



Bar/Bat Mitzvah & Event Planning Guide

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Dear Friends,

Mazal tov on your family's upcoming simhah! We are honored to be included in this special moment in your lives.

In this guide, we will outline the experience of becoming a Bar/Bat Mitzvah, in order to maximize the pleasure and beauty of this time in the life of your family and our community.

We, the clergy of Temple Beth-El, will help you prepare both for your family's ceremony and for your family's Jewish life afterwards. We hope that following your celebration, we will maintain a close relationship, and that you will stay connected to and involved in this community. We pledge to stay in close contact with you not only before and during your celebration but also after the special day is over, to hear your constructive thoughts and feedback, and to join in discovering ways we can continue to enrich your family's Jewish life.

Above all, we believe a Bar/Bat Mitzvah should be personally meaningful and Jewishly empowering. For this reason, we ask that you share your time and your thoughts with us throughout the journey toward your family's celebration, so that we can craft the best Bar/Bat Mitzvah experience for your family. We want you to have what you've always dreamed about, but that takes some preparation and engagement on both of our ends.

That's why we've prepared this Guide. We hope you will find it to be a helpful resource as you and your family embark on this sacred journey. Please read it carefully, as it outlines our community's expectations about what is involved in becoming a Bar/Bat Mitzvah at Temple Beth-El.

Our first of many opportunities to talk together about your family's celebration must take place one to two years in advance. At that mandatory and critical meeting, we will spend time getting acquainted and designing a plan for your family's Bar/Bat Mitzvah experience. It is imperative, prior to that meeting, for you and your child to fill out the "First Meeting Work-

sheet," which is included in this booklet as Appendix B (pg. 10).

About a year prior to your simhah, it is also crucial you set up a meeting with our **Executive Director (804-355-3564 x1104 or tbe-exdir@bethelrichmond.org)** to discuss some of the fine print: facility prices, Kiddush requirements, and other anticipated costs.

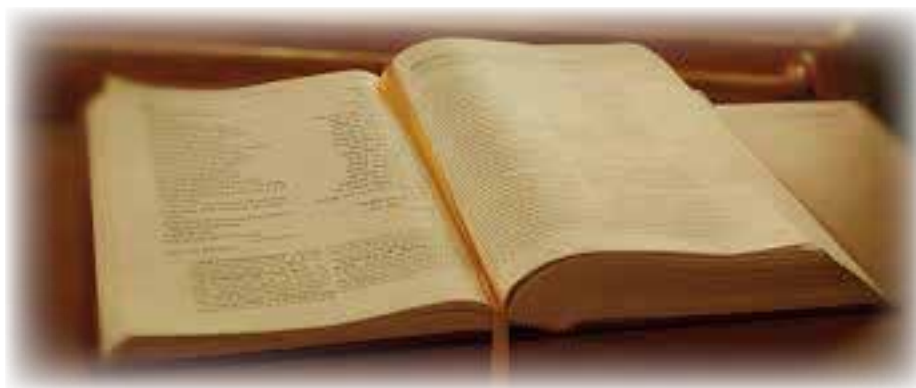
Of course, those are but two of many responsibilities we know you will make a priority during your family's Bar/Bat Mitzvah journey. You can find a more detailed time line of the meetings and requirements involved in the Bar/Bat Mitzvah process on page 9 of this Guide.

We believe planning for a Bar/Bat Mitzvah should be joyous, meaningful, and empowering. If there is a way we can enhance or ease this experience for you, your child, and your family, please let us know.

We look forward to learning, celebrating, and growing with you.

Warmly,

Rabbi Michael Knopf
Ramona Brand
Damien Timms



Bar/Bat Mitzvah & Event Guide

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The experience of becoming a Bar/Bat Mitzvah at Temple Beth-El involves the following 3 elements, each requiring a sacred partnership between clergy, parents, and children: Torah, Avodah, & Gemilut Hasadim.

ELEMENT 1 Torah *Sacred Wisdom*

Religious School and/or Day School Education The experience of becoming a Bar/Bat Mitzvah and the richness of adult Jewish life is enhanced when it is built on a solid educational foundation. That's why all B'nai Mitzvah must be enrolled for at least five (5) consecutive years in our Religious School up to and including 7th grade (with a consistent record of good attendance during this period), and/or to spend at least five consecutive years in a full-time Jewish Day School, up to and including the Bar/Bat Mitzvah year. For any situation that deviates from this policy, the Rabbi of Temple Beth-El must be consulted and will make the final decision.

We also expect that your child will continue with his/her Jewish education following the Bar/Bat Mitzvah year by participating in our Beth-El Teens high school program.

Private Torah Study with the Rabbi Beginning about six (6) months before your child's Bar/Bat Mitzvah, s/he will meet with the Rabbi three or four times for private Torah study. The aim of these meetings is to help each child fall in love with Torah and discover the relevance of Torah today.

Norma Fiedler will be in touch with you to schedule that first meeting. However, knowing that the Rabbi's schedule can fill up months in advance, if you'd like to "beat her to the punch," you can contact her at n.fiedler@bethelrichmond.org or 804-355-3564 x100.

Depending on the individual interests of the child, s/he will work with the Rabbi to determine a personalized presentation of his/her learning, whether in the form of a D'var Torah (speech), a Storah telling performance, art project, etc. This project must be complete and approved by the Rabbi no later than two (2) weeks before the Bar/Bat Mitzvah date.

Family Learning During the 6th grade your family will join the clergy and the other families in the 6th grade for group study and Judaic enrichment activities. These sessions will mainly take place on the weekends (on Shabbat or on Sunday mornings) on a monthly basis. We'll do our best to work with all to determine each year's schedule.

Exposure to as Much Jewish as Possible Since becoming a Bar or Bat Mitzvah means taking one's place as an adult member of the Jewish community, we want each child to feel at home in as many Jewish settings - ritual, educational, communal, and philanthropic - as possible. To that end, in the months leading up to the Bar/Bat Mitzvah, we expect that families will regularly attend synagogue services and programs at least monthly, as well as community events. Should your family fail to regularly attend services and programs, you will be invited for a conversation with the clergy about possible adjustments to your family's agreed-upon Bar/Bat Mitzvah plans.

ELEMENT 2 Avodah *Prayer, Ritual, & Spirituality*

Mastery of some aspect(s) of Jewish prayer/ritual The process of becoming Bar or Bat Mitzvah should enable your child not just to feel comfortable in Jewish prayer settings, but also to be able to take responsibility for their own Jewish prayer life. Toward that end, we will empower your child to take ownership of some aspect(s) of Jewish prayer/ritual. Of course, every child and family has different wants and needs in this area, so we will work with you to determine the right plan for your child. As we develop this plan, we ask that you consider these options for your child's Bar or Bat Mitzvah service and learning.

- Our Friday night/Shabbat morning experience is what we encourage for all our students. This option has aspects that are flexible (because there are several parts of the service available for your child to lead), but also aspects that are not flexible (because there are some fixed minimum requirements, and because the dates and times of these services are set by the congregation). This option is also a way for the larger Temple community to share the joyous occasion with your family.
- Other options which may better fit your family's needs include:
 1. A weekday morning service
 2. A holiday or Rosh Hodesh service that falls on a Sunday or weekday morning.

If your child is interested in acquiring a specific skill, it may be that the Shabbat morning service is not the only place where that skill is used. Therefore, your child may be able to accomplish what they want at a service that may make more sense for your family. We will work with you to determine the service setting and prayer/ritual that will be most useful and meaningful for your child and your family.

During the year prior to your child's Bar/Bat Mitzvah, formal training will begin, which consists of private 30-minute weekly sessions with the Cantor. The Cantor will be in touch with you to arrange a time on a weekday afternoon or early evening.

Your child will receive weekly assignments, which he/she is expected to complete in advance of his/her meeting with the Cantor. Should a student, in the judgment of the Cantor, establish a pattern of poor preparation, the parents will be contacted for a conference. If additional lessons are required to overcome educational deficiencies, (not inadequate study habits) this may be arranged on an individual basis. Preparation for Bar/Bat Mitzvah cannot be accomplished without a regimen of daily home study, and in this context frequent parental monitoring is essential. The Cantor invites your interest in the training of your child and is always available to answer any questions which may arise during these months.

A final rehearsal in the Sanctuary for B'nai Mitzvah and their parents is usually held by the Cantor the week before the Bar/Bat Mitzvah. The Cantor will be in touch with you to arrange this run-through. This will enable your child to get comfortable on the bimah of the sanctuary and to ease any fears of being in front of a large group of people. It is also an opportunity to observe your child on the bimah prior to the actual event and should enhance

your appreciation of this milestone by acquainting you with the order and flow of the service.

Spiritual Engagement We will work with you to enhance the spirituality of the journey to the Bar/Bat Mitzvah, your child's connection to God and his/her spiritual life, and the spiritual power of the celebration itself.

