

Tifereth Israel Congregation

Handbook for 5781 B'nai Mitzvah (2020-2021)

Updated May 2019



Tifereth Israel Congregation (TI) provides this handbook to parents and prospective B'nai Mitzvah to help with preparations for their significant and joyous *simcha* (celebration). We hope the handbook will help make the logistics for your b'nai mitzvah more efficient and less stressful.

Throughout the planning process, TI staff and volunteers are available to assist with your planning and to address questions and concerns you may have. This year's meeting for B'nai Mitzvah and their families is on Wednesday, May 15th at 6:30 pm. We will be pleased to help at other times as well. A list of names and contact information is included at the end of this handbook. Feel free to get in touch!

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HISTORICAL NOTE

Historically, a *bar mitzvah* or "obligation by the commandments" meant the official assumption, by a young Jewish boy, of the obligation to fulfill the religious and legal obligations of being a Jew. Although the formal ceremony of bar mitzvah appears to date back only to the 15th century, the status of obligation at 13 has much earlier antecedents.

In the United States, the first known *bat mitzvah* in the US was the 1922 ceremony of Judith Kaplan, daughter of Rabbi Mordecai Kaplan, founder of Reconstructionist Judaism. Judith did not read from the Torah, but instead read a passage in Hebrew and English from a printed *chumash* (text of the books of the Torah) after the regular Torah service. By 1948, about a third of Conservative congregations had conducted bat mitzvah ceremonies; by the 1960s, this was a regular feature in Conservative congregations.

At TI, we regard the importance and function of each ceremony as identical, and we do not differentiate between boys and girls in responsibility, training, or ritual participation.

ROLE OF THE CEREMONY AT TI

B'nai Mitzvah students are congregants, participating in our services as part of our congregational family. We take pride in our B'nai Mitzvah as individuals who have achieved the requisite level of learning needed to serve as a *Ba'al Tefillah* (prayer leader), *Ba'al Koreh* (Torah reader); and chanter of the *haftarah* portion (a selection from the Prophets), as well as having reached the age to become full members of the Jewish community. We try to strike a balance between emphasis on the rite as a personal achievement and the fact that this ceremony is a fully integrated aspect of our regular worship.

ELIGIBILITY

Tifereth Israel has a number of requirements for B'nai Mitzvah. Please consult with the Rabbi if you have questions about any of the following:

Age

The ceremony takes place after the student's 13th Hebrew birthday. NOTE: In some cases, girls may celebrate after their 12th birthday. If you would like to schedule a bat mitzvah prior to a girl's 13th birthday, please speak with the Rabbi.

Education

The student must be in regular attendance at TI's religious school, a Jewish day school or a religious school approved by the Rabbi. Students are expected to be enrolled for minimum of four full years immediately before the year of their b'nai mitzvah and to satisfactorily complete the entire academic year of their b'nai mitzvah. We strongly discourage using private teachers instead of religious school, as this may pose challenges to the building of a community. We also recognize that each child is different, and there may be a compelling reason to choose individual learning rather than the classroom. Any alternative arrangements must be approved by the Rabbi in advance.

Financial obligations

Past due balances

All past due balances must be paid before your children's b'nai mitzvah. If you have a question, or difficulty with this requirement, please contact the Executive Director.

Prompt payment

B'nai mitzvah expenses must be paid in advance of the date per Tifereth Israel's payment policies. Please speak to the Executive Director if you are facing financial challenges.

Dates and fee

Approximately 20 months before their student's 13th Hebrew birthday, parents receive an email from the synagogue that includes a list of Torah portions for that year. If you would like information about the subject matter or length of a Torah portion or the haftarah, or special ritual requirements associated with certain dates, please ask the Rabbi for assistance.

After receiving the email, parents submit three possible dates for their b'nai mitzvah. B'nai mitzvah at TI are normally on Shabbat morning, although under special circumstances a family may also consider a non-Shabbat morning option, such as a *mincha* (afternoon) or Holiday service. TI tries to accommodate date preferences. If there is a conflict among dates requested, we make every effort to find a mutually agreeable resolution.

There is a non-refundable b'nai mitzvah fee of \$750 of which \$250 is due upon confirmation of b'nai mitzvah dates. Once payment is received, the date is secured. The remaining \$500 will be due by the end of 2019.

The b'nai mitzvah schedule for the year is shared at the Orientation Meeting (see below).

ORIENTATION MEETING

TI is holding an orientation meeting on **May 15, 2019** for the families of students in 5th grade who anticipate having b'nai mitzvah in 2020-2021 (5781). This meeting includes presentations on the various issues involved in planning b'nai mitzvah (i.e., ritual, food, finances, written materials, etc.) B'nai Mitzvah and their parents are encouraged to attend.

At this meeting, TI provides the B'nai Mitzvah with the following:

- *tikkun* (a book used for learning to read from the Torah)
- *siddur* (prayer book)
- booklet with the appropriate *maftir* (usually the last portion of the 7th aliyah, which is repeated, unless it is a special Shabbat when the maftir portion is read from another scroll) and *haftarah* (prophetic reading to accompany the Torah reading for the week).

IMPORTANT: If you change your b'nai mitzvah date, you must request a replacement maftir/haftarah booklet.

PREPARING FOR B'NAI MITZVAH

Basic ritual expectations

B'nai Mitzvah are expected to recite the following with reasonable proficiency:

1. The *brachot* (Hebrew blessings) before and after the reading of a Torah portion.
2. The maftir Torah portion.
3. The haftarah of the week (including brachot before and after). For ceremonies that take place during a service that does not include haftarah (i.e., *mincha* or some Holidays), B'nai Mitzvah are generally required to chant the complete Torah reading for the day.

Additional leadership in the service

We encourage additional participation, such as:

1. Acting as *Ba'al Koreh* by chanting part or all of the Torah portion for that day.
2. Acting as *Ba'al Tefillah* by leading Shacharit, the Torah service, and/or Musaf.
3. Sharing a *D'var Torah* (words of Torah) during the Friday night service, including a written *D'var Torah* in the b'nai mitzvah booklet or a sharing a short (up to 5 minutes) *D'var Torah* to introduce Torah reading on Shabbat morning.

