



2019-2020 *Bar/Bat Mitzvah Handbook*

Building
Community
Since
1954

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*At thirteen, one accepts responsibility for
doing mitzvot.
Pirkei Avot 5.23*



What It Means to Become a *Bar/Bat Mitzvah*

The designation *bar mitzvah* occurs in the Talmud (*Bava Metzia* 96a) where it is applied to every grown Israelite. The term itself refers to one who is responsible for fulfilling *mitzvot* (God's commandments).

The focus on participating in a congregational service is to allow the *bar/bat mitzvah* to celebrate fulfilling *mitzvot* in a community; i.e., those requiring a *minyan*. Since the Torah can be read only in the presence of a *minyan*, the *mitzvah* of being called to the Torah - receiving one's first *aliyah* - has become the hallmark of entering the age of responsibility.

Temple Israel's Priorities

- **Ownership:** We want each young person to take pride in his/her own accomplishments as he/she expresses his/her Jewish identity. Every celebration will share many elements in common, but we believe each will also be unique and personalized.
- **Comfort:** It is no small thing to stand in front of family, friends and community and lead. Our extensive training process is meant to ensure each student will feel at home on the bima, at Temple Israel or in any synagogue in the world.
- **Joy:** It's a lot of work to prepare for such a life changing event. However, hard work is not the opposite of joy but usually its precursor. We want each student to feel happy with his/her success and their Jewish faith.
- **Responsibility:** At the age of maturity, each of us assumes the responsibility of performing the *mitzvot*. We hope each student will embrace this responsibility and let it lead them well past the day of celebration and throughout his/her life.

How to Become a *Bar/Bat Mitzvah* at Temple Israel

Process

Temple Israel strives to make sure that all our students have a rewarding, meaningful and transformative experience. We see ourselves as playing a pivotal role in giving young Jewish adults the right skills and spiritual toolset to set out on the next stage of Jewish living. As such, we are committed to making the process more than simply mastering a narrow set of skills by rote which have no roots in broader Jewish living. Each component discussed below is intimately connected to all the others. We ask that you share our holistic vision of your child's development and cooperate with our program.

Religious School

Becoming a *bar/bat mitzvah* involves much more than simply mastering the skills necessary to adequately lead parts of the Shabbat service. Our bi-weekly religious school classes, in addition to teaching many service leadership skills, provide the required breadth of Jewish knowledge and socialization to make the *bar/bat mitzvah* the launching pad for a rich Jewish life. If religious school attendance becomes irregular, we will need to discuss steps to improve it. If it does not improve, the *bar/bat mitzvah* student may not be well enough equipped to participate as fully as everyone would like in the service.

Tutorials

Every student will also work with a personal tutor. This time will focus on mastering their Torah and Haftarah readings and polishing their skills as a service leader. It is not meant as a substitute for either religious school or regular service attendance. Tutorial time will not duplicate what should be learned during the other elements of the *bar/bat mitzvah* process.

Service Attendance

Regular attendance at our services may seem like a large time commitment, and it is. However, we have seen a direct correlation between attendance and satisfaction in the bar/bat mitzvah experience. There simply is no substitute for putting in the time to familiarize oneself with the synagogue rhythms and choreography. It also allows the community to get to know our students and celebrate their achievement as well. Finally, all our students will have countless opportunities to build their confidence by assisting with parts of the service as they master them. A student who does not attend regularly, even if they feel comfortable with a piece in their class or tutorial, will often stumble when on the bima for the first time. If that first time is nine months before the bar/bat mitzvah Shabbat, everyone is much happier.

All students are expected to attend Shabbat Services as often as possible. Beginning in 6th grade, minimum attendance is as follows:

- Two Kabbalat Shabbat (Friday night) services per month.
- Two Shabbat morning services each month in the main sanctuary.
- Congregational holiday services and events during the year including High Holidays, Succot, Simchat Torah, Chanukah, Purim, Pesach, and Shavuot, etc.

Timelines

<i>Study</i>	<i>Celebration</i>
<i>One Year in Advance</i>	
Attend Shabbat services regularly	Make facility arrangements/sign contract for your celebration(s)
Set up tutoring sessions with the Rabbi and tutor and hold initial assessment	Make arrangements with a caterer
Begin weekly tutorial sessions	Make arrangements with a photographer
Read English text of Torah portion and Haftarah	Make arrangements for music (band, DJ, etc.)
	Arrange hotel rooms for out-of-town guests
<i>Four to Six Months in Advance</i>	
Order tallit and tefillin (especially if handmade or decorated)	Discuss facility usage plans and options for Kiddush Luncheon and oneg with Temple Israel's Administrator
	Order invitations (include directions to Temple Israel)
	Order thank you notes and other personalized stationery items
	If providing kippot for guests, order them or start making them
	Finalize decorations, flowers, centerpieces, linen rental etc.
<i>Six to Eight Weeks in Advance</i>	
Meet with the Rabbi to discuss d'var Torah and assign family aliyot	Finalize invitation list, address, and mail invitations
	Arrange for bima flowers/food baskets