B'nai Mitzvah Service Guidelines

At Temple Beth-El, we strive to make our religious services engaging, relevant and spiritually rewarding for our diverse congregation, and we work to ensure that our services, ceremonies, and celebrations are welcoming for all. We want every family's simhah and every congregant's Shabbat experience to be meaningful, fulfilling and memorable. Of course this requires choices and some compromise on the part of families celebrating B'nai Mitzvah as well as the entire congregation.

We want to ensure that your family, guests, and members of the congregation are focused on your simhah, your child, and the beauty of our services. And we want to make certain that everyone attending our services, regardless of their connection to the Bar/Bat Mitzvah, remains engaged and inspired from beginning to end.

Toward these goals, we have some guidelines that we believe enhance the flow and choreography of services during a Bar/Bat Mitzvah. The guidelines follow.

Please do not hesitate to be in touch with us should you have any questions. We look forward to celebrating with you!

Torah Aliyot Available for B'nai Mitzvah & Family Up to four (4) aliyot may be assigned to your family and friends, in addition to one (1) aliyah for your child, and one (1) aliyah for the parents. We believe that it is important to reserve at least two (2) aliyot for other members of the congregation, who may have s'mahot of their own to celebrate that week such as a baby naming, aufruf, blessing of the bride or special birthday, yahrzeits to commemorate or some other reason to be afforded an honor.

Hebrew Names of Up to 2 Individuals per Aliyah We place no limit on the number of people who can ascend the bimah and recite the blessings over the Torah for any individual aliyah; however, it helps the clergy and the flow of the service generally not to have to recite a long list of Hebrew names. Therefore, regardless of how many people you assign to any given aliyah, we ask that you provide us with the Hebrew names of no more than two (2) individuals, who will be formally called up, in Hebrew, as the group's representatives.

Use of Musical Instruments We permit the use of musical instruments during Shabbat services, for both Friday evening and Saturday morning. However, absent any advance discussion of musical instruments with your child, we will not incorporate any instruments during a portion of the service that your child is leading. Our intention is to enhance the B'nai Mitzvah's and congregation's experience, not to surprise or "throw-off" the B'nai Mitzvah.

Parent Speeches The role of a parent's speech at a Bar/Bat Mitzvah is to impart a short, personal blessing to your child at this important Jewish moment in his or her life. We want to ensure that the sanctity of the moment, and the venue in which it is taking place (i.e., the bimah on Shabbat morning), are appropriately honored. For this reason, we ask that parent blessings present a discernible Jewish message, and be limited to 500 words total. We suggest that only one parent speak for both and believe that it allows for the presentation of a stronger, more meaningful and coherent blessing to the B'nai Mitzvah, but understand that it may not work for some families.

All parental prayers/Divrei Torah must be submitted to Rabbi Knopf for approval no less than two (2) weeks in advance of your family's celebration to ensure compliance with content and length requirements. **Please note that unless your blessing is approved in advance, you may not be permitted to speak from the bimah at your family's celebration.** Rabbi Knopf is happy to discuss ideas for your blessing as you prepare. We are also happy to provide pre-written options for anyone who would prefer not to write their own.

Aliyah Honors Included in this guide (APPENDIX D, pg. 12) is an "Honors/Aliyah Form," which lists all the honors available during your family's simhah. Please complete this form as fully as you can and return it to the Rabbi no later than two (2) weeks before your family's simhah. Please be sure to include the required Hebrew names for those being called for an aliyah (the individual's Hebrew name and his/her father's Hebrew name). This deadline will give us enough time to follow up with you if there are any questions or concerns.

Inclusion of non-Jewish Family Members As an inclusive congregation, we are happy to involve every family member in your simhah. Non-Jewish relatives are permitted to open and close the Ark, accompany a Jewish individual to the bimah for an Aliyah (though only the Jewish individual may recite the blessing over the Torah) accompany a Jewish parent to the bimah for the tallit presentation for a Bar/Bat Mitzvah, accompany a Jewish individual to the bimah for candle-lighting on Friday evenings (though only the Jewish individual may recite the blessing) and ascend the bimah to recite any English prayer or reading deemed appropriate by the clergy. Additionally, non-Jewish children are welcome to join Jewish children for Kiddush, Ein Keloheinu, Adon Olam, etc.

Of course, none of these opportunities are required of any family. Ultimately, it is your choice whether to avail yourselves of each opportunity to participate. It is our hope that these opportunities will complement your family's engagement and involvement before and after your simhah.

ELEMENT 3 *Gemilut Hasadim Deeds of Love & Righteousness*

Becoming a Bar or Bat Mitzvah means taking on the responsibilities of an adult member of the Jewish community. Those responsibilities include supporting the needs of the local Jewish and non-Jewish communities, strengthening Israel and worldwide Jewry, and repairing the world. We believe that the purpose of the Jewish people is to restore the world to wholeness through acts of loving kindness and justice.

At Temple Beth-El, we take our Jewish purpose very seriously, and try to both instill this value in all of our children while acting as role models. That is why each child is required to take on a Gemilut Hasadim (Deeds of Love and Righteousness) Project as part of becoming a Bar or Bat Mitzvah. While we celebrate our children for their growth and accomplishments, we want them to be reminded that not everyone is as fortunate as they are. This project is their apprenticeship, so to speak, in joining the ranks of those who repair the world—the sacred task of tikkun olam.

Your project must encompass about 12-15 hours of work. You will meet with Ramona Brand, the Director of Youth Learning, about 9 months before your Bar/Bat Mitzvah to plan your project. Your project must be approved by the Director of Youth Learning at that time or shortly thereafter. You will meet about 6 months before your Bar/Bat Mitzvah to mark progress on your project. You should aim to complete your project at least 2-3 months before your Bar/Bat Mitzvah ceremony.

The Gemilut Hasadim Project: Making Tikkun Olam Part of Becoming a Bar/Bat Mitzvah

A successful project is one that a student will be excited to do. Just as each student has a unique personality and interests, each Gemilut Hasadim project can be tailored to make the student's experience unique and effective. We will work closely to assist your child as s/he engages in deeds of kindness, righteousness, and justice!

Project Options

Create a New Project This is the most creative, but also the most challenging, of the available options. We can all make a difference in both large and small ways. Targeting a specific problem is a great way to create your own personalized project. It can include, for example, collecting donations of socks to give to a homeless shelter, reading to residents at an assisted living facility, or giving a musical concert at a hospital.

Join an Existing Project. Participate in a project run by Temple Beth-El's own Social Action/Tikkun Olam Committee, such as CARITAS, the High Holy Days Food Drive, Fall Gleaning, etc. Or see page 8 for other organizations.

Work with People. Work with the disabled, foster children and adolescents, underprivileged students, the elderly, or hospital patients of all ages.

Work with Stuff. Collect food, clothing, books, school supplies, or personal hygiene products for those in need. It can include sending letters to U.S. and Israeli soldiers.

Advocate for a Cause. Join with existing organizations who are: advocating for expanded healthcare access for the needy, organizing petitions and letter-writing campaigns to reform the criminal justice system, or lobbying our local and national leaders for action on Climate Change.

Make a Donation by Collecting Money from Others. Educate others about a cause you feel strongly about, create a raffle, ask simhah guests to donate to your favorite charity in lieu of gifts, or sponsor an event specifically created to raise money for a cause or organization.

Make a Donation by Earning Money Yourself. Contribute a certain percentage of your income or allowance to a cause. It can take the form of giving a percentage of your Bar/Bat Mitzvah gift money received to a cause. It can mean earning money for a cause by babysitting, washing cars, dog walking, yard work, or by running a bake sale at the Religious School.

Work Alone. Write letters to U.S. and Israeli soldiers, or help someone on a one-on-one basis as a Big Brother/Big Sister, tutoring, mentoring or regularly visiting someone who is shut in.

Work in a Group. Do a project with your family (a garage sale to raise money for a cause), or your friends (working in a soup kitchen together), neighbors (take turns watching out for the ailing person on the street), or creating a joint project with your B'nai Mitzvah partner.

Learn Something New. For example, learn how to cook for large quantities (e.g. 300 people at the Homeless Assistance Shelter), or learn how to knit infant hats to be donated to hospital nurseries.

Use Skills and Talents You Already Have. For example, write articles about causes that move you, use computer skills to serve as a tutor, or put together a show to entertain the elderly or hospital bound.

