



B'nei Mitzvah Parent Handbook

**Temple Beth Or
3215 Lombard Ave.
Everett, Washington 98201
425-259-7125**

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A Welcome from Temple Beth Or's Religious Practices Committee

Dear B'nei Mitzvah Student and Family:

The bar/bat mitzvah is much more than an event, it is a *process*. Take the time during this period of learning and discovery to enjoy and grow from this process as a family. We know that you will find it to be a memorable journey.

Life cycle events, such as bat/bar mitzvah celebrations, are an integral part of our lives, and we make every effort to make these important milestones meaningful and personal. As part of our desire to support you and your family, the Religious Practices Committee (RPC) has designated one of our members to be the B'nei Mitzvah Coordinator (BMC). The BMC will provide oversight, support, encouragement, and answers to questions that come up along the way.

The Religious Practices Committee

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Pre-B'nei Mitzvah Requirements

Pre-b'nei mitzvah students (students in the formal Hebrew program) who are approximately one year from entering the B'nei Mitzvah program will attend at least 10 documented Shabbat services per year (including at least 4 Saturday morning services) and demonstrate reading mastery of prayer book Hebrew. Students need to be able to recite the following prayers:

Friday night Shabbat *kiddush*

Barchu

Shema

V'ahavtah

Tefilah including *Avot and G'vurot*

Torah blessings

B'nei Mitzvah Program Requirements

1. Attend B'nei Mitzvah class with consistent attendance.
2. Attend at least 15 documented Shabbat services in addition to services already attended as a pre-b'nei mitzvah student. This includes at least 8 documented Saturday morning services, attending as many bar/bat mitzvah services as possible.
3. Complete the 13 *Mitzvah* Projects.
4. Keep a journal.
6. Write a D'var Torah and introductions to the Torah and Haftarah portions
7. In addition to having mastered the pre-b'nei mitzvah requirements above, the b'nei mitzvah student will lead those prayers and the following prayers from the *Mishkan Tefilah* during their bar/bat mitzvah.

Prayer for putting on *tallit*

Morning Blessings

Prayer for the study of Torah

Reader's/*Chatzi Kaddish*

K'dusha

Prayers during the Torah Service:

Ein Kamocho

Ki Mitziyon

Baruch Shenatan

Shema

Echad Eloheinu

Gadlu

Blessings before and after reading Torah

Blessings before and after reading Haftarah

Aleinu

8. Master the assigned Torah and Haftarah portions.

The B'nei Mitzvah Process

B'nei Mitzvah Program Acceptance Requirements

- B'nei mitzvah students will be Jewish prior to acceptance into the B'nei Mitzvah Program.
- B'nei mitzvah students will have completed at least three years of a Religious School program which includes a Hebrew language component.
- B'nei mitzvah students will meet the Pre-B'nei Mitzvah Expectations described above.

Entering the Program and Setting a Date

To enter the B'nei Mitzvah Program, students must first demonstrate their ability to sight read Hebrew and recite the prayers to be learned by pre-b'nei mitzvah students (see page 4). The student's teacher will notify the school principal when the student is ready to be evaluated, and a qualified individual will be assigned to conduct the evaluation.

Please note that special circumstances and special needs should be discussed with the school principal so that accommodations can be made to allow for flexibility in meeting both the needs of the student and the B'nei requirements.

Meetings with the Rabbi or RPC Representative

Once the student successfully completes the evaluation, the student, the family and the Rabbi (or Religious Practices Committee member if a Rabbi is unavailable at the time), meet to set the b'nei mitzvah date which is normally 12-18 months in the future. The *parashah* (portion) for that date will be identified so that the student and the family can read and discuss it at home.

In two follow up-meetings with the Rabbi (or Religious Practices Committee member if a Rabbi is unavailable at the time), specific Torah verses in the parashah as well as Haftarah verses will be assigned to the student. Ideas he/she has for developing a D'var Torah will be discussed.

The family will order a **Parashah Study Guide** (published by the URJ) to help prepare for their student's b'nei mitzvah. Each guide contains the key components for studying the student's Torah and Haftarah portions, as well as help for writing the D'var Torah. This will be facilitated by Temple office staff.

