

מדריך לבני מצוה

A GUIDE TO B'NEI MITZVAH
AT TEMPLE OHABEI SHALOM

TEMPLE OHABEI SHALOM CONTACT INFORMATION

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TEMPLE OHABEI SHALOM CONTACT INFORMATION

Please don't hesitate to contact us if you have questions or concerns about the b'nei mitzvah process at Ohabei Shalom.

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B'ruchim haba'im—Welcome

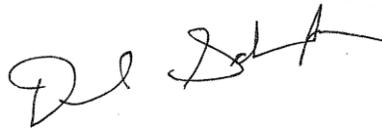
Welcome to the journey of your child and your family toward bar or bat mitzvah here at Temple Ohabei Shalom!

We are a diverse community—we come to this journey from various places and with varied experiences. Some of you are continuing a tradition of generation after generation of bar mitzvah (the ceremony of bat mitzvah is an innovation of the past century) and we applaud you for your dedication to carrying forward this important tradition. Some of you have chosen to join the Jewish people and we are inspired by your commitment to a community that you have chosen. Some of you are not Jewish but have partnered in raising your children as Jews and we salute the love and devotion that brings you to celebrate a tradition that is not your own. Together, you weave the fabric of this colorful and beautiful community. Individually, you are navigating the road to a fulfilling, meaningful and joyous occasion. The entire staff of Temple Ohabei Shalom is eager to help you find your own way on that road. Please let us know if there is anything we can do to further enrich the b'nei mitzvah process.

Mazal tov. Throughout this journey, may you and your family go from strength to strength.



Rabbi Audrey Marcus Berkman



Rabbi Daniel Schaefer



Temple Ohabei Shalom

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INTRODUCTION AND GENERAL INFORMATION

The Hebrew word *mitzvah* means “commandment.” It means a commitment, something to which you are obligated. And the words *bar* (for a boy) or *bat* (for a girl), when combined with *mitzvah*, form an idiom that means, “one who takes on a commandment,” or “one who is obligated.” A bar or bat mitzvah is one who commits himself or herself to engagement with Judaism and the Jewish community. The bar/bat mitzvah service marks a new kind of connection between the emerging young adult and their Jewish heritage and the Jewish people of which they are a part.

B’nei Mitzvah (plural of bar or bat mitzvah) should put their whole selves into living Jewish lives: their heart, head and hands.



When a worship service works, it touches the heart. In fact, worship is known in Hebrew as *avodat halev*, “service of the heart.” The bar or bat mitzvah student brings his or her whole heart to leading us in prayer. Part of that includes reading and chanting in Hebrew from the prayer book, the Torah scroll (containing the Five Books of Moses). Hebrew itself is an expression of the heart. We refer to it as *lashon kodesh*, the holy language, and it has a power to move us beyond the meaning of its words. It connects us with our Jewish tradition and with Jews throughout the world.



B’nei Mitzvah students reflect on the meaning of their Torah reading by sharing a teaching during the service. In Hebrew this is called a *d’var Torah*, which means “a word of Torah.” This is an opportunity for the student to bring their own values, experiences, and passions, into conversation with the richness of Jewish tradition. Out of this conversation, new and unique wisdom is created and then shared with the wider community.



One can’t live as a Jew without “doing” as a Jew. We ask our b’nei mitzvah students not just to feel and to think, but also to act. They do this through their Mitzvah Projects where they use their hands to assist others and to help repair the world (*tikkun olam*).



COMMUNITY

Bar or Bat Mitzvah is not just an individual or family celebration, but one for the entire community. As a community we welcome a new Jewish adult into our midst. The ceremony takes place during our regularly scheduled communal Shabbat service, so that the people who have been with your family at Shabbat B’yachad, who have rejoiced at your children’s consecration during Simchat Torah, and who have worked side-by-side with your family at Mitzvah Day can be with you as your child becomes a bar or bat mitzvah. As a caring community, the joy and responsibility of b’nei mitzvah belongs to all of us. We hope and expect that the ARS 7th grade class will be invited to each other’s b’nei mitzvah celebration. We believe that this is an important component of being a synagogue family.

SPECIAL NEEDS

Every Jewish child is capable of becoming bar or bat mitzvah. At Temple Ohabei Shalom, we are eager to make all appropriate accommodations to ensure that every child may join our community as a Jewish adult. Please contact our clergy to discuss your family's individual situation.