TI's Educational program

Religious school

The Himmelfarb School curriculum is designed to prepare young people for b'nai mitzvah and beyond. Please speak with the Director of Education to make arrangements for your child to join the school if they are not already enrolled. If you are in need of financial support, please speak with the Executive Director, who will be happy to arrange a payment plan or financial aid.

The year before b'nai mitzvah

Kitah Vav

The Himmelfarb sixth grade *Kitah Vav* (Vav Class) curriculum focuses primarily on ritual involvement in the community. Students study the deeper meaning of many prayers, as well as their b'nai mitzvah Torah portions. Kitah Vav meets on Sundays and Wednesdays.

Shabbat service attendance for all B'nai Mitzvah and their parents

It is important that the B'nai Mitzvah and their family be familiar with our sanctuary and our service to help them prepare for their own simcha. All B'nai Mitzvah are required to attend 20 Conservative Shabbat morning/Holiday services throughout the Himmelfarb school year (September-May), preferably at TI. Students are expected to arrive at TI by 10 am. If students attend services elsewhere, parents need to provide a letter/email to the Director of Education stating the date, congregation name, and location. We also expect regular attendance at Shabbat morning services by parents for the year before b'nai mitzvah.

Seventh grade and Chai School

Seventh grade is a new stage in our children's lives, since this is the year that most of them become B'nai Mitzvah. Our education program notes these new experiences by making seventh grade the first year of our post-Hebrew School education, with a Sunday morning program for seventh graders and Chai School students.

Additional training - b'nai mitzvah tutors

In addition to ongoing participation in a Jewish educational program, B'nai Mitzvah require tutoring in order to learn to chant the Torah and haftarah blessings, the maftir, the haftarah, and any additional Torah reading and portions of the service. Although each young person has different needs, we recommend that tutoring begin at least one year before b'nai mitzvah to allow sufficient time for preparation as well as vacation, illness or other activities that might take time away from studying.

The Rabbi maintains a list of approved tutors and he will help you find the best tutor for your child's specific abilities, needs and personality. Tutors are chosen for their knowledge of Torah, familiarity with TI and our services, and skill in working with b'nai mitzvah students. If you wish to select someone who is not on the TI list of approved tutors, the Rabbi must approve the tutor *in advance*. Similarly, qualified parents who wish to tutor their own children should discuss

this option with the Rabbi and obtain his approval. For your information, a list of approved tutors is included as an addendum to this handbook.

B'nai mitzvah retreat

When prospective B'nai Mitzvah are in sixth grade, they are required to attend a retreat with special programming to prepare participants for their b'nai mitzvah. We request that parents carpool to ensure that all can attend. If the b'nai mitzvah retreat coincides with a synagogue wide retreat, we encourage families to attend, as well. **The retreat for students who will be in 6th grade 2019-2020 is scheduled to be held January 31 - February 1, 2019.** Please save the date!

Mitzvah projects

During the year leading up to their simcha, all B'nai Mitzvah students are required to participate in a Mitzvah Project. Past projects include: tutoring Shepherd Elementary School students, preparing casseroles for So Others Might Eat, holding a blood drive, teaching seniors how to use a computer, volunteering a social service organization, etc. Volunteering at the synagogue is also a great project!

We encourage students to select an activity in which they get directly involved, rather than requesting the donation of items for recipients they may never meet. For advice in choosing a Mitzvah Project, contact the Director of Education.

MEETINGS WITH THE RABBI*

Parents are responsible for scheduling at least three meetings with the Rabbi, as follows:

At least one year prior to the b'nai mitzvah

The Rabbi will discuss the meaning of becoming B'nai Mitzvah with the child and parents, confirm Torah and haftarah readings, review any special requirements for the date, discuss tutoring plans, and answer questions. If you are an interfaith family, the Rabbi will work with you to help include family members in the service. **For those who need assistance choosing a tutor, the first meeting should be fourteen months prior to b'nai mitzvah.**

No later than three months prior to the b'nai mitzvah

The Rabbi will assess your child's ability to recite their portion and their progress on other participation in the service. If parents plan to have family members or friends lead parts of the service or read Torah, they should plan to talk to the Rabbi about these assignments at this time. They should also tell the Rabbi if the child wants to prepare a drash to deliver at Friday night services before their b'nai mitzvah or to include a d'var torah in their booklet. The Rabbi will also ask about your plans for tzedakah in connection with your simcha.

Please bring to this meeting:

- Any materials the child is using to prepare for their b'nai mitzvah.
- The "Shabbat Participants and Honors" form on page 25.

One month prior to the b'nai mitzvah

This will be an opportunity for the student to continue discussing the Torah and haftarah readings in depth with the Rabbi. Students and parents should submit questions to the Rabbi in advance.

**There may be some changes to this schedule in the coming year.*

RESOURCES

Each family will be assigned a mentor who is familiar with the b'nai mitzvah process at TI. Your mentor can supply information about the many details of planning a simcha. They will also occasionally check in with you to make sure that everything is on track. Feel free to call them at any time! We hope that, in turn, you might become a mentor for future b'nai mitzvah families.

TI will provide all families with a contact list of all of the TI families with children in your child's grade, so you can share questions and ideas. **Come on Friday, November 8, for a family dinner** to become acquainted and to share questions and ideas.

THE CEREMONY

Rehearsals

A couple of weeks before your simcha, the student, immediate family and tutor should schedule a rehearsal time in the Wolman Sanctuary to familiarize everyone with the choreography of the service and the physical layout of the facility. If your student's tutor is not thoroughly familiar with our service, please contact the Synagogue Administrator no later than 3 weeks before the rehearsal so she can help arrange for someone who is familiar with Tifereth Israel's sanctuary and practices to assist. In some cases, families will schedule a second rehearsal in the sanctuary.