Meeting with the B'nei Mitzvah Coordinator (BMC)

Once a student has set a b'nei mitzvah date, the BMC will meet with the student and his/her family to review the Handbook and address questions the student or parent(s) may have.

The B'nei Mitzvah Class

The student will attend the B'nei Mitzvah class where the service pieces required to lead the congregation in prayer will be learned and discussed.

Private Tutoring for Torah and Haftarah Preparation

The tutor's role is to help the student learn her/his individual Torah and Haftarah portions and to teach the student the tropes. Arrangements will be made by the family for tutoring their student in the student's individual Torah and Haftarah portions that they have been assigned. The names and credentials of suggested tutors will be provided to the family by the B'nei Mitzvah Coordinator (BMC.) The family is financially responsible for all tutorial arrangements. The Rabbi (or Religious Practices Committee member if a Rabbi is unavailable at the time) and the BMC will assist the family with oversight of the tutorial experience to ensure that the tutor is aware and conforming to the educational expectations of the b'nei mitzvah program of the Temple.

The tutor may also be called on by the family to assist certain students with their Hebrew prayers and blessings. In some cases, however, the students may require the assistance of the tutor to master all aspects of the Shabbat service.

The 13 Mitzvot Activities

Mitzvot are obligations (commandments) found in our Torah that teach us, among other things, to repair and perfect the world through personal action. To increase their awareness of mitzvot, the student is asked to perform 13 mitzvot and list them in a journal sheet. Families are encouraged to participate with the student in some of these activities. For instance, building a *sukkah* could be a family project in which the student takes responsibility for the design of the *sukkah* or for organizing the activity. The focus of the 13 *mitzvot* activities is the student's experience; the enhanced quality of life that is derived from doing *mitzvot*. The student is asked to complete a balanced set of mitzvah activities, taking at least one from each of the four areas described below. The four areas are based on the teachings from the *Pirke Avot*, which says:

"Al shlosha devarim haolom omed: al hatorah, ve al ha'avodah, ve al gemilut chasadim."

"Upon three things the world stands, upon Torah, upon Divine service, and upon righteous deeds."

The four areas are: 1) Torah – study, 2) *Avodah* -- ritual observance, 3) *G'milut Chasadim* and *Tzedakah* – acts of loving kindness and creating justice, and 4) *Brit K'hilah* – service to the Jewish community. The example activities listed below are intended as a guide; students are not limited to these specific activities.

Area of Torah (Study)

1. Read a book relating to Judaism and present a written or oral book report to an appropriate audience such as your B'nei Mitzvah team.
2. Research a topic relating to Judaism and present a written or oral report.
3. Attend a Jewish summer camp. Keep a journal of the experience.
4. Devote 5 hours to study of Judaism beyond your class requirements.
5. Trace your family tree and prepare a report about your ancestors and their experiences relating to Jewish life.
6. Learn a prayer not currently used in services.

Area of Avodah (Ritual Observance)

1. Help build a *sukkah*.
2. Fast on Yom Kippur.
3. Put up a *mezuzah*. Learn the *mezuzah* blessing and significance of putting up a *mezuzah*.
4. Say the *Shema* at bedtime throughout the year or Modeh Ani when you wake up.
5. Light your own *Hanukkah* and say the blessings.
6. Lead the Shabbat blessings at your family's Shabbat celebration.
7. Learn how to blow a *shofar*.

8. Eat no *chametz*, or leaven during Passover.
9. Cook or bake a traditional Jewish dish for a holiday or Shabbat.
10. Help conduct a seder.

Area of G'milut Chasadim and Tzedakah (Acts of Loving Kindness and Creating Justice)

1. Tutor another student for 5 hours.
2. Work for a worthy cause in the general community for 5 hours.
3. In one month do five things that you wouldn't ordinarily do that would be helpful to another family member.
4. Once each month call, write, or visit with one of your grandparents or other relatives.
5. Write an elected representative to help a cause of the Jewish people or a cause that reflects your Jewish values.
6. Donate to Mazon: A Jewish Response To Hunger.

Area of Brit K'hilah (Service to the Jewish Community)

Assist the school or a congregational committee.

