



Congregation KTI

Bar/Bat Mitzvah A Guidebook for Families

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To Do List

Parent/s

- Complete Aliyot / Honors Form
- Contact office regarding:
 - Flowers delivery
 - Kiddush arrangements
- Contact Cantor regarding participation in Torah Reading
- Select ushers
- Select gift presenter
- Schedule initial d'var Torah meeting with the Rabbi
- Prepare forms required for family meeting with the Rabbi:
 - Family Information, aliyot and other honors form
- Schedule family rehearsal with Cantor
- Schedule photo session with office & clergy (if desired)
- Notify office if you want service recorded

Student

- Vav Nosh and Drash
- Hesed Project
- Lessons with the Cantor
- Regular home practice
- D'var Torah Preparation
- Meetings with the Rabbi (2 sessions)

Timeline

Fixed Dates

- Hesed project proposals due in fall of Zayin Year - date to be determined
- Hesed project completed by May 1st of Zayin Year (or prior to bar/bat mitzvah, whichever comes first)

6 - 8 Months Prior

- Tutoring sessions with cantor begin
- Fee paid – bar/bat mitzvah fee **must be paid in full** by the date tutoring begins, see page 23

3 Months Prior

- Contact office to schedule Thursday morning or Friday evening optional service
- Meet with Rabbi to discuss Torah portion and Haftarah
- Notify Cantor of family or friends to participate in Torah Reading
- Order invitations
- Order kippot/ yarmulkes

8 -10 Weeks Prior

- Review Honors Sheet with clergy – **all honors must be approved by clergy**
- Order flowers, optional
- Discuss kiddush with office
- Schedule rehearsals with Cantor
- Initial read-through of Torah portion with Cantor for all participating family and friends

8 Weeks Prior to service

- Meet with office staff regarding kiddush, service booklet
- Schedule sanctuary photos if desired with Rabbi or Cantor

4 - 6 Weeks Prior

- Family meeting with Rabbi to review details; aliyot/honors forms and Services Guide, parents' speeches
- Submit all documents to office for service booklet

1 - 3 Weeks Prior

- Family rehearsal in sanctuary with Cantor

Thursday before bar/bat mitzvah

- 7 am minyan with tallit and tefillin (optional)
Family must provide minyan

Friday before bar/bat mitzvah

- Evening service (optional)
If a service isn't scheduled for that evening the family may arrange to have one at 6:30 pm provided that the family brings a minyan.
- All deliveries must be made prior to 3 pm the Friday before the service

Bar/Bat Mitzvah Day

- Arrive by 9:15 am for morning service



Rabbi's Message

Becoming a bar or bat mitzvah is a sacred moment in the life of your entire family. Your child, after many years of preparation, will step forward to take adult responsibilities in the context of our Jewish community. These responsibilities will touch on the three pillars of Jewish practice:

- *Torah* (sacred study): Your child will study the day's Torah portion and prepare a speech addressing its meaning.
- *Avodah* (sacred service): Your child will lead the congregation in prayer and chant Torah and/or Haftarah.
- *G'milut Hasadim* (acts of kindness): Your child will complete a *Hesed* (kindness) project, giving back to the community by helping people in need.

The procedures described in this handbook will help your child reach this momentous and sacred day that marks the beginning of the process of becoming an adult.

The year leading up to the bar or bat mitzvah ceremony is full of lots details and decisions. When things feel stressful, confusing, or overwhelming, take a moment to remember how amazing it is that your child is growing up and learning to take on more responsibilities. All of your and your child's efforts will result in a moving, joyous and memorable experience.

You can model for your child a positive attitude toward preparation that focuses on the spiritual meaning of the occasion and the once-in-a-lifetime opportunity to take one's place as an adult in the Jewish community and tradition.

Please know that I, Cantor Sklar, our Executive Director, Suli Fassler, and the entire KTI team are here for you every step of the way. Do not hesitate to reach out for assistance and guidance.

Sincerely,

A handwritten signature in black ink that reads "Benjamin Goldberg". The script is cursive and elegant, with the first letters of the first and last names being capitalized and prominent.

Rabbi Ben Goldberg



Cantor's Message

I am delighted to begin this process of preparing your child for his or her *bar/bat Mitzvah*. This promises to be a very exciting time for your family, with many joys and new challenges.

From an educational perspective, your child's *bar/bat mitzvah* is a culmination of his/her religious school education and also an immersion into new synagogue skills that can be sources of pride and fulfillment for the rest of your child's life. ***Since bar/bat mitzvah preparation involves intensive study, you may wish to reduce stress in advance by temporarily cutting back on your child's extracurricular commitments.*** Remember, preparation lasts only about six months+, but the impact of a fulfilling *bar/bat Mitzvah* experience can last a lifetime.

More and more parents are also using this time as an opportunity to expand their own Judaic knowledge. In addition to reciting the Torah Blessings for the parents' honorary *aliyah*, you may wish to prepare a short Torah reading for the occasion. Please contact me if you need help preparing the Torah blessings, or if you would like to be assigned a reading from your child's Torah portion. Also, please let me know at least ***three months in advance***, if any friends or family members will be reading at your child's *bar/bat Mitzvah* so that we can make appropriate arrangements. See Appendix C.

Finally, as a parent, you know your child and their needs better than anyone else. If your child has specific challenges or a distinctive learning style, please let me know so that I can work to accommodate them. Each child is unique, and every child at KTI deserves to have an enjoyable and fulfilling learning experience.

In Hebrew there is a saying for when we anticipate the coming of a joyous occasion: When it is still too early to say *mazel tov*, we say *b'shaah tova* ("at an auspicious time"). I would like to be the first to wish you *b'shaah tova*, and I look forward to sharing this special experience with your family!

L'shalom,

Cantor Alexis K. Sklar

Planning the Bar/Bat Mitzvah

Responsibilities for Your Child

Attendance at Religious School

Attendance at Religious School beginning in third grade (Gimel) or attendance at a day school is required for a bar/bat mitzvah at KTI. If your child has special needs or if there is a family conflict, please speak with the clergy.

Gimel class meets Tuesday and Thursday afternoons.

Dalet -Vav classes meet Tuesday afternoons and Saturday mornings.

Zayin students attend classes on scheduled dates to be determined by Rabbi.

Hesed Project

KTI feels that hesed – doing acts of loving kindness, is essential to the process of becoming bar/bat mitzvah, a responsible, mature member of the adult Jewish community. We acknowledge and commend the many b'nai mitzvah who have already participated in hesed projects. A hesed project is part of the b'nai mitzvah requirement to engage students in valuable community-based programs under Religious School mentorship.

Student hesed projects have the following requirements:

- a written contract detailing the project must be done - see Hesed Project Brit on following page
- you must complete a minimum of 6 hours of direct community involvement with the project

Unless your child's project requires already being bar/bat mitzvah (i.e. attending morning minyan or asking bar/bat mitzvah guests to bring a can of food to the service for a soup kitchen), all projects must be completed prior to a student's bar/bat mitzvah service or by May 1st, whichever comes sooner.

