

Bar & Bat Mitzvah Guide

Congregation Sukkat Shalom
Wilmette, IL

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“And you shall teach them faithfully unto your children”
(Deuteronomy 6:7)

WHAT IS BAR/BAT MITZVAH?

Bar and Bat Mitzvah are terms that mean son or daughter of the commandments. It is a legal term acknowledging the change in status from child to adult under Jewish law. Just as in American law one acquires a certain number of privileges and restrictions upon turning 18 (voting, jury duty, being eligible for the draft), so too in Jewish tradition when one turns 13, a young person begins the transition from being a minor to becoming an adult.

STUDENT PREPARATION – Family School and Hebrew Studies:

All of our students are introduced to the Hebrew language through basic prayers, key vocabulary, and music throughout their Family School experience. As our children attend Friday night Shabbat Services they will begin to internalize the prayers, which will add depth to their Jewish lives. In addition to participation at family school, if a student wishes to celebrate a Bar/Bat Mitzvah, they will need to study Hebrew on a more in-depth level beginning in the 5th grade.

Hebrew Study

5th Grade

There are three options:

1. Student-Only Class
2. Family Class
3. Private Tutoring

Please note . . . you may join the Family Class or change to Private Tutoring even if you didn't do it in 5th Grade.

6th and 7th Grade

There are three options:

1. Student only class
2. Family Class (6th grade only)
3. Private Tutoring

Hebrew studies are part of an all-inclusive program incorporates Family School, Hebrew class or tutoring. In 6th and 7th grade, a vital piece of the program is participation in Friday/Saturday Shabbat Discussions and Dinners. Building a strong and cohesive community is an important aspect of the program, and being at services on Shabbat helps to familiarize the students to the key prayers and structure of Shabbat services by being a part of the worship experience. By learning, sharing an informal meal together and praying together as a community we continue to build a community of learners and friends.

Bar/Bat Mitzvah Preparation

Tutoring with Cantorial Soloist: In order to prepare for the reading and chanting of the Torah, each student will meet with our Cantorial Soloist once per week for 30 minutes for a period of five/six months.

Throughout the tutoring process, our Cantorial Soloist will give your child recordings of their individual Torah portion and Torah blessings.

While the tutoring will help pace each student's progress, the real work is done at home. It is important that each student practice at home for at least 20 minutes each day, five days a week. Our suggestion is to begin forming a routine in which the student can practice at the same time of day, every day, in order to produce a consistent learning pattern.

D'var Torah: Approximately two months before the Bar/Bat Mitzvah date, students will meet with Rabbi Gordon or Rabbi Daniels on a regular basis to interpret the meaning of their Torah portion (D'var Torah).

Mitzvah Project: An important aspect of marking this time in a child's life is accepting the adult responsibility of *mitzvot* (commandments). Each child will be urged to develop a project or interest that will involve service to others. This project could be done with others or as individuals. The opportunities are vast, and the project can be a significant part of the Bar and Bat Mitzvah year. **See organization resource guide and Mitzvah project brainstorming sheet (pages 16-21).**

Bar/Bat Mitzvah Timeline

5/6 Months: Begin weekly tutoring with our Cantorial Soloist to learn to chant your Torah Portion; think about your mitzvah project and pursue some ideas.

5 Months: Finalize mitzvah project and make a plan to volunteer/participate in the project. (Refer to Mitzvah Project brainstorming sheet)

2 Months: Begin working on D'var Torah, meeting with Rabbi Gordon or Rabbi Daniels

1 Month: Torah Portion learned, Continue to work on/finish D'var Torah.

One to weeks before: Run through with immediate family in the sanctuary. Bring typed finished copy of D'var Torah to practice. We will have your child practice reading from the Torah. In addition, we will walk through the entire service.

CEREMONY:

The Bar and Bat Mitzvah ceremony helps celebrate this important life cycle event. Traditionally the Bar or Bat Mitzvah ceremony takes place on a Shabbat closely following the 13th birthday. We understand that there are often time conflicts that might cause a family to request a different date or time of year.

At this worship service, the Bar or Bat Mitzvah is given the honor of reading from the Torah. The symbolism of this ceremony demonstrates that the child has now been given the opportunity to act as agent and leader on behalf of the community, now that they are able to fulfill a commandment under law.

While Torah may also be read on Monday or Thursday, our Bar/Bat Mitzvah ceremonies take place on *Shabbat*, our holy day of rest. It is a day in which we are called upon to read from the Torah and celebrate as a community.

At Sukkat Shalom we are aware of, and sensitive to, the diversity in our families, and therefore want to create worship that is meaningful and appropriate for each family.

