
Congregation Beth Torah

**HANDBOOK
FOR THE
BAT/BAR MITZVAH**

Revised October 2017

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Mazal Tov on your child's upcoming *Bar/Bat Mitzvah*. The entire congregation shares in your joy as you and your child prepare for this meaningful *simcha*.

This manual is designed to answer many of the questions you may have concerning preparations for this special day. In the following pages, you will find valuable information ranging from what knowledge your child is expected to master to sample wordings for invitations. Please take the time to read this booklet carefully and keep it in a safe place for future reference.

As always, the professional staff members at Beth Torah are eager to assist you with any questions or concerns. Please do not hesitate to call us. You can reach everyone by dialing our main number: (913) 498-2212. We look forward to working closely with you to make this a sacred and joyous experience!

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A Letter From the Rabbi

Dear families,

To be thirteen is to stand between two worlds: The past of childhood and the promise of adulthood. The teen years are the bridge between them. Crossing that bridge can be, at times, precarious. An important aspect of becoming a Bar/Bat Mitzvah at Congregation Beth Torah is that I take special care and interest in each student to assure that our young people have a meaningful experience that will help them grow into involved Jewish adults.

Our program maintains high standards. Our students are expected to acquire a significant amount of Jewish competency with the help of a tutor and by interacting with me. It is an intense year and it should be taken with the upmost seriousness. At the same time, I recognize that each child is an individual with very unique gifts and some limitations. I am committed to work with each family so that we can strike the right balance between fulfilling our requirements and making the Bar/Bat Mitzvah the best possible personal experience. It is my sincere hope that this concentrated period of Jewish engagement can foster an appreciation of Jewish identity that will be a source of religious strength, value and pride.

Rabbi Javier Cattapan

ALL THE WORLD IS A VERY NARROW BRIDGE, AND THE MOST IMPORTANT
THING IS NOT TO FEAR AT ALL.”

b'h Nachaom of Breslov



Historical Background

Criteria for reaching religious "maturity" have differed throughout Jewish history. Biblical law seems to set the age of maturity at 20, which was the age at which young men were capable of bearing arms.

But with the loss of political independence and with successful generations in exile under the Greeks, Romans, Persians, and Babylonians, Jews began to stress the lifelong development of religious responsibility and learning. A first century scholar, Samuel Ha-Katan, wrote the following description of a Jew's continuing development:

"At five years old he is ready for Scripture; at ten for the Mishnah; at thirteen for the mitzvot; at eighteen for marriage; at twenty for pursuing an ambition; at thirty for power; at forty for understanding; at fifty for giving advice; at sixty for old age; at seventy for gray hair."

It might surprise you to learn that Bar Mitzvah celebrations in the modern sense date no earlier than the fourteenth century. Families customarily celebrated their son's following his thirteenth birthday. In the synagogue, the boy would be called to the bimah to be one of the seven readers chosen for that week's Torah portion, or else be an eighth reader who would chant the maftir or concluding verses of the portion. In addition, he would chant the Haftarah or selection from the Prophets.

The Bat Mitzvah ceremony for girls is a very recent development. It was Rabbi Mordecai Kaplan (the founder of the Reconstructionist Movement) who in the early 20th century first developed a parallel religious ceremony for girls to affirm their commitment to Judaism. It was the Reform Movement, which first elevated this ceremony to equal prominence with Bar Mitzvah. The Reform Movement also created a new "coming of age" ceremony for older boys and girls (age 16 - 17) called Confirmation.

For a time, this took the place of Bar/Bat Mitzvah as it was felt that thirteen was too young to make a significant religious commitment. Later, Bar/Bat Mitzvah was reinstated as a first step on the path to religious knowledge. In experiencing the full Bar/Bat Mitzvah experience, the student will prove to himself/herself capable of some mastery of a foreign language and a commitment to a long term goal as well as discover a connection with a deep connection with Torah and the Jewish People.

Bar/Bat Mitzvah Prerequisites

The on-going study of our heritage is essential to providing our young people with the ability to make informed choices. Upon celebrating a bar mitzvah (for a boy) or a bat mitzvah (for a girl), individuals acknowledge their “obligation to the commandments” by demonstrating to the community their intention to knowingly live a Jewish life.

