



B'NEI MITZVAH HANDBOOK

updated November 2023

Shalom!

A Bar or Bat Mitzvah is one of the most exciting and fulfilling events in our lives. It is a powerful combination of a personal and communal celebration that begins at birth and resonates throughout our days. It is a blend of achievement, family gathering, communal celebration, and sanctity.

A Bar/Bat Mitzvah is not a one-day experience. The preparations begin long before the actual day and as with all important events, there will be questions and even some worry. This handbook is designed to answer some of the questions and help alleviate those worries so that you may focus upon what really matters: the celebration of a glorious family simcha. As you make your way to and beyond that wonderful day, know that all of us in the OT community want to help deepen your joy and reduce your anxiety.

As the OT Rabbis, the two of us, along with the entire Olam Tikvah family, are here to help make your simcha as special as it can be. Feel free to give us a call at any time. Please send all questions about the B'nei mitzvah process or about your child's Bar/Bat Mitzvah to mbenson@olamtikvah.org.

Looking forward to celebrating this sacred and joyous event with you...MAZAL TOV!!!

Rabbi David Kalender & Rabbi Viki Bedo



Congregation Olam Tikvah

B'NEI MITZVAH HANDBOOK

Introduction	4
Synagogue and ritual preparation	5
I. Assignment of B'nei Mitzvah Dates	7
II. Learning and Preparation for B'nei Mitzvah	8
Why is the 5 th /6 th Grade Shabbat morning program important?	
What are the Family B'nei Mitzvah Seminars?	9
III. Ritual Customs at Olam Tikvah.....	10
How can we get ready for the big day?	10
IV. Honors.....	13
How can we honor family and friends?	13
How can my non-Jewish family members participate?	15
Honors Form	16
V. Celebrations	22
Kiddush	22
Approved Caterers	23
VI. Finances	24
VII. B'nei Mitzvah Submissions to the <i>Contemporary</i>	32
Appendix A: Glossary	33
Appendix B: Ritual Sequence of the Service	34
Appendix C: Experience Israel Program	35
Appendix D: Sample Guidance for Guests.....	36
Appendix E: Sisterhood Services.....	36
Simcha Catering	36
Judaica Shop – Jewish Treasures.....	36
Appendix F: Directions to Olam Tikvah	37

Introduction

Mazel Tov on your child's upcoming Bar or Bat Mitzvah! Their simcha is a big day for your family, as well as a significant event for the entire congregation, and we look forward to sharing this day with you.

This Handbook has been prepared to assist you in planning and preparing for your child's Bar or Bat Mitzvah. Please read it carefully, as it will provide you with an understanding of the religious and ritual aspects of the day, and guidance on how to celebrate this moment with your family and with the community. There are also appendices with online resources, the specifics of the aliyot and other blessings, synagogue policies, Kiddush lunches and Social Hall use, Sisterhood services, and information on OT's Experience Israel Program. We hope you will find this reference to be useful in understanding all aspects of the upcoming B'nei Mitzvah event.

The best overall advice we can give you is to remember to savor this important and joyful event in your child's life. Try not to let the many details and decisions associated with this experience overpower the religious importance of this day for you and your family. The Olam Tikvah staff and office are here to help you in any way that we can. We want all of your memories of your child's simcha to be happy ones.

What if I still have questions?

Whenever you have questions, please call the office at 703-425-1880 or email us at mbenson@olamtikvah.org.

What do all these words mean?

If you encounter unfamiliar terms, please check the glossary provided in Appendix A. Call the office any time you need more of an explanation.

When do I need to do everything?

The following two pages provide timelines to help you plan for your child's Bar or Bat Mitzvah. The first provides you with a timeline relating to synagogue and ritual preparation requirements at Olam Tikvah. The other gives some suggestions for planning your event, as dictated by your family's preferences and budget.

Synagogue and ritual preparation

Each of the preparatory and educational components in this timeline is discussed in further detail in the Standards and Ritual Customs section below.

~3 years in advance	Introduction and B'nei Mitzvah Date Assigning Meeting with the Rabbis.
5 th and/or 6 th grade	Learn Torah trop in OTRS/Gesher
12 months before simcha	Plan Kiddush lunch with Simcha catering or private caterer
9 - 10 months before simcha	Begin working with Olam Tikvah tutor*
9 - 10 months before simcha	Family B'nei Mitzvah seminars with the Rabbis OT office will check in with the family regarding any questions concerning the Kiddush luncheon
6 months before simcha	Consult with Rabbi if you wish family members to read Torah
4 months before simcha	Ensure financial obligations are in order
3 months before simcha	Notify the Rabbis' Assistant, mbenson@olamtikvah.org , if any aliyot will be given to Kohen or Levi (remaining honors will be needed 3 weeks before).
3 months before simcha	Finalize Kiddush plans with your caterer and make sure all building use forms are complete
4 – 6 weeks before simcha	Parents and child meet with one of the Rabbis. Discussion will include a first edit of the child's D'var Torah*
3 weeks before simcha	Provide honors form to Rabbis' Assistant, mbenson@olamtikvah.org
2 weeks before simcha	Provide your guest list to the Synagogue Administrator to confirm your count for food planning and if any special accommodations are needed.
1 – 2 weeks before simcha	Rehearsal in sanctuary; receive gifts from Congregation, Men's Club and Sisterhood*
Week preceding simcha	Take photographs at synagogue (optional) Drop off optional personalized kippot and programs at OT office
Day of simcha	Arrive with family by 9:15am for service

*The synagogue will contact you in advance of these dates to arrange scheduling

Things to consider in advance of the day

- Decide if you will offer other events or meals over the weekend for visiting guests
- Estimate number of guests
- Develop guest list
- Select and order invitations
- Reserve OT Social Hall for private celebrations, including Friday night or reserve a place for a private celebration
- Think about the Kiddush luncheon, using Simcha Catering or a private caterer.
- Look for a DJ and photographer
- Arrange accommodations for out of town guests and transportation to OT if needed
- Order Kippot
- As the day gets closer, finalizing the Kiddush luncheon and guest count with the caterer

I. Assignment of B'nei Mitzvah Dates

When will my child's Bar or Bat Mitzvah be?

At Olam Tikvah, we celebrate all B'nei Mitzvah at Shabbat morning services. Because the observance of this lifecycle moment welcomes the child into the adult Jewish community, it is essential that the greater community be part of the celebration. If you have special circumstances that require you to celebrate at a time other than on Shabbat morning, please speak to one of the Rabbis as soon as possible.

B'nei Mitzvah date assignment process:

In the spring that is between two and three years before your child's 13th Jewish birthday (often when your child is a rising fifth grader) you will receive a letter that tells you your child's Bar or Bat Mitzvah Shabbat. That date is the first available Shabbat following your child's 13th birthday according to the Jewish calendar. Some Shabbatot are reserved for different communal observances and there are times when a clumping of birthdates means that the oldest will get the most immediate available and appropriate Shabbat.

If the date assigned works for your family, then that's the date! At the B'nei Mitzvah Date Assigning meeting in the spring, simply confirm the date with the Rabbis. If you would like to change your child's date, that will be part of the spring meeting. At the meeting, we will review the entire B'nei Mitzvah program here and answer all your questions. If you want to change your child's date, the process will proceed as follows:

We will start at the beginning of the year and review each open Shabbat. If there is only one family who would like to switch to a particular date, that date is theirs. If there is more than one family who would like to switch to that date, we will conduct a drawing to determine which family receives it.

If your child's 13th birthday according to the Jewish calendar happens to fall during the High Holiday season:

If your child's Hebrew birthday falls during the High Holiday season (Sept/Oct depending on the year) and, because of the holidays, there is no available date for their B'nei Mitzvah in the current assignment year, then the first available date after the Holidays will be reserved for your child. A B'nei Mitzvah date will be assigned:

1. Your child's date will fall into the next Hebrew calendar year
2. You will receive a date for your child
 - a. After the current year is assigned
 - b. Your child's date will be assigned after everyone else in your child's year has confirmed their dates
 - c. Your child's date will be provided to you 2 weeks after the date assignment meeting

II. Learning and Preparation for B'nei Mitzvah

What does my child have to know to celebrate their Bar or Bat Mitzvah?