CONTINUING JEWISH EDUCATION

Because bar/bat mitzvah is the beginning of what we hope will be a lifetime of Jewish learning and living, b'nei mitzvah are expected to continue to be involved in Jewish learning and community through opportunities for Jewish learning and engagement at Temple Ohabei Shalom and in the broader community.

SPECIAL TEMPLE OHABEI SHALOM TRADITIONS**THE DOME**

Part of celebrating the milestone of bar/bat mitzvah is becoming part of a long-standing tradition. At Temple Ohabei Shalom, this involves an escorted trip up to the Dome, where new b'nei mitzvah are given letters written by their parents many years before at the TOSTY Shul-in (parents who did not write a letter; please let us know as there is still an opportunity to do so). At this time, the new adult members of the community are also invited to sign their name on the wall of the Dome.

FURTHER OPPORTUNITIES FOR PARTICIPATION IN WORSHIP SERVICES

Students who have become bar/bat mitzvah have gained extremely valuable skills! Good Torah readers are always in high demand. Please speak with our clergy about opportunities to participate in synagogue worship such as chanting Torah at Shabbat services or at the High Holy Days at Temple Ohabei Shalom.

STEPS TO A SUCCESSFUL CEREMONY

PREPARATION AND SUPPORT AT HOME

Good preparation is the key to a successful and fulfilling bar/bat mitzvah experience. It requires a significant commitment of time - about 2-3 hours a week. Parental support in this process is invaluable. Here are some guidelines.

- 1) Schedule: The last three to four months of bar/bat mitzvah preparation are a time to focus on the work and significance of becoming a Jewish adult. If there is a way to cut down on extracurricular activities during this period your child will be substantially more relaxed and more likely to enjoy the process and find it meaningful.
- 2) Practice with him/her. If you know Hebrew and can help, that's great. If you don't, please listen anyway and share in the experience. It makes a difference. (Ask your child to teach you!)
- 3) D'var Torah. We encourage parents to engage in discussion of the issues and lessons raised in the Torah portion. In the weeks before the bar/bat mitzvah, parents should listen to their child practice reading their *d'var Torah* out loud.
- 4) Parental Blessings. Rehearse Torah blessings in Hebrew and prepare a blessing in English to offer to your child. (See pages 12 and 13 for details.)

PREPARATION AT ARS/TOS

Our religious school curriculum is designed to provide students with the skills and knowledge necessary to participate fully in Jewish life. The academic prerequisite for bar/bat mitzvah is your child's completion of three years of religious education and continued enrollment in our religious school throughout the b'nei mitzvah year and then on through High School. The school program provides the foundation on which preparation for b'nei mitzvah is built.

Specific training for the bar/bat mitzvah service takes place both inside and outside of school hours. During religious school classes in grades five and six, students will learn key prayers of the Shabbat morning liturgy and Torah chanting skills. This lays a good foundation to assist them in learning to lead the service and to chant their individual Torah portions. Please consult the bar/bat mitzvah timeline on page 10 for specific details.

B'NEI MITZVAH EXPERIENCE

We've received a grant to participate in an innovative new approach to b'nei mitzvah called the B'nei Mitzvah Experience, sponsored by Moving Traditions! We will incorporate family education and pre-teen sessions that connect Jewish wisdom to the interpersonal and social elements that go along with this coming-of-age ritual. The sessions aim to help you and your pre-teen explore what it means to be a guest and a host; how to navigate peer pressure, social media, and the experience of being the center of attention; what b'nei mitzvah is all about; and other social-emotional challenges and joys associated with b'nei mitzvah. Your participation in these family education

programs will enrich your child’s experience—and your own—marking the b’nei mitzvah as a lifecycle tradition into “becoming a teen” that leads to personal growth and positive communal connection. Additionally, these programs will cover the basics of the Saturday morning service, of mitzvah projects, and what becoming bar or bat mitzvah is all about. These required programs help to create and to strengthen a community of b’nei mitzvah families.

SHABBAT ATTENDANCE

Understanding what the prayer service is all about and becoming part of the community at Temple Ohabei Shalom is an important part of the b’nei mitzvah process. In addition to the required six TOS Shabbat morning services, b’nei mitzvah students must attend three services at a synagogue other than Temple Ohabei Shalom. We highly recommend that parents attend with their child. This may include Friday night, Shabbat morning, Festival services or Daily Worship. Regular attendance at services by the entire family remains the single most important factor in preparing for this day. Use the log at the back of this handbook to track your progress.