- A child must complete two years of Religious School with no less than a 70% attendance rate
- If the student has a less than 70% attendance rate, make up work will be required
- Students must be enrolled in the Weiner Religious School up to the week of the bar/bat mitzvah
- Attendance at the Hyman Brand Hebrew Academy may be substituted for attendance at the Weiner Religious School

Timeline

24-30 months prior to the 13th birthday

Every family whose child’s thirteenth birthday falls within the academic calendar year (August-July) is sent three items via email.

- Calendar of open dates available
- Date Preference Form
- B’nai Mitzvah Brit (Contract)

Upon the return of the Date Preference Form, you will be contacted by the Beth Torah office and an appointment will be made with your family and Rabbi Cattapan. At this appointment you will:

- Receive your bar/bat mitzvah date
- Receive materials to help you get started and get excited about the upcoming simcha
- Sign your B’nai Mitzvah Brit

Preparation

Shabbat Service Leadership Training

Students learn the music and choreography of the Shabbat morning service by attending Shabbat morning worship with family, listening to recordings of Shabbat morning worship music and attending Aleph Bet.

Students are encouraged to attend Shabbat morning worship at least twice a month with a parent. Students who want to lead more than the Service for the Reading of Torah (Option 1) are required to attend Shabbat morning worship at least 24 times over the course of the 18 months preceding their Bar/Bat Mitzvah. See below for more information about service leading options.

Bar/Bat Mitzvah Tutoring

No fewer than 10 months prior to the Bar/Bat Mitzvah, parents will be called by the Beth Torah office and signed up with one of our tutors. Parents will then be contacted by the tutor to schedule training sessions to learn Torah and Haftarah portions. Your family’s Beth Torah account must be current and the bar/bat mitzvah fee paid in full before tutoring begins. Please contact the Director of Operations if special payment adjustments need to be made. Congregation Beth Torah will pay the

tutor for 45 minutes a week over the course of 30 weeks. Tutors should not be contacted directly by parents until after arrangements are made with the Beth Torah office.

Learning Trope

Learning trope to chant Torah is offered. Please discuss this option with Rabbi Cattapan at the initial 24 month out meeting.

Meetings with Rabbi Cattapan

5 months prior to the Bar/Bat Mitzvah

Rabbi Cattapan will meet with the student for 30 minutes to assess the student's progress in learning to read Torah with vowels and Haftarah. At this time Rabbi Cattapan will meet with the family to determine if the student's progress indicates eligibility to lead Option 2 or Option 3 of the Shabbat morning worship. If the student's goal is to lead Option 2 or Option 3, s/he must also be on-track for meeting worship attendance requirements (24 Shabbat morning worship services over the course of the 18 months leading up to the bar/bat mitzvah). See below for more information about service leading options.

3 months prior to the Bar/Bat Mitzvah

Parent(s) and students meet for 60 minutes with Rabbi Cattapan to review the student's reading proficiency in Torah and Haftarah and go over speeches, worship Honors form (detailing who will receive which honors at the service), parent speeches/blessings (limited to a total of 600 words) and the program for the Bar/Bat Mitzvah. Students may then arrange extra weekly meetings with the Rabbi up to the bar or bat mitzvah to work on speeches together if they so desire.

Rehearsals

1-2 weeks prior to the Bar/Bat Mitzvah

Student and parents typically have one formal rehearsal:

On the Wednesday preceding the Bar/Bat Mitzvah, at 4:30 p.m., students and parents meet with the Rabbi for a complete run-through of the service, including reading from the Torah and Haftarah and rehearsing speeches. *On occasion, this rehearsal schedule will need to be altered or augmented. When this happens, every effort will be made to accommodate the family's schedule.*

If the family and tutor would like, the Music Director is available at any point during the months leading up to the simcha to practice and review the singing of the Shabbat morning prayers. This can be done by the family by contacting the Music Director directly.

