B'nai Mitzvah Parent Guide

Fall 2017

Congregation
Har HaShem חר חשם

TABLE OF CONTENTS

Contents

LETTER FROM RABBI GREENE 2
STUDENT EXPECTATIONS 3
TIMELINE 6
PAIRED FAMILY PREPARATIONS 6
APPOINTMENTS 6
SAMPLE APPOINTMENT SCHEDULE 7
THE REHEARSAL 8
GENERAL GUIDELINES 9
PLANNING THE WEEKEND 11
D'VAR TORAH OVERVIEW 13
GUIDELINES FOR THE PARENTAL PRAYER 13
The Service 15
PARENT HONORS AT THE SERVICE 15
SAMPLE HONORS FORM – SINGLE SERVICE 17
SAMPLE HONORS FORM – PAIRED SERVICE 18
B'NAI MITZVAH HONORS INSTRUCTIONS 19
TORAH CHANTERS 22
SAMPLE PROGRAM 23
PIECES OF WISDOM 24
CONTACT LIST 27
GLOSSARY 28

LETTER FROM RABBI FRED GREENE

Dear Friends,

It is a great pleasure to be able to share this Handbook with you as your child becomes a Bar Mitzvah or a Bat Mitzvah at Congregation Har HaShem. I know it is an exciting time – filled with pride in your child, mixed with a touch of anxiety about the road ahead.

Our synagogue's leadership – both professional and lay – has put together this resource book to help guide you in this process so you can plan appropriately and be a good partner in your child's Jewish journey. To that end, I share these few preliminary thoughts with you to provide a framework for what lies ahead:

Bar/Bat Mitzvah is about the acceptance of responsibility. In the final analysis, this is the bottom line of *becoming* a bar and bat mitzvah. It's not about acquiring the skill of *k'riah*, "the reading of the Torah." Rather, it's about acquiring the skill of responding to a challenge: a *mitzvah*. This is how Judaism defines maturity.

The Torah is the center of Judaism. Everything we do as Jews, everything we believe, everything we value revolves around the Torah. The Torah is the testimony of our people's encounter with God. And however you interpret those events in the wilderness of Sinai some three millennia ago, what cannot be dismissed is the sacredness with which our ancestors have embraced this legacy. This is why the first *mitzvah* we expect our children to fulfill is to stand at Torah.

Bar/Bat Mitzvah is a community observance. It is not by coincidence that we choose to hold this initiation ceremony in public. To be a Jew means to live within a covenantal relationship—not only with God but with other Jews as well. Bar/bat mitzvah marks the entry of the child as a full-fledged member of the community. The awarding of an *aliyah*, ("being called to the Torah"), is a gift of the Jewish people. For this reason, the marking of the child's coming of age takes place in the synagogue—the communal home. It is not "their service."

The Bar/Bat Mitzvah is not a performance: It's a celebration. The synagogue is not a theater, and the *bimah* is not a stage, and the congregation is not an audience. More to the point, the only *mistake* one can make at a bar/bat mitzvah is to lose sight of this truth.

The reception that follows is not a separate event, but a continuation of the celebration. In fact, Judaism has a formal name for the meal after a bar/bat mitzvah: a *se'udat mitzvah*. This meal is in honor of the performance of a *mitzvah*. It, too, is a sacred gathering. This is not to say that it must be solemn; it *is* to say, however, that the spirit of the morning's celebration should be perpetuated through the performance of *mitzvot*. The recitation of the blessings and the setting aside of a portion of one's bounty for the poor demonstrate that the morning's celebration was not an isolated event but a standard from which to follow.

The meaning of becoming a Bar/Bat Mitzvah is enduring only if it takes place within a context of continued Jewish growth. Being a bat or bar mitzvah is not the experience of a lifetime. It is a lifetime experience—a state of being that remains with us throughout our lives. Indeed, the true measure of *performance* comes not on the day one becomes a bat or bar mitzvah but in the days that follow. In other words, becoming a bar or bat mitzvah should be thought of as a Jewish "commencement," marking not an end point but a beginning—a beginning of a lifetime of making Jewish choices, a beginning of a lifetime of learning. As such, it is our firm belief that the bar/bat mitzvah celebration is validated and enhanced by a commitment to continue religious education to Confirmation and participation in our Youth Activities.

May your family's journey towards Bar / Bat Mitzvah and beyond be joyous, meaningful, and inspiring to you as it will be to me.

With warm wishes and *shalom*,

Rabbi Fred Greene

STUDENT EXPECTATIONS

1. *Religious School Attendance:* All students who are preparing for Bar/Bat Mitzvah are expected to attend Religious School or Family School, consistently.

2. *Hebrew preparation:* All families must meet with the Director of Lifelong Learning when the student is in 3rd grade to determine an Individualized Hebrew Plan and then initiate that plan. If the student is new to the school, the family is to meet immediately with the Director.

3. *School enrollment:* Every student must be enrolled for the entire school year, in either Religious School or Family School, during the academic year when the Bar/Bat Mitzvah occurs.

Service Attendance:

Being as familiar and comfortable as possible with Shabbat worship services is an important part of becoming a Bar/Bat Mitzvah. The service attendance requirement specifies that the student and parent(s) attend services *together* at Har HaShem. This signals the importance of Bar/Bat Mitzvah and Jewish living by making this a family experience. We encourage you to support your child(ren) as much as possible during the service, encouraging them to participate as much as possible. It will send such a positive message to your child(ren) if you engage in the service together. This can be a positive learning experience for the whole family.

Attendance at Shabbat services is essential not only as a learning experience, but also as a path to develop a meaningful connection to God and to develop our sense of spirituality.

We require the students' attendance at seven (7) services during the year leading up to becoming b'nai mitzvah. These can include our regular Friday night or Saturday morning services. Friday evening services generally begin at 6:00 pm (except the first Friday of the month, which begins at 7pm). Saturday morning services begin at 10:15 am. Please check the temple website to confirm. Our Youth Shabbat services (generally held in the South Building) can fulfill this requirement. Tot Shabbat experiences will not be counted. If you attend one of our Festival Services (Sukkot, Passover, Shavuot), we will gladly count that, too.

Attendance cards are in a basket outside of the Sanctuary. We ask the students to fill out their names, grade, date and have them hand it directly, that night, to Rabbi Greene, Holli Berman or Katherine Schwartz. Another little tip... encourage them to shake our hands, look at us, and say Shabbat Shalom before handing them to us. 😉

Basic Requirements for Bar/Bat Mitzvah:

A. Regular attendance at Religious School or Family School.
B. Attendance at the B'nai Mitzvah preparation programs.
C. Attendance at a minimum of seven Har HaShem Shabbat worship services. Please see additional statement about Service Attendance.
D. Showing up prepared to all of your appointments with members of the clergy team and *ma'ameinim*/mentors. These appointments are how we help you prepare for this special day.

