

YOUR BAR/BAT MITZVAH HANDBOOK



"At the age of maturity one
is obligated to observe the
Mitzvot..."

Pirke Avot 5:25-26

CONGREGATION OF
REFORM JUDAISM



Letter to Bar and Bar Mitzvah Candidates

Dear Bar or Bat Mitzvah Candidate,

Congratulations for having reached this very important point in your Jewish life. You are about to go through a process of transition, where you will become a member of the Jewish community. You will no longer be only a student, but now will also be a teacher; no longer a child, but a young adult in the eyes of the members of Congregation of Reform Judaism. This means that we will ask you to take on even greater responsibility in our congregation, like reading from the Torah, leading Services, and doing all of the other Mitzvot that a Jew is required to do.

One of the most important Mitzvot is Tzedakah, making the world a better place by helping others. Therefore, we will ask you to choose a year long Mitzvah Project to do. You will choose it yourself and you will carry it out yourself. It is yours to do to prove to yourself and to your congregation that you can make a difference.

During the year prior to your Bat or Bar Mitzvah you will meet with us to talk about this big change in your life, to study your Torah portion, prepare your service, write a speech, discuss your Mitzvah project, and just get to know each other a little better. You will also be helped by tutors and teachers to prepare for your service and to understand what it means to become a Bat or Bar Mitzvah.

We are here to help you in any way we can as you prepare for this very important day in your life. Both you and your parents should read through this booklet as it will tell you the important things you need to know about your Bar or Bat Mitzvah.

We at CRJ are very proud of your choice to become a Bar or Bat Mitzvah and look forward to welcoming you into the congregation as our newest member.

Mazal Tov!

Steven W. Engel
Rabbi

Jacqueline Rawiszer
Cantor

Sheryl Sacharoff
Director of Education

WELCOME TO THE CRJ BAR OR BAT MITZVAH PROGRAM!

GOALS OF THE PROGRAM

1. For YOU to understand what it means to become a Bar or Bat Mitzvah.
2. For YOU to feel responsible for your own Judaism through the performing of Mitzvot.
3. For YOU to form a sense of community with other Bar or Bat Mitzvah students.
4. For YOU to build a closer relationship with the professional staff.
5. For YOUR family to be invested in the Bar or Bat Mitzvah preparation process.

OBJECTIVES OF THE BAR OR BAT MITZVAH PROGRAM

1. For YOU to understand what it means to become a Bar or Bat Mitzvah

You will:

- A. Meet with the Rabbi and discuss the meaning of Bar or Bat Mitzvah.
- B. Read materials given to you related to Bar or Bat Mitzvah.
- C. Participate in family activities related to Bar or Bat Mitzvah.

2. For YOU to feel responsible for your own Judaism through the performing of Mitzvot

You will:

- A. Be able to practice the mitzvah of **PRAYING** (Tefillah)
 1. By studying the meaning and significance of Jewish prayers and praying.
 2. By attending Shabbat Services on an ongoing basis.
- B. Be able to practice the mitzvah of **LEADING THE COMMUNITY IN WORSHIP** (*Shaleeach Tzibur*)
 1. By leading an entire Shabbat Service from beginning to end for your congregation in Hebrew and English. This will include reading/chanting the morning Shabbat liturgy and teaching a lesson from the Torah.
- C. Be able to practice the mitzvah of **STUDYING** (*Talmud Torah*)
 1. By preparing for the leading of a Shabbat Service
 2. By reciting or chanting at least 12 verses of Torah.
 3. By studying with the Cantor and tutor, one year prior to becoming a Bar or Bat Mitzvah.



- D. Be able to practice the mitzvah of **TEACHING** (*Lilomayd Torah*)
1. By preparing and presenting a D'var Torah (speech/spoken lesson).
 2. By tutoring fellow Bar or Bat Mitzvah students.
- E. Be able to practice the mitzvah of **ACTING JUSTLY** (*Tzedakah*)
1. By planning and participating in an individual or group Mitzvah project (service project) for your Temple or greater community.

- F. Be able to practice the mitzvah of **STUDYING FOR IT'S OWN SAKE** (*Torah Lishma*)
1. By re-reading his/her Torah portion every year on the anniversary date.
 2. By committing to continue your formal Jewish education through attendance at Beit Hamidrash and other Jewish programs.

3. For YOU to form a sense of community with other Bar or Bat Mitzvah students
You will:

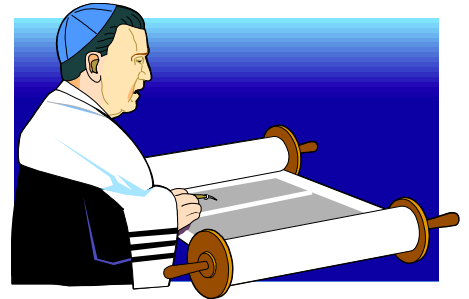
- A. Study with other Bar or Bat Mitzvah students in Chevruta Class taught by the Rabbi.
- B. Participate in group activities for Bar or Bat Mitzvah students.
- C. Attend one another's Shabbat services/Bar or Bat Mitzvah.
- D. Celebrate in one another's Bar or Bat Mitzvah.

4. For YOU to build a closer relationship with the professional staff.

- A. Meet with the Rabbi, Cantor and tutors on an ongoing basis during the Bar or Bat Mitzvah year.

