

B'nei Mitzvah Handbook



L.Posner © 2010

Congregation Beth Shalom of Napa Valley

1455 Elm Street, Napa, CA 94559
707-253-7305 www.cbsnapa.org

Dear Congregation Beth Shalom *B'nei Mitzvah* Families,

You, your child, and your entire family are about to embark on a wonderful journey culminating in your teenager becoming a *B'nei Mitzvah* in the presence of your loved ones and our CBS community. Our goal is to make the entire process as meaningful as possible for your child and for your family. Each child and each family are unique. This handbook provides an overview of our *B'nei Mitzvah* program.

to many of the questions you may have, from study requirements for a *B'nei Mitzvah* ceremony, to ways in which you can include friends and loved ones in the service. While at times preparation may seem daunting, we are here to provide support at every point along the way.

As each child prepares for their special day, it is up to the families, parents, siblings, and beyond, to provide support during the time leading up to the ceremony. Words of encouragement throughout the process will definitely help your child. Along the way, each child will have a chance to learn more and discover about what it means to be Jewish, and to live a Jewish life; explore Jewish ethical and ritual practices, learn to chant the *Torah* and *Haftarah*, and learn to lead parts of the Friday evening and Saturday morning *Shabbat* service.

Preparing for a *B'nei Mitzvah* ceremony involves exploring and understanding one's Jewish identity; learning about Jewish practices, history, and ethics as well as learning the *Torah* and *Haftarah* portions. We also want to create an experience where each *B'nei Mitzvah* understands the meaning of the service, as well as what is being read. The *B'nei Mitzvah* ceremony should not be viewed as the culmination of, or "graduation" from, Jewish living and learning. *B'nei Mitzvah* students are encouraged to continue their affiliation with Congregation Beth Shalom through involvement in our youth programs and other special programs at CBS.

We look forward to working with each and every student and family as you move forward with this process. *B'Shalom*,



Rabbi Niles Goldstein

פְּרָקִי אֲבוֹת ה':כא
בֶּן שְׁלֹשׁ עָשָׂר לְמִצְוֹת

Pirkei Avot 5:21

At thirteen one takes on the responsibility for *mitzvot*.

TABLE OF CONTENTS

PREREQUISITES.....	4
BASIC REQUIREMENTS.....	4
EDUCATIONAL EXPECTATIONS.....	4
SERVICE ATTENDANCE REQUIREMENTS	5
LOGISTICS.....	6
RESERVING A DATE	6
THE <i>B'NEI MITZVAH</i> FEE	6
PREPARING FOR <i>B'NEI MITZVAH</i>	7
PREPARATION WITH THE RABBI	7
HEBREW PREPARATION.....	7
MITZVAH COMMITMENT.....	8
THE SERVICE.....	9
SERVICE TIMES	9
FACILITY	9
PARTICIPATION OF THE <i>B'NEI MITZVAH</i>	9
PARTICIPATION OF FAMILY AND FRIENDS	10
GIFTS FROM THE CONGREGATION	11
FOOD AND PHOTOGRAPHY	12
FRIDAY EVENING <i>ONEG SHABBAT</i> / <i>SHABBAT</i> MORNING LUNCH	12
<i>KASHRUT</i> POLICY.....	12
PHOTOGRAPHY	12
CONTACT INFORMATION.....	15
<i>B'NEI MITZVAH</i> TIMELINE.....	16
CONGREGATION BETH SHALOM.....	17
<i>B'NEI MITZVAH</i> BRIT/COVENANT.....	17
COMMITMENT TO STUDY.....	17
LIFELONG LEARNING	17
APPENDIX 1: <i>B'NEI MITZVAH</i> PRAYER LIST	18
APPENDIX 2: EDUCATION DIRECTOR WORKSHEET	19
APPENDIX 3: BLESSINGS FOR <i>TORAH</i> READING/.....	22
<i>ALIYAH</i>	22
APPENDIX 4: HONORS CHECKLIST	24
APPENDIX 5: EXTRAS CHECKLIST.....	25
APPENDIX 6: THINGS TO REMEMBER.....	25

