

בֵּר מִצְוָה

The Bar/Bat Mitzvah

H A N D B O O K

בַּת מִצְוָה

Table of Contents

Welcome	1	Honors During the <i>Torah</i> Service	10
Chizuk Amuno Phone Directory	1	• Honors Reserved for the Congregation	
Message from Rabbi Ron Shulman	2	Family Participation	11
Philosophy of <i>Bar</i> and <i>Bat Mitzvah</i> at Chizuk Amuno	3	• <i>Tallit</i> Presentation	
Date Scheduling	4	• <i>Aliyot</i>	
Requirements for Becoming <i>Bar/Bat Mitzvah</i>	4	• Parent's Prayer	
<i>Bar/Bat Mitzvah</i> Preparation	5	• Chanting <i>Torah</i>	
• Tutoring		• Younger Siblings of the <i>Bar/Bat Mitzvah</i>	
• Synagogue Attendance		• Order and Assignment of <i>Torah</i> and <i>Haftarah</i>	
• <i>Tallit</i>		Financial Responsibilities	12
• <i>Tefillin</i> Training		The <i>Kiddush</i>	12
• "Project <i>Mitzvah</i> " Family Education Series		Use of Synagogue Facilities	13
• <i>Hesed</i> Project		• Coat Check	
• <i>D'var Torah</i>		• Reception Restrictions	
<i>Bar/Bat Mitzvah</i> Training	6	• Caterers	
• <i>B'nei Mitzvah</i> Coordinator		• Photographer	
• The <i>Hazzan</i> and the <i>Madrikhim</i> Program		• Music	
• Alternative Training with an Adult Tutor		• Contract	
• Rehearsal for the <i>Bar</i> and <i>Bat Mitzvah</i> Student		<i>Bar/Bat Mitzvah Kiddush</i> at Chizuk Amuno	14
Meeting with the Rabbis	7	APPENDIX 1 – <i>Torah</i> Blessings	15
Meeting with the Executive Director	7	APPENDIX 2 – Guidelines for Your Personal Parent's Prayer	16
Synagogue Services	8	APPENDIX 3 – Examples of Parent's Prayers	17
• Schedule of Services		APPENDIX 4 – Sample Letter to Children Attending the <i>Bar/Bat Mitzvah</i>	18
• Weekday Services		Glossary	19
• <i>Bar/Bat Mitzvah</i> Family Seating in the Sanctuary		Checklist	20
• Dress Recommendations			
Ritual Clothing	9		
• <i>Kippah</i>			
• <i>Tallit</i>			
• <i>Tefillin</i>			
Decorum	9		

Welcome

Congratulations on this milestone in your child's life! You are about to embark on an exciting journey toward your son or daughter becoming a *bar* or *bat mitzvah*. This handbook has been created to lead you through this process and help you prepare for your special day.

Please read the material carefully. If you have any personal, family, or religious questions, we encourage you to contact Rabbi Shulman or Rabbi Wechsler. If you have any procedural or synagogue questions, please contact our *B'nei Mitzvah* Coordinator, Debby Hellman, or our Executive Director, Ron Millen. We will work together throughout this exciting time to ensure that your family has a beautiful and fulfilling experience.

In anticipation of welcoming your child into the community as a *bar* or *bat mitzvah*, we wish you and your entire family a hearty *mazal tov*.

Chizuk Amuno Congregation

410/486-6400

Rabbi Ron Shulman ext. 232
rshulman@chizukamuno.org

Rabbi Deborah Wechsler ext. 231
dwechsler@chizukamuno.org

Hazzan Emanuel Perlman ext. 222
eperlman@chizukamuno.org

Ronald N. Millen,
Executive Director ext. 224
rnmillen@chizukamuno.org

Dr. Moshe Shualy
Ritual Director ext. 243
mshualy@chizukamuno.org

Jenny Baker
Synagogue Administrator
and Catering Coordinator ext. 227
jbaker@chizukamuno.org

Debby Hellman
B'nei Mitzvah Coordinator ext. 290
dhellman@chizukamuno.org

NOTES:

Message from Rabbi Ron Shulman

M *azal tov* on your upcoming *simhah*! I look forward to sharing the occasion of your child's *bar* or *bat mitzvah* with you, your family, and the Chizuk Amuno community. The celebration of our children becoming *b'nei mitzvah* is meaningful and exciting, not only for their families but also for our entire congregation. It is our shared duty to embrace all of our children as growing and responsible Jews. I am delighted that it will be my privilege to join with you and your child in creating this personal, significant, and memorable religious moment.