The Rabbis will review general expectations with you at the B'nei Mitzvah Date Assigning Meeting and again during the Family B'nei Mitzvah Seminars. The best way to help your child, and family, prepare for their B'nei Mitzvah is by being familiar and comfortable with the Shabbat Morning service. This is best achieved by spending Shabbat mornings at OT in the service. Each B'nei Mitzvah at OT is unique, and the skills of our students vary. The Rabbis and tutors work together to tailor the child's participation to their abilities; however, every child will be called to the Torah and chant the blessings for an aliyah.

What if my child has special needs?

The Rabbis, in consultation with parents and tutors, will develop appropriate goals for children with special needs.

How will my child learn Torah trop?

B'nei Mitzvah students who read Torah need to demonstrate their preparation for this honor. They need to be able to read, chant and know the trop.

During the fifth grade at the Olam Tikvah Religious School and sixth grade at Gesher Jewish Day School, your child will learn Torah trop, which is the musical notation used to chant from the Torah. The B'nei Mitzvah tutors will reinforce what your child has learned and teach more as needed.

When does my child begin working with a tutor?

Individual tutoring generally begins approximately 9 – 10 months before the simcha. It consists of weekly 30-minute sessions. You and the tutor will arrange for the day and time of the tutoring. You should expect that all tutoring takes place at Olam Tikvah.

The Rabbis will assign an individual tutor to your child. The Olam Tikvah tutors are experienced and dedicated, and are an integral part of the B'nei Mitzvah process.

What does the tutor do?

The tutor will provide your child with materials such as the Haftarah, Maftir reading, the b'rachot, and an audio recording that your child can use for home practice. The tutor will work with your child to help them prepare for their B'nei Mitzvah. Together they will learn the blessings for an aliyah to the Torah as well as all the other pieces your child may be reading/leading that day. This includes but is not limited to chanting the Torah and Haftarah readings and their blessings and leading the Torah Service.

The tutoring will only be effective if daily practice is part of the program. In addition to the time spent with the tutor, you and your child must set aside 15 minutes **EACH** day for practice.

The cost of this standard amount of tutoring is included in your B'nei Mitzvah fees and is included on your regular statement when your child is in sixth grade, or in seventh grade if not previously billed. The tutor is paid by the synagogue. If you are interested in having your tutor begin early and/or teach a number of additional sessions, you must reach a private agreement with them to pay them for their extra time. For more information, see the section on Financial Policies in Part VI.

Can my child lead more than the Torah service?

B'nei Mitzvah students are welcome and encouraged to learn to lead the Musaf (concluding) service once they can demonstrate mastery of their materials to their tutor. Parents or the tutor should contact the Rabbis to schedule an assessment approximately 4 months prior to the B'nei Mitzvah.

What is the D'var Torah?

One of the privileges that each child has on the day of their Bar or Bat Mitzvah is to serve as a teacher to the congregation. They accomplish this through their D'var Torah, an approximately 4 – 6-minute teaching on the Torah portion of the week. The skill of writing a D'var Torah will be addressed during the B'nei Mitzvah seminars. Congregants look forward to hearing the words and thoughts offered by the B'nei Mitzvah. This learning and teaching experience adds to the meaning and spirituality of the experience.

What are the Family B'nei Mitzvah Seminars?

The Rabbis lead a series of two or three seminars for groups of B'nei Mitzvah children and their parents. These required seminars provide both excellent guidance on the major aspects of becoming a B'nei Mitzvah as well as providing an opportunity for you and your child to meet with the Rabbis and raise general questions. Parents are expected to join their children at the Family Seminars. These seminars are organized according to the date of your simcha. With the Rabbis, you and your child will explore the possibilities for Tzedakah, Gemilut Chasadim, and Torah study in the context of Jewish adulthood and its privileges and responsibilities. The Rabbis will also provide guidance and resources for preparation of the D'var Torah. One session will focus upon the sacred logistics of the morning.

Can parents learn along with their children?

Absolutely! There is no better example that you can set for your family than to demonstrate your commitment to life-long Jewish learning. For adults who want to learn more about Shabbat services before their child's simcha date, be on the lookout for Adult Education opportunities being offered.

III. Customs at Olam Tikvah

Olam Tikvah follows the general customs and rituals of the Conservative Movement. Within those very broad parameters, OT has developed its own minhagim (customs) as well. Please be a regular part of our service and ask one of the Rabbis if you have any questions about the way the service proceeds at OT.

How can we get ready for the big day?

The best way to prepare for the various rituals and to be comfortable with the service is to simply be present on Shabbat morning prior to the date of your Simcha. B'nei Mitzvah families are expected to attend Shabbat services regularly before the date of the simcha. This will give you time to understand the flow of services, as well as the ways in which simcha families and other congregants participate. Don't wait until three months before your child's simcha date to become familiar with the service.

As an aid to the B'nei Mitzvah and their family, the tutor will meet with the family in the sanctuary about one or two weeks before the event to run through the service and ceremonial aspects.

When do we meet with one of the Rabbis?

You will have several opportunities to meet with the Rabbis in anticipation of your child's simcha. This will include group meetings, especially the Family B'nei Mitzvah Seminars. You and your child will also meet with one of the Rabbis about four to six weeks prior to the event. At that meeting, you will have the opportunity to discuss the religious significance of the moment as it pertains to you and your family, any concerns you might have, and focus upon the D'var Torah. If you have concerns before that meeting, please contact the office to make an appointment to meet with one of the Rabbis.

B'nei Mitzvah Project?

We expect that the B'nei Mitzvah child will look beyond the service and the party to truly begin to assume Jewish adult obligations. As will be addressed in the B'nei Mitzvah seminars, each B'nei Mitzvah is encouraged to initiate a mitzvah project. There is always a need in our community, the metropolitan area, or in Israel for helping others. Working with the Rabbis, you will be able to find the appropriate avenue for your family.

Where do we sit?

Shabbat services begin at 9:30am. It is best to arrive 15 minutes before the start of services. The simcha family is expected to be seated by the time services start. The section next to the bimah is saved especially for your family. For information on the order of the service, please see Appendix B.

Your family also is encouraged to participate in the service through the assignment of special honors, which are described in Part IV.

What presentation is made to my child?

During the service, an officer from the Board of Directors will welcome the child to the bimah and acknowledge several gifts given to your child. This will include a Chumash (which you will have received in the Family Seminars), a pledge of access to funds from the Stahl Family Experience Israel Fund (see Appendix C), a commemorative certificate, and candlesticks and a Kiddush cup. These gifts will be given to your child at the rehearsal.

What if there's a baby naming or aufruf that day?

Shabbat morning services are the occasion for Jews to observe various personal events as part of the Jewish community. Although OT schedules only one B'nei Mitzvah on a given Shabbat, other s'machot (celebrations) may occur on the same date as your child's Bar or Bat Mitzvah. Because B'nei Mitzvah dates are assigned years in advance, the synagogue office does not know then what else may fall on your scheduled date. These s'machot add to the joy of the occasion for your family and the entire congregation.

Examples of other s'machot include baby namings and aufrufs (the calling of a bride and groom for an aliyah before the wedding). Baby namings include a gift presentation and aufrufs generally include candy tossing; both include a misheberach and a few words spoken by a Rabbi as well as the singing of *Simin Tov u Mazal Tov*. For information about how this affects the Kiddush, see the section in Part V on Sponsoring a Kiddush.

The important thing to know is that your honors and the focus on your child as a B'nei Mitzvah are unaffected.

What should I tell my guests about Shabbat at OT?

It is important to maintain the atmosphere of Shabbat both in the synagogue **and** on the grounds. We encourage you to share these guidelines regarding Shabbat observance with your guests who may be unfamiliar with Jewish customs. **Electronic devices may not be used on the synagogue grounds on Shabbat.** Physicians on call who need to take emergency calls should set their cell phones to a silent/vibrate function and take or make calls outside the sanctuary and public view. Drawing and writing are not permitted on Shabbat and smoking is not permitted anywhere on the synagogue grounds. More detailed information is provided in Appendix D, Sample Guidance for Guests.