TZEDAKAH

A *simcha* (joyous event) is an opportunity to share one’s good fortune with others who are in need. We encourage families to consider ways in which they can do this, in addition to the bar/bat mitzvah’s individual Mitzvah Project. For example, families might consider decorating tables with “mitzvah centerpieces,” centerpieces constructed of products, equipment or goods to be donated after the party to a particular cause or organization. Families might also consider donating 3% of the cost of providing food and drink to their guests to MAZON, a national Jewish organization to feed the hungry. Temple Ohabei Shalom is a MAZON partner congregation. More information is available at www.mazon.org.

We hope that you will also contribute to your own synagogue, Ohabei Shalom, in honor of your child’s bar/bat mitzvah.

FINANCIAL CONSIDERATIONS

All membership accounts (including bar/bat mitzvah fees, ARS tuition and Temple dues) must be paid in full six months in advance in order for your child to become a bar/bat mitzvah at Temple Ohabei Shalom. Additional costs associated with the bar/bat mitzvah are:

- **Bar/Bat Mitzvah Fee:** This fee, which covers orientation, the B’nei Mitzvah Experience, and clergy meetings, will be billed in two installments; one in the 5th grade year and one in the 6th grade year.
- **Kiddush Sponsorship:** Shabbat at Temple Ohabei Shalom is a community celebration. **It is, therefore, expected that families will include at the Kiddush all who attend the service, both invited guests and members of the Temple Ohabei Shalom community.** However, if you choose to have a private or offsite Kiddush luncheon for your guests, you are required to provide a small separate Kiddush for the congregation.

- **Flowers for the Bimah:** Traditionally, families provide two (3-dimensional) 3 1/2 - 4 foot flower arrangements for the Sanctuary. They will need to be delivered by 3 pm on the Friday preceding the ceremony. Alternatively, TOS can order the arrangement through our florist and the fee (approximately \$400) will be passed on to you.
- **Rental Information:** We have two beautiful social halls at TOS; Penn-Spero and Lissner Hall. Both are available for rental for private parties. Contact Betsey Goldwasser: bgoldwasser@ohabei.org.

BAR/BAT MITZVAH PREPARATION

GRADE SIX YEAR

- B'nei Mitzvah Experience meetings
- Grade Six curriculum includes Torah chanting skills (trope) and learning and review of all blessings and prayers that the bar/bat mitzvah will lead during the service.
- Digital audio files of all Hebrew learning will be made available.

GRADE SEVEN YEAR

1) WEEKLY ARS ATTENDANCE

- B'nei Mitzvah Experience meetings
- Grade Seven curriculum reviewing all Hebrew skills, as well as deep dives into Jewish values as found in Torah portions.

2) INITIAL FAMILY MEETING

The bar/bat mitzvah student and his/her parent(s) meet with the clergy approximately seven months before the bar/bat mitzvah date to review the B'nei Mitzvah process, receive the student's individual preparation binder, answer questions and begin the journey.

3) MITZVAH PROJECT AND SERVICE TO THE TEMPLE OHABEI SHALOM COMMUNITY

A mitzvah project is one of the first responsibilities we ask you to assume as you become an adult in our community. *Tikkun olam*, repairing the world, is central to who we are at Ohabei Shalom and to the bar/bat mitzvah process. It teaches our children that Torah "learning" and "doing" go hand in hand.

Your Mitzvah project should represent a substantial commitment of time and energy to a project of your choice.

Guidelines for completing a meaningful mitzvah project:

- Your project should involve at least 15 hours of community service.
- Projects can be done individually or as a small group.
- Be as creative as you like.
- Every project includes at least three of these key elements:
 - o Hands-on work (time spent working) with the organization
 - o Advocacy for the cause
 - o Educating others about the issue
 - o Collecting items or *Tzedakah* (money) for the cause

Service to the TOS Community:

Give back by donating three or more hours of your time to Ohabei Shalom. (e.g. babysitting, mailings, yard work or library work, Mitzvah Day volunteering, etc.)

4) TORAH CHANTING PREPARATION

Individualized instruction begins approximately six months before the bar/bat mitzvah date with weekly 30-minute lessons. Students will learn to chant their Torah portions and review all other Hebrew elements of the Shabbat morning service. These sessions will be with Maayan Harel or Rabbi Daniel Schaefer, and are scheduled by parents using our app, YouCanBookMe: <https://templeohabeishalom.youcanbook.me>.

5) D'VAR TORAH PREPARATION

Students will prepare a *d'var Torah*, a teaching rooted in Torah, with guidance from the clergy. It will draw from traditional and modern interpretations of the Torah text as well as from his/her own life experience. 30-minute meetings with the clergy begin three or four months prior to the bar/bat mitzvah date.

