H*aftarah*, as able, depending on student’s progress

**7th 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’nei Mitzvah volunteer opportunities
* Weekly tutorials continue as the student works on mastering the content and becoming confident in leading the congregation in worship service

**Three months prior to Bar/Bat Mitzvah**

* attend Shabbat services as required, **every Shabbat evening and every Shabbat morning service**
* lead parts of the Shabbat worship services **While your student is preparing to become a bar/bat mitzvah, you and the Rabbi will also work together.**

**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
* 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. 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 then 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’nei mitzvah services to use when writing theirs, or there is a collection of them available for review in the TBS office.

**Two months in advance**

* Submit menus for all meals to be served at TBS for review and approval by the Rabbi

**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

**One week in advance**

* Attend rehearsal

**While your student is preparing for his/her bar/bat mitzvah service you will be involved in planning the logistics with the TBS Administrator**

**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 policies.
* Meet with TBS Administrator to begin planning the logistics. The Administrator will discuss costs and various logistics with you.

**Three months in advance**

* Meet with the TBS Administrator to estimate costs of the bar/bat mitzvah services and celebration.
* The TBS Administrator will discuss with you TBS policies and practices such as:
* child care
* 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
* The TBS Administrator can discuss options with you such as:
* 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
* 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**

* 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

**Two weeks in advance**

* **Special paper or art work** 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.
* You will want to 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!