Friday Night Shabbat Service: The Bar/Bat Mitzvah family is invited to attend services on the Friday Night before their child's Bar/Bat Mitzvah ceremony. At Friday Night Shabbat services, your family will be asked to light the Shabbat candles, and the Bar/Bat Mitzvah student will be called upon to help lead a prayer during services. This is a great opportunity for your family to celebrate with the entire Sukkat Shalom community, and a wonderful chance to help your child become acclimated on the *bima* and prepare to be in front of the congregation the following day.

Talit (Prayer Shawl): When a young person turns 13, and is called to the Torah for the first time they also perform the mitzvah of wearing a *talit* for the first time. The *talit* has special fringes and knots on the bottom that stand for the *mitzvot* (commandments) that a young adult begins to take responsibility for at age 13. If the Bar/Bat mitzvah student chooses to wear a *talit*, the *talit* is often presented by a parent or grandparent at the service.

Torah Portion: The Bar/Bat Mitzvah will chant a number of verses from the weekly Torah portion. This may seem like a large task at first, but we will ensure that the learning will happen one step at a time over the course of study. The student will also be given the honor of *aliyah*, or rising to bless the reading of the Torah, which will officially represent the passage from childhood to adulthood.

Parents' Blessing: Immediately following the Torah reading, parents are invited to bless their child. It should be remembered that this is a worship setting, and the purpose of this moment is to bless your child with words of thanks. We will provide a few examples of those blessings that can be personalized and adapted for your own family. At times, parents choose to add some more personal comments, but these should remain in the spirit of worship. A paragraph or two is appropriate. You may include additional thoughts in a welcome letter that will appear in the program distributed before the service. Other comments might be more appropriate at the reception. Finally, in this moment, we celebrate the end of the parents' blessing with the recitation of *shehecheyanu*, our prayer marking this day:

בָּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, שֶׁהִתְיַנְּנוּ וְקִיַּמְנוּ וְהִגִּיעָנוּ לְזֶמַן הַזֶּה.
Baruch Atah Adonai Eloheinu Melech ha-olam shehecheyanu v'kiy'manu v'higiyanu laz'man hazeh.

We praise You, Eternal God, Sovereign of the universe, for giving us life, for sustaining us, and for enabling us to reach this season.

D'var Torah: Rabbi Gordon or Rabbi Daniels will work with your child on their D'var Torah, which is an interpretation of the Torah reading and the lessons found within that Torah portion for that *Shabbat*. In this speech, the Bar/Bat Mitzvah will explain the meaning of the ceremony, what they have learned, what they have chosen as a Mitzvah Project, and their own understanding of the lessons of the Torah reading and how to apply it to their own life.

Family Honors: There are many opportunities for your family and friends to participate in meaningful ways throughout the service. Individuals or small groups may offer brief English readings. There are also many opportunities to participate in the Torah service, such as opening the ark or dressing/undressing the Torah. A list of these honors can be found on pages 7 and 8 of this guide. It is important to note that the honors sheet is highly customizable. You may substitute small groups or individuals for any of the honors we have listed. You may choose to include as many or as few of the honors as you would like in your child's service. You are also welcome to suggest outside readings or secular songs to be included as part of your service. Any and all inquiries regarding honors, or service content in general, can be directed to the cantorial soloist.

Remembrance: Jewish life-cycle ceremonies are moments when we celebrate not only the gifts of life, but also remember those who are no longer with us. As we say *Kaddish* for those in our congregation who have passed away, it is also appropriate to mention members of your family whose spiritual presence is felt on your special day.

Photography: For our Bar/Bat Mitzvah ceremonies, we have time set aside for photography. On the morning of the ceremony, we invite you to take photos at least one and a half hours prior to the service. One hour prior to the service, the Cantorial Soloist will bring out the Torah and have the Bar/Bat Mitzvah child read from the Torah, pictures with the Torah may be taken at this time. Stationary Videography may take place from a special designated area during the service.

Bar/Bat Mitzvah Blessings

Tallit Blessing - ברכת טלית

בָּרוּךְ אַתָּה יי, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו, וְצִוָּנוּ לְהִתְעַטֵּף בְּצִיצִית
We praise You, Eternal God, sovereign of the
universe: You hallow us with Your mitzvot, and
teach us to wrap ourselves in the fringed tallit.

Torah Service Sh'ma - שמע לסדר קריאת התורה

שְׁמַע יִשְׂרָאֵל יי אֱלֹהֵינוּ יי אֶחָד
אֶחָד אֱלֹהֵינוּ, גָּדוֹל אֲדוֹנָנוּ, קְדוֹשׁ שְׁמוֹ
Hear, O Israel, The Eternal is our God,
The Eternal is one!
Our God is one. The Eternal is great.
God's name is holy.

