



bethdavid synagogue

B'NAI MITZVAH HANDBOOK

JANUARY 2021

SAMPLE

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SAMPLE

INTRODUCTION

A bar or bat mitzvah has the potential to be an incredibly powerful rite of passage. It is a rite of passage for two reasons. First, though it is a different word, it is a right of all Jewish children that upon their 13th Hebrew birthday, they become a part of the adult Jewish community. And second, because in our recognition of this moment, we ask our children to learn and lead our congregation in a number of ways—customized to their skills and abilities. A Bar and Bat Mitzvah is a significant accomplishment. We have confidence that your child will work hard and learn a lot, and through this process grow in maturity and in self-understanding of their own abilities. And they do this in the context of their family and their Jewish community which provide a supportive environment in which our young people can stretch themselves.

Our communal celebration of their B'nai Mitzvah occurs in the midst of our weekly Shabbat gathering and worship. Each bar or bat mitzvah learn various Jewish spiritual skills and form a personal understanding of what each ritual element means to them. Our belief is that by preparing our young people properly for their b'nai mitzvah, we are preparing them for a lifetime of engagement in Jewish communal and spiritual life.

We hope that all our children, and many of our parents, will have an “Oh, Wow!” moment at the end of the service on the Shabbat morning when we celebrate their b'nai mitzvah. This is different than a “whew its over” moment, though that might occur too.

This moment is one of uplifting realization of all that he or she accomplished. To varying degrees that suit their individual needs and abilities, our youth lead a significant part of our worship (more on page 4), they chant a Haftarah, read from one of our *Sifrei Torah* and teach the congregation a personal lesson from their Torah portion. That uplifting realization stems from the awareness that it was because of what they did on this particular shabbat that our community was able to come together and worship, learn and celebrate as Jews.

Bar or bat mitzvah is a public acknowledgement that a boy or girl has become a responsible adult member of the Jewish community. It is an important step in the transition to adulthood and the acceptance of responsibility for one's own actions. Celebrating this transition on a Shabbat morning is a wonderful step to take. As part of their learning, our families will engage in study about the importance of Tzedakah (justice) work and acts of *Gimilut Chesed* (loving kindness) and will be guided and supported in a project that demonstrates our students' commitments to help make the world a better place.

We pride ourselves of being a *Haimish*, intimate congregation and the family's celebration is a simcha shared by the community at large as well. Thus, the bar/bat mitzvah at Beth David is an event for the Beth David congregation as well as for the family. The entire congregation looks forward to sharing the joy as our children become young adults. Beth David encourages celebrations following services to be consistent with the religious nature of the occasion.

JEWISH EDUCATION

Our community strives to provide a thorough Jewish education to all of children, regardless of where they attend school. Their study and preparation before the celebration of their b'nai mitzvah is meant to get them ready for a lifetime of active Jewish participation. The knowledge they gain will hopefully be a foundation upon which they build their adult spiritual and communal lives. In addition, it is important that we develop a community for them before bar and bat mitzvah so that they have that community to be a part of in High School.

Jewish Education Programs:

- 1) Wednesday afternoon school provides our students a base in Hebrew and general Jewish knowledge. Our family programs focus on holidays, Judaism in the home and other topics.
- 2) Shabbat Shelanu combines the best of the junior congregation experience with the spirit and programming of Jewish summer camp. Shabbat Shelanu will give all our children a strong foundation in Shabbat morning worship, provide opportunities to lead worship in a learning atmosphere—including reading Torah—and just as importantly, help our youth create a community for themselves wherever they go to school.

For our students who attend our religious school for their primary religious education:

To give our students a solid base in Hebrew and general Jewish knowledge, we require five consecutive years of education in our religious school. Currently, this includes regular participation in our Wednesday afternoon supplemental school, various family education programs and our Shabbat Shelanu program on Shabbat morning.

For our students who are currently enrolled in B'nai Shalom Day School:

Day school education gives our students a powerful foundation of knowledge in Hebrew, Jewish history, bible and more. A vital complement to day school education is our Shabbat Shelanu program which takes the knowledge and skills day school students gain there and helps them become comfortable leading Shabbat morning liturgy and traditions of communal gathering. Regular attendance at our Shabbat Shelanu program (read description in paragraph above) is expected for two full school years before the school year containing their bar or bat mitzvah.