Shabbat morning service

We encourage maximum participation by the B'nai Mitzvah, as well as participation by family and friends who are qualified to read portions of the Torah or lead parts of the service. When thinking about parts for family and friends, please keep in mind that participants need to have the necessary skills for participation. Please work with the Rabbi on which parts of the service and which Torah reading the B'nai Mitzvah or honorees of the family will be leading.

Torah reading

Anyone who wants to read a Torah portion needs to have the skill to do so and prepare sufficiently. B'nai Mitzvah will work with their tutor to prepare for reading Torah. Please notify anyone else you invite to read that at TI we read directly from the Torah scroll and that we read the entire portion, not the triennial portion. The Rabbi may want to hear friends and family members read Torah in advance of your simcha to ensure that they are able to do their part successfully.

Aliyot – reciting blessings for Torah reading

Like the Torah readers, those called to recite blessings before and after a Torah portion need to practice sufficiently to recite the Hebrew words correctly. The Rabbi will gladly instruct any *aliyah* recipient to read or chant the blessings. In addition, a transliterated version is included on page 23 of this handbook; and a recording of the blessings is available online at:

<http://www.tifereth-israel.org/mp3-files>. Please note that at TI the first two aliyot are given to a Kohen and a Levi, respectively.

Service leaders

Anyone who wants to lead a part of the service also needs to have the skill to do so and prepare sufficiently. We have recordings of some parts of the service online, as well as volunteers who can help individuals prepare for this role. Friends and family members sometimes lead the early part of the service (Shacharit) and, when the B'nai Mitzvah do not lead the Torah service or Musaf, these also may be available for others to lead.

Often, younger siblings may lead or assist B'nai Mitzvah in leading Ashrei and/or concluding songs of the service. There are also a few short readings in Hebrew and English that may be read by other guests.

Hagbah (Torah lifting)

Hagbah, or Torah lifting, may be challenging to assign because it is extremely important that the person lifting the Torah handle it in a secure and respectful manner. If you want to assign Hagbah to a relative or guest who is not experienced with lifting, please arrange with the Rabbi for the person to have a practice session to determine if they are capable of this honor. If you do not have someone to do hagbah, a TI congregant will play this role.

Drashot

At TI, the main *drash* (sermon) is used as a time to teach Torah. Typically, the Rabbi will speak to the B'nai Mitzvah and then deliver the main drash. If a family member or a friend of the family has the skill and knowledge to teach Torah, the Rabbi will talk with them about the possibility of their delivering the main drash. Contact the Rabbi one year in advance to allow for planning and coordination if you want someone other than him to deliver the drash.

All B'nai Mitzvah who study in the Himmelfarb School have a chance to learn the basics of biblical interpretation and to study their own b'nai mitzvah portions in depth. Students are encouraged to share a short D'var Torah, a teaching from their Torah portion on Friday night or to include a written version as part of the b'nai mitzvah booklet. If you provide at least two months' notice, the Rabbi will work with your child to prepare a D'var Torah. In some cases, with prior approval from the Rabbi, B'nai Mitzvah may share a short introduction to the Torah reading on Shabbat morning.

Inclusion of a non-Jewish parent at a *misheberach*

After the Torah is covered following the last Torah *brachah* (blessing), and before the *mi sheberach* (blessing for individuals), the Rabbi will call up the non-Jewish parent as follows: "We now invite Jane Doe, mother of the Bar (or Bat) Mitzvah boy, up to the *bimah* to join the family for the *mi sheberach*."

Assigning honors

Every effort will be made to honor relatives and friends of the family with an opportunity to participate in the service. We generally assign about fifteen honors, including opening and closing the Ark; carrying the Torah; seven or more aliyot; and lifting, dressing and putting away the Torah. Generally, we prefer that each person be given a single honor.

Please also note that there may be other lifecycle rituals happening on the same date as your b'nai mitzvah. For example, it is possible that one of the aliyot will be assigned to a couple for their *aufruf* or for a baby naming. The Rabbi will let you know as soon as possible if this is the case.

Participants and Honors Form

The family must complete the Shabbat Participants and Honors Form on page 25 of this Handbook. Copies of this are also available in electronic form. In addition to the English names of everyone participating in the service, please fill out Hebrew names of those assigned aliyot. Parents must submit the form to the Rabbi at least two months before the event and to the Synagogue Administrator at least two weeks in advance.

There is no obligation to fill all honors or extra reading (i.e., Prayer for the Country, Prayer for Israel, Prayer for Peace, etc.). The congregation is prepared to fill any roles not covered by your

family and friends. However, you must commit to the honors you have assigned unless there is a family emergency.

Shabbat handouts

Each Shabbat, TI provides a handout for service attendees that includes a list of service leaders and announcements of upcoming events, as well as making available a short teaching from the Jewish Theological Seminary's *Torah Commentary*. Most families also prepare a special handout that serves as an introduction and guide to the service for their simcha.

If you prepare your own handout, the Synagogue Administrator will provide you with electronic and hard copy samples from other b'nai mitzvah that you may use to create your own handout. You will need to submit a draft to the Synagogue Administrator for review at least two weeks in advance of your simcha.

In addition to our regular handouts, there are blue notebooks in some seat back book holders throughout the sanctuary for people who may not be familiar with a traditional Shabbat morning service. These notebooks include a detailed explanation of the service, as well as transliterations of many prayers. We also have *Transliteration Booklets* available in some seat backs.

Flowers

If b'nai mitzvah families wish to purchase a fresh floral arrangement, they are welcome to do so. Families may also rent a beautiful artificial arrangement from TI's Kol Nashim group. A flyer with prices and rental instructions is included with materials provided at the meeting.

ACCESSIBILITY

Parking

TI is wheelchair accessible via a ramp at the Juniper Street entrance. If requested in advance, we will reserve a parking space near the building.

Assistive listening devices

We do use microphones on Shabbat. Our assistive listening devices work through the microphone system to make the service accessible to congregants who have difficulty hearing. There are assistive listening devices in a basket inside the entrance of the sanctuary.

