

Family Guide for Your OWHC Bar/Bat Mitzvah

Mazel Tov on your upcoming **Simcha!**

This guide has everything you need to know for planning and preparing your OWHC **Bar/Bat Mitzvah**. After reviewing the materials throughout this handbook, please reach out to Rabbi Stanger, Cantor Karavani and/or Lori Chaitman, Chair of the Bar/Bat Mitzvah Committee, if you have any questions. Our contact information is below. Once the date/time of your celebration is confirmed, please reach out to our staff to set up a preliminary meeting. We are here to help you every step of the way and make this **Simcha** a wonderful experience for your child and family.

Becoming a Bar/Bat Mitzvah is among the most important milestones and memorable events in a Jewish child's lifetime. On this day, your **Bar/Bat Mitzvah** child ("children of the commandments"), in accordance with Jewish law and custom, comes of age and is called to the **Torah** to recite the blessings for the first time. Although no religious ceremony is actually required to reach this Jewish milestone, the Bar/Bat Mitzvah offers children and families a spiritual way to demonstrate their shared commitment to living a Jewish life.

Our B'nai Mitzvah are honored to fulfill adult religious responsibilities which include: **Aliyot** (being called up to the **Torah** to recite the blessings); becoming members of the **Minyan** (the prayer quorum); fasting on **Yom Kippur**; and performing **Mitzvot** such as **Tzedakah** (charity) and **Gemilut Chasidim** (acts of kindness).

It is our sincere hope that your **Bar/Bat Mitzvah** celebration will be filled with **Nachas** (joy) and reflective of the religious values of our community and synagogue.

Mazel Tov and best wishes for a wonderful and meaningful Simcha!

The OWHC Bar/Bat Mitzvah Committee

Synagogue Bar/Bat Mitzvah Contact Information

Clergy & Staff:

Rabbi Stanger - Rabbi@owhc.org	516-333-7977 x1
Cantor Karavani- Cantor@owhc.org	516-333-7977 x2
Rand Levin- director@owhc.org	516-333-7977 x3
Mindy R. Kremer Director of Youth Education and Family Engagement education@owhc.org	516-333-7977 x4
Catering: RAM Caterers (Fay Gertelman)	516-997-4000
Bagel Boss Roslyn (Mollie Stein)	516-626-5599

Lay Leaders:

Bar/Bat Mitzvah Chair, Lori Chaitman, lorichaitman@gmail.com	516-458-6381
President, Sandra Weingarten, president@owhc.org	917-533-3028
Executive Vice President, Stefanie Fox, execvp@owhc.org	516-456-1784
Cultural Affairs, Stacey Siegel, socialaction@owhc.org	516-626-3969

A Message From Rabbi Stanger

Mazel Tov! Your child's Bar/Bat Mitzvah is fast approaching. At OWHC, we are all very excited and here to assist you in any way that we can.

Bar/Bat Mitzvah is indeed a Simcha, a celebration to reflect on the passage of time, from birth to childhood, and a look forward to more Simcha's to come throughout your life. These emotions are articulated in the Sheheheyanu~brakhah that we say on the Bar/Bat Mitzvah day. We thank G-d for keeping us in life, for sustaining us, and for enabling us to reach this happy moment.

Your Bar/Bat Mitzvah is also an opportunity to embrace your Jewish heritage, where we celebrate your coming of age in Judaism, and taking on the adult responsibilities of living a Jewish life. It is an opportunity to create lasting relationships with the clergy and professional staff at OWHC who are here to help and support you through this memorable time in your life. It is an opportunity to get to know the other Bar/Bat Mitzvah families better and to become more involved in your Synagogue.

Your Bar/Bat Mitzvah is a stepping stone to a more meaningful and spiritual connection to Judaism within your home and our community. Some of the goals of our program include:

- Bringing families together as a community
- Demonstrating that Jewish learning is a life-long process
- Empowering parents to learn with their children
- Sharing the beauty of Shabbat traditions and observance
- Involving families in mitzvah projects to help our world community
- Reinforcing basic Jewish literacy

I meet with every upcoming Bar/Bat Mitzvah student and family approximately 6 months prior to your celebration date. I will meet with your child, at a minimum, once a month, to work on their **D'var Torah** (sermon) as well as give guidance on their mitzvah project. Your child will receive an assignment to complete for the next lesson. We encourage parents to attend these sessions and ensure their child is prepared for their next lesson.

This is a special time for you, your Bar/Bat Mitzvah child, and your entire family. It is a time of celebration.

I am looking forward to working and learning with you.

L'Shalom,

Rabbi Michael Stanger

A Message from Cantor Karavani

Welcome to the B'nai Mitzvah program at OWHC! Bar/Bat Mitzvah begins the transition from childhood into adulthood. The service is the one of the first public expressions of your child's commitment to becoming a knowledgeable and responsible Jewish adult. We have seen that one of the lasting ways to imbue our children with Judaism is through teaching traditions, prayers, and traditional chanting from our scriptures (**Torah, Haftarah, Megillah**).

Your child will perfect the prayers that they've learned in Religious School and learn the **Trope** system (how to sing) for the Torah and Haftarah. This enables them to not only be successful at their own Bar/Bat Mitzvah, but to be able to return on any Shabbat or holiday and participate as a leader.

In collaboration with Rabbi Stanger, I will first meet with every student and his or her family approximately 6 months before the actual Bar/Bat Mitzvah date. Lessons will then begin weekly with myself, or an OWHC assigned tutor, for 30 minutes each lesson. If your child is working with a tutor, I will meet with you and your child approximately once a month to review their progress and study the prayers for their service. We ask that a parent is present at weekly tutoring and monthly review sessions.