We are committed to working with each of our families:

We recognize that our families make a unique and significant commitment when they decide to give their children a solid Jewish education. The significance of this commitment enables us to give our students a deep enough education that will serve them for their entire lives, well beyond their bar or bat mitzvah. We also recognize that it is unique and swims against the current of popular culture in many ways. We respect and appreciate that commitment AND are committed ourselves to work with each family. We will hold a meeting with each family as they begin this process to work through expectations and any necessary accommodations.

Shabbat Shelanu in an intentional environment where our students' learning, participation and leadership are designed into the program. It is not the only way for our students to learn how to function in traditional shabbat morning services and to lead them. Your rabbi and education director will help each family to find accommodations that work within their family lives to give students the educational experience we all value so highly. Accommodations might include counting participation in services at Ramah (where services are traditional and egalitarian and translate to our milieu), as part of Kadima encampment and attending Shabbat morning worship in our sanctuary.

Formal Jewish education is expected to continue at least through the year of the Bar/Bat Mitzvah ceremony; we hope it will continue beyond that year. We are proud that at Beth David Synagogue, most children attend Religious School through confirmation in twelfth grade!

BAR AND BAT MITZVAH PREPARATION

At Beth David we celebrate every child in our community. All Jewish children do not look alike and have a variety of skills and abilities. Every one of them is beautiful in the eyes of our Creator and in the eyes of our community. Demonstrating our love and support for each child is as important to our community as it is to our families and their children. Our Rabbi and Director of Education will work with each family so that their child can be appropriately celebrated as part of our Shabbat morning worship and communal gathering.

Preparing for b'nai mitzvah requires 10-12 months of intensive learning and near constant reviewing of skills in order to maintain knowledge already gained. Learning skills like chanting Haftarah and Torah, davening in a second language can be a taxing experience. We want our children's preparation for their b'nai mitzvah to build their confidence and not their anxiety level. To the best of our abilities, we will only teach our children one new skill at a time. And how far they go, how many parts of the Shabbat morning service they lead, will be up to them and the work they do. Below find a ladder of learning which lays out the order in which we will teach our children skills.

End of 5 th grade:	<ul style="list-style-type: none"> Meet with Rabbi, Director of Education and Executive Director to review program, begin to select dates.
12-14 months prior	<ul style="list-style-type: none"> Meet with Director of Education to set up tutoring plan.
1 year before the Ceremony	<ul style="list-style-type: none"> Begin lessons with B'nai Mitzvah tutor; 45 minutes every week
10 months before the Ceremony	<ul style="list-style-type: none"> Check in meeting with Director of Education
6 months before the Ceremony	<ul style="list-style-type: none"> Meet with Executive Director to discuss logistics planning. NOTE: Dues & Tuition payments must be up to date.
4 months before ceremony	<ul style="list-style-type: none"> Read parsha and prepare to meet with Rabbi to begin writing d'var Torah.
3 months before the Ceremony	<ul style="list-style-type: none"> Begin to work on d'var Torah with Rabbi. Includes study, review of possible topics, b'nai mitzvah picks topic and develops outline with Rabbi. Provide the office with a <u>photograph and short biography</u> of your child for inclusion in the bulletin
2 months before ceremony	<ul style="list-style-type: none"> Parents meet with Rabbi to go over any outstanding questions or issues, especially with regards to honors and participation in services. B'nai mitzvah works with Director of Education, and utilizing outline, writes d'var Torah. Mitzvah project proposal completed and given to the Rabbi and Director of Education
1 month before the Ceremony	<ul style="list-style-type: none"> Begin rehearsing in sanctuary with B'nai Mitzvah Tutor Preparation of <u>program booklet</u> begins – Provide the synagogue with <u>program information</u> including the form for Service Participants & Synagogue Honors.

<p>2 weeks before the Ceremony</p>	<ul style="list-style-type: none"> • Meet with Director of Education to finalize the d’var Torah presentation. • Parents meet with Rabbi to finalize their “talk to your child” (About the beauty and uniqueness of your child and the significance of this Jewish milestone - no longer than 1 typed, double-spaced page). • Full rehearsals of services with B’nai Mitzvah Tutor
<p>1 Week before the Ceremony</p>	<ul style="list-style-type: none"> • Full rehearsals of services on the bima with Rabbi • First Aliyah at Thursday morning minyan • Pictures

NOTE: This timeline is a guideline and may be altered by the Rabbi or Director of Education depending on B’nai Mitzvah date and individual students’ needs.