Inclusion of all members is a significant value at Tifereth Israel. If microphone usage would prevent a family member from participating in your bar/bat mitzvah, please inform the Rabbi before your date, so that we can find a mutually acceptable solution.

Bimah lift, elevator and ramp

There is a lift from the floor level of the Wolman Sanctuary to the bimah. Please let us know in advance if any guests will use the lift, so that we can make appropriate arrangements for their comfort.

After the service, there is elevator access to the Cherner Auditorium, where the Kiddush is normally held, for anyone who does not wish to use the stairs. A ramp provides access to the lower "well" of the Cherner Auditorium.

GIFTS AND TZEDAKAH

What would a simcha be without presents? During the service, the Rabbi will present several items from the congregation:

- An *Etz Hayim Torah and Commentary* with a dedicated bookplate to be given to your child
- A certificate suitable for framing
- A book for the Mollie Lewis Berch Library donated by the Paul and Annetta Himmelfarb Foundation in honor of your child's simcha
- A charitable donation to one of several social justice organizations from the Social Action Committee in honor of your simcha

Much as it is enjoyable to receive, giving tzedakah is an important teaching of Judaism and b'nai mitzvah are excellent occasions to fulfil this mitzvah. The Rabbi will ask about your plans for tzedakah in connection with your simcha. There are many ways to contribute. B'nai Mitzvah may also demonstrate their understanding of tzedakah by choosing to donate some of the money received as gifts to an appropriate charitable organization or to a fund or project at TI. If B'nai Mitzvah or family members are interested in contributing to TI, a list of some options is included on page 18 of the Handbook.

CELEBRATORY MEALS

Kiddush

The meal that accompanies b'nai mitzvah, weddings, baby namings, or other lifecycle observances is a *seudat mitzvah*, a religiously commanded festive meal. There is something special about being part of a community and sharing your simcha and festive meal with that community. At TI all b'nai mitzvah families are expected to sponsor a Shabbat Kiddush to share with the community. Even if you have a catered lunch outside the synagogue for your invited guests, you are required to sponsor the weekly Kiddush for the congregation.

TI catered meals

The synagogue offers a range of choices for celebration from a simple buffet to a full-catered luncheon after the service. When planning the Kiddush, you will work with the Kitchen Manager and Synagogue Administrator to discuss the meal and the expected number of congregants and invited guests. Details for the costs of sponsoring a Kiddush are provided in an addendum beginning on page 19 of this Handbook.

Outside caterers

The vast majority of Kiddush luncheons at TI are catered by our Kitchen Manager. If you decide to use an outside caterer, most who are willing to follow the synagogue's standards of Kashrut are welcome at TI. A summary of the congregation's kashrut policy is in the following section

Families not using in-house catering must meet with the Synagogue Administrator six months before the date of their b'nai mitzvah to make Kiddush plans. Please note that there is a kitchen rental fee and other charges associated with using an outside caterer. Also, TI's Kitchen Manager oversees all use of the kitchen.

Families do-it-yourself

If you do not wish to use TI's cooks or an outside caterer, your family may choose to volunteer in the TI kitchen with all food preparations overseen by the Kitchen Manager. All food preparation must be done at the synagogue, using strictly kosher ingredients and food ordered

from an approved purveyor. Also, either the Kitchen Manager or someone approved by the Kitchen Manager must serve as *mashgiach* for all food preparation. There will be a charge for these services. The Kitchen Manager can give you tips about planning your menu and will ensure that quantities are sufficient for the number of guests expected for your simcha.

Kashrut policy

1. Any caterer with a mashgiach approved by the Rabbi may cater or cook at TI.
2. Only caterers with a mashgiach approved by the Rabbi may bring in food cooked elsewhere.
3. A caterer whose mashgiach is *not* approved by the Rabbi must do all cooking in our building under the supervision of the Kitchen Manager, using TI pots and pans and Kosher ingredients.
4. There must be a TI mashgiach present at all times when a caterer is using the TI kitchen.
5. Members of our synagogue community may use the kitchen, subject to appropriate kashrut supervision, including the presence of a mashgiach at all times.
6. No food may be cooked on Shabbat; warming of previously cooked food is allowed.
7. No homemade food may be served at TI.

Following the Kiddush

Birkat Hamazon, the blessings after the meal, is recited at the conclusion of every Kiddush meal. The B'nai Mitzvah or family members are encouraged to lead this prayer. Alternatively, the Rabbi or a congregant can do so. The synagogue provides books that include *Birkat Hamazon*.

Only after the conclusion of the Kiddush luncheon does the synagogue permit musical instruments or electronic music on Shabbat. Also, any music played on Shabbat must be Jewish. Playing of acoustic music may begin after 1:00 pm, electronic music after 2:00 pm.

The Synagogue Administrator will be happy to discuss your needs.

Other meals

We encourage you to consider renting space at TI for Friday Shabbat dinner, Saturday evening parties and a Sunday brunch in connection with your simcha. Please work with the Synagogue Administrator at least one year in advance to arrange rentals, which are subject to space availability. The costs of having a dinner or party at TI are included in an addendum at the end of this booklet, beginning on page 21.

Families are encouraged to attend Friday evening Kabbalat Shabbat services the night before their b'nai mitzvah. Coming to services and sharing a family Shabbat meal is a wonderful way to start this special weekend! You may want to bring family and guests and follow up with dinner catered by the synagogue. Families are also welcome to have a party or brunch at TI.

HOW TO PLAN IN ACCORDANCE WITH TI SHABBAT CUSTOMS

Observance of all aspects of Shabbat is central to our community life at TI. In accordance with Jewish tradition, we observe Shabbat as a beautiful day for relaxation, prayer, and joy. Traditional Jews also refrain from 39 categories of creative activity, to parallel God's ceasing to work on the seventh day of creation. Among these traditionally prohibited activities are lighting fires, cooking, writing or making a permanent record, and carrying things from one domain to

another (i.e. into or out of buildings that are not within the same *eruv* (a ritual enclosure that exists in some Jewish communities)).