10 TIPS FOR VOLUNTEERING WISELY

- 1. Research the cause or issues important to you.** Look for a group that works with issues about which you feel strongly.
- 2. Consider the skills you already have to offer.** This way you do not have to invest time in training. Skills include writing, computer expertise, communication, athletics, musical, acting and artistic talent, carpentry and landscaping.
- 3. Consider learning something new.** Along with the fulfillment that comes with giving to others, you can improve current skills or learn new ones.
- 4. Combine your goals.** Look for opportunities that will also help you reach your personal goals.
- 5. Don't over-commit your schedule.** Start slowly and commit to more time later.
- 6. Non-profit organizations may have questions for you, too.** You may be asked to fill out an application or come in for an interview. It is in your best interest as (and theirs) if you have the skills, the commitment, and the interests that match those of the non-profit agency.
- 7. Consider volunteering as a family.** This sends a wonderful message to the family about the value of giving, and creates lasting memories.
- 8. How about virtual volunteering?** Yes, it exists! This could take the form of word processing papers or reports for someone with a disability or keeping in touch with a shut-in who uses e-mail. This provides a way to volunteer if you do not have transportation or you have limited time to give.
- 9. I never thought of that!** There are all kinds of organizations that could use a lending hand. Some examples: day care centers, public schools, civic clubs, museums, theaters, after-school programs, soup kitchens, and homes for the elderly (See listing at right)
- 10. If you choose to raise money for a charity,** check with the charity regarding the percentage of donation money that goes to administrative costs and the percentage of donation money that goes to the beneficiaries.

Bonus Tip: Give voice to your heart through your giving and volunteering! Bring your heart and sense of humor and enthusiastic spirit to your service. These are priceless gifts. What you get back will be immeasurable!

VOLUNTEER PROJECT ORGANIZATIONS

Below is a list of recommended organizations. You may also find helpful information at TheMitzvahBowl.com/mitzvah-projects.

GENERAL

Hands on Greater Richmond
Richmonders Involved to Strengthen Our Communities (RISC)
Virginia Interfaith Center for Public Policy (VICPP)
Volunteer Match

ANIMALS - *Tza'ar Ba'alei Hayyim*

(There are many more rescue organizations in Richmond not listed here.)
Animal Adoption & Rescue Foundation (AARF)
Bandit's Adoption & Rescue of K-9s (BARK)
Chesterfield County Humane Society
Hanover Humane Society
Henrico Humane Society
Richmond ASPCA
Richmond Virginia Feral Cats
Yahoo! Group
Southside SPCA

CHILDREN AND TEENS - *V'shinantam*

I'vanekha/ Ahavat ha-Yatom
Art 180
Boys and Girls Clubs of Metro Richmond
Capital Center of VA/Capital Diaper Bank
Ronald McDonald House of Richmond
Micah Initiative

CRIMINAL JUSTICE - *Matir Asurim / Pidyon*

Sh'vuyim
ChildSavers
DARE - VA State Police
Richmond Police - Neighborhood Watch
Safe Harbor
YWCA - Richmond

DOMESTIC VIOLENCE *Shalom Bayit*

End Violence Against Women Intl.
Greater Richmond SCAN - Stop Child Abuse Now

ELDERLY *Kibud Av va-Em / Hadarta p'nei zaken /*

Zokef Kefufim
Beth Sholom
Jewish Family Services

ENVIRONMENT *Shmirat ha-aretz / Bal Tash'hit*

Adamah
Coalition on the Environment & Jewish Life
Hazon
Virginia Interfaith Power & Light

HOMELESSNESS *Somekh Nof'lim*

CARITAS
Home Again
Richmond Metropolitan Habitat for Humanity

ISRAEL *Ahavat Tziyon*

American Friends of Leket Israel
Hand in Hand - handinhandk12.org
Masorti Foundation
New Israel Fund

JEWISH COMMUNAL CONCERNS

Ahavat Yisra'el
Jewish Community Federation of Richmond
Jewish Family Services
Richmond Holocaust Museum
Emek Shalom Holocaust Memorial
Weinstein JCC
American Jewish Joint Distribution Committee

LGBTQ ISSUES *B'tzelem Elohim / Ahavat ha-Ger*

Diversity Richmond
Gay Community Center of Richmond
PFLAG - Parents, Families, and Friends of Lesbians and Gays
Keshet

POVERTY AND HUNGER - *Ma'akhil R'evim /*

Malbish Arumim
Feedmore - Central VA Food Bank
Mazon: A Jewish Response to Hunger
American Jewish World Service
SPECIAL NEEDS - *B'tzelem Elohim*
Greater Richmond ARC
Richmond Autism Integration Network
Special Olympics VA
School of the Performing Arts (SPARC)

WAR AND PEACE - *Rodef Shalom*

International Rescue Committee
Jewish World Watch
Reestablish Richmond
Initiatives of Change/Hope in the Cities
VA Interfaith Center for Public Policy

WOMEN - *B'tzelem Elohim / Ahavat ha-Almanah*

Jewish Women's Archive
The Mama Bear Shop

Bar/Bat Mitzvah Timeline

- 5th grade →** Begin regular attendance at Synagogue/Community programs: at least one per month (In addition to services)
- the spring of 5th grade year →** B'nai Mitzvah Family Meeting - for parents and b'nai mitzvah students
- 6th grade →** B'nai Mitzvah Family Learning
- 12-18 months before event →** Intake meeting with clergy
- 1 year before →** Meeting with the Executive Director
- 1 year before →** Begin regular attendance at Shabbat Services - At least one Friday night and one Saturday morning per month
- 9-12 months before →** Begin weekly sessions with Cantor or B'nai Mitzvah tutor
- 9 months before →** First Gemilut Hasadim meeting: choose Project with DYL
- 6 months before →** Second Gemilut Hasadim meeting with DYL
- 6 months before →** Begin sessions with the Rabbi
- About 3 months before →** Complete the Gemilut Hasadim Project
- 2 to 3 weeks before →** Final draft of D'var Torah (or other project) submitted to Rabbi for approval; D'var Torah rehearsal in sanctuary
- 2 weeks before →** Submit completed Aliyah Form to the Rabbi
- 2 weeks before →** Submit Parent Blessing to the Rabbi for approval
- 1 week (the Sunday) before →** Dress Rehearsal in Sanctuary & pictures with clergy (if desired)
Please note that no photo sessions will be scheduled after 3:00 pm on Friday afternoons, and the Torah scrolls may not be used for pictures without a member of the clergy present.
- Continuing through 7th grade →** Participation in religious school & one Post-B'nai Mitzvah meeting
- Beginning 8th grade →** Beth-El Teens!

Inclusion

The age at which children become B'nei Mitzvah can be a complicated time in their development, and many young people grapple with questions of gender identity/expression and sexual orientation. Some may already actively identify as LGBTQIA+, whether or not they have said so publicly. Even though TBE is committed to gender equality in our religious practices, some children may feel personally challenged by some of the traditionally gendered language and rituals often associated with B'nai Mitzvah ceremonies. TBE strives to foster a safe and affirming community, and are committed to supporting all children and families, regardless of gender identity, sexual orientation, or for that matter, racial or ethnic background, Jewish background, and visible or invisible disabilities. Please let us know how we can support you and/or your child during this exciting time. We are dedicated to working with you to craft an experience that is meaningful and Jewishly empowering for you and your family.

Parting Words

A child doesn't "have" a Bar or Bat Mitzvah. Rather, they become Bar or Bat Mitzvah. A ceremony merely marks the moment that they become responsible Jewish adults in the community and in the world. These responsibilities encompass a great many things,

but chief among them are the three pillars of Judaism outlined in the Mishnah by Simon the Just: Torah, Avodah, and Gemilut Hasadim (study of sacred wisdom, engagement with prayer and spirituality, and deeds of love and righteousness).

That's why we pray that your child's Bar or Bat Mitzvah not be the end of his/her Jewish journey. It is, in many crucial respects, just the beginning. We will strive to empower and inspire your child to see his/her Bar/Bat Mitzvah as the first step of a lifelong love-affair with God, Torah, and the Jewish people; we invite you to partner with us on this sacred journey.

Only by working together can we make your family's Bar/Bat Mitzvah experience joyous, meaningful, and empowering. We pledge to make your family's simhah a high priority, but to be truly successful, you must also make the Bar/Bat Mitzvah preparations outlined in this booklet a high priority in your family's life. Together, we can inspire continued Jewish engagement and infuse our entire community with purpose, strength, and continued vitality.

Mazal tov!

APPENDIX A: FIRST MEETING WORKSHEET

So that your initial clergy meeting can be as positive and productive as possible, we ask that you please carefully consider and discuss these questions at home with your family beforehand. Providing us the most specific answers possible will help us design the most personal and meaningful Bar/Bat Mitzvah experience with you. For some, this worksheet will be a bit of a challenge. However, exploring and discussing these questions will not only help move your family toward a more personal and meaningful Bar/Bat Mitzvah experience, but it may also help facilitate beautiful conversations in your family about why Judaism matters to you. Feel free to use additional paper.