PREREQUISITES

BASIC REQUIREMENTS

1. The student must be at least approaching their 13th birthday at the time of the ceremony.
2. The student is required to be currently enrolled in and be regularly attending Congregation Beth Shalom Religious School and have successfully completed the 6th grade. The student is expected to remain in religious school throughout the 7th grade year.
3. The student's family must be a member in good standing of Congregation Beth Shalom. A member in good standing means that the household has made financial arrangements with the synagogue office and/or President and will have payment of membership completed in full or on a payment plan to be completed by the date of the *B'nei Mitzvah*.

EDUCATIONAL EXPECTATIONS

1. Successful completion of a minimum of three (3) years of the Congregation Beth Shalom Religious School. Students transferring from other congregations/religious schools will be evaluated by the Education Director for placement. Students are expected to attend at least 80% of Sunday morning sessions and Hebrew sessions, excluding excused absences. The synagogue will track absences, including excused absences, and will notify families if their student's attendance rate falls below 80%.
2. Knowledge of basic prayers in the service and competency in reading the prayers is expected. In Appendix 1, you will find a list of prayers that the student will be expected to know for the ceremony.

Please note: The requirements and expectations for students with special needs will be decided on an individual basis through consultation between the family and the Rabbi and Educator.

SERVICE ATTENDANCE REQUIREMENTS

1. *B'nei Mitzvah* students are required to attend 6 or more Services over the course of the year each year, starting Sept. 1 of the 5th grade year. This includes attendance at *B'nei Mitzvah* Services, and we strongly recommend attending at least one. Please contact the synagogue for a list of upcoming *B'nei Mitzvah* services.
2. At 2 of these 6 services, the *B'nei Mitzvah* student must help lead part of the service, such as coming up to the *bimah* to lead one prayer. We will hold 3 Friday night *Shabbat* family services each year where students in grades 4-7 will lead a prayer as a class. If the student cannot attend these family services, the student may arrange with the Rabbi to help lead one prayer at a different Friday night *Shabbat* service.
3. When students attend *Shabbat* services, they must sign in at the binder by the *bimah*. The Education Director will check this binder monthly to track student attendance and will remind families about this requirement as needed.
4. We strongly encourage parent(s) to attend these services with the student in order to become familiar with the order of the service and the *B'nei Mitzvah* ceremony of our congregation. Your presence at worship services is an important part of the process of your child becoming a *B'nei Mitzvah* and bonding with our community.

LOGISTICS

RESERVING A DATE

Requests for dates for an upcoming *B'nei Mitzvah* ceremony will be accepted following the *B'nei Mitzvah* meeting of the student's 5th grade year and **should be made no later than one year before the date**. A date for a *B'nei Mitzvah* ceremony is requested by contacting the Synagogue Director, who will coordinate with the Rabbi and the Music Director before scheduling.

Each family must complete the Special Event Application, which is online at www.cbsnapa.org or may be obtained from the CBS Office. The date will be confirmed and a Letter of Confirmation will be sent after any applicable fees (e.g., security deposit, rental fee) have been received.

THE *B'NEI MITZVAH* FEE

Each family will be charged a *B'nei Mitzvah* Fee of \$1,000. This fee includes *B'nei Mitzvah* expenses incurred by the congregation that are associated with the *B'nei Mitzvah* process and ceremony, including up to \$500 for meetings with the Education Director, meetings with the Rabbi, materials and standard facility set-up and clean-up.

- \$500 deposit – Date, materials, standard facility set-up and clean-up, initial meetings
- \$300 – service and rehearsal prep with the Music Director
- \$200 – security during Saturday service day

The Education Director may recommend that the student meet with a *B'nei Mitzvah* tutor if the student needs more assistance than can be provided through the CBS Hebrew Program. Tutoring sessions with the *B'nei Mitzvah* tutor are not included in the fee paid to CBS and will be the responsibility of the individual family. The *B'nei Mitzvah* study plan needs to be submitted to and approved by the Rabbi and Education Director.