Suggestions for projects and a list of possible organizations with which to work are below. We do not want to limit your child's sense of hesed by spelling out the exact parameters of the project; rather, we wish to encourage your child to find a hesed project that will be meaningful to him/her. We hope that performing acts of loving kindness will be a value that will endure for the rest of your child's life. It is not too soon to start thinking about the hesed project. At your earliest convenience, begin brainstorming with your child about various projects.

Hesed Project Examples You Can Do On Your Own Or With Family and Friends

Seniors and Senior Centers

- Visit seniors at local nursing homes and engage them in an activity, such as reading, playing an instrument, bingo, craft, sing-a-long
- Enhance nursing home on Shabbat/holidays
- Take seniors to lunch or on an outing
- Bring a pet to visit a nursing home
- Help with shopping / doctor visits
- Visit or phone the elderly
- Organize a Synagogue Senior Luncheon

The Hungry and the Homeless

- Volunteer at a local soup kitchen to help prepare and serve meals or decorate for a holiday. Contact Bonnie Baker, 914.261.4511 or bonnie@bmbworks.com.
- Make sandwiches or bake cookies for soup kitchens and homeless shelters

- Pack holiday baskets for families in need
- Collect/distribute furniture/housewares
- Distribute leftover food from KTI functions
- Clothing Drive: Sort and organize donated items (especially winter clothing)
- Knit for the homeless

The Disabled and Visiting the Sick

- Organize and present a party for children at a children's hospital (or other organization for poor and homeless families)
- Cook and deliver meals for families of sick children
- Make audio tapes for the blind
- Transport the physically disabled
- Helping individuals one-to-one
- Visit with the residents of a group home for an activity, such as crafts and cooking
- Tutor a disabled student
- Toy or Book Drive: sort and organize books and toys for needy children
- Make welcome or holiday baskets for sick children in hospitals
- Assist special needs children in recreational activities
- Bring your pet for visits to Guild Home for the Aged Blind as part of their "Friendly Visitors Program"

KTI

- Tutor in Religious School

Other

- Spend time tutoring young children by helping them with homework at after school community programs
- Organize a collection for an animal shelter
- Organize a collection for My Sister's Place, a temporary shelter for women and children fleeing domestic violence

Organizations in the Area for Hesed Projects

- Westchester Jewish Community Services
Susan Kronish, 914-761-0600
- King Street Nursing Home
914-937-5800
- Carver Center
Gina Nocco, Director of Talent Management
Phone: 914-305-6036 Fax: 914-690-0234 Email: gnocco@carvercenter.org
- Blythdale Children's Hospital, Valhalla
914-592-7138
- Paws Crossed Animal Shelter
Julie Potter, Business Manager, 914-592-7362
- Food Patch of Westchester
914-923-1100

- My Sister's Place, Yonkers
914-969-5800
- Sarah Neuman Center, Mamaroneck
914-777-6140
- United Way of Westchester and Putnam, White Plains
914-997-6700
- Atria Rye Brook
Susan Salzman
Phone: 914-939-2900 x 236 Fax: 914-939-7951
Email: susan.salzman@atriasenioliving.com
Website: www.atriaryebrook.com
- Jewish Family Services of Greenwich
Lisa M. Goldberg, Jewish Health & Healing Center, Program Director
Phone: 203-622-1881 Fax: 203-622-1885 Email: lmgoldberg@jfsgreenwich.org

A Word About Gender

The terms bar mitzvah and bat mitzvah each mean “subject to the commandments” and refer to the teens’ new status as Jewish adults who are legally and morally responsible for their own behavior and who can take adult roles in a Jewish community such as counting toward a minyan (prayer quorum). (b’nai mitzvah is the plural.)

Like most terms in the Hebrew language, these terms are gendered. At KTI, we continue to use the terms bar mitzvah (for male-identified teens) and bat mitzvah (for female-identified teens) which are familiar to and appropriate for many of our families and teens.

Other than this slight difference in terminology, the experience and expectations for this lifecycle moment are the same for all of our teens regardless of gender identity. They are invited to participate in all aspects of the service, expected to wear *tallitot* (prayer shawls) during the service, and receive the same gifts from the congregation.

As understandings of gender continue to evolve in our society, these gendered terms have become inappropriate for some of our students and families. You may choose to use a gender-neutral term to describe the new status this ceremony celebrates, such as *brit mitzvah* (covenant of commandments), *gil mitzvah* (age of commandments) or *kabbalat mitzvah* (acceptance of commandments). Please discuss with Rabbi Goldberg if you would like to use one of these terms.

Relatedly, people who have aliyot to the Torah (saying blessings before and after each of the readings) are generally called up using a gendered formula in Hebrew (*Ya’amod* (m) or *Ta’amod* (f), which both mean “arise” and are followed by that person’s name, son or daughter of that person’s parents’ names). A gender-neutral version of this formal invitation to have an aliyah is available for teens or anyone else who would prefer it. (*Na la’amod XXX mibeit YYY v’ZZZ, Please rise XXX from the house of YYY and ZZZ [parents’ names].*) Please discuss this with Rabbi Goldberg prior to the ceremony.

KTI Religious School

Hesed Project Brit For Kitah Zayin

Student's Name _____ Date _____

Zayin students are responsible for a Hesed Project as part of b'nai mitzvah requirements. The Hesed Project is a community-based program under Religious School mentorship. The Hesed Project has the following requirements:

- Written contract (brit) detailing the project
- Minimum of six (6) hours of direct involvement in the community
- Hesed Project **must be completed** prior to student's bar/bat mitzvah or May 1st of Religious School year, whichever comes first.

Description of Hesed Project

Date(s) for Direct Involvement in the Community: Minimum of six [6] Hours

On-Site Supervisor for Hesed Project:

_____/_____/_____
Name & Title Signature Date

Phone # Email

Student _____ Parent / Guardian _____

Rabbi _____

Cantor / Religious School Director: _____

Bar/Bat Mitzvah Lessons

Weekly, individual lessons begin 6 - 8 months prior to your date. You will be contacted to set a mutually convenient schedule. If you believe more time is required and /or if your child has special needs, please be sure to speak with Cantor well in advance of the beginning of lessons.

The bar/bat mitzvah fee must be paid in full before tutoring lessons may begin.

Practice, practice, practice!

Because bar/bat mitzvah training requires skills-based learning, frequency and regularity of home practice sessions are very important. Students will be asked to set aside 20 minutes a day for practice and preparation. Remember: though this is a considerable time commitment it is only temporary, while the skills and self-confidence your child gains will last a lifetime.

Attendance & Punctuality

Students are expected to arrive on time for all scheduled tutoring sessions unless arrangements have been made with the Cantor in advance. If the student is sick or unable to make the lesson, please contact the Cantor ASAP to cancel and/or reschedule.

Getting a Head-Start

You can get a head start on b'nai mitzvah preparation in the following ways:

- Review/learn the blessing for being called to the Torah, and the blessings before and after the Haftarah introduced by Cantor in religious school.
- Cantor will provide personalized recordings of your child's portion and the blessings and trope. We encourage you to download the sound cloud app or the mp3's onto your child's phones and other devices.
- Review your child's schedule. The bar/bat mitzvah preparation is relatively short but a serious time commitment. You may wish to temporarily lighten extracurricular demands on your child's schedule during this period.