Remember, be as specific as possible in your answers. Saying, "I want to have a bar/bat mitzvah because my parents and grandparents did" is not as specific as: "I want to follow in the footsteps of my parents, grandparents, and great-grandparents, who all had their b'nai mitzvah at Temple Beth-El and who all loved Judaism and were very involved in the synagogue. I want to find out what made them so excited about Judaism and I want to carry on their tradition." Digging deep to get the most thoughtful answers you can will allow us to build your Bar/Bat Mitzvah experience around what matters most to you.

For Parents

If you could have designed your own Bar/Bat Mitzvah experience, what would it have looked like? What would you have done the same? What would you have done differently?

What do you hope becoming a Bar/Bat Mitzvah will mean to your child?

For Kids

Aside from having a fun party, what is most important to you about becoming a Bar/Bat Mitzvah?

What would you most like to accomplish in the process of becoming a Bar/Bat Mitzvah?

What social issues/causes are you passionate about?

For Both

What are your greatest fears about the Bar/Bat Mitzvah experience?

What are you prepared to commit to and/or sacrifice in order to achieve your personal Bar/Bat Mitzvah goals?

APPENDIX B: Planning your D'var Torah

The heart of your D'var Torah is the theme you are connecting to the parashah and to your own Jewish journey. Focusing on a particular theme will keep your D'var Torah centered, powerful, and memorable. You may adapt this outline to suit your speaking style and interests (example: repeating a quote, refrain, or line of poetry or music throughout).

Recommended outline for a theme-centered D'var Torah

- I. Introduction (Attention Grabber related to your theme or plot of your parashah (need not be Judaic in origin), such as: a joke, anecdote, quotation, classic Jewish story, something in the news)
- II. Summary of portion & introduction of message that you want to teach ("What does my parashah talk about")
- III. Application of your message to life today ("What does my parashah have to do with my life or something going on in the world today?")
- IV. Application of your message to becoming Bar/Bat Mitzvah ("How will this information lead me to be a better person, or help us make the world a better place?")
- V. Paragraph about your Mitzvah Project
- VI. Conclusion, thank you's, and "Shabbat Shalom."

Your D'var Torah should be about 750 words maximum. Once the D'var Torah is written, you should adjust the font size to make it easier for you to read on the Bimah.

APPENDIX C: RECOMMENDED READING

BAR/BAT MITZVAH LITERATURE FOR PARENTS

A Spiritual Journey: The Bar Mitzvah & Bat Mitzvah Handbook by Seymour Rossel. West Orange, NJ: Behrman House, 1994. This handbook helps to answer basic questions of Bar/Bat Mitzvah ritual. It is meant to be read together by students and their parents, and is presented in clear and concise question and answer format. A leader's guide accompanies the short text.

Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Child's Bar or Bat Mitzvah by Jeffrey K. Salkin. Woodstock, VT: Jewish Lights Publishing, 1992. This book stresses the performance of mitzvot in the Bar/Bat Mitzvah life cycle event. It also contains a resource list for places to send Tzedakah and a list of resources for Jewish parents.

The Bar/Bat Mitzvah Planbook by Jane Lewit & Ellen Epstein. Chelsea, MI: Scarborough House, 1991. A family guide for planning both the ceremony and celebration as Jewish religious occasions. A step-by-step approach.

Bar/Bat Mitzvah Basics: A Practical Family Guide to Coming of Age Together edited by Cantor Helen Leneman. Jewish Lights Publishing, 1996. A wonderful collection of articles that answers many questions people have about a bar or bat mitzvah.

Bar Mitzvah—Its Observance and Significance Mesorah Publications, Ltd., 1991. A beautiful coffee table book, it has space to paste in your own lists or to write in. It has everything you need to know. Not an inexpensive book, but it has excellent illustrations. It leans more towards the Orthodox.

Treasury of Jewish Folklore by Nathan Ausubel, Random House. An older book with good information.

What Does Being Jewish Mean? by Rabbi E.B. Freeman, Jan Greenberg, and Karen A. Katz, Fireside, 1991. Read-aloud responses to questions Jewish children ask about history, culture, and religion.

While Standing on One Foot by Nina Jaffe and Steve Zeiflin, Henry Holt & Co., 1996. Eighteen stories from Jewish tradition challenge you to answer a question or solve a puzzle connected to each story.

BAR/BAT MITZVAH LITERATURE FOR AGES 9-12

The Bar Mitzvah Lessons by Harry Squires from World Over, Vol. 41, No. 9, 1980. A short story about the Bar Mitzvah of a refugee who was trained for his Bar Mitzvah by U.S. Army soldiers.

A Bar/Mitzvah of a Different Kind by Esther Adler. New York: Jewish National Fund, 1990. A story about an American boy's Bar Mitzvah celebration in Israel.

Bar Mitzvah: An Anthology on Tefillin and Bar Mitzvah edited by Yechezket Rittenberg. Israel: Netzach, 1974. A collection of essays and short stories on the meaning of Bar Mitzvah and Tefillin for young men about to become Bar Mitzvah. The stories are written by rabbinic leaders throughout Jewish history.

Mitzvah by Jacob Neusner, Behrman House, 1981. Teaches young adolescents about mitzvah. It is for the bar mitzvah age child to read about God's love and how we respond to that love by doing the right thing.

Bar Mitzvah, Bat Mitzvah: How Jewish Boys and Girls Come of Age by Bert Metter, Ticknor and Fields-Clarion Books, 1984. This book is very good for children to read. It is written at a level that a pre-teen can understand.

Bat Mitzvah: A Jewish Girl's Coming of Age by Barbara Diamond Goldin, Viking Press, 1995. This is the history of the bat mitzvah. It is a spiritual resource to provide a girl with a connection with other prominent Jewish women throughout history. Puff Books publishes the 139 page paperback edition.

A Bat/Bar Mitzvah by Linda Schwartz and Beverly Armstrong, The Learning Works, 1995. This 56-page journal keeps together all the events surrounding a bar or bat mitzvah. It includes places to paste your speech, photos, important events and family tree.

Coming of Age: Your Bar/Bat Mitzvah by Benjamin Efron and Alvan D. Rubin, New York: UAHC, 1977. A slim text for students age 11-13 introducing the ritual of Bar Mitzvah: history, customs, and significance.

Bar Mitzvah by Howard Greenfield. New York: Holt, Reinhart, & Winston, 1981. A short book describing the origins and customs of Bar Mitzvah.

King of Seventh Grade by Barbara Cohen. New York: Lothrop, Lee, & Shepard, 1982. When a Bar Mitzvah class student learns that his mother is not Jewish, his soul searching becomes a positive Jewish experience towards a conversion and Bar Mitzvah.

Does Anyone Here Know the Way to Thirteen? by Stephen Kaufman. Boston: Houghton Mifflin, 1985. A novel about the trials and tribulation of a pre-Bar Mitzvah adolescent.

About the B'nai Bagels by E.L. Konigsburg. New York: Atheneum, 1975. The adventures of a Jewish little league team and its teen members. Told with humor and insight.

Bar Mitzvah Lessons by Martin Elsan. Los Angeles: Aleph Designs, 1993. A short novel whose hero, David, fears his approaching Bar Mitzvah which causes him to alienate five rabbis who try to help him. However, a deep relationship develops between 12 year old David and his Bar Mitzvah tutor.

Good If It Goes by Gary Provost & Gail Levine Provost. New York: Aladdin Books, 1990. A humorous novel about one boy's efforts to cope with the pressures of Bar Mitzvah and adolescence (for ages 11-13).

The Narrowest Bar Mitzvah by Steven Schauer. New York, UAHC, 1986. A tale about a Bar Mitzvah ceremony that almost wasn't, but turned out to be a very significant event.

Pink Slippers, Bat Mitzvah Blues by Freida Wolff. Philadelphia: Jewish Publication Society, 1989. A novel which deals with decision making for a busy, concerned eighth grader right after her Bat Mitzvah.

For Kids—Putting God on Your Guest List by Rabbi Jeffrey K. Salkin. Woodstock, Vermont: Jewish Lights Publishing, 1998.

APPENDIX D: ALIYAH FORM

Date of event: _____

Please return completed form to the Cantor no later than two (2) weeks before your Bar/Bat Mitzvah date..

Celebrant(s):

English Name(s) _____ Hebrew Name(s) _____

Hebrew Names of Celebrant(s)' Parents: _____

Grandparents _____ / _____

_____ / _____

Sibling(s)/Age(s) _____

Friday Night Honors

Candle Lighting _____

Saturday Morning Honors

Torah Service 1st Ark Opening/Closing _____

Gelilah (Dressing Torah) _____

Haftarah Reading (if not celebrant) _____

Ashrei (if not celebrant) _____

Torah Service 2nd Ark Opening/Closing _____

Aliyot to the Torah

Up to 4 Aliyot may be assigned to friends/family of the celebrant(s), in addition to 1 aliyah each for celebrant(s) and parents of celebrant(s). No more than 2 people may be assigned to one aliyah. Please note that the order of names listed below will not necessarily reflect the actual order of aliyot on the Shabbat of your celebration. The clergy and gabbai'im will establish the true order of aliyot prior to your celebration. Please complete all three sections below.