5. For your family to be invested in the Bar or Bat Mitzvah preparation process the Bar or Bat Mitzvah family will:

- A. Participate in interactive family activities.
- B. Attend family meetings with the Rabbi.
- C. Assist with the individual and/or group Mitzvah process.
- D. Attend 7 Shabbat services throughout the year
- E. Attend assessment and tutoring sessions with the Cantor.



YOUR BAR OR BAT MITZVAH PROGRAM

A. THE TWO COMPONENTS OF OUR INTEGRATED BAR OR BAT MITZVAH PROGRAM

1. YACHEED (Individual Track)

- You will have individually scheduled regular appointments with the Rabbi and Cantor or tutor assigned by the Cantor.
- You will begin approximately one year from the date of your Bar or Bat Mitzvah.
- You will have to prepare at home and recite/chant the assigned work at these meetings.
- You will learn to chant the Torah portion, Haftorah and prayers through guidance

from the Cantor and/or assigned tutor.

2. YALE – Chevruta Class

- Participants will meet on Mondays from 5:30pm-8:00pm.
- This is an interactive and experiential program for 7th-12th graders leading up to 12th grade Confirmation.
 - Together, 7th-12th graders will enjoy dinner provided.
 - The remainder of the evening has 2 exciting components:
 - Youth group programming incorporating innovative, fun and diverse social programs!
 - Chevruta class with Rabbi Engel, where the students will choose Mitzvot they think are most important and then learn about them and DO them! Some of the Mitzvot are done off-site.



B. EXPECTATIONS OF THE BAR OR BAT MITZVAH STUDENT

1. Have attended CRJ Hebrew School (or another Jewish School as approved by the Rabbi and Director of Education) for at least four years prior to Bar or Bat Mitzvah date.
2. Attend a minimum of seven Friday and seven Saturday Shabbat Services during the Bar or Bat Mitzvah year.
3. Make a commitment to meet in class or individually during the Bat or Bar Mitzvah year.
 - A. Attend *Yacheed (tutoring)* for a full year before the Bar or Bat Mitzvah date.
 - B. Complete your sixth grade year and continue in the YALE program as you prepare for the Bar or Bat Mitzvah date.
4. Make a commitment to do all assigned work at home and come prepared to classes and individual meetings.
5. Make a commitment to plan and carry out a Mitzvah Project.
6. Make a commitment to donate to a charitable cause in honor of your Bar or Bat Mitzvah.
7. Make a commitment to continue your Jewish education by participating in such things as our NFTY groups, our madrichim program, and teen educational enrichment offerings.

C. WHAT HEBREW PRAYERS/READINGS YOU ARE EXPECTED TO KNOW

(Pages from Mishkan Tefilah)

Recite the B'divrei Torah Prayer - pg. 86	**Chant Kedusha - pg. 130
Chant the Miracles of Everyday - pg. 80-84	Chant Yismechu pg. 132
Chant the Reader's Kaddish - pg. 106	Chant the Torah Blessings - pp. 250
Chant the Barchu - pg. 108	Chant the Haftarah Blessings - pp. 254
Recite the Yotzer - pg. 110	Chant the Torah portion without vowels
**Chant Ahavah Rabah pg. 112	Chant the Haftarah portion - text length varies three or more verses.
Chant Shema - pg. 114-115	Write and present a lesson from the Torah (D'var Torah)
Chant the V'ahavta - pg. 116	
Chant the Avot V'Imahot - pg. 124-126	
Chant the Gevurot - pg. 128	
Chant L'dor Vador - pg. 130	**optional additional prayers

D. CHOOSING YOUR TORAH PORTION

At your first appointment with the Rabbi you will be given a Torah portion in English to read with your parent(s). You are to select 10-15 verses from the portion to read on the day of your Bar or Bat Mitzvah. Parents are required to attend meetings scheduled with the Rabbi and your child. These are special moments of the Bar or Bat Mitzvah preparation.



At your next appointment with either the Rabbi or Cantor you will receive your Torah portion in Hebrew; both with vowels and without. You will be instructed on how study your Torah portion.

E. EXPECTATIONS OF THE BAR OR BAT MITZVAH FAMILY

1. Make a commitment to participate in the parts of the process that require family participation.
2. Make a commitment to be a member in good standing of Congregation of Reform Judaism.
3. Make a commitment to be supportive in ensuring that the Bar or Bat Mitzvah student carries out his/her commitments.

F. THE MITZVAH PROJECT

You are about to become a Bar or Bat Mitzvah. Becoming a Bar or Bat Mitzvah is much different than having a Bar or Bat Mitzvah. "Being" sounds like someone else does it to you. The word "becoming" sounds like you do it yourself, for yourself, which involves a series of events and that does not just suddenly magically happen. In fact it will take a lot of work and determination on your part.

You are not only becoming a Bat or Bar Mitzvah but you are also becoming a more mature and responsible person. Part of this is being able to look beyond yourself to others around you and to others in the world. You are becoming a person who can change the world by making it a little bit better. As part of your Bar or Bat Mitzvah you are to pick a Mitzvah Project to do during the year. It should be something you decide to do (Some suggestions will be found in your Bar or Bat Mitzvah folder) and you should spend an average of about three hours a month doing it. Be creative with your idea and work out all the details about how to carry it out. You can work on your Mitzvah project with others. We will discuss it many times over the next year. Good luck and be proud of what you do - it is very important.