The Rabbi and Director of Education will offer family seminars to upcoming b’nai mitzvah students and parents. You can find details on page 6. Please plan to attend.

Written study materials and coordinated recordings will be provided as a review of the material which has been taught. A fee, discussed with the Executive Director or Finance Director to cover the expense of the Bar/Bat Mitzvah tutoring, as well as all needed study materials, will be discussed at the time your child begins studying with the Bar/Bat Mitzvah tutor

Bar/Bat Mitzvah training requires an investment of time and effort. Parents should take an active role in studying along with their children. Building the habit of study early on “tuchus time” will prevent much anxiety later.

NOTE: Bar/Bat Mitzvahs taking place in later summer/early fall: If your child is attending a summer camp, even if it is a Jewish one, even if it is Ramah—please take note. At best, bar and bat mitzvah tutors at camp will help to prevent your child from forgetting too much. They in no way can continue a child’s preparation or even help them hold even. Please tell the Rabbi and Education Director if your child will be away for a significant part of the summer so that they can strategize appropriately with you and your child.

FAMILY SEMINARS

A bar or bat mitzvah is a momentous time in the life of your family. Your preparations for and celebrations of this moment in your child's and family's lives are full of potential to deepen your connections to one another, your community and your Judaism. We have designed a series of family seminars to help parents and child get as much out of this experience as possible.

Honors and the Sanctuary:

In this session we will review all of the honors of Shabbat morning, including which ones you may assign to family and friends. In addition to these honors, there are also ways in which other family members and friends may participate in our worship and we will discuss these. Rabbi Ben-Gideon will answer any questions about these two important elements of your celebration. If you have a question, it is a near lock that someone else does as well, so ask away.

We will also cover the choreography of the morning, covering topics like: When will you have the opportunity to speak to and bless your child? How does that blessing work? Can we practice? How do you have an Aliyah? How does ark open and close?

Tzedakah and Gemilut Hesed:

As a community we affirm the importance of taking the lessons we learn in prayer, study and community with the confines of our Beth David community and activating them in the world around us. This is something that we each do in our own way. The Torah commands us to feed the hungry. Some might join with Beth David as we feed the homeless at StreetWatch or distribute food as part of Out of the Garden, every fourth Sunday. Other's might give money to Mazon, or our Beth David Food Insecurity fund. And still others might make look for other personal opportunities to distribute food to those who would go hungry.

A vital part of the b'nai mitzvah experience is realizing that the values we learn and celebrate in our community are most powerful when we take individual action out in the world. We expect that each of our students will find a tzedakah project to participate in and will set aside a portion of their gifts to participate as 8th and 9th graders in our Jewish philanthropy class as part of Hebrew High school and preparations for Confirmation.

We will hold one session on the importance of this project. We will study some traditional texts about that highlight differences between Tzedakah and Gimilut Hesed and provide some guidance and support for how to find the project that is right for you.

Tefillah, Tallit and Tefillin Boot Camp:

Learning about prayer and related ritual objects is a key part of bar and bat mitzvah preparation for our children and their families. This part of the process will prepare your family to feel comfortable in services. It will also help students and parents 1) to grow more comfortable and confident with tallit and tefillin and 2) to build understanding of how to use these special items to enhance the spirituality of our prayer experiences.

To accomplish these important goals, each student and at least one parent will participate together in a “Tallit and Tefillin Boot Camp.” This experiential learning will take place over three sequential Sunday sessions with ten minutes of homework a day in between. This homework will be to practice what is learned on Sundays by praying for ten minutes a day with these ritual objects every day for two weeks. This may initially sound intimidating—but we will equip you with everything you need to be able to experience daily prayer to get a taste for what it can add to your personal religious life.

On the first Sunday, boot camp will prepare each child and parent to be comfortable with the mechanics of putting on and removing tallit and tefillin. Each child and parent will then be matched with a personalized prayer service that they can accomplish in 10 minutes each morning. We will have a few different possible prayer services, some entirely in English, some entirely in Hebrew and some that are a hybrid. The important part here is consistency and meaning for each person.