No public violation of Shabbat and Holidays will be permitted at TI. Specifically, this means that from sundown Friday until after nightfall Saturday:

- All items used for b'nai mitzvah ceremonies or celebrations, including food and decorations, may not be brought into or removed from the synagogue. Any items to be used during Shabbat must be dropped off at the synagogue by noon on Friday and picked up after Shabbat, as arranged with the TI office.
- Photography and sound recording are prohibited in the synagogue. Families who wish to take pictures can arrange to do so before or after the day of their b'nai mitzvah. Contact the Synagogue Administrator to schedule a time during the week to stage photographs in the sanctuary.
- All cell phones and all other electronic devices must be turned off, and no telephones may be used in the building except in case of emergency.
- Smoking is not allowed on synagogue property at any time.
- If arrangements were made with the Kitchen Manager for the family to take home some leftover food from a Shabbat dinner or Kiddush, that food must be picked up after Shabbat as arranged with the Kitchen Manager and TI office staff.

If you have guests who require Shabbat home hospitality within walking distance of TI, please contact the Rabbi. We are usually able to find suitable housing.

B'NAI MITZVAH ARE JUST THE BEGINNING . . .

After their special day, we encourage celebrants to continue conducting services, reading from the Torah, chanting haftarah, and hopefully sharing words of Torah in years to come. We also encourage them to continue to participate in Jewish learning at TI through participation in our Chai School program.

We expect and strongly encourage young people to make a commitment to continuing Jewish education after their year b'nai mitzvah year. Please contact the Rabbi or our Director of Education for information about the synagogue's educational programs.

ADDENDUM 1 - CONTACT PEOPLE

Sheri Blonder Synagogue Administrator 301-882-1605 x304 tiadmin@tifereth-israel.org	Roz Kram Kitchen Manager/Caterer 301-929-1542 or x312 rozspace@yahoo.com	Rabbi Ethan Seidel 202-882-1605 x302 eseidel@tifereth-israel.org
Susan Catler Mentor Coordinator 202-829-5144 TIHelp@tifereth-israel.org	Rina Rebibo Director of Education 202-882-1605 x305 rina@tifereth-israel.org	Jevera Temsky Executive Director 202-882-1605 x301 tiexec@tifereth-israel.org

ADDENDUM 2 - APPROVED TUTORS

Name	Email	Phone	Past Students (partial list)	Location
Seth Glabman*	iangla@verizon.net	301-681-4627	Isaac Snow Adam Perera	Silver Spring
Myrna Goldman*	myrnagold@hotmail.com	301-588-2512	Shira Lister Wally Osborne Deborah Secular	Silver Spring (near TI)
Ralph Miller*	RalphMiller@RalphMiller.org	301-657-8827	Zachary Bressler Jacob Gotthelf	Chevy Chase
Mark Novak*	moshebear77@gmail.com	202-362-3270	Aidan Moorehead Gabriel Hershberg Adam Cohen Seth Riker Ruby Borzekowski	DC
Cynthia Peterman*	cynp25@gmail.com	301-384-7277	Ari Hovis Afflerbach Esther Feron	Silver Spring (far from TI)
Stephanie Rubin* (best to call, not send email)	rubisteph@gmail.com	301-587-2868	Jacob Douglas Jonas Laufer Julius Cohen	Silver Spring (near TI)
Rabbah Arlene Berger	rabbaharlene@gmail.com	301-529-9725	Sonya Weiner Liat Levone Andi Gunther Aviva Blumenthal	
Ben Zion Berliant	ben.berliant@gmail.com	301-587-6724 301-512-5259	Abe Secular	Silver Spring (near TI)
Marilyn Fine	jmrt@juno.com	301-649-4476	Oliver Held Noah Gabel	Kemp Mill
Tamar Gasko (not available until June 2020)	tamargasko@gmail.com	240-507-4419	Samuel Gryziak Ely Snow	Bethesda
Alexandra (AJ) Katz	ajpkatz@gmail.com	610-360-2797	Mia Seltman Michael Flum	Rockville
Norman Shore	norman.shore@verizon.net	202-483 -6415	Garber twins	

* TI regular who is familiar with TI service choreography

ADDENDUM 3 - B'NAI MITZVAH PREPARATION CHECKLIST

* Amount of time prior to the b'nai mitzvah date.

<u>*Deadline</u>	<u>Activity</u>
<input type="checkbox"/> TBD	Mentor assigned: _____(name of mentor)
<input type="checkbox"/> 15 months	Schedule 1st meeting with Rabbi Seidel. (Meeting should be 14 months prior to Bar/Bat Mitzvah.)
<input type="checkbox"/> 14 months	1st meeting with Rabbi: Discuss meaning of Bar/Bat Mitzvah, confirm Torah and Haftarah readings, and discuss tutoring plans. Tutors must be approved in advance by the Rabbi. Bring your Maftir/Haftarah booklet to this meeting.
<input type="checkbox"/> 13 months	Finalize arrangements for a tutor.
<input type="checkbox"/>	Begin search for a mitzvah project to be done during the year leading up to your Bat/Bar Mitzvah.
<input type="checkbox"/> 12 months	Begin tutoring. Tutor:
<input type="checkbox"/>	Finalize <i>mitzvah</i> project. Project: _____
<input type="checkbox"/>	Begin (if not already) to attend Shabbat morning services regularly. Child and parent(s) should attend services regularly during the year prior to a Bar/Bat Mitzvah.
<input type="checkbox"/> 6 months	Discuss with Kitchen Manager plans for Kiddush lunch and any other meals to be held at Tifereth Israel or prepared by Tifereth Israel (Friday night dinner, Saturday night party, Sunday morning brunch).
<input type="checkbox"/>	Schedule Friday night dinner, Saturday night party, Sunday morning brunch with Synagogue Administrator if to be held at TI.
<input type="checkbox"/>	Schedule 2nd meeting with Rabbi Seidel. (Meeting should be between this date and 3 months prior to Bar/Bat Mitzvah.)
<input type="checkbox"/>	Make preliminary decisions about who will participate in the Bar/Bat Mitzvah morning service, especially anyone who will read Torah. Prepare "Shabbat Participants and Honors" form with this information.