G. TUTORING/APPOINTMENTS

Given the great number of Bar or Bat Mitzvahs at CRJ the Rabbi, Cantor, and tutors are very busy meeting with students. It is, therefore important that you show up for your weekly appointments with them - on time. If an emergency arises and you cannot make your appointment please call the Temple and your tutor as soon as possible to let them know.

Unexcused Absences

If a student misses a scheduled appointment and no one calls to inform the office, it will be considered an unexcused absence. You are permitted **ONE** unexcused absence, after which any subsequent unexcused absence will require you to pay the hourly tutorial fee.

Excused Absences

If a student misses a scheduled appointment and the office receives a call informing them that he/she will not be able to attend that will be considered an excused absence. You are permitted **THREE** excused absences, after which any subsequent excused absence will require you to pay the hourly tutorial fee.

General Information

We believe that you should lead the Service to the best of your ability. To accomplish this we will begin your preparation a year in advance of your Bar or Bat Mitzvah date. In addition:

1. At your first meeting with the Rabbi you will receive a Bar or Bat Mitzvah folder with a lot of materials to help you prepare. Inside you will find a Book about the meaning of Bar or Bat Mitzvah, a copy of your Torah portion in English, a copy of your Haftarah, information about tutoring appointments, a copy of the service, and the link to all the prayers and blessings on the CRJ website.
2. Your first few individual meetings will last approximately 30 minutes every week. As we get closer to the date the time will increase to one hour. After each session you should write down your assignment for the next session.
3. Parents are asked to attend ALL of the meetings with the Rabbi. They are not required to, but may attend any of your other meetings if they wish to.
4. About three months before your Bar or Bat Mitzvah you will begin to work on your speech and at about six weeks before you will go into the sanctuary and practice the entire Service.
5. Bar or Bat Mitzvah Rehearsals may last between 1 and 2 hours, and take place a few weeks prior to the actual date.

The Cantor will assign a tutor for the student at the beginning of the process. You must be tutored only by tutors approved to work in the Bar or Bat Mitzvah program. The use of private tutors outside the program will not count as participation in the program and will make you ineligible for Bar or Bat Mitzvah at CRJ. If additional tutoring is needed this will be arranged as part of the normal preparation process through the Cantor.

H. YOUR D'VAR TORAH

Your D'var Torah is a very important component of becoming a Bar or Bat Mitzvah. It demonstrates that you have connected the words of your Torah portion to your life. You are literally teaching from Torah and should gauge your attention to this task accordingly. Here are some guidelines for constructing your talk:

1. Read over the English of your Torah portion. Try to find one word, thought or idea that is meaningful and interesting to you.
2. Make your D'var Torah personal. Share something that happened to you or

someone you know.

3. First, just write down your thoughts. Don't worry! Later on the Rabbi and Cantor will help you with the structure, grammar and making it sound like a D'var Torah.

Here is a sample outline to follow as you put your thoughts down on paper. Feel free to make your own outline.

PART ONE In your own words write five to six sentences about what is happening in your Torah portion.

PART TWO One thing you learned in my Torah portion is...

PART THREE Three points you want to make about this...

PART FOUR One thing my Torah portion is asking us all to do is...

PART FIVE I would like to thank so and so for...

PART SIX I would like to thank God for...

HONORS & BIMA INFORMATION

There will be many opportunities to make this important event in your life a family event. Below is an honor sheet to fill out so that your family & friends can participate in the service. Following are the honors that you can give to them & some information the Rabbi will need to call them up for their honor.

THIS IS A SAMPLE ONLY

You will be sent an Honors & Bima Information Sheet electronically, six weeks prior to your Bar/Bat Mitzvah date. You will be asked to fill it out and send it back electronically.

Sheet must be returned to Arlene Blackmore, ablackmore@crjorlando.org

***Color paper must be supplied by parents. Please give Arlene two reams of paper.

** Denotes parts that may be assigned to non-Jewish members of the family. Family A & B assigned by last names. Family A=Last Name Closer to letter A

HONORS & BIMA INFORMATION

ENGLISH NAME OF BAR/BAT MITZVAH *as you wish to be called up to the Torah*

ENGLISH NAMES OF PARENTS *as you wish to be called up to the Bima*

HEBREW NAME OF BAR/BAT MITZVAH

HEBREW NAME OF FATHER

HEBREW NAME OF MOTHER

✧ FRIDAY NIGHT HONORS ✧

CANDLE BLESSING (Family A)

KIDDUSH BLESSING (Family B)

✧ SATURDAY MORNING HONORS ✧

USHERS (CRJ members) (At least one from family A and one from family B)

English Reading on page 119 or page 121 (Pick one reading) ** (1-3 people from family A)

English Reading on page 134 or page 135 (Pick one reading) ** (1-3 people from family B)

OPENING AND CLOSING OF ARK DOORS (while parents speak to Bar/Bat Mitzvah)

(1-2 from family A and 1-2 from family B)

OPENING AND CLOSING OF ARK DOORS (while passing Torah through generations) (1-2 from family A and 1-2 from family B)

TORAH BLESSINGS IN HEBREW (1-2 from family A and 1-2 from family B)

TORAH ORNAMENTS 2 people from family A, 2 people from family B)