English Name-First & Last	Full Hebrew Name (your name + parent's hebrew name, ex: Rachel Bat Avraham)	Kohen/Levi?
Aliyah _____	_____	_____
Aliyah _____	_____	_____
Aliyah _____	_____	_____
Aliyah _____	_____	_____
Parents _____	_____	_____
Celebrant(s) _____	_____	_____

APPENDIX E: TORAH BLESSINGS

Mazal tov! You have been invited to participate in an Aliyah (being called to the bima to bless the Torah). The blessing appears below. If you would like a recording of the blessing, contact the Rabbi at Rabbi.Knopf@bethelrichmond.org. Here is a brief guide to the ritual:

When your name is called from the bimah, walk up to the bimah. If you are wearing a tallit (prayer shawl), it will be traditional for the Torah reader to point to the word on the scroll where he or she will begin reading. You would take the tzitzit (fringes) from a corner of the prayer shawl and touch them to the word; you may then bring the tzitzit to your lips as an expression of your love for the Torah. In a group Aliyah, one person may perform this ritual on behalf of the group. Also, there is a tradition derived from the text, "It is a Tree of Life to all who hold fast to it..." where the person called to bless the Torah holds onto one of the eitz chayim (the wood roller of the Torah). If there is more than one person participating in the Aliyah, one person would

perform this ritual on behalf of the couple or group.

Chant the "Blessing Before the Reading of the Torah" (see below). The Torah reader will chant the portion. At its conclusion, the Torah reader will point to the final word that was read. Again, it is traditional to touch it with the tzitzit as noted above.

Chant the "Blessing After the Reading" (see below). (Feel free to bring your copy of the Blessing text to the bima; a large copy in Hebrew and transliteration will be on the pulpit. It is not customary to recite the blessing in English once the Hebrew has been chanted, unless specifically asked to do so.) Remain on the bimah, but move slightly to the side and stay there through the next Aliyah.

Following the concluding blessings of the next Aliyah, return to your seat. Yasher koach! (Well done!)

Before reading the Torah, you say:

בְּרַכּוּ אֶת יְיָ הַמְּבֹרָךְ.

Barchu et Adonai hamvorach.

ברוך יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד. *Congregation*

you respond:

בְּרוּךְ יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד.

בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר בָּנוּ

מִכָּל הָעַמִּים, וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruch Adonai ham-vo-rach l'olam va-ed.

Baruch atta Aedonai, eloheinu melech ha-olam, asher
ba-char-banu mee-kol ha-a-mim, v'natan lanu et torato.

Baruch atta Adonai, notein hatorah.

After reading the Torah, you say:

בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר נָתַן לָנוּ

תּוֹרַת אֱמֶת, וַחַיִּי עוֹלָם נָטַע בְּתוֹכֵנוּ.

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruch atta Adonai, eloheinu melech ha-olam,

asher natan lanu torat emet,

v'cha-yei olam na-ta b'to-chei-nu.

Baruch atta Adonai, notein hatorah.

APPENDIX F: DOS AND DON'TS FOR BAR/BAT MITZVAH

(Excerpted and edited from an article by Rabbi Samuel Dresner, "Beineinu", December 1976)

Bar/Bat Mitzvah Don't think of Bar/Bat Mitzvah as a once and for all ceremony. One doesn't become Bar/Bat Mitzvahed. It is not a verb. Do think of Bar/Bat Mitzvah as a noun. It is a certain kind of child whom parents, Rabbi, and teachers strive to nurture and develop. Thus, paradoxically, one can be Bar/Bat Mitzvahed and still not be a Bar/Bat Mitzvah.

Milestone Not Terminal Don't consider this occasion as the conclusion of your child's Jewish education. Do think of it and speak of it as a milestone in his/her life as a Jew. One of the major mitzvot, which the Bar/Bat Mitzvah is committed to fulfill, is the study of the Torah. There is no "graduation" from that task, which continues throughout our lifetime.

A Year of Opportunity Don't think of this as just another year. Do consider this year as a unique opportunity of taking advantage of your child's interest in all that surrounds the synagogue and school. Synagogue attendance is required so that he/she will be

completely familiar with the service. This should be seen as an opportunity to make a commitment to family worship.

Adult Study Do take advantage of this period to engage in Judaic study yourself. If you do not know Hebrew, learn to read it. Participate in the Adult Education Program. Study, just as your child is studying this year, as an example to your son or daughter.

The Ceremony Do place emphasis where it is appropriate, on the religious ceremony of becoming Bar/Bat Mitzvah.

Tzedakah Don't allow your child to think that all the gifts he/she receives are for him/her. The children attach all too much attention on the gifts they receive. Do teach your child the Mitzvah of Tzedakah, discussing what portion of the gifts will go to charity and let him/her share in selecting the particular charity or charities.

APPENDIX G: GLOSSARY

ALIYAH Called up (to recite the Torah blessings)

BAR MITZVAH The term for males who are bound to the Commandments

BAT MITZVAH The term for females who are bound to the Commandments

B'NAI Collectively boys and girls

B'NOT Daughters or girls (plural of Bat)

DAVEN Act of prayer

HAFTARAH Prophetic portion concluding Torah Service

KASHRUTH Jewish dietary laws

KIBUD Light refreshments honoring or commemorating a special weekday occasion - whiskey or wine is served

KIDDUSH Blessing over wine

KIDDUSH MEAL The ritual following the service on a Shabbat or festival morning which usually includes wine, as well as light refreshments or a luncheon

KIPPAH Skull cap

MAFTIR Last aliyah of Torah Reading; portion is reserved for Bar/Bat Mitzvah

MASHGIACH Supervisor for dietary requirements on our premises

MITZVOT Commandments or meritorious deeds

MOTZI Blessing for bread

ONEG SHABBAT Refreshments served following services on Friday night or on a holiday night

ROSH CHODESH "Head of the month" or new moon

SEDRAH Weekly Torah portion

SEFER TORAH Torah scroll

SEUDAH Party or festive meal

SHACHARIT The morning service on a weekday, Sabbath or holiday

SIMHAH A joyous occasion, especially referring to family life and rituals, such as marriage, Bar/Bat Mitzvah, circumcision

TALLIT Fringed prayer shawl

TEFILLIN "Pertaining to prayer" - leather boxes containing portions from the Torah bound on the arm and forehead

Use of Temple Beth-El Facilities

Sanctuary Guidelines

- Please inform your guests that cell phones, photography, and electronic devices are not permitted in the sanctuary on the Sabbath.
- Please let your guests know that proper attire is expected in the sanctuary on the Sabbath. No bare shoulders, no midriffs showing and no shorts.
- If you have any ritual inquiries and or should you want ritual changes, please speak to the Rabbi.
- Torahs cannot be removed from the Ark without either the Rabbi or Cantor present.
- Please speak to the clergy to coordinate pictures at rehearsals.
- All decorations, flowers, programs, kippahs are to be brought to the Temple before Friday night services start.
- A Wheelchair is available upon request.

Catering Policies

- An up-to-date certificate of insurance is required from your caterer.
- Kashrut must be observed at all times throughout the facility. All food products brought into the Temple must be sealed and kosher certified except for fresh fruits and vegetables. A mashgiach has to be on premises at time of delivery. Temple Beth-El will provide the mashgiach. If there is a concern or question, the Rabbi will make all final decisions regarding Kashrus at Temple Beth-El.
- The Temple does not maintain an Alcoholic Beverage License. It is the caterer's responsibility to maintain and manage any and all dispensing of alcoholic beverages. With the exception of Shabbat wine, any person not of legal drinking age may not be served any alcoholic beverages on our premises.
- Please arrange for your caterer to remove all leftover food and materials from the kitchen. You can donate your leftover food to the homeless. Please let the office know in advance if you would like to do so.

Kitchen Use Guidelines

- Regular kitchen hours are 10:00 am - 4:00 pm Tuesday through Thursday, and 10:00 am - 2:00 pm on Friday.
- All cooking and food preparation must be done in the Temple Beth-El kitchens under appropriate supervision. We require one of our kitchen staff to be present. If the caterer needs to be in the kitchen during non-regular kitchen hours, the cost is to be paid by the caterer to Temple Beth-El.
- Temple Beth-El may request copies of menus or lists of all food being served at an event.
- Storage (including refrigeration and freezer) is available during the week of an event.
- Arrangements for deliveries must be made in advance with the Executive Director one week prior to the event.
- Kitchen must be left clean by the caterer.
- Synagogue staff unfortunately cannot accept or sign for food or other materials.
- The member needs to supply kosher plastic and foil wrap to cover trays.