Each week, we ask that your child practices their weekly assignment independently and with a parent for 30 minutes a day. This will improve your child's comfort level with the material. Students will receive recordings and printed materials appropriate to their scriptural Jewish reading. Except for special learning situations, all B'nai Mitzvah are required to learn their entire **Haftarah** for Shabbat morning and **Maftir Torah** portion or entire Torah portion for a **Mincha/Ma'ariv** or **Rosh Chodesh Service**.

The cost of 24 weekly sessions is included in the \$1800 Bar/Bat Mitzvah fee. From our experience, this is enough time for your child to be properly prepared. However, if your child is not progressing as expected, we will recommend additional lessons at \$50/session. Some families may also choose this option if they want their child to do more at their service. Every effort will be made to accommodate families in scheduling and desired level of participation. We ask that you notify us within 24-hours if your child cannot attend their scheduled session.

We are dedicated to preparing your children as active participants and leaders of the Jewish community and I am pleased to be partners with you in that endeavor.

If you have any difficulties, questions or concerns about this process, please contact me at 516-333-7977 ext 2, by email cantor@owhc.org, or by my cell phone 516-946-9769. I look forward to meeting with each of you.

Cantor Yosef Karavani

BAR/BAT MITZVAH - TIMELINE AND CHECKLIST

Attendance Recommendations (Please check start times on our website):

- Family attendance at 3 Friday Night Services
- Family attendance at 10 Saturday Morning and/or Twilight Services
- Attendance at 3 Weekday and/or Sunday Morning Minyanim

Introductory Meetings & Fees Due 6 Months Prior to your Simcha

- Set up family introductory meeting with Rabbi Stanger
- Set up family introductory meeting with Cantor Karavani
- Set up family meeting with Stacey Siegel to pick a Tzedakah/Mitzvah project
- Receive Torah and Haftarah portions
- Balance of all Bar/Bat Mitzvah fees, membership dues and outstanding Religious School tuition due in full before any Bar/Bat Mitzvah tutoring can begin

6 Months prior to your Simcha

- Begin Bar/Bat Mitzvah lessons
- Plan with Cantor Karavani whether family members or friends wish to read Torah (Cantor available for rehearsal upon request)
- Purchase Tallit and Tefillin for student (and parents if needed)
- Submit Tree of Life form

4 to 6 Months prior to your Simcha

- Submit Bar/Bat Mitzvah invitation to Rabbi Stanger for review
- Submit Kiddush form
- Order personalized Kippot and Women's Head Coverings (OWHC provides head coverings in entrance way)

4 to 8 Weeks prior to your Simcha

- Meet with Rabbi to discuss Bar/Bat Mitzvah honor forms (due 2 weeks prior to Simcha)
- Plan with Rabbi Stanger to participate either on Monday or Thursday morning Minyan prior to your Bar/Bat Mitzvah Service
- Optional: Create & review Bar/Bat Mitzvah explanatory program with Rabbi
- Order Candy for Bar/Bat Mitzvah (discuss approved Candy list with Rabbi)
- For Saturday morning Kiddush, Contact Bagel Boss. For hot food, RAM Caterers
- Contact Synagogue office to schedule sanctuary photo shoot prior to service

2 to 4 Weeks prior to your Simcha

- Submit completed Honors Form to Rabbi Stanger and notify those honored with instructions
- Cantor available for rehearsal with all Torah readers upon request, please plan accordingly

It is recommended that you send a copy of "Protocol and Etiquette for a Torah Aliyah" (p. 17) to all those guests who will be receiving an honor, as well as a copy of what they are reading. It is recommended to notify your guest with Honors to arrive 30-minutes early to the service and to sit behind you in the Sanctuary.

1 Week prior to your Simcha

- Please consider custodial gratuities of \$25 - \$50 per person
- Bring Kippot and head coverings to Synagogue office
- Bring booklets to Synagogue office (if applicable)

ALL ITEMS MUST BE DELIVERED TO THE SYNAGOGUE OFFICE PRIOR TO NOON ON FRIDAY (FLOWERS WILL BE DELIVERED FRIDAY BEFORE SHABBAT)

Sabbath Traditions

Shabbat Morning Services

Time: 9:30am – 11:45am

Please arrive 15 minutes early; we do our best to conclude on time.

We welcome families and friends into our sanctuary for services and encourage all in attendance to join us as we pray. We ask all men and married women (Jewish and non-Jewish) to cover their heads. **Kippot** (yarmulkes) and **Tallitot** for men and head coverings for women are always available at the sanctuary entrance. Proper Synagogue attire is requested (business attire for men, modest dress with shoulders covered for women).

Please do not use electronic devices while on the Synagogue premises during Shabbat. We kindly request that no photographs (with or without flash) or video be taken on either Friday night or Saturday during services. If you must carry a cell phone, please set it to “vibrate” prior to entering the Synagogue.

Once the service has begun, we ask that you remain in your seat whenever a speaker is addressing the Congregation. We request that you avoid entering or leaving the sanctuary when the ark is open and/or as directed by our ushers.

Please inform your guests of these customs and traditions so that we can maintain a spiritual and respectful environment during our services.

An Overview of Shabbat Morning Services

Our services have their roots in antiquity and are conducted mostly in Hebrew. We use two books for Saturday morning services, which include English translations of the Hebrew passages. The **Siddur** (prayer book) is the smaller of the two volumes. The larger book contains the Five Books of Moses and **Haftarah** (prophetic) readings. This volume includes detailed commentaries of these Biblical texts.

The Shabbat Morning Service is divided into three sections:

- **Shacharit Service:** early morning/dawn prayers focused on **Shema & Silent Amidah**
- **Torah Service: Parashah** reading, weekly portion of Five Books of Moses
- **Musaf Service:** an additional Silent Amidah added on Shabbat, Rosh Chodesh and Yom Tov

Shacharit is derived from the word **Shachar**, meaning early morning or dawn. The two highlights of this service include the **Shema**, a prayer declaring the central creed of Judaism, “Hear O Israel, the Lord our G-d, the Lord is one,” which proclaims our unity as a people and our faith in one G-d, and the **Silent Amidah**, which gives us an opportunity to offer both the ancient dreams of our sages, as well as the personal concerns of our own hearts and minds. In the Silent Amidah, we articulate hope for

a Messianic/Utopian Era in rebuilding of the holy city of Jerusalem, a desire for the in-gathering of the Jews exiled in foreign lands, a yearning for peace and an awareness of the daily miracles of life and health.