Any special arrangements for extended luncheons, parties, etc. must be made through the office and will be billed separately.

Unless special arrangements are made, \$500 (50%) of the *B'nei Mitzvah* fee is due as a security deposit when the *B'nei Mitzvah* date is requested. The remaining balance is due no later than 30 days prior to the scheduled date of the *B'nei Mitzvah*. The *B'nei Mitzvah* fee is not refundable.

PREPARING FOR *B'NEI MITZVAH*

PREPARATION WITH THE RABBI

Once the date is assigned, and approximately twelve months before the *B'nei Mitzvah*, students and their parents will meet with the Rabbi to discuss the meaning of the *Torah* and *Haftarah* portions, as well as the meaning of becoming *B'nei Mitzvah*. Students will also select one Ethical *Mitzvah* Commitment and one Ritual *Mitzvah* Commitment at this first meeting. Approximately two to three months before the ceremony, students and their parents will meet again with the Rabbi as they prepare their *D'var Torah* ("words of *Torah*," or a speech about the week's *Torah* portion). Finally, one to two weeks prior to the ceremony, the family will meet with Rabbi Goldstein for a rehearsal at CBS.

Additional meetings with Rabbi Goldstein are scheduled as needed to review progress and the various tasks related to the *B'nei Mitzvah* process.

HEBREW PREPARATION

Students will prepare for their role in the service through participation in CBS's Hebrew program. In grades 4-7, students will meet weekly with a CBS teacher or the Education Director to learn the alef bet, to learn to read prayers, and to learn *Torah* and *Haftarah* portions. Beginning approximately 9 to 12 months before the student's *B'nei Mitzvah*, the student will work on the *Torah* and *Haftarah* portions for the service with either the Education Director or the Rabbi. If the student needs more assistance than can be provided through CBS's Hebrew program, we may recommend that the student work with a *B'nei Mitzvah* tutor at the family's expense.

Early in the study process, the student will receive a *Mishkan T'filah*: Journal Edition, notebook, and audio files to assist in study of the *Torah* and *Haftarah*. The student needs to bring the *Mishkan T'filah* and a notebook to each session to take notes and to keep track of assignments throughout the process.

As Hebrew is a gendered language, those students not identifying as male or female will have the opportunity to use a non-binary option, wherever possible.

MITZVAH COMMITMENT

Each student will work with the Education Director on two *Mitzvah* Commitments: one Ritual Commitment and one Ethical Commitment. The Education Director will meet with the student approximately once a month and to help the student plan their ritual and ethical commitments, to provide them with guidance as they continue to work on them, and to check in on their progress. The Education Director will attest that the student has completed their commitments.

Ritual: This ceremony is a milestone and distinguishes the *B'nei Mitzvah* as a member of the Jewish community. It is appropriate at this time for each individual to reflect on how their own daily practices reflect their Jewish identity. A personal ritual commitment will be chosen in consultation with the Rabbi at the initial meeting, approximately one year before the ceremony, and the student will discuss their experience with the Education Director throughout the year.

Ethical: While much of the focus in preparation for the *B'nei Mitzvah* is on the ritual aspects of attaining Jewish adulthood, it is also important that, in becoming a Child of the Commandments, the student relate to the ethical dimensions of Jewish adulthood. The student will choose an ethical commitment in consultation with the Rabbi at the initial meeting, approximately one year before the ceremony, and the student will continue to work on the commitment, with assistance as needed from the Education Director, throughout the year.

Rabbi Goldstein will provide each student with a list of possible ritual and ethical *Mitzvot* at their first meeting, approximately one year before the date of the student's *B'nei Mitzvah*.

THE SERVICE

SERVICE TIMES

The Friday Evening Service begins at 6:00 p.m., and the Saturday Morning Service begins at 10:30 a.m.