Decorations

- The Simhah family and/or your caterer are responsible for clean-up at the end of their event. All trash is to be disposed of in the receptacle outside (behind the kitchen).
- Confetti or glitter adornments are not permitted.
- Please do not affix anything to the walls, floors, ceiling or windows with nails, staples, or anything that causes damage. Please take home what you want to keep and all other decorations will be disposed of.

Miscellaneous Information

- Temple Beth-El provides security for Friday evening services. At all other events, security is the responsibility of the member. The Executive Director will arrange for security as requested with one month's advance notice at your cost.
- Please inform the Executive Director one month prior to the event your needs and requirements for hardware and set-up time for musicians. Arrangements may be made for changing rooms for musicians.
- Temple policy requires all fees for events to be paid prior to the event. Full payment may be made by check or credit card.

Temple Beth-El Event Worksheet - Room and Kitchen Rental

Name _____ Event Date _____

Phone _____ E-Mail _____

Name of Bar/Bat Mitzvah _____

Caterer _____ Photographer _____ Florist _____

Room Rental - Circle all that apply

	Kiddush Room	Social Hall	Amount
Friday			
Shabbat Dinner	\$400	\$600	Circle one: Dairy / Meat _____

Saturday			
Seated Kiddush	\$400	\$600	Circle one: Dairy / Meat _____

This option is for Bar/Bat Mitzvahs whose guests will stay for kiddush after Saturday Services.
If you and your guests will NOT be staying for kiddush after services, please use "Kiddush Sponsorship" form on next page.

Dinner or Party			
Member	\$400	\$600	Circle one: Dairy / Meat _____
Non-Member	\$600	\$1,000	Circle one: Dairy / Meat _____

Other Dinner or Party option: **Religious School Building Social Hall** – 601 N. Parham Road

Member	-----	\$700	Dairy only	_____
Non-Member	-----	\$1,000	Dairy only	_____

Kitchen Rental

Six hour shift including Mashgiach. (Must be scheduled thirty days prior to event.)

Date for Kitchen Use _____	Location _____	Circle one: Dairy/Meat	\$300	_____
Date for Kitchen Use _____	Location _____	Circle one: Dairy/Meat	\$300	_____
Date for Kitchen Use _____	Location _____	Circle one: Dairy/Meat	\$300	_____

Linens -- (table cloths & napkins) -- all ordering is handled solely by your Caterer

One-time custodial fee \$200

Total fees _____

For Bar/Bat Mitzvahs only: there is also a combined charge of \$200.00 that covers Silver, Table Skirts, & Bima Flowers.
Please make check Payable to "Sisterhood", tear out invoice on page 25 and Mail to:

Susan Beller, 10821 Cherry Hill Drive, Glen Allen, VA 23059

By signing, I / We understand the costs and obligations outlined above and recognize that all fees must be paid in full prior to the event. All charges are non-negotiable. Changes or alterations to this Event Work Sheet must be presented to the Executive Director of Temple Beth-El thirty days prior to the scheduled event.

A 50% deposit is required to hold the reservation. Caterers must be cleared through the Executive Director.

Signature _____

Date _____

Temple Beth-El Kiddush/Pre-Neg Sponsorships

Name(s) as it should appear in publication: _____

Date of Event _____ Phone _____

Address _____ City, State, Zip _____

Celebrated Occasion _____

Anticipated Number of Guests _____

KIDDUSH (Saturday lunch, directly after services approx. 12:30 p.m.)

Cost : \$ 410.00

If your event is a Bar/Bat Mitzvah, use this option only if you and your guests are NOT staying for kiddush after Saturday Services.

The Jewish tradition believes that life celebrations are made more meaningful when they are shared with community. As an affirmation of that Jewish value, we ask everyone celebrating a simhah at Temple Beth-El to sponsor kiddush on the day of the event.

If you are celebrating with us and are not inviting many additional guests, you are more than welcome to sponsor a catered kiddush or, if you prefer, you may sponsor a traditional kiddush by filling out this form.

If you are inviting many guests to your celebration (i.e., a Bar/Bat Mitzvah, a wedding, etc.), we encourage you to sponsor a catered kiddush. However, if you decide for whatever reason not to sponsor a catered kiddush at Temple Beth-El, we nevertheless ask that you still sponsor a traditional kiddush for the congregation by filling out this form.

PRE-NEG (Friday before services, 5:15 p.m.)

Basic Menu \$ 250.00

fruit tray, veggies and dip, assorted nuts & chips, assorted cheeses & crackers, wine

Basic Menu + Sweets & other beverages \$ 300.00

Fee includes food, food prep, and paper goods.

Maximum number of guests is 75 including congregation.

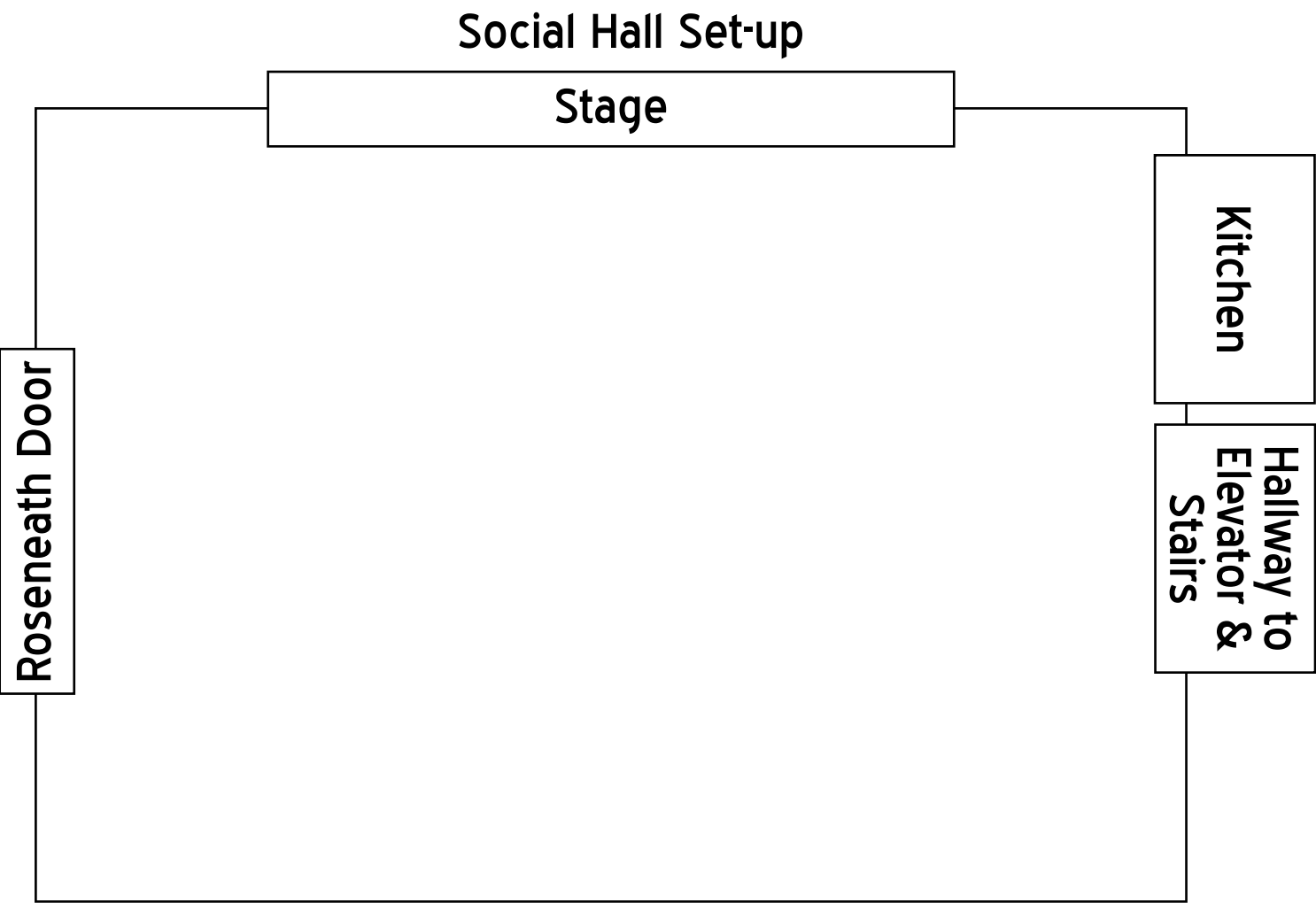
Bookkeeper Use Only

Invoice #: _____ Date: _____

Paid: ☐ Yes ☐ No

Method: _____

Please use the diagram below to illustrate how you would like your tables set up.