6) REHEARSAL

There is a final rehearsal for the child and parent(s), usually 3:15 – 4:45 pm two Fridays preceding the bar/bat mitzvah service. Parents should bring the completed Honors Form (see page 22) and their Parent Blessing (see page 13) to the rehearsal.

PREPARATION TIMELINE

	 WORSHIP <i>Avodat halev</i> service of the heart	 LEARN Share your own teaching, or <i>D'var Torah</i>	 TAKE ACTION Do <i>Tikkun olam</i> (repair the world)	 PLAN your special day
12+ Months Prior	Study of prayers and Torah chanting in grades 5 & 6 at ARS. Plan to attend 9 Shabbat services during the 6th grade year.	B'nei Mitzvah Experience	Begin research and planning for your Mitzvah Project.	Contact our Event Coordinator to reserve venue for your rental of TOS facilities and/or community Kiddush. Must reserve one year in advance of b'nei mitzvah. events@ohabei.org
7 Months Prior	Continue to attend Shabbat services.	Initial family meeting with clergy. Discuss Torah portion, answer questions.	Continue Mitzvah Project planning.	Meet with the Event Coordinator and complete all facility arrangements . All membership dues, b'nei mitzvah fees and ARS tuition must be paid in full.
6 Months Prior	Continue to attend Shabbat services.	Student begins weekly learning sessions in preparation to chant Torah.	Begin active involvement in Mitzvah Project.	
3 - 5 Months Prior	Continue to attend Shabbat services.	Continue Torah chanting lessons.	Continue Mitzvah Project.	Obtain <i>tallit</i> and <i>kippah</i> . If desired, order printed <i>kippot</i> .
2 - 3 Months Prior	Attend Shabbat services. Confirm your ushering obligations.	Begin <i>d'var Torah</i> learning sessions. Continue Torah chanting lessons.	Continue Mitzvah Project.	Mail invitations, including the entire b'nei mitzvah class.
1 Month Prior	Attend Shabbat services.	<i>D'var Torah</i> learning sessions have been completed. Continue Torah chanting lessons.	Continue Mitzvah Project.	Provide all catering docs to Event Coordinator .
1 Week Prior	Usher for the bar/bat mitzvah service prior to your own.	Continue Torah chanting lessons.	Continue Mitzvah Project.	For private Kiddush or reception: submit floor plan to Event Coordinator. Room rentals fees are paid.
Week of Bar/Bat Mitzvah	<ul style="list-style-type: none"> • Family comes to bar/bat mitzvah rehearsal (usually two Fridays prior to date, from 3:15 - 4:45 pm.) • Bring a copy of the completed Honors Form • Bring a copy of the Parent Blessing • Attend Erev Shabbat Service on Friday night. Bar/Bat Mitzvah will lead candle blessing, Kiddush and Hamotzi. • Get a good night's sleep! 			
Day of Bar/Bat Mitzvah	<p>Remember to Bring:</p> <ol style="list-style-type: none"> 1. Your binder with the Torah text and your <i>d'var Torah</i>. 2. Your <i>tallit</i> and <i>kippah</i> (bring bobby pins to keep it in place!) <p>Timeline of the morning:</p> <ul style="list-style-type: none"> • Photos prior to service from 9:00 - 9:55 am, if desired. • @ 10:00 am family meets in Rabbi's study. • Service begins at 10:30 am. • Mazal Tov! 			

THE BAR/BAT MITZVAH SERVICE

EXPECTATIONS OF THE BAR/BAT MITZVAH STUDENT

These expectations are designed to both challenge the child and set an attainable goal. Of course, each child is unique. There will be times when these requirements need to be modified and we will adjust them accordingly.

We take becoming a bar/bat mitzvah seriously and we expect our students to do so as well. Occasionally a student fails to make satisfactory progress. In this case, we will contact you promptly. Sometimes there are external causes. In those cases, we make adjustments as needed. At other times the student has failed to progress due to his/her own lack of effort. Additional support from home typically corrects the problem. On those extremely rare occasions when it does not, other steps may be necessary up to and including postponing or canceling the bar/bat mitzvah ceremony.