PRAYER OF GENERATIONS (*Usually parents and grandparents, but can be older relatives*)

CLOSING of ARK DOORS (Aleynu) ** (1-2 from family B) (1-2 from family A)

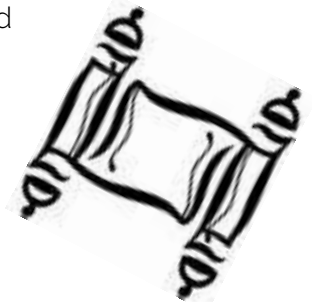
KIDDUSH (1-2 from family A)

HAMOTZI (1-2 from family B)

THE WEEKEND OF YOUR BAR OR BAT MITZVAH

A. THE SERVICE ITSELF

1. During the Service right after the Torah is taken out of the ark your parent(s) will stand facing you and say something to you that they have written.
2. Regardless of whether or not your parent(s) are the ones who recite the Torah blessings they will be called up to the Bima to stand next to you while you read from the Torah for the first time.
3. A service supplement will be prepared that will list the order of the service and the names of those participating. It also contains a page explaining the Service and what will occur during it. You and your parent(s) will have the opportunity to see the brochure and explanation sheet before your Service in order to proof and add anything you would like.
4. In order to maintain the authenticity of our Jewish service and to be sensitive to family members who are not Jewish, we hope you will find the following guidelines to be helpful. We want everyone to feel comfortable and a part of the service:
 - A. For Friday both parents are invited to come up to the Bima to do the blessings over the candles and wine. However a Jewish member of your family can light the candles and say the blessings. The other readings are available to everyone.
 - B. Non-Jewish family members may read prayers in English on Page 119, 121, 134, or 135 (choose 2). Non-Jewish family members may not open the Ark Doors or dress/undress the Torah.
 - C. The passing of the Torah is an important moment. Therefore your non-Jewish parent may stand on the Bima next to you while the Torah is passed so that they can share in this important moment. However, the passing of the Torah is reserved for those who are Jewish.
 - D. If your mother or father is not Jewish they will still participate in the regular parts of the Service done by parents, namely saying personal words to you and standing with you as you read from the Torah.



**B. EREV SHABBAT SERVICE (FRIDAY EVENING) –
THE WARM-UP FOR YOUR BAR OR BAT MITZVAH**

At Friday evening's service your family will be invited to lead the congregation in the blessings over the Shabbat candles and/or the wine (Kiddush). You will be invited to choose a favorite prayer to chant at Friday night's service. You and your parents will sit with the rest of your family and guests in the pews. As previously discussed, your family will sponsor the Oneg Shabbat following services.

**C. SHABBAT MORNING SERVICE -
YOUR FAMILY'S PARTICIPATION IN THE SERVICE**

1. You and your family must be at the Temple no later than 9:00 am. (See below for additional info regarding photography). *At 9:30 am the Rabbi will meet with all of the guests who are participating in the Service on the Bima, to go over their parts in the Service.* The family will meet in the Rabbi's office at 9:40 am. At that time you will recite the blessing for the tallit and the Rabbi and Cantor will recite a prayer with you and your family. The Service will begin promptly at 10:00 am, beginning with the parents and Bar or Bar Mitzvah walking into the service together.

2. Your parents will sit in the front rows of the pews where they will be able to see you better.



D. PROFESSIONAL STAFF

The Rabbi and the Cantor will spend considerable time meeting with you to prepare you for your Bar or Bat Mitzvah. They will work hard to make sure that you receive the help you need and that your service is meaningful and personal. They will also be with you before, during and after the service at CRJ. While our professional staff have a strong commitment to the religious aspects of your Bar or Bat Mitzvah they also have family commitments. In trying to be sensitive to both commitments and given the number of Bar or Bat Mitzvah at CRJ we have come to an understanding about their attendance at the parties outside of CRJ following the morning service. If a luncheon is held immediately after the service at the Temple they will usually attend. However, if a party takes place outside the temple, and not immediately after the service they will not normally attend. We ask for your understanding about the need to have personal time and spend time with one's family. As such, our continued sensitivity to one another's needs creates the kind of relationships and congregation that we all hope for.

Sample Explanation of Service to be included in your Shabbat morning Supplement (Feel free to change or add to the text)

At the age of maturity, a Jewish boy or girl accepts the responsibility for observing the religious commandments of Judaism by becoming a Bar or Bat Mitzvah. It marks the beginning of his or her passage into Jewish adulthood. From this time onward, _____ will be expected to assume responsibility for his actions, religious decisions, and to contribute to the welfare of the community.

_____ has worked and studied diligently to prepare for this day. It is a very important milestone in his life. He has attended Hebrew School and Religious School over the years and then focusing this past year, on learning how to read from the Torah, chant the prayers, lead the service, and teach a lesson based upon his own insights and thoughts.

Bar Mitzvah means "son of the commandment." Bat Mitzvah means "daughter of the commandment." It marks the onset of adolescence. Jewish sons/daughters become Bar or Bat Mitzvah when they are about 13 years old. The ceremony is the culmination of a period of study including history, Hebrew language, theology, text study and Jewish customs. Greater Jewish responsibilities are assumed at this time, along with some privileges, such as being called to the Torah, wearing a Tallit (prayer shawl) and being counted in a quorum (minyan) for prayer.