Temple Beth-El Contact Information and Directions

Fan District: 3330 Grove Avenue, Richmond, VA 23221

Phone: (804) 355-3564 Fax: (804) 257-7152

WEBSITE: www.bethelrichmond.org

From the North

- Take Interstate 95-South to Richmond.
- Take Exit 79A to the Powhite Parkway.
- Take the Grove Avenue/Cary Street Exit.
- Turn right towards Grove Avenue.
- At the traffic circle, turn right.
- Make another immediate right turn onto Grove Avenue.
- Proceed straight on Grove Avenue for 3 blocks. Temple Beth-El is located on the left at the corner of Grove Avenue and Roseneath Road.

From the South

- Take Interstate 95 North to Richmond.
- Take Exit 78, Boulevard.
- Turn left at the bottom of the exit ramp.
- Turn right at the first stop light.
- Turn left at the next light, onto Boulevard.
- Proceed straight on Boulevard for approximately two miles.
- Turn right onto Grove Avenue (VA Museum of Fine Arts is on the corner).
- Temple Beth-El is located four blocks ahead on the right at the corner of Grove Avenue and Roseneath Road.

From Tidewater

- Take Interstate 64 West to Richmond.
- Once you approach Richmond City, take Interstate 95 North.
- Follow directions "From the South."

Kosher Caterers

AB & R Catering, LLC

Amy Beth Lehman
2308 Leighton Court
Richmond, VA 23238
804-740-2462 (Home)
804-304-6457 (Cell)
amybeth@cansino.com

Anything Goes Café & Catering

Kenny Bendheim
12859 Broad Street Road
Richmond, VA 23233
804-399-6168

Let's Knosh

Melissa Krumbein
7801 West Broad Street
Suite 25
Richmond, VA
804-399-6168 (Cell)
804-396-2665 (Business)
letsnoshva@gmail.com
letsnoshva.com

Pick-ups Plus Catering

Coleen Wingrove
pickupspluscatering@gmail.com
804-740-5200

Sophisticated Soirée Fine Catering

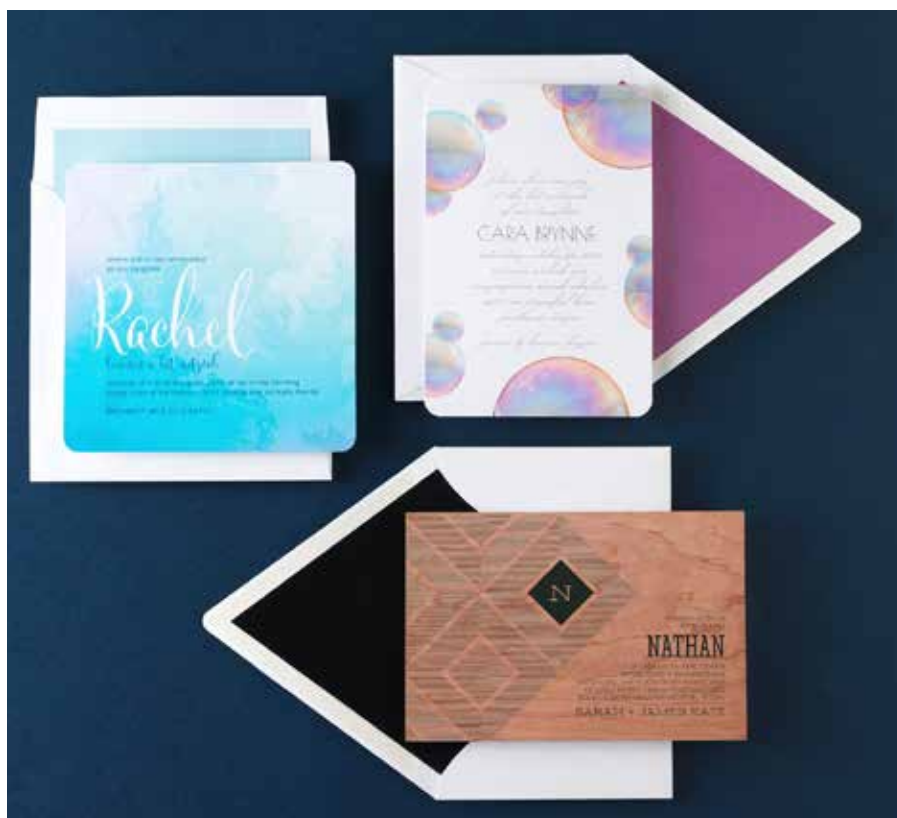
Andrea Huntjens
Quioccasin Station Shopping Center
8938 Quioccasin Road
Henrico, VA 23229
804-357-3093
andrea@sophisticatedsoirees.com
www.sophisticatedsoirees.com

The Caterers

Michele Cantor
804-334-8000 (Cell)
Brenda Brandau
804-405-3973 (Cell)
michcan2@aol.com

Yossi's Café 1602

Chef Yossi
1602 Rolling Hills Drive
Richmond, VA 23229
804-382-7444 (Cell)
804-282-2838 (Business)
804-282-2859 (Fax)
yossigoel@gmail.com



Double the Mitzvah!
Get your
Invitations
through Sisterhood

All price ranges available,
Purchase is tax deductible, **and**
proceeds benefit
the Religious School!

contact
tbesisterhood1@gmail.com



Grow the Tree of Life with a Celebrated Tribute to Your B'nai Mitzvah child with an Engraved Leaf or Rock

What a lovely gesture to express the honor of a Bar or Bat Mitzvah from immediate to extended family members and from friends wishing a Mazel Tov to your child.

All orders may be placed by calling or emailing Norma at the number below or print the following Leaf/Rock Order form (next page) and mail, **or** scan and email the form to n.fiedler@bethelrichmond.org.

Temple Beth-El 3330 Grove Avenue Richmond, VA 23221
804-355-3564 ext. 100

[illegible]

Temple Beth-El Bar/Bat Mitzvah Information Sheet

This form closely represents the information that will appear in the bulletin.
You can also fill out this form online at bethelrichmond.org/mitzvah.

Child's Full Name:			
School:		Grade:	
Interests/Hobbies:			
Parents' Names:			
Address:			
Home Phone:			
Mobile Phone:			
Paternal Grandparents' Names:			
City/State:			
Maternal Grandparents' Names:			
City/State:			
Siblings:			

Other Logistics

FLOWERS: What color or colors would you like your bimah flowers to be?

List up to 3 colors OR write/type "no preference" in which case we will order the normal seasonal flowers.

PAPER: Families are responsible for their own printed brochure with Aliyah honors, etc. (which is optional). The Temple will print the usual Shabbat announcements which will include your child's D'var Torah. (Please turn in the final draft of the D'var Torah to Rabbi Knopf no later than 2 weeks before your event. If you would like the announcements to be on something other than white paper, please specify it here.

- | | | | |
|-----------------------------|-----------------------------------|----------------------------------|-------------------------------------|
| <input type="radio"/> white | <input type="radio"/> pale yellow | <input type="radio"/> lavender | <input type="radio"/> light green |
| <input type="radio"/> cream | <input type="radio"/> pale pink | <input type="radio"/> light blue | <input type="radio"/> NO PREFERENCE |

Temple Schedule

Kiddush date and sponsor:	____ / ____ / ____	Sponsor:	
How should we announce your Kiddush?			
Pictures will be taken on:	____ / ____ / ____	At :	_____ AM / PM
Notes:	<p>Attach photo here or email a digital copy to Bulletin editor.</p> <p>Do not staple or glue.</p>		

Bar/Bat Mitzvah sample text for brochure handout for services

This is for your convenience. If you choose to do your own brochure, feel free to use any or all portions of the following text.

Dear Family and Friends,

We are happy to welcome you to Temple Beth-El and to this special weekend of ____'s Bat Mitzvah. We are grateful to you for coming to share this occasion with us. Together, we will celebrate this important milestone in ____'s life and in the life of our family.

We want you to feel welcome in our synagogue and we hope this booklet will help. It includes a brief description of some of the symbols you see around you, some of the traditions you will see and hear during the service and the significance of ____'s Bat Mitzvah. Please feel free to ask members of the congregation to help you find the appropriate prayer book or Torah (Five Books of Moses) and page numbers during the service.

The Bat Mitzvah ceremony formally marks the time when ____ assumes adult religious obligations and has the right to participate fully and lead religious services.

We thank G-d that He has sustained us all in life and health and has brought us together to join in this celebration of ____'s accomplishments to reach this day and her entry into Jewish adulthood.

THE KIPPAH AND TALLIT

As you entered the synagogue, men were asked to cover their heads with a kippah or yarmulke. This is a sign of respect before G-d. It reminds us that there is a higher power in the world than humans. In our synagogue, women may wear a head covering if they so choose but must do so when they ascend to the pulpit.

On Saturday morning, you will see men and some women wearing a prayer shawl or tallit. Prayer shawls come in all shapes, sizes and colors. However, the religious significance of the tallit is in the fringes or tzitzit. The fringes remind us of our obligations to G-d. It is a visual reminder to keep G-d's commandments.