		Finalize oneg following Friday night service
		Send picture and article to the Temple's Administration office and The Heritage
		Financial obligations to Temple Israel must be current
<i>Two Weeks in Advance</i>		
	Schedule final rehearsal with rabbi and tutor	Complete room set-up for your various celebrations
	Complete a list of Torah honors and aliyot	Finalize the number of guests with caterer
<i>One Week in Advance</i>		
	Hold final rehearsal with rabbi and tutor	Arrange for picture taking before Shabbat

Requirements

The Education Committee, under the direction of the Rabbi, and with the approval from Temple Israel's Board of Directors, has passed the following *bar/bat mitzvah* guidelines:

Enrollment

As mentioned above, enrollment in our Religious School (or the Jewish Academy of Orlando) is required. A student who begins his/her formal Jewish education after 5th grade will often need additional tutoring which will be paid for by the family.

Mitzvah Project

A completed mitzvah project is expected of all bar/bat mitzvah children. Each student will consult the Education Director and the Rabbi prior to beginning their project.

Costs

Considerable synagogue resources are expended on special services and preparation for our b'nai mitzvah and their families. To help us meet this obligation a b'nai mitzvah assessment of \$800 is required. \$300 of this fee is to be paid upon the initial consultation/date setting with the Rabbi and tutor. Six months prior to the bar/bat mitzvah \$250 is due. The final \$250 is due 2 months prior.

If there are any problems or special situations, it is the family's responsibility to contact the Comptroller so that a financial plan can be arranged.

What a Bar Mitzvah at Temple Israel Looks Like

Services

Often seen as the work part of the day, the services are, in fact, the true celebration. By taking his/her place on the bima and leading our community a bar/bat mitzvah celebrates his/her new responsibilities and privileges in the Jewish community.

Friday Night

Please arrive at least 15 minutes before services begin.

On Friday night we welcome Shabbat as our most honored guest. To highlight the fact that Shabbat is our guest for the whole day, it is expected that the *bar/bat mitzvah* participates in the *Kabbalat Shabbat* Service. Please note that there are certain *Kabbalat Shabbat* Services on which other synagogue programming may be taking place. The *bar/bat mitzvah* will still participate in that service. Their role in that service will be determined as needed.

Saturday Morning

Please arrive by 9:15am. This will give us time to make sure everything is in order and the *bar/bat mitzvah* can be seated on the bima without disrupting the service.

The service is comprised of 4 main divisions:

Birkot haShachar & P'sukei D'Zimra	The preliminary service	145-216	9:30-9:45
Shacharit	The morning prayers	218-306	9:45-10:15
Seder Kriyat HaTorah	The Torah service	312-346	10:15-11:30
Musaf	The concluding prayers	354-412	11:30-12:00

All times are approximate and services are slightly longer on days when we celebrate a *bar/bat mitzvah*. Our *b'nai mitzvah* usually lead the Torah service, including reading from the Torah and Haftarah, and Musaf. They are welcome to lead other sections if they can master the material. If, for some reason, they cannot master parts of the Torah service or Musaf, we will reduce their burden. Special attention will be given to those who may have special needs so that no student will feel overwhelmed or intimidated.

In addition to leading the service, the *b'nai mitzvah* will present a *d'var Torah* (short teaching) introducing their Haftarah portion.

Tallit

Since the *bar/bat mitzvah* has accepted upon him/herself the "yoke of Jewish responsibility," they wear a *tallit* that will be presented to them on Saturday morning at 9:30. It is common for the parent(s) to present the tallit, but others may be honored instead.

Family/Guest Participation

The family is asked to be seated in the first few rows of the Sanctuary and is expected to be present for the entire service. There will be a synagogue representative known as a *gabbai* present in order to give direction to your guests with their respective honors.

Immediately following their child's aliyah, the parents are invited to give a brief prayer regarding their child's rite of passage to Jewish adulthood. Rather than a lengthy speech or biography, the most moving words typically revolve around thanks to God for this unique child and this day as well as your hopes or blessings for the future. The Rabbi is available to discuss wording.