Typically, bar/bat mitzvah students are responsible for the following service elements:

- Candle Blessings, long Kiddush and Hamotzi on Friday night
- Short Kiddush and Hamotzi on Shabbat morning
- Leading part of the Shabbat morning service
- Torah service prayers
- Blessings before and after the Torah reading
- Chanting approximately 12-15 verses of Torah
- *D'var Torah* (speech)

FAMILY PARTICIPATION

TORAH CHANTING BY PARENTS

A very special way in which families can participate in the bar/bat mitzvah process is by reading Torah. This might be an opportunity to refresh your Torah chanting skills or the motivation you need to actually learn how to chant! Either way, you will be showing your child what it means to continue growing, learning and participating as an adult member of our community. We will be glad to make a recording of the Torah reading and to help you in this process. Regardless of whether a parent reads Torah, the bar/bat mitzvah will prepare the same number of verses as he/she would have otherwise, and the service will consist of three *aliyot*.

USHERING

Families are required to serve as ushers for the bar/bat mitzvah service which directly precedes their own. By welcoming visitors, distributing prayer books and giving direction, greeters help to create a warm and participatory environment for our community worship experience. You will receive the ushering schedule via email, and if you have any questions, please contact Naomi Fisher (nfisher@ohabei.org). Guidelines for ushering can be found on page 18.

FRIDAY NIGHT

Erev Shabbat services typically run one hour and fifteen minutes in length. All services except for Shabbat B'yachad begin at 6:00 pm. Shabbat B'yachad starts with a dinner at 6:00 pm followed by the service at 7:00 pm. If Shabbat B'yachad falls on your bar/bat mitzvah weekend, we welcome you to reserve a table for family and friends.

Consult the synagogue office to verify the time of service for the weekend of your celebration. **It is expected that the bar/bat mitzvah student and his/her family attend the Friday night service the evening before the bar/bat mitzvah.** The bar/bat mitzvah student leads the candlelighting at the beginning of the service, and the Kiddush and Hamotzi at the conclusion of the service.

SATURDAY MORNING

The immediate family will meet with the Rabbis at 10:00 am. At this point the family will present the bar/bat mitzvah with a *tallit*. Families can either purchase or create a *tallit* for the occasion. Alternatively, the *tallit* might be passed down from a family member. A *tallit* is typically worn only by Jews who have become bar/bat mitzvah.

SERVICE HONORS

Temple Ohabei Shalom provides opportunities for the family and friends of the bar/bat mitzvah to participate in our weekly Shabbat service. After deciding which friends and family members you would like to include in the bar/bat mitzvah, complete the Honors Form (found on page 22) and return it to the clergy or Naomi Fisher no later than the week before the bar/bat mitzvah. Bring a copy of the Honors Form to the rehearsal the week before the bar/bat mitzvah. The following honors are available on Saturday mornings:

Ark Opening: There are two separate opportunities for up to three people to open the Ark (at the beginning of the Torah service and at the end of the Torah service.)

Undressing the Torah: This honor consists of removing the decorations, mantle, etc., before the Torah is placed on the table to be read.

Aliyot: One who is called to recite the blessings during the reading of the Torah receives an *aliyah* (plural = *aliyot*). The family is invited to participate in a total of three *aliyot* (blessings of the Torah). Recitation of the Torah blessings is an honor reserved for adult members of the Jewish community. A non-Jewish spouse and/or children under the age of 13 may accompany those who are reciting the blessings. The first *aliyah* is customarily for grandparents or other close relatives or friends. The second *aliyah* is usually for parents. The third *aliyah* is reserved for the Bar/Bat Mitzvah. The *brachot* (blessings) are in the Resources Section of this manual (see page 20) and are on the Torah table (in both Hebrew and transliteration) during the Shabbat service. You can also listen to the blessings on our website at: www.ohabei.org/bneimitzvah.html

Hagbah (lifting the Torah scroll): After the Torah is read, it is lifted up and held high for the congregation to see. (The scrolls are heavy! Please assign someone strong.)

Gelilah (rolling and dressing the Torah): This honor consists of rolling the Torah scroll, tying the sash around it, and putting on the mantle and the decorations/silver.

Parental Blessing: Parents are asked to prepare and read an individualized blessing for their child. This blessing should be brief (no more than 200 words). A copy of the parent blessing should be brought to the rehearsal the week of the bar/bat mitzvah. Guidelines for this blessing can be found on page 13 of this handbook.

SPECIAL FAMILY CONSIDERATIONS

Every family is unique. If your family has specific concerns related to the ceremony, the reception, the role of parents or other family members, please consult with our clergy well in advance of the date of the event. Our goal is to ensure that the day of the bar/bat mitzvah service is as happy, meaningful, and stress-free as possible for your child.