The **Birkot HaShachar** (“the Morning Blessings”) is the preliminary section of the service with the **P’sukei D’zimra** led by a congregant. This portion includes blessings and songs to help us enter the spirit of prayer. It is our tradition at OWHC to have the parents of our Bar/Bat Mitzvah place the Tallit upon their child as the child recites the special blessing of wrapping the Tallit at the beginning of the Shacharit Service. This is a memorable moment, and we suggest that relatives and friends be present to share in this special moment. It will take place at 9:30 – 9:45 a.m.

During the **Torah Service**, the **Parashah**, the Five Books of Moses written in Hebrew on parchment, is read 4x/week: on Monday, Thursday, Saturday morning, and Saturday afternoon. The same portion is read in every synagogue (Orthodox, Conservative, Reform & Reconstructionist) around the world each week. Each Bar/Bat Mitzvah child receives a Torah portion (and/or Haftarah) according to the date on the Jewish calendar of their Bar/Bat Mitzvah.

The **Torah** is the constitution of the Jewish nation and people and the source of Jewish tradition and inspiration. The scroll of the Torah is treated with tremendous reverence, respect and care. To protect the parchment of the Torah scroll from dirt and the oils of our hands, we are not permitted to touch the parchment with our bare hands. Instead, the Torah Reader will use a **Yad** (pointer) to follow the text.

The melody for chanting the Torah is based on small musical symbols called **Tropes** found in some book versions but absent from the scroll itself. Vowel markings are also absent from the scroll. Readers must commit the missing notations to memory. In order to maintain the integrity of the text, two **Gabbaim** (text checkers) stand on either side of the reader and correct any inadvertent mistakes.

The Torah reading for a particular week is divided into 8 portions on Shabbat morning, 7 **Aliyot** and the **Maftir**, the 8th and final portion of the Torah reading. In Jewish tradition, it is a great honor to be called to the Torah for an Aliyah. The Bar/Bat Mitzvah family is given the opportunity to honor individuals to participate in 6 out of 7 Aliyot (3rd Aliyah is not an available honor). Honors include opening and closing the Ark, reciting blessings in Hebrew during the Torah reading, and lifting, dressing and carrying the Torah. *Please refer to the attached Aliyah/Honorees form.*

The Torah Blessings can be found in large print on a card resting on the **Amud** (podium) in both Hebrew and English. (Please share a copy of the Blessings in the handbook with those being honored.) Individuals with an Aliyah will touch the Torah scroll as directed by the Torah Reader with the fringes of a Tallit (or with the corner of a special cloth for women not wearing a Tallit) and kiss it before and after reciting each of the Blessings. Upon completion, it is customary to shake hands with the honoree and say “**Yasher Koach**” (for a man) or “**Y’sher Kochech**” (for a

woman)— “May your strength increase/congratulations for your success and achievement.”

Children becoming a Bar/Bat Mitzvah are encouraged to read the **Maftir**, the final portion of the Torah reading. Before chanting the **Maftir**, the Bar/Bat Mitzvah recites the appropriate blessings. The Bar/Bat Mitzvah may prepare to read more of the Torah portion only after they have demonstrated their competency with the Maftir, the Haftarah and any additional prayers assigned by the Rabbi/Cantor.

After the **Haftarah**, the Bar/Bat Mitzvah child shares his/her insights and interpretations of the Torah and Haftarah readings in a **D’var Torah**, which is delivered in English. The Bar/Bat Mitzvah child may then wish to thank his family, friends, OWHC community and teachers, who helped them prepare for this special day. Your child will learn and study the meaning of his or her Haftarah with the Rabbi, who will help your child prepare the D’var Torah.

Upon conclusion of the Haftarah, it is our OWHC custom to welcome the Bar/Bat Mitzvah child into Jewish adulthood with song. We sing **Siman Tov** and toss candy up on the **Bimah**. *Please see the attached guidelines for details.*

At the conclusion of the reading, the Torah is lifted up by the **Hagbah** so all congregants can see it. The **Gelilah** then performs the honor of rolling and dressing the Torah. After the Torah is dressed, it is carried through the sanctuary while the Cantor and congregation chant. The Ark is opened so that the Torah can be placed inside, and a separate honor is given to a family member or friend to close the Ark. The Bar/Bat Mitzvah child is encouraged to lead **Ashrei**. This prayer emphasizes G-d’s caring for humankind.

On Shabbat, a second Silent Amidah is added in the morning during the **Musaf Service**. This is the additional offering that was brought to the synagogue in ancient times after the usual morning sacrifices. The Cantor and the congregation recite the **Chatzi Kaddish**, the first sections of the **Musaf Amidah** and the **Kedushah**, followed by the Silent Devotion. This prayer is filled with joyous songs.

After the Musaf Service, several closing hymns of praise to G-d are chanted: **Ein Keloheinu**, (“There is None like our G-d”) can be led by children under the age of 13. **Aleinu** (“it is incumbent upon us to praise G-d”) is one of the noblest expressions of the universal character of Jewish monotheism and may also be led by a minor. These hymns provide an opportunity for the Bar/Bat Mitzvah to include younger siblings or cousins into the service.

The **Kaddish**, the last formal prayer of the service, is derived from the Hebrew word meaning “to sanctify.” It expresses hope and possibility that the Divine will establish a kingdom of righteousness on earth and peace within our lifetime. Mourners who lost a close relative within the past 11 months or who are commemorating a **Yahrzeit** (the anniversary of a death) are asked to rise and recite the Mourners’ Kaddish with the Rabbi.