- 3 - 6 months 2nd meeting with Rabbi: Bring all preparation materials, including "Shabbat Participants and Honors" form and the maftir/haftarah booklet. Rabbi will assess child's preparation and review forms. Begin discussion of Torah and haftarah readings. If you want someone other than Rabbi Seidel to do the drash, discuss what is needed for Rabbi Seidel to approve a drash at this meeting. Also, Discuss Torah readers who have not previously read Torah at TI with Rabbi Seidel. Schedule final meeting with Rabbi and schedule date to lead Ashrei prior to Bar/Bat Mitzvah.
- 3 months Bar/Bat Mitzvah and parent(s) prepare questions about parsha to discuss with Rabbi at 3rd meeting.
- Bar/Bat Mitzvah prepares article for the *Menorah*.
- 2 months Schedule rehearsal(s) in Sanctuary with Synagogue Administrator so family and child can go over choreography of service. If tutor is not a regular at Tifereth Israel, someone more familiar with the TI service must be present.
- Finalize plans with Kitchen Manager for Kiddush lunch and any other meals to be held at Tifereth Israel or prepared by Tifereth Israel (Friday night dinner, Saturday night party, Sunday morning brunch).
- Submit article (with photo) to the *Menorah*.
- Order kippot if desired.
- Begin to prepare booklet and finalize "Shabbat Participants and Honors" form.
- 5 weeks Bar/Bat Mitzvah submits questions about Torah and haftarah readings to discuss with Rabbi at 3rd meeting.
- 4 weeks 3rd meeting with Rabbi: Bring all preparation materials, including maftir/haftarah booklet, "Shabbat Participants and Honors" form, draft of booklet, and questions about parsha to discuss readings in depth with Rabbi. Rabbi will also reassess child's preparations.
- 2 weeks Provide final draft of booklet and "Shabbat Participants and Honors" form to Rabbi and Administrator. Administrator and Rabbi (or person designated for this task) will review booklet and form.
- Practice for Bar/Bat Mitzvah in sanctuary.
- Finalize number of guests for all meals prepared at TI.
- 1 weeks Bar/Bat Mitzvah leads *Ashrei* at Shabbat morning service, if appropriate.
- 3 days Drop off any of the following that will be used at TI during Shabbat: kippot, wine, center pieces, decorations). Items may not be brought to TI during Shabbat.

ADDENDUM 4 – DONATIONS TO TIFERETH ISRAEL

GENERAL DONATIONS

A **General Donation** helps TI to cover day-to-day operating expenses: the Rabbi, educators, staff, building operations; and programs such as High Holiday and Shabbat youth services, holiday activities, and adult education. A general donation also subsidizes the costs of running TI's Himmelfarb Religious School. Here are some ways to mark a special donation:

- **Tree of Life Commemorative Plaque** – Purchase a leaf (\$180), a rock (\$1800) or a cloud (\$720) on the Tree of Life on the stairway landing near the Juniper Street lobby.
- **Bookplate** – At holidays and special occasions, our thoughts turn to those who have meaning in our lives. Honor them or their memory by dedicating an *Etz Hayim Torah and Commentary* (\$72), a *Siddur Sim Shalem* (\$36), or a *Mahzor Lev Shalem* (\$54).
- **Sanctuary Seat Dedication** – Honor or create memorial for a loved one with a Sanctuary seat plate (\$250).
- **Yahrzeit Plaque** – Plaques are lit annually on the *yahrzeit* (anniversary date of the individual's death), and during *yizkor* services. Contact the TI office for the cost.

DONATIONS TO FUNDS

A **directed gift** provides resource for important educational projects, building needs, ritual objects and tikkun olam. Here are some of the special funds at TI. For more information, go to the donation page on ShulCloud:

- **Building Preservation Fund** – for long-term building maintenance and improvements
- **Himmelfarb Fund** – for enrichment activities and special treats for Himmelfarb students
- **Mollie L. Berch Library Fund** – for purchase of books and items needed for the library
- **Torah Repair Fund** – for maintenance and purchase of ritual objects
- **Rabbi's Discretionary Fund** – for many good causes including congregants in financial distress
- **Rabbi A. Nathan Abramowitz Fund** – for Israel program and Jewish camp scholarships
- **Better Together Fund** – for support of intergenerational activities
- **Marcia F. Goldberg Memorial Scholar-in-Residence Fund** – for special speaker programs
- **Accessibility Fund** – for maintenance and improvements for those with disabilities
- **Helping Hands Fund** – for support to congregants in times of need
- **Marvin Caplan Social Action Fund** – for holiday outreach to the needy and tzedakah

ADDENDUM 5 – CATERING INFORMATION

Kiddush sponsorship

Tifereth Israel asks all families to sponsor the Shabbat Kiddush on the day of their b'nai mitzvah for the congregation and their guests. At this time, we anticipate around 125 members in attendance each week, and the number of b'nai mitzvah family guests (anyone invited by the family who does not regularly attend TI Shabbat morning services) tends to range from 50 to 150 additional people. At this time, the cost of a Kiddush generally ranges between \$10 and \$21 per person.

(125 members + 50 guests) x \$10 per person = \$1,750

(125 members + 150 guests) x \$21 per person = \$5,775

At least one month prior to the event, we ask everyone to make a deposit of 50% of the cost of the Kiddush.

Financial need

If fully sponsoring a Kiddush and/or making the full deposit is not possible for your family, please speak with the Executive Director and/or Kitchen Manager – we can always work out a solution that fits the synagogue's and your family's needs.