Reading of the Torah - סדר קריאת התורה

BEFORE THE READING

בָּרְכוּ אֶת יי הַמְּבַרֵךְ
בָּרוּךְ יי הַמְּבַרֵךְ לְעוֹלָם וָעֶד
בָּרוּךְ אַתָּה יי, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם
אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים, וְנָתַן לָנוּ אֶת תּוֹרָתוֹ
בָּרוּךְ אַתָּה יי, נוֹתֵן הַתּוֹרָה
Blessed is the Eternal source of life.
*Blessed is the Eternal source of life
forever and ever.*
Blessed are You, Eternal one,
sovereign of all creation.
You have uniquely called us and
given us the gift of Your Torah.
Blessed are You, Eternal one, giver of Torah.

AFTER THE READING

בָּרוּךְ אַתָּה יי, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת, וְחַיֵּי עוֹלָם נָטַע בְּתוֹכָנוּ
בָּרוּךְ אַתָּה יי, נוֹתֵן הַתּוֹרָה
Blessed are You, Eternal our God,
Sovereign of all creation,
Giver of truth and wisdom,
Provider of eternal life.
Blessed are You, Eternal one, giver of Torah.

Optional Family Honors at Bar/Bat Mitzvah Shabbat Morning Services:

Student's name:

Date of Bar/Bat Mitzvah:

Video during ceremony?

Total expected attendance:

Total expected number of unaccompanied minors:

Ushers

Presenting a *Tallit*

Optional English readings (can be for siblings ages 10 years and above)

Opening the Ark at the beginning of the Torah service (2 people – often grandparents)

Preparing the Torah (2 people)

Mi Shebeirach – Prayer for healing (names of those for whom you wish to ask for healing)

Parents' Blessing: Parent(s) can read a blessing after the Torah reading.

Dressing the Torah, opening the Ark as we return the Torah
(2 people)

Opening Ark on returning the Torah (2 people)

Opening Ark before *Aleinu* (2 people)

Kaddish names to be recalled (loved ones whom you're thinking of on this day)

Kiddush/Motzi at the end of the service (nice for whole family)

**Side note: If you have guests who cannot climb stairs, we can create honors for people on the "ground level" by bringing the Torah to them, or using the ramps on the north end of the bima. We often do this for our senior guests.

Optional Family Honors at Bar/Bat Mitzvah Shabbat Afternoon Services:

Student's full name:

Date of Bar/Bat Mitzvah:

Total expected attendance:

Video/photography during ceremony?

Total expected number of unaccompanied minors:

Ushers:

Presenting a *Tallit*

Optional English readings:

Opening the Ark at the beginning of the Torah service (2 people)

Undressing the Torah (2 people)

Mi Shebeirach – Prayer for healing

Parents' Blessing: Parent(s) can read a blessing after his/her child has finished reading from the Torah.

Dressing the Torah (2 people)

Opening the Ark as we return the Torah (2 people)

Opening Ark before *Aleinu* (2 people)

Kaddish names to be recalled (loved ones whom you're thinking of on this day)

Havdalah at the end of the service (nice for whole family)

**Side note: If you have guests who cannot climb stairs, we can create honors for people on the "ground level" by bringing the Torah to them. We often do this with our senior guests.

Optional English Readings for Shabbat Morning Honors

Reading 1 (Morning Service): May the One whose spirit is with us in every righteous deed,
be with all who work for the good of humanity
and bear the burdens of others,
and who give bread to the hungry,
who clothe the naked,
and take the friendless into their homes,
May the work of their hands endure,
and may the seed they sow bring abundant harvest.

- **Mishkan T'filah, Page 75**

Reading 2 (Morning Service):
Religion embraces both faith and action.
The primary quality is action,
for it lays the foundation of faith;
the more we do good,
the more readily do we grasp the meaning of duty and life
and the more readily do we believe in the Divine
from which stems the good.

- **Mishkan T'filah, Page 81**

Reading 3 (Morning Service):
Love your neighbor as yourself, You said.
And light-blinded we saw that inner and outer worlds are one
as You are One.
You spoke and we wrote.
We reached for you down the centuries,
Your light moving before us
as we climbed, fell back and climbed again
Your Sinai of life.
Baruch atah adonai, habocheir b'amo Yisrael b'ahavah.

- **Mishkan T'filah, Page 113**
(recitation of the Hebrew in this reading is optional).

Optional English Readings for Shabbat Afternoon Honors

Reading 1 (Afternoon Service):

Your might, Oh God, is everlasting; help us to use our strength for good and not evil.
You are the source of life and blessing; help us to choose life for ourselves and our children.
You are the support of the falling; help us to lift up the fallen.
You are the author of freedom; help us to free the captive.
You are our hope in death as in life; help us to keep faith with those who sleep in the dust.
Your might, Oh God, is everlasting; help us to use our strength for good.
For blessing and not for curse, for life and not death, for abundance, not want.