E. Fluent and accurate reading and chanting of B'nai Mitzvah required prayers.
F. Fluent and accurate chanting of Maftir (concluding) section of Torah portion.
G. Fluent and accurate chanting of the Haftarah.
H. Crafting and delivering a D'var Torah, a teaching about the Torah portion for the Congregation.

The 13 Mitzvot Program:
Students and parents will engage together to choose to observe 13 Mitzvah experiences. The orientation to this program will be at the B'nai Mitzvah Shabbaton and will be supported by your child's *ma'amein*/mentor. Each student will write reflections of their mitzvah experiences and should be prepared to discuss and submit them to the rabbi during their scheduled visits. Please see the section entitled, "13 Mitzvot Program," in your child's binder for more information and to see how you can engage with them in this challenging, exciting, and meaningful process of performing *mitzvot* (sacred obligations).

Continuing your Jewish Education:
As Bar or Bat Mitzvah is only one marker in the journey towards Jewish adulthood, we encourage each and every student to continue his or her Jewish education. We have opportunities for our 8th through12th graders to engage in programs here at Har HaShem, as well as through the Boulder Jewish Teen Initiative (http://boulderjewishteens.org). During 10th grade, Har HaShem students participate in a "Jewish Journey," a personal learning experience with Rabbi Greene that involves exploring "God, Torah, and Israel" using contemporary themes and classic Jewish sources. The year includes a four-day trip to the Religious Action Center of Reform Judaism in Washington, D.C. The year concludes with a Confirmation ceremony created and led by the students under the guidance of Rabbi Greene and Holli Berman, our Cantorial Soloist, and Katherine Schwartz, our Director of Lifelong Learning.

Newer initiatives include an 8th and 9th grade program, providing a deeper look at contemporary issues of the day through a Jewish lens. Our 11th and 12th graders are also meeting to build up their understanding of how to live Jewish lives on their own as they transition to young adulthood.

The summer following 11th grade students have an opportunity to spend almost 6 weeks in Poland and Israel on the Israel Study Tour (IST). Any student attending IST that has been confirmed through Har HaShem is eligible for a synagogue scholarship to help offset the cost of this trip. Another option is our Reform movement's Israel experience, NFTY in Israel (www.nftyisrael.org). There are many other exciting opportunities for your teen to spend time in Israel and we encourage you to speak with us about them.

B'nai Mitzvah Programs that take place during the year:

- 5th grade, "Beginning the Journey" program
- 6th grade parent attendance at Interfaith Family Program if you are part of an immediate or extended interfaith family
- 6th grade group aliyah at Simchat Torah services

- 6th grade B'nai Mitzvah Shabbaton
- 6th grade group service project
- 7th/8th grade (depending on child's B'nai Mitzvah date): post B'nai Mitzvah Reflective Shabbat dinner
- 6th-8th grade Middle School Retreat
- 7th/8th grade JYG Chavurah – a retreat sponsored by NFTY, the North American Federation of Temple Youth

TIMELINE

Please reference the timeline on the back cover of this packet.

PAIRED FAMILY PREPARATIONS

There are times, due to the large number of students and calendar requirements of the congregation, we need to pair students together. Many congregations with schools our size have "doubles." Our clergy and staff, of course, are committed to making this experience just as meaningful and will insure that there is nothing "less" about sharing this moment with another family in our community.

For those of you that are paired with another family for your child's Bar/Bat Mitzvah, we strongly encourage you to meet early and often in this process to get to know one another and to discuss any relevant plans you need to accomplish together. This will help build relationships between your families so that your children will be at ease and comfortable with one another, as well as to build a good connection for future years of engagement in our high school and youth programs. We encourage you to consider talking about your celebration plans, as well. Some families have made arrangements to try to make it possible for other students to attend the different parties in the same weekend by scheduling them at different times. That is a lovely gesture.

We also ask you to keep in mind that our sanctuary has limited seats. Please work with one another and our staff to ensure that we have seats available for both families' guests.

APPOINTMENTS

Your child (and you) will have several appointments with staff during the preparation process. They are listed on the timeline. On the next page is an example of the letter you will receive from the Clergy Administrative Assistant outlining your child's appointments and what they need to bring to the appointments.

Please help your child remember to bring required materials and completed assignments to all appointments. Call us (see contact sheet towards the end of this binder) ahead of time if you have any questions.

Bar/Bat Mitzvah Appointments

Bar/Bat Mitzvah Date:

Please call or email Lisa if you have any questions:
303.499.7077 Ext. 126
Ljm@harhashem.org

Has the following appointments:

Appointment With	Date of Appointment	Time of Appointment	Location
Rabbi Greene 1			Rabbi's Office
Rabbi Greene 2			Rabbi's Office
Holli Berman 1			Holli's Office
Holli Berman 2			Sanctuary
Holli Berman 3			Sanctuary

REHEARSAL		9:00am-12:30pm	Sanctuary - Holli

IN PREPARATION FOR YOUR APPOINTMENTS

At least one parent and the bar/bat mitzvah child must attend all the appointments.

For ALL appointments with Rabbi Fred Greene ALWAYS BRING:

* B'nai Mitzvah Binder
* Torah Portion Booklet
* 13 Mitzvot Student Journal

For ALL appointments with Cantorial Soloist Holli Berman ALWAYS BRING:

* Prayer book (with directional Post-It Notes)
* B'nai Mitzvah Binder
* Torah Portion Booklet
* D'var Torah/Haftorah in progess

THE REHEARSAL

The rehearsal is held from 9:30am to 12:30pm on the Thursday morning before the Shabbat of your B'nai Mitzvah. Our Cantorial Soloist will guide you through an experience that is both practical and sacred. Students and parents will walk through the entire service, practice the honors, and understand the significance of each moment. Some helpful guidelines:

1. Students and parents attend the rehearsal. Others are welcome as well. You may choose to bring a photographer, who will capture ritual moments throughout the rehearsal. If you want to pose for family pictures, there will be time to do so at the end.

2. If possible, bring the *tallit* that will be presented to your child.

3. We recommend that students wear the same clothing and shoes at the rehearsal as they will for the Shabbat morning service. This helps us, you, and them respond to any unforeseen needs ahead of time. Please remember that they have to feel confident and strong, and not wobbly in their shoes, in carrying the Torah around the sanctuary.

4. Please remember to bring all of your B'nai Mitzvah materials.

5. The rehearsal is special and fun. It truly allows everyone to feel accomplished, ready, and excited for a holy experience.

