

ASBI B'nai Mitzvah Handbook

Welcome to the Anshe Sholom B'nai Mitzvah Program! Our goal is to develop our 6th and 7th graders individually and collectively to become confident Jewish adults who are ready to contribute to the synagogue and greater Jewish community.

Relying on the teachings of Simon the Righteous (Pirkei Avot 1:2), our program will be based on the three principles upon which the world is sustained:

- **Torah:** Youth will foster Torah-based skills including the ability to present a D'var Torah, chant from the Torah, and engage in meaningful discussions of Jewish thought
- **Avodah:** Youth will cultivate a relationship with Tefillah through personal prayer and the leading of communal prayer
- **Gemilut Chasadim:** Youth will create an understanding of the importance of acts of loving-kindness through group and individual acts of direct service to others

We will also be incorporating the Jewish value of Kehilla, community, as students form a community with their peers in the TODE (Tefillah Off the Deep End) program on Saturday mornings. Students will also become a greater part of the Anshe Sholom community and the greater Jewish community.

The Timeline

4th Grade: Families in good standing register for a date with the Director of Family Education, David Schwartz, and pay the first part of the B'nai Mitzvah fee (\$250)* to secure that date.

End of 5th Grade/Start of 6th grade: All families attend the TODE (Tefillah Off the Deep End) Kick-off so students can begin forming a community with their cohort and families can review and ask about the B'nai Mitzvah process.

Start of 6th Grade: Families pay the last part of the B'nai Mitzvah fee (\$250)*.

One year prior: Parents and the Bar/t-Mitzvah student have an initial meeting with David Schwartz (and Rabbi Wolkenfeld, if desired) to discuss plans and receive materials. Families choose a tutor and begin preparing the readings and services that the student will be doing.

Nine months prior: Student has a progress check-in with David Schwartz and begins planning a Chesed project.

Six months prior: Student has a progress check-in with David Schwartz.

Three months prior: Student has a progress check-in with David Schwartz. Student starts meeting with Rabbi Wolkenfeld to work on his/her D'var Torah. Family schedules their rehearsal for the week of the ceremony with David Schwartz and e-mails Steve Miller, the Executive Director, (office@asbi.org) to arrange details for Kiddush and bima decorations.

One month prior: Family e-mails Hayley Leventhal, the Office Manager, (shul@asbi.org) with the wording for the weekly bulletin regarding who is sponsoring Kiddush. Family receives and returns the Honors Sheet to David Schwartz. Family e-mails Steve Miller (office@asbi.org) with plans for any deliveries and picking up of things.

Two weeks prior: Family informs relatives and friends of any honors they are being given.

One week prior: Bar/t-Mitzvah delivers D'var Torah for peers in TODE. Family comes in for rehearsal (and photo opportunity) in the empty Sanctuary on a weekday evening.

One month after: Bar/t-Mitzvah schedules next Torah reading with David Schwartz.

*If the fee is a financial burden for your family, please talk with the Director of Family Education.

Questions You May Be Wondering About

What is my child expected to do?

Nothing. There is no specific requirement for what a celebration of becoming a Bar/t-Mitzvah looks like at ASBI because we want to personalize their experience to their interests and talents. That being said, b'nai mitzvah typically deliver the Shabbat morning sermon, receive an aliyah (for girls at a women's tefillah gathering), chant from the Torah, and take on a Chesed project. Boys celebrating becoming a Bar-mitzvah tend to deliver their D'var Torah and chant from the Torah during Shabbat morning services whereas girls celebrating becoming a Bat-Mitzvah tend to deliver the D'var Torah during Shabbat morning services and chant from the Torah during a Women's Mincha after Kiddush. If you choose a Women's Mincha Bat-Mitzvah ceremony, you will need to find an MC; David Schwartz or Rabbi Wolkenfeld can help you with that.

Your family should decide on the form and content which make sense for you. Your child might deliver the sermon during Shabbat morning services, but read Torah and lead prayers during Mincha later that afternoon. Your child might read Torah or lead prayers on a weekday Rosh Chodesh, or your child might lead Kabbalat Shabbat on Friday night etc. Whatever service you choose to do, any service held at Anshe Sholom must be open to the entire community and be under the halachic supervision of Rabbi Wolkenfeld.

While what you choose to do is up to your family, the synagogue encourages children to take on a Chesed project at the time that they celebrate becoming a Bar or Bat Mitzvah.

A general principle is that your child's goals should be ambitious, but the experience should be pleasant. Rabbi Wolkenfeld and David Schwartz are both available to discuss the vision that you and your child have for their ceremony.

Are there expectations for the Chesed project?

We encourage you to select a Chesed project that is of direct service to others. Instead of simply collecting money or items for donation, see if you can find a project that includes directly interacting with people similar to those who will receive the items. Families are encouraged to do the project together, making sure that the Bar/t-Mitzvah child takes the lead on the project. The Chesed project will be more successful if it is tied to the child's interests. The Bar/t-Mitzvah child can describe and discuss their project in their D'var Torah.

What will be presented to my child?