Mishkan T'filah, Page 231

Reading 2 (Afternoon Service):

For the good in us which calls us to a better life, we give thanks.
For the strength to improve the world with our hearts and hands, we give praise.
For the peace in us which leads us to work for peace, we are grateful.
For the gift of Shabbat which renews us for life, we offer blessing.

- **Mishkan T'filah, Page 235**

Reading 3 (Afternoon Service):

Giver of peace
Teach us to see ourselves in the face of the other.
That we may learn to be patient with fault, generous with love, and sparing with anger.
Help us to understand that our little lives are potent with great good.
That we are healers in your image.
That reaching out, in need of You, to others more in need, We find you.
Give us the grace simply to be kind. Then, peace must surely come to dwell among us.

-**"Oseh Shalom," Barbara Holender**

Parents' Blessing

Immediately following the Torah reading, parents are invited to bless their child. It should be remembered that this is a worship setting, and the purpose of this moment is to bless your child with words of thanks. We will provide a few examples of those blessings that can be personalized and adapted for your own family. At times, parents choose to add some more personal comments, but these should remain in the spirit of worship. A paragraph or two is appropriate. You may include additional thoughts in a welcome letter that will appear in the program distributed before the service. Finally, in this moment, we celebrate the end of the parents' blessing with the recitation of *shehecheyanu*, our prayer marking this day:

בָּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, שְׁהַחַיְנוּ וְקִיַּמְנוּ וְהַגִּיעְנוּ לְזִמְן הַזֶּה.
Baruch Atah Adonai Eloheinu Melech ha-olam shehecheyanu v'kiy'manu v'higiyanu laz'man hazeh.

We praise You, Eternal God, Sovereign of the universe, for giving us life, for sustaining us, and for enabling us to reach this season.

Bar/Bat Mitzvah Parents' Prayers

Example 1

Into our hands, O God, You have placed Your Torah, to be held high by parents and children, and taught by one generation to the next. Whatever has befallen us, our people have remained steadfast in loyalty to the Torah. It was carried into exile in the arms of parents that their children might not be deprived of their birthright.

And now I pray that you, ... , may always be worthy of this inheritance. Take its teaching into your heart, and in turn pass it on to your children and those who come after you. May you be a faithful Jew, searching for wisdom and truth, working for justice and peace. Thus will you be among those who labor to bring nearer the day when God shall be One, and God's children shall be one.

Example 2

May the God of our people, the God of all humankind, bless and keep you. May the One who has always been our guide inspire you to bring honor to our family and to the House of Israel.

בָּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, שְׁהַחַיְנוּ וְקִיַּמְנוּ וְהַגִּיעְנוּ לְזִמְן הַזֶּה.
Baruch Atah Adonai Eloheinu Melech ha-olam shehecheyanu v'kiy'manu v'higiyanu laz'man hazeh.

We praise You, Eternal God, Sovereign of the universe, for giving us life, for sustaining us, and for enabling us to reach this season.

Example 3

Our prayer is for all people, But on this most important day, It is especially for you.

Though our particular paths may be different, Our hearts are one in search of what is right. We are all committed to the promise of what is good. You have chosen a path of wisdom, on a journey that leads to justice and peace.

We pray that you will grow each day filling your time with what truly matters: compassion for the needy, embrace of the stranger, love of all people.

May the One who blessed our shared ancestors,
Abraham and Sarah,
Isaac and Rebecca,
Jacob, Rachel, and Leah,
Bless you on your becoming a Bar/Bat Mitzvah.

May you grow with strength and courage, and with vision and sensitivity. May you always have good health and may you always be certain of our love. Amen

Example 4

Our hearts are one on this joyous day as you commit yourself to a life of Torah: a life, we pray, filled with wisdom, caring, and right action.

We pray that you will grow each day in compassion for the needy, in concern for the stranger, in love of all people.

May the One who blessed our ancestors, Abraham and Sarah, Isaac and Rebecca, Jacob, Rachel, and Leah, bless you on your becoming a Bar/Bat Mitzvah.

May you grow with strength and courage, with vision and sensitivity. And may you always be certain of our love. Amen

Example 5

May you live to see your world fulfilled, may your destiny be for worlds still to come, and may you trust in generations past and yet to be. May your heart be filled with intuition and your words be rich in understanding. May songs of praise ever be upon your tongue, and your vision clarify a straight path before you. May your eyes shine with the light of Torah and your face reflect the brightness of the heavens. May your lips ever speak wisdom and your fulfillment be in righteousness, even as you ever yearn to hear the words of the Ancient One of Holiness.

Example 6

Each lifetime is the pieces of a jigsaw puzzle.
For some there are more pieces.
For others the puzzle is more difficult to assemble.

Some seem to be born with nearly a completed puzzle.
And so it goes.
Souls going this way and that
Trying to assemble the myriad parts.