In Jewish tradition the Sabbath is a day of rest, worship, celebration, and study. It is a time when we put aside weekday concerns and focus on spiritual renewal. The yarmulke (kippah in Hebrew) is a skullcap worn by Jews during prayer and at other times, as a sign of reverence before God. The prayer shawl (tallit in Hebrew) is worn as a reminder to observe God's teachings and to thereby achieve holiness. The fringes (tzitzit) are what gives the prayer shawl its religious significance. The tzitzit and their knots add up to 613, reminding us of the 613 commandments identified in the Torah.

At the front of the sanctuary is the ARK, which represents the original Holy Ark that was built to hold the tablets of the Ten Commandments Moses brought down from Mt. Sinai and was found in the original Temple. Our ark houses the sacred Torah scrolls of our congregation.

The ETERNAL LIGHT hangs above the ARK and is never permitted to go out. It signifies the everlasting presence of God among us.

The Sabbath morning service includes introductory psalms, the Shema (affirmation of Faith) with various blessings, and the Tefillah prayer service signifying God's place in history, God's power and God's holiness. The Torah reading then follows. Torah means "teaching." Each Torah Scroll contains the Pentateuch (the five Books of Moses) inscribed on handmade parchment by religious scribes. The reading of the Torah is the highlight of our Shabbat morning service and is what makes a person officially Bar or Bat Mitzvah. A prescribed portion is read each week so that the entire Torah is read in the course of each year. In fact, the Torah portion read

by _____ today is the same one that will be read by all of today's Bar or Bat Mitzvahs throughout the world.

ALIYAH means "going up". Before _____ reads from the Torah, friends and relatives will have the honor of being called up to bless the Torah by reciting a prayer.

After the Torah reading, _____ will read a passage from another part of the Bible, from the prophets. This is called the Haftarah, or "additional" reading. The Haftarah is usually related in some way to the ideas in the Torah portion. _____ will chant a portion of the Haftarah. Afterward, he will comment in English on the lessons of his Torah and Haftarah portions.

After the Torah reading, the scroll is carried in a procession (Hakafah) around the Temple to a song of praise. Jewish worshippers have a chance to touch the Torah with their Tallit or prayer books to be reminded of their connection to the text and its significance in their lives.

The MOURNER'S KADDISH will be recited near the end of the service. This is a prayer in which we recall the memories of those dear to us who are deceased. It is a tradition for all present to stand so as to remember those who have passed, not only those in our personal lives, but, also those who perished in the Holocaust and in the State of Israel.

Concluding the service is the blessing over the wine, the Kiddush which means sanctification, and the wine symbolizes joy. We then say the Motzee, the blessing over the challah (braided bread) which reminds us of our connection to one another and that we are obligated to celebrate with food.

As the service concludes it is customary to say "Shabbat Shalom" (Sabbath of Peace) and then wish _____ "MAZEL TOV", which means Congratulations!!!

We hope that this explanation will make our Shabbat Service more meaningful and enjoyable for you. We are very happy that you are here to share this very special day with us.

Shabbat Shalom,

The family of the Bar or Bat Mitzvah

We want you to be involved in and enjoy the service. You can help us in the following ways. It is customary to face the Torah, and not to have your back to it, as it makes its way around the sanctuary. The parts printed in italics in the prayer book are for you to join in. If you are not familiar with Hebrew, a transliteration, Hebrew written in English, can be found below each prayer. In order to maintain the sacredness of our service please turn off all cell phones, pagers, and electronic devices including cameras, and video cameras.
Thank you.

Bar or Bat Mitzvah Time Line

1 YEAR

- Initial meeting with the Event manager to go over weekend details
- If you are having your celebration at the temple, reserve the date with a \$100 deposit and complete a Facilities Agreement and return to the Event manager
- You will be contacted by letter regarding meetings scheduled with the Rabbi and Cantor. Once the Cantor assigns a tutor, you will be contacted by her assistant to set up all sessions for the year ahead
- *Bar/Bat Mitzvah fee must be paid in full or financial arrangements to CRJ must be made with the Executive Director before the first appointment with the Rabbi.*

6 MONTHS BEFORE

- Choose invitations (25% discount for CRJ members, hfrbecker@aol.com)
- Purchase a Tallit (available in the CRJ gift shop, ellsny@cfl.rr.com)
- ALL current membership obligations must be current

2-3 MONTHS BEFORE

- Schedule an appointment with the Event manager (jbegani@crjorlando.org) to finalize plans, re: Family Dinner, Oneg or Kiddush Luncheon. If applicable, complete Facility Agreement and pay in full at this time.
- Picture of Child and paragraph for the Chai sent to jbegani@crjorlando.org
- Order Kippot (optional – email Julie at createyourevent@gmail.com to order)

4-6 WEEKS BEFORE

- Sanctuary Rehearsals begin
- Caterer's Liability and Security Deposit MUST be returned (if applicable)
- Parents and Bar or Bat Mitzvah should attend a minimum of two Friday night and Saturday morning services together.