All men must wear a head covering (kippah) during services and women are welcome to do so. Jewish adult males (over the age of 13) also wear a tallit and Jewish adult women are encouraged to do so.

Women must wear a head covering when participating in the service as a Sh'lichat Tzibur (prayer leader), reading Torah, receiving an aliyah, opening or closing the Ark, lifting or binding the Torah, or any other ritual honor.

Please share with those guests who might not be familiar with Olam Tikvah what type of dress is appropriate.

What if some of my guests have special needs?

All entrances to the building are wheelchair accessible. An usher can show your guests where a ramp is located (both in the back of the sanctuary and near the Rabbis' lectern) for access to the sanctuary and the main seating area and to the bimah. If a guest or relative with a mobility impairment will be called to the Torah, please let the office know at least 2 weeks before the B'nei Mitzvah so that we can ensure the center bima is accessible. Please contact the office if your guests have other needs.

We also provide assisted-listening devices for the hearing impaired. These are located inside the sanctuary entrance doors every Shabbat morning. The ushers can provide large print siddurim and magnifying page readers to anyone with vision difficulties.

Do our guests have to sit still for the whole service?

Some of your guests may find Saturday morning services challenging, both due to the length of the services and the extensive use of Hebrew. It is a good idea to let guests know in advance the length of the service and the decorum involved. A sample letter with helpful explanations is attached in Appendix D.

If you expect many out-of-town guests who have not seen each other for a long time, we encourage you to arrange a reunion, such as a Friday night dinner, before the day of the simcha. It is very exciting for family and friends to get together for a happy occasion, and it is often hard to restrain enthusiastic greetings during the service which may be disruptive to others.

What about young children?

If your guests have small children, please let them know that the synagogue has babysitting services available every week for children 18 months to pre-Kindergarten, beginning at 10:00am. On most Shabbatot, there are age-appropriate services for children that begin at 10:45am. The children's services last until the end of services. Please let the synagogue office know how many people will be using these services, so we have enough babysitters and helpers available.

Guests wishing to keep small children in the Sanctuary should be asked to bring Shabbat-appropriate toys or books (that do not make noise and do not involve writing or coloring). There is also a bookshelf with children's books and toys as well as stroller parking in pod number 6, which children and families are welcomed to use during the service. They should also be informed that no food may be brought into the sanctuary. Parents with restless children are welcome to take them into the lobby during the service, or to accompany them to the babysitting area, which is equipped with toys and activities.

IV. Honors

Your child's simcha is both a family affair and a regular Shabbat service for the congregation. Some of the honors are therefore reserved for your family and guests, while others are reserved for the general congregation.

How can we honor family and friends?

You may assign the following ritual honors to your family members and other guests. Because these particular honors are ritual actions performed on behalf of the congregation, all of the people performing these honors must be Jewish. For information about including non-Jewish family members and non-Jewish spouses, please see the later section entitled "How can my non-Jewish family members participate?"

1. Opening and closing the ark when the Torah is removed or returned. Two people are needed to open the ark when the Torah is removed and again when it is returned. Ark openers may be younger than 13 but must be tall enough to reach the door handles on the ark. You may choose two different pairs of people to have this honor (one pair for removal of the Torah, another pair for returning it). If Anim Zmirot will be part of the service that day, there will be an additional ark opening opportunity.
2. Being called to the Torah for an aliyah – reciting the blessings before and after the reading. The simcha family may assign up to four aliyot, including any for the parents. In addition to the four aliyot, one additional aliyah is reserved for the B'nei Mitzvah child. Aliyot are individual honors for people over the age of 13, although a married couple is considered as a single unit and may share an aliyah if both spouses are Jewish (and married to each other).

For the four aliyot, there are rituals guiding the order, depending upon whom the people being honored with an aliyah are descended. Please ask those you have chosen to receive aliyot if they are a Kohen or Levi. When you fill out the Torah honors form, you will need to indicate if any of your honorees receiving aliyot are a Kohen or a Levi. (If anyone is a Kohen or a Levi, please speak to one of the Rabbis four weeks in advance, in addition to submitting the honors form. Changes to the Torah reading on the day of your simcha may be necessary, and congregants reading Torah on that day will need advance notice of the changes. This will not add or subtract to the number of honors you will receive.)

3. Serving as G'leelah. G'leelah is the honor of binding and dressing the Torah after it has been read and after the Hagbah has held up the Torah. This individual must be over 13 years of age.
4. Holding the Torah during the chanting of the Haftarah. This individual may be of any age.
5. Because it is a congregational honor to serve in any of the roles listed above and there are relatively few for the entire congregation, it is considered inappropriate to assign more than one to any particular person.

Can we give an aliyah to someone who doesn't read Hebrew?

The people you honor with aliyot should be able to pronounce the Hebrew blessings before and after the Torah reading. At the end of this section are sheets with the blessings both in Hebrew and transliteration, as well as instructions on when to say each blessing. You may send copies of these pages to your honorees so they can review them in advance. There will be a large card with the same blessings and transliteration on the reader's table during the Torah readings. On the website is a video which demonstrates how to have an Aliyah at Olam Tikvah (<https://www.olamtikvah.org/bneimitzvah>).

Is anything different for women?

A female who acts as a Sh'lichat Tzibbur (prayer leader), has an aliyah, opens the Ark, or has any other ritual honor in the service must wear a head covering. Women should wear a tallit if it is their custom to do so.

When do I tell the office about the honors?

You will need to provide the completed Torah honors form (available at the end of this section) to the Rabbis' assistant three weeks before your simcha. The form should identify the Hebrew names and parents' Hebrew names of those receiving aliyot. The form will be emailed to you to complete several weeks before your Simcha.

Can other family members read Torah?

If you have family members who are proficient Torah readers, there may be the option of reading an aliyah. If you wish to have a family member read from the Torah, you must contact the Rabbi's Assistant or one of the Rabbis 5 months in advance of the simcha date. Please do not ask your child's tutor to assign a reading for family member readings. Leading up to the B'nei Mitzvah one of the Rabbis will be in touch with you and those reading Torah in order to review the reading with them.

May other family members or friends lead part of the service?

If you wish to have a family member or fellow congregant lead a portion of the service—Pesukei d'Zimra (the opening blessings), Shacharit, or Musaf—please consult with the Olam Tikvah ritual Rabbis' Assistant or one of the Rabbis well in advance of the simcha. These roles are usually assigned two months in advance and are reserved for those who know how to lead.

How else can my family participate?

Olam Tikvah encourages immediate and extended family, and even friends, to participate in a number of other ways that have become customary at Olam Tikvah.

1. The parents may present and hold the tallit while the Bar or Bat Mitzvah recites the blessing for the first time and then drape the tallit around the shoulders of their child. Some assign this to grandparents.
2. The parents should follow their child around the sanctuary while the Bar or Bat Mitzvah carries the Torah both at the beginning and at the end of the Torah service.
3. Young family members or friends may distribute candy to the congregants for tossing at the Bar or Bat Mitzvah after the Maftir Torah reading, as a wish for a sweet life ahead.
4. All family members, both immediate and extended, are included in the invitation to rise for the recitation of the *Shehecheyanu*, the blessing of thanks for reaching this special occasion. Close friends who consider themselves family may also participate. A copy of the prayer, in Hebrew, transliterated, and translated, is at the end of this section. We encourage you to distribute copies to family members in advance.
5. Siblings, relatives and/or friends may recite Ashrei, if the Bar or Bat Mitzvah is not leading the prayer.
6. Siblings, relatives and/or friends, who have not yet had their B'nei Mitzvah, may lead Anim Z'mirot, if the Bar or Bat Mitzvah is not leading the prayer.

7. Siblings and/or friends may join the Bar or Bat Mitzvah at the amud (center reader's table) to lead *Adon Olam*.
8. Parents and siblings of the Bar or Bat Mitzvah may come to the Kiddush table at the end of the service when the blessings over the grape juice, the washing of hands, and the *Motzi* are recited.