But know this. No one has within themselves
All the pieces to their puzzle.

Like before the days when they used to seal jigsaw puzzles in cellophane.
Insuring that all the pieces were there.

Everyone carries with them at least one and probably
Many pieces to someone else's puzzle.
Sometimes they know it.
Sometimes they don't.

And when you present your piece
Which is worthless to you,
To another, whether you know it or not,
Whether they know it or not, You are a messenger from the Most High.

- **"Jigsaw," Rabbi Lawrence Kushner**

Example 7

Taking your place...in an enduring line.
This is the day that you stood up to say, "Our tradition is mine."
You have now read the Torah.
It's been passed onto you.
It's our law and our story...But each telling is new.
Taking your place...in a resilient line
This is the day that you stood up to say, "Our tradition is mine."
You have now held the Torah
Forged a link to the past
You're the face of our future,
and the reason we last.
It is said we stood at Sinai
And today, you know you're there.
You're the promise of a people, a blessing and a prayer.
Lalechet bidrachav v'lishmor mitzvotav kol hayamim.
May you walk in God's ways and may all of your days be blessings.

- **"Taking Your Place," Abigail Pogrebin**

Mitzvah Project Brainstorming Page

Work on this form with your parents to help determine your Mitzvah Project's focus

1) My interests are:

(for example – playing the flute, cooking, dance)

2) Just causes I am interested in:

(for example – homelessness, world hunger, cancer research)

3) Ways that I can make a difference:

(for example – volunteering, item collections, fundraising)

4) Final Plan of action:

5) Jewish lessons that can be learned from this:

(to be worked on with Rabbis)

LIST OF NONPROFITS

NONPROFIT / POVERTY RELATED	NOTES
<p>Family Promise Chicago Northshore http://www.fpcnorthshore.org</p>	<ul style="list-style-type: none"> ▪ Helps families who are homeless or at risk of becoming homeless by providing services, including day and night time shelters, needed to achieve self-sufficiency and stable housing
<p>A Just Harvest 7649 N. Paulina Street Chicago, IL 60626 773-262-2297 http://www.ajustharvest.org/</p>	<ul style="list-style-type: none"> ▪ Addresses poverty and hunger in Rogers Park and the Chicago community by providing meal and other services.
<p>Moat Chitim of Greater Chicago 7366 N. Lincoln Avenue, Suite 301 Lincolnwood, IL 60712 847-674-3224 www.maotchitim.org</p>	<ul style="list-style-type: none"> ▪ Delivers kosher holiday foods to families and individuals in need throughout the Chicago Metropolitan Community.
<p>The Night Ministry 4711 N. Ravenswood Ave. Chicago, IL 60640-4407 Phone: 773-784-9000 www.thenightministry.org</p>	<ul style="list-style-type: none"> ▪ Provides housing, health care, human connection and other services to members of the Chicago community, including teens, who are struggling with poverty or homelessness
<p>Rebuilding Together Metro Chicago PO Box 641250 Chicago, IL 60664 312-201-1188 www.rebuildingtogether-chi.com</p>	<ul style="list-style-type: none"> ▪ Preserves and revitalizes Chicago area low income homes and nonprofit facilities ▪ National Rebuilding Day—last Saturday in April each year, volunteers complete home repair projects for low income, disabled and elderly residents ▪ Give Back Day—repairing and improving schools, community centers, and nonprofit facilities

NONPROFIT / JEWISH ORIENTED AND/OR RELATED	NOTES
Israel Religious Action Center 13 King Davis Street PIB 31936 Jerusalem, Israel 972-2-620-3323 http://irac.org/	<ul style="list-style-type: none"> ▪ Public and legal advocacy arm of the Reform Movement in Israel ▪ Preeminent civil and human rights organization in Israel, advocating on behalf of broad, inclusive Israeli democracy
American Jewish World Service 45 West 36 th Street New York, NY 10018 212-792-2900 www.ahws.org	<ul style="list-style-type: none"> ▪ Dedicated to ending poverty and promoting human rights in the developing world ▪ AJWS is a top human rights funder worldwide
Jewish Council on Urban Affairs 610 S. Michigan Avenue Chicago, IL 60605 312-663-0960 www.jcua.org	<ul style="list-style-type: none"> ▪ Combats poverty, racism, anti-Semitism and other social justice issues Chicago.
The ARK 6450 N. California Avenue Chicago, IL 60645 773-973-1000 www.arkchicago.org	<ul style="list-style-type: none"> ▪ Creates a safety net for Jews in need in the Chicago area by providing social services and building bridges between volunteers and those in need