2 WEEKS BEFORE

- Confirm room set-ups with the Event manager/Caterer
- Order a one-pound challahs and a five-pound challah. We suggest purchasing from Bagel King Bakery in Casselberry – if you are not working with a Caterer
- Purchase two 64-oz. containers of white grape juice
- Return Honors Sheet via email to ablackmore@crjorlando.org, supply office with 2 reams of paper (500 sheets) in your choice of color

WEEK OF

- Parents attend family rehearsal
- Proof the completed Service Supplement
- Create/Drop off Baskets for the Bathrooms & Kippot (optional)

FRIDAY MORNING

- Family responsible for providing dessert/fruit platters and table covers arrive by 9:30am to drop off /create platters.
- Bring challahs and grape juice
- Quantity of Oneg Food (see service guidelines enclosed)
- Soda and Creamer (optional)
- CRJ provides serving platters, doiles, gloves, plastic wrap (if needed)
- CRJ sets up tables, supply paper goods, and coffee

FRIDAY NIGHT

- Arrive at temple 30 minutes prior to beginning of Shabbat Service
- Remove and package food from Oneg tables, upon completion of Oneg
- Your family will be participating in the Shabbat Service that evening. You will be lighting Shabbat candles or sating the blessing over the wine, or both. Your child will be given a special prayer to recite.
- You are welcome to host a Shabbat family dinner at CRJ. There is a fee to rent a room and a preferred Caterer could prepare your meal.

SATURDAY

Photography - No photography during the service

Family Portraits: Double - Family A at 8:15 am & Family B at 8:30 am | Single - 8:30 am

Clergy Photos and Torah: 9:00 am

Family Blessing/Tallit: 9:40am

Videography

Must be a preferred Vendor with CRJ

Unmanned Camera only

Timing

Rabbi meets with Honors people @ 9:30

Service starts @ 10

Service ends for Single B'nai Mitzvah at 12:00/12:15 | Double B'nai Mitzvah at 12:30/12:45

Kiddush Luncheon

Open to everyone, Caterer must be on approved vendor list

If there is no luncheon scheduled at CRJ Challah/Motzi and Grape Juice in Hallway

- Bring Kippot, prayer book, D'var Torah, Haftorah, English translation of Torah portion, Tallit and Kippah, and any other pertinent material

PLANNING AHEAD

GENERAL INFORMATION

A. BAR OR BAT MITZVAH FEES

There is a Bar or Bat Mitzvah fee of \$1500 which covers a part of the costs associated with your participation in the Bar or Bat Mitzvah Program. These include items such as tutoring, prayer books, CD's and other materials that you will use in your preparation. The remainder of the costs is greatly subsidized by CRJ. Arrangements to pay must be made one year prior to the Bar or Bat Mitzvah, in order for your child to enter YALE. This fee must be paid before you begin your training (a year before your Bar or Bat Mitzvah date). If there is a situation that poses a hardship, parents must contact the Executive Director to make special arrangements.



In addition, please remember that your account must be in good standing prior to entering the required YALE program

If you would like to rent a room for your celebration, please see the Event manager to check date availability. Many families host a Shabbat Family Dinner on Friday night, as well as a Kiddush Luncheon following services on Saturday. A Facility Agreement and Fee Schedule are included (prices subject to change). A \$100 deposit is required to hold the space.

B. APPROPRIATE DRESS

The sanctuary is a place where we attempt to create an atmosphere of sanctity and respect. It is expected that people seated on the Bima and participating in the service, including those who are given honors, will dress appropriately. This means that men are expected to wear a coat and tie and that people should dress modestly. It is customary to wear a Tallit and a Kippah when you participate in a Service and is requested when participating in the ritual of reading from Torah.

C. CONDUCT

Part of the Bar or Bat Mitzvah process is learning to conduct yourself as a responsible Jewish person. This means that your behavior towards others in your community should be exemplary in worship, class and in social settings. We have high expectations for you and we know you will meet them.

D. SHARING YOUR BAR OR BAT MITZVAH

Even though you may be sharing your Bar or Bat Mitzvah with someone else you will be preparing for it as if you will be leading the service on your own. A few months before your Bar or Bat Mitzvah you will meet with the person you are sharing with along with the Rabbi or Cantor and decide who will be doing what parts of the service and what honors each family will be assigned.

At the first Bar or Bat Mitzvah rehearsal with either the Rabbi or the Cantor, the service will be broken down equitably between the Bar or Bat Mitzvah. You will each read your own Torah and Haftarah portions, present your own D'verei Torahs;

each have your parents speak to you and each receive an individual blessing from the Rabbi and the Cantor.

E. ANNOUNCEMENTS/INVITATIONS



Becoming a Bar or Bat Mitzvah is not in and of itself a religious service, nor are the Shabbat services being conducted because of the Bar or Bat Mitzvah. The reverse is true. You will become a Bar or Bat Mitzvah by participating in the Sabbath services. Were there no Bar or Bat Mitzvah scheduled, the services would still be conducted and the portions read by you would be read by some other adult member of our congregation. We want the simcha of your Bar or Bat Mitzvah to be seen as a community event, a congregational event and not as a private service. *Therefore, we strongly encourage you to extend an informal invitation to the entire congregation to attend the service. We also encourage you to invite your entire Bar or Bat Mitzvah (Chevruta) class to attend your Bar or Bat Mitzvah service and party.* The CRJ office can give you this information.

Invitations are available at a discount in the Sisterhood Gift Shop. The shop has a beautiful selection of invitations to choose from and the cost for invitations is competitive. Kippot and tallitot, napkins and other party favors that can be personalized, as well as beautiful gift items are available for purchase. For more information contact Ellen Snyder at ellsny@cfl.rr.com.