How can my non-Jewish family members participate?

We do wish to honor the commitment that a non-Jewish parent has made in giving the B'nei Mitzvah child a Jewish education. A non-Jewish parent is part of everything and should attend all of the family meetings and seminars, and is welcome to ask questions and become involved in discussions. Additionally, there are a number of ways and times to include non-Jewish family in the service.

1. Placing the tallit around the shoulders of the Bar or Bat Mitzvah.
2. Joining the child as they step down from the Ark for the Torah processions through the sanctuary at the beginning and end of the Torah service.
3. Passing the candy to the congregation.
4. Rising and reciting *Shehecheyanu*.
5. Joining the Bar or Bat Mitzvah and the Rabbi on the bima at the end of the service for the recitation of the blessings over the wine, the washing of hands, and the *Motzi*.

Most of the religious honors, however, represent an affirmation of faith that must be performed by someone Jewish. For this reason, there are some limitations on the level of participation in the Shabbat service by a non-Jewish spouse or family member.

1. All people approaching the Ark must be Jewish.
2. If a child has one Jewish parent, that parent may take out the Torah from the Ark and give it to the B'nei Mitzvah. The non-Jewish parent will join them at the base of the bimah for the processional.
3. Although married couples may be called up together for a single aliyah, both spouses must be Jewish.

We encourage you to honor both Jewish and non-Jewish family members with presentations, speeches, or other roles, during your private celebration outside of services. This is also addressed in the family seminars.

For questions or concerns not addressed here, please request an appointment with one of the Rabbis to seek individual assistance or guidance.

Honors Form

(Turn in to office 3 weeks before simcha.)

Kibbudim—Honors for Bat/Bar Mitzvah of _____

Hebrew name: _____ ben/bat _____

Provide the English names of those who will open and close the Ark

Removing Torah (page 139): _____ and _____

Returning Torah (page 154): _____ and _____

Aliyot to the Torah (Traditionally, an aliyah to the Torah is an honor given to an individual. Two spaces are provided if you are giving this honor to a married couple.) Please provide both the English and Hebrew names of those you will honor with aliyot. If you are giving an aliyah to a Kohen or a Levi, please circle the appropriate title and speak to a Rabbi at least **4 weeks** in advance of the B'nei Mitzvah.

A English name: _____

English name: _____

Hebrew name: _____ ben/bat _____ Kohen/Levi?

Hebrew name: _____ ben/bat _____ Kohen/Levi?

B English name: _____

English name: _____

Hebrew name: _____ ben/bat _____ Kohen/Levi?

Hebrew name: _____ ben/bat _____ Kohen/Levi?

C English name: _____

English name: _____

Hebrew name: _____ ben/bat _____ Kohen/Levi?

Hebrew name: _____ ben/bat _____ Kohen/Levi?

D English name: _____

English name: _____

Hebrew name: _____ ben/bat _____ Kohen/Levi?

Hebrew name: _____ ben/bat _____ Kohen/Levi?

Provide the English names of those who will serve as:

G'leelah (dressing the Torah): _____

Torah Holder: _____

Honors Instructions: Opening the Ark—Beginning of the Torah Service

At the start of the Torah service (page 139 in the Siddur), walk up to the front of the Ark (on the teal-colored step). Bring your Siddur with you.

When the service reaches the paragraph in the middle of the page (*Vaheyi Binsoah Ha'aron*), each person slides open one of the doors of the Ark. Each person then slides open one of the curtains, using the clear plastic rod hanging in the center.

Both people move to the sides of the open Ark (remaining on the teal step) until the Torah has been removed from the Ark.

Immediately after the Torah is removed from the Ark, the honorees close the curtain. Leave both doors open.

Follow the reader off the pulpit, and return to your seats. PLEASE WATCH THE STEPS!

Honors Instructions: Removing/Returning the Torah

When the Bar or Bat Mitzvah walks from the Reading Table to the Ark, leave your seat and meet him/her there.

The Rabbi will show you which Torah to remove. There are several times each year when two Torah scrolls are used.

Remove the designated Torah from the Ark and carefully hand it to the child so that the Torah leans on the child's right shoulder.

When it is time to return the Torah to the Ark, follow the Bar/Bat Mitzvah to the pulpit and stand on their left. When told to do so, take the Torah from the person carrying it and very carefully return it to the Ark. Make sure the Torah sits in a balanced and secure way in its designated spot.

Honors Instructions: Opening the Ark—End of the Torah Service

Walk up to the Ark toward the end of the *Ashrei* (pages 151 - 152).

Open the curtain when the reader begins the prayer to return the Torah (*Y'hal'lu et shem Adonai*), top of page 153.

Each person steps to the sides of the open Ark until the Torah has been returned to the Ark.

After the last lines on page 154, close the curtain. Leave the doors of the Ark open.

Follow the Bar/Bat Mitzvah off the bima and return to your seats.

Honors Instructions: Aliyot (Blessings before and after Torah readings)

You will be called up to the Torah to recite the Hebrew blessings before and after the reading. A card on the reader's desk has the blessings in Hebrew and also transliterated into English. Nevertheless, we **STRONGLY** recommend that you review the blessings in advance. The blessings are on the following page in Hebrew and English transliteration. The Torah blessings can be found on the next page and online there is video explaining how to have an aliyah - <https://www.olamtikvah.org/bneimitzvah>.

The Shammos for the day will introduce him/herself to the family. He/She will cue the honoree when it is time to go up to the Bimah. When you are called by your Hebrew name for your aliyah, walk up to the *amud* (reader's table) and stand to the reader's right.

The reader will point to the spot in the Torah where the reading will begin. Touch this spot with your tzitzit (the long fringe on the corner of your tallit), and then kiss the tzitzit. If you are a woman who is not wearing a tallit, you will be given the Torah binding to use to kiss the Torah.

After the blessing, touch the spot in the Torah where the reading ended with your tzitzit or the Torah binding. Then kiss the tzitzit or binding, roll the Torah closed, and recite the blessing after the Torah reading.

Move to the right side of the reading table and remain there until the next person called to the Torah completes the same cycle. Return to your seat after the next person finishes the blessings.

Torah Blessings

Before the Torah reading, touch the fringe of the tallit to the spot shown to you by the reader. You then kiss the fringe and say:

בָּרְכוּ אֶת יְיָ הַמְּבָרָךְ:

Barchu et Adonai Ha-meh-vorach

The congregation will respond with the following line. Repeat it, then continue with the following lines:

בָּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד:

Baruch Adonai Ha-meh-vorach le-olam va-ed.

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר בָּנוּ מִכָּל
הָעַמִּים וְנָתַן לָנוּ אֶת תּוֹרָתוֹ:
בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה:

Baruch atah Adonai Eloheinu melech ha-olam, asher bachar banu mee-kol ha'amim ve-natan lanu et Torah-toe. Baruch atah Adonai, no-tain haTorah.

After the Torah reading, again, touch the spot shown to you by the reader and kiss it before reciting the following:

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

Baruch atah Adonai Eloheinu melech ha-olam, asher natan lanu Torat emmet, ve-chay-ay olam nata be-toe-chay-nu. Baruch atah Adonai no-tain haTorah.

Honors Instructions: G'leelah (Dressing the Torah)

When the gabbai says “ya’amod Hagbah, ya’amod G’leelah” at the conclusion of the Torah reading, go up to the center amud (reader’s table).

The Hagbah will lift the Torah scroll and display it to the congregation while the congregation chants, “*V’zot haTorah...*” When the Hagbah sits down, grasp the atzei chayim or spindles at the top of the Torah and roll it shut.

When it is rolled tightly, bind it with the strap provided by the gabbai in the front, which is the side of the Torah that opens (the side facing the lifter). Merely stretch the fastener around the scroll and touch the two Velcro/clasped edges together. The gabbayim will give assistance if needed.

Place the cover over the Torah, keeping the front of the cover to the front of the scroll.

Return to your seat after the Torah is dressed.

Honors Instructions: Torah Holding

A man must wear tallit and kippah. A woman must wear a head covering, and should wear a tallit if to do so is her custom. A child younger than 13 is not required to wear a tallit but must wear a head covering.