NONPROFIT / EDUCATION AND CHILDREN RELATED	NOTES
Bernie's Book Bank 28101 Ballard Drive Lake Forest, IL 60045 847-780-READ (7323) www.berniesbookbank.org	<ul style="list-style-type: none"> ▪ Bernie's Book Bank collects, processes, and distributes quality new and gently used children's books to significantly increase book ownership among at-risk infants, toddlers and school-age children throughout Chicagoland.
Special Gifts Theater http://specialgiftstheatre.org/	<ul style="list-style-type: none"> ▪ To provide children and teens with special needs a unique, creative drama experience enabling personal growth, while breaking down stereotypes related to disabilities within the community at large

<p>Special Olympics Chicago http://sochicago.org/</p>	<ul style="list-style-type: none"> ▪ Special Children’s Charities has been supporting Special Olympics Chicago programs since 1969. Created by Jack McHugh, Special Children’s Charities’ primary mission is to promote, foster and encourage physical and mental health and improvement for children and adults with intellectual disabilities and closely related developmental disabilities.
<p>Evanston YWCA Evanston Swims! http://www.ywca.org/</p>	<ul style="list-style-type: none"> ▪ <i>Evanston Swims!</i>, a partnership between YWCA Evanston/North Shore, McGaw YMCA, and District 65, seeks to remedy that need by providing all second grade children in Evanston with free water safety instruction and swim lessons.
<p>SPARK 223 W. Jackson Blvd., Suite 520 Chicago, IL 60606 312-470-4300 www.sparkprogram.org</p>	<ul style="list-style-type: none"> ▪ A national nonprofit that works with underserved 7th and 8th graders in neighborhoods with high dropout rates, keeping them on track and ready for success in high school and beyond through workplace based-apprenticeships that combine mentoring, project based learning skill building and career exploration life-changing apprenticeships to youth in underserved communities throughout the U.S.
<p>The James B. Moran Center for Youth Advocacy 1123 Emerson, Suite 203 Evanston, IL 60201 847-492-1410 www.moran-center.org</p>	<ul style="list-style-type: none"> ▪ Helps young people emerge from the juvenile justice system ▪ Provides low income Evanston youth and their families integrated legal and social work services to improve the quality of their lives at home, at school and within the community ▪ Recipient of Chicago Magazine Best Charities “One to Watch” 2015
<p>Alternatives, Inc. 4730 North Sheridan Road Chicago, IL 60640 773-506-7474 www.alternativesyouth.org</p>	<ul style="list-style-type: none"> ▪ Multi-cultural youth development agency that provides counseling, leadership development, substance abuse and violence prevention, and academic enrichment ▪ Facilitates personal development, strengthens family relationships and enhances community well-being

<p>Youth Job Center 1114 Church Street Evanston, IL 60201 847-864-5627 www.youthjobcenter.org</p>	<ul style="list-style-type: none"> ▪ Provides employment-related services for disadvantaged and at-risk youth in Evanston and Chicago, including job-readiness, placement and employment support in partnership with employers ▪ Provides direct placement and other support services for persons (up to age 25) who seek permanent jobs, and provides follow-up wrap around services
<p>The Kindness Connection 119 Central Park Avenue Wilmette, IL 60091 847-807-9340 http://www.thekindnessconnection.org/</p>	<ul style="list-style-type: none"> ▪ Promotes philanthropic volunteerism, focusing on age-appropriate volunteer projects for children in grades K - 6

NONPROFIT / ENVIRONMENT RELATED	NOTES
<p>Growing Home 2732 N. Clark Street, Suite 310 Chicago, IL 60614 773-549-1336 www.growinghomeinc.org</p>	<ul style="list-style-type: none"> ▪ Provides urban farm-based training for people with employment barriers, including job readiness and other support services, to help them achieve self-sufficiency ▪ Urban farms positively impact food dessert communities as well as individuals, including provision of healthy food options

NONPROFIT / MEDICAL RELATED	NOTES
<p>Les Turner ALS Foundation of CHicago 555 W. Touhy Avenue, Suite 302 Skokie, IL 60077 847-679-3311 www.lesturnerals.org</p>	<ul style="list-style-type: none"> ▪ Leader in patient services, advancing research regarding and providing education for persons with ALS and other motor neuron diseases
<p>Syrian American Medical Aid Society https://www.sams-usa.net/</p>	<ul style="list-style-type: none"> ▪ When the conflict in Syria began in 2011, SAMS expanded its capacity significantly to meet the growing needs and challenges of the medical crisis. SAMS has since supported healthcare throughout Syria, sponsoring