Keeping In Touch

If concerns about your child's progress arise during the tutorial process, please contact Cantor Sklar so that you can work together to address them as soon as possible. Each child is unique and every child at KTI deserves to have an enjoyable and fulfilling learning experience.

D'var Torah - mini-sermon

The *d'var Torah* (word of Torah) is the speech that the bar/bat mitzvah teen gives during the service. Writing the speech can be one of the most challenging parts of preparing for this day. It is also one of the most important. As part of the new status that we celebrate, we allow the emerging adult to teach the community and to model how to turn to Torah as a source of meaning.

The best *divrei Torah* thoughtfully engage with the Torah portion and reflect the teen's personality and interests. This speech is all about making connections between the Torah and Jewish tradition and the real life of the teen. What makes the speech "good" is that it reflects the ideas of the teen.

Remember, the teens have never done this before, so they will need some help from the rabbi and parents to organize their thoughts and present a clear and well-written speech. The key is giving the teens enough help to write the speech, without the parents or the rabbi writing it for them.

There are few times in people's lives when all of their family and friends gather together to celebrate them and

listen to what they have to say. This is one of them, and it is an opportunity that deserves time and effort.

The following is a tried-and-true outline for the speech. It is a good place to start and other approaches are welcomed and encouraged. The teen should outline the speech and be clear about the main point of the talk before writing a draft. The final product should be about 700-800 words and/or take about 5-7 minutes to deliver. We suggest printing it out double-spaced, size 16 font, and with page numbers for ease of delivery.

Suggested Outline

1. Introduction
 - a. Wish the audience Shabbat Shalom and thank them for being there
 - b. State the name of the Torah portion and give a brief overview of its contents—no more than 2-3 sentences.
 - i. Depending on the date you might choose to talk about the Haftarah instead. Please consult with the rabbi.
2. Area of focus: Choose one part of the Torah reading on which to focus. This could be a theme, an image, a single word or line, or any other specific piece of it that stands out to you as particularly interesting or important.
 - a. Explain that area in more detail, perhaps quoting from the Torah.
 - b. Pose a question about it
 - i. You can also “pick a fight” with the portion, explaining a problem or disagreement you have. For example, *“I don’t think it was fair for Jacob to favor his son Joseph over all the others because...”*
 - c. Answer that question, drawing on Torah commentary (the rabbi can help you find this) and your own ideas and interpretations.
 - i. Or, use an analogy to explain what you think that section is about.
 - ii. Or, identify a value or big idea that you can learn from what you discussed.
3. Answer the “so what?” question. What life lessons do you learn from the above? In this section you can pick some of the following, and other options are possible.
 - a. Tell a related personal story or give an example of how you or someone else lived out the lesson from the Torah. You might connect the Torah to something you learned about in school from history or literature, for example, or to a favorite movie, book, television show, song, etc.
 - b. Connect what you focused on to an issue in society or the world that matters to you.
 - c. Connect the Torah portion to an activity or hobby or something else that is important to you.
 - d. Creativity is encouraged in this section. The more specific you can be, the better. You can also start with this section and work backwards to find something in your Torah portion that relates to it.
4. Becoming a bar or bat mitzvah. What does it mean to you?
 - a. Address some of the following: Why does being Jewish matter to you? What will be different in your life now? What major lessons from your Jewish education and the process of preparing will you carry with you? What commitments will you make now? What does Jewish adulthood mean to you? What have you learned and what do you still need to learn?
 - b. Discuss your Hesed project—describe what you did and why you chose that project.
 - c. If possible, bring forward something you discussed in the previous 2 sections and relate it to your Hesed project and/or to becoming a Jewish adult. This will give the speech coherence. Either way you need a transition between parts 3 and 4.

5. Thank you remarks - should be brief and specific. This is the easy part but in some ways the most important.
 - a. Rabbi and cantor
 - b. Grandparents, friends and other relatives—optional as appropriate, but keep it brief
 - c. Siblings if applicable
 - d. Parents
 - e. Conclude by thanking everyone for being there and wish them Shabbat Shalom.

Creative Alternatives

The whole goal is to thoughtfully engage with the Torah reading and connect it to the life of the teen. To that end, other creative options are possible, including but not limited to:

- Include the same elements as the outline above, but in a different order.
- Write a letter to one of the characters in the Torah portion.
- Write a monologue or short play performed with friends about the Torah portion.
- Create a poem, song, or artwork about the Torah portion.
- Your creativity is encouraged.

Resources:

The bar/bat mitzvah teen is not the first Jew to try to make sense of the Torah portion! Part of becoming a bar/bat mitzvah is joining the interpretive community of the Torah that transcends space and time. The synagogue will provide you with the texts of the Torah and Haftarah and a summary, and there are lots of great resources online. As always, the rabbi can help you. Some suggested resources include:

- My Jewish Learning, weekly Torah portions:
<https://www.myjewishlearning.com/torah-portions/>
- Wikipedia, weekly Torah portions: https://en.wikipedia.org/wiki/Weekly_Torah_portion
- Sefaria.org: interactive database of traditional Jewish texts, many of which are translated to English
- The Jewish Theological Seminary:
 - <http://www.jtsa.edu/jts-torah-online>
 - <https://www.aju.edu/ziegler-school-rabbinic-studies/torah-resource-center/parashat-ha-shavua-commentaries>

I. Family Responsibilities

Vav Class Nosh and Drash Program

As part of the Vav class curriculum, there is a special Sunday morning course for you and your child that meets approximately seven times during the academic year. Topics will be covered including various Jewish values and customs, theology, a review of the service, and how to put on tallit and tefillin. These sessions are an integral part of your family's Jewish education. These classes meet from 9:15 – 11:00 a.m. unless otherwise noted. You will be contacted about the exact dates of the program a few months before it begins.

Family Attendance at Shabbat Services

There is probably no more important aspect of ***parental and family preparation than regular participation in Shabbat morning services for several months prior to the bar/bat mitzvah service.*** The importance of this cannot be overstated. Your familiarity with the service and its various rhythms will greatly ease nervousness and enable you to feel a building sense of excitement and spiritual meaning, as well as a warm sense of the KTI

community. Your child will be attending weekly Junior Congregation services on Shabbat as part of Religious School.

Meeting with the Rabbi

Approximately 3 months prior to your teen's service date, the rabbi will begin meeting with your child to discuss the meaning of the Torah portion and Haftarah and to prepare the dvar Torah. It is customary for the bar/bat mitzvah to prepare a brief d'var Torah (a mini-sermon) that includes some reflection on the significance of the Torah reading for the day, and thanks to the people who have helped the 'new adult' reach this momentous occasion in his/her life

Approximately 3-4 weeks prior, you will have a family meeting with the Rabbi. Please bring your honors sheet to review with the Rabbi and have him answer your questions. This meeting usually lasts about one hour.

II. The Bar/Bat Mitzvah Service

A. Shabbat Morning Service

Our Shabbat service begins promptly at 9:30 a.m. Your family, and those receiving honors, should be in their seats by 9:15. The Torah service begins at approximately 10:00 a.m. and KTI services are completed between noon and 12:15 p.m. Occasionally services run longer if Shabbat coincides with Rosh Hodesh or another holiday. Feel free to ask the rabbi about your date. See Appendix A.