Our children become *bar* and *bat mitzvah* at a formative time in their lives. As they become Jewish teenagers, this ceremony marks a transition for them from the learning and joys of their childhoods to the moral consciousness, religious privileges, and the imperative of performing

mitzvot that is the next phase of their young lives. As their parents and teachers, we hold out great hopes and dreams for their coming years of maturity and discovery. In pride and with purpose, we seek to guide our *b'nei mitzvah* students toward the development of an ethical awareness in their daily behaviors.

My wife Robin and I remember with great fondness the *shabbatot* when our daughters each became *bat mitzvah*. The sense of wonder and fulfillment we felt as their parents remains with us to this very day. I wish you that very same happiness and those heightened feelings of love during, and for a long time following, your celebration. Please call on me for anything I can do to assist you at this special time.

B'Shalom Rav,

Ron Shulman

Bar/Bat Mitzvah Preparation

Tutoring

Students will receive their *bar/bat mitzvah* training under the supervision of the *Hazzan* or from an approved Chizuk Amuno *bar/bat mitzvah* instructor.

Synagogue Attendance

We ask that students and their families please attend *Shabbat* services as often as possible—at least ten times during the year preceding the *bar/bat mitzvah* date—to become familiar with the ritual and style of our synagogue’s worship and *b’nei mitzvah* celebrations.

Tallit

Because *b’nei mitzvah* will be chanting *Torah* and receiving an *aliyah*, every *bar* and *bat mitzvah* student is expected to wear a *tallit*.

Tefillin Training

Our family education series, “The Ties That Bind,” includes a *tallit* and *tefillin* workshop in the sixth grade year to instruct and familiarize *b’nei mitzvah* students and their parents with the usage and meaning of these important ritual traditions.

Boys, and girls who choose to observe this *mitzvah*, are expected to have their own *tefillin* by November of sixth grade in order to become comfortable and proficient with this ritual practice. Both Krieger Schechter Day School and Rosenbloom Religious School include *tefillin* training during the sixth grade and *Hay* years. Students not enrolled in either Krieger Schechter or Rosenbloom should speak to the *B’nei Mitzvah* Coordinator.

“Project Mitzvah” Family Education Series

During the fifth and sixth grade years, this family education series provides students and parents with important opportunities to explore the meaning of *bar/bat mitzvah*, *Shabbat*, and Jewish celebration.

Hesed Project

Since doing *mitzvot* is integral to being an adult Jew, each *bar/bat mitzvah* student is expected to do a *hesed* project during the training period leading up to the *bar* or *bat mitzvah* date. The foundation for understanding *mitzvot*, and selecting a project, is reinforced in the *bar/bat mitzvah* family programs entitled “The Ties That Bind.”

The *B’nei Mitzvah* Coordinator will discuss requirements for the project with you at your family’s meeting seven to nine months before your child’s *bar/bat mitzvah* date. Chizuk Amuno’s Director of *Gemilut Hasadim* is also available to provide information and ideas for projects.

We hope this *hesed* project will strengthen the values inherent in becoming a *bar/bat mitzvah*, and help to lay the groundwork for a lifetime of doing *mitzvot*.

D’var Torah

Every *bar* and *bat mitzvah* has the honor of delivering a *d’var Torah* from the *bimah*. This is a wonderful opportunity for *b’nei mitzvah* to briefly explain and interpret a small part of either the *Torah* portion or *Haftarah*. Guidelines for writing the *d’var Torah* will be given to you at your meeting with the *B’nei Mitzvah* Coordinator.

Generally, when there is a double *bar/bat mitzvah*, the student whose last name comes first in the alphabet speaks about the *Torah* portion. The other student speaks about the *Haftarah* or the connection between the *Haftarah* and the *Torah* portion. In the case of a single *bar/bat mitzvah*, the student discusses the *Haftarah* and can also comment on its connection to the *Torah* portion.

NOTES:

Blank lined area for notes.

NOTES:

Bar/Bat Mitzvah Training

B'nei Mitzvah Coordinator

The *B'nei Mitzvah* Coordinator contacts families to arrange an orientation meeting about nine months before the *bar/bat mitzvah* date. The goal of this meeting is to explain the process of becoming a *bar* or *bat mitzvah* at Chizuk Amuno. It is also a chance for you to ask any questions pertaining to this very meaningful time in your family's life.