	<p>field hospitals and ambulances, training and paying the salaries of Syrian medical personnel risking their lives to save others, and sending lifesaving humanitarian aid and medical equipment to where it is needed most. SAMS also supports Syrian refugees in neighboring countries with critical psychosocial support, medical care, and physical therapy programs.</p>
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<p align="center">NONPROFIT / REFUGEE CRISIS</p>	<p align="center">NOTES</p>
<p>HIAS 333 Seventh Avenue, 16th Floor New York, NY 10001 - 5019 212-967-4100 Helpline: 1-800-HIAS-714 www.hias.org</p>	<ul style="list-style-type: none"> ▪ Formerly known as the Hebrew Immigrant Aid Society ▪ Formed in the late 1800s to assist Jewish refugees fleeing pogroms ▪ Now, HIAS is a humanitarian organization that helps refugees worldwide, regardless of religion or other background.
<p>Doctors Without Borders 333 7th Avenue, 2nd Floor New York, NY 10001-5004 212-679-6800 888-392-0392 http://www.doctorswithoutborders.org/</p>	<ul style="list-style-type: none"> ▪ Provides medical aid where it is needed most
<p>Jewish Coalition for Disaster Relief www.jdc.org</p>	<ul style="list-style-type: none"> ▪ Coalition comprising 49 Jewish agencies that responds to humanitarian crises worldwide ▪ Coordinated by the American Jewish Joint Distribution Committee ▪ HIAS and AJWS are members
<p>Syrian Community Network http://syriancommunitynetwork.org/web/</p>	<ul style="list-style-type: none"> ▪ The Syrian Community Network (SCN) was established by a diverse team of community members with intentions to aid and to assist in easing the resettlement of Syrian refugees. SCN is prepared and organized to support the anticipated influx of Syrian refugees scheduled for resettlement in the Chicagoland area.

Suggested Reading/Resources

Davis, Judith. *Whose Bar/Bat Mitzvah Is This, Anyway? A Guide for Parents Through a Family Rite of Passage*. New York: St. Martin's Griffin, 1998. WEINBERG F33 DAVI

Focusing on the psychological and developmental issues of the bar/bat mitzvah year, Dr. Davis shows how to create magic and meaning for the whole family.

Greenberg, Gail Anthony. *Mitzvah Chic*. Elkins Park, PA: Mitzvah Chic, LLC, 2003. WEINBERG F33 GREE
Provides a “new approach to hosting a Bar or Bat Mitzvah that is meaningful, hip, relevant, fun, and drop-dead gorgeous.”

Lewit, Jane. *The Bar/Bat Mitzvah Planbook*. Scarborough House, 1996. WEINBERG F33 LEWI

A complete guide to planning a bar or bat mitzvah covers every phase of this important Jewish ceremony, from planning a party and discussions of etiquette to preparing a child for the ceremony and understanding the synagogue service.

Rossel, Seymour. *A Spiritual Journey: The Bar Mitzvah and Bat Mitzvah Handbook*. West Orange, NJ: Behrman House, 1993. HODARI F33 ROSS

This handbook answers basic questions about the celebrations of Bar Mitzvah and Bat Mitzvah. Chapters include “Getting Ready,” “The Setting,” “The Ceremony,” “The Celebration,” and “Looking Ahead.”

Salkin, Jeffrey K. *Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Child's Bar or Bat Mitzvah*. Woodstock, VT: Jewish Light Publishing, 1992. WEINBERG F33 SALK

In a joining of explanation, instruction, and inspiration, Rabbi Salkin helps both parent and child feel more comfortable with the Bar/Bat Mitzvah and experience it more joyfully. The appendix includes “What Non-Jews Should Know about the Bar and Bat Mitzvah Service,” “A List of Places for Your Tzedakah,” and “Resources for Jewish Parents.”

My Jewish Learning – Bar/Bat Mitzvah

<http://myjewishlearning.com/lifecycle/BarBatMitzvah.htm>

Day of Service Planning Information

Parent's Letter: You have the option of contributing a *parents' letter* to be published in a 4-page bar/bat mitzvah program, to be distributed to guests as they arrive in the sanctuary. This must be submitted no later than 10 days prior to your event date.

Programs: Please inform the executive director of your approximate attendance two weeks prior to your event date, so that we may print programs accordingly. The programs include your parent letter, as well as your child's specific Torah portion in both Hebrew and English, so that your guests may follow along as your child reads from the Torah.

Hearing Loop: We offer a device for those who may have difficulty hearing.

Talit: If your child is going to wear a tallit, or prayer shawl, you will need to purchase this ritual garment in advance.

Flowers: If you are having flowers or any other deliveries, such as a dance floor or picture booth, please coordinate with the executive director to assure someone is at the building to receive them ahead of the event.

Contact Info

Rabbi Carlie Daniels

Email: cdaniels@sukkatshalom.org

Office: 847-251-2675 x12

Cantorial Soloist: Kenny Lyonswright

Email: klyonswright@sukkatshalom.org

Office: 847-251-2675 x13

Hebrew Tutor: Ronit Levy

Email: rlevy@sukkatshalom.org

Cell: 847-681-0956

B'nai Mitzvah Service & Social Hall Receptions Addendum

The temple Social Hall is available to host bar/bat mitzvah receptions following either morning or afternoon (Havdalah) services. The first step is to reserve the hall by filling out the **attached form** along with a deposit.