The service concludes with **Adon Olam**, a poetic hymn in praise of G-d, which again can be led by the Bar/Bat Mitzvah's younger family members.

As a prelude to the **Kiddush** luncheon, the Bar/Bat Mitzvah child will recite special blessings over the wine and **challah**. These blessings conclude the service and begin the Kiddush luncheon.

The Shabbat Morning Services – Highlights

Pages drawn from Siddur Sim Shalom for Shabbat & Festivals

Birkhot HaShachar	p. 65
Psalm for Shabbat	p. 72
Mizmor Shir	p. 81
Baruch Sheamar	p. 83
Psalm 34	p. 88
Ashrei	p. 96
Psalm 150 (Halleluyah)	p. 100
Shochan Ad	p. 105
Yishtabach	p. 106
Barchu	p. 107
El Adon	p. 108
Shema Y'israel	p. 112
Mi Chamocha	p. 114
Amidah	p. 115
Kedushah	p. 116
Reader's Kaddish	p. 138
Torah Service	p. 139
Torah Blessings	p. 142
Haftarah Blessings	p. 146
Prayer for Country	p. 148
Prayer for Israel	p. 149
Ashrei	p. 151
Returning the Torah	p. 153
Musaf	p. 156
Ein Keloheinu	p. 182
Aleinu	p. 183
Mourners' Kaddish	p. 184
Adon Olam	p. 187

An Overview of the Shabbat/Afternoon & Evening Twilight/Havdalah Services

In our Congregation, it is also possible to celebrate a Bar/Bat Mitzvah at a Twilight (**Havdalah**) Service. This service includes **Minchah** (the Afternoon Service), **Ma'ariv** (the Evening Service) as well as the beautiful and dramatic ceremony of **Havdalah**, which marks the conclusion of **Shabbat** and the advent of a new week.

This service begins approximately 1 1/2 hours prior to sunset and concludes shortly after sunset. Those who wish to celebrate a Bar/Bat Mitzvah at Twilight must confirm all appropriate details with the Rabbi well in advance of their Simcha. Please ask your guests to arrive on time as the Bar/Bat Mitzvah child's involvement begins with the commencement of this service. Additionally, Bar/Bat Mitzvah Honors take place early in the service.

Bar/Bat Mitzvah students participate fully in this service and share a D'var Torah just as they would at a morning service. The Clergy and Lay Leadership make all the appropriate and customary presentations to the Bar/Bat Mitzvah child. However, members of the community-at-large do not customarily attend this event (although the services are always open to all who wish to attend).

The highlight of the Twilight Service is the reading of a portion of the Torah from the coming week's Parashah. The number of honors available for distribution to relatives and friends is considerably smaller than the morning services. The Twilight Service lends itself to some additional creative possibilities which can be discussed with the Rabbi should your family be interested.

As many Twilight Services are followed by formal receptions, please remind your guests that appropriately modest attire is required in our Sanctuary. All shoulders must be covered, especially for those ascending the Bimah. Jewish men receiving honors must wear a tallit.

Any family that selects a Havdalah Bar/Bat Mitzvah ceremony is required to utilize the Synagogue's exclusive caterer and banquet facility for the reception.

Please note there is an additional \$250 fee for Twilight/Havdalah Services to cover additional custodial services.

The Shabbat Afternoon & Evening (Twilight) Services – Highlights

Pages drawn from Siddur Sim Shalom for Shabbat & Festivals

Ashrei	p. 226
Chatzi Kaddish	p. 229
Torah Service	p. 229
Torah Blessings	p. 231
Returning the Torah	p. 232
Amidah	p. 234
Aleinu	p. 248
Mourners' Kaddish	p. 249
Prayer for Country	p. 148
Prayer for Israel	p. 149
Barchu	p. 281
Shema	p. 282
Mi Chamochah	p. 283
Hatzi Kaddish	p. 285
Amidah	p. 286
Aleinu	p. 297
Mourners' Kaddish	p. 298
Havdalah	p. 299

Bar/Bat Mitzvah Guidelines

Age:

As an egalitarian Congregation, OWHC requires that both boys and girls become **Bar/Bat Mitzvah** after they reach their 13th birthday, according to the Hebrew calendar.

Jewish Education:

To receive a Shabbat Bar/Bat Mitzvah date, students must be enrolled and in good standing in our Religious School or in an approved Jewish Day School for a minimum of 4 years prior to their Bar/Bat Mitzvah (3rd grade through 6th grade). Families with special circumstances should contact Rabbi Stanger for further clarification of this policy. Private tutoring, at the family's expense, may be required if the 4-year minimum is not met. All Religious School tuition, including Geshet class tuition, must be paid in full before Bar/Bat Mitzvah lessons may begin.

Bar/Bat Mitzvah Training:

At OWHC, preparation for the Bar/Bat Mitzvah begins with Religious Education (our Religious School or Day School). Our professional team of the Rabbi, Cantor and Director of Youth Education and Family Engagement will work closely with your family to make this a successful and meaningful experience. Team training for Bar/Bat Mitzvah begins 6 months prior to the date of your Simcha. Training will not be scheduled until all balances are paid in full.

As part of our Bar/Bat Mitzvah training, we encourage students and their families to attend Friday night and Shabbat Morning Services prior to their Simcha to familiarize themselves with the services. Additionally, the Bar/Bat Mitzvah should participate in the **Mitzvot of Tzedakah and Tikkun Olam**.

Attendance at Friday Evening Services:

Bar/Bat Mitzvah children and their families are encouraged to attend the Friday Night Service prior to their Simcha in Synagogue. Services are held at 6:30 pm. Please arrive by 6:15 p.m. The Bar/Bat Mitzvah child will take an active role in facilitating the Friday Evening Service. Families are encouraged to attend a minimum of 3 Friday Nights in Synagogue in advance of this event so as to familiarize themselves with our Friday Evening customs and traditions.