GENERAL GUIDELINES

You and your family are beginning and exciting transition. The journey toward bar or bat mitzvah provides opportunities to explore the place and significance of Judaism in your lives and to encourage your child to take on more responsibility in religious and secular spheres. As the service approaches, we hope that you will see your child taking primary responsibility for preparation and that this growth will make you proud.

And as much as we hope the focus will be on the religious significance of the day and your family's growth, the simple fact is that you will be inviting family and friends to celebrate with you. Some will be coming from out of town. You may choose to host one or more meals and a celebration.

It's unlikely that your child is going to help much with these preparations, but Har HaShem can. We can share the wisdom of those who have come before you, provide guidelines and advice, take on some of the responsibilities and help you focus more on your child and the significance of the day.

Meet with our Events Coordinator, Karli Atwell, well in advance of the bar or bat mitzvah date. She can review these guidelines, explore options with you and reserve space at Har HaShem if you choose to use it. Har HaShem does charge for use of its spaces. She can review the current fee and payment schedules with you. Whether you plan to use our spaces or not, either Karli Atwell or Alan Halpern, our Executive Director, will be happy to talk with you.

If you are celebrating with another family that Shabbat morning, we encourage you to coordinate with that family throughout the preparation.

Member-in-Good Standing Policy

Six months prior to the Bar/Bat Mitzvah, you must be current in your financial obligations to the congregation including Brit Tzedakah, tuition, building fund and any other outstanding balances. While Har HaShem will never turn away a family that cannot afford suggested Brit Tzedakah, tuition or building fund, families must be current in the amounts they have pledged to celebrate lifecycle events at Har HaShem. *If you have questions or concerns about your account, please contact Alan Halpern at your earliest convenience.*

Har HaShem facility rules:

1. **Smoking** is not allowed on Har HaShem property.
2. **Photography** is never allowed in the sanctuary during services. You are encouraged to take pictures during the rehearsal on Thursday morning. Families are permitted to take pictures in the sanctuary after the service. Photography in public spaces where guests and congregants are gathered is not permitted on Shabbat or Festival days. We appreciate how important pictures can be. If you wish to take pictures after the service, please let the Events Coordinator know in advance.
3. **Dietary/Kashrut:** Neither pork nor shellfish may be served at Har HaShem. In addition, a meal may not include both dairy and meat products. Wine and beer may be served to those 21 years old or older, provided there is adult supervision. Note that "dairy"

products include butter, cheese, coffee creamer and many salad dressings. We strongly encourage dairy and vegetarian meals to simplify planning.

4. We encourage people to dress respectfully of our sacred space and holy days.
5. B'nai Mitzvah is a communal celebration of Shabbat for the entire community, not just the children, their families and guests. As a result, we cannot accommodate tables for gifts, public displays, pictures of the child, or sign-in boards for your guests. Please feel free to set these things up at your private celebrations.
6. Guests unfamiliar with our congregation or religion may value this information. Please let them know in advance.

Honoring your Bar/Bat Mitzvah:

We hope that your child will long remember this experience – both the preparation and the celebration. We offer opportunities to permanently commemorate the occasion. You, your relatives – especially grandparents – or friends may choose to make these gifts. If you make arrangements in advance, we may be able to prepare these for you to present to your child during the weekend.

These acts of Tzedakah are great ways to model Jewish values. Involve your child in the conversations and choices (except for any that might be a surprise for your child, of course).

- Dedicate a copy of *Mishkan T'fillah*, the Reform *siddur* (prayerbook) and we will place a bookplate inside the cover of the book. (Minimum gift: $50)
- Engrave a paver in the walkway in front of the Main Building entrance. Contact the office for the different kinds of giving opportunities.
- Sponsor the Oneg on Friday night with a gift of $180. The oneg is an ideal time for you and your child to greet friends and family after services end. (Oneg means, "joy." We use this word to refer to the refreshments served after the Friday evening service.)
- Inscribe a leaf on the Tree of Life in our Main Building Social Hall. (Minimum gift: $360. Subject to availability.)
- Make an act of *tzedakah* to one of our Restricted Funds. Often people will give to the Rabbi's or the Cantorial Soloist's Discretionary Funds. Others include the Annual Campaign, Youth Scholarship Fund, Israel Study Tour Endowment, among others. For a complete list, visit our website.

Many of our b'nai mitzvah and confirmation celebrants return to our building in the future and seek out these remembrances. They point them out to friends, spouses and children. If you'd like to explore these options, please contact the Executive Director.

PLANNING THE WEEKEND

Plan to meet with our Event Coordinator at least six months in advance of the Bar/Bat mitzvah, and earlier if you choose. We're happy to help you make this celebration meaningful and less stressful. All the following details may be part of that conversation.

Invitations and Sanctuary Seating:
The Sanctuary seats 300 people. If you are paired with another family, the two families' total attendance cannot exceed 300. If you have questions or concerns about the seating, please contact our Executive Director.

Please invite all children in your child's Religious School section (approximately 15 students) to both the service and celebration. It is also appropriate to include your child's Har HaShem teachers. We have distributed the names of these students to you. If you need them again, please contact Lynn in the Religious School office.

Please note the spelling and capitalization of Har HaShem—the "S" is capitalized.

Fees:

- Bar/Bat Mitzvah Fee: B'nai mitzvah is a significant program of the congregation. The fee, required during the academic year of your child's bar or bat mitzvah, helps cover the time and materials inherent to the process.

- Building Usage Fee: Like any other facility, use of Har HaShem's spaces or catering services entails a fee. Contact our event coordinator or executive director.

Friday Night Services:
Our students will lead the congregation in the recitation of the Kiddush. Also, the students, along with members of their families, will lead the candle lighting blessing, together.

Services are followed by an oneg for the congregation, which you may choose to sponsor as described above.

Private Friday Evening Dinners:
Sharing dinner with out of town family and guests may be a wonderful way to begin the weekend of your child's bar/bat mitzvah, and holding a dinner at Har HaShem may be more convenient than coordinating transportation between dinner and services. Please contact the Event Coordinator if you wish to consider this option. Fees vary.

Saturday Morning Services
All services will begin at 10:15 am and will end between 11:45pm and 12:15pm. A Kiddush luncheon, if held at Har HaShem, will begin immediately following services in the Social Hall or Event Room.

Recording Services:
Har HaShem will either record the service to DVD or provide a link to a recording you may download.

Saturday Kiddush:
Typically, Har HaShem families enrich the celebration of Shabbat by hosting a Kiddush lunch following the Saturday morning service for everyone who attended the service. If you are sharing the service, we recommend you celebrate together. Families celebrating at Har HaShem should allow for an extra 10 to 15 guests who may have attended the service – a regular service for the congregation – and chosen to remain for lunch.