Note: This rehearsal is a great picture-taking opportunity to capture your child actually reading from the Torah. We do not allow picture-taking during worship on Shabbat morning.

Check list for what to bring to these rehearsals:

- Speeches
- Siddur
- List of honors
- Parent blessings
- Tallit and/or kippah (if wearing on Shabbat)

Yom Shabbat: the Day of Your Simcha!

9:15 - 9:30 a.m. Arrival time if you plan to take pictures before the worship service. Please remind your photographer that there are no pictures permitted during the worship service, and all pre-service photographs must be completed no later than 10:00 a.m.

10:15 a.m. The entire family should be in their seats. Please make sure that everyone who has an honor for the morning is in attendance. For the family members sitting in the front rows, help to make sure everyone has a siddur and a Torah commentary to follow along with and to participate in the service.

10:30 a.m. The service begins. Although children are always welcome in the sanctuary, there is free babysitting available during bar/bat mitzvah celebrations on Shabbat morning.

12:15 p.m. The service will conclude with Kiddush and motzi in the ulam (foyer). Wine, grape juice and challah are provided by the family.

The Bar/Bat Mitzvah Worship Service

Bar/Bat mitzvah worship service is both a life-cycle event and a congregational event. Towards the goal of achieving both a family celebration and a community Shabbat worship, Beth Torah seeks to include Bar/Bat mitzvah students and families in our regular worship service. We use the Union of Reform Judaism *siddur* (prayer book) *Mishkan T'filah* and read the liturgy of Shabbat Morning Worship II for all Bar/Bat Mitzvah mornings.

The following are the options open to Bar/Bat mitzvah students and their families:
All musical pieces will be forwarded to your family via email from the Music Director.

Options for Leading the Bar/Bat Mitzvah Service with *Mishkan T'filah*

Leading the Service: Option 1

Leading the Service for the Reading of Torah, reading and blessing Torah and Haftarah (page 362 of *Mishkan T'filah*) and delivering two speeches – one as an introduction to the Torah reading, and one as an introduction to the Haftarah and includes a paragraph thanking family members for their support and sharing the meaning of their simcha in their life.

The tutor will focus on the Torah and Haftarah readings and blessings, and should check in with the student's progress on the rest of the Service for the Reading of Torah.

Leading the Service: Option 2

Student Leads from the Amidah (pg. 323 in *Mishkan T'filah*) through the Service for the Reading of Torah and delivering two speeches – one as an introduction to the Torah reading, and one as an introduction to the Haftarah and includes a paragraph thanking family members for their support and sharing the meaning of their simcha in their life.

Tutor focuses on the Torah and Haftarah readings and blessings, and should check-in with the student's progress on the rest of the Service for the Reading of Torah and Amidah.

The tutor and Rabbi Cattapan will assess the student's skills in order to approve the student leading Option 2 or 3.

All students choosing Options 2 or 3 must attend Shabbat morning worship at least 24 times during the 18 months prior to the Bar/Bat Mitzvah. There is a sign in notebook in the Beth Torah office with a page for each student to sign in on when they are in attendance at a Shabbat morning worship service.

Leading the Service: Option 3

Student Leads from Chatzi Kaddish (page 312) through the Service for the Reading of Torah and delivering two speeches – one as an introduction to the Torah reading, and one as an introduction to the Haftarah and includes a paragraph thanking family members for their support and sharing the meaning of their simcha in their life.

Tutor focuses on the Torah and Haftarah readings and blessings, and should check-in with the student's progress on the rest of the Torah service and Amidah. All musical pieces can be found on the companion CD, available from your tutor.

The tutor and Rabbi Cattapan will assess the student's skills in order to approve the student leading Option 2 or 3.

All students choosing Options 2 or 3 must attend Shabbat morning worship at least 24 times during the 18 months prior to the Bar/Bat Mitzvah. There is a sign in notebook in the Beth Torah office with a page for each student to sign in on when they are in attendance at a Shabbat morning worship service.

Family Choices for the Bar/Bat Mitzvah

Date

The process for picking a date is reviewed on page 5 of this handbook. You can choose a date for many reasons. Some dates are very special to a family. Beth Torah asks that you request a date no earlier than 2 months prior to the birthdate and no later than one month after the birthdate.