The Coordinator will talk with you and your child about the meaning of *bar* or *bat mitzvah*, the obligation of a *hesed* project, the wearing of a *tallit* and *tefillin*, and the *bar/bat mitzvah* training. You will also receive the English translations of your child's *Haftarah* and *Torah* portions along with some helpful commentary to support family study at home.

Working closely with the *Hazzan*, the Coordinator follows your child's progress and helps to ensure that training is individualized to your child's specific needs and style of learning. Throughout the training process, she also serves as a liaison to other staff members. We encourage you to contact the Coordinator with your questions or concerns at any time during your child's preparation toward becoming a *bar* or *bat mitzvah*.

The *Hazzan* and the *Madrikhim* Program

A week or so after your family meeting with the *B'nei Mitzvah* Coordinator, you and your child will meet with the *Hazzan*. He will evaluate your child's Hebrew reading skills and explain the tutoring program. The program emphasizes Hebrew reading, proper diction, and knowledge of *Haftarah* and *Torah trope* (musical cantillation).

Following his evaluation, the *Hazzan* personally works with the student as long as required to bring the student's basic skills in Hebrew and *trope* to the proper level. Then, under the supervision of the *Hazzan*, a *madrikh/a* (tutor) is assigned to meet with the student on a weekly basis for 30 minutes. These *madrikhim* are very carefully selected from our teenage

community and are trained by the *Hazzan*. The role of the *madrikh/a* is to teach students their *Haftarah* and *Torah* portions as well as to serve as a role model for them.

At weekly meetings with the *madrikhim*, the *Hazzan* and *B'nei Mitzvah* Coordinator review each student's progress and share a wide variety of effective teaching techniques.

The *madrikh/a* schedules several additional "checkpoint" meetings for your child with the *Hazzan* throughout the training process.

You are encouraged to check on the progress of your child at regular intervals with the *Hazzan* and your child's *madrikh/a*. The *B'nei Mitzvah* Coordinator is also available for any questions you may have.

Alternative Training with an Adult Tutor

The *Hazzan* and *B'nei Mitzvah* Coordinator carefully evaluate individual learning styles when choosing appropriate training for your child. In some cases, and for a variety of reasons, an adult tutor may be recommended or requested. Paramount is the expectation that *bar/bat mitzvah* training be a positive and challenging growth experience.

Rehearsals for the *Bar* and *Bat Mitzvah* Student

Each student has at least one rehearsal with his/her *madrikh/a* or adult tutor in the Sanctuary or chapel, to practice chanting from the *Torah* scroll and to become accustomed to using a microphone from the *bimah*. In addition, the *Hazzan* conducts a family rehearsal during the week prior to the *bar/bat mitzvah*, usually at 4 p.m. on Thursday afternoon. In the case of a double *bar/bat mitzvah*, a joint rehearsal is held with both families.

Schedule of Services

S H A B B A T

• Services start at 9:15 a.m. and end at approximately noon.

HOURS OF REGULAR WEEKDAY SERVICES

Weekday services are conducted in the Hoffberger Chapel as follows:

• **Sunday services**

Morning services begin at 9:15 a.m. and evening services begin at 6:15 p.m.

• **Weekday services**

Morning services begin at 7:30 a.m. and evening services begin at 6:15 p.m.

• **Friday evening services**

begin at 6 p.m.

• **Saturday afternoon/evening services** depend on the time of sundown.

Synagogue Services

Weekday Services

You and your family are invited to attend the morning service in the Hoffberger Chapel on either the Monday or Thursday prior to your child's *bar/bat mitzvah* date. This will be the first opportunity for your child to be called up for an *aliyah* as a member of the Chizuk Amuno adult community. Following services there is a breakfast in your child's honor. Services generally begin at 7:30 a.m. You can expect breakfast to be over between 8:45 and 9 a.m.

For guidelines on appropriate dress, please refer to the section to the right, "Dress Recommendations." Shorts, t-shirts, jeans, and sandals are not acceptable attire.

Bar/Bat Mitzvah Family Seating in the Sanctuary

When there is a single *bar* or *bat mitzvah*, the *bar/bat mitzvah* student sits on the *Hazzan's* side of the *bimah*. Following the *Torah* service, the child joins his/her family in the third row on the *Hazzan's* side of the Sanctuary.