Har HaShem offers a choice of catering menus. If you wish to bring in a separate caterer, please talk with us **before** making any arrangements.

Saturday Evening Celebration
Many families choose to hold a private celebration for friends and family on Saturday evening. Har HaShem is a convenient and affordable location.

Décor and Other:
- Candles are not allowed as decorations due to safety regulations.
- Balloons, confetti and glitter are not allowed.
- During summer months we can set up tables outside, if requested. There are additional labor considerations and charges.

Printed Program
Programs are not required, but some families find them a helpful way to list those being honored or reading Torah. If you choose to create such a program, please ask a member of staff to review it for accuracy.

D'VAR TORAH OVERVIEW

A D'var Torah is literally a "word of Torah." This is the student's mini-sermon to the congregation. Students begin preparation with Rabbi Greene about six weeks before the bar/bat mitzvah. Both student and parent meet with Rabbi at a mutually-agreed time to study the Torah portion together. Please bring the student's Bar/Bat Mitzvah study materials to this meeting.

If you are interested in a more creative alternative, Rabbi Greene or Katherine Schwartz will be delighted to support you in communicating your message consistent with the values of Shabbat and the needs of the community.

Useful Resources:

- The Reform movement's Torah commentary page: http://www.reformjudaism.org/learning
- General info, including Parshat Hashavua (Weekly Torah Portion) www.myjewishlearning.com (The Parashat Hashavua [Torah portion of the week] section has brief commentaries from all the major movements, along with other sources)
- Bim Bam: http://www.bimbam.com/ Wonderful, brief, funny, animated insights into the Torah portion.
- Any chumash with commentary.
-

GUIDELINES FOR THE PARENTAL PRAYER

To share heartfelt words with our children as they become b'nai mitzvah is a sweet, meaningful moment. You will have watched your child taken on more responsibility and grow over the years of preparation, and you will have watched as they led the congregation in prayer.

The parental prayer afford you the opportunity to publicly acknowledge – in a sacred setting – your joy and pride. You can also share your hopes and dreams for your child's Jewish journey. It is your opportunity to share "your Torah," the sacred meaning of this moment to you.

This is a unique opportunity – in the presence of your community, your friends and family – to God's blessings for your daughter or son.

We recommend the following:

- Speak directly to your child, not the congregation.
- Be brief. Say what you wish, speak sincerely, but keep the focus on your child. The message should be no longer than 350 words.

- Speak about your pride and his/her Jewish future. Consider: Where is it that you hope this moment will lead your child? What do you hope that s/he will take from it?
- In addition to saying what you would like to say about your child, make sure to include a Jewish message. What does it mean to you to have your child add his/her link in the chain of tradition of the Jewish People?
- One parent typically speaks. If more than one parent would like to speak, we need to be mindful of the length.
- Say nothing embarrassing about or to your child.
- This is not a time to brag. Don't mention your child's grades in school or list all of his or her activities or review his or her childhood. Your message should focus on the character traits your child demonstrates and what are the values and character traits you wish to nurture in him/her.
- Write your blessing in advance. Even those who have tremendous experience with public speaking have a different experience sharing this message with their own children.
- Hugging your child at the end is encouraged!
- Crying is permitted.

Honoring Family and Friends during the Service:

It is customary to honor family and friends during the service itself. The following pages include the honors that are available to Jews and non-Jews, children and adults. Bar Mitzvah celebrates a child coming of age *in a community,* and it is appropriate for that community to participate as a sign of its love and support of your child and his or her journey.

Please note that there are two sets of honor sheets that follow – one for single students, another for paired students.

The Service

PARENT HONORS AT THE SERVICE

FRIDAY NIGHT CANDLE LIGHTING:

We encourage this honor be given to the Bar/Bat Mitzvah student, siblings, parents and grandparents.

BLESSINGS FOR SHABBAT

The candles are lit before the blessing is recited.

Shabbat Evening Candle Blessing

BARUCH atah, Adonai
Eloheinu, Melech haolam,
asher kid'shanu b'mitzvotav,
v'tzivanu l'hadlik
ner shel Shabbat.

בָּרוּךְ אַתָּה, יְיָ
אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו,
וְצִוָּנוּ לְהַדְלִיק
נֵר שֶׁל שַׁבָּת.

BLESSED ARE YOU, Adonai our God, Sovereign of the universe,
who hallows us with mitzvot,
commanding us to kindle the light of Shabbat.

THE ALIYAH – The Chanting of the Torah Blessing:

Parents are called up to the bima for the 4th or 5th Aliyah (the 6th Aliyah in the case of a single bar/bat mitzvah,) which precedes the childrens' aliyot (plural of aliyah). Parents who are not Jewish are encouraged to say a special English blessing.

Before the Reading:

בָּרְכוּ אֶת יְיָ הַמְבֹרָךְ.
בָּרוּךְ יְיָ הַמְבֹרָךְ לְעוֹלָם וָעֶד. Repeat
בָּרוּךְ אַתָּה, יְיָ
אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים,
וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.
בָּרוּךְ אַתָּה, יְיָ, נוֹתֵן הַתּוֹרָה.

BAR'CHU et Adonai ham'vorach.
Baruch Adonai ham'vorach l'olam va-ed.
Baruch atah, Adonai
Eloheinu, Melech haolam,
asher bachar banu mikol haamim,
v'natan lanu et Torato.
Baruch atah, Adonai, notein haTorah.

After the Reading:

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

BARUCH atah, Adonai
Eloheinu, Melech haolam,
asher natan lanu Torat emet,
v'chayei olam nata b'tocheinu.
Baruch atah, Adonai, notein haTorah.

An mp3 file of the chanting of this prayer can be found on the B'nai Mitzvah section of the Har HaShem school website.

Bar/Bat Mitzvah Honors - Single Family		
Gregorian Date of BM	Hebrew Date of BM	Parshat

Name of B'nai Mitzvah Student

as you would like it to appear on the B'nai Mitzvah certificate

Hebrew Name of B'nai Mitzvah Student

Hebrew Name of B'nai Mitzvah Student, ben or bat Father's Hebrew name, v' Mother's Hebrew Name

Parent Names:

FRIDAY NIGHT HONORS

Candle-lighting

SATURDAY HONORS

Ushers:

Please ask members of Congregation Har HaShem

"HUSH"ers:

Please have an adult friend/family member sit with the students who are your guests

Presentation of Talit to Student:

The person giving the tallit, often parents or grandparents, may share brief words; 2-3 sentences

Would you like to stand with your child when we take out the Torah?