You can also choose a date by looking at the Torah portions surrounding your child's birthday. The Beth Torah office can help supply you with Torah portions and summaries.

Please note that the Bar/Bat mitzvah charge and materials charge will be applied to your Beth Torah account once a date has been agreed upon between your family and Rabbi Cattapan and the B'nai Mitzvah Brit has been signed.

Service Leadership Options

Please review the options in this handbook to decide how much of the service your child will lead. This is a decision that will be made with input from the child, the family, the Rabbi and the tutor.

Thank You's

It is customary that the Bar/Bat mitzvah include gratitude in their Haftarah speech to family, friends and their tutor for helping them achieve this huge accomplishment. Thank you's may also be included in a program that is handed out with the prayer books to attendees.

Parent Blessings

Parents have the opportunity to offer a blessing they have written to their children at the conclusion of the Haftarah reading. Your blessing should be no longer than 600 words and should focus on blessing your child from this moment forward. The 600 word maximum is regardless of how many parents are speaking. You can find samples of Parent Blessings in the B'nai Mitzvah portion of our web site for ideas.

Honors

Honoring those who have contributed significantly to who we are is a Jewish tradition. At Beth Torah, there are honors available to friends and family members of the Bar/Bat mitzvah family for both Jews and non-Jews. You will go over an honors sheet with Rabbi Cattapan at your first meeting with him and it will be due back to him at the 3 month out meeting.

Photography and Videotaping

Photographers traditionally take pictures from 9:30-10:00 a.m. prior to the Bar/Bat Mitzvah. Still photography should conclude by 10:00 a.m.; photography is not allowed during the service. If you would like a picture of your child with the rabbi, please arrange to do so during the rehearsal.

Videotaping is allowed during the service. One stationary video camera may be set up at the back of the sanctuary.

Programs

As many of your guests may never have attended a Jewish worship service before or a service at Beth Torah, we would suggest you create, print and fold a handout for the morning of the service. While we encourage you to be creative with clip art on this program, pictures of your child, or your family are not allowed on the program. The program must be electronically sent to Rabbi Cattapan at least a week before the Bar/Bat mitzvah and then, once approved, the copied, folded programs must be brought to the office on the Thursday before the service so they can be inserted in our weekly announcement sheets. You can find examples and templates for a program in the Bar/Bat mitzvah section of our website.

Kiddush Luncheon/Flowers/Nosh Sponsorships

A Bar/Bat mitzvah is a family celebration and a congregational celebration. You and your family have the option to sponsor a Friday night Nosh, some fresh pulpit flowers and/or a Kiddush Luncheon immediately following the Shabbat morning worship service in honor of this wonderful simcha. You can find an information and pricing sheet for these sponsorships in the Bar/Bat mitzvah section of our website. Contact the Director of Operations to secure the *ulam* (foyer) for your luncheon or to sponsor a Nosh or the pulpit flowers.

Jewish Ritual Gifts

Congregation Beth Torah celebrates this life cycle with you. In order to show how joyful we are, a member of our Board of Trustees will make a special presentation during the Bar/Bat mitzvah to your child of either a ritual Kiddush cup or Shabbat Candlestick holders. The choice is your child's. Just let us know.

. Inclusion

A word from the Rabbi regarding inclusion at Bat/Bar Mitzvah celebrations:

Bat/bar mitzvah is a time to rejoice at the maturation of our children. Almost magically they transform, like caterpillars to butterflies, from the cocoon of childhood to the independence of teenagers.

Part of our children's maturation is an increased focus on friendships with their peers. As you know, acceptance matters enormously to teens. Add that to the importance of leading worship, and we have a powerful event filled with emotions.

If you and your family choose to have a party as part of their celebration, please make an effort to include every member of your child's religious school class. This presents an opportunity for compassion instruction. Jews are compassionate!

Mitzvah Projects

Mitzvah projects are acts of loving kindness a student chooses to do as part of becoming a bar/bat mitzvah. You will receive ideas for mitzvah projects in your initial meeting with the Rabbi if needed.