Limiting costs

Volunteering

Some families try to reduce costs a little by volunteering in the kitchen. While the Kitchen Manager is happy to work with families who want to help prepare food for their Kiddush, all cooking must be done at TI under her supervision. The Kitchen Manager serves as the *mashgiach*, and ensures that enough food is prepared for the number of attendees. Volunteering helps reduce labor costs but does not eliminate them. All food for the Kiddush will be purchased by the Kitchen Manager to maintain kashrut levels in the synagogue, unless agreed upon by the Kitchen Manager in advance.

Menu choices

When determining the price per person for a Kiddush, please note that the Kitchen Manager can give the price per person for a complete menu but cannot give item by item prices. This is because the number of items in a menu has an impact on the cost of each -- The more items served, the less of each item is needed. For example, if a meal consists of only baked pasta we will need far more pasta than if it is served with three or four other items like bagels, quiche, hard boiled eggs, and green salad. The Kitchen Manager will work with you to create a menu that is within your budget.

Payment options

Tifereth Israel understands that most families cannot pay for the full sponsorship of a Kiddush all at once. We are happy to work out monthly or other payment plans with you, so you can have a portion of the event paid for in advance. Please speak to the Synagogue Administrator about these arrangements.

Sample Kiddush menus

Please note: The menus below are based on 2018 prices and assume use of compostable dinnerware. Actual prices will fluctuate based on the market, inflation, etc. There is an additional charge of \$1 per person for use of glass dishes and stainless steel flatware.

Menu 1 \$10	Menu 2 \$16	Menu 3 \$21
Drinks: Coffee/Tea Lemonade/Water	Drinks: Coffee/Tea Lemonade/Water	Drinks: Coffee/Tea Lemonade/Water
Food: Option of two of the following: - Egg Salad - Tuna Salad - Whitefish Salad Sliced Tomatoes and Cucumbers Pasta Salad Tossed Salad Choice of: Whole Wheat, Rye, White, or Multigrain Bread or Rolls	Food: Bagels with: Cream Cheese Lox Onions Sliced Tomatoes Tossed Salad Quiches – Assorted or Cheese Platter Warm Pasta Dish	Food: Assorted Premium Bagels Cream Cheese Rolled Lox Capers Dill Tomatoes Whitefish Salad Tossed Salad Quiches – Assorted Grilled Vegetables Noodle Kugel
Desserts: Apples & Oranges Simcha Cake Assorted Cookies	Desserts: Fresh Fruit Platter Simcha Cake Brownies & Blondies Assorted Cookies	Desserts: Fresh Fruit Platter Simcha Cake Brownies & Blondies Assorted Cookies Ice Cream Sundae Bar

Menu 1 <i>Indian</i> \$19	Menu 2 <i>Mexican</i> \$16	Menu 3 <i>Mediterranean</i> \$18
Drinks: Coffee/Tea Lemonade/Water	Drinks: Coffee/Tea Lemonade/Water	Drinks: Coffee/Tea Lemonade/Water
Food: Naan Raita Apricot Chutney Dal Cauliflower and Coconut Curry Skillet Greens with Tomatoes and Cumin Carrot and Cashew Curry Plain Roasted Potatoes Curried Potatoes and Peas Plain Rice Rice Pilaf with Raisins, Cinnamon and Almonds	Food: Corn Bread Taco Bar Flour and Corn Tortillas Refried Beans Chopped Tomatoes and Romaine Shredded Cheese Salsa Guacamole Sour Cream Spinach and Bean Burritos White Rice Spanish Rice Corn and Bean Salad Tossed Salad	Food: Pita Falafel Bar: Falafel and 4 of the following: - Hummus - Tahini - Mediterranean Eggplant Salad - Baba Ghanoush - Tabouleh - Israeli Salad - Matbucha Stuffed Grape Leaves Grilled Vegetables Greek Salad Israeli Olives and Pickles
Desserts: Simcha Cake and Cookies Fresh Fruit Salad	Desserts: Assorted Fresh Fruit Simcha Cake and Cookies	Desserts: Simcha Cake Home Baked Cookies Fresh Fruit Platter

Dinners and parties at TI

Some families choose to have Friday night dinners and/or parties at TI for their families and friends. These can be done for any number of guests, and the TI staff will work with you to choose an appropriate room and set-up for your *simcha*.

Since dinners and parties are just for b'nai mitzvah family guests, these events have additional charges. These include charges for room rentals, linens, a greeter who needs to remain in the Juniper Street lobby, and any other additional staff that will be at TI just for your *simcha*. For those who prefer to use an outside caterer (rather than TI's kitchen staff), there are charges for use of the kitchen and TI oversight of its use. Below are the rates for Friday night dinners and parties.

The cost of food for a Shabbat dinner has recently tended to range between \$20 and \$25 per person, as these are generally meat meals. For Friday night dinners catered by TI staff, the room rental fee may be waived when a family spends a total of \$5,000 between both the Kiddush and Friday night meals.

Below are the current charges for Friday night dinners and b'nai mitzvah parties. Rates may increase. Please note that hourly charges are from the time of set-up to end of clean-up for each event. These start a minimum of a half hour before and end a minimum of a half hour after an event.

Friday night room rental:

- Emsellem Room (Library) \$150 for a maximum of 40 people
- Cherner Auditorium \$250 for larger groups

Party room rental (for up to 4 hours):

- | | <u>4 hours</u> | <u>each additional hour</u> |
|--|----------------|-----------------------------|
|--|----------------|-----------------------------|

Catering fees for dinners and parties:

- Linens * \$5 per table (includes serving tables, as well as tables for seating)
- Dishes and Flatware \$2 per person, with a minimum charge of \$100 for up to 100 people; \$1.50 per person for groups of over 100 people. (no additional charge for compostable dishes and utensils)
- Servers \$90 per server

Security for dinners and parties:

- Juniper Street Lobby Greeter \$15 per hour (may not be needed during set-up and clean-up)

Additional fees for outside catering:

- Kitchen Rental \$75 per hour with a \$200 minimum

* If a Friday night dinner is catered by TI staff, linens are included in the room rental fee.