The Tikkun Olam Project

Tikkun olam means "to heal or repair the world." This is the student's opportunity to make the world a better place. The student's *tikkun olam* project can be related to social, educational, or environmental issues, or any other cause that has importance to the student. Ideally, this should center around a cause that the student would be inclined to continue with beyond the b'nei mitzvah. **The Religious Practices Committee review team must approve this project in advance.** The student should complete and submit the *Tikkun Olam* Project Worksheet found in the next section to the RPC review team at the 9-month review for discussion and approval.

The Religious Practices Committee Review Team

Each student will be assigned a two-person review team chosen from among the members of the Religious Practices Committee. The student meets with the RPC review team four times during the study period. The meetings are held at 9 months, 6 months, 4 months, and 2 months prior to the bar/bat mitzvah service. The meetings are intended to help and support the student in his/her study and in planning their *tikkun olam* project.

At the 9-month review, the student's progress on their program will be assessed and discussed. The student will be asked to sight read the Torah portion they were assigned. They need to bring their Parasha Study Guide. Make sure the student brings the *Tikkun Olam* Project Worksheet to the meeting. He/she will be asked about their plans for their project.

At the 6-month review, the student will demonstrate their progress in learning the service components that he/she will be leading and the Torah portion they have been assigned. The review team will discuss the student's progress and review the 13 *mitzvot* and the student's service attendance record sheets. Please make sure they bring these worksheets.

At the 4-month review, the student will chant the Torah and Haftarah portions from the study booklet, read a draft of his/her D'var Torah and the written introductions to the Torah and Haftarah. They will also demonstrate their progress in learning the service components that they will be leading. The student will be asked to show their 13 *mitzvot* and service attendance sheets as well discuss the progress on the *Tikkun Olam* Project.

At the 2-month review, the student will recite all the components of the service that they have been required to learn from the bimah (the English introductions, the prayers they have mastered, chant the Torah and Haftarah portions, deliver their D'var Torah). The team will also check that the student has written a "thank you" that will be read to the congregation and review the student's completed 13 *mitzvot* and attendance records. In addition, team members will check with the parent(s) on progress in arranging service honors.

Final Practice

Approximately one month prior to the b'nei mitzvah date the student will have a final rehearsal using the final outline of the service found on page 21 in the worksheet section of this manual. This is arranged by the officiant who will be conducting the Shabbat Morning Service (Temple Beth Or Rabbi, guest Rabbi, Cantor or lay leader.)

The Journal

We ask the student to record Shabbat service attendance, mastery of prayers, progress on the 13 *mitzvah* activities (including the *tikkun olam* project), and his/her thoughts about the process. We have provided a form that can be used for recordkeeping in the next section. The form is added to the student's journal. **Turn the journal in to the BMC two weeks prior to the bar/bat mitzvah.**

B'nei Mitzvah Brit

The process of becoming bar/bat mitzvah celebrates student, family, and community participation. We each commit to make the process meaningful.

As a student and a family, we hereby dedicate ourselves to do our part in fulfilling the specific responsibilities listed in this Handbook.

We understand that the candidate's Religious School education and growth as a Jew does not begin or end with bar/bat mitzvah and that this is a milestone along the path toward becoming a full member of the Jewish community and a Jewish adult.

Student _____ Date: _____

Parent(s)/Guardian(s) _____

Your student is receiving a copy of *Mishkan Tefilah* to use during her/his preparation for bat/bar mitzvah. Please return *Mishkan Tefilah* to the BMC within 2 weeks after the bat/bar mitzvah. The siddur is \$36 to replace if not returned. Thank you.