Publicity and Announcements

B'nai Mitzvah students traditionally provide information for the following publications:

Tekiah — B'nai Mitzvah are announced monthly in the Tekiah, Congregation Beth Torah's newsletter. Please submit to the office or send directly to Laura Bolter @ lbolter@me.com a digital picture of the student, suitable for publication two months before the Bar/Bat Mitzvah along with a paragraph that includes the information outlined below under the heading "For the Tekiah".

Write a short paragraph that includes:

- your child's name
- Bar/Bat Mitzvah date
- grade and school
- hobbies
- other pertinent information

....plus a word of welcome to congregants to attend the Kiddush luncheon (if you are having one).

Examples of our Tekiah write ups can be found on our web site, either in past editions of our Tekiah or in our Bar/Bat Mitzvah section.

Kansas City Jewish Chronicle — If you would like your simcha announced in the Kansas City Jewish Chronicle, contact Marcia Montgomery at mmontgomery@metromediapublishers.com or call (913) 951-8428.

Facilities, Administration, Sponsorships and Donations

Facility Information

For reservations or sponsorships, call the Beth Torah office as soon as possible to ensure availability. Congregation Beth Torah has the following areas available for rent during celebrations:

	<u>Capacity</u>	<u>Rental</u>
Foyer	up to 210	\$500
Triangle	up to 60	\$300
Library	up to 50	\$300
Rental of Classroom		\$125

The Sader-Shimkin Library can be reserved to hold a family Shabbat dinner the evening before a Bar/ Bat Mitzvah. It can seat up to 50 guests and is available by reservation only. Please contact the Beth Torah office if you would like to reserve the Sader-Shimkin Library for Friday evening. Erev Shabbat worship begins at 6:30 p.m. in the sanctuary. Please time your Friday night dinner so that your friends and family are available to join us at this time.

The Bar/Bat Mitzvah family supplies the wine, grape juice and challah for Kiddush and Motzi following Shabbat morning worship. Please provide one large or 2 small challot for the Kiddush table. Also include small plastic cups for Kiddush and one ounce of wine/grape juice for each guest.

Most families choose to host a Kiddush luncheon in addition to wine and challah for their guests and the congregation. Please add an additional 30 guests to your luncheon count to allow for the inclusion of our regular Shabbat worship community.

Congregation Beth Torah has 16 round tables available seating 8-10 and 10 rectangular buffet tables for seating or serving. The synagogue does not own tablecloths or tableware. You or your caterer must provide serving bowls/platters, utensils and all consumable supplies for your event. The synagogue has large coffee urns and punch bowls available. A floor plan for your luncheon should be submitted to the Beth Torah office the week prior to your event. Caterers may have access to the building at 8:30 a.m. for setup. The building rental for Shabbat ends at 2:00 p.m. Caterers must have on file with the Director of Operations a certificate of insurance for liability and workman's compensation prior to submitting a floor plan.

All functions at Congregation Beth Torah must adhere to the Kashrut Policy that is included in this Handbook, and is available at http://beth-torah.org/who_we_are/facility_rental.aspx.

Sponsorships

Sponsorship of Bima Flowers: Congregation Beth Torah has two options available for bima foliage the morning of the event:

Standard potted silk flowers.....	no cost
Fresh floral arrangement	\$225 sponsorship
(flowers available only through Beth Torah's florist and ordered through our office)	

In order to schedule your sponsorship, please fill out the Facility Rental and Sponsorship Request Form in this section and return it to the Beth Torah office as soon as possible.

Congregation Beth Torah invites you to add to your joy by worshipping with the congregation during Friday night Erev Shabbat services.

Nosh

Our Friday night experience begins each week with a nosh at 6:00 p.m. If you would like to sponsor the Nosh, for the \$150 charge, we will be happy to publicize your sponsorship on our announcement sheet, from the electronic kiosk located in the ulam and from the bima.