There are many opportunities for family and guests to participate in the service ranging from spoken to unspoken parts, in Hebrew or English (see Appendix B). In addition to the *bar/bat mitzvah* student's aliyah, four other aliyot are available to the family to distribute. Typically, the parent(s) have the aliyot preceding their child. The remaining three can be given to individuals or

pairs of honorees. See the appendix for a chart with more details. The chart also lists the other honors available. Additional honors can be arranged in consultation with the Rabbi to meet special circumstances. Certain honors may be given to non-Jewish family members and friends. Please consult with the Rabbi concerning honors for non-Jewish people.

Please note that the community always reserves some honors for other attendees in order to maintain a regular Shabbat pattern and to highlight that the family is celebrating as part of a community.

All honorees must wear a head covering on the bima. All men must also wear a tallit. Women who are called to have an aliyah, carry the Torah or read from the Torah must also wear a tallit while on the bima. Other female honorees need not wear a tallit.

Please be sure that those involved are comfortable with all the demands of their honor, reciting the *brachot* (blessings) before and after reading from the *Torah* without embarrassment, lifting the Torah, etc. A copy of the *brachot* is found on the table next to the *Torah* so that the participants need not take any books or papers with them to the bima. Recordings are also available.

Members of the family and/or friends of the *bar/bat mitzvah* are invited to chant an *aliyah* from the *Torah* itself. Please notify the Rabbi three months before the simcha. To ensure a correct reading we will need to review the *aliyah* with the reader one week prior to the bar/bat mitzvah. This can be done in person, by phone, Skype, etc.

Decorum

Invitations

When wording an invitation, please consider the religious focus of the occasion. Our *bar/bat mitzvah* participates in both the Friday evening and the Shabbat morning services, with the primary focus being the Shabbat morning service which begins at 9:30 a.m. Please consult the synagogue office for a current start time for Friday night services.

We respectfully ask that the *bar/bat mitzvah's* entire class be invited to the service and celebration. You are welcome to request a class roster for Temple Israel's Religious School.

Photos

In honor of Shabbat, no photography or videography is permitted at the synagogue on Friday night or Saturday. The memories we have will be more beautiful than any recording. Please remind your guests. We encourage you to call the office to reserve use of the Sanctuary for photos earlier in the week, as well as to notify any synagogue staff you would like to be present.

Candy Throw

Some families have a custom of throwing soft candies towards the bar/bat mitzvah after the Haftarah reading. If you wish to follow this practice, please ensure the candies are soft and have a kosher hechsher (symbol). We can help you find suitable products. Also, remind guests to throw the candies gently; on occasion some throwers have gotten out of hand.

Technology

Shabbat is not a day of creation; it is a day to enjoy what is already prepared and created. As such, we do not kindle fire (for smoking or lighting candles) inasmuch as it consumes and undoes

what has been created. Writing, the use of phones, tablets, and cameras or other electronic devices are creative acts, so these activities are inappropriate to our celebration of *Shabbat*. Such devices not only detract from the special atmosphere of *Shabbat*, they also distract us from appreciating the moment we are in. Additionally, celebrations of the b'nai Mitzvah involving any electronics (this includes DJ entertainment), photography, etc. should be held after the time of havdallah.

Attire

All males are requested to cover their heads during the service and the refreshment time that follows. Jewish males over the age of 13 wear a tallit (prayer shawl) at morning services. Jewish females over the age of 13 wear a tallit if they so desire. To reflect the sanctity of *Shabbat* and the occasion, all guests (especially those ascending the *bima* for honors) should be appropriately dressed. It is suggested that men wear ties and jackets, and that women wear skirts or dresses that will not create distraction. Please, no mini-skirts, shorts, or uncovered shoulders on the *bima*.

Embellishments

Many b'nai mitzvah families choose to provide the bima decor (typically flowers). Some families prefer to place baskets of food on the bima symbolic of food donations for the Pearlman Pantry at Jewish Family Services. These baskets can be rented from Jewish Family Services.

Centerpieces for the Kiddush luncheon are at your discretion. Some families choose to have centerpieces which represent the mitzvah project their b'nai mitzvah have completed, or any tzedakah (foods, health products, books to donate). Some families choose to use live plants and then donate them to Temple Israel for planting. Families are also welcome to use the silk flower arrangements Temple Israel uses for events.

Sisterhood's Judaica Gift Shop can help you personalize your simcha. The shop can order ritual items, such as tallit, tefillin, and kippot and books that can help make your celebration particularly meaningful. Additionally, the shop can help you with invitations and provide a gift registry service for your child. We suggest you contact the shop at least six months in advance for invitations.

English Readings, Other Songs, etc.

We welcome creative additions to the service. If a student has an English reading, of their own or from another source, we can find an appropriate place in the service. All readings, songs etc., must be approved by the Rabbi.