Open and Close Ark Doors:

1 to 4 people, children are welcome

Open Ark Curtain:

1 person, children are welcome

Undress the Torah:

1 or 2 people, children are welcome

Aliyot:

for Jewish adults, up to 3 people

The blessing before & after the reading of the Torah can be found here:

http://www.reformjudaism.org/practice/prayers-blessings/shabbat-morning-worship-services-blessings-reading-torah

For all Aliyot: Need English and FULL Hebrew name

(Hebrew name, ben or bat (son or daughter of) Father's Hebrew name v' (and) Mother's Hebrew name)

Example: Mikaylah Levenson - Michaela bat Shlomo Fivel v Miriam

Aliyah 1: *Tutors, teachers, members of HHS*

Aliyah 2:

Aliyah 3:

Aliyah 4:

Aliyah 5:

Aliyah 6: *often reserved for parents*

Aliyah 7: *BM student*

Hagbah

1 Jewish adult

Please share this link for the person who has Hagbah as an honor:
http://www.myjewishlearning.com/article/hagbah-and-gelilah-video-hot-topic/

G'lilah - Redressing the scroll:

1 or 2 people

Sit with Torah

1 Jewish adult

Parent Blessing

Open & Close Ark Doors

1 to 4 people, children are welcome

Open Ark Curtain

1 person, children are welcome

B'nai Mitzvah Honors -Family Names		
Gregorian Date of BM	Hebrew Date of BM	Parshat

Name of B'nai Mitzvah Student #1:

as you would like it to appear on the BM Certificate

Hebrew Name of B'nai Mitzvah Student #1:

Hebrew name, ben Father's Hebrew name v' Mother's Hebrew name

Parent Names

Name of B'nai Mitzvah Student #2:

as you would like it to appear on the BM Certificate

Hebrew Name of B'nai Mitzvah Student #2:

Hebrew name, ben Father's Hebrew name v' Mother's Hebrew name

Parent Names

FRIDAY NIGHT HONORS

Candle Lighting Family 1:

Candle Lighting Family 2:

SATURDAY HONORS

Ushers Family 1:

Please ask members of Congregation Har HaShem

Ushers Family 2:

Please ask members of Congregation Har HaShem

"HUSH"ers:

Please have an adult friend/family member sit ***with*** the students who are your guests

Presentation of Talit to Student Family 1:

Presentation of Talit to Student Family 2:

The person giving the tallit, often parents or grandparents, may share brief words; 2-3 sentences

Would you like to stand with your child when we take out the Torah?

Family 1: Open and Close Ark Doors; 1 to 4 people, children are welcome

Family 1: Open Ark Curtain; 1 person, children are welcome

Family 1: Undress the Torah; 1 or 2 people, children are welcome

Aliyot: *for Jewish adults, up to 3 people*

The blessing before & after the Torah can be found here:

http://www.reformjudaism.org/practice/prayers-blessings/shabbat-morning-worship-services-blessings-reading-torah

For all Aliyot: Need English and FULL Hebrew Name

(Hebrew name, ben or bat (son or daughter) Father's Hebrew name v' (and) Mother's Hebrew Name)

Example: Mikaylah Levenson - Michaela bat Shlomo Fivel v' Miriam

Aliyah 1: ***Family 1: tutors, teachers, members of HHS***

Aliyah 1: ***Family 2:*** **tutors, teachers, members of HHS**

Aliyah 2: ***Family 1 - Determined by which child chants Torah First:***

Aliyah 3: ***Family 2:***

Aliyah 4: *Family 1: often parents, but your choice*

Aliyah 5: *Family 2: often parents, but your choice*

Aliyah 6: *BM student 1 - Determined by which child chants Torah First:*

Aliyah 7: *BM student 2:*

Hagbah - Family 1; a Jewish adult

Please share this link for the person who has Hagbah as an honor: http://www.myjewishlearning.com/article/hagbah-and-gelilah-video-hot-topic/

Family 2: G'lilah - Redressing the scroll; 1 or 2 people

Family 2: Sit with Torah; 1 Jewish adult

Parent Blessing

Parent Blessing

Family 2: Open & Close Ark Doors; 1 to 4 people, children are welcome

Family 2: Open Ark Curtain; 1 person, children are welcome

B'NAI MITZVAH HONORS INSTRUCTIONS

Kabbalat Shabbat Services on Friday night:

Lighting the Shabbat candles:
Arrive at services a few minutes before they begin. Candle-lighters will be called up for their honor right after an opening song. Honorees ascend the bima stairs to stand at the table with the candles. Decide ahead of time the person that will use the matches to light the candles. Once they are both lit, the B'nai Mitzvah will lead the Hebrew prayer, with others joining in if they know it. Once the prayer is finished, everyone goes back to their seats, except the B'nai Mitzvah, who will next lead the Friday night Kiddush at the amud, lectern. After Kiddush, the B'nai Mitzvah will rejoin their family at their seat in the congregation.

Shabbat Morning Services on Saturday:
The B'nai Mitzvah family should arrive at Har HaShem at 9:30am. Use this time to make sure all is set: prayerbook, tallit, programs, etc. and to connect with Holli for final directions and needs (use the bathroom the final time!). At 9:55am, parents and the B'nai Mitzvah go to the clergy offices for a spiritual check-in before services. We will go to the sanctuary together for services to begin at 10:15am.

Ushers:
Arrive by 9:50am and stay at the doors until about 10:25am. You should actively usher guests into the sanctuary so they are seated by 10:10am. As they enter, give people a program, prayerbook, Torah commentary, and offer a kippah and tallit for those who choose to wear them. Family, and those with honors, sit in the first two rows or so (often on a specific side) and unaccompanied young teens should be seated in the front few rows together.

HUSHers:

We would now like to ask that our B'nai Mitzvah families will provide what we playfully call "HUSHers" – friends of the family (preferably individuals who are familiar with the kids) who will sit close to the teens attending as guests without their parents. The task of the HUSHers is to help maintain appropriate behavior among these young students in the sanctuary, in the lobby and restrooms. From time to time, misbehavior interrupts the service and our kids get engaged in some mischief when they are not appropriately supervised. We know that they are kids and have realistic expectations when they sit together in large groups. Nevertheless, this can be very helpful so that Holli and the Rabbi won't have to interrupt the service or give the "rabbi stare" if they get a little too... spirited. Please help our community and your young guests stay safe and act appropriately while they are with us in our synagogue.

Tallit Presentation:
After an opening song/prayer and a warm welcome, the rabbi will call up the tallit presenters by name. You should already have the tallit out of the bag as you come to the right side of the

lectern to face the B'nai Mitzvah student. The presenters may share some words about the tallit or the Jewish significance of this moment.