F. ONEG SHABBAT - Following Erev Shabbat Service Friday Evening

The Oneg Shabbat celebrates Shabbat with desserts and refreshments at the conclusion of the service on Friday evening. The entire congregational community and guests are invited to this reception sponsored by the parents or family of each Bar/Bat Mitzvah. If the date coincides with a special service or other lifecycle events there may be co-sponsors sharing the Oneg Shabbat with you.



The temple provides all paper goods (including cups, plates, napkins, cutlery), as well as coffee. Feel free to bring 10 – 15 two-liter bottles of soda. Traditionally baked goods are served such as brownies, rugalach, cookies, etc. A fruit platter is a nice addition to the Oneg Shabbat as well. There is a range of 10-200 people attending the Friday night service. Please plan on three pieces of pastry/cookies per person. There are five different Friday evening Shabbat Services based on the date. A list of Shabbat Services is included in this packet listing a description of the various services.

It is the family's responsibility to make the food trays, bring table covers and table decorations (optional) for the Oneg. We suggest that you invite friends and/or family members to help in the preparation and to arrive at 9:30 am on Friday morning. If your caterer is coordinating the Oneg please ask them to arrive at 9:30 am as well. The finished platters are covered in plastic wrap and set on the tables in Goldman Social Hall (or the Butterfly Garden). The maintenance staff will

remove the plastic and set up the rest of the Oneg (the drinks, paper goods, etc.)

On Friday night, when the Oneg is over it is the family's responsibility to remove all the food and package it. There are some aluminum trays and Ziploc bags in the kitchen for your convenience. (You are welcome to leave some goodies behind for the staff or for future events!) The synagogue will provide maintenance staff to clean up the remainder of Goldman Social Hall.

Decorations - You are free to decorate the tables; however, no decorations or displays may be used which require fastening to the walls, ceilings or doors, including any kind of tape, staples, nails/tacks, rope/strings, etc.

- *Loose unwrapped candy (M&Ms, etc.) and confetti and bubble gum are not permitted.*

- Lighted candles are strictly prohibited.

- No mylar balloons are permitted, only latex

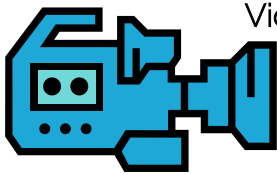
To make additional arrangements for the Oneg Shabbat, please ask questions during your meeting with the Event Manager.

G. PHOTOGRAPHY/VIDEOGRAPHY/INTERNET STREAMING/ TORAH CAMS/SCREENS & PROJECTORS

Photography - formal pictures may be taken in the Sanctuary on Saturday morning. If you are sharing your Bar/Bat Mitzvah date, one family should plan to begin at 8:00 am, the other at 8:30 am. For a single Bar/Bat Mitzvah the family should plan to begin at 8:30 am. The Rabbi and Cantor will be available from 9 - 9:30 am for photos. All taking of pictures must be completed by 9:30 am without exception.

The Torah may not be taken out of the Ark without the Rabbi or Cantor's supervision

During the service the use of cameras or camera phones with or without flash is strictly prohibited in the Sanctuary.



Videography - CRJ is pleased to offer professional grade audio/visual equipment which includes three robotic cameras and our Torah cam for an up close look at the Torah reading. It may be used by a professional videographer who is a preferred vendor of CRJ. No videography of any kind is allowed during the Bar/Bat Mitzvah Service unless pre-approved by CRJ staff. Before signing a contract, please contact the Event Manager to determine if your Videographer is a preferred vendor.

Torah Cam - Experience the Torah reading "up close" as the Torah is shown on two large screens. You can see the Bar or Bat Mitzvah's hand move across the text with the yad and as they touch the Torah with the Tallit fringes. (Included in Videography rental fee)

Internet Streaming - Live streaming of the service for those relatives or friends who are unable to be here in person due to distance, infirmity or other commitments is

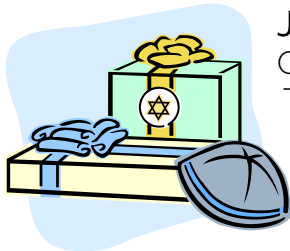
available. They can experience your son's or daughter's Bar or Bat Mitzvah as it happens. This is truly the next best thing to being here in person. We use high quality streaming equipment for a superb video image over the internet. You will receive your own private web link to access the video stream. If you have hired a Videographer, he/she will be able to stream the image online. If not, the Temple can provide someone to stream the services. There is a fee for this service.

H. FLOWERS

Flowers are not permitted on the Bima or the steps leading to the Bima. Green plants are supplied at no charge to the family. Flowers may be used on the tables in Goldman Social Hall and at the Oneg tables.

I. SECURITY

The Temple provides security, one Deputy, for Shabbat for three hours on both Friday night and Saturday. If your event on extends beyond three hours, your required to hire our Deputies. Any event taking place at CRJ requires security for a minimum of three hours at a rate of \$40 per hour. Please contact the Event manager to make arrangements. If your guest lists exceeds 250 or more, at least two Deputies are required at your expense, until the conclusion of the event.



J. GIFTS

Gifts will be presented to your son or daughter from the Temple, Sisterhood, Brotherhood, and the Religious School.

This is because we want you to feel that your congregational family is celebrating this special day in your life. You should plan on sending them thank you notes.