Facilities

When using the synagogue for an event that is open to any member of the congregation, there is no facility usage charge. However some families prefer to host their Friday night dinner or Saturday evening celebration in the synagogue's social hall. The basic fees include the use of tables and chairs, set up and breakdown of the space, and custodial care during the event. For those events the following prices and guidelines apply:

- The Roth Social Hall Rental:
 - i. Temple Israel Members:
 - a. Roth Social Hall - Rental \$420 (for each separate event)
This rental fee includes four hours of security and two hours of custodial

service. Additional hours will be charge at a rate of \$20 each for security and custodial service.

ii. Non - Temple Israel Members

b. Roth Social Hall - Rental \$720 (for each separate event)

This rental fee includes four hours of security and two hours of custodial service. Additional hours will be charge at a rate of \$20 each for security and custodial service.

• The Rein Sanctuary Rental:

i. Temple Israel Members:

a. Rein Sanctuary - Rental \$520 (for each separate event)

This rental fee includes four hours of security and two hours of custodial service. Additional hours will be charge at a rate of \$20 each for security and custodial service.

ii. Non - Temple Israel Members

c. Roth Social Hall - Rental \$1,020 (for each separate event)

This rental fee includes four hours of security and two hours of custodial service. Additional hours will be charge at a rate of \$20 each for security and custodial service

• The Savage Chapel Rental:

i. Temple Israel Members:

a. Savage Chapel - Rental \$320 (for each separate event)

This rental fee includes four hours of security and two hours of custodial service. Additional hours will be charge at a rate of \$20 each for security and custodial service.

ii. Non - Temple Israel Members

d. Savage Chapel - Rental \$520 (for each separate event)

This rental fee includes four hours of security and two hours of custodial service. Additional hours will be charge at a rate of \$20 each for security and custodial service

- Small Meeting rooms would be available to TI members at no charge provided that space is available.
- Set-up and Clean-up costs are externally charged at \$20/hour and only TI approved vendors may be used.
- Food must be catered by Kosher caterers or prepared by individuals who have taken the Rabbi's cooking course.

Use of Kitchen:

- If food is prepared in the kitchen (i.e. baked, cooked, mixed, etc.), there is a daily charge of \$250.
- If the kitchen is used to hold food prepared elsewhere (i.e. a pre-approved caterer by Temple Israel prepares and brings in the food), there is no charge. There is a \$20/hour set-up and clean-up fee which is charged after the event.

Kashrut

Any meal that accompanies a lifecycle ceremony is seen as an extension of that mitzvah, hence its designation as a *seuda shel mitzvah*, a meal that extends the celebration. As such, it should reflect Temple Israel's standards. The key to understanding the importance of *kashrut* is that it extends the significance of the service and the presence of God throughout the entire celebration.

For the Friday night Oneg, the Shabbat morning Kiddush or any other party you may be having at Temple Israel, we are happy to help ensure it will be kosher. You may utilize the Sisterhood Catering Committee, or a caterer from the Synagogue's approved list, or inquire about the Rabbi's cooking course. Details regarding Friday night Oneg and the Shabbat morning Kiddush should be coordinated with the office no later than 3 months in advance of the date. The office is available to assist you with any questions you may have, e.g. number of congregants and guests, table set up, vendor access, etc..

Publicity

We proudly print a *bar/bat mitzvah* announcement and photo in the Bulletin and weekly Shabbat handout. Please submit your article, along with photo (preferably black and white) of the celebrant at least six to eight weeks prior to the *simcha* either via e-mail or in person to the front office.

We ask that you include a brief biographical sketch including school, hobbies, the names of parents, siblings and grandparents, and any other information you feel might enhance the sense of *mitzvah*. Please print your child's name on the back of the photo. The photo will be returned to you after printing. We also encourage you to send this article and a photo to The Heritage.

A Special Gift

Parents often want to give their child a special gift that will remain at the Synagogue. This can be accomplished by donating a new *siddur* at \$36 or a new *Chumash* at \$54 for Torah study in your child's name, which will be appropriately inscribed.

Commemorating the Simcha

There are several ways to extend the significance of the occasion beyond the ceremony. These include but are not limited to:

- *B'nai Mitzvah Gelt*
To show the Jewish value and importance of *tzedakah*, the b'nai mitzvah are encouraged to donate a portion of the money he/she receives to a worthwhile charity.
- *Contributions*
Make a contribution to any of our tzedakah or scholarship funds at Temple Israel.
- *State Of Israel Certificate*
The Israel Bond office has \$100 certificates redeemable for travel to Israel or for use in Israel.
- *Plant Trees In Israel*
Through the Jewish National Fund.
- *Mazon*
United Synagogue of Conservative Judaism encourages hosts of b'nai mitzvah parties to send 3% of the cost of the affair to MAZON, a Jewish sponsored project which helps the hungry in this country and throughout the world.