Hold the Torah during the reading of the Haftarah, which follows the binding. Hold the Torah so it rests on your right shoulder, not across your arms like a baby nor resting on the arm or the back of the chair. After the Haftarah, someone will take the Torah from you. You can then return to your seat.

Honors Instructions: Reciting Shehecheyanu

After reciting a blessing over the B'nei Mitzvah, the Rabbi will ask the extended family to rise to recite the blessing of thanksgiving for having reached this special occasion. Please let your family know in advance so they know what to say. This applies to all members of the family, from parents to distant cousins. Close friends that are “like family” may also rise. Family of any faith are able to join together in giving thanks through this blessing.

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
שֶׁהֵחַיָנוּ וְקִיָּמָנוּ וְהִגִּיעָנוּ לְזֶמַן הַזֶּה.

Baruch atah Adonai Elohaynu melech haolam,
she-he-chey-anu ve-ki-ye-manu ve-higianu lah-z'man ha-zeh.

Praised are You, Adonai, Ruler of the universe,
Who has enabled us to reach this joyous occasion.

Honors Instructions: Passing Candy

The Olam Tikvah office provides the baskets of candy, which will be found under the simcha parents' seats at the start of the service. This honor is a great way to involve children. Two to three baskets can be set aside to be for those who will be passing out the candy.

If there is another simcha that morning, please wait until after the other celebrant's aliyah. You can double-check the timing with the shammos that morning.

Walk down the aisles and pass a handful of candy at each row. There is enough candy for most of the people in the main (lower) part of the sanctuary.

V. Celebrations

The most essential aspect of the B'nei Mitzvah is the spiritual step forward by the child to assume their role and responsibilities as a Jewish adult. The community's welcoming of the B'nei Mitzvah as a Jewish adult is also important, and for that reason it is our custom and policy for the family to host the congregation at a celebratory meal, the Kiddush, immediately following the service.

How do I sponsor a Kiddush?

The B'nei Mitzvah family is responsible for sponsoring the Kiddush for regular Shabbat morning attendees as well as for guests of the family following Shabbat morning services. Currently, there are over 200 regular attendees every Shabbat, even when there are no special occasions being celebrated. Common practice is to pay for 200 OT regular attendees plus your guests. About 2 weeks before your simcha, please provide a list of guests to the Synagogue Administrator for the exact number of regular attendees.

Sponsoring the Kiddush means that you select the caterer, menu, style of service, and all the decorative aspects ranging from centerpieces to the plates, flatware, tablecloths, and so on. It also means that you pay for the Kiddush. We urge families to keep this financial responsibility in mind when making plans for the simcha.

Who comes to the Kiddush?

Your family, friends, invited guests, and everyone attending services that morning share in the same Kiddush. The Shabbat morning Kiddush is a Seudat Mitzvah, a meal associated with a commandment, and is essentially a continuation of our morning worship. (That's why we say Kiddush over wine and Motzi over bread in the sanctuary before going into the social hall).

The simcha family is required to pay for the Kiddush for regular attendees and their invited guests whether or not their guests stay for the Kiddush. Conversely, the synagogue does not permit sponsors to provide for only their guests, since the Kiddush following services is a Seudat Mitzvah and a continuation of the service. Just as we worship together during the service, we celebrate together as a single congregation at the Seudat Mitzvah that follows.

What if there are other s'machot?

There will be one Kiddush for everyone, regardless of the number of s'machot or guests. If there is a second simcha, such as a baby naming or aufruf, occurring on the same date as the B'nei Mitzvah, the B'nei Mitzvah family chooses the caterer and the menu. The other family/families will be required to pay for their invited guests. They pay the office or the caterer directly.

Who can provide the food?

The simcha family must use either Sisterhood's Simcha Catering or an approved outside caterer. Call the office to discuss catering choices and see the list below of approved caterers.

Approved Caterers

Olam Tikvah's Culinary Director does not handle Kiddush luncheons for Bar/Bat Mitzvahs. Olam Tikvah's in-house caterer is Sisterhood's Simcha Catering.

In addition to Sisterhood's Simcha Catering, the following caterers are approved to provide kosher food services at Olam Tikvah. Please check with the office if you have any questions about using these or other caterers. Caterers listed below who provide only platters may not be used for the Kiddush Luncheon; however, they can be used for your Friday night dinner, if you choose to have one at the synagogue.

The office will check in with you approximately 9 months before your Simcha to answer any questions and assist as needed.

Carmel Caterers (<i>platters</i>)	301-744-9504	carmel-caterers.com
Celebrations Kosher Catering	410-944-5750	celebrationskosher.com
Charles Levine Catering/Glorious Kosher (Request to speak with the Kosher Caterer)	410-363-0900	Charleslevinecaterers.com
Holy Chow Chinese (<i>platters</i>)	301-649-5466	holychow.me
Kosher Kitchen Catering Co. & Medina Cuisine	888-400-7087	orders.thekosherkitchen.com medinacuisine.com
Moti's (<i>platters</i>)	301-468-0400	motismarket.com
Signature Caterers	240-290-0032	signaturecaterers.com
Simcha Catering	703-425-1880	simchacatering@olamtikvah.org
Windows Catering (Request to speak with the Kosher Caterer)	703-519-3500	catering.com
Z-Tov	703-426-2777	ztovkosher.com

For a brochure of Simcha Catering's services, please contact the office.

Social Hall Use Agreement

If you would like to reserve the Social Hall for an evening event in celebration of your child's simcha, please let the office know as soon as possible and turn in a completed Social Hall Contract (a sample contract follows) along with your deposit.

If you would like to host a Shabbat dinner at Olam Tikvah there is no cost for the use of the social hall. There are many different options for catering the dinner. If interested, please call or email the office.

If you have any financial concerns, please let the Synagogue Administrator know. Olam Tikvah is committed to ensuring that every bar and bat mitzvah child enjoy celebrating with the community at a Shabbat Kiddush lunch.



Congregation Olam Tikvah

3800 Glenbrook Road

Fairfax, Virginia 22031

www.olamtikvah.org

(703) 425-1880

Social Hall Use Agreement

Name:	Type of event:
Address:	Date of event:
	Shabbat ends (office will complete):
#1 Contact phone & email:	Event time (office will confirm):
#2 Contact phone & email:	# Guests (estimated) Adults: Children 14 & under:

Social Hall Use Fees*

Friday night Shabbat dinner	\$150 for up to 75 people; \$250 for 76+ people
Friday night Shabbat dinner (non B'nei Mitzvah)	\$500 for up to 100 people +\$100 for 101 or more people
Shabbat Kiddush lunch	No fee for room use
All other times/occasions	\$1,150 rental fee up to 150 people \$1,350 rental fee above 151-250 people
Non-Member	\$2,000 rental fee
Non-Member Chuppah fee	\$250

*Does not include fees for catering, mashgiach (\$45/hour min. 4 hours), security guard, or other services. Contact the office for information on necessary fees.

A deposit is required for any social hall use other than a Bar/Bat Mitzvah Friday night dinner or a Shabbat Kiddush lunch.

The undersigned hereby applies to use Congregation Olam Tikvah's Social Hall and agrees to:

1. Comply with all Congregation rules and regulations, including but not limited to those listed below.
2. Pay a deposit of 50% of the rental fee upon signing this agreement, if the Social Hall use is for any event other than a Bar/Bat Mitzvah Friday night dinner or a Shabbat Kiddush lunch.