On the second Sunday, participants will explore the biblical basis for these ritual objects and will explore the meanings can be found in the experience of davening with them. (and review the structure of the Shabbat morning service.)

On the final Sunday, we will daven (pray) together and process the experience.

BAR/BAT MITZVAH TUTORING

The Basics of the Child's Preparation for Bar/Bat Mitzvah

- The Director of Education will contact parents about one year before the Bar/Bat Mitzvah date to assign and introduce a tutor so that lessons can begin.
- Lessons are weekly and are 45 minutes long. Frequency of the lessons may increase as we get closer to the date if the child needs the extra reinforcement.

Study Habits

- As a general rule, students should study approximately 30 minutes a day, 5 days a week. Haftarah and Torah reading is difficult and your child's particular reading is not usually heard in synagogue services more than once a year, unlike the daily and weekly davening. Therefore, for Haftarah and Torah reading, more intense work, going back and forth with the tape recorder, and spending however much time it takes to learn the assignment may be necessary.
- A suggested study method is for the student to read the assigned material 6 times before learning the melody. For example, read the material twice a day for 3 days and on the 3rd day, start learning the melody.
- If your child loses any of the study material, can't locate the assignment, or has any question regarding homework, he/she should contact the B'nai Mitzvah Tutor before the next lesson.
- Progress will be relayed to parents on a regular basis. Any questions/concerns of students or parents will be addressed as they materialize. We want to keep the lines of communication open at all times.
- In the event of absences, every attempt will be made to make up the lesson at a mutually convenient time.

MEMBERSHIP IN GOOD STANDING

It is the policy of Beth David Synagogue that families planning a Bat/Bat Mitzvah must be members in good standing of the synagogue, including being current with synagogue membership dues and assessments. If you anticipate a problem, please contact The Dues Committee well in advance of the Bar/Bat Mitzvah date.

PARTICIPATION IN THE SERVICE BY BAR/BAT MITZVAH CANDIDATES

Shabbat

On the Shabbat of the Simcha, Bar/Bat Mitzvah candidates are expected to be called to the Torah for the Maftir (final) Aliyah, to chant the blessings before and after the Aliyah, and to chant the Haftarah and the blessings that precede and follow it. Students usually prepare a D'var Torah (lesson). Students will also chant the Maftir Aliyah Torah portion. Once these portions of the service have been mastered, the student may learn to participate in or lead a variety of other portions of the Shabbat morning.

Thursday Morning

The Bar/Bat Mitzvah will be expected to attend Thursday morning 7:00 a.m. Shacharit services with his/her family, on the Thursday preceding the Shabbat of the Bar/Bat Mitzvah. At this service, boys and men will put on Tallit and Tefillin. The students will have previously learned how to put on Tefillin - a review session will be scheduled in advance for parents if necessary.

The Bar/Bat Mitzvah will receive an aliyah and may participate in other aspects of the service. It is customary that the Bar/Bat Mitzvah family provide a modest breakfast after the Minyan. There are usually about 15-20 worshippers in attendance. We suggest that friends and family attend this simcha as well. The Minyan is generally over by 8:00 a.m. Arrangements for table set-up, a coffee urn, etc. should be made with the Executive Director in advance. **All food brought in must be Kosher according to Beth David's standards.**

Skills Checklist

Here's a check list of what service skills your child may learn in preparation for Bar/Bat Mitzvah:

Order:

1. Blessings before/after Haftarah
2. Haftarah
3. Torah Service
4. Blessings before/after Torah
5. Maftir portion & additional Torah readings
6. Shacharit
7. Kiddush (Friday night and Sat. morning)/Hamotzi/Tallit Bracha
8. Musaf service
9. Rest of Friday night

PREPARING FOR SHABBAT MORNING

Flowers

Beth David regularly has fresh flower arrangements in front of each sanctuary podium. Some Bar/Bat Mitzvah families choose to replace these with more elaborate floral arrangements. Should your family choose to do this, please arrange for the florist to deliver them before noon on Friday. Contact the synagogue office if you would like to use the same florist the synagogue uses.