It is important that those honored with aliyot know the procedures and blessings involved in being called to the Torah. See Appendix F. Please ensure that all those assigned honors are fully prepared. ***Congregation KTI requires all Jewish adults over age 13 wear head coverings in the sanctuary and wear tallitot when ascending the bimah.*** These are available outside the Sanctuary. The Gabbai, the individual who assists with the Torah service, or an usher, will assist you.

B. Services Other Than Shabbat Morning

Alternatives to Shabbat Morning Services

In an effort to accommodate the diverse needs of KTI's families, we offer several options to celebrate becoming bar/bat mitzvah. The strongly recommended choice is Shabbat morning because this is the service the students learn in religious school and it is when our larger community is present to welcome its newest adult member. If Shabbat morning does not fit your needs, you may choose to celebrate your child's bar/bat mitzvah on Saturday afternoon (Minhah), Sunday morning during a Jewish holiday such as Rosh Hodesh, Hanukkah, or Sukkot - times when the Torah is read - or Monday morning that coincides with a secular holiday like Memorial Day or Labor Day, as the Torah is read on Monday mornings.

Shabbat Minhah - Saturday evening

Shabbat Minhah services begin promptly at 5:00 p.m. and usually end between 6 and 6:15 p.m. There are three aliyot during Minhah and no Haftarah. While this service is considerably shorter than Shabbat morning, the preparation is equally intense. Your child will chant all 3 aliyot from the Torah and will lead a good portion of the service. Please note that we do not teach the Minhah melodies as part of the Religious School curriculum. The Cantor is happy to provide recordings of the melodies so that your child can learn them. During the winter months, when Shabbat ends early, we conclude Minhah with Havdalah, a brief and beautiful service that uses a braided candle, wine and spices to conclude Shabbat.

Holiday Sunday Mornings

These services begin promptly at 9:30 a.m. and can end between 11 a.m. and 12 p.m. depending on the holiday. The Torah reading also varies in length depending on the holiday, as do the melodies used. If you are interested in a holiday Sunday morning service, please contact the clergy for more information.

Secular Monday Mornings

These services begin promptly at 9:30 a.m. and usually end around 11 a.m. At the Monday morning service, your child will wear tefillin in addition to the tallit and kippah, and we strongly encourage you to do the same. Like the Shabbat Minhah service, there are 3 aliyot and no Haftarah. Your child will chant all 3 aliyot from the Torah and lead a good portion of the service. Please note that we do not teach weekday melodies as part of the Religious School curriculum. The Cantor is happy to provide recordings of the melodies so that your child can learn them.

C. Aliyot and Honors On Shabbat Morning

Please complete the aliyot and Honors Request Forms and bring them for review at your family's meeting with the Rabbi 3-4 weeks before your child's bar/bat mitzvah.

After honors assignments are confirmed, please send a copy of ***Receiving an Honor at Congregation KTI*** (appendix B) with individualized information noted to each of your honorees.

1. **Aliyot** - In addition to the aliyah given to your child, there are seven other aliyot. We allot up to four aliyot for the bar/bat mitzvah family to give to family and friends as an honor. We recommend that the bar/bat mitzvah parents are called for the 7th aliyah, so that they will be on the bimah at the time of their child's aliyah.

Those who are honored with an *aliyah* must be Jewish, over the age of 13, and should be competent to sing or recite the blessings in Hebrew. Two or more people may be given the same *aliyah*. While there is no strict limit on the number of adults who may receive the same aliyah, we find that it is often the case when giving out honors that less is more. ***A Jewish person receiving an aliyah may be accompanied by his/her non-Jewish partner or spouse.***

The Rabbi or Cantor will be happy to go over with you all of the details that those receiving honors should know. For those receiving aliyot, we can also provide cards with the blessings in Hebrew, English and transliteration. A recording with the musical chant of the blessings is available on our website. We include the Berakhot in the back of this handbook, Appendix C. If you have assigned friends or family these honors, please provide copies of these in advance for review.

2. **Gelilah** - Dressing of the Torah - This honor is suitable for any Jewish guest.

3. **Hagbah** – an additional honor in the service is hagbah/lifting of the Torah so it can be seen by the congregation. Our practice at KTI is to not give out this honor to guests because the KTI Torahs are heavy and hard to lift in this manner. If you would like to give out this honor to a guest, please speak with the Rabbi or Cantor.

4. **Additional Honors** - There is an Ark opening and closing at the beginning and at the end of the Torah Service. The scroll or scrolls may also be carried by a guest to be honored. Those receiving these honors

must be Jewish. Please consult the Rabbi about the specifics for your Shabbat.

Parents - You, as the parent may choose to speak to your child on the bimah. Please limit your remarks to the significance of the day and to 1 double spaced page in length. All parent speeches must be approved by the Rabbi at least 1 week before the bar/bat mitzvah.

5. **Participation of Siblings not yet Bar/Bat Mitzvah**- Siblings of the bar/bat mitzvah or other children who are family members are often chosen to lead smaller sections of the service with which they are familiar. We ask that children be of sufficient age to understand the importance of decorum on the bimah, and that they are well prepared. Please consult with the Cantor regarding the appropriateness of your selections.

6. **Additional Readings** - If you would like to honor additional guests, the Prayers for our Country, Israel, and Peace are wonderful ways to involve family members and friends. The leaders of these prayers may be of any faith, tradition and age. These prayers are at the back of this booklet. It is KTI's custom to recite either the Prayers for Our Country and Israel **or** the Prayer for Peace. See Appendix D.

7. **Ushers** - Please select at least 2 members of KTI to be ushers. In addition to meeting and greeting guests, ushers are responsible for escorting those being honored to the bimah. Keep in mind that your ushers will be responsible for ensuring a smooth service. See the Usher's Guide in Appendix E. at the back of this booklet, and please send them a copy in advance of the service.

D. Torah Reading

For many of our members, involving family and friends in the Torah reading is a wonderful way to enrich the service on the day of their child's bar/bat mitzvah. In order to facilitate your loved ones' participation and make sure that experience is as seamless as possible, we have developed the following guidelines:

Torah readers must be able to read Hebrew and need to understand they will be reading directly from the Torah Scroll. Please provide names and contact information for all readers. (Email preferable)

At least three months prior to bar/bat mitzvah service date, contact the Cantor to discuss the Torah reading assignments you anticipate giving to family and friends. How well do they read Hebrew? Are they musical?

The Cantor will then prepare materials with the text and audio recordings for each reader. Prior to the bar/bat mitzvah date each reader must check in with Cantor to be allowed to read from the Torah.

Please keep in mind that these guidelines have been developed to ensure a Torah reading experience that brings joy to your family and honor to the Torah. If you have questions about this process or need help in preparing a Torah portion, please contact the Cantor. Families needn't feel responsible for assigning the entire Torah reading. Any portion that is not read by the family or friends of the bat/bar mitzvah, will be assigned at the Cantor's discretion.

E. Gift Presentations

A gift is presented to the bar/bat mitzvah on behalf of the Congregation. You may invite someone of special significance who is a member of KTI to make the presentations, or you may elect to have the 'officer of the day', who will be on the bimah do so. This person may speak for up to one minute.