Anshe Sholom will present a certificate of becoming a Bar/t-Mitzvah and a voucher of \$180 towards an Israel experience.

What does the B'nai Mitzvah fee include?

The B'nai Mitzvah fee holds your date and includes B'nai Mitzvah tutoring materials, full participation in the TODE program, as many meetings as needed (typically 4-6) with Rabbi Wolkenfeld, and 5 meetings with David Schwartz including a rehearsal in the Sanctuary.

My family attends services regularly. Do I still need to do a rehearsal the week of the ceremony?

While your family may be familiar with the basic flow of the service and even with the basic flow of a service celebrating the becoming of a Bar/t-Mitzvah, your child will not have experienced the service from the perspective of being the Bar/t-Mitzvah. This rehearsal will help them feel comfortable on the day of the ceremony. It is also the opportunity to take any pictures. Whether or not you are choosing to take pictures, your family is encouraged to dress up for the occasion to make the rehearsal as realistic as possible.

How does Kiddush work?

It is customary at Anshe Sholom for the family of a Bar/t-Mitzvah to sponsor Kiddush. When you talk with Steve Miller (office@asbi.org), you can make a plan as to what menu you want and whether you want to order directly or have the synagogue order and reimburse the synagogue. All deliveries of any sort need to be made by noon on Friday (including kippot and candy, if they are being delivered in advance).

The synagogue staff can handle up to 200 people for a Kiddush without assistance and we normally have around 175 on Shabbat, so if you are having guests then you need to hire outside help to not just monitor food, but primarily to move it over to the JCC. Staffing agencies that families have used include "That Special Event" and "Jewell Events Catering" (getting the food from elsewhere). Kiddush is normally held in the upstairs gym of the Heller JCC, a room that can hold about 225 people; if you would like to use the JCC lower gym that may require

another fee and notice given about 2 months in advance so we can work it out with the JCC. You will also need to hire a second helper to both monitor the food and to move it over to the JCC before Kiddush. There are about 14 tables available, including those for the food and hand washing, as well as 80 chairs. If you would like to rent more, they need to be brought to the synagogue and picked up from the synagogue and you will need to hire assistance to move them to the JCC on Saturday morning and back to the synagogue at the end of Kiddush on Saturday.

Please note that all food must have reliable kosher supervision, not be home-made, and be NUT-FREE. If you bring in wine, it must be kosher and mevushal.

Do I have to invite everybody in TODE to the service and the party?

Yes. We seek to build a community of the kids in TODE, and not inviting all the kids in TODE is counterproductive to that goal.

Can we have a private Shabbat dinner at the synagogue?

Friday evening Shabbat dinner is a wonderful opportunity to begin your joyous celebration with family and friends together, and the synagogue encourages you to do so right in our Social Hall. The celebration of becoming a Bar/t-Mitzvah takes precedence over all other programming on Friday nights; the shul calendar will be clear that evening for you to have this option. You will need to place your own food orders, find your own servers if you want them, clean up after yourselves, and provide your own paper goods (including cutlery). All wine and/or grape juice must be mevushal, and there is a \$250 rental fee plus security costs.

Can we have a private Shabbat lunch at the synagogue?

A Bar or Bat-Mitzvah ceremony sends a message that the young adult is joining the Jewish community, and specifically the synagogue community, as an adult. Moreover, the entire Anshe Sholom community wants to rejoice with your child and your family. Therefore, we ask that the Bar/t-Mitzvah family stay at the communal Kiddush until 12:30 PM. If you wish to have a private lunch at the synagogue after that, the rules for private Shabbat dinners apply here as well.

When do we hand out and throw candy?

Candy can be handed out starting at the end of the Bar/t-Mitzvah's D'var Torah so as not to distract from listening to your child's important words. Candy can continue to be handed out as Rabbi Wolkenfeld gives his message to your child, as your child makes his/her way down to the middle of the shul, and as the family gives the traditional blessing. Only once the blessing is finished is the candy to be thrown. Candy should be kosher according to Community Standards, nut-free, and preferably the soft, individually-wrapped fruit gels (available for special order from Windy City Sweets - ask for the "individually-wrapped fruit gems"). Spontaneous dancing may occur thereafter.

What are our options for bima decorations?

While your family could order a 3' by 3' floral arrangement (please avoid lilies to minimize allergic reactions), Anshe Sholom encourages your family to contact The Ark about getting 2 food baskets instead. These baskets are tastefully wrapped, dropped off by The Ark before the weekend, and then picked up by The Ark after the weekend; the food is then donated to those in need. See <http://www.arkchicago.org/content/donate#CenterpieceRental> for more information.

What if I want my child to write his/her D'var Torah with somebody besides the rabbi?

While in general Anshe Sholom encourages children becoming Bar or Bat-Mitzvah to write their D'var Torah with Rabbi Wolkenfeld, we recognize that sometimes families have other people with whom they would like their child to write the D'var Torah. That is fine as long as Rabbi Wolkenfeld both looks over the D'var Torah and has a session with the child to practice delivering it. Not only is Rabbi Wolkenfeld an expert at delivering D'verei Torah in the Sanctuary, but this also helps the child build rapport with the rabbi of their community.