Attendance at Shabbat Morning Services:

To best prepare for his/her Bar/Bat Mitzvah and reinforce his/her own experience, we encourage your family to attend approximately 10 Shabbat Morning Services at OWHC.

Tzedakah and Tikkun Olam (Social Action):

Bar/Bat Mitzvah students and their families are required to participate in the Mitzvot of Tzedakah and Tikkun Olam as part of the Bar/Bat Mitzvah experience.

Our Cultural Affairs Chair, Stacey Siegel, can help your Bar/Bat Mitzvah select a project, plan his/her participation, and work with you to ensure completion. Please schedule a meeting with Stacey shortly after your first meeting with the Rabbi. Once the project is selected, please have your Bar/Bat Mitzvah discuss their plan with the Rabbi. As part of this Mitzvah, please consider purchasing a leaf on our Tree of Life to commemorate your Simcha (see form below). Please visit www.owhc.org for further information on donations.

Ushering encouraged for Bar/Bat Mitzvah parents prior to Simcha:

Bar/Bat Mitzvah parents are invited and encouraged to usher at one service before their child's Simcha. Upon arrival at the Sanctuary, please introduce yourself to the floor ushers and let them know that you are there to assist. This will help you to familiarize yourself with the service and build community as we attend one another's events. We appreciate your assistance in this matter.

Tallit and Tefillin:

In preparation for their Bar Mitzvah, boys begin wearing their Tallit and Tefillin during the week prior to their Bar Mitzvah. (Tefillin are not worn during Shabbat/Holiday Services.) As an Egalitarian Congregation, Bat Mitzvah girls in our Synagogue are encouraged to do so as well. As mentioned in the service portion of this handbook, parents are requested to participate in the ritual of placing the Tallit on their child as the special blessing is recited.

B'nai Mitzvah children receive an Aliyah to the Torah at one of the weekday morning Minyanim in the week prior to their Bar/Bat Mitzvah. Both the Tallit and the Tefillin are used at this service. Please note that the same Torah portion is read during Monday or Thursday morning Minyan as is read on Shabbat. This additional service in the Chapel (small sanctuary) allows for the B'nai Mitzvah to experience many of the highlights of their Bar/Bat Mitzvah Service on a smaller, more intimate scale, before their big day. Photography and videotaping are permitted at these services. This is an opportune time to capture this special moment in the life of your family. You are welcome to invite other relatives and close friends to share in this beautiful experience.

Invitation:

Prior to printing your invitations, please review the text with Rabbi Stanger for accuracy. Start times for Twilight Service must be verified with the Rabbi since they fluctuate seasonally. The Main Sanctuary can accommodate approximately 360 people.

Bar/Mitzvah Synagogue Gifts:

The Bar/Bat Mitzvah child will receive several gifts from the Synagogue. Please remind your child not to open these gifts or tear any paper during the Bar/Bat Mitzvah ceremony as doing so violates the Sabbath and makes unnecessary noise.

Hints for younger children attending Bar/Bat Mitzvah:

It is difficult for young children to sit quietly throughout the entire morning, especially if it is a new experience. You can bring juice boxes and a small Kosher snack for them. Books and small quiet toys are also recommended. No writing is permitted on Shabbat anywhere in the Synagogue. Electronic games, cell phones and I-pods also are not permitted.

Aliyot:

Please complete the attached Aliyah Form where you will find the 6 Aliyot (Torah portions) available to honor family and/or friends. It is important to follow the guidelines presented and advise those being honored of their respective responsibilities. Please note that the attached Honors Form requires full Hebrew names for some honors. Please contact Rabbi Stanger four weeks prior to your Simcha for assistance with awarding Aliyot.

Those honored with a Torah Aliyah should be familiar with the blessings recited before and after the Torah reading, as well as the procedures on the Bimah. There is a copy of the Aliyot to share with your honorees so they can prepare ahead of time. Audio recordings of these blessings are available from Cantor Karavani. We ask that you have your honorees sit in the section behind the family and identify themselves to the floor Ushers upon arrival.

Please have your Aliyot form completely filled out and provide a copy to the synagogue office two weeks prior to your child's Bar/Bat Mitzvah.

Kippot (YARMULKES) and Head Coverings for Women:

Families may wish to provide **Kippot** and head coverings for their guests and the Congregation. Many families have their child's name imprinted on the **Kippot** to commemorate the occasion. These must be brought to the Synagogue by 1:00 pm on the Friday prior to your **Simcha**. If you choose not to order your own kippot, OWHC provides plain white head coverings at the entrance.

Informational Program:

Many families choose to print an explanatory program for their guests. This is entirely optional. The office has a variety of samples for your review. All programs must be approved by the Rabbi prior to printing. The final, printed programs should be brought to the Synagogue Office during the week prior to your Simcha. Please be aware that a program does not replace the Honors list used by the Clergy and Ushers during the service, which must be supplied on the form provided.

Bar/Bat Mitzvah, Kiddush & Catering Fees:***Bar/Bat Mitzvah Fees:***

Membership dues for the entire current year, Bar/Bat Mitzvah tutoring fees and other Bar/Bat Mitzvah related fees, and all outstanding Religious School tuition must be paid in full 6 months in advance of your Simcha. The Bar/Bat Mitzvah

fee is \$1,800 per child. A \$500 deposit, credited toward the \$1800 fee, is required in order to reserve your date. Lessons cannot be scheduled until all fees are paid in full and your account is current.

Kiddush & Catering Fees:

All Saturday Morning Bar/Bat Mitzvah families are expected to host the Kiddush at OWHC following the service and to include 30 congregants in their headcount. OWHC members enjoy sharing and celebrating a Bar/Bat Mitzvah. If the family chooses to host a Kiddush offsite, the family is required to donate \$540 to the OWHC Kiddush Fund.