THE SYNAGOGUE

The synagogue is the center of Jewish communal worship, assembly and study. Our sanctuary contains many symbols of our faith.

When you look at the pulpit at the front of the synagogue, you see at its center the Holy Ark (the aron hakodesh). The Aron contains the scrolls known as the Torah in Hebrew and the Five Books of Moses in English. The scrolls are made of goatskin parchment. A specially trained scribe writes the entire Torah in Hebrew by hand. As will be discussed later, the Torah is treated with great respect and reverence throughout the service. All the Torah scrolls are adorned with colorful mantles, silver breastplates and silver crowns which signify to us the importance of the Torah. During the Torah service on Saturday morning, ____ will read from the Torah.

The enclosed light hanging in front of the Ark is the Eternal Light, the Ner Tamid, which burns continuously as a reminder of G-d's eternal presence. The candelabra on either side of the pulpit symbolize the menorah which stood in the ancient Holy Temple in Jerusalem.

On the left side of the pulpit, there is a Torah in a glass case. This Torah is for display and came from a European synagogue destroyed by the Nazis during the Holocaust. This special Torah as well as the flickering lights on the right side of the pulpit serves as a memorial to the six million Jewish men, women and children who died during the Holocaust.

The stained glass windows along the left and right sides of the synagogue were made especially for Temple Beth-El. With one exception*, each window illustrates a theme from the writings of the Prophets of the Bible. A key Hebrew word epitomizes the prophet's principal message. The windows can be viewed as follows:

	West Side (left side facing front)	East Side (right side facing front)
First Window	Isaiah	Haggai-Zechariah
Second Window	Isaiah II	Ezekiel
Over Center Door	The Burning Bush	Obadiah
Fourth Window	Jeremiah	Micah-Nahum
Fifth Window	Amos-Jonah	Hosea-Joel
Above Balcony	Habakkuk	Malachi
Below Balcony	Zephaniah	Elijah

The Memorial Tablets are in the rear of our synagogue. They contain the names of deceased members of our congregation. On the anniversary of a death (called a Yahrzeit), a light adjacent to the deceased person's name is lit and family members rise to say a special memorial prayer called the Kaddish.

The Rabbi leads our Shabbat worship service. A Rabbi is an ordained religious leader who is appointed to his or her position on the basis of knowledge and training, neither claiming nor possessing divine authority. The Cantor is trained in liturgy and music and leads the congregation in musical prayer. The theory is that Jewish worship will generally be more enjoyable and fulfilling when a congregation sings and prays together.

THE FRIDAY EVENING SERVICE

The Friday evening service contains special prayers and rituals to mark the beginning of Shabbat (Sabbath). The services begin with the lighting of the Sabbath candles which signifies the separation of the Shabbat from the preceding days of the week. It sets the tone for welcoming Shabbat. The hymn Lecha Dodi compares the Sabbath to a bride who is welcomed each week with radiant joy. The service continues with the Barchu (call to worship) and the Sh'mah (centering on the theme of G-d's oneness). The service also includes other prayers, followed by the Kiddush (the blessing of sanctification of the wine). ____ will participate in this evening service. The central part of her participation in the service is her chanting of the Kiddush, the blessing which thanks G-d for this day of rest in commemoration of the creation of the world. Members of the congregation's Men's club and Sisterhood will present ____ with a Kiddush cup and candlesticks of her own so that she can continue this tradition each week at home as she has done all during her life with her family. (continued on next pg)

SATURDAY MORNING SERVICES

Saturday morning actually consists of three different services: The Morning Service (Shaharit), the Torah Service, and the Concluding Service (Musaf).

THE MORNING SERVICE (SHACHARIT)

The morning service consists of many hymns and psalms. It also includes the Sh'ma. The Sh'ma is the declaration of our faith and is a proclamation of the existence of one G-d. During the recitation of the Sh'ma, men will gather the four corners of the tallit together in one hand as G-d holds together the four corners of the world.

Another important prayer of the morning service is known as the Amidah (the prayer that is said standing) or as the Shemonah Esrei (the eighteen benedictions). This prayer has evolved over many centuries. On Shabbat, this prayer reiterates the themes of Shabbat—rest, joy and prayer.

THE TORAH SERVICE

During this part of the service, which is the centerpiece of the Shabbat morning service, the Ark is opened and the Torah is taken out of it. The Torah is the most holy object in the Jewish religion and is, therefore, handled with great care and reverence.

While holding the Torah, the Sh'ma is said. The chanting of this most fundamental statement of faith in the immediate presence of the Torah, which is the holiest tangible representation of our faith, is a powerful moment in the service.

A member of the congregation is given the honor of carrying the Torah and together with the clergy lead a procession around the synagogue. As the procession moves through the aisles, many people in the congregation will touch the Torah with a prayer book or a corner of a prayer shawl and then kiss the fringe or book as a sign of love and respect for the Torah.

Each week of the year we publicly read a different portion of the Torah. In synagogues all around the world the same portion is read. Within the period of one year the entire Torah is read from beginning to end. This Shabbat, the portion we read is _____ from _____. _____ will speak about this portion.

The Torah reading for Shabbat is divided into seven sections. Before and after the reading of each section, a person who has already had a Bar Mitzvah or Bat Mitzvah is called to recite the blessings over the Torah. This special honor is called an Aliyah. The word Aliyah means to ascend and that is what each person does as s/he approaches the Torah. At a Bar/Bat Mitzvah service, these honors are generally reserved for close family and friends. This Shabbat marks the first time that _____ will receive the honor of having an Aliyah. Forever after, she will be able to have the privilege and honor of reciting the blessings over the Torah.

_____ will read directly from the Torah during her Aliyah. Her Aliyah is a special one called the Maftir. The Maftir is the concluding portion of the weekly reading and is the one given to the Bar or Bat Mitzvah. The Torah reading in the Humash, (The Five Books of Moses) at your seat is written in Hebrew with punctuation, vowels and musical notes. However, the Torah itself is written without any punctuation, vowels or musical notes. Therefore, chanting from the Torah is particularly difficult and requires much practice and skill.

It is prohibited to touch the actual text of the Torah with your hands. Readers of the Torah use a pointer, a yad (the Hebrew word for hand). It is shaped in the form of a hand with the index finger extended. _____ will use one that she received as a present for this special day. It is inscribed with her Hebrew name.

After the readings from the Torah are completed, the Torah is raised and unfurled for the entire congregation to see (Hagbah) and the Torah will then be dressed (Gelilah). The raising of the Torah is a moving sight.

After the Torah is bound and covered, _____ will chant her Haftarah (The Haftarah is a reading from one of the prophets which has a thematic relationship to the Torah portion that has just been read.) She has learned to chant according to specific ancient musical notes. These notes, however, are different than the notes for the Torah reading. It takes a significant amount of study and knowledge to do this.

The Torah is returned to the Ark after a second procession around the synagogue. At this time in the service, _____'s parents will give her their blessing. _____ will then speak about the portion of the Torah that was read.

THE MUSAF SERVICE

The Musaf (Additional Service) is added on Shabbat, reminiscent of the additional sacrifice offered by the High Priest at the Temple in Jerusalem on Shabbat and holidays. The central part of the Musaf service is another reading of the Amidah (the standing prayer). While the structure of this prayer remains the same, many of the paragraphs are different than those recited in the earlier morning service. A portion of the Amidah is said silently. This allows the congregants an opportunity for a brief meditation if they so choose.

Near the end of the service, a prayer known as the Kaddish is said in memory of those who have recently passed away and also to mark the annual anniversary of a family member's death. The prayer is one of praise to G-d and interestingly, never mentions death.

The service concludes with the singing of several hymns. Finally, the clergy along with _____ will say the blessing over wine and then the blessing over bread.

KIDDUSH LUNCHEON

The congregation is invited by the _____ Family to have lunch in the Social Hall.

We are glad that you could join us for this simhah (joyous occasion).

***Please tear this out and mail with payment to Sisterhood
(address below).***

Temple Beth-El Sisterhood

INVOICE

c/o Susan Beller, Treasurer
10821 Cherry Hill Drive
Glen Allen, VA 23059
Phone # 804-360-9609

Bill To:

Name: _____

Address: _____

City, State, Zip: _____

DESCRIPTION	AMOUNT
Charges for Sisterhood rental of skirts, silver and various kitchen equipment B'nai Mitzvot Bima Flowers	200.00
Make all checks payable to Beth-El Sisterhood NOT PAYABLE TO TEMPLE BETH-EL	
TOTAL	\$ 200.00

If you have any questions concerning this invoice, contact Susan Beller at susandscott2@msn.com or you may call her at 804-360-9609

THANK YOU FOR YOUR SUPPORT OF SISTERHOOD!

Internal Use Only:

Check Number: _____

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