Gifts given to the bar/bat mitzvah include:

1. Tanakh (Bible)
2. Bar/Bat Mitzvah Certificate
3. Kiddush cup
4. "*The Illustrated Pirkei Avot*"

Please make sure the person making the presentation is familiar with the gifts.

Bar/Bat Mitzvah of: _____

Bar/Bat Mitzvah Service Date: _____

Torah Portion: _____

Family Information

Info for:	English name	Hebrew name - Full Hebrew name includes the person's given name, (ben/bat - son/daughter of) both parents' names. Example: Avraham ben Moshe v' Rivka	Age (relevant for siblings only)
Bar / bat mitzvah			
Mother			
Father			
Step-Parent/s			
Sibling/s			
Grandparent/s			

Bar/Bat Mitzvah of : _____

Bar/Bat Mitzvah Service Date: _____

Torah Portion: _____

Aliyot to be assigned

Aliyah #	Honoree English name/s	Honoree Full Hebrew name/s - Full Hebrew name includes the person's given name, (ben/bat - son/daughter of) both parents' names. Example: Avraham ben Moshe v' Rivka	Relationship	Torah Readers
1				
2				
3				
4				
5	To be left open for congregant.			
6				
To be left open for congregant.				
7	Parent/s aliyah	Parent/s	Parent/s	
Maftir	bar/bat mitzvah	bar/bat mitzvah	bar/bat mitzvah	

Shabbat Morning Service Honors

Bar/Bat Mitzvah of: _____

Bar/Bat Mitzvah Service Date: _____

Torah Portion: _____

Other Honors

Honor	English Name	Relationship to Bar/Bat Mitzvah
Torah Service - beginning		
Opens/Closes Ark - 2 or more people		
Torah Service - beginning		
Carries Torah - one person able to carry heavy Torah		
G'ililah - Dress Torah		
Prayer for Country - can be offered to a person of any faith		
Prayer for Israel - can be offered to a person of any faith		
Torah Service - end		
Opens/Closes Ark - 2 or more people		
Torah Service - end		
Carries Torah - one person able to carry heavy Torah		
Aleinu		
Opens/Closes Ark - 2 or more people		
Gift Presentation - any KTI member		
Ushers - one usher must be a KTI member		
If additional Torah:		
2 nd Torah Carrier - beginning - one person able to carry heavy Torah		
2 nd G'ililah		
2 nd Torah Carrier - end - one person able to carry heavy Torah		

F. Bar/Bat Mitzvah Service Booklet

The booklet will include an outline of the service with page numbers. Any enhancement of or additions to the booklet special messages, etc. - must be prepared by the family and all material must be approved in advance by the Rabbi at least 3 weeks prior to the service. It is common, not required, that the parents write a welcome letter and introduction to the congregation and their guests to include in the bar/bat mitzvah service booklet. Typical length for the welcome is 1500 – 1800 characters, @ 350 words. If you would like a sample welcome letter, please request one from the office.

G. Pre Bar/Bat Mitzvah Services - Optional

Thursday morning - Come to Minyan, lay tefillin

At this service, your child will put on tallit and tefillin and may even be called to the Torah for his/her first aliyah. Please contact the office at least 3 months in advance to schedule the Thursday morning service.

Friday Evening Service

If you would like to attend Friday night services on the Friday night prior to your child's bar/bat mitzvah service and there is not a scheduled congregational service, we will be happy to schedule a service for you and your guests at 6:30 p.m. as long as you are able to provide a minyan. Please contact the office at least 3 months in advance to schedule the Friday night service.

H. Synagogue Etiquette

There is a special Shabbat etiquette that is an important part of the bar/bat mitzvah ceremony:

1. **Shabbat Observance** Smoking is not permitted anywhere on the synagogue grounds. It is inappropriate to bring gifts or cash on Shabbat. Cell phones should be silenced and put away, with the exception of medical personnel who are on call. It is not permitted to use cell phones or cameras during or after services in the synagogue.
2. **Dress** must be modest. As a sign of respect for the sanctity of the synagogue, we ask that modesty and good taste be paramount.
3. **Cell Phones** We suggest assigning an adult to supervise friends of the bar/bat Mitzvah during and after the service to ensure that their cell phones are away and they are not disruptive.

Synagogue Business / Miscellaneous

Kiddush and Reception Arrangements

8 weeks prior to your date, please contact the office to discuss your kiddush needs. It is encouraged that ample time be given between the service and the party so that our entire community can participate in the celebratory kiddush with the celebrant and his/her family. Many families choose to expand the kiddush to a full luncheon. If you choose this option, you must either invite the congregation to your luncheon or provide a joint kiddush prior to the luncheon for your invited guests and congregants. A list of approved kosher caterers is below. Other kosher caterers may be approved by consultation with the Rabbi. All caterers will be required to provide a Kashrut Certificate and a Certificate of Insurance naming KTI additional insured. If you are holding a bar/bat mitzvah reception outside the synagogue premises, we strongly encourage you to serve a kosher meal to celebrate this religious moment in the life of your child.

We also encourage you to make use of the social hall space next to the sanctuary for your extended reception or party. Please be sure that all your suppliers - florists, caterer, etc.- are aware that all deliveries must be made before 3 p.m. on Friday afternoon. The caterer should be aware that activities in the ballroom can be heard in the sanctuary during the service. To eliminate this extraneous noise, all preparation for your meal should be made prior to or after the service. Table setting should occur on Friday for a Saturday afternoon meal. Use of facility fees are available from the synagogue office and all food must be prepared by an approved kosher caterer.

In keeping with the communal spirit of the bar/bat mitzvah milestone and service, the celebrant's family provides a kiddush for the congregation, generally @ 25 - 35 people.

The cost for the standard Kiddush for 25 – 30 people is \$360.00.

Standard kiddush is a light luncheon for the congregation. Depending on quantity of guests in attendance & menu desired, fee will vary & will be provided by the office.

Alternatively, kiddush luncheons may be arranged privately with the celebrant's family, provided an acceptable kashrut certificate (rabbi's approval) and certificate of insurance are provided by the caterer to the KTI office. Please see below about private kiddush.

Sample standard kiddush - arranged through the KTI office may include:

- challah
- tuna, egg, whitefish salad
- fruit platter
- Israeli salads or other salads
- assorted cakes & cookies
- water and seltzer

Standard kiddush is 'stand-up' and tables and chairs are provided for those who need to sit.

Private Kiddush/Celebration

If the family opts to arrange a private celebratory meal they are still required to provide kiddush for the congregation and should delay (beginning at KTI or departing to) the private celebration for 20 minutes after the conclusion of services. KTI requests that the celebrant's family mingle with the congregation before receding/departing to the private celebration.

The caterer must provide a kashrut certificate & certificate of insurance at least one month prior to the service date, or the caterer will not be permitted to cater at KTI.

The caterer must notify the KTI office the quantity of chairs & tables needed and must provide a layout for the room 2 weeks in advance of the service.

The KTI custodian will set out the tables per the diagram & the caterer's wait staff is responsible for the set up and break down of the luncheon.

Food delivery must be before 3 pm on the Friday preceding the bar/bat mitzvah service.

- The fee to use the Social Hall for a private kiddush is \$500 plus \$180 security fee up to 4 hours, \$45 per hour after the 4 hours. There is no fee when the congregation is invited.