Book number ____ Date checked out _____

Signature of student _____

Signature of parent _____

Signature of b'nei mitzvah coordinator _____

Parent Support

Parents are expected to:

- A. Be members of Temple Beth Or and current in their financial commitments to the Temple.
- B. Work with the Rabbi (or Religious Practices Committee member if a Rabbi is unavailable at the time), to choose the bar/bat mitzvah date (see page 5). The date will then be approved by the Religious Practices Committee and confirmed with the Temple Beth Or master calendar.
- C. Help the student undertake the 13 *mitzvah* projects and will monitor the student's progress.
- D. Arrange for tutoring with a Temple Beth Or approved tutor for the student to learn the Torah and Haftarah portions. The family is responsible for the cost of tutoring.
- E. Produce the Shabbat bulletin for the bar/bat mitzvah, with the assistance and coordination of the Office Administrator, (see page 21).
- F. Arrange Saturday morning service honors in consultation with the Rabbi (or Religious Practices Committee member if a Rabbi is unavailable at the time), and subject to the Service Leader's approval.
- G. Will arrange for music leadership for the day of the b'nei mitzvah, subject to approval by the Rabbi (or Religious Practices Committee member if a Rabbi is unavailable at the time). The family is responsible for the cost of the music leader.
- H. Host a *Kiddush* at the Temple for the congregation after Saturday morning services (see page 21).

Temple Support

Temple Beth Or will support the family in the following ways:

- A. The Religious Practices Committee, through its review process, will monitor and support the student's progress.
- B. The student and the family will be given comprehensive B'nei Mitzvah Handbooks.
- C. A B'nei Mitzvah Coordinator (BMC), designated by the Religious Practices Committee, will be available to provide support and guidance to the family.
- D. The Rabbi (or an individual designated by the Religious Practices Committee, if a Rabbi is unavailable at the time), will assist the student with their Torah *Parasha* comprehension and *D'var* Torah development.
- E. If there is a Friday Evening Shabbat Service the evening before the B'nei Mitzvah Service, Temple Beth Or will provide the Friday evening *oneg*.
- F. The Religious Practices Committee's B'nei Mitzvah Coordinator will provide the family with a list of suggested Torah and Haftarah tutors as well as music leaders familiar with Temple Beth Or's musical traditions.
- G. Temple Beth Or can provide video recording of the bar/bat mitzvah service. This must be, pre-arranged with the B'nei Mitzvah Coordinator and in compliance with Temple policy.

Helpful Forms and Worksheets

D'Var Torah Preparation Outline

Meeting Date	Agenda	Assignment for Next Meeting
First meeting	Initial meeting to select B”M date and receive Torah and Haftarah assignments. The URJ Parashah Study Guide for assigned portions can be ordered by the Office Administrator or the family.	Select thought unit and write rough draft of d’var Torah based on outline below.
Second meeting	Present rough draft, discuss Torah portion.	Continue to edit d’var Torah
Third meeting	Present d’var Torah and continue to discuss and revise.	Continue to perfect d’var Torah
Fourth meeting	Rehearsal (4 weeks prior to B’nei Mitzvah)	Continue to study and rehearse all Hebrew and English parts.
	NOTE: Meetings will not be limited to the above agenda.	

Steps for Writing a D’var Torah

1. Explain what part of the portion you will focus on and where we are in the overall story. (1 short paragraph)
2. Explain what challenging issue the *parashah* (portion) brings up. (a few sentences)
3. Explain what the various commentators have to say. (3-4 paragraphs)
4. With whom do you agree? Why? (2 paragraphs)
5. How does this apply to us today? What lessons did I learn? Does this relate to my *tikkun olam* project (2 paragraphs)?

(around 2-3 pages, double spaced)

Tikkun Olam Project Worksheet

This worksheet is to be used as a guide and lens through which to focus the *tikkun olam* project. It is not a test. Students are permitted and encouraged to seek insights and assistance from parents, teachers, tutors, mentors and Religious Practice Committee members in filling out this form and designing their project.

QUESTIONS	ANSWERS	EVALUATION NOTES
Things I see in the world which are broken and in need of repair		
The area/focus which I find most exciting, most interesting, most important or most inspiring is...		
	WAYS I BELIEVE THIS ISSUE CAN BE BEST ADDRESSED	
By my society:		
By my Jewish Community:		
By me:		
One Jewish value, other than <i>tikkun olam</i> that I will include as part of my project is...		
After research, the programs, organizations which I believe best match the goals for my <i>tikkun olam</i> project are:		
I am planning to give (number of hours) over the following (number of months).		

Student Progress Form (service prayers, writing English pieces and attendance.)

Prayers to be Learned by all Students

Name	Date Mastered
Prayer for putting on <i>tallit</i> (page 190)	
Morning Blessings (pages 198-202)	
Prayer for the study of Torah (page 204)	
Reader's / <i>Chatzi Kaddish</i> (page 224)	
<i>K'dusha</i> (page 248)	
Torah Service Prayers (page 366) <i>Ein Kamocha</i> <i>Ki Mitziyon</i> <i>Baruch Shenatan</i> <i>Shema</i> <i>Echad Eloheinu</i> <i>Gadlu</i>	
Blessings before and after reading Torah (page 368)	
Blessings before and after reading Haftarah (page 372)	
<i>Aleinu</i> (page 586)	

Additional Prayers I Wish to Lead

Name	Date Mastered
<i>Baruch she-amar</i> (page 212)	
<i>Yotzeir Or</i> (page 228)	
<i>Ahavah Rabah</i> (page 230)	
Others?	

Torah and Haftarah Portions and Written Materials

Name	Date Mastered
Torah <i>Parashah</i>	
Haftarah <i>Parashah</i>	
Written Torah Introduction	
Written Haftarah Introduction	
D'var Torah	

Mitzvah Activities Worksheet

describe each of your mitzvah activities below.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13. ***Tikkun Olam* project** (describe your project and your progress)

B'nei Mitzvah Year Service Attendance and Participation

Student Name:				
	Date	Service AM/PM	Service Leader	Did You Help Lead The Service? Prayer or Part You Led
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



Worksheet for Shabbat Morning Honors

Name of Bar/Bat Mitzvah: _____

Parent(s): _____

Grandparent(s): _____

ARK OPENING (1 or 2 persons)

(1) _____ (2) _____

ALIYOT (Persons called to the Torah to chant the blessing before and after the reading. Please give both English and Hebrew names for this honor). Examples: Shayna bat Yaakov v' Miriam, Ari ben Eli-ahu v' Fagel

Hebrew Name

English Name

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. Maftir: Bar/Bat Mitzvah

HAGBAH (Lifting the Torah): _____

G'LILAH (Dressing the Torah): _____



Torah Blessings

Blessing before the Reading of the Torah

BARCHU et Adonai ham'vorach.

Baruch Adonai ham'vorach l'olam va-ed.

Baruch Atah Adonai,

Elo-heinu melech ha-olam,

asher bachar banu mikol ha-amim,

v'natan lanu et Torah'to.

Baruch Atah Adonai noten ha'Torah.

בְּרַכּוּ אֶת יְיָ הַמְּבֹרָךְ.

בְּרִיךְ יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד.

בְּרִיךְ אַתָּה יְיָ,

אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים,

וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.

בְּרִיךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

LET US BLESS the Eternal One who is to be blessed.

Blessed is the Eternal One who is blessed now and forever.

Blessed are You, Eternal our God, Sovereign of the universe,
who has chosen us from among the peoples, giving us this Teaching.

Blessed are You, Eternal One, who gives the Torah.

Blessing after the Reading of the Torah

BARUCH Atah Adonai,

Elo-heinu melech ha-olam,

asher natan lanu torat emet,

v'cha-yei olam nata b'tocheinu.

Baruch Atah Adonai, noten ha'Torah.

בְּרִיךְ אַתָּה יְיָ,

אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת,

וְחַיֵּי עוֹלָם נָטַע בְּתוֹכֵנוּ.

בְּרִיךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

BLESSED ARE YOU, Eternal our God, Sovereign of the universe,
who has given us a teaching of truth, implanting within us eternal life.

Blessed are You, Eternal One, who gives the Torah.

Saturday Morning B'nei Mitzvah Service Template

(Page numbers are from the Mishkan T'filah.)

PAGE	PRAYER	LEADER	NOTES
184-5 or 287-288	Any of these opening prayers	HONOR	
186	MODAH ANI	Cantor	
	Tallit Presentation	Parents	
190	TALLIT BLESSING	B”M	Read Top of Page
192	MAH TOVU	Cantor	
195	Either reading on this pg.	HONOR	
196	ELOHAI NESHAMA	Cantor	
198- 202	MORNING BLESSINGS	B”M	(can be done w/ other B”M students)
204	BLESSING FOR THE STUDY OF TORAH	B”M	Congregation asked to join
214	MIZMOR SHIR	Cantor	
224	CHATZI KADDISH	B”M	
226	BARCHU	B”M	
229	IN THE BEGINNING	B”M or HONOR	
230	V’HA’EIR EINEIU	Cantor	
231	Either reading on this pg.	HONOR	
232-234	SHEMA	B”M	
	V’AHAVTAH	B”M	
239	Either reading on Pg.	HONOR	responsively
240	MI CHAMOCHAH	Cantor	
242-248	T’FILAH AVOT/G’VUROT K’DUSHAH	B”M	

250	YISMECHU	Cantor	
257	FOR THE EXPANDING GRANDEUR	HONOR	HONOR reads the English and B”M leads congregation in response
	SILENT MEDITATION		
260	YIH’YU L’RATZON/OSEH SHALOM	Cantor	
362	TORAH SERVICE	Rabbi explains service	HONOR to open ark. Call up _____ for passing Torah
	EIN KAMOCHA	Cantor/Rabbi	
	KI MITZIYON	Cantor/Rabbi	
	TORAH IS PASSED		Cantor plays music in background
366	BARUCH SHENATAN SHEMA ECHAD GADLU	B”M & Rabbi	
366	L’CHA ADONAI HAKAFAH...	Cantor	Invite family members and kids to be in Hakafa
	UNDRESS TORAH	Rabbi & B”M	
TORAH INTRODUCTION B”M			
368	ALIYOT Between 3– 7		
	1st Aliyah	HONOR	NEED HEBREW NAME
	Reading	Rabbi OR HONOR	
	2nd Aliyah	HONOR	NEED HEBREW NAME
	Reading	Rabbi OR HONOR	
	3RD Aliyah	HONOR	NEED HEBREW NAME
	Reading	Rabbi OR HONOR	
	4th Aliyah	HONOR	NEED HEBREW NAME
	Reading	Rabbi OR HONOR	
	5th Aliyah	HONOR	NEED HEBREW NAME
	Reading	Rabbi OR HONOR	
	6th Aliyah	HONOR	NEED HEBREW NAME
	Reading	Rabbi OR HONOR	

371	MI SHEBEIRACH		Rabbi starts and gets names
	7th Aliyah Bat Mitzvah	B”M	Need Hebrew name
	Reader	B”M	
	Translation	B”M	
	HAGBAH	HONOR	
	G’LILAH	HONOR	
371	V’ZOT	Rabbi	
HAFTARAH INTRODUCTION B”M			
372	Haftarah Blessing	B”M	
	HAFTARAH READING	B”M	
372	Closing Blessing	B”M	
374	Eitz Chayim	Rabbi	Torah is returned to the ark
D’VAR TORAH B”M			
	PARENT’S BLESSING	Parents	
	RABBI’S BLESSING	Rabbi	
	TBO PRESENTATION	TBO Representative	
	Thank You Message	B”M	
Bottom 586-591	Aleinu	B”M w/ Rabbi	
598	KADDISH		
	ANNOUNCEMENTS	TBO Greeter	
	Closing song	Cantor	
	Kiddush/Motzi	B”M & Community	

Temple Beth Or Traditions and Policies

Service Honors at the Bar/Bat Mitzvah

Families should discuss specifics of the service honors and the *aliyot* with the Rabbi or other Service leader and the B'nei Mitzvah Coordinator.

The honors to be given include:

- A minimum of 3 *aliyot* (the student is given the last one)
- Torah readers
- English readers
- Torah binder, *g'ililah*
- Torah lifter, *hagbah*
- Ark opener (may be given to a child)
- Lighting the candles at the Friday night Shabbat

Because it is a community Shabbat Service, it is expected that some service honors be given to Temple members.

Hebrew names

Please give the Hebrew names of those who are given *aliyot* to the Rabbi/Service Leader **one month prior** to the day of the service (see Appendix Worksheet for Shabbat Morning Honors).

Wearing a Tallit

We ask that a *tallit* (prayer shawl) and *Kippah* (head covering) be worn by those who accept the honor of reciting the Torah blessings, reading from the Torah, or holding/lifting the Torah. A *tallit* and *Kippah* may be obtained in the foyer.

Addressing the bar/bat mitzvah participant at the Services conclusion

Temple Beth Or limits speakers to the parent(s), Rabbi/Service leader, and a representative of the Board.

Parental Blessing: One of the special moments of your child's Bar/Bat Mitzvah service is the opportunity for you to bless them before the congregation. Offering a *b'racha*—a blessing—and a few of your feelings is an authentic and meaningful Jewish way to acknowledge the power and beauty of this moment.

We ask that blessings and/or remarks be limited to 2-3 minutes total.

Please write your blessings in advance. You do not have to read them, but it is helpful to have them written. The B'nei Mitzvah Coordinator can be a helpful resource in framing your blessing.

The Saturday Morning Service Bulletin

Temple Beth Or provides an expanded bulletin for each bar or bat mitzvah service. The bulletin includes: a brief explanation of bar/bat mitzvah and of the service itself, as well as a list of those who have *aliyot*, other service honors, and additional participants. The Torah and Haftarah portions will be printed on a separate sheet and placed inside the bulletin as an insert. The family is responsible for providing the names of those who have honors and preparing the insert page. The BMC is available to help with the insert page if needed. The Office Administrator has a standard template for the bulletin; you can add your information to this.

The family's information for the Service Bulletin must be submitted to the service leader and BMC at least one month prior to the b'nei mitzvah so that it can be reviewed and then passed on to the Office Administrator for printing.

Temple Beth Or library

The Temple Library has very useful resources that can help your family and guests better understand the b'nei mitzvah celebration and other Jewish traditions. "Putting God on the Guest List" by Jeffrey Salkin is one of the books available.

Saturday Morning Kiddush

The family designates a coordinator for the *Kiddush* on Saturday morning. Temple Beth Or will provide wine and juice and challah. The cutting of the challah and pouring the juice and wine may be done by the classmates' families or others whom the family asks to help. Whoever is doing this will need to **prepare the challah, wine, and juice before services start on Saturday morning**. It takes at least 30 minutes to complete this task. The Kiddush coordinator and his/her volunteers will need to clean up the kitchen area afterward.

Saturday Morning Oneg/Luncheon (optional)

The Temple does not provide an *oneg* or luncheon for a B'nei Mitzvah. If you choose to host an *oneg* or luncheon at the Temple on Saturday, you will need to notify the Office Administrator two months in advance. The menu must conform to Temple Beth Or's dietary policies.

Please review the menu with the BMC ahead of time. You are responsible for all setup and clean-up. Be sure to arrange for an appropriate number of setup and clean-up people based on the number of guests you expect. You will need at least two. Clean-up must be done promptly to avoid pest problems and prepare for Religious School on the next day.

If you host an *oneg*/luncheon, you are required to remove all leftovers from the kitchen. No food items that are brought in can be left behind. For information on gaining access to the building to deliver supplies, setting up the *oneg*/luncheon, and closing the building at the end of the event, read "Building Access and Delivery of Supplies" below. **Note** that you will need to plan with the greeter to have them stay and lock the building.

Child Care

Children whose behavior is appropriate to the occasion are welcome to attend services. Temple Beth Or does not provide child care during services. The family may choose to provide child care. One of the classrooms downstairs may be used, however, the room must be cleaned after the child care is completed.

Decorum

It is helpful to your guests, who may not be familiar with Shabbat services to know:

- Modest dress, respectful of Shabbat, is expected. (ask the BMC for further explanation)
- Out of respect, prayer books and handouts with prayers or blessings in them should not be placed on the floor.
- Respectful behavior towards the Torah requires that one not turn their back on the Torah while it is being held or carried around the sanctuary.
- It is not appropriate to walk in or out of the sanctuary while the Torah is being read.
- We ask congregants and guests to say "yasher koach" instead of applauding during Shabbat services.
- The wearing of *kippot* (a type of head covering) is optional for all attending.
- Many people of the Jewish faith wear a *tallis* (prayer shawl) during morning service.

Tzedakah

It is traditional for families to give *tzedakah* in honor of their child's bar/bat mitzvah. Ideas include contributions to the Temple or to other organizations serving the local community or to organizations addressing national or international concerns. In addition, Temple Beth Or encourages families to donate to *Mazon: A Jewish Response To Hunger*.

Facilities Usage and Policies

Notification to Office Administrator

Please be aware that you will need to notify the Office Administrator of the approximate number of guests and Temple members you expect to attend the service two weeks in advance of the b'nei mitzvah. This information is needed to plan for chair setup, *Kiddush* supplies, and printing of the bulletins.

Seating Capacity

The Sanctuary can hold up to 158 chairs. When calculating the number of chairs needed, be sure to include family members, guests, and Temple members who may attend the service.

The Temple will plan for 158 chairs to be set up in the Sanctuary. Fewer chairs can be set up on request. If you feel that this will not be adequate discuss this with the B'nei Mitzvah Coordinator (BMC) as soon as possible.

Reserved Seating

Seats may be reserved for family members but **will be released for all those attending if not occupied 15 minutes prior to services.**

Ushers and Greeters

If you expect many guests, you may wish to arrange for ushers to help them find their way to an open seat (optional). Board members will serve as greeters at Shabbat Services.

Decorating the Sanctuary

Please remember the sanctuary is a holy space. A low-allergen flower arrangement for the bimah is the only decoration allowed.

Food in the Sanctuary

Because we lack a large social space, food is allowed in the sanctuary **after** the Services. Please consult the BMC prior to making these arrangements.

Photography and Recording in the Sanctuary

There is a video camera permanently set up in the sanctuary to record Services. Consult with BMC for details regarding usage. **No other picture taking or video is permitted during the Services by anyone.** Pictures of family members can be taken **after** Services have concluded and the sanctuary is unoccupied.

Building Access and Delivery of Supplies

If you need access to the building for delivery of food or for photography, please contact the Office Administrator to make arrangements. Space is a challenge in our building. No supplies should be left in the office, the hallways, or classrooms (during the school year). Please find an alternate location, off site, if possible. Note that supplies left at the Temple are not secured. If you are planning an *oneg*/luncheon, you will need to talk with the Office Administrator about gaining early access to the building.

Parking

There are a few parking spaces available behind the Temple. These spaces can be used, EXCEPT those marked "Reserved".

Environmental Policy

"It shall be the official policy of Temple Beth Or to conduct all activities in the most environmentally aware manner practicable. This applies to decisions regarding energy conservation, waste reduction, recycling, landscaping, water conservation, transportation, and purchasing."

Make every effort to use as many reusable and recyclable items as possible.

Use of Chairs and Tables

Tables and chairs may be moved from classrooms to accommodate an event/activity. Tables should be returned to classrooms when the event is over. For events off-site, tables and chairs may be used but must be returned ASAP and definitely prior to the next scheduled usage.

Arrangements for off-site equipment usage must be made with the Office Administrator.

Use of Classrooms

With prior arrangement, classrooms can be set up with tables for a luncheon. School supplies should not be used.

Dietary Policies

No intrinsically non-kosher food (e.g., pork or shellfish) shall be served at any TBO function, either in the building or at another location. Meat (chicken, beef) and dairy products (cheese, milk, yogurt, butter, sour cream, etc.) shall not be served mixed in the same dish. Remember to be sensitive to the needs of the vegetarians in the congregation. In general, dairy/*parve* meals are recommended but not required. Please consult with the BMC if you have questions.

Do not serve open containers of nuts for the sake of people with severe allergies. Nuts can be used in recipes (cakes, cookies, etc.) Please label foods containing nuts.

Kitchen Chores Related to a Luncheon

- a. Because we do not have a maintenance person, expect that you will have to empty the cleaned dishes from the dishwasher as part of your event setup.
- b. The kitchen must be completely cleaned after use. Run the dishwasher.
- c. Absolutely all food brought in must be removed from the Temple.
- d. Wastebaskets must be emptied and garbage taken out to the cans in the back of the building.
- e. Consult the Temple Beth Or kitchen policies posted in the kitchen for further details.