3. Pay the balance owed for the Social Hall use two weeks prior to the date of the function.
4. Pay all past due indebtedness to Congregation Olam Tikvah before signing this agreement. Congregation Olam Tikvah has the right to cancel this agreement if it appears that the member will be 60 or more days in arrears (i.e., not in good standing) at any time between signing this agreement and the date of the event.
5. Be fully responsible for any and all damages to synagogue property caused by the member, the member's contractors/vendors, or the member's guests or agents during the function, preparation time, or post-event clean up. The user agrees to indemnify and hold harmless Congregation Olam Tikvah against any and all claims arising from actions or omissions by the user of the facility or the user's guests or agents during the use of the facility.
6. Outdoor patio usage ends at 10pm; indoor social hall usage ends at 11pm.
7. Nothing to be affixed to any walls, doors, windows.
8. Doorways must remain clear and accessible for security.
9. To abide by Shabbat restrictions, including:
 - a. No deliveries will be made after 12:00pm on Friday, nor at any time during Shabbat.
 - b. No food, supplies, decorations, or other materials will be brought into or taken out of the synagogue during Shabbat.
 - c. No instrumental music will be used on Shabbat.
 - d. No photography, whether still or video, or any form of recording will be permitted on Shabbat.
 - e. For further information regarding activities permitted on Shabbat, the times that Shabbat starts and ends on a particular date, or setting up for a Saturday night event, please consult the Executive Director.
10. To use only an accepted kosher caterer, with an approved Olam Tikvah mashgiach (additional fee may apply), if not using the synagogue's services or Sisterhood's Simcha Catering.
11. Anyone serving alcohol (beer, wine and/or spirits) must have Liquor Liability Insurance. If the Host is not using the caterer's services for alcohol, then the Host must hire a bartending service that has current liquor liability insurance.
12. Olam Tikvah provides tables, chairs, coffee/tea/water set up. Guest is responsible for all linens and tableware.
13. To provide the synagogue with the completed vendor list no later than two weeks before the event date.

I understand that my deposit will hold my reservation. If I cancel more than nine months prior to the date reserved, the deposit will be refunded in full. If I cancel nine months or less in advance, half of the deposit will be returned if the room is rented to someone else. If the room is not rented to someone else, none of the deposit will be returned.

Accepted By (Renter): _____ **Date:** _____

Approved By: _____ **Date:** _____

VENDOR LIST FOR SOCIAL HALL

Caterer:

Contact Person:

Phone:

Email:

Time in for set up:

Band/DJ:

Contact Person:

Phone:

Email:

Time in for set up:

Florist:

Contact Person:

Phone:

Email:

Time in for set up:

Party Planner:

Contact Person:

Phone:

Email:

Time in for set up:

Photographer:

Contact Person:

Phone:

Email:

Time in for set up:

Videographer:

Contact Person:

Phone:

Email:

Time in for set up:

Other Vendor:

Contact Person:

Phone:

Email:

Time in for set up:

Are there guidelines about using OT's facilities?

The Social Hall is a wonderful venue for celebrating a B'nei Mitzvah party. The synagogue has policies in place to address all aspects regarding use of the building covering conformance with Halakha (Jewish law) such as Shabbat observances, kashrut, and maintaining the sanctity of the building; safety and security; and multiple demands for space allocation. Please check with the synagogue administrator if you have any questions.

See the section on Sponsoring the Kiddush, above, for details about circumstances when there is more than one simcha occurring at the same time and how the Kiddush is to be handled.

For celebrations occurring after Shabbat, on Saturday night, the first party to make a deposit on the Social Hall will get to use it. If that family cancels more than nine months prior to the date reserved, the deposit will be refunded in full. If that family cancels nine months or less in advance, half of the deposit will be returned if the room is rented to someone else. If the room is not rented to someone else, none of the deposit will be returned.

How else can I celebrate my child's Bar or Bat Mitzvah?

Any celebration in addition to the Kiddush should be viewed as “icing on the cake.” A family should not feel pressured to focus solely or primarily on a party beyond a Kiddush lunch. The child's step forward into Jewish adulthood is what truly matters. However, everyone loves a party and the opportunity to celebrate with family and friends, and we would like to make your planning for your event as uncomplicated as possible.

There are many sources from which to gather creative ideas and suggestions, such as internet sources, *Washington Jewish Week's* special section on B'nei Mitzvah, one's friends and fellow congregants, and individual books on the subject. As a starting point, however, the following are examples of what might be considered:

- Saturday evening party, either beginning with Havdalah or starting one hour after sundown
- Party anytime on Sunday
- Kiddush at Olam Tikvah and an informal party at another time for the B'nei Mitzvah and their peers
- Sunday morning brunch for family and friends
- Friday night dinner for family and out-of-town guests
- Afternoon luncheon following Kiddush

Some families have questions about whom to include on their invitation lists. A helpful rule of thumb is to determine whether the invited persons are a part of your child's religious life or whether the persons are an important part of your child's life in other significant ways. You might want to think about those who will best appreciate your child's efforts and religious accomplishments and commitment as you make up your guest list. We strongly encourage you to invite either a few select and close friends of your child from their B'nei Mitzvah class **OR** to invite your child's entire B'nei Mitzvah class.

When can deliveries be dropped off at OT?

All deliveries to the synagogue (food, flowers, balloons, kippot, programs, etc.) must take place before noon on Friday of the simcha. Please check with the office for specific delivery times, especially if there are Jewish holidays during the week before your simcha. If you wish to provide kippot and programs to congregants and guests, please drop these off before noon on Friday.

Due to Shabbat observances, you may not carry out any items from the synagogue until after Shabbat is over. This includes leftover food (if you have arranged for any with your caterer), flowers, and other decorations. Perishables will be stored for you in the synagogue refrigerators.

Do I need chaperones for my party?

If you are holding your private party at OT, the synagogue administrator may require security guards or chaperones depending on the size and nature of the celebration. The office will hire and provide the staff, and will charge you the fee that is in effect at the time of the simcha. See Part VI for more information about finances.

Can I have a bus pick up my guests?

If you hire private transportation such as a bus or shuttle van to bring your guests to or from Olam Tikvah, please make sure the bus company parks the vehicle in a corner of the lot farthest from the building (corner of Denise Lane and Glenbrook Road). They must remain in a parking spot with the engine off. They may not stand at the curb in front of the synagogue except for immediate drop off or pick up.

Do I have to provide flowers, kippot, or programs?

Several common expenditures are optional. Among these are decorations such as flowers, personalized kippot, and event programs.

Families may supply floral arrangements or potted plants in the sanctuary and/or Social Hall for s'machot. For reasons of safety and visibility during Shabbat services, floral arrangements and potted plants in the sanctuary are limited to the following locations:

- The base of the Rabbis' lectern and/or the wine table (not to exceed 12 inches deep, 29 inches wide and 32 inches high). Please note that from Pesach until Shavuot an Omer counter is placed in front of the wine table.
- The center amud on the low stone ledges behind the chairs (not to exceed 15 inches deep, 55 inches wide and 13 inches high). A space 24 inches wide must be left vacant between the arm of the chair and the gap in the stone ledge to allow room for a person to sit or to place the Torah reader's book.

Floral arrangements and plants may not be placed in any other locations in the sanctuary.

The office will be able to recommend florists who are familiar with Olam Tikvah. Note that some types of flowers have a very pungent smell and can be overwhelming for the congregation, please do not use Stargazer lilies. Floral arrangements must be delivered before 12:00pm on Friday and may not be removed from the building until after Shabbat.

Personalized kippot may be ordered from companies available through the Internet. Most families order them, but this is purely optional. Please allow ample time for your order to arrive.

Some families choose to prepare a program or pamphlet describing the synagogue, sanctuary, the order of service, and sometimes listing the names of those given honors. This is optional and is the responsibility of the family to prepare and duplicate if desired. You have the options to include a program that guests can take at the service. A sample of a typical program is available, contact the Rabbis' Assistant to have one emailed to you. If you want to provide other explanations of our customs, you must check with one of the Rabbis to verify accuracy. Please note that if you list honors on a program, there may be last-minute changes to the order of Aliyot depending on congregational needs. Also, please only list the honors that are outlined for you

on the Honors Form. You must submit your program to one of the Rabbis before you print them to avoid complications at least one week before your simcha.

If you provide kippot or programs, please provide an adequate number to the office by Friday at noon before the simcha. The office will put them in baskets by the front door for people to take as they enter.

What are the Shabbat photography and recording guidelines?

There are several ways to preserve the B'nei Mitzvah memories for your family through photography, videos, and other media. **However, no videography or photography of any kind may take place on Shabbat.** We ask that you remind your family and guests that this includes using cellphones to take pictures or video.