A NOTE ABOUT ATTIRE

Everything in a bar/bat mitzvah ceremony should reflect and enhance both the importance and the holiness of the occasion. This includes attire. Dresses or suits and ties are recommended. Proper *bimah* attire consists of covered shoulders, and skirts suitable for sitting on the *bimah* facing the congregation; short skirts are not appropriate for the service. Formal wear, such as tuxedos and prom dresses, is not appropriate. If you have questions about appropriate attire for your child(ren), please ask.

THE SERVICE ITSELF

- Shabbat morning services at Temple Ohabei Shalom begin at 10:30 am. and conclude at approximately 12:15 pm. Some families choose to list 10:15 am. as the starting time on their invitations to minimize disruption to the service due to late arrivals.
- Services can be held in the Sanctuary or in the Chapel, at the option of the family.
- If desired, families may distribute customized programs explaining the service. We have templates that we are happy to share with you. Please allow the clergy to review your text at least two weeks before the ceremony.
- If you have questions about the music for the ceremony, please let us know well in advance of the service.

GUIDELINES FOR PARENT BLESSING

Following the bar/bat mitzvah's *aliyah*, parent(s) will be asked to offer a blessing. The blessing affords parents the opportunity to express the love, pride and joy they feel in their son/daughter. Ideally, the blessing will itself teach and embody Torah.

The blessing should express the bar/bat mitzvah's essence as a person and honor them for the wonderful, loving son/daughter that they are. Preferably the blessing will also include a Jewish text or teaching and a prayer oriented toward the future. The blessing should *not* recite exhaustively a long list of accomplishments and outstanding personal qualities of the Bar/Bat Mitzvah. Those can be expressed in writing or later at the reception.

The blessing should be 1-2 paragraphs or 1-2 minutes in length (no more than 200 words), prepared in advance and put in writing. Please don't hesitate to ask the clergy if you have any questions.

PHOTOGRAPHY/VIDEOGRAPHY/CELLPHONE USE

Please note that photography and videography are not allowed during the service. However, if you wish to take photographs prior to the service you may do so in the Sanctuary from 9:00 am to 9:55 am. If you would like to have a video of the entire service, we have a specific procedure for your videographer to follow in order to set up a camera in the balcony in advance. **(Email Paul Kelly, Facilities Manager, for details: pkelly@ohabei.org.)** Please advise your guests to refrain from using cellphones during the service for any reason.

ACCESSIBILITY

Accessible entry to the Sanctuary is available through the Temple parking lot on Marshal Street. For accessible entry into the banquet halls, it is necessary to exit the Sanctuary and reenter through the TCEE/ARS entrance on Marshal Street.

Large print books and assisted listening devices are available.

PARKING

There is on-street parking available on Beacon Street and on side streets in the vicinity of the Temple.

Please do not park in TOS parking lot, as your vehicle is subject to towing at your expense. Be sure to inform your guests of this parking and accessibility information.

We are able to provide parking for a limited number of vendors/contractors who are servicing your event. Contact Paul Kelly (pkelly@ohabei.org) well in advance for details.

TEMPLE OHABEI SHALOM B'NEI MITZVAH AT A GLANCE

The joy of a bar/bat mitzvah celebration is shared by both the Ohabei Shalom community and each family. The responsibility for a meaningful bar/bat mitzvah is shared as well. The following are the communal expectations for each bar/bat mitzvah student and their family.



Tefillah (Prayer)

Your comfort with the synagogue experience will both enhance your celebration of the day and show your child(ren) how important you consider this time in their lives. We encourage each family to develop a regular synagogue attendance schedule (if not once a week then once a month) to further understand and connect with the value of these activities.

- Attend at least 6 Shabbat morning services at Ohabei Shalom during the year before your bar or bat mitzvah. The more services you can attend prior to your own child's bat or bar mitzvah, the more comfortable and familiar you will be with the service.



Limmud (Learning)

- As a family, participate in all of the Bar/Bat Mitzvah Experience sessions in grades 6 and 7.
- Enroll in and complete grade 7 at ARS, continuing your studies through High School.



Tikkun Olam (Repairing the World)

Your Mitzvah project should represent a substantial commitment of time and energy to a project of your choice. Guidelines for completing a meaningful mitzvah project:

- Your project should involve at least 15 hours of community service.
- Projects can be done individually or as a small group.
- Be as creative as you like.