KTI Approved Caterers & Bakeries

KTI Approved Caterers & Bakeries

Catering

Ben's Deli	Scarsdale, NY	www.bensdeli.net	914.468.2367
Classic Caterers	West Nyack, NY		845.353.5578
Eden Wok	New Rochelle, NY		914.637.9363
Epstein's Deli	Hartsdale, NY		914.428.5320
Fairway Kosher Caterers	Ari or Adam Goodfriend		864.201.9521
Garelick & Herbs - Thyme for Kosher	Greenwich/New Canaan, CT		203.972.4497
Lisa Catering, Alex & Luz Herrera	New Rochelle, NY		914.500.3605
Margery Gussak Kosher Catering	Manchester, CT		860.643.0640
Rosebud Caterers	Congers, NY		845.268.9673
Seasons	Scarsdale, NY		914.472.2240
Steven M. Herman (Glatt Kosher Catering)	Fairfield, CT		203.336.9222

Bakeries

Bagel Emporium - <i>only bagels are kosher</i>	Port Chester, NY		914.937-5252
Cerbone Bakery	Rye Ridge, Rye Brook, NY		914.937.5474
Harrison Bake Shop	Harrison, NY	harrisonbakeshop@yahoo.com	914.835.1151
White Plains Bake Shoppe	White Plains, NY		914. 997.8179

A. **Music on Shabbat** - We hope you will consider having a kiddush luncheon / celebration at the synagogue following your child's bar/bat mitzvah service. In an effort to maintain the joyous mood, we allow live music on Shabbat. We encourage you to choose music that is in keeping with the restful spirit of Shabbat, such as a cappella singers, acoustic bands, songs that are Hebrew or Jewish in content, or jazz /easy listening. Please contact the clergy if you have questions related to music on Shabbat.

B. **Video Taping of Service** - Videotaping the ceremony is permitted from one stationary point above the partition wall that separates the sanctuary space from the kiddush area. Any and all videotaping is done only by the KTI caretaker, is optional and may be arranged through the KTI office.

C. **Photography/ Rehearsal** - Photography is not permitted at the synagogue on Shabbat, and guests should be advised not to bring cameras to the synagogue. If you wish to have photographs taken during the week before the ceremony, please contact the Rabbi or Cantor to make arrangements. Torah scrolls may only be removed from the Ark when the Cantor or Rabbi is present. Please contact them to arrange availability.

D. **Flowers / Gift baskets** are a lovely enhancement to the bimah. You may use the florist of your choice. Two flower arrangements are necessary for the bimah. ***All floral deliveries must be made***

before 3:00 p.m. on Friday afternoon. We ask that you avoid using highly fragrant or scented arrangements. If you choose to put food baskets on the bimah to be later donated, all food items must be kosher.

F. **Kippot/Yarmulkes** - may be ordered with-custom imprinting. Orders should be placed at least three months in advance of the bar/bat mitzvah date. We encourage you to use the gift shop when placing your order for all Judaica. Should you choose not to order imprinted kippot, the synagogue will supply plain kippot for your guests. Many families place their imprinted kippot in a small basket that is placed outside the sanctuary on Friday evening. Please remember to retrieve the basket after Shabbat is over.

G. **Candy** - It is a tradition to shower the bar/bat mitzvah with sweetness by tossing candy as they complete the final blessings of the Haftarah. If you would like to continue this tradition, KTI will provide you with the candy. In an effort to maintain a safe environment, KTI permits only candy provided by KTI.

H. **Invitations** – It is expected that you will invite the entire zayin class to the service and reception since they have been together for religious school years. A list of class contact information will be provided by the office. **Invitation time should read 9:30 AM.**

I. **Bus Transportation for Guests** - some families elect to have a charter bus transport guests from hotels to the synagogue or to a party site after the conclusion of the bar/bat mitzvah service. No bus or special transport should be parked in front of the synagogue or in the driveway. Please arrange to have guests meet the transport vehicle in our parking lot behind the synagogue.

J. **Payment**

- Bar/bat mitzvah fee is \$1,950

The bar/bat mitzvah fee covers weekly lessons, preparation materials and placement of your child's name in the traditional KTI Bar/Bat Mitzvah Book.

This fee will be billed approximately one year in advance of the bar/bat mitzvah service date and **must be paid in full on or before tutoring lessons begin.** Please check with the Cantor for a tutoring start date so a payment plan can be arranged if preferred. The payment plan will require a credit card on file and the fee must be paid in full by the tutoring start date. **Note: Delayed payment or payment plan arrangements will result in tutoring lessons being delayed.** The one-time payment in full should be made by check (preferred), online or directly with KTI's finance manager.

- Standard Kiddush for congregation – \$360 for 25 – 30 people. Additional fee will apply based on number of guests and must be paid in advance of the service date.
- When regular or kiddush/luncheon is open to entire congregation, there is no additional charge for use of the social hall.
- Security fee for service & kiddush (open to congregation) is paid by KTI.

Optional facility use – must be paid in full prior to service date

- Social Hall - private luncheon - \$500, plus \$180 security fee up to 4 hours, \$45 per hour after the 4 hours
- Social Hall - evening party - \$850, plus \$180 security fee up to 4 hours, \$45 per hour after the 4 hours

K. **Honoraria** - The clergy do not accept payment from congregants for the services. Families often ask how to honor the clergy with a donation to KTI in honor of their special event. Possibilities are: Clergy Fund (Rabbi), Cantor's Discretionary Fund, Religious or School Fund. You can also inscribe a "leaf" on our Tree of Life wall sculpture to commemorate your child's special event.



Donation Categories

Bequest Opportunity

please inquire in KTI office

Cantor's Discretionary Fund

Disbursed by Cantor for musical programs & activities

Capital Projects Fund

For infrastructure improvements

Clergy Fund

Disbursed by Rabbi for charitable & educational purposes

Early Childhood Program General Fund

Books, toys & special programs for the Early Childhood Program

General Fund

General maintenance of synagogue facilities

Hesed Fund

Support acts of loving-kindness, bringing comfort to those in the community who are in need

Kiddush Sponsorship

Shabbat morning kiddush, collations on Friday evening & holidays

Ladies Aid

Monthly stipend for individuals & families in our community in need

Leo Frank Fund

Beautification & maintenance of the Synagogue & Daily Prayer Room

Memorial Plaques

Brass plaque to hang in the Daily Prayer Room in memory of a loved one, lit each year during the week of Yahrzeit observance & Yizkor holidays

Paver Project

Individually engraved pavers enrich the patio area for rest and introspection

Prayer Book Fund

Replenish supply of weekday, Sabbath & holiday prayer books

Tree of Life

One leaf on the Tree of Life in Sanctuary building vestibule to commemorate special occasions

Yahrzeit Fund

Maintenance of memorial boards, purchase religious items - Torah covers, kippot, lace head coverings, tallitot, Havdalah sets

Religious School General Fund

Enrichment programs & materials for the Religious School

Yahrzeit Fund

Maintenance of memorial boards, purchase religious items - Torah covers, kippot, lace head coverings, tallitot, Havdalah sets

Stocks and Annuity Options

Stocks

KTI is able to receive donations of appreciated assets. If you own stocks or other appreciated assets with significant long-term gains, please consider transferring these assets to KTI and receive an immediate tax deduction equal to the market value of the stock/asset, while also avoiding long-term capital gains.