SIT BACK, WELCOME GUESTS, AND ENJOY THIS CELEBRATION OF LIFE!

APPENDIX B: Temple Israel Honor Sheet

Please indicate the family relationship to the Bar/Bat Mitzvah child and hand in or fax (407-647-8542) this sheet to the office ***Two Weeks Prior*** to event. Please print. Thank You.

Honors

Honor	Name(s)	Number of People	Relationship to BM Uncle, Cousin, etc.	Notes
Open/Close Ark		2 to 4		Start of the Torah service
Carry Torah		1		Processional
Hagbah (lift the Torah)		1		Needs strong arms and back
Gelilah (dress the Torah)		1		
Carry Torah		1		Recessional
Open/Close Ark		2 to 4		End of the Torah service
Prayer for our Country		1		May be non-Jewish
Greeters*		1 to 4		May be non-Jewish

If additional English honors are needed, please contact the Rabbi.

*Greeters selected will be in addition to Greeters designated by the synagogue.

Aliyot: Those who say the blessings over Torah reading. Men and women must wear a head covering and tallit. Up to two (2) people may share an aliyah.

Honor	Name(s)	Hebrew name Ploni ben Avraham v'Sarah	Relationship to BM Uncle, Cousin, etc.	Notes
Aliyah A				Usually Aliyah #4
Aliyah B				Usually Aliyah #5
Aliyah C				Usually Aliyah #6
Aliyah D				Usually the Jewish parent(s)/#7
Maftir			<i>SELF</i>	Reserved for the student

Torah Chanting: If members of the family other than the student would like to read from the Torah, please discuss this with the tutor at least 3 months prior to the event. Everyone who reads must do so from the scroll itself and not a printed text. Assistance is available. Everyone will be asked to demonstrate proficiency a week before the event.

Handout wording for sponsoring Oneg, Kiddush & Flowers:

Unless otherwise noted, all honorees must be Jewish and bar mitzvah age or older. Please be sure that the guests who are invited to ascend the Bima are dressed modestly and respectfully. (No miniskirts, shoulder baring dresses or outfits)

Procedure for Being Called to the Torah

It is our custom to approach the bima by the most direct route to show our eagerness. When we descend, we return to our seat by the longest route to show our reluctant departure from the presence of the Torah.

The honoree approaches the Torah table from the left side, then stands to the reader's right. The Torah reader points to the place where the reading begins; the honoree touches that spot with the corner of the tallit, kisses the corner and recites the first line of the bracha. The congregation responds by reciting the second line. The honoree repeats the second line, then continues through the first paragraph and stops.

As the Torah reader is reading, the honoree is holding the Torah with his/her left hand. The Torah reader chants a section from the Torah, and upon stopping points to where the reading ends. The honoree again touches that spot with the corner of the tallit, kisses the corner and recites the second bracha.

Upon the conclusion of the aliyah, the honoree moves to the side as directed by the gabbai and remains there during the following aliyah. After the following aliyah is completed, the honoree moves away from the Torah table, greets the others on the bima, and then descends and returns to his/her seat in the congregation.

BLESSINGS AT THE READING OF THE TORAH

(Before the reading of the Torah)

בְּרַחוּ אֶת־יְיָ הַמְּבַרֵּךְ.

Barchu et adonay hamevorach

(Congregation responds and then reader repeats)

בָּרוּךְ יְיָ הַמְּבַרֵּךְ לְעוֹלָם וָעֶד.

Baruch adonay hamevorach leolam vaed.

בָּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ

הָעוֹלָם, אֲשֶׁר בָּחַר בְּנוּ מִכָּל־

הָעַמִּים, וְנָתַן לָנוּ אֶת־תּוֹרָתוֹ,

בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruch atah adonay eloheynu melech ha-olam,
asher bachar banu mekol ha-amim, ve natan lanu
et torato. Baruch atah adonay, noteyn hatorah.

(The Torah is chanted. At its conclusion), say

בָּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ

הָעוֹלָם, אֲשֶׁר נָתַן לָנוּ תּוֹרַת

אֱמֶת וַחַיֵּי עוֹלָם נָטַע בְּתוֹכֵנוּ.

בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruch atah adonay eloheynu melech ha-olam,
asher natan lanu torat emet ve'chaye olam nata
b'tocheynu. Baruch atah adonay, noteyn hatorah.