Please note there is an additional \$250 fee for Twilight/Havdalah Services to cover additional custodial services. Your family is required to utilize RAM Caterers for the reception.

Flowers:

Bar/Bat Mitzvah families are required to pay for at least one Bimah arrangement. All Bimah flowers must be ordered directly from Artistry in Flowers (516) 626-7673.

One arrangement (Placed in Front of Rabbi's Pulpit)

Two Arrangements (1 in Front of Rabbi, 1 in Front of Cantor)

Three Arrangements (3 on the Bimah)

Four Arrangements (3 on the Bimah, 1 in front of the Cantor)

Flowers will be delivered on Friday before Shabbat.

Candy:

It is a tradition to shower the B'nai Mitzvah child with candy following the reading of the Haftarah or at the Twilight Service after the reading of the Torah. The Bar/Bat Mitzvah family supplies the candy. Please check with the Rabbi for a list of approved candy and order approximately one month ahead of Simcha.

Tree of Life:

Commemorate this momentous occasion with an inscribed gold leaf on our "Tree of Life" located next to our small sanctuary. See form below.

Gratuities:

Our custodial staff works very hard in preparation for your child's Bar/Bat Mitzvah. In appreciation of their hard work, we suggest that a gratuity be provided to the staff. Gratuities should be given to the Synagogue Office in order to be distributed to the custodial staff assigned to work the day of your Simcha.

Security:

Security will be provided by our regularly contracted security company for the day of your child's service.

Shalom and Mazel Tov!

Ushering Guidelines for Bar/Bat Mitzvah Parents

1. Please arrive at the Synagogue no later than 9:15 am, except if you are ushering Twilight Havdalah where the start time varies according to sunset.
2. Introduce yourself to the Floor Ushers.
3. Remind men entering the Sanctuary:
 - a. All men must wear **Kippot**
 - b. All Jewish men must wear a **Tallit**
4. Remind women entering the Sanctuary:
 - a. All married women should wear head coverings
 - b. No bare shoulders or midriffs in the Sanctuary
5. Please help with noise and crowd control both inside the Sanctuary as well as in the hallway leading to the Sanctuary.
6. If candy is to be thrown, instruct young children to ascend the **Bimah** to collect the candy baskets.

Use this opportunity to observe and familiarize yourself with the rhythms, practices and routines of our Saturday Morning or Twilight Services.

Silence is required during **Amidah** and the **Kedushah**.

No one shall enter the Sanctuary when the Rabbi is speaking, the **Bar/Bat Mitzvah** child is chanting, while the Ark is open, the Congregation is standing and during speeches or presentations.

Thank you for your assistance and support!

Protocol and Etiquette for a Torah Aliyah

It is a great honor when you are being called up to the Torah to receive an Aliyah by your relative or friend who is celebrating a Simcha. You will be reading from the Torah before our Congregation of family and friends. Please familiarize yourself with the two **Brachot** (blessings) and the Torah honor protocol and etiquette.

You are asked to say two Brachot (blessings) in Hebrew:

1. the blessing before the reading by the Baal Koreh (Torah Reader); and
2. the blessing after the reading is completed.

A copy of these two blessings, in both Hebrew and transliterated English/Hebrew, will be given to you by the celebrating family. There is no need to bring it with you when you are called up for your honor because there is an identical large type copy on the reading stand. A Synagogue official will tell you when it is your turn to go up to the **Bimah** (pulpit) for your **Aliyah**.

The procedure is as follows:

- a. Stand at the right side of the Torah Reader, take hold of a corner of your Tallit with a Tzitzit (long fringe) attached, setting the Tzitzit on the Torah (or, for women not wearing Tallit, the embroidered cloth provided) at the place where the Torah Reader points, and then bring the Tallit/Tzitzit to your lips momentarily. Now say the first blessing in an audible voice while holding on to the handles of the Torah ("it is a tree of life to them that grasp it").
- b. When you finish your Torah reading, again take the Tzitzit of your Tallit (or the embroidered cloth), place it at the point where the Torah Reader indicates, and kiss the Tallit or cloth as before. Then recite the second blessing.
- c. The Torah Reader or the **Gabbai Rishon** next recites a blessing in honor of the Mitzvah you have just enjoyed and will ask you your Hebrew name. For example, Joseph son of Jacob will be announced Yosef ben Yakov. Obtaining your correct Hebrew name and providing it to the Bar/Bat Mitzvah family in advance is very important.
- d. After the second blessing is recited, step next to the Gabbai and wait there while the next honoree goes through the same procedure. When the honoree succeeding you is finished and takes your place beside the Gabbai, you may leave the Bimah, first shaking hands with those at the Torah, the Rabbi, Cantor, President or others on the Bimah, who will greet you with the exhortation, **Yasher Koach** for a man or **Yeasher Kochech** for a woman ("may you go from strength to strength).

The proper response to this is the exhortation **Baruch Te-H-e-yeh** for a man, or **Brucha Te-He-yee** for a woman ("may you be blessed"). You then may resume your seat in the Sanctuary and receive the good wishes of family and friends for the honor you have received.

OLD WESTBURY HEBREW CONGREGATION
Honors Form for Shabbat Morning Service
(Please print clearly)

FAMILY NAME	CHILD'S NAME	DATE
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OPEN ARK _____

Limited to one or two Jewish adults.

REMOVE TORAH _____

Limited to one Jewish adult.

CLOSE ARK _____

Limited to one or two Jewish adults.

CARRY TORAH _____

Limited to one Jewish adult who marches while holding Torah; Bar/Bat Mitzvah child preferred.

All Torah Honorees must be at least 13 years of age

RISHON (KOHEN)

Husband English Name _____

Husband Hebrew Name _____

Wife English Name _____

Wife Hebrew Name _____

This honor usually goes to an adult Kohen. It may also go to a married couple in which the husband is a Kohen. Families may also elect to honor a non-Kohen.