Charitable Annuity Program

Through UJA-Federation of New York, a Charitable Annuity Program, you can purchase an annuity, receive income for life, along with an additional tax benefit. Upon your passing, 90% of the principal will go to KTI and a 10% administrative fee will benefit UJA.

For information regarding donations to KTI, please visit the website or call the KTI office.

Thank you for your generosity and support.

Appendix A

Outline of the Shabbat Morning Service

Birchot ha-Shachar - Blessings at Dawn and Pisukei d'zimra - Verses of Song

The first part of the morning service, selected from pages 65 – 82, is called Birchot Hashachar – The Blessings At Dawn – and is the first part of the early morning warm up. In ancient days, this section was partially recited at home, before coming to the synagogue. The Mourner's Kaddish closes this section. - page 82

The second part of the morning service, selected from pages. 83 – 105, is called Psukei D'zimra – Verses Of Song, and contains various Psalms and readings, again part of the “warm up”.

These two parts of the service combined take – 25 minutes

Shaharit – The Morning Service

The morning service formally begins on page 107 and continues through 138. This includes the Sh'ma and the Shaharit Amidah.

On a normal Shabbat not coinciding with a festival or Rosh Hodesh, Shaharit takes – 25-30 minutes.

Torah Service

The Torah service is the focus of the Shabbat morning experience. It is here that we 'honor' the bar/bat mitzvah by calling him/her to the Torah for an aliyah an honor reserved for adults. Traditionally, the bar/bat mitzvah receives the final honor, called the Maftir and chants the Haftarah with the appropriate blessings.

Bar/bat mitzvah often leads Ein Kamocha (139); Vayehi Binsoa (139); Beh Ana Rachetz (140); Sh'ma, Echad, Gadlu (141).

This is also the high-point for family involvement. The family may take as many as five of the seven Aliyot to honor relatives and friends (two aliyot are reserved for congregants). There are also non-speaking honors - Ark opening and covering the Torah.

All of these are listed in more detail in the Description of Aliyot and Honors section of this booklet. After the bar/bat mitzvah finishes the Haftarah with its blessings and usually gets showered with fruit gem candy!!! We continue on pages 148-154.

The D'var Torah

The *D'var Torah* is the proper term for the bar/bat mitzvah speech. It is centered on the Torah portion, and includes some reflection on the significance of becoming bar/bat mitzvah.

This is followed by remarks for the bar/bat mitzvah from the Rabbi.

Parents may speak as well if they choose. Following the speeches, the bar/bat mitzvah's immediate family comes to the bimah for the Priestly Blessing and Shehechyanu.

The Torah Service, from beginning to end (with all speeches, presentations) takes approximately 1 hr. 20 minutes.

Bar/bat mitzvah often leads: *Ashrei* (151-152); *Y'halelu* (153); *Mizmor l'David* (153); *Eytz Chayyim* (154).

Musaf – The “Additional” Service

Because it is Shabbat – the most important holiday on the Jewish calendar – there is an “additional” service, called *Musaf*, which means ‘additional’.

Bar/bat mitzvah often leads: *Hatzi Kaddish* (155); Opening Blessing of *Amidah* and the *Kedusha* (156-157); *Ein Keloheinu* (182) can be shared with siblings or classmates; *Aleinu* (183); *Adon Olam* (187).

Musaf is structured to take – 25 minutes

The person making the gift presentation speaks in between the Mourner’s Kaddish and Adon Olam. Our service concludes with kiddush/HaMotzi. We ask that everyone remains in their seat until Motzi is made.

Common Questions:

How long will the entire service take? This depends on the length of the Torah reading, Haftarah, and d’var Torah. We begin promptly at 9:30 a.m., and usually finish around noon.

Do people we choose to honor need to know Hebrew? It is best if those receiving an aliyah are familiar with the Torah blessings and have experience with this honor. Please send your guests copies of the blessings or instructions for their honor, found at the back of this handbook.

Giving out honors: Kohen / Levi / Yisrael - If there is a Kohen among your honorees, they should receive the first aliyah. However, if there is more than one Kohen, or if you have more than one Levi, or if you have no Kohen or Levi, we will call people up by number - first, second, third, etc. Two aliyot, are always reserved for congregants. It is also customary that we make a special Misheberach, blessing for those who are ill at the end of the sixth aliyah. We recommend that the parents take aliyah seven, so that they are at the Torah when their child is called up for the Maftir.

Appendix B

Receiving An Honor At Congregation KTI

Mazal tov! You have been assigned an honor during the Shabbat Service at Congregation Kneses Tifereth Israel KTI on Saturday morning, _____.

You have been selected for the following honor:

_____ Opening/Closing the Ark at the beginning of the Torah Service (see A below)

_____ Carrying a Torah Scroll at the beginning of the Torah Service (see A below)

_____ Reciting the blessings for the _____ aliyah (see B below)

_____ Dressing the Torah (Gelilah) (see C below)

_____ Opening/Closing the Ark at the completion of the Torah Service (see D below)

_____ Carrying a Torah Scroll at the completion of the Torah Service (see D below)

What Preparation Is Necessary For An Aliyah?

It is important that you know the procedures and blessings involved in being called to the Torah. Please spend a few minutes reviewing the blessings in advance so you sing or recite them with ease. A large card with the blessings is located to the right of the Torah.

When you ascend the bimah for your aliyah, be prepared to give the Torah Reader your full Hebrew name (your name and your parent's Hebrew names). Upon completion of the blessing after the Torah reading, move to the left of the reader and remain until the end of the next aliyah.

What Time Must You Be At The Synagogue?

We ask that you arrive at KTI by 9:30 a.m., when services begin. When you arrive, please identify yourself to the usher at the door, and then seat yourself near the bar/bat mitzvah family.

Do You Need To Wear Anything Special When You Are On The Bimah?

Please note that all men and women receiving an honor are required by Congregation KTI to wear a head covering when ascending the bimah. All Jewish men and women are also required to wear a tallit. An usher will assist you if you do not already have a tallit, we ask all guests receiving Aliyot to bear in mind that they will be in front of the congregation and handling the Torah scroll, and that they should dress in a way that is appropriate and dignified.

A. Opening/Closing the Ark or Carrying A Torah Scroll At The Beginning of the Torah Service

You will be told when to ascend the bimah by the usher on duty. (It will be when we have completed the Shaharit Service and have reached page 138 in the Siddur.) Once on the bimah, please follow the instructions of the Rabbi.

Please open the curtains/doors. After the Ark is opened, and various prayers recited, the rabbi will take care of removing the scroll(s) from the Ark.

If you are carrying a scroll, the rabbi will hand it to you, and you should receive it on your right shoulder.

After the Ark is closed, all on the bimah line up and face the congregation. Two verses are recited, and then we all face the Ark for a third verse. Following that, the person(s) carrying the scroll(s) will

lead a procession off the left side of the bimah and up the center aisle. If you have opened or closed the Ark, you may leave the procession when you reach your seat. If you have carried a scroll, the gabbai will take it from you upon the procession's return to the bimah, and then you may return to your seat.