Our suggested words that can be supplemented and used if you like:

> *"As you wrap yourself in the tallit, may you have many more opportunities to create your own sacred space as a holy person. May the fringes always remind you to perform the Mitzvot of our Creator. May God continue to bless you as YOU are a blessing to us."*

After speaking, hold the tallit up, with the *atarah*, neckpiece design, often with the prayer on it, facing the B'nai Mitzvah. They will take it from you and recite the blessing, kiss it, and put on the tallit. Then, they will lead *Shehechiyanu*, while you still stand next to them. After that prayer, it is a time for hugs and kisses! Then, tallit presenters return to their seats.

Parents, If You Choose to Stand With Your Children as They Receive the Torah:
After silent prayer and singing Oseh Shalom, we continue on page 362 for the Torah service. After Holli sings the first paragraph on that page, the rabbi will say, "Please Rise". At that cue, parents ascend the *bima* stairs and join their child on the *bima*, near the stairs, facing the ark. Stay there until it is time for the *hakafah*, Torah processional, where you will assist and join your child in descending the stairs (1,2,3!) and walking around the sanctuary with the Torah. After the processional, parents return to their seats.

Open and Close Ark doors/Open and Close Ark curtain (first group):
After silent prayer and singing Oseh Shalom, we continue on page 362 for the Torah service. After Holli sings the first paragraph on that page, the rabbi will say, "Please Rise". At that cue, ascend the bima stairs and stand at the ark. The rabbi will assist you in opening the ark and the curtain. Once all is open, stand at either side of the doors. When it is time to close the ark and the curtain, the rabbi will again instruct you. When all is closed, return to your seats.

Undressing the Torah:

Follow the Torah processional when it goes down the center aisle. Once the rabbi takes the Torah from the B'nai Mitzvah, you begin to undress it. The rabbi will show you where to put the items, on a chair or a table. The order to remove from the Torah: The rimonim, bells on top, the yad, pointer (needs to go on the lectern), the breastplate, the mantle (also needed on the lectern) and then the belt. Once you are finished, return to your seat.

Aliyot:
People with an aliyah will be called up by their English and Hebrew names. You will need to either be wearing a tallit or holding a prayerbook. It is preferred that you be wearing a tallit, if you are comfortable doing so. Come to the left side of the lectern. Each person will touch the torah with their tzitzit, the knots of the tallit, or their prayerbook, and then kiss the fringes or book. The group then chants the introductory blessing of the aliyah. The words are on the lectern for you. Please practice ahead of time. After the Torah chanter finishes, each person repeats the touch and kiss actions. Then, you chant the blessing after the reading of the Torah.

You proceed to the other side of the lectern, standing there for another aliyah, until you are replaced by the next aliyah and you return to your seats.
To practice: http://www.harhashem.org/learning/youth-education/about-our-school/bnai-mitzvah/hebrew-resource

Hagbah, Gililah, and Sitting with Torah:
After we have finished chanting from the Torah, the rabbi will call up the people with these three honors.

The Hagbah person, preferably wearing a tallit if you are comfortable doing so, opens the Torah to three columns, ideally, pulls it down halfway off the lectern, pushes the Torah down and lifts it up (arm and knee strength!). You turn around to show the Torah to the congregation. Then, roll it back together and go to a chair on the side that the rabbi has lead you to. Please watch the instructional video ahead of time. The Hagbah person holds the Torah while it is being dressed. Once the rabbi takes the Torah from you, return to your seat.
The Gililah person/people then dress the Torah. Where the scrolls roll together decides the front and determines what direction the dressings should face. The order: the belt, the mantle, the breastplate, the yad, the rimonim on top. Once it is dressed, return to your seat.
The person who will sit with the Torah has been waiting and watching the above actions, and, is also wearing a tallit, if possible. When the Torah is dressed, the rabbi will ask you to sit down and he will hand the Torah to you. You will remain seated, holding the Torah upright in your lap, for about 10 minutes. Then, when the rabbi takes it from you, return to your seat.

Parent Blessing:
After your child chants the Haftarah, you will be called up to share your blessing. (See "Guidelines to the Parental Prayer" for composition, and make sure Holli has a copy of your blessing by the rehearsal.)

Open and Close Ark doors and Open Curtain (second group):
We will all rise and say the prayers on page 376. Come close and be ready at this time. After the prayer for our country and for Israel, the rabbi will ask us to turn back to page 374. You then ascend the bima stairs and follow instructions to open the ark and curtain. Once the Torah is inside, close the ark doors. Then, return to your seat.

TORAH CHANTERS

This is a sample copy of the email you will receive from Holli about 3 months before the B'nai Mitzvah:

Dear B'nai Mitzvah family,

Mazal tov on your upcoming *simcha* (celebration)! I am now coordinating Torah Chanters for your child's B'nai Mitzvah. Each family may choose chanters, so please let me know your choices as soon as possible. I will contact them directly. A chanter may be someone who chants Torah regularly or someone who will study and prepare with the help of a recording I send them in advance. Parents and older siblings are invited to consider performing this *mitzvah*. Of course, your child will be chanting Torah as well.

This honor is not the blessing before and after the chanting of Torah. This person will chant from the Torah scroll (in Hebrew, without vowels). I have attached the current list of congregational Torah Chanters. If you do not have a preference, I'll choose one or more of our wonderful chanters for you. Please let me know either way and feel free to contact me with any questions.

It takes a couple months for people to learn their Torah portion well, so please respond as soon as possible to this email.

Thanks!

Holli

Holli Berman, Cantorial Soloist

The Bat Mitzvah of

October 22, 2016 • 20 Tishrei 5777

Parshat

Congregation Har HaShem
3950 Baseline Road
Boulder, Colorado 80305

Rabbi Fred Greene
Cantorial Soloist Holli Berman

Dear Family and Friends,

Shabbat Shalom and welcome! We are so happy that you are here today to share in this joyous occasion in life.

Becoming a Bat Mitzvah is one of Judaism's most important rites of passage. In our tradition, at the age of thirteen, a Jewish child is ready to accept the rights and responsibilities of an adult under Jewish Halacha (Law). The honor of conducting a service and reading from the Torah marks . . . acceptance of this commitment.

At the beginning of the service, will be presented with her Tallit. It is the traditional prayer shawl that Jewish worshippers, over the age of thirteen wear. This signifies newly earned responsibility to keep these commandments.

In front of the congregation is the Holy Ark which contains the sacred Torah Scrolls. Our ark includes a Hebrew verse from Proverbs which means, "The Torah is a tree of life to those who cling to it". Each Torah scroll is a work of art, handwritten by a scribe. The Torah is divided into portions which are read, successively, in yearly cycle.

Today, will be leading most of the prayers of the Shabbat morning service, reading from the Torah, reciting a Haftorah portion, and giving a short teaching, or D'var Torah, about what these readings mean to her. The service will be in both English and Hebrew.