For Morning services, the temple building supervisor, will be on premises and the building will be open for caterers at 9 am, with services at 10:30 am, and receptions usually commencing at 11:30 am and finishing by 2:30 pm.

For Afternoon services, the building supervisor will have the building open by noon. The Afternoon services commence at 4:30 pm, with receptions from 5:30 pm to 8:30 pm.

For the service, you have the option of contributing a *parents' letter* to be published in a 4-page bar/bat mitzvah program, to be distributed to guests as they arrive in the sanctuary. In addition to your submitting the letter to the executive director no later than ten days prior to event date, you are also responsible for organizing ushers to greet and seat guests and to distribute programs. With your letter, please provide your best estimate of attendance so we know how many programs to print.

Flowers. If you are having flowers or any other deliveries, such as a dance floor or picture booth, please coordinate with the executive director to assure someone is at the building to receive them ahead of the event.

Catering. The temple only provides tables and chairs in the set-up of your preference or as directed by your caterer prior to the event date. Additionally, *if you specify it*, the temple will also provide coffee and tea service. **All other food, beverages, tableware, table linen and glassware and their own tools of the trade (knives, serving pieces, etc.), plus event staffing are the responsibility of the caterer.** The caterer may have full use of the kitchen and its appliances, including refrigerator/freezers, oven, stove, microwave, dishwasher, and ice maker. Everything the caterer brings in, they will also bring out. Temple staff will oversee final clean up and trash removal, but temple staff cannot perform food set-up, presentation or event service before or during any catered event. **Temple staff is onsite to guide and assist your caterer, not to execute the duties of your caterer. All catered events held in the temple Social Hall must include outside service staff to execute your event.**

Audio/Visual. The temple has a sound and AV system that you can access to play music and/or show videos or slideshows. Please coordinate with the executive director to schedule pre-tests of your equipment with our systems. Temple staff can assist with set up and your operation of equipment as needed on the day of the event as well.

Fee Structure.

Security. Every bar/bat mitzvah reception includes a mandatory security fee. We engage Houston Security Services to provide on-site security staff for a three-hour reception period. Please notify the executive director of the number of unaccompanied children you expect to attend the reception. The cost of security is \$320. If you wish, in addition, to extend the presence of the temple-provided armed security guard stationed in the temple foyer, the fee is an additional \$170.

Staff. Another required fee is the catering fee for temple staff to be on site for the duration of the event to assist the caterer, open and close the building, and assure clean up and quality control.

Social Hall. The fee for the Social Hall rental is \$1,250. If you also want to use the temple Foyer for a Kiddush or pre-reception gathering, there is an additional \$250 fee. The Social Hall is handicapped accessible by elevator. And the temple itself has ramp access to the main entry.

Questions? Contact the executive director, 847-251-2675, aschultz@sukkatshalom.org

**Rental Agreement
Between Congregation Sukkat Shalom
and Member or Renter**

THE "AGREEMENT" is between Congregation Sukkat Shalom, Wilmette, Illinois and _____ (The "Member or Renter"), for the use of _____, located at Congregation Sukkat Shalom, 1001 Central Ave. Wilmette, Illinois.

1. **Rental Agreement and Fee.** Congregation Sukkat Shalom will make available for the Member or Renter's use the _____ (the "Premises") from _____ to _____ (specific "Times") for the purpose of _____ (the "Function") on the _____ day _____ [month], _____ [year].

In consideration of the Premises, the Member or Renter will pay Sukkat Shalom a fee of \$ _____ ("room rental fee.") The deposit of \$ _____ (50% of fee) is due at time of reservation and the balance is due in full thirty (30) days prior to the Function. Charges for any special services are due at the same time unless other arrangements have been made with the Temple Office.

*Please be advised of all additional fees.

*Catering Fee - There is a Caterer Fee of \$175

*Security Fee – required chaperone security for the celebratory event, not the service, is \$320; worship service security is provided by the congregation at no charge. However, to extend armed security, in addition to chaperones, for the duration of the reception, is an additional \$170

*Maintenance Fee – additional fees may be levied if the scope of a party requires additional clean up and house staff time

Congregation Sukkat Shalom and the Member or Renter have signed this Agreement on the _____ day of _____, 20____.

By: _____ Date _____.

_____ Date _____.

Member or Renter

Please sign a copy of the Rental Agreement and return it with your deposit payment to:
Congregation Sukkat Shalom
1001 Central Ave.
Wilmette, Illinois 60091
If you have questions, please call (847) 251-2675