B. Reciting The Blessings For An Aliyah

Please spend time reviewing the blessings in advance so that you sing or recite them with ease. A large card with the blessings in Hebrew and in transliteration is located just to the right of the Torah. The Gabbai on duty will let you know when to ascend the bimah. You will, unless you have the first aliyah, be asked to come up to the front of the synagogue when the previous aliyah is called to the Torah. You should sit in the chairs in the front of the sanctuary, to the left of the bimah. The Rabbi or Gabbai will let you know when to approach the reading table for your aliyah.

At the reading table, you will be shown the place in the Torah, and you are then to touch that place with the fringe of your tallit, and then kiss the fringe. You then keep the scroll open, holding the two wooden rollers, and recite the blessing. The Torah will then be read by the Torah reader. At the conclusion of the reading, close the scroll and recite the second blessing. You then move to the left of the reading table, to the left of the Torah reader, and stay there throughout the next aliyah. When the next aliyah is finished, you may return to your seat.

C. Dressing The Torah - Gelilah

The usher will let you know when to come up to the bimah. Please sit in the seats in the front of the sanctuary on the left hand side, until you are called by the Gabbai.

When you are asked to approach the reading table, stand next to the person who is lifting the Torah, and follow him/her until he/she is seated with the Torah. Immediately begin rolling the top rollers together, until the scroll is rolled tightly. Then a Gabbai will give you the sash that buckles or ties around the middle of the Torah. Finally, you will be given the Torah mantel to place over the top rollers and around the scroll, along with whatever silver ornaments there are. When you have finished, you may return to your seat.

D. Opening/Closing The Ark Or Carrying A Torah Scroll At The Completion Of The Torah Service

You will be told when to ascend the bimah by the usher on duty. It will be sometime after we have completed the Prayers for our Country and for the State of Israel. Once on the bimah, follow the instructions of the Rabbi. When Ashrei is completed (page 152) the Rabbi will give the scroll(s) to the person(s) carrying it (them). Please receive it on your right shoulder. Then lead a procession off the right of the bimah, around the synagogue. The persons opening and closing the ark should remain on the bimah.

When the procession returns, the ark should be opened. After the ark is opened, and various prayers recited, those carrying the scroll(s) will return it (them) to the ark. After some prayers are chanted, the ark is closed. After the ark is closed, all on the bimah may return to their seats.

Appendix C

Torah Blessings and Readings

Appendix D

Prayers

A Prayer for Our Country

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

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

May this land, under your providence, be an influence for good throughout the world, uniting all people in peace and freedom – helping them to fulfill the vision of your prophet: “Nation shall not lift up sword against nation, neither shall they experience war anymore.” And let us say: Amen.

A Prayer for The State Of Israel

Avinu She-bashamayim, Rock and Redeemer of the people Israel: Bless the State of Israel, with its promise of redemption. Shield it with your love; spread over it the shelter of your peace. Guide its leaders and advisors with your light and your truth. Help them with your good counsel. Strengthen the hands of those who defend our Holy Land. Deliver them; crown their efforts with triumph. Bless the Land with peace, and its inhabitants with lasting joy. And let us say: Amen.

A Prayer for Peace

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

Then nation will not threaten nation, and mankind will not again know war.

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

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

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

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

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

May be recited by honorees of any faith.

Appendix E

Usher's Guide to Honors and Aliyot

Thank you for agreeing to be an usher. Feel free to contact the office or Rabbi with any questions you may have prior to Shabbat.

Please make sure to arrive at least 10 minutes early so that you can introduce yourself to the family members and friends who will be receiving honors during the service. **If there are honors that have not been given out before the service, it is your job to distribute them.** In addition to helping with the honors, please make sure to greet guests at the door, wishing them a Shabbat Shalom, and directing them to the kippot, tallitot, and programs as necessary.

The “on-deck” circle is located in the front row to the left of the bimah when you are facing the bimah. As the usher, it is your responsibility to make sure that those being honored are sitting in the on-deck circle prior to their honor.

Around 10:10 a.m. - Open the ark for taking out the Torah, have the couple or person come forward along with the torah holder(s) at page 138). At a bar/bat mitzvah, the parents and grandparents also come up to the bimah at this time to pass the Torah from generation to generation. The family often doesn't realize that this is when they come to the bimah, so please remind them.

(Around 10:15 a.m.) Take out and carry the Torah (there may be 2 Torah Scrolls depending on the week).

Torah Aliyot:

1. Kohen / Rishon
2. Levi / Sheini
3. Sh'lishi
4. R'vi'i
5. Hamishi
6. Shishi
7. Sh'vi'i
8. Maftir (Haftarah reader)

(Around 10:40 a.m.) Gelilah (come forward at maftir) (if 2 Torah Scrolls, 2 couples, 1st couple comes forward at #7, a second couple will come up for the 2nd torah at #8)

Haftarah - Candy for throwing at the bar/bat Mitzvah should be passed out to the front rows toward the end of the Haftarah.

Prayer for Our Country page 148

Prayer for Israel or Prayer for Peace page 149

OR

Prayer for Peace page 149

Once a month for Birkat HaHodesh, we need someone to hold the Torah (page 150)

Around 11:15 a.m. Carry and return the Torah(s) page 153

Open ark for the return of the Torah(s) page 154

Around 11:45 a.m. Open the ark for Aleinu page 182
Around 11:50 a.m. Presenting the Gifts

Announcements
Adon Olam page 187
Kiddush / HaMotzi

Appendix F

Shabbat Morning Bar/Bat Mitzvah- Service Outline

PAGE	PRAYER	LED BY:
	Birchot HaShachar & P'sukei D' Zimra	
61	Ma Tov	
62	Tallit Blessing	
63	La'asok b'divrei Torah	
65	Birkhot Hashachar	
83	Baruch She-Amar	
105	Shochan Ad	
106	Yishtabach shimcha	
	Shacharit Service	
106	Hatzi Kaddish	
107	Barchu	
108	El Adon	
112	Sh'ma, V'Ahavta	
113	Vayomer	
114	Mi Chamocha	
115b	Opening of Amidah	
116	Kedushah	
120	Sim Shalom	
138	Kaddish Shalem	
	Kriat Hatorah/ Torah Service	
139	Ein Kamocha	
139	Vay'hi	
140	Beh Ana	
141	Sh'ma, Gadlu	
141	L'cha Adonai, Romemu	
146	Hatzi Kaddish	
146	Hagbah & Gelilah	
	D'var Torah	
	Haftarah and Blessings	
	Siman Tov...CANDY...	
	Parent (optional)	
	Birkat Kohanim	
	Shehecheyanu	
148	Prayer for our Country *	
149	Prayer for the State of Israel *	
149	Prayer for Peace *	
151	Ashrei	
153	Y'halelu	
153	Havu Ladonai	
154	Etyz Chayyim	
	<i>Musaf</i>	
155	Hatzi Kaddish	
156b	Opening of Amidah	

157	Kedushah	
181	Kaddish Shalem	
182	Ein Keloheinu	
183	Aleinu	
187	Adon Olam	

* Prayer for our Country and Prayer for the State of Israel **or** Prayer for Peace. Individuals of any faith can receive this honor.

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