“The” B’nei Mitzvah Service Outline

Havurah Shalom

Updated January 2022

A fillable google doc version of this outline is [available here](https://docs.google.com/document/d/1D1rDCt-9AnmO3MHXkTjA0Lbuztn5qYNvLY_ZLP4YACI/edit?usp=sharing). ***Please rename the file BEFORE you start editing so that the template remains blank for other families*.**

Student:

Parsha:

Date:

Tutor:

Part 1 Birchot HaShachar & P’sukei D’Zimrah

Leader will call out page numbers throughout the service.

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| --- | --- | --- | --- | --- |
| **Prayer** | **Page** | **Leader** | **Notes** | **Tech Notes** |
|  |  |  |  | Start recording at 10:00 a.m. |
| Niggun |  | Rabbi |  |  |
| Welcome &  announcements: |  | Rabbi |  |  |
| Tallit presentation |  |  | Parents or other significant people present Tallit. |  |
| Tallit Blessing | 143 | BM |  |  |

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| **Prayer** | **Page** | **Leader** | **Notes** | **Tech notes** |
| --- | --- | --- | --- | --- |
| Mah Tovu | 141 |  |  |  |
| Birchot Ha Shachar | 153-161 |  |  |  |
| Elohai | 165 |  |  |  |
| Baruch She’amar | 177-179 |  |  |  |
| Psalms 92  Tov L’Hodot | 209 |  |  |  |
| Poem |  |  | Optional |  |
| Psalm 150 Halleluyah | 231 |  |  |  |

Part 2 -- Shema: Listening, Coming Together

|  |  |  |  |  |
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| **Prayer** | **Page** | **Leader** | **Notes** | **Tech notes** |
| Barchu | 247 |  |  |  |
| Yotzer | 247 |  |  |  |
| Ahava Rabbah | 273-275 |  |  |  |
| Shema | 277 |  |  |  |
| V’ahavta | 277 |  |  |  |
| Shema continues with Silent Reading from selections | 279 - 285 |  |  |  |
| L’man Tizk’ru/ Adonai Elo-heichem Emet | 285 |  |  |  |
| Mi Chamocha, Tzur Yisrael | 291 |  |  |  |

Part 3: Amidah

|  |  |  |  |  |
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| **Prayer** | **Page** | **Leader** | **Notes** | **Tech notes** |
| Amidah  Silent Prayer | 295 – 323 |  |  |  |
| Oseh Shalom | 381 | Rabbi |  |  |

Part 4 : Torah Service

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prayer** | **Page** | **Leader** | **Notes** | **Tech notes** |
| Ein Kamocha | 383 |  |  |  |
| Av HaRachamim | 383 |  | All stand and turn to face the ark at Adon Olamim - |  |
| Ark Opening |  |  | Name the ark openers here. |  |
| Vayahi BinSoa | 385 |  | All standing and facing the ark |  |
| Handing Torah  down the  generations |  |  | After some comments from leader,  \_\_\_\_\_\_\_\_ passes Torah to \_\_\_\_\_\_\_\_\_\_\_\_\_who passes it to \_\_\_\_\_\_\_\_\_\_\_ who passes Torah to BM |  |
| Shema | 393 | BM | BM holds Torah and faces congregation |  |
| Echad | Same |  |
| Gadlu L’adonai | All turn and face the ark. Bodek or tutor holds siddur for BM |  |
| Eleh Chamdah Libi | 841 | Rabbi | **BM begins parade around the room. Then returns Torah to bima after making the circuit.** |  |

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| **Portion**  **Include book, chapter and verses**  **Example: Beresheet 4: 8-10** | **Aliyah Blessing**  **Hebrew name and relationship to BM**  **Note if in person or on Zoom** | **Torah Reader**  **English name only & relation to BM**  **Note if in person or on Zoom** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| **Misheberach- Debbie Friedman’s** | Rabbi | Please note if using a different misheberach. |
| 6. |  |  |
| 7. |  |  |

Once BM is done, all sing Simon Tov, Mazel Tov. Tech Notes- Unmuting everybody is not a good idea. It hurts the ears. Better to see people waving and smiling in gallery view.

Torah Service Continued

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| **Prayer** | **Page**  **number/**  **leader** | **Notes** |
| Release Blessing | Rabbi | Parents remain on bima |
| V’zot HaTorah:  Lift & Dress Torah | Rabbi | Rabbi calls up Hagba and Galila and sings while Torah is lifted and rolled.  Hagba (lift) Hebrew name \_\_\_\_\_\_\_\_\_\_\_Galila (roll): Hebrew name \_\_\_\_\_\_\_\_\_  Put on stand and tie securely |
| Drash | BM | Read slowly, loudly and clearly. Look up at congregation/camera after each paragraph. |
| Parents blessing | Parent(s) | A brief and meaningful blessing for the BM. |
| Gift of Tanach |  | Generally a representative from the BM cohort. |
| Rabbi’s Blessing Y’varechecha |  | Afterward, Rabbi unties Torah from its perch and hands it to the BM. |
| Return The Torah Y’hallelu | BM  433 | Ark openers open the ark. Rabbi hands Torah to BM to lead this part. He assists with putting Torah back in the ark. |
| Etz Chaim Hi | BM  441 | Ark closers shut doors at the words “kekedem” |

Part 5 Closing Prayers

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| **Prayer** | **Pages** | **Leader** | **Notes** | **Tech notes** |
| Aleynu | 445 - 449 | Rabbi | Keep standing. |  |
| Mourner’s  Kaddish | 451 | Rabbi |  |  |
| BM  Thank yous |  | BM | BM writes TYs ahead of time and reads them aloud. |  |
| Announcements |  | Rabbi |  |  |
| Closing Song: |  | Rabbi | Give name of closing song. | Share words if not in siddur i.e. “Salaam” or other. |
| Final prayers:  kiddish and  motzi |  |  | Distribute kiddush cups and challot. |  |
| Optional slideshow |  |  |  | Run slideshow |