SHENI (LEVI)

Husband English Name _____

Husband Hebrew Name _____

Wife English Name _____

Wife Hebrew Name _____

This honor usually goes to an adult Levi. It may also go to a married couple in which the husband is a Levi. Families may also elect to honor a non-Levi.

SHELISHI (Not Available)

This honor goes to the congregation.

REVII

Husband English Name _____

Husband Hebrew Name _____

Wife English Name _____

Wife Hebrew Name _____

This honor must go to a Jewish adult. It may also go to a Jewish married couple.

CHAMISHI

Husband English Name _____

Husband Hebrew Name _____

Wife English Name _____

Wife Hebrew Name _____

SHISHI

Husband English Name _____

Husband Hebrew Name _____

Wife English Name _____

Wife Hebrew Name _____

This honor must go to a Jewish adult. It may also go to a Jewish married couple.

This honor must go to a Jewish adult. It may also go to a Jewish married couple.

SHEVII

Husband English Name _____

Husband Hebrew Name _____

Wife English Name _____

Wife Hebrew Name _____

This honor must go to a Jewish adult. It may also go to a Jewish married couple.

Candy Bearer Name(s) _____

MAFTIR

English Name _____

Hebrew Name _____

This honor is given to the Bar/Bat Mitzvah.

HAGBAH -Lifting the Torah

English Name _____

Hebrew Name _____

This honor is given to one strong, Jewish adult, to lift the Torah so that the text is visible to the Congregation.

GELILAH- Binding the Torah

English Name _____

Hebrew Name _____

This honor is given to one Jewish adult;, who dresses the Torah.

CONGREGATIONAL PRESENTATION _____

Families can select a Trustee of the Congregation or one will be assigned

PRAYER FOR OUR COUNTRY _____ One or two adults to read prayer in English

PRAYER FOR ISRAEL _____ One adult to read prayer in English

CARRY TORAH _____ **One Jewish adult to march while holding the Torah**

OPEN ARK _____ **One or two Jewish adults**

REPLACE TORAH _____ **One Jewish adult**

CLOSE ARK _____ **One or two Jewish adults**

EIN KELOHEINU _____ **Closing hymn to be led by Bar/Bat Mitzvah, siblings, cousins or friends.**

ALEINU _____ **Closing prayer to be led by the Bar/ Bat Mitzvah, siblings, cousins or friends.**

ADON OLAM _____ **Closing hymn to be led by siblings, cousins or friends.**

KIDDUSH & HAMOTZI _____ **This honor is given to the Bar/Bat Mitzvah.**

THIS COMPLETED FORM MUST BE SUBMITTED TO THE SYNAGOGUE OFFICE AT LEAST TWO WEEKS PRIOR TO THE DATE OF YOUR SIMCHA FOR FINAL REVIEW AND APPROVAL.

OLD WESTBURY HEBREW CONGREGATION
Honors Form for Shabbat Twilight Service
(Please print clearly)

FAMILY NAME	CHILD'S NAME	DATE
OPEN ARK _____		Limited to one or two Jewish adults
REMOVE TORAH _____		Limited to one Jewish adult
CLOSE ARK _____		Limited to one or two Jewish adults
CARRY TORAH _____		One Jewish adult; march while holding Torah; <u>Bar/Bat Mitzvah child preferred.</u>

All Torah Honorees must be at least 13 years old

RISHON (KOHEN)

Husband English Name _____
 Husband Hebrew Name _____
 Wife English Name _____
 Wife Hebrew Name _____

This honor usually goes to an adult Kohen or to a married couple in which the husband is a Kohen. Families may elect to honor a non-Kohen.

SHENI (LEVI)

Husband English Name _____
 Husband Hebrew Name _____
 Wife English Name _____
 Wife Hebrew Name _____

This honor usually goes to an adult Levi or to a married couple in which the husband is a Levi. Families may elect to honor a non-Levi.

SHELISHI

Husband English Name _____
 Husband Hebrew Name _____
 Wife English Name _____
 Wife Hebrew Name _____

This honor must go to a Jewish adult; it usually goes to the parents of the Bar/Bat Mitzvah

Candy Bearer Name(s) _____

HOSAFI:

English Name _____
 Hebrew Name _____

This honor is given to the Bar/Bat Mitzvah.

HAGBAH -Lifting the Torah

English Name _____

Hebrew Name _____

This honor is given to one strong, Jewish adult; ; to lift the Torah so that the text is visible to the Congregation.

GELILAH- Binding the Torah

English Name _____

Hebrew Name _____

This honor is given to one Jewish adult; ; this person dresses the Torah.

CONGREGATIONAL PRESENTATION _____

Families can select a Trustee of the Congregation or one will be assigned

CARRY TORAH _____

One Jewish adult to march while holding the Torah.

OPEN ARK _____

One or two Jewish adults

REPLACE TORAH _____

One Jewish adult

CLOSE ARK _____

One or two Jewish adults

PRAYER FOR COUNTRY _____

One or two adults to read prayer in English.

PRAYER FOR ISRAEL _____

One adult to read prayer in English.

ALEINU _____

Closing prayer to be led by the Bar/ Bat Mitzvah, siblings, cousins or friends.

KIDDUSH FEE FORM

Old Westbury Hebrew Congregation
21 Old Westbury Road
Old Westbury, NY 11568
516-333-7977

FAMILY NAME: _____

BAR/BAT MITZVAH DATE: _____

It is required for the Bar/Bat Mitzvah family to sponsor the Shabbat Kiddush on the Shabbat nearest the date of their **Simcha**. Please check the appropriate line.

_____ Shabbat Morning Service, Hosting Kiddush at OWHC – Please include 30 congregants to your guest list (there is no additional \$540 fee if you are hosting a Kiddush at OWHC)

_____ Shabbat Morning Service with off-site Kiddush – mandatory congregational Kiddush fee \$540

_____ Non-Shabbat Service – mandatory congregational Kiddush fee \$540

_____ Havdalah Service -- mandatory congregational Kiddush fee \$540 plus \$250 fee for additional custodial services

Please submit a check for the appropriate amount payable to “Old Westbury Hebrew Congregation” (NOT OWHC) a minimum of 4 weeks prior to your Simcha.