What expectations should be communicated to guests?

It's wonderful that life cycle celebrations bring guests who don't have much experience with Orthodox synagogues. Please communicate to your guests, including any classmates of your child, that cell phones should only be used by medical professionals during both services AND Kiddush. Please also find somebody to sit with both male and female classmates who are present without their parents so that classmates limit their talking to outside the Sanctuary.

Who at the shul do I ask about various things?

Director of Family Education, David Schwartz: Nearly all questions
Rabbi Wolkenfeld: D'var Torah, big picture, and honors questions
Office Manager, Hayley Leventhal: Weekly bulletin questions
Executive Director, Steve Miller: Kiddush and other logistics questions

How can I support my child in preparing for their Bar/t-Mitzvah ceremony?

Attend services regularly with your family so your child is as comfortable as possible with the service they will be participating in. Make sure your child is practicing the assignments given to them by their tutor. Daily practice is important to build the "muscle memory" required for successfully learning to read Torah and lead prayers. Encourage your child to practice to you so you can hear what they are working on. Read the Torah portion with your child and talk about it so you are all learning together. Most importantly, give your child your love and support and walk the road with them.

Honors Sheet For Shabbat Morning of Bar/t-Mitzvah Service

Name of Bar/t-Mitzvah:

Ark Opening for taking out Torah (2):

Aliyah #1 (Must be a Cohen)

Hebrew name:

English name:

Reader:

Aliyah #2 (Must be a Levi)

Hebrew name:

English name:

Reader:

Aliyah #3

Hebrew name:

English name:

Reader:

Aliyah #4

Hebrew name: Saved for congregation (should there be an aufruf, etc.)

English name: Saved for congregation

Reader:

Aliyah #5

Hebrew name: Saved for congregation (should there be a baby naming, etc.)

English name: Saved for congregation

Reader:

Aliyah #6 (Blessings are done by the father, if applicable)

Hebrew name:

English name:

Reader:

Aliyah #7

Hebrew name:

English name:

Reader:

Maftir Aliyah (for Bar-Mitzvah, blessings and reading are done by Bar-Mitzvah)

Hebrew name:

English name:

Reader:

Gabbai 1:
Provided by congregation

Gabbai 2: (for Bar-Mitzvah should be tutor if tutor was male; otherwise rabbi or other congregant)

Hagba (lifting the Torah)

Hebrew name:

English name:

Golel (wrapping the Torah)

Hebrew name:

English name:

Female to carry Torah back (Bat-Mitzvah or the mother of the Bar-Mitzvah):

1+ Escorts of the female carrying the Torah:

Hebrew Names:

Ark Opening for returning the Torah (2):

Ark Opening for Anim Z'mirot (2):

Point person to help us identify who is getting these honors:

People to lead specific services whom you are providing or requesting from the congregation:

Honors Sheet For Shabbat Mincha Bar/t-Mitzvah Service

Name of Bar/t-Mitzvah:

Ark Opening for taking out Torah (2):

Aliyah #1 (for Bar-Mitzvah, must be a Cohen) (for Bat-Mitzvah, done by mother, if applicable)

Hebrew name:

English name:

Reader:

Aliyah #2 (for Bar-Mitzvah, must be a Levi)

Hebrew name:

English name:

Reader:

Aliyah #3 (for Bar/t-Mitzvah, blessings and reading are done by Bar/t-Mitzvah)

Hebrew name:

English name:

Reader:

Gabbai 1: (Whomever is MCing the service)

Gabbai 2: (for Bat-Mitzvah should be tutor if tutor was female)

Hagba'a (lifting the Torah)

Hebrew name:

English name:

Gelila (wrapping the Torah)

Hebrew name:

English name:

Female to carry Torah back (Bat-Mitzvah or the mother of the Bar-Mitzvah):

1+ Escorts of the female carrying the Torah:

Ark Opening for returning the Torah (2):

Point person to help us identify who is getting these honors:

People to lead specific prayers whom you are providing or requesting from the congregation:

TODE Calendar 2017-18

TODE meets every Shabbat Sept-June in the Beit Midrash at 10:30 AM except for the following:

Sat. Nov. 4th - Arnon Gafni-Kane's Bar-Mitzvah

Sat. Nov. 18th - Gabe Hirsch's Bar-Mitzvah

Sat. Feb. 3rd - Isabelle Goldberg's Bat-Mitzvah

Sat. June 9th - Liora Genin's Bat-Mitzvah

Sat. June 23rd-Sat. Aug. 25th - Summer Break

TODE also has monthly Sunday volunteering opportunities:

Sun. November 12th - 10:00-12:00 - The Ark - Meet at 6450 N. California

Sun. December 10th - 10:30-12:00 - Uptown Cafe - Meet at 909 W. Wilson

Sun. February 11th - 10:00-11:00 - Shopping on a Budget - Meet at 3531 Broadway Jewel

Sun. March 11th - 10:00-11:00 - ASBI Playroom Cleanup - Meet at ASBI

Sun. May 6th - 10:00-11:00 - Beach Cleanup - Meet at Montrose Beach