Every project includes at least three of these key elements:

- Hands-on work (time spent working) with the organization
- Advocacy for the cause
- Educating others about the issue
- Collecting items or money for the cause



Kehillah (Service to the Ohabei Shalom Community)

- Invite **ALL** of your ARS classmates to your bar/bat mitzvah service and kiddush.
- Donate three or more hours of your time to Ohabei Shalom. (e.g. babysitting, mailings, yard work or library work, Mitzvah Day Volunteering, etc.)
- Support your fellow b'nei mitzvah students by participating as an Usher at another's bar/bat mitzvah. (You will be contacted with your assigned date.)

GUIDELINES FOR USHERS

B'nei Mitzvah families are required to serve as ushers at the bar/bat mitzvah immediately preceding their own. By welcoming visitors, distributing prayer books and giving direction, ushers create a warm, welcoming environment and help to ensure a smooth, participatory worship experience.

- **Please stand at the center, interior Sanctuary doors by 10:00 am.**

There will be a custodian stationed at the outer center Sanctuary doors.

- **Welcome people as they enter.** Use words like, “Welcome, Shabbat Shalom,” “Welcome, Good Shabbos,” “Good morning!” or similar greetings.

- **Know the locations of:**

 - Bathrooms –**

 - There is a women’s bathroom to the right as you enter the foyer from the street.
 - There is a single user/wheelchair accessible bathroom to the left as you enter the foyer from the street.
 - There is also a smaller single person bathroom on the left side.
 - There is a multi-user women’s bathroom down the stairs on the left side.
 - There is a multi-user men’s room down the right side stairs as well as an accessible single user bathroom.

Coat racks – There are coat racks at both ends of the foyer.

Elevators – in the Administration Building lobby, across from the couch and at the Marshal Street entrance (off the parking lot).

- **Hand out the temple bulletin, family program (if there is one), the Shabbat prayer book and the *Chumash* (Torah book).** The majority of these should be in the two book cases closest to the center doors, with any extras located in the other bookcases in the back of the sanctuary.

- **Tallit:** These are located in a rack in the foyer.

- **Kippot (Yarmulkes):** Will be in the 2 bins behind the last row of seats in the sanctuary.

- **Assisted Listening Devices:** These are located in the corner of the Sanctuary foyer, toward the accessible rest rooms.

- **Large print prayer books:** These are located on the bookcases by the rear center doors.

• **Wheelchair access to the Sanctuary:**

- The accessible entrance to the Sanctuary is through the parking lot on Marshal Street. Wheelchair users can be dropped off near the Sanctuary to be met and welcomed by a greeter.
- From inside the Sanctuary, the accessible entrance is at the front, to the right of the *bimah*. There is an inner door with power assist and an outer door. Make sure to leave the inner door open when you go out to open the outer door.

• **Please stay by the doors until 10:45 am**, and then feel free to sit in the last row for the remainder of the service.

• **The custodian will be at the outer door until 11 am** and then will admit late arrivals through the Rosenfield entrance.

• **At the end of the service please be at the doors to collect books and guide people downstairs for the kiddush or luncheon.**

When in doubt about something, don't hesitate to ask one of our staff members. Thank you for contributing to the feeling of warmth and welcome that our community is known for.

BLESSINGS FOR AN ALIYAH

Before the Reading

בְּרַכּוּ אֶת-יְיָ הַמְּבֹרָךְ!
בְּרוּךְ יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד!
בְּרוּךְ אַתָּה, יְיָ אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
אֲשֶׁר בָּחַר-בָּנוּ מִכָּל-הָעַמִּים וְנָתַן-לָנוּ אֶת-תּוֹרָתוֹ.
בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Ba-re-chu et A-do-nai ha-me-vo-rach!

Ba-ruch A-do-nai ha-me-vo-rach le-o-lam va-ed!

Ba-ruch a-ta, A-do-nai E-lo-hei-nu, me-lech ha-o-lam,

a-sher ba-char ba-nu mi-kol ha-a-mim, ve-na-tan la-nu et To-ra-to.

Ba-ruch a-ta, A-do-nai, no-tein ha-to-rah.

Bless Adonai who is blessed.

Blessed is Adonai who is blessed now and forever.

Blessed are You, Adonai our God, Sovereign of the universe,

who has chosen us from among the peoples, and given us the Torah.

Blessed are You, Adonai, who gives the Torah.

After the Reading

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

Ba-ruch a-ta, A-do-nai E-lo-hei-nu, me-lech ha-o-lam,

a-sher na-tan la-nu To-rat e-met, ve-cha-yei o-lam na-ta be-to-chei-nu.

Ba-ruch a-ta, A-do-nai, no-tein ha-to-rah.

Blessed are You, Adonai our God, Sovereign of the universe,

who has given us a Torah of truth, implanting within us eternal life.