HONORS

Friday Night Candle Lighting

Ushers

Presentation of the Tallit

Ark Openers

Ark Curtain Opener

Undressing the Torah:

First Aliyah
Chanter

Second Aliyah
Chanter

Third Aliyah

Chanter

Fourth Aliyah
Chanter

Fifth Aliyah
Chanter

Sixth Aliyah
Chanter

Seventh Aliyah
Chanter

Hagbah

G'lilah

Ark Openers

Ark Curtain Opener:

ACKNOWLEDGEMENTS

Thank you to our friends and family for coming from near and far to celebrate this special day with our family. We are grateful for your love and support.

A special thank you to . who has been tutor and friend throughout this process. We are grateful for your commitment to and Jewish education in our community.

Thank you to Rabbi Fred Greene for helping . prepare for this special day for our family and particularly your help in guiding . in her D'var Torah. Thank you Holli Berman, Cantorial Soloist for your joy and passion for Judaism and helping get to this day.

We remember with love...

PIECES OF WISDOM

We share the wisdom we've learned from families and students who have come before you:

It is painful not to be invited to parties. Please invite your child's religious school section to the service and celebration.

"Lavish" parties up the ante for others in ways it can be uncomfortable. Choose a celebration you can comfortably afford and remember that others may follow in your footsteps and feel challenged to host the same type of event.

Parents might want to think through:

- What is your responsibility to a child who is isolated at your party?
- How will children feel when other children's behavior makes them uncomfortable? (unsafe and reckless behavior like drinking and causing damage) Is the place you are choosing a good place to have a party? Who will supervise, especially if you want to spend time with family and friends?
- Attend (with your child) as many services as possible. You will be more comfortable in synagogue, the service will be familiar and comforting, and you will experience the sanctity of Shabbat.
- The rehearsal will help to tie up loose ends a few days before the service.
- It is nice to have a welcome basket at the hotel for out of town guests. Given this is Boulder, you may want to include water and sunscreen (get samples from a local doctor). Include in a schedule of events, maps, phone numbers your guests might need and information on the service if they are participating.
- If you have more traditional family and friends, please tell them Har HaShem's service begins at 10:15 a.m. and they should plan to be there at 10:00 a.m. In Conservative and Orthodox Judaism, guests are not expected to arrive until an hour or so into services. If your guests arrive at 11:15, they will miss most of the service!
- Encourage people to give their gifts at your reception, not the service.
- Something WILL go wrong – don't let it get you down. Most likely, no one else will know anyway.
- The weather may not cooperate. The beauty of Shabbat will be in the sanctuary.
- Try to plan to have everything completed on week prior to the day of the service.
- Include your child in all aspects of the planning process from the honors to the celebration. It will make the event more personal and meaningful to and reinforce their standing as an adult in this process. Often compromises must be made and the child's participation in these decisions is important.
- Prepare a checklist of everyone's duties on the day of the Bar/Bat mitzvah. Do not rely on memory!
- Perhaps have your child practice carrying a heavy item, like a bag of dog food, to prepare for carrying the Torah.

- Remember that while your child's Bar/Bat Mitzvah is a very special event for your family, the service is open to all the congregation. We're including your celebration in the congregational service, not the other way around.
- You will see a difference in your child as they are in the process of becoming b'nai mitzvah. Enjoy!
- Many parents cry on the bimah – don't worry, everyone else cries, too.
- It is appropriate to serve a Kosher-style menu at your reception in consideration of guests who are observant and to highlight the event as a Jewish event.
- In your invitation, perhaps invite your guests to bring canned or packaged food to the reception or synagogue to be donated to a local food bank or homeless shelter. You could even fashion centerpieces out of these with decorated baskets.
- While candle-lighting ceremonies are often held in the evening, candles are usually not lit during the afternoon on Shabbat. Alternatives include having 13 trees planted in Israel and giving certificates or 13 flowers could be added to a centerpiece with greens with each flower added having a certain significance for the person or group being honored.
- After services on Friday, it is really okay to ask your company to refrain from coming over to your home. Your child may need some quiet or down time to prepare mentally for the next day.
- It is traditional and lovely to give *tzedakah* in honor of this time for your family.
- Cherish this special time!

Ways families in your class can help each other:

- Share sources and ideas for parties
- Prepare food for the Friday night Oneg or the Saturday Kiddush
- Sponsor Friday night dinner or Sunday brunch at your home
- Prepare gift bags for out of town guests
- Serve as ushers for each other's services
- Pick up guests at the airport
- Provide transportation to services or the celebration

Ways to spend less money on the party while still having an event you can be proud of:

- Serve a meatless menu
- Ask friends to bake
- Send information (and perhaps the invitation) electronically

- Have an afternoon reception/buffet lunch
- If serving alcohol, limit it to wine and beer, for example.
- Hold the reception at your home
- A reception need not be formal (especially here in Boulder!). Consider a swim party, a bowling party, a hayride and picnic, a party at the reservoir, etc. Guests are often relieved not to have to buy another dress outfit.
- Instead of flowers, have balloon centerpieces, or collect things your child has made over the years and build your own centerpieces from those, or create centerpieces out of canned food or toiletries and donate them to a local shelter.

CONTACT LIST

At any time during the process, we are available to you. This can often be an overwhelming and confusing process. Please do not hesitate to contact us with questions along the way.
Har HaShem's phone number is 303-499-7077.

Area of Question	Person	Position	Phone ext	Email
Building Usage Overall planning	Karli Atwell	Event Coordinator		Ka@harhashem.org
The service Family Concerns: (Lack of Jewish Experience, Interfaith, Single, Divorced or Blended Families)	Rabbi Greene	Rabbi	123	fg@harhashem.org
Date of the Bar/Bat Mitzvah The service General Help	Holli Berman	Cantorial Soloist	117	hb@harhashem.org
Appointments	Lisa Milowsky	Clergy Administrative Assistant	126	ljm@harhashem.org
Tutors Materials School General Help	Katherine Schwartz	Director of Lifelong Learning	112	ks@harhashem.org

GLOSSARY

Aliyah/Aliyot (plural): Going up (to recite the blessings over the Torah).

Ark

Bar/Bat Mitzvah: Literally, "Son/Daughter of the Commandments" that is, a responsible member of a people intimately connected with the commandments.

Belt

Bima: The raised platform at the front of the sanctuary from which the student and clergy lead the service and read from the Torah.

B'nai Mitzvah/B'not Mitzvah: Children of the Commandments – the plural of Bar Mitzvah is B'nai Mitzvah (also used when one student is male, the other female), the plural of Bat Mitzvah is B'not Mitzah.