Our Hospitality Committee supplies baked goods each week for the Oneg Shabbat at no charge. If you or your family and/or friends would like to bake for your oneg, please feel free to drop off your baked goods sometime during the week at the Beth Torah kitchen. Label baked goods noting the date to be used; this ensures that the baked goods donated specifically for that evening are used on that evening.

Tzedakah

Judaism teaches that it is appropriate when we celebrate a simcha to remember those less fortunate. MAZON, a Jewish Response to Hunger, offers a vehicle through which you may add a dimension of public service to your celebration. By donating three percent of the cost of your event, you and your family can help relieve hunger.

Contact MAZON at 1990 South Bundy Drive, Suite 260, Los Angeles, CA 90025-5232 or visit their Website, www.mazon.org, for additional information.

Contributions may also be made to Congregation Beth Torah as a show of support to the work that our congregation does globally and locally.

Kashrut (Dietary Law) Policy

Eating is fundamental to Jewish life. It sustains us and reminds us to acknowledge God through our blessings, thereby binding us to God and the Jewish people. Because Congregation Beth Torah strives to welcome all Jews — including those who observe the dietary laws — we ask that all members of Congregation Beth Torah, when planning an event that includes serving a meal in the building, be sensitive to those with different dietary needs. Specifically, we ask that Beth Torah members abide by the following dietary rules and guidelines:

- We do not concern ourselves whether the utensils, dishes, stoves, refrigerators, other appliances, counters, cookware or other implements used in preparing and storing food are kosher.
- We do not allow the serving of any animal, fish or fowl that the Torah says is not kosher (pork or shellfish).
- We encourage serving kosher food.
- We prefer that all food served be either parve or dairy. When that is not the case, then there must be sufficient parve or dairy alternatives so that those who observe the dietary laws can eat without having to preorder a special meal. For instance, when meat is served, there must be a vegetarian or dairy option separately available, such as pasta without meat sauce. Salads and other side dishes should be plentiful and separately available from any meat dish.

Honoring the Day: Participation of Family and Friends

Description of Honors

Shabbat begins with the setting sun on Friday night. Congregation Beth Torah invites families to participate in the service on the Friday evening before their ceremony by leading Kiddush (the blessing said over wine, sanctifying the Sabbath day). Please let the office know if your family will be present for this honor. It is always helpful to practice together as a family (see page 122 of Mishkan T'filah). Your family will lead the reading of the English paragraph while holding the Kiddush cup, and sing along with the evening's soloists as the congregation joins in reciting the Hebrew blessing. To complete the mitzvah of making Kiddush, please partake in a sip of wine/grape juice as the blessing is completed.

The Bar/Bat Mitzvah ceremony is part of our regular Shabbat morning worship. It is not an isolated event, but part of a communal worship experience. On this occasion, we recognize a child who is ready to commit him/herself to becoming obligated to the commandments. Community and family join together for Shabbat and the child's joyous occasion. The awarding of an aliyah (being called to the Torah) is a gift of the Jewish people. For this reason, the marking of the child's coming of age takes place in the synagogue — the communal home.

Honors are an important part of the Bar/Bat Mitzvah ceremony. A variety of opportunities for family and friends exist within the Shabbat morning worship service. Below is a basic guide to the honors, followed by the worship honors worksheet:

Greeters: The family should select up to three people to greet congregants and guests prior to worship. Greeting helps create a community. Greeters may be Jewish or non-Jewish and they may be adults or children. Our front door is always locked as a security measure. One greeter should be in position at the front door from 10:00-10:30 a.m. to allow access to the building as guests enter. Other greeters should arrive and be in position at the sanctuary center doors by 10:00 a.m. to pass out books and programs. All greeters can take their seats in the sanctuary at 10:30. Staff will close the sanctuary doors.

Ark Opening 1: Two to four people may be chosen for this honor. Participants may be either Jewish or non-Jewish. This is a wonderful place to include non-Jewish grandparents so that they may be on the bima for the passing of the Torah.