Blessed are you, Adonai, who gives the Torah.

To hear these blessings chanted, go to www.ohabei.org/bnei mitzvah.html and click on the sound files.

Honors for Saturday Morning
Temple Ohabei Shalom ~ 1187 Beacon Street ~ Brookline, MA 02446 ~
617.277.6610

Date:	Bar/Bat Mitzvah:	Hebrew Name:
Torah Portion (& page)	Haftarah Portion (& page)	
(1) Ark Openers (may choose 1-4 persons for single; 1-2 persons for double)		CUE: Come up to sit on the bimah during the silent prayer on pages 142-3. Return to seats when finished.
(2) Torah Undressers: (May choose 1-2 persons for single; 1 person for double)		CUE: After the Torah has passed you, please join the Torah procession following up to the bimah.
(3) 1st Aliyah (usually grandparents)	Hebrew Name	CUE: Please come to sit on the bimah following the Torah Procession.
(4) 2nd Aliyah (parents) (1-2)	Hebrew Name	CUE: Please come to sit on the bimah following the Torah procession.
(5) 3rd Aliyah (bar/bat mitzvah): Hebrew Name:		
(6) Hagbah: Torah Lifter (one strong person)		CUE: Please come to the bimah when the Rabbi is blessing the parents of the bar/ bat mitzvah after the Torah reading.
(7) Gelilah (Torah roller and dresser) (1-2)		
(8) Ark Openers (returning the Torah to the Ark) (1-4)		CUE: Please come to the bimah when the Rabbi is blessing the bar/bat mitzvah at the Ark.
NOTES:		
<ul style="list-style-type: none"> • Ark openers are an appropriate honor for either Jewish or non-Jewish family or friends. • Please let us know if anyone you have selected will need assistance coming to the bimah. • You need not select someone for every honor listed. (Congregants are available to fill those positions.) 		



BAR/BAT MITZVAH INTAKE FORM – FAMILY’S COPY

Date of bar/bat mitzvah _____

Please print names below exactly as you wish them to appear in the Service Bulletin and online:

Bar/Bat Mitzvah Student: _____

Hebrew Name: _____

Parents: _____

If you wish to reserve space for a private function at TOS on the day of your child’s Bar/Bat Mitzvah, please indicate your rental needs below:

- Lissner Hall and kitchen (small social hall) for a Kiddush Luncheon (12:00 – 2:00 pm)
- Lissner Hall and kitchen for an evening function
- Penn-Spero Hall (large social hall) for a Kiddush Luncheon (12:00 – 2:00 pm)
- Penn-Spero Hall for an evening function
- Penn-Spero kitchen/annex
 - afternoon
 - evening
- All of our family’s celebrations will take place off-site (Note that you are still responsible for providing a community Kiddush for the congregation.)

The fees associated with the bar/bat mitzvah process are detailed on page 6 of this booklet. Space rental fees are separate and can be found in the Facilities Information sheets. Please contact Betsey Goldwasser for details on facilities: bgoldwasser@ohabei.org.



BAR/BAT MITZVAH INTAKE FORM – TOS COPY

Date of Bar/Bat Mitzvah _____

Please print names below exactly as you wish them to appear in the Service Bulletin and online:

Bar/Bat Mitzvah Student: _____

Hebrew Name: _____

Parents: _____

If you wish to reserve space for a private function at TOS on the day of your child's Bar/Bat Mitzvah, please indicate your rental needs below:

- Lissner Hall and kitchen (small social hall) for a Kiddush Luncheon (12:00 – 2:00 pm)
- Lissner Hall and kitchen for an evening function
- Penn-Spero Hall (large social hall) for a Kiddush Luncheon (12:00 – 2:00 pm)
- Penn-Spero Hall for an evening function
- Penn-Spero kitchen/annex
 - afternoon
 - evening
- All of our family's celebrations will take place off-site (Note that you are still responsible for providing a community Kiddush for the congregation.)

OFFICE USE ONLY

GENERAL B'NEI MITZVAH CHECKLIST

- Intake Form received
- Meeting with TOS Office
- Bar/Bat Mitzvah fee paid in full
- TOS dues paid in full
- ARS tuition paid in full
- Flower fee received
- Kiddush sponsorship fee received

FOR FAMILIES RENTING SPACE AT TOS

DATE

- Event confirmed on calendar
- Contract sent
- Contract returned
- Deposit received
- Full payment received
- Certificates of insurance received
- Room set up received
- Caterer/Food Handler permits/certifications