Breastplate:

D'var Torah/D'var Haftarah: "D'var" translates as "words of." A D'var Torah means words that comprise a teaching of Torah. A D'var Haftarah is a teaching on the Haftarah portion. At Har HaShem, our students teach the congregation as part of their Bar/Bat Mitzvah with their D'var Torah or Haftarah.

G'lilah: The honor of dressing the Torah.

Haftarah: The section of the Book of Prophets read after the Torah portion on Shabbat and Festivals. The theme of the Haftarah usually compliments the Torah portion.

Hagbah: The honor of raising the Torah after the Torah reading has been completed.

Kiddush Luncheon: Kiddush, means "making holy." It is the lunch (or light lunch) that follows the blessings we say to express the sanctity of Shabbat immediately following the B'nai Mitzvah service. This meal is for the entire community who come who to the service. It is an opportunity to do the mitzvah of feeding the hungry as it includes your invited guests and all who join us for Shabbat morning services. The custom at Har HaShem is for the families to provide anywhere from a light meal to a catered luncheon.

Kippah: *a traditional head covering.*

Maftir: Maftir means "concluding section." Students chant the Maftir portion of the Torah reading and then chant the Haftarah. The concept of the Maftir section of the Torah portion is that the student conclude the Torah chanting.

Mantle: *The Torah cover.*

Minhag: Custom

Mitzvah: Commandment (A mitzvah is more than a good deed.)

Motzi: The blessing said over the Challah.

Oneg: Oneg literally means "joy," and refers to the sweetness of gathering on Shabbat, not to the cookies we often serve.

Rimonim: Literally, "pomegranates." They are the silver "crowns" on top of the Torah.

Simcha: A joyous celebration.

Tallit: A Jewish prayer shawl. Women and men wear it during morning prayers.

Torah: The Torah is the first five books in the Bible: Genesis, Exodus, Leviticus, Numbers and Deuteronomy. In a broader sense it means "all learning."

Torah Chanter: Torah chanters do not do the blessings (unless asked), but rather chant from the Torah scroll. At Har HaShem, Torah chanters have been trained in the melodies to which the Torah is chanted.

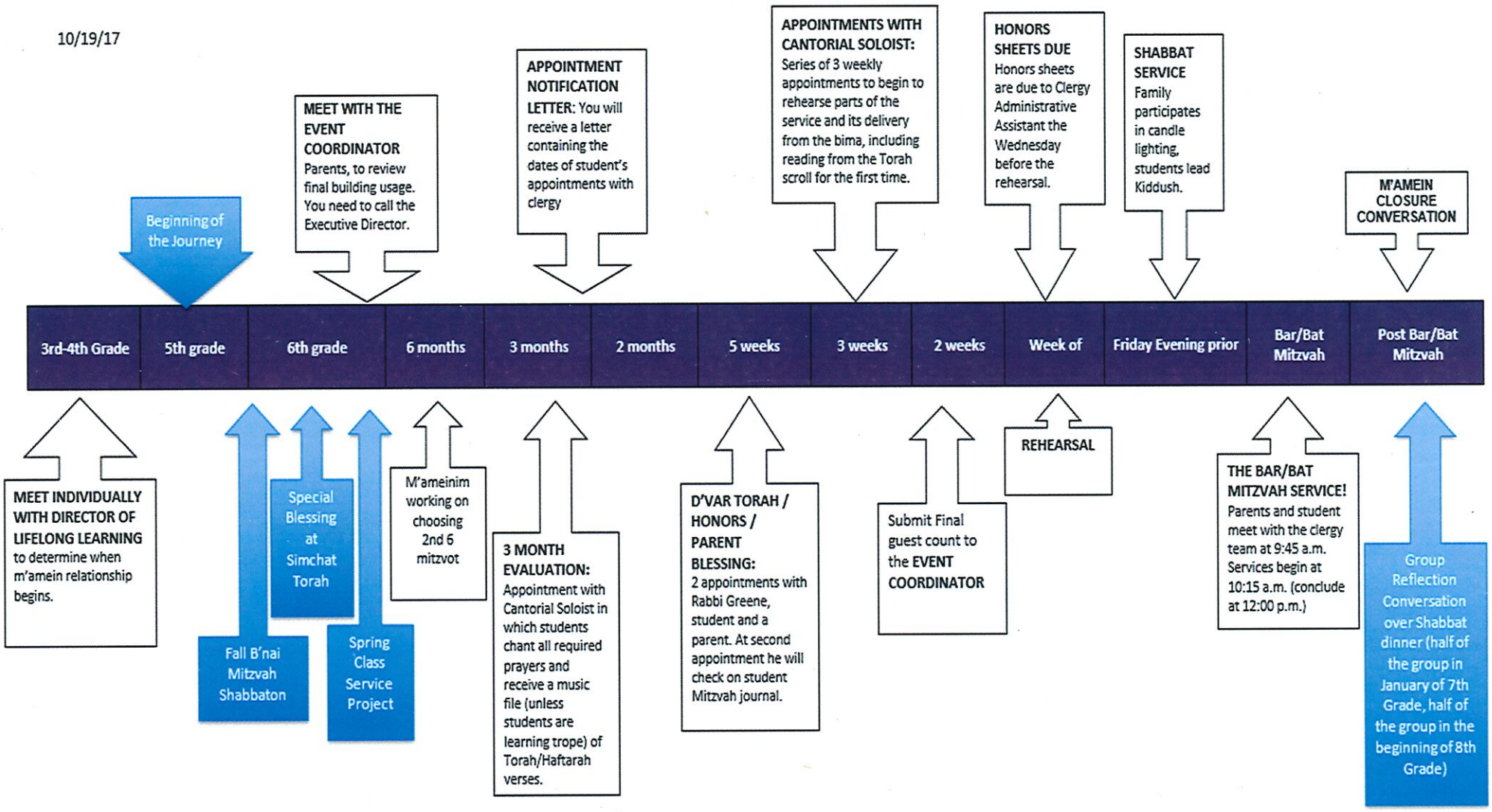
Torah Portion: A section of the Torah which is read during the week. By convention, the Torah is divided into weekly "portions" so that the entire Torah is read during the course of the year.

Tzedakah: Tzedakah is translated as "righteousness." Often mistranslated as charity, Tzedakah is money given out of sense of justice, not caring or kindheartedness (although those may also be movations). We are commanded to give Tzedakah.

Yad: Literally, "hand." The yad is the pointer the Torah reader uses to keep his or her place during the Torah reading as we may not touch the Torah scroll directly with our fingers.

Yarmulke: Yiddish work for Kippah – a traditional head covering.

10/19/17



B'nai Mitzvah Timeline