FACILITY

A deposit of \$500, which is half of the total *B'nei Mitzvah* fee, will be charged to members for all *B'nei Mitzvah* families to secure the service date. This deposit fee will cover excess labor fees for cleaning the building after the event, and special set-up for either Friday night *oneg* or Saturday *kiddush*, over and above normal hours. Any additional expense for extra clean-up or repair for damage to the building or kitchen equipment or dishes will be billed to the congregant. If the family chooses to use CBS for their evening event, the normal CBS rental policies and fees will prevail.

All families need to complete all CBS Facility/Event Use Forms at least eight (8) weeks prior to the event. These forms are on-line at www.cbsnapa.org or may be obtained from the CBS office. Please also review "The *B'nei Mitzvah* Fee" section on page 6, above.

All families who plan on serving wine or other alcoholic beverages at their event must contact and meet with the Synagogue Director. All wine or alcoholic beverages served must be provided by the family.

PARTICIPATION OF THE *B'NEI MITZVAH*

The *B'nei Mitzvah* will co-lead the congregation in prayer with the Rabbi and Music Director during the Shabbat service. The service will include the following:

- Reading selected prayers in Hebrew and English as designated by the Rabbi and Education Director.
- Chanting/reciting the blessings before and after the *Torah* and *Haftarah* readings.
- Chanting/reciting a part of the weekly *Torah* portion. This is a selection from one of the Five Books of Moses: Genesis, Exodus, Leviticus, Numbers, and Deuteronomy. The portion is determined by the date of the *B'nei Mitzvah* service.
- Chanting/reciting a portion of the *Haftarah*. This is a reading from the prophetic section of the Bible. It is linked to the *Torah* portion by similarity of thematic content.
- Composing and delivering a *D'var Torah* introducing the *Torah* and *Haftarah* portions and explaining the meaning and significance of the Torah portion to themselves.

PARTICIPATION OF FAMILY AND FRIENDS

Family members and friends may participate in the Friday evening and Saturday morning services in various ways, such as opening and closing the ark, being called up for an *aliyah*, and undressing and dressing the *Torah*. Please think about whom you would like to honor in this way and discuss it with the Rabbi. We recommend discussing these honors with your chosen friends or family members in advance. Submit the final list of honors (Appendix 4) to the Rabbi via email one week prior to the ceremony. Following are several family and friend participation suggestions for your consideration.

Participation of Non-Jewish Family and Friends:

At a *B'nei Mitzvah* service, every member of the congregation brings their unique contribution. As such, we encourage all members of the congregation that day, both Jewish and non-Jewish, to attend services and to actively participate in the worship by reciting both the Hebrew and the English liturgy of the service. While some specific worship rituals are traditionally performed by Jews, we make every effort to fully involve both Jewish and non-Jewish family members.

Friday Night Service Family Participation

Candle Lighting:

The Shabbat candles are lit by the immediate family members of the *B'nei Mitzvah*. After the candles are lit, the traditional Hebrew blessing is recited by the congregation. Both Jewish and non-Jewish family members may be called up to stand at the candle lighting table. The immediate family will also be called up to the *bimah* at the end of services to say *Kiddush* and *Motzi*.

Saturday Morning Service Family Participation

Tallit Presentation:

The *tallit* is typically presented by parent(s) or grandparent(s). The *tallit* may be presented privately before the service begins or publicly on the *bimah*. If the presenter(s) choose to say a few words, the presentation should be no longer than two minutes. Remember to iron the *tallit* and practice putting it on correctly prior to the *B'nei Mitzvah* service.

L'dor V'dor ("From Generation to Generation": Passing the Torah)

After the ark is opened, the Rabbi will call up the immediate family and any grandparents and/or great-grandparents present to pass the *Torah* from the oldest generation to the youngest generation as a symbol of the transmission of the Jewish tradition. This is often a highlight of the service.