Sample Friday night dinner menus

Friday Night Dinners are more difficult to price out because the sizes and specifics vary much more than kiddush lunches. However, the following two sample menus can give you some expectation about dinner costs. These are prices from 2018 and for a minimum of 40 people. Smaller dinners are possible, but the per person costs go up when we lose the economies of scale.

Menu 1 - \$20/person	Menu 2 - \$25/person
<p>Starters</p> <ul style="list-style-type: none"> • Tossed salad • Chicken noodle soup <p>Dinner</p> <ul style="list-style-type: none"> • Roasted chicken • Oven roasted potatoes • Green beans with garlic • Challah and rolls <p>Dessert</p> <ul style="list-style-type: none"> • Fresh baked chocolate chip cookies • Apples, oranges, and grapes <p>Drinks</p> <ul style="list-style-type: none"> • Soda • Coffee • Tea • Water 	<p>Starters</p> <ul style="list-style-type: none"> • Spring salad with Craisins • Mushroom-barley soup <p>Dinner</p> <ul style="list-style-type: none"> • Brisket • Baked salmon • Rice pilaf • Grilled seasonal vegetable platter • Challah and rolls <p>Dessert</p> <ul style="list-style-type: none"> • Fresh baked brownies • Fresh fruit platter <p>Drinks</p> <ul style="list-style-type: none"> • Soda • Juice • Coffee • Tea • Water

ADDENDUM 6 - BLESSINGS AT THE READING OF THE TORAH

Each congregant honored with an aliyah recites these brachot:

Before the reading of the Torah, read the following line first:

בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד.

Barchu et Adonai ha-m'vorach.

Wait for the congregation to recite the next line.

Then, repeat this line and continue with the following blessing.

בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד.

Baruch Adonai ha-m'vorach l'olam va'ed.

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ
הָעוֹלָם אֲשֶׁר בָּחַר-בָּנוּ מִכָּל
הָעַמִּים וְנָתַן-לָנוּ אֶת-תּוֹרַתוֹ.
בְּרוּךְ אַתָּה יְיָ נוֹתֵן הַתּוֹרָה.

Baruch atta Adonai eloheinu melech ha'olam,
asher bachar banu mikol ha'amim, v'natan lanu et Torah-to.

Baruch atta Adonai, notein ha-Torah.

After the reading of the Torah, read the following:

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ
הָעוֹלָם אֲשֶׁר נָתַן-לָנוּ תּוֹרַת
אֱמֶת וְחַיֵּי עוֹלָם נִטְעַ בְּתוֹכֵנוּ.
בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruch atta Adonai eloheinu melech ha'olam,
asher natan lanu Toraht emet, v'chayei olam nata b'tocheinu.

Baruch atta Adonai, notein ha-Torah.

ADDENDUM 7 – SHABBAT PARTICIPANTS AND HONORS FORM

Shabbat/Torah portion: _____ Date: _____

Name of Bar/Bat Mitzvah: _____

Tutor: _____

Parents: _____

Grandparents: _____

Siblings: _____

Each person may only have one honor. You do not need to fill every slot on this form. The floor gabbai will find a member of the congregation to perform any honors that are unassigned.

Greeter (must be a TI congregant): _____

Floor Gabbai (from the TI list of trained gabbaim): _____

Order of Service

Psukei D’Zimrah (page 65): _____

Shacharit (page 105): _____

Torah Service (page 139): _____

Bimah Gabbaim (2 people, normally chosen from the Congregation):

Rishon (must be congregant): _____

Sheini (can be the tutor) : _____

Opening and Closing Ark (1 or 2 people) at beginning of the Torah Service

1. _____

2. _____

Torah Carrier 1: _____

Torah Carrier 2 (only if special Maftir): _____

Hagbah (lifting) Torah 1: _____

G’lilah (wrapping) Torah 1: _____

Hagbah Torah 2 (only if special Maftir): _____

G’lilah Torah 2 (only if special Maftir): _____

Candy Distributors (3 school-aged children):

1. _____
2. _____
3. _____

After the Drash (page 148)

The following three prayers are optional for inclusion in the service. The *Prayer for the Country* and the *Prayer for Peace* are read in English; the *Prayer for Israel* is usually read in Hebrew.

Prayer for the Country: _____

Prayer for Israel: _____

Prayer for Peace: _____

Announce New Month (if in the coming week): _____

with Torah Holder(s): _____

Ashrei (please ask Rabbi if this is reserved for the child with the next bar/bat mitzvah):

Opening and Closing Ark (1 or 2 people) at end of Torah Service:

1. _____
2. _____

Torah Carrier 1: _____

Torah Carrier 2 (only if special Maftir): _____

Musaf: _____

Closing Prayers

Ein Kelohenu: _____

Aleynu: _____

Al Keyn: _____

Adon Olam: _____

Kiddush, Hand Washing, Motzi (page 315) (Bar/Bat Mitzvah): _____

Birkat Hamazon (concluding prayers after lunch): _____

ALIYOT

Cohen Aliyah

English Name(s): _____

Hebrew Name(s): _____

Reader: _____

Levi Aliyah

English Name(s): _____

Hebrew Name(s): _____

Reader: _____

Third Aliyah

English Name(s): _____

Hebrew Name(s): _____

Reader: _____

Fourth Aliyah

English Name(s): _____

Hebrew Name(s): _____

Reader: _____

Fifth Aliyah

English Name(s): _____

Hebrew Name(s): _____

Reader: _____

Sixth Aliyah

English Name(s): _____

Hebrew Name(s): _____

Reader: _____

Seventh Aliyah (usually the parents)

English Name(s): _____

Hebrew Name(s): _____

Reader: _____

Maftir

English Name (Bar/Bat Mitzvah): _____

Hebrew Name: (Bar/Bat Mitzvah): _____

Reader: _____

Haftarah (Bar/Bat Mitzvah): _____

- Notes -



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