K. CEREMONY MUSIC

Any special music must be coordinated with the Cantor.

L. AFTER SERVICE - SATURDAY

Families are responsible for providing two challahs (a one pound and a five pound and white (two – 64 oz. containers) grape juice. The one pound challah and the white grape will be used for the Bima blessings.

Kiddush/Hamotzi - The blessings before eating will be done from the Bima at the end of the service. This will allow everyone to go directly into the Goldman Social Hall for a Kiddush luncheon or the hallway for Challah and grape juice immediately after the closing blessing.



A **Kiddush Luncheon** is optional and follows the Saturday morning Shabbat service. In keeping with the spirit of Shabbat, we welcome our entire community to the luncheon and it *must be open* to all those attending services. Private Kiddush luncheons are not permitted. No place cards are permitted. There is a fee for renting rooms for the Kiddush Luncheon.

If you are NOT planning a luncheon at the Temple, CRJ requires at least a **basic Kiddush** (grape juice, challah) for all those attending the service.

Caterers – If you are hosting a Kiddush Luncheon, CRJ maintains a preferred vendor list and we ask that you use only those Caterers who are approved on the list. You will contract directly with the Caterer to coordinate the luncheon, who in turn will work with the Event manager to coordinate building usage and your floor plan for the event.

Please note that no set up activity may take place in Goldman Social Hall during the service, so as not to disturb the service. All set-ups must be completed one half hour before the service begins.

Cleaning - If the facility is not left properly cleaned, additional maintenance charges will be incurred at a rate of \$50 per hour. If dishwashing is required, there is an additional fee of \$200 (which includes use of our dishes).

Food served must adhere to *kosher style* regulations. The following products are prohibited: ALL pork products (i.e. ribs, ham and bacon) and ALL shellfish (including shrimp, clams, mussels, oysters, crabs and lobster). Meat and dairy may not be served together in the same dish. *Both meat and dairy can be served at the same event*; however, they must be placed on separate tables.

Timing - unless otherwise noted with prior approval, all evening events MUST conclude by 11:00 pm. Due to building coverage, if your event extends beyond 11:00pm, there will be an additional fee of \$40 per hour, per CRJ maintenance staff person.



COSTS FOR BAR/BAT MITZVAH WEEKEND*

* Prices subject to change

Members Prices	1 Booking	2 Bookings
Room Rental - Yarmuth Multi-Purpose Room	\$400	\$350 ea.
Room Rental - Goldman Social Hall	\$500 (0-150ppl) \$650 (151-200ppl)	\$450 ea. (0-150ppl) \$525 (151-200 ppl)
Dishes/Glassware/Dishwashing	\$200 per Event	
Additional Maintenance (Past Midnight)	\$40 per hour (past 2pm)	
Security Fee - Required for all CRJ events (Provided for 4 hrs from 10am- 2pm)	\$40 per Deputy Minimum 4 hours	
Clean Up - Required for all CRJ events (Provided for 4 hrs from 10am-2pm)	\$40 per hour per staff member	
MISC: Challah - 5 pound and 1 pound Grape Juice - X2 gallons (white)	For Challah - Call Bagel to make and deliver your challah (407) 657-6266	

SHABBAT - FRIDAY NIGHT ONEG SUGGESTIONS*

*Approximate amounts

Shabbat Simcha -(Shabbat of Joy) 1 st Friday of the month Approximately 100 people plus your invited guests Kid friendly, Family service	Tot Shabbat 5:30 pm (Every Other Month) Shabbat Family Dinner 6 pm (Depending on the month) Shabbat Service 7 pm	- Three pieces of cookies, pastries, desserts per person + Fruit
Shabbat Halayv -(Shabbat of the Heart) 2 nd Friday of the month Approximately 100 people plus your invited guests	Shabbat Service 7 pm	- Three pieces of cookies, pastries, desserts per person + Fruit
Shabbat Shirah -(Shabbat of Song) 3 rd Friday of the month Approximately 80 people plus your invited guests	Shabbat Service 7 pm	- Three pieces of cookies, pastries, desserts per person + Fruit
Shabbat Kabbalat -(Shabbat of Mysticism) 4 th and 5 th Friday of the month Approximately 60-90 people plus your invited guests	Shabbat Service 6 pm	No Oneg



Bar/Bat Mitzvah Family

Meeting

Parent's Name _____

Child's Name _____

Date of Bar or Bat Mitzvah _____

Friday Night Family Dinner:

I will be hosting a Shabbat Dinner for my family/friends at CRJ.

I will NOT be hosting a Shabbat Dinner for my family/friends at CRJ.

Kiddush Luncheon:

I will be hosting a Kiddush Luncheon at CRJ.

I will NOT be hosting a Kiddush Luncheon at CRJ.

Party:

I will be hosting a party at CRJ.

I will NOT be hosting a party at CRJ.

Vendors:

The Caterer(s) will be _____

The Photographer will be _____

The Videographer will be _____

Preference for Board Representative - Giving of the Gifts: *(The Board representative may be chosen by the family; otherwise he/ she will be assigned).*

I have met with the Event Manager and understand my responsibility and expectations to CRJ for the Bar or Bat Mitzvah and have received a copy of this form. By signing this form, you acknowledge, understand, and agree to abide by all the facility rules.

Signed: _____

Date: _____