Passing of the Torah: This is a very specific honor. The passing of the Torah is representative of the continuity of the words of Torah from generation to generation. This honor is reserved for parents (Jewish or non-Jewish) who are involved in raising Jewish children, Jewish grandparents (and great grandparents, if applicable). These honored family members should make their way to the bima at the same time as the Ark Opening 1 participants. They typically participate in the Hakafah (the Torah procession around the sanctuary).

Aliyot: There will be five aliyot during the Torah reading; three will be given out by your family, one will be a congregational member (coordinated by the Beth Torah office) and the final aliyah goes to the Bar/Bat Mitzvah. Everyone called to bless the Torah must be Jewish and over the age of 13. A kippah and/or tallit are optional. Copies of the Torah blessing can be found in the Bar/Bat mitzvah section of our web site.

Hagbah: Hagbah is the lifting of the Torah after the reading is completed. This is an honor reserved for one Jewish friend or relative who is over the age of 13. The rabbi will call the participant up by name after the reading to perform Hagbah.

G'lilah: G'lilah, the wrapping of the Torah, is an honor given to one Jewish friend or relative over the age of 13. This participant will be called up by name and will approach the bima at the same time as the Hagbah honoree.

Ark Opening 2: Two to four people may be chosen for this honor. Jews or non-Jews, adults and/or children may open the ark. This is when the Torah is returned to the ark.

The list of honorees should be submitted to the rabbi using the Family Honors Worksheet at the meeting three months prior to the Bar/Bat Mitzvah and to the office no later than the week prior to the rehearsals.

Worship Honors Worksheet

Please fill out both pages completely and review with the rabbi three months prior to your Bar/Bat Mitzvah date.

Name of Bar/Bat Mitzvah _____

Hebrew Name of Bar/Bat Mitzvah _____

Names and Hebrew Names of Parent(s) _____

Date of Bar/Bat Mitzvah _____ Student begins leading with prayer _____

Torah verses child is reading _____ (Book, chapter, verses) Haftarah verses child is reading _____ (Book, chapter, verses)

Friday Night Kiddush

B'nai Mitzvah and their families are invited to lead the congregation in Kiddush during Friday night worship. Will your family accept this honor? Y N

Who will participate? _____

Shabbat Morning Greeters

Three people to distribute programs and Shabbat announcements. Need not be Jewish; may be children of adults or adults.

(1) _____ (2) _____ (3) _____

Ark Openers

(2-4 people each time the Torah is taken out. Need not be Jewish.)

Taking the Torah Out of the Ark

(1) _____ (3) _____

(2) _____ (4) _____

Passing the Torah

Parents, grandparents, great-grandparents. Non-Jewish grandparents and great-grandparents do not participate, while non-Jewish parents do.

(1) _____ (4) _____

(2) _____ (5) _____

(3) _____ (6) _____

Parent Blessings

Parents may choose to bless their child when passing the Torah. Even when there are multiple parents involved, parent blessings are limited to two speakers, totaling no more than 600 words between the two parents.

Will your child receive a parent blessing? Y N From whom? _____

Aliyot/Torah Blessings

All people called to bless the Torah must be Jewish and over the age of 13. Each aliyah may have 1-6 people ascending to the Torah at the same time.

(1) Name(s) _____

(2) Name(s) _____

(3) Name(s) Congregant (the Beth Torah office will assign)

(4) Name(s) _____

(5) Name This Aliyah is done by the bar or bat mitzvah

Hagbah and G'lilah

A strong person to lift the Torah and a person to wrap the Torah. Both must be Jewish.

(1) _____ (2) _____

Prayer for our Country Y N _____

Prayer for the State of Israel Y N _____

Prayer for our Congregation Y N _____

Prayer for the Peace Y N _____

Ark Openers

2-4 people each time the Torah is taken out. Need not be Jewish.

Returning the Torah to the Ark

(1) _____ (3) _____

(2) _____ (4) _____

Kaddish Names

Please print any names of people who have died that you want mentioned by name prior to the Mourner's Kaddish on this occasion:

Gift Choice

The congregation likes to present all B'nai Mitzvah students with either candlestick holders or a Kiddush cup for lifelong Jewish celebration.