Please be sure that your guests are aware of these rules, so that there is no infringement of the spirit and atmosphere of Shabbat.

1. Carrying and placing equipment onto or within Olam Tikvah premises to prepare to perform photography or other visual or sound recordings is prohibited at any time during Shabbat (all references to Shabbat begin Friday at sundown and conclude with the end of the recitation of the *Amidah* in the evening service on Saturday). This includes cameras, tripods, cables, any electrical equipment, storage boxes, etc.
2. Operating cameras, including cell phone cameras, and/or using or testing equipment is prohibited on Shabbat.
3. Preparations to perform photography on Saturday night should be completed no later than 3:00pm on the Friday immediately preceding the beginning of the Shabbat on which the equipment is intended to be used. Once any equipment is in place, it may not be moved until Shabbat has concluded.
4. Photography at your event occurring on a day other than Shabbat is generally unrestricted. Please see synagogue policies for further details.

When can I schedule photo sessions?

Please contact the office if you want to schedule a formal photography in the sanctuary on a weekday afternoon or evening preceding the simcha. Pictures and video may not be done during the final rehearsal. This is the time for you and your child to concentrate on final preparations for the big day. If you want to take photos with a Torah, especially if it is opened, the office will provide an appropriate one for your use.

VI. Finances

Olam Tikvah maintains policies relating to membership and conducting of s'machot. The simcha of a member not in good standing (60 or more days in arrears) 6 weeks prior to the date of the simcha will be canceled. Members not in good standing will be notified both 6 months and 3 months prior to the simcha. Special arrangements must be implemented at least 4 months prior to the simcha date. If you have concerns regarding any of the expenses associated with your B'nei Mitzvah, please talk to the Treasurer as soon as possible, or one of the Rabbis can direct you to the appropriate person. The current Treasurer's name and contact information are in the Directory. All financial discussions with the Treasurer are completely confidential.

Please see the next page for details related to expenses.

What will this cost me?

It is always prudent to make a financial plan for the expenses associated with your upcoming simcha. It is a matter of your own family's judgment and finances as to what elements are needed. Families should not feel obligated to add on expensive elements to their events if it is a financial burden.

What are the minimum expenses?

- B'nei Mitzvah training (billed automatically in the sixth grade)
- Catering expense of Kiddush (required)

What are optional expenses?

- Tallit and clip for the B'nei Mitzvah
- Plants or flowers at Olam Tikvah
- Facility rental fee, for private celebrations held at Olam Tikvah
- Security deposit and guard, if applicable
- Tree of Life plaque
- Donation to Olam Tikvah and/or other appreciations (e.g., in honor of support from the Rabbis)
- Clothing for the B'nei Mitzvah and other family members as needed
- Personalized Kippot
- Programs
- Invitations and postage, including return postage on RSVP cards
- Stationery and postage for thank you letters
- Catering and/or rental expenses of celebration
- Challah for your private celebration
- Room, hotel or building fee
- Music and/or other entertainment at your celebration
- Plants/flowers, decorations and/or centerpieces at your celebration
- Group transportation to the celebration site, or from hotel to synagogue
- Favors for guests at celebration
- Expense to house, transport or feed out-of-town guests as needed

Fees Payable to Olam Tikvah

Following are some of the specific fees that you may incur. These fees are currently in effect and subject to change. Please note that all fees are subject to change until you have either paid the fee or signed a contract or agreement.

B'nei Mitzvah tutoring (included in annual bill)	\$1000
Sanctuary use for regularly scheduled service	No charge
Sanctuary use for practice/photography sessions*	No charge
Social Hall use for Kiddush lunch	No charge**
Social Hall use for Friday night dinner	\$150 up to 75 people; \$250 for 76+ people**
Social Hall use for Friday night (non B'nei Mitzvah)	\$500 for up to 100 people; +100 for 101 or more people
Social Hall rental for private use***	\$1150 for up to 150 people \$1350 for 150-250 people****
Kiddush catering	See Simcha Catering information or private caterer for charges
Security guard for private functions, if required	Depends on cost; security deposit may be required

Notes:

*Be sure to schedule photography sessions with the office in advance.

** Other charges may include catering, mashgiach, food/beverage, linen rentals and so on. See the Social Hall Use Agreement for more information.

***Saturday night or at other times. See the Social Hall Use Agreement for more information

**** Using a standard event set up the maximum number of people the Social Hall can accommodate is 250, along with a dance floor and entertainment. If you have more than 250 guests, please speak with the synagogue administrator.

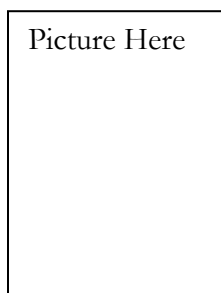
VII B'nei Mitzvah Formats For The Contemporary

Below is the format for the Contemporary. Please submit your write up in a separate file along with a jpg file of your child's picture. Return all the information to the Rabbis' Assistant. Past submissions can be found on the website under the Contemporary tag.

1. OT Contemporary B'nei Mitzvah Template

Your B'nei Mitzvah will be featured in a brief announcement/picture, similarly listed as it is in the current newsletter. We will print the link to the [full B'nei Mitzvah Project page](#) on the OT website.

***** **Sample write up description – please do not insert your picture into the place holder. Send the picture as a separate file.**



Name

Parsha

Son/Daughter of [PARENTS] and sibling to [SISTERS AND BROTHERS AND PETS] is a seventh grader at [SCHOOL]. [He/She] enjoys [LIST 3-5 SPORTS AND/OR HOBBIES] and has been a member of the Olam Tikvah family for [XX] years. {OPTIONAL: ADD IN 10-15 WORDS DESCRIBING THE B'NEI MITZVAH OR THEIR PARSHA/D'VAR}

B'nei Mitzvah Project: [NAME]'s B'nei Mitzvah project is [DESCRIBE PROJECT IN 10-30 WORDS].

2. Website B'nei Mitzvah Project Template

OT members are interested in supporting your Project! [This description will appear on the OT website.](#)

The description of the project should be written from the B'nei Mitzvah's perspective, many kids use the same description from their D'var. Please make this description between 50 and 200 words. Include a URL or other way to contribute. To make it more engaging, you are welcome to include a picture of:

- The B'nei Mitzvah student interacting with the charity.
- A logo of the charity.
- A picture of something you are making (such as jewelry or baked goods).

Optional: Support the Contemporary Magazine

Want to do more? Congratulate your (or any) B'nei Mitzvah with an additional congratulations from parents, grandparents or friends. *Proceeds support printing the new OT Contemporary Magazine.*

- A. **Mitzvah Shoutout for \$18** – a one-line congratulations on the new Mischpucha section page. 25 words max.
- B. **Advertisement for \$72** (regularly \$150)– a quarter of a page in the Magazine congratulating an individual or even the whole B'nei Mitzvah class. Can include pictures as well as text. We will help you design if request is submitted before the Contemporary issue deadline.

Appendix A: Glossary

Aliyah (pl. aliyot): Going up to the amud to say blessings before and after the Torah reading.

Amud: The reader's table in the center of the sanctuary at which the Torah is read and the Shaliach Tzibbur leads the congregation in prayer.

Ark: The cabinet where the Torah scrolls are kept.

Aufruf: The occasion of a bride and groom receiving an aliyah on the Shabbat before their wedding.

Baal Kriah: Torah reader.

Bimah: Raised platform in front of the Ark.

Chumash: Book of weekly Torah readings interspersed with associated Haftarah readings.

D'var Torah: Speech or sermon explaining the significance of the weekly Torah portion.

Gabbai (pl. gabbayim): A person who performs various duties related to the Torah readings, such as calling people up to the Torah for aliyot and checking the reader's pronunciation and chanting and correcting any mistakes in the reading.

G'leelah: The person who binds or dresses the Torah at the end of the Torah service.

Hagbah: The person who displays the open Torah to the congregation at the end of the readings.

Kippah (pl. kippot): Skullcap or small head covering required for all men and boys in synagogue as a sign of respect; optional for women except when participating in certain rituals. Also called a 'yarmulke' in Yiddish.

Maftir: An additional Torah reading.

Mazon: (Lit., "food" in Hebrew.) A Jewish nonprofit agency that allocates donations to alleviate hunger among people of all faiths and backgrounds.

Misheberach: Prayer for the welfare of a person, whether due to illness or due to meriting a special blessing because of being called up to the Torah for an aliyah. Often said when a person is called to the Torah as part of a life-cycle celebration, such as a naming, aufruf, or Bar or Bat Mitzvah.

Motzi: Blessing over bread

Seudat Mitzvah: A meal associated with a commandment, usually consumed after a religious ceremony or celebration. Considered to be a continuation of the service.

Shammos: A synagogue volunteer who helps with the organization of the services, such as identifying the people called up for aliyot.

Shaliach/Sh'lichat Tzibbur: Prayer leader.

Siddur: Prayer book.

Simcha: A celebration; a joyous occasion; plural: s'machot.

Tallit (pl. tallitot): Prayer shawl worn by Jewish men over age 13, and by some Jewish women.

Tefilla: Prayer, religious services.

Trop: cantillations or inflections when singing from the Torah.

Tzitzit: fringes on tallit.

Appendix B: Ritual Sequence of the Service

The following list provides the complete order of the service. Please consult the Rabbis if you have any questions.

<u>Service/Prayers</u>	<u>Pages in <i>Sim Shalom</i></u>
<i>Pesukei d'Zimra</i> , Preliminary Prayers and Blessings.....	65–105
<i>Shacharit</i> , Morning Service.....	105–138
Rabbi's Introduction of Bar or Bat Mitzvah*	
Torah Service.....	139–154
Torah processional.....	141
D'var Torah of the Bar or Bat Mitzvah	
Torah readings	found in Chumash
Prayers before/after Torah readings	142
Bar or Bat Mitzvah aliyah	
Rabbi's misheberach for the Bar or Bat Mitzvah	144
Candy throwing	
Hagbah (lifting and display of Torah)	146
G'leelah (dressing of Torah)	
Torah Holder seated with Torah	
Haftarah reading.....	found in Chumash
Rabbi's remarks to Bar or Bat Mitzvah, with b'racha	
<i>Shehecheyanu</i> (Rabbi and family).....	provided in Honors section, above
Prayer for our country	148
Prayer for Israel	149
<i>Ashrei</i>	151
El Malei Rachamim	
Torah recessional.....	153
Rabbi's D'var Torah	
Musaf service	155–161, 181–187
<i>Amidah</i>	156–161
<i>Kaddish Shalem</i>	181
<i>Ein Kelobeinu</i>	182
<i>Aleinu</i>	183
Mourner's <i>Kaddish</i>	184
<i>Anim Z'mirot</i> (sometimes)	185–186
Presentation of Congregational Gifts to Bar or Bat Mitzvah	
Announcements	
<i>Adon Olam</i>	187
Kiddush at wine table	
Prayer over wine	
Handwashing	
<i>Motzi</i>	
Kiddush in Social Hall	

*Placing of Tallit, with blessing (optional)

Appendix C: Experience Israel Program

Olam Tikvah presents our B'nei Mitzvah with a pledge to provide funding towards a teen peer-based trip to Israel. The amount available may vary, but we are always as generous as possible thanks to contributions from our congregants. The amount of funding provided depends on the length of the program, and is supported by donations to our Stahl Family Experience Israel (formerly IsraelQuest) fund. The following provides some information about the grant program. More detailed information is available on the website.

Basic Requirements:

1. Travel must be part of a peer (teen) program.
2. A minimum of 3 weeks (19 days excluding travel) must be spent in Israel.
3. Travel must take place any time from the summer following ninth grade through the summer following twelfth grade, or as a gap year program in the first year after high school graduation.
4. The program must be sponsored by a Jewish or Israeli organization and provide for the observance of Shabbat and kashrut.
5. The family unit/parent must have been a member in good standing for a minimum of 3 years.
6. Funds will be paid directly to the program.

FAQs

What's a peer trip? A program where the primary participants are all teens of a similar age.

Are only summer programs eligible? No, summer programs are just one type of peer trip. Other programs take place during the school year.

When do I need to begin planning? It's a good idea to look at summer programs during the previous autumn. School year programs should be considered the year before. Think about gap year programs by the fall or winter of senior year.

What's a gap year? A gap year is a year in between finishing high school and starting college when a student chooses to explore new experiences.

I've picked a program. What do I do next? Confirm with the OT Administrator that the program is eligible for funding. Talk to your guidance counselor as soon as you begin considering a school-year program. Once you have applied and your child has been accepted, submit your application for OT's Experience Israel subsidy.

Appendix D: Sample Guidance for Guests

The following may be printed as an insert in your invitations to help your guests feel as comfortable as possible at your simcha.

Dear Friends,

We hope that you will be able to join us at CHILD's BAR/BAT Mitzvah. Even if you have attended similar celebrations elsewhere, there are a few things about the service that you might find helpful to know in advance.

1. All men must wear a headcovering during services and women are welcome to do so. Jewish adult males over the age of 13 wear a tallit and Jewish women are encouraged to wear a tallit if they wish to. **Length of the service:** Services begin at 9:30am and generally conclude around 12:15pm, with a light lunch afterwards. Please try to arrive by about 10:00am and enter the sanctuary quietly. You may go in and out of the sanctuary during the service, except during a few parts when the ushers will keep the doors closed. Please arrange for unaccompanied children to be picked up around 1:00pm.
2. **Things to avoid:** Please help our community to preserve the Sabbath atmosphere by refraining from using the following inside the synagogue and on synagogue grounds:
 - Electronics—cell phones, cameras (including phone cameras and video cameras) and other recording or playback devices, , electronic games. Please ensure these items are turned off before entering the building.
 - Writing/coloring implements. Picture books and toys that do not make noise are appropriate to keep small children occupied.

We look forward to celebrating with you!

Appendix E: Sisterhood Services

Simcha Catering

Sisterhood's Simcha Catering can provide for all your Kiddush needs. Revenues raised by Simcha Catering are used for the benefit of the congregation. Call the main office at (703) 425-1880 for menu information and pricing or email Simchacatering@olamtikvah.org.

Judaica Shop – Jewish Treasures

Sisterhood's Judaica Shop – Jewish Treasures – located in the New Lobby, has an extensive selection of tallitot, tefillin, and kippot. It is an excellent source for simcha gifts such as jewelry, a yad, or tzedakah box. Jewish Treasures is open Monday - Thursday from 9:00am to 5:00pm, Friday from 9:00am to 3:00pm and, when Religious School is in session, on Sunday from 9:00am to 12:00pm. The OT office can open the shop for you any time Jewish Treasures is not staffed.

Tallit and Tefillin

Olam Tikvah is proud of the role that all our congregants play in helping to lead our services each week. Throughout the generations there have been many customs on ritual dress, items such as head-coverings,

tallit, and tefillin. Jewish men have traditionally worn a tallit while in services on Shabbat morning and a tallit and Tefillin during the weekday services. For Jewish women, wearing such ritual garments is a more modern obligation. We would encourage all our young adults to wear a tallit both on the morning of their B'nei Mitzvah and every Shabbat after. The Sisterhood giftshop can help your child find the perfect tallit. As an option, the Rabbis can also help you and your child tie the *Tzitzit*, the ritual fringes, onto the Tallit. This can help create an incredible family moment which heightens what it means to wrap ourselves in God's Mitzvot as well as family tradition.

Jewish Treasures can also help your child find the perfect pair of Tefillin, which the Rabbis can help your child learn to wrap. This mitzvah can be performed at morning minyan or at home each day.

Appendix F: Directions to Olam Tikvah

From the Capital Beltway, I-495

1. Take Exit 52A West toward Fairfax
2. Merge onto Route 236, Little River Turnpike
3. Drive approximately 2 miles until you come to Glenbrook Road on the right
4. Turn right on Glenbrook Road
5. Drive 1 ½ long blocks until you come to the synagogue on your left (first left after Denise Lane)

Address for GPS

3800 Glenbrook Road
Fairfax, VA 22031