Honors During the Service

During a Shabbat morning service, a number of Jewish people are given various honors by being called to the Bimah for an Aliyah, to raise or dress the Torah, to open or close the Ark, etc. Often, these honors are given to congregants celebrating life cycle events such as a Bar/Bat Mitzvah, a forthcoming marriage, or the birth or naming of a child, a yartzeit, or a birthday. We know that you will want to honor family members and friends with aliyot to the Torah and other honors in the service. Therefore, Beth David sets aside some of that day's "*Kibbudim*" (service honors) to be distributed by the Bar/Bat Mitzvah family. Some aliya honors are retained by the congregation.

Your selection of honorees should be discussed with the Rabbi several weeks in advance of the Bar/Bat Mitzvah ceremony. Please do not make any commitments about granting honors before the Rabbi has given his approval. The Bar/Bat Mitzvah family is not obligated to distribute all of the honors.

The Bar/Bat Mitzvah family may ask members of Beth David's Board of Trustees to sit on the bima on the morning of their simcha. Contact the Synagogue office for a list of current Board of Trustees.

Family Members Reading Torah or Leading the Service

We encourage family members, and other guests, to participate in reading Torah or leading the service. If siblings or parents or others are able to do so, or wish to learn, a guest or relative would like to participate in this manner, please speak to the Rabbi well in advance of the occasion. If you wish your guests to Read Torah, please inform the Rabbi or Director of Education at least three months before the Bar/Bat Mitzvah date. Otherwise, the Synagogue will assign Torah readings to readers from the Beth David Community. Please note: In order to avoid embarrassment, all visiting Torah readers and daveners must complete learning their portions and be checked by the Rabbi two weeks prior to the Shabbat Bar/Bat Mitzvah.

Information for Your Guests

Your guests may not be familiar with a Conservative congregation. It helps to advise them in advance about customs at Beth David during Shabbat. For your information, we have compiled the following basic list of do's and don'ts. Please share them with guests who may not be knowledgeable. Some families have sent out a letter to guests in advance of the Bar/Bat Mitzvah, advising them of what to expect in the service, how to get here, etc. A sample is included in this booklet as Appendix E.

Dress

- It is the policy of our synagogue that modest is appropriate for synagogue wear and required for adult and adolescent honorees ascending the bimah.
- All men and boys should wear a Kipah in the Synagogue building AT ALL TIMES. They are available at the entrance. Heads should remain covered while they remain in the building, whether in or out of the sanctuary, thru the end of the Kiddush luncheon.
- It is customary for Jewish men to put on a Tallit (prayer shawl) before entering the sanctuary. This is obligatory for males chosen to ascend the Bimah to receive an honor such as Aliyah, an Ark opening, etc.
- Non-Jewish men should wear a Kipah but should not put on a Tallit.
- Women are encouraged to wear a talit on the bimah and in the congregation but are not required to do so.
- Please ask your guests not to chew gum in services.

Respecting Shabbat

- Smoking is not permitted on Shabbat or on Holidays in the building or on the grounds of Beth David.
- Cameras: Photography, still or video, is not permitted at Beth David Shabbat. Please inform your guests beforehand so that they do not bring cameras into the building or carry them into the Sanctuary.
 - If you wish to arrange a photo session before or after Shabbat or on Thursday morning, please contact the synagogue office.
- Telephones: There is no public telephone at the synagogue, and office phones are not available on Shabbat. Please alert your guests, especially teens, who may need to use a phone to arrange to be picked up, etc., to make such arrangements in advance. **Cell phones should be turned off before entering the sanctuary, and should not be used in the synagogue building on Shabbat.**

Children

Children of all ages are most welcome at Beth David Synagogue. Children will all be called up to the Bimah for Kiddush and the closing hymns at the end of services. Coloring or writing or electronic games by children or adults is forbidden on Shabbat - books and toys are welcome. There are also toys and books available in the back of the Sanctuary. Please make sure that your guests understand that they are responsible for the supervision of their children.

Throwing Candy at Bar/Bat Mitzvahs

We throw candy to indicate our joy at happy occasions, and to express our wish that life will be sweet for the family observing this simcha.

The synagogue will provide the candy used and all associated costs will be billed to you.