Please check your child's choice: Kiddush Cup Candlesticks

Family Pictures

Will you be taking pictures prior to worship? Y N

Please note: The last photograph can be no later than 10:00 a.m. so the photographer can be out of the sanctuary by 10:15 a.m. No still photography is permitted in the sanctuary during worship.

Will the family require a need for babysitting? Y N

Notes:

Additional Notes

Glossary of Terms

- Aliyah:** The act of going up to the Torah to recite blessings that thank God for the Torah. One blessing is recited before each Torah reading and one blessing is recited after each Torah reading. There are typically five aliyot at Beth Torah on Shabbat morning.
- Amud:** The reading table from which worship is led and the Torah read.
- Aron Kodesh:** The ark containing the Torah scrolls.
- Atzei Chayyim (Etz Chayyim, singular):** The “trees of life,” or wooden poles of the Torah to which the parchment is attached, and which serve as handles.
- Bima:** The “raised platform” or area where the reading is done.
- Challah:** A special Jewish braided bread eaten on Sabbath and Jewish holidays.
- Chumash (Chumashim, plural):** The Torah in bound book form, often also containing the Haftarah (section of Prophets).
- D’var Torah:** Speech that explains and illuminates the Torah text (plural: Divrei Torah).
- G’lilah:** The act of rolling and tying the Torah scroll. The golel (male) or golelet (female) is the person performing g’lilah.
- Haftarah:** A portion from the Prophets section of the Bible corresponding to a particular Torah portion.
- Hagbah:** The act of raising the Torah scroll. The magbiah (male) or magbihah (female) is the person performing Hagbah.
- Hakafah:** A procession around the congregation with whomever is carrying the Torah in the lead.
- Kadish Yatom:** Kaddish is a hymn of praises to God found in the Jewish prayer service. The Kaddish at the end of the service became designated as **Kaddish Yatom** or Mourner's Kaddish
- Kiddush:** A blessing over wine recited at Shabbat and festival meals.
- Kippah or Yarmulke:** Ritual head covering, sometimes called a “skull cap”.
- Mishulash:** The central area in the Weiner Religious School.
- Motzi:** The blessing over bread. On Shabbat special braided egg bread called challah is eaten.
- Oleh/Olah:** The person who “goes up” to the bima during the Torah reading to receive an “aliyah.” The person recites blessings praising God for giving the Torah.
- Oneg Shabbat:** The reception after Friday night worship service that celebrates the joy of Shabbat with refreshments and socializing.
- Parasha:** The section of Torah read during a given week. Each week during the year has its own parasha. We generally read 15-25 verses from the weekly parasha during Shabbat morning worship.
- Rabbi:** The ordained spiritual leader of the congregation; officiates the service.

Siddur: The prayerbook.

Simcha: Joyful event.

Shabbat: Hebrew for Sabbath, the special seventh day of the Jewish week when we celebrate our uniqueness as free persons and are able to separate ourselves from the work week. Shabbat begins at sundown on Friday evening, and ends at dark on Saturday evening.

Shabbat Kiddush: Sanctification blessing for Shabbat, recited over a cup of wine or grape juice. This phrase also may refer to the luncheon following Shabbat morning worship, which begins with the blessing.

Torah: The Five Books of Moses, which is the first section of the Bible. The Torah scroll contains these five books written by hand in Hebrew on specially prepared parchment by a trained scribe called a sofer.

Tzitzit: The “fringes” on a tallit (prayer shawl), often used to kiss the place at the beginning and ending of an aliyah passage. The tzitzit remind a Jewish person over the age of 13 of God’s commandments.

Yad: The pointer used by the reader, often shaped like a hand. The Torah reader takes care not to touch the scroll directly with his or her own hand, so that the yad (“hand” in Hebrew) becomes an extension of the reader to assist in an accurate and smooth reading.

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Congregation Beth Torah

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The gift shop offers a gift registry where you can choose any gifts from our shop or special order gifts from our online vendors. It is always helpful for your friends and family to give a gift they know you really will treasure.

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Shalom,
Kelly Kaplan
The Gift Shop at Congregation Beth Torah Chairperson

Notes: