

בֵּר מִצְוָה

The Bar/Bat Mitzvah

H A N D B O O K

בַּת מִצְוָה

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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*.

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NOTES:

Message from Rabbi Ron Shulman

M *azal tov* on your upcoming *simḥah*! 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

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

SHABBAT

• 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:

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' הַמְּבַרֵךְ.
Barkhu et Adonai ha-m'vorakh.

Barkhu et Adonai ha-m'vorakh.

The congregation then says:

בְּרוּךְ ה' הַמְּבַרֵךְ לְעוֹלָם וָעֶד.
Barukh Adonai ha-m'vorakh l'olam va-ed.

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

Then you continue:

בְּרוּךְ ה' הַמְּבַרֵךְ לְעוֹלָם וָעֶד.
Barukh Adonai ha-m'vorakh l'olam va-ed.

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.

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,
וַחַיֵּי עוֹלָם נִמְשַׁע בְּתוֹכָנוּ.
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.

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:

Bar/Bat Mitzvah Glossary

Aliyah (plural aliyot): Honor of standing by the *Torah* when it is read, and reciting the blessings before and after the reading.

Amidah: Literally, the “standing” prayer. The nineteen prayers that constitute the main body of Jewish liturgy. Also known as *tefillah* and the *shemoneh esrei*.

Aron HaKodesh: The Holy Ark in which the *Torah* scrolls are kept.

Ashrei: The prayer reserved at Chizuk Amuno for chanting by the younger sibling of a *bar/bat mitzvah*.

Bar mitzvah (plural, b’nei mitzvah): A boy who at the age of thirteen is considered responsible for the obligations of Jewish life.

Bat mitzvah (plural, b’not mitzvah): A girl who at the age of twelve and a half or thirteen is considered responsible for the obligations of Jewish life.

Bimah: The raised stage of the Sanctuary.

Brakhot: Blessings.

D’var Torah: Literally, “a word of *Torah*.” The brief exposition of the *Torah* portion for the week.

Gelilah: The honor of rolling up the *Torah*, fastening the belt, and replacing the *Torah* mantle and crown.

Gemilut Hasadim: Literally, “acts of loving-kindness.”

Golell: The one who ties the *Torah*.

Haftarah: Literally, “completion.” The reading of a section from the Prophets for a particular *Shabbat*.

Hagbah: The honor of lifting the *Torah* and holding it open and upright for the congregation to see.

Kashrut: The observance of Jewish dietary laws.

Kiddush: Prayer chanted over wine. Also, a celebration with cake and cookies.

Kippah (plural, kippot): Head covering as a sign of humility and respect.

Madrikh (female, madrikha; plural, madrikhim): The title used by Chizuk Amuno for our *b’nei mitzvah* tutors.

Maftir: The final *Torah* reading on *Shabbat*.

Magbeah: One who lifts the *Torah*.

Minyan: The required ten Jewish adults for a prayer service.

Mitzvah (plural, mitzvot): Literally, “commandment” in Hebrew.

Motzi: Prayer over bread.

Musaf: The “additional” prayer in traditional liturgy. Repeats some themes covered earlier in the liturgy.

Parshah: The *Torah* portion of the week. Also called the *sidrah*.

Petiha (plural, petihot): The honor of opening and closing the Ark (*Aron HaKodesh*) before the *Torah* is read and when it is replaced in the Ark.

Rosh Hodesh: The new month.

S’firah: The period from Passover to *Lag B’Omer*.

Shaharit: The morning prayer service.

Shehehyanu: A Jewish prayer to celebrate special occasions and to express gratitude for new and unusual experiences.

Simhah: A happy occasion.

Tallit (plural, tallitot): Traditional Jewish prayer shawl with fringes (*tzitzit*) on the four corners to remind us of the *mitzvot*.

Tefillin: The phylacteries worn by Jews for morning prayer every morning except on *Shabbat* and festivals.

Trope: The cantillation used to chant the *Torah* and *Haftarah*.

Tzedakah: The *mitzvah* of sacred giving.

NOTES:



Chizuk Amuno
CONGREGATION
ק"ק חזוק אמונה

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