Booklets

You should create a personalized booklet about your child to distribute to guests and congregants. This booklet should include a personal welcome note, a “program” section with notes on who is doing each honor in the service, a bio on your child, a picture of your child, and other personal details. Review this booklet with the Executive Director before printing.

In addition, the synagogue has available booklets of TRANSLITERATION (Hebrew spelled out in English letters) of the Hebrew prayers we sing in the Friday night and Shabbat morning services. We suggest that these transliteration booklets be distributed by ushers as appropriate.

A handout with Synagogue announcements is distributed each Shabbat.

Kippot and Benchers

Some families have ordered and distributed commemorative, imprinted kippot, for their guests. In addition, you may wish to consider ordering booklets containing Birkat HaMazon, the grace after meals, which will be recited after the Kiddush Luncheon. For help ordering these items, please consult the synagogue office or the gift shop.

Kiddush Luncheon

On the week of the b’nei mitzvah, it is customary for the b’nei mitzvah family to host a Kiddush after Thursday morning services and Shabbat morning Services. The Kiddush typically includes “regular” shul attendees and invited guests. You will work with the Executive Director to arrange these meals.

Celebration

In addition to sponsoring Kiddush after Shabbat morning services, you may plan to celebrate with your guests at a Shabbat dinner or a party after Shabbat. We encourage you to consider using our synagogue facilities. There are several local caterers who are registered to prepare and serve in the synagogue or use the synagogue's kosher kitchen.

Whether at the Synagogue or elsewhere, we encourage modesty in consumption, and a recognition of the religious character of the celebration. The Rabbi is available to you to answer questions or provide advice in these matters.

INVITATIONS

We suggest that your invitation reflect the spiritual and religious nature of the occasion as well, by including some Hebrew - perhaps the Bar/Bat Mitzvah's name, the name of the parsha, or a verse from the Torah in Hebrew or English.

GIFTS FOR THE BAR/BAT MITZVAH

As a Bar/Bat Mitzvah, your child will receive three gifts from Beth David, a Hebrew/English Tanakh (full Jewish Bible) from the Beth David Board of Trustees, candlesticks from the Beth David Sisterhood, a Kiddush cup from the Beth David Men's Club. Please make sure that your child writes "thank you" for these gifts. Families may wish to commemorate this important event at Beth David by dedicating leaves on the Tree of Life or contributing to any of the congregation's special funds.

Some months after your child's Bar/Bat Mitzvah, the entire Bar/Bat Mitzvah class will receive Bar/Bat Mitzvah Certificates as a group in a ceremony from the synagogue.

Gifts of religious content, such as books, tapes and ceremonial objects are appropriate for the Bar/Bat Mitzvah. This is a particularly good time for the Bar/Bat Mitzvah to begin his/her own Jewish library. A suggested list of Jewish Bar/Bat Mitzvah gifts is attached as Appendix D.

The Sisterhood Gift Shop carries supplies and appropriate gifts. An assortment of domestic and Israeli Kippot, Tallitot and Tefillin is available. In addition, the gift shop prepares a "Bar/Bat Mitzvah registry" for each child, noting books & Judaica objects appropriate for Bar/Bat Mitzvah gifts as suggestions to the community.

Mail order catalogs of Jewish books and Judaica objects are available through the Rabbi or the gift shop.

BAR/BAT MIZVAH CHESED PROJECTS

Tzedaka is usually limited to money; the Hebrew term for "volunteering to help others" is GEMILUT HESED", literally, "acts of loving kindness." We encourage students to commit themselves to some activities of gemilut chesed as well, in the Bar/Bat Mitzvah year, and throughout their lives. Examples might be: collecting used eyeglasses, or shoes for the poor, tutoring Hebrew or some other subject, picking up bread at the end of a day and delivering it to the soup kitchen once a week, volunteering in an office of a charitable organization, etc.