When there is a double *bar/bat mitzvah*, the *bar/bat mitzvah* student whose last name is first in the alphabet sits by the rabbis on the *bimah*. His/her family will be seated on that same side of the Sanctuary. The *bar/bat mitzvah* whose last name is second in the alphabet sits by the *Hazzan* on the *bimah* with the family seated on that same side of the Sanctuary. Following the *Torah* service, they join their respective families in the third row of the Sanctuary.

Dress Recommendations

When we come before God and community, we do so with respect and reverence. We ask that modest clothing be worn.

B'not mitzvah and their families are expected to wear dresses of an appropriate length and modesty. Dresses and suit jackets should cover the shoulders and upper arms. Other women receiving honors may wear pantsuits.

Men receiving honors are expected to wear a suit and tie.

For the weekday service and *aliyah*, similar dress requirements are to be followed. Boys should wear a button-down shirt, long trousers, socks, and shoes. Please keep in mind that shorts and sandals are not respectful attire for this service.

NOTES:

Blank lined area for notes.

Honors During the Torah Service

The Executive Director will help you distribute your *aliyot* and other honors when you meet with him prior to your *simhah*. People receiving honors must be Jewish adults (13 years old or older). Please inform those people whom you are honoring that they need to come to services on time.

Women and men who are honored with an *aliyah* are each expected to wear a *tallit*. If you do not have your own *tallit*, a *tallit* will be provided.

During services at which *tefillin* are worn (most weekdays but not on *Shabbat*), men who receive an honor must wear *tefillin*. Women are welcome to wear *tefillin*, but are not obligated to do so in order to receive an honor. Our Ritual Director is prepared to assist anyone who wishes to don *tefillin*.

Following is a description of the available honors:

• *Aliyah*

A person is “called up” to stand by the *Torah* when it is read and recites the blessings before and after the reading. Parents and grandparents who are a married couple may share an *aliyah*. We recommend that you suggest to those who are being given *aliyot* the importance of reviewing the *Torah* blessings to avoid any embarrassment. [See *TORAH BLESSINGS* in the Appendices.]

• *Gelilah*

Two people roll up the *Torah* after the *magbeah* lifts the *Torah* and sits down with it. They then fasten the belt snugly and replace the *Torah* mantle, breastplate, *yad*, and crown.

• *Petiha*

Two people are honored with opening and closing the doors of the Holy Ark (*Aron Hakodesh*) before the *Torah* is read, and two people when it is replaced in the Ark.

Generally, each family receives three speaking *aliyot*: one for the *bar/bat mitzvah*, another for the parents of the *bar/bat mitzvah*, and a third for a family member or friend.

The parents of each *bar/bat mitzvah* have the *aliyah* immediately preceding their son or daughter so that they can stand next to their child on the *bimah* and recite the appropriate Parent’s Prayer at that time.

Each family, for both single and double *b’nei mitzvah*, will also receive three non-reading honors: one person for *gelilah* (dressing the *Torah*) and two people for one of the *petihot* (opening the Ark).

Honors Reserved for the Congregation

On practically every *Shabbat* morning there are others in the synagogue who require *aliyot*. Parents naming a new child, persons observing *yahrzeit*, a couple about to be married, individuals celebrating special birthdays and anniversaries, persons who have just recovered from a serious illness or returned from a dangerous voyage, and those going to Israel are all entitled to *aliyot*. We reserve two Congregational *aliyot* for these people.

NOTES:

Bar/Bat Mitzvah Kiddush At Chizuk Amuno (effective 1/2011)

As a service to the parents of *b'nei mitzvah*, the Congregation offers several variations of a dairy *Kiddush*. Listed below are the three options that we provide. We suggest that in addition to communicating with caterers, you might want to consider our Congregation *Kiddush*. Please speak to our Synagogue Administrator for details.

All plans are based on 150 guests. There is no additional charge for hall rental. Prices subject to change.