TREE OF LIFE ORDER FORM

**Old Westbury Hebrew Congregation
21 Old Westbury Road
Old Westbury, NY 11568
516-333-7977**

DATE: _____

NAME OF PURCHASER(S): _____

ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

PLEASE SEND ACKNOWLEDGEMENT CARD TO:

NAME: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

RELATIONSHIP TO PURCHASER, IF ANY: _____

INSCRIPTION TO READ:

COST OF LEAF: \$180.00 PAID _____ DATE _____

Leaves, if paid for in advance, may be reserved for future Simchas.

Optional: In lieu of parent speeches from the Bimah

PRAYER FOR PARENTS OF A BAR/BAT MITZVAH

On this Shabbat when our son/daughter becomes a Bar/Bat Mitzvah, we join with him/her and our loved ones in worship, and we offer our prayer of thanksgiving.

We are grateful, O G-d, for the privilege of passing along the gift of life which You gave us, thus sharing with You in the miracle of creation. We are grateful for the thirteen years of nurturing this life, for the unnumbered joys and challenges which these years have brought us.

Bless our son/daughter, O G-d. Watch over him/her; protect him/her; guide him/her. Help him/her to continue to grow in body and mind, in soul and character. Help us to do all that we can to keep him/her loyal to our people and to the teaching of Your Torah. May his/her life be rich and rewarding. May all his/her deeds bring pride to us, honor to the house of Israel, and glory to Your name. AMEN

PRAYER FOR PARENTS OF A BAR/BAT MITZVAH

We give thanks to G-d for this day, and for the years of growth and learning that have preceded it. Now as our son/daughter steps forward to affirm his/her commitment to the ideals and Mitzvot of our faith, our souls are joyful, our minds are at peace.

We pray that this day's service may long echo in our child's memory. May it engrave on the tablet of his/her heart the understanding that this day initiates a life more firmly dedicated to the study of Torah and the fulfillment of Mitzvot, to deeds of justice and kindness, to faithful membership in the household of Israel.

O G-d, make us a worthy example to our children. Let nothing estrange us from them and from You, the source of all goodness and compassion. Help us to renew our attachment to the Covenant of Israel, to walk hand in hand with our child in the ways of righteousness and truth. AMEN.

PRAYER FOR PARENTS OF A BAR/BAT MITZVAH

We thank You, O G-d, for the joyous fulfillment we feel as our son/daughter reaches the threshold of adulthood.

How privileged we feel that he/she is our son/daughter. How blessed we are that he/she is bound to us by bonds of love, of memory, and of hope!

O G-d, accept our thankfulness for the thirteen years that have come and gone. Bless our hope for the years that are yet to be. May your mercy and guidance accompany this Bar/Bat Mitzvah at all times, in a life marked by reverence for Torah and love of all Your Children. AMEN.

KEY TERMS FOR BAR/BAT MITZVAH

- 1) **Torah/Sefer Torah:** Literally, the “five books of Moses” (Genesis, Exodus, Leviticus, Numbers, Deuteronomy) a section of which is chanted each and every Shabbat and Holy Day in synagogue, from an actual scroll composed on parchment.
- 2) **Haftarah:** Literally, “finishing”. This is the part of the service where after having completed the Torah reading, we chant from the book of Prophets. (Colloquially most people employ the term “Haftarah” to refer to the actual selection from the book of Prophets that is chanted on that Shabbat). The person who chants the Haftarah is called the “*Maftir*” (“closer”).
- 3) **Chumash:** From the Hebrew number Chamesh, or five –the Chumash is a book found in synagogues that has the Hebrew and English translation of all five books of the Torah plus additional commentary as well as the selection of the book of Prophets (Haftarah).
- 4) **Parasha:** The section or portion of the Torah that is read on a particular Shabbat. Whatever date your child has his or her Bar/Bat Mitzvah, the Torah reading of *that* Shabbat will be their parasha.
- 5) **Aliyah:** Literally, “rising up.” The Aliyah refers to people who are called up to recite a blessing over the Torah reading. In our community one person comes up at a time for this honor, or a married couple can come up together. (Making aliyah is also the term employed for those who move to Israel.)
- 6) **Hagbah:** “Lifting” the Torah scroll up and showing it to the community. This honor is given to one person and takes place *after* the Torah has been completely read but *before* the Haftarah is chanted.
- 7) **Gelilah:** “Tying” and dressing the Torah. After the Torah has been lifted, it is rolled closed and the person who has this honor dresses and ties the Torah scroll.
- 8) **Gabbai/Gabbai'im:** These are two people on either side of the Torah reader, who listen and correct possible mistakes as the Torah is chanted.
- 9) **Bimah:** Section or raised area from where the services are led. Our sanctuary has two: the center Bimah, where the Cantor leads the prayers and the Torah is read; and the Bimah at the front of the room, from where the Rabbi announces page numbers and delivers his sermon, and announcements are made.
- 10) **Aron Kodesh:** The Ark at the front of the sanctuary in which the Torah scrolls are kept.
- 11) **D'var Torah:** The sermon or speech that is given by the Bar/Bat Mitzvah child at the completion of the Torah Service.
- 12) **Havdalah:** “Division” the final ceremony that is performed over the departure of Shabbat or a Holy Day.
- 13) **Kabbalat Shabbat:** “Welcoming the Sabbath.” Every Bar or Bat Mitzvah child attends and helps lead this service just prior to their Bar/Bat Mitzvah ceremony. The service takes place at 6:30 pm every Friday, usually in the small chapel. Kabbalat Shabbat is followed immediately by Ma'ariv, (the Evening Service).