SAMPLE

APPENDIX A: SYNAGOGUE HONORS

Bar/Bat Mitzvah of _____ Date _____

Open Ark p. 139 _____ and _____

Torah Reading and Aliyot (two in addition to Acharon, are TBA as “congregational aliyas”)

English Name	Hebrew Name
Cohen _____	_____ ben/bat _____
_____	_____ ben/bat _____
Levi _____	_____ ben/bat _____
_____	_____ ben/bat _____
3 _____	_____ ben/bat _____
_____	_____ ben/bat _____
4 _____	_____ ben/bat _____
_____	_____ ben/bat _____
5 _____	_____ ben/bat _____
_____	_____ ben/bat _____
6 _____	_____ ben/bat _____
_____	_____ ben/bat _____
7 _____	_____ ben/bat _____
_____	_____ ben/bat _____

(Acharon – for Yartzeits)

Bar/Bat Mitzvah student will “have” the maftir aliya

Hagbah (Lifting the Torah (must be approved) _____

G'lila (tying the Torah) _____

Torah Holder (seated) _____

English reading – Prayer for Country (p. 148) _____

Hebrew reading – Prayer for Israel (p. 149) _____

Open/close ark p. 154 _____ and _____

Open/close doors at end of service _____ and _____

Guests/Relatives to be recognized/mentioned by name: _____

SAMPLE

APPENDIX B: BAR/BAT MITZVAH PLANNING

ONE YEAR IN ADVANCE:

reserve hotel rooms
start invitation list
choose invitation
reserve caterer and band/DJ
think about Friday night, Saturday night, Sunday morning meals/hosting/events

SIX MONTHS BEFORE

Finish preparation of invitations & thank you notes
Take invitations to printer
Siblings and relatives begin preparation of parts

FIVE MONTHS BEFORE

Prepare inserts of invitations
Meet with Caterer, Executive Director and Mashgiach
Order benchers and kipot
Measure Bar/Bat Mitzvah and choose tallit and purchase with tefillin
Reserve rooms at Synagogue, reserve kitchen dates
Contact Photographer

FOUR MONTHS BEFORE

Finalize invitation list
Begin addressing envelopes
Finalize menus for Shabbat dinner/Luncheon/Saturday party
Set up Synagogue honors
Think about party favors
Set-up Thursday morning breakfast

THREE MONTHS BEFORE

Stuff invitations
Reserve: table cloths, microphones, tent, chairs, all rental equipment
Register Bar/Bat Mitzvah at Synagogue Gift Shop
Begin working on table set up for shabbat dinner/luncheon etc.
Clothing for family members and shoes
Contact Florist
Arrange for care for small siblings in synagogue
Prepare bulletin article for Synagogue

TWO MONTHS BEFORE

Buy Stamps
Divide up friends' volunteer responsibilities
Mail invitations
Welcome bags for guests
Greensboro information sheets for guests

Begin work on Bar/Bat Mitzvah Program

ONE MONTH BEFORE

Order special challah

Re-contact: photographer, florist, rental company, caterer

Select Ushers and all honors

Picture collage

THE MONTH OF THE BAR/BAT MITZVAH

Arrange transportation for guests

Hospitality baskets for hotel

Check all clothes for different events

SAMPLE

APPENDIX C: BAR/BAT GIFT REGISTRY

(These items are available through Beth David Synagogue Sisterhood Gift Shop)

Talit & Bag
Tefillin & Bag
Kippot with name
Chanuka menorah engraved
Kiddush cup(s) engraved
Candlesticks
Tzedaka Box
Gragger
Hadvla set
Jewish & Israeli Tapes/CD's
magazine subscription: The Jerusalem Report, Moment
Teenage books
Israel Bonds (to go to Israel trip)
Clock with Hebrew
Watch with Hebrew
Hebrew name in calligraphy or plaque
Hebrew name necklace or bracelet

Books

Jewish Catalogs 1,2,3
The Jewish Book of Why 1,2,3,4
Klein, A Guide to Conservative Jewish Practice
Art Scroll Chumash
Gilbert, Jewish History Atlas
Art Scroll Siddur
Telushkin, Jewish Literacy
Klagsbrun, Voices of Wisdom
Potok, Wanderings
Sarna, Understanding Genesis, Understanding Exodus,
Davka Jewish & Hebrew Computer programs & games
Danny Seigel, Tzedaka Books
Donin, To Be A Jew, To Pray as a Jew
Kitov, The Book of our Heritage
Junior Encyclopedia Judaica
Jewish Publication Society gift certificate
1-800-Judaism gift certificate
Strassfeld, The Jewish Holidays