Plan 1 Kiddush \$3,150

- Assorted Bagels and Rolls
- Cream Cheese
- Cheese Platter
- Relish Tray
- Gefilte Fish Bits
- Pickled Herring
- Tuna and Egg Salad
- Choice of 3 Hot Dishes:
Kugel, Quiche, Frittata, Mac & Cheese,
 Baked Ziti, French Toast Casserole,
 Eggplant Parmesan
- Salad Bar
- Fresh Fruit Platter
- Assorted Dessert & Miniature Pastries
- Ceremonial *Challah*
- Coffee/Tea Set ups,
 Soda, Assorted Juice

Extra Guests:

\$21 per person

Plan 2 Kiddush \$3,600

- Assorted Bagels and Rolls
- Assorted Flavored Cream Cheese
- Sliced Nova Garnished with Capers
- Whole Whitefish
- Cheese Platter
- Relish Tray
- Humus and Pita Chips
- Gefilte Fish Bits
- Pickled Herring
- Tuna and Egg Salad
- Choice of 3 Hot Dishes:
Kugel, Quiche, Frittata, Mac & Cheese,
 Baked Ziti, French Toast Casserole,
 Eggplant Parmesan
- Salad Bar
- Fresh Fruit Platter
- Assorted Dessert and Miniature Pastries
- Ceremonial *Challah*
- Coffee/Tea Set ups,
 Soda, Assorted Juice

Extra Guests:

\$24 per person

Plan 3 Kiddush \$4,050

- Assorted Bagels and Rolls
- Assorted Flavored Cream Cheese
- Sliced Nova Garnished with Capers
- Whole Whitefish
- Choice of a Soup, Hot or Cold
- Choice Salmon, Hot or Cold
- Cheese Platter
- Relish Tray
- Gefilte Fish Bits
- Pickled Herring
- Tuna and Egg Salad
- Choice of 3 Hot Dishes:
Kugel, Quiche, Frittata, Mac & Cheese,
 Baked Ziti, French Toast Casserole,
 Eggplant Parmesan
- Salad Bar
- Fresh Fruit Platter
- Assorted Dessert and Miniature Pastries
- Ceremonial *Challah*
- Coffee/Tea Set ups,
 Soda, Assorted Juice

Extra Guests:

\$27 per person

Linen table cloths and napkins are provided and a wide selection of colors is available. China, glassware, and silver flatware are used.

- Ample tables for seating are provided.
- Menu plans may be enhanced with extra food items.
- Also available (upon request) with full table seating are *Birkat HaMazon* pamphlets.

Not included: liquor and floral centerpieces.

Prices are subject to change due to fluctuations in our costs.

Final guest count is due 14 days prior to event.

Payment for the *Kiddush* is required ONE WEEK prior to the function. Any additional charges will be billed afterward and MUST be paid within 10 days of receipt of the bill.

APPENDIX 1

Torah Blessings

When called by your Hebrew name, come up to the *Torah* table and stand at the reader's right.

Touch the *Torah* with a corner of your *tallit* at the place to which the reader points.

Then kiss that corner of your *tallit*.

Recite the following blessing for before the *Torah* reading:

בְּרַכּוּ אֶת ה' הַמְּבָרֵךְ.

Barukh et Adonai ha-m'vorakh.

The congregation then says:

בְּרוּךְ ה' הַמְּבָרֵךְ לְעוֹלָם וָעֶד.

Barukh Adonai ha-m'vorakh l'olam va-ed.

Then you continue:

בְּרוּךְ ה' הַמְּבָרֵךְ לְעוֹלָם וָעֶד.

Barukh Adonai ha-m'vorakh l'olam va-ed.

בְּרוּךְ אַתָּה ה', אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים

וְנָתַן לָנוּ אֶת תּוֹרָתוֹ:

בְּרוּךְ אַתָּה ה', נוֹתֵן הַתּוֹרָה.

Barukh attah Adonai, eloheinu melekh ha-olam,

asher bahar banu mi-kol ha-amin,

v'natan lanu et torato.

Barukh attah Adonai, noten ha-torah.

The *Torah* reader then chants the *Torah* portion. After the reading again take your *tallit* and touch the *Torah* at the place to which the reader points.

Then recite the following blessing for after the *Torah* reading:

בְּרוּךְ אַתָּה ה', אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת,

וְחַיֵּי עוֹלָם נִטְעַ בְּתוֹכֵנוּ.

בְּרוּךְ אַתָּה ה', נוֹתֵן הַתּוֹרָה.

Barukh attah Adonai, eloheinu melekh ha-olam,

asher natan lanu torat emet,

v'hayei olam nata b'tokhenu.

Barukh attah Adonai, noten ha-torah.

NOTES:



Chizuk Amuno
CONGREGATION
ק"ק חזוק אמונה

Published January 2011

Chizuk Amuno Congregation

8100 Stevenson Road | Baltimore, MD 21208 | 410/486-6400 | www.chizukamuno.org