Aliyot l'Torah

Aliyot l'Torah refers to going up to the *bimah* to read or chant the blessings before and after the reading of the *Torah*. There are typically three *aliyot*. The first is read or chanted by designated guests over the age of 13, the second is read or chanted by the parent(s) and/or older siblings of the *B'nei Mitzvah*, and the final one is read or chanted by the *B'nei Mitzvah*. Honorees may be called to the pulpit in groups. The text of the *Torah* blessings is included in Appendix 3.

G'lilah (Undressing and Dressing the Torah):

This honor can be given to any close family members or friends. The *goleil* (one who wraps/dresses the *Torah*) assists the Rabbi in undressing and dressing the *Torah*.

Hagbah (Raising the Torah)

This honor can be given to any strong close family member or friend who has previous experience lifting the *Torah*. If no one fits this requirement, the Rabbi can assist.

Petichat Aron (opening and closing the Ark):

This honor may go to any family member or close family friend. The Ark will be opened and closed as directed by the Rabbi. When there are several family members whom you wish to honor, it is possible to invite two or more people for the honor of *petichat aron*. This is often a good honor for younger siblings or cousins. The Ark is closed slowly, as a way to demonstrate our reluctance to depart from the presence of the *Torah*.

GIFTS FROM THE CONGREGATION

On the morning of each *B'nei Mitzvah* service, either the president or a representative of the Board of Trustees will present the *B'nei Mitzvah* with a gift from the congregation.

FOOD AND PHOTOGRAPHY

FRIDAY EVENING *ONEG SHABBAT* / *SHABBAT* MORNING LUNCH

On the evening before the ceremony, the *Oneg Shabbat* reception at the conclusion of the Friday evening *Kabbalat Shabbat* worship service is customarily sponsored by the *B'nei Mitzvah* family. The *Oneg Shabbat* generally includes wine, grape juice, *Challah* (two loaves), water or punch, and an assortment of sweets, fruit, or cheese.

Please contact the CBS Office to arrange to host your *Oneg* and confirm the date.

The *Shabbat* Luncheon following *Shabbat* morning services is sponsored by the *B'nei Mitzvah* family. This lunch is generally a cold meal and can be very simple. Be sure to check the CBS *Kashrut* policy summarized below.

Please contact the CBS Office for guidance regarding hosting the *Shabbat* evening *Oneg Shabbat* and the *Shabbat* luncheon.

KASHRUT POLICY

All food served in the synagogue or on synagogue grounds shall conform to the following *Kashrut* Policy as adopted by the Board of Trustees of the congregation.

No pork or shellfish in any form shall be brought into the temple at any time.

The meal must be exclusively meat or dairy. (It is not acceptable to serve a recipe that includes both cheese and meat).

PHOTOGRAPHY

ALL still photography taken in the sanctuary **must be concluded 1/2 hour before the service.** It is recommended that all photographs be taken on a day prior to the *B'nei Mitzvah* service. Please make arrangements with the Office for use of the Sanctuary and Synagogue Grounds.

Still camera pictures may only be taken during the service from the social hall.

If a video camera will be used, it must be stationed in the social hall for the entire service. No additional lights may be used during services.

It is the responsibility of the *B'nei Mitzvah* family to let their guests know this photography policy.

FREQUENTLY ASKED QUESTIONS

1. Who wears a *Kippah* (head covering)?

Answer: Worshipers at CBS often wear a *kippah* to preserve the Jewish tradition that demonstrates humility before God. *Kippot* are available in the sanctuary vestibule for your use. Within Reform tradition, it is acceptable for all worshippers to wear a *kippah*. Non-Jews may also wear a *kippah*, if they wish, as a sign of respect and support. It is optional for families to provide Personalized *Kippot* the day of the service.

2. Who wears a *Tallit*?

Answer: Wearing of the *tallit*, the prayer shawl, is optional in our congregation. The *tallit* is worn during morning services. Because the wearing of the *tallit* signifies an adherence to the commandments of the *Torah*, the *tallit* should only be worn by Jews over the age of 13. Within Reform tradition, it is acceptable for all worshipers to wear a *tallit*. *Tallitot* are available in the lobby for your use. If you will be honored with an *aliyah*, we especially encourage you to wear a *tallit* while you are on the *bimah*. The *B'nei Mitzvah* will wear a *tallit* publicly for the first time at the service.

3. What clothing should the family and the *B'nei Mitzvah* wear to the ceremony?

Answer: All attending the service should wear appropriate clothing that reflects respect for our tradition, such as might be worn for a formal occasion.

4. When should immediate family arrive at the synagogue on the morning of the service?

Answer: The immediate family will arrange an arrival time with the synagogue director. The immediate family typically arrives between 9:30 and 10:00 am. The *B'nei Mitzvah* student will have the opportunity to meet with the Rabbi at 10:15 am. The service begins at 10:30 am.

5. How do I plan for vacation if my *B'nei Mitzvah* will be held during the summer or early fall?

Answer: Students should not be away the last four (4) weeks before the service. Be sure to notify the Education Director of your vacation plans well in advance so that the schedule of study can be appropriately adjusted.

6. How can we thank the congregation?

Answer: Many families show their appreciation by giving a gift to the synagogue in honor of the *B'nei Mitzvah*. Others make a contribution to one of the synagogue's funds to honor this special milestone. The *simcha* (joyous event) may also be celebrated by purchasing a leaf on the tree of life dedication board in the temple lobby.

7. We have heard it is customary to give a gift of *tzedakah* during times of celebration. What are some possible recipients?

Answer: There are several Jewish organizations, locally and nationally, that would benefit from gifts of *tzedakah*, including:

- Friends of the Israeli Defense Force
<https://www.fidf.org/>
- Friends of Magen David Adom
<https://afmda.org/>
- MAZON: A Jewish Response to Hunger
<http://www.mazon.org/>
- American Jewish World Service
<http://www.ajws.org/>
- Jewish World Watch
<http://www.jewishworldwatch.org/>
- Hebrew Free Loan Association
<http://www.hflasf.org/>
- And many others!

CONTACT INFORMATION

Congregation Beth Shalom Office: 707-253-7305; <https://www.cbsnapa.org>

Rabbi Niles Goldstein: rabbi@cbsnapa.org

Lauren Snyder, Synagogue Director: office@cbsnapa.org

Marah Peresechensky, Education Director: education@cbsnapa.org

Gordon Lustig, Music Director: gordondlustig@gmail.com

The above staff members are here to guide you through the entire *B'nei Mitzvah* process. Please do not hesitate to reach out with any questions or concerns at any time.

B'NEI MITZVAH TIMELINE

12 to 18 Months before:

- ♦ **Select and Reserve Date** Requests must be accompanied by payment of \$500 (50% of B'nei Mitzvah fee). Financial difficulties may be discussed confidentially with the synagogue's President and Director. Please see "Fees" and "Facility" sections, above.
- ♦ **The Education Director will assess the student's progress in Hebrew.** The Education Director may recommend that the student meet with a *B'nei Mitzvah* tutor, engaged at the family's expense, to supplement the student's education in the CBS Hebrew program.

12 Months before:

- ♦ **Meet with Rabbi Goldstein to discuss *B'nei Mitzvah* process and meet with the Education Director.** Selection of Two Personal *Mitzvot* Commitments - Ethical and Ritual

9 to 12 Months before:

- ♦ **Begin regular meetings with the Education Director.**
- ♦ **During CBS Hebrew program sessions, the student will begin to work on the *Torah* and *Haftarah* portions.**

3 Months before:

- ♦ **Contact CBS office and complete all events forms and agree on room set up and confirm custodial services.**

2-3 Months before:

- ♦ **Meet with Rabbi to discuss and begin *D'var Torah*.** This will be followed by communication with the Rabbi on content and structure of the speech, as well as delivery.

1 Month before:

- ♦ **Meet with Music Director to discuss the music in the service. Please email Gordon to set up time.**

1 Month before:

- ♦ **Pay remainder of B'nei Mitzvah fee.**
- ♦ **Contact the CBS Office** to assist with Friday night *Oneg Shabbat* and/or Saturday Lunch, and to arrange for Friday evening and Saturday Beverages.
- ♦ **Contact the CBS office** and refine and finalize all event forms and all custodial requirements.

1 to 2 Weeks before:

- ♦ **Rehearsal of entire Service with Rabbi and Music Director.**
- ♦ **Submit Honors List (Appendix 4) to Rabbi.**
- ♦ **Submit Attendance Numbers and Social Hall/Outdoor Table Arrangement to Office.**

CONGREGATION BETH SHALOM

B'NEI MITZVAH BRIT/COVENANT

COMMITMENT TO STUDY

Parent(s) agree to encourage student to study and work on all of the *B'nei Mitzvah* materials.

Parent(s) agree to adjust schedules so as to be available to help student with studying and practicing.

Student agrees to study all of the *B'nei Mitzvah* materials.

Student agrees to make the time to study and prepare for the *B'nei Mitzvah* effectively.

Student and parent(s) agree to talk about issues that arise from the pressures of study.

LIFELONG LEARNING

We understand that the *B'nei Mitzvah* ceremony does not signify the completion of Jewish study. **We, therefore, agree that the student will continue their involvement in Jewish life and learning through participation in the post-*B'nei Mitzvah* programs at Congregation Beth Shalom.**

We have read the *B'nei Mitzvah* Handbook and agree to follow the guidelines and policies within it.

Student

Date

Parent

Parent

APPENDIX 1: *B'NEI MITZVAH* PRAYER LIST

From *Mishkan Tefillah: A Reform Siddur*, CCAR 2007

<i>KABBALAT SHABBAT</i>		<i>SHABBAT</i>	
PRAYER	PAGE #	PRAYER	PAGE #
Candle Lighting	120	<i>Tallit</i> Blessing	190
<i>Barchu</i>	146	Morning Blessings	198-202
<i>Shema</i>	152-153	<i>Barchu</i>	226
<i>V'ahavta</i>	154	<i>Shema</i>	232-233
<i>Adonai S'fatai</i>	164	<i>V'ahavta</i>	234
<i>Avot v'Imahot</i>	166	<i>Adonai S'fatai</i>	242
<i>G'vurot</i>	168	<i>Avot v'Imahot</i>	244
<i>Kiddush</i>	123	<i>G'vurot</i>	246
<i>Motzi</i>	606	<i>Torah</i> Service	366
		Before/After <i>Torah</i>	368
		Before/After <i>Haftarah</i>	372
		<i>Kiddush</i>	123
		<i>Motzi</i>	606

English readings as determined by the Rabbi and the *B'nei Mitzvah*.

APPENDIX 2: EDUCATION DIRECTOR WORKSHEET

B'nei Mitzvah's name _____

Education Director's Name _____ Email _____

Cell _____

Each student will work with the Education Director on two *Mitzvah* Commitments: one Ritual Commitment and one Ethical Commitment. The Education Director will meet with the student approximately once a month and will help the student plan their ritual and ethical commitments, will provide them with guidance as they continue to work on them, and will check in on their progress.

The Education Director will fill out the following form to attest that the student has completed this requirement. The Education Director may fill out the form privately after each meeting with the student, or may fill it out during meetings with the student's input.

Ritual *Mitzvah* Commitment: _____

Ethical *Mitzvah* Commitment: _____

1) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

2) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

3) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

4) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

5) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

6) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

7) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

8) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

9) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

10) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

11) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

12) Date of session: _____

Topics discussed regarding ritual and/or ethical commitment: _____

Education Director **Attestation:**

I, _____, attest that this student, _____,
has worked on the Ritual *Mitzvah* Commitment over the course of the past year.

Education Director **initial and date** _____, _____

I, _____, attest that this student, _____,
has worked on the Ethical Mitzvah Commitment over the course of the past year.

Education Director **initial and date** _____, _____

Any final reflections/comments:

APPENDIX 3: BLESSINGS FOR *TORAH* READING/ *ALIYAH*

Blessing before the *Torah* reading.

The one called to the *Torah* reads/chants:

בָּרְכוּ יְיָ הַמְּבֹרָךְ:

Barchu et Adonai ham'vorach.

Praise *Adonai*, the Blessed One.

The congregation responds:

בָּרוּךְ יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד:

Baruch Adonai ham'vorach l'olam va-ed.

Praised be *Adonai*, who is blessed for ever and ever.

The one called to the *Torah* reads/chants:

בָּרוּךְ יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד:
בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים
וְנָתַן לָנוּ אֶת תּוֹרָתוֹ:
בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה:

Baruch Adonai ham'vorach l'olam va-ed.

*Baruch Atah Adonai, elo-heinu melech ha-olam,
asher bachar banu mi-kol ha-amim
v'natan lanu et Torah-to.*

Baruch Atah Adonai, noten ha-Torah.

Praised be *Adonai*, who is blessed for ever and ever. Blessed are You, *Adonai* our God, Ruler of the universe, who has chosen us from among all the nations, and given us the *Torah*. Blessed are You, *Adonai*, Provider of the *Torah*.

Blessing after the *Torah* reading.

After the conclusion of the *Torah* reading, the one called to the *Torah* reads/chants:

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

*Baruch Atah Adonai, elo-heinu melech ha-olam, asher natan lanu Torat emet,
v'cha-yei olam nata b'to-cheinu. Baruch Atah Adonai, noten ha-Torah.*

Blessed are You, *Adonai* our God, Ruler of the universe, who has given us the *Torah* of truth, and implanted within us eternal life. Blessed are You, *Adonai*, Provider of the *Torah*.

APPENDIX 4: HONORS CHECKLIST

Please send the following information to the Rabbi one week prior to the date of the *B'nei Mitzvah*. You may either fill out, scan, and email this form, OR simply type the information below into an email.

Date of Service: _____

***B'nei Mitzvah's* English name:** _____

***B'nei Mitzvah's* Hebrew name, if known:** _____

Parents' names (English and Hebrew, if known): _____

Presenter(s) of the *tallit*, if this will be done publicly on the *bimah*: typically presented by parents or grandparents. _____

L'dor Vador/Passing the Torah: grandparents' and great-grandparents' names who are attending: _____

***Petichat Aron* (opening and closing the Ark):** one or more family members or friends; a good role for children. _____

***G'lilah* (Undressing and Dressing the *Torah*):** one or more family members or friends. _____

***Hagbah* (Raising the *Torah*):** one strong family member or friend with previous experience. _____

***Aliyot l'Torah* (blessings before and after the *Torah* readings):**

1) One Or More Guests, Age 13 Or Older: _____

2) Parents and/or Older Siblings: _____

3) *B'nei Mitzvah*

APPENDIX 5: EXTRAS CHECKLIST

The following is a list of OPTIONAL items to be provided by the B'nei Mitzvah family that can help to make the day that much more special.

- Flowers in the Bathroom
- Woman's Bathroom Basket
- Personalized *Kippot*
- Centerpieces/ Room Décor for the *Oneg* and/or Luncheon in the Social Hall
- Picture Table
- Printed Program
- Lobby Greeter

APPENDIX 6: THINGS TO REMEMBER

Did you remember to:

- Iron the *tallit*.
- Practice putting the *tallit* on.
- Rehearse your *D'var Torah* and bring a copy.
- Rehearse any speeches.
- Review our policies (e.g., Photography) and let guests know.
- Please ask attendees to silence their cell phones.
- Inform participants of *aliyot* in case they don't feel comfortable accepting and you have to re-assign.
- Submit honors list to Rabbi one week prior to event.
- Connect with CBS Office regarding *Oneg Shabbat* and *Shabbat Luncheon*.