



BAR/BAT MITZVAH HANDBOOK

Stephen Wise Free Synagogue

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Celebrating 100 Years

SWFS Staff Involved in Bar/Bat Mitzvah Preparation

I have a question about	Ext.	Email Address	Contact Person
Clergy meetings	Ext. 226	ariel@swfs.org	Ariel Groswerter, Assistant to Rabbi Hirsch
Date Assignment, Parasha Project, Family Bar/Bar Mitzvah Cohort Program, Photography/Videography, Programs, Community Service requirement, and other logistics for the day	Ext. 247	rkaufmann@swfs.org	Rena Kaufmann, Associate Director of Education
Kiddush and Oneg, Flowers, and Space Reservations	Ext. 223	dlevine@swfs.org	Donna Levine, Membership and Projects Coordinator
Bar/Bat Mitzvah Tutoring	Ext. 250	religiousschool@swfs.org	Cantor Joyce Gerber, Bar/Bat Mitzvah Tutor
Services and Honors	Ext. 237	dsinger@swfs.org	Cantor Dan Singer

Stephen Wise Free Synagogue Bar/Bat Mitzvah Handbook

(Updated as of Summer 2011)

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Dear Parents,

Mazal tov! You are about to embark on an important and exciting time in the life cycle of your family. The Bar/Bat Mitzvah ceremony marks a transformation in the role your child will play in the Jewish community. The Talmud (a collection of rabbinic teachings spanning the 2nd through 6th centuries) teaches us that until a child is 13 years old, their actions are the responsibility of their parent. After that age, however, they become responsible for their own actions. While we know that in practice, a 13 year old is not quite an adult, we use this ceremony to commemorate a new stage in your child's development. This is a time during which important discussions regarding their education and religious life can be shared with them. In *Pirkei Avot* ("Ethics of the Fathers, 2nd century CE), it is written "At thirteen, one is ready to do *mitzvot*." The Bar/Bat Mitzvah ceremony recognizes this shift in the role of the child and represents a major life cycle event in your child's journey towards becoming a Jewish adult.

Preparation for the Bar/Bat Mitzvah ceremony is an exciting process. The skills your child will learn will enable him or her to become a mature participant in synagogue life, and marks the beginning of Jewish adulthood.

We are pleased to provide this handbook in order to open the discussion and to help answer many of the questions that may arise as you plan your child's Bar or Bat Mitzvah ceremony. We hope you will find it useful as you embark on your journey. *B'hatzlacha* (good luck to you), and *Mazal tov!*

Sincerely,



Rena Kaufmann
Assistant Director of Education

SWFS Bar/Bat Mitzvah Service Policies

1. In conjunction with traditions of the Jewish people and the Reform Movement, a student must be thirteen years of age or older at the time of the scheduled service. Bar/Bat Mitzvah dates will be assigned during a student's Fourth Grade year and must fall after the child's thirteenth birthday.
2. A child's Bar/Bat Mitzvah will be scheduled as close as possible following a child's thirteenth birthday. If there are not enough weeks in a year to accommodate single service celebrations, **more than one student will share a Bar/Bat Mitzvah Shabbat service celebration.**
3. Bar/Bat Mitzvah dates are assigned only to those students who are enrolled in the SWFS Religious School and actively attend classes. Additionally, Bar/Bat Mitzvah dates are assigned only to those families who are members in good standing at SWFS.
4. If a student enters our program after the Fourth Grade, a Bar/Bat Mitzvah date will be given after discussion with synagogue staff. If additional learning is necessary, the family agrees that they must cover the costs of a supervised private tutor in order to accelerate the learning process for the student.
5. A Bar/Bat Mitzvah Service is scheduled in anticipation of each student's meeting of the Educational Requirements set out in the Parent's Handbook. *Regular attendance, acceptable behavior and satisfactory academic progress are required.*
6. The Bar/Bat Mitzvah fee will be billed one year prior to the Bar/Bat Mitzvah celebration and payable in three installments. This fee and all other obligatory SWFS fees, including but not limited to Annual Membership Dues and Religious School tuition, must be paid in full and current one hundred and eighty (180) days prior to the Bar/Bat Mitzvah service.
7. Each prospective Bar/Bat Mitzvah candidate and family is required to attend the Bar/Bat Mitzvah Cohort Family Education sessions beginning one year prior to the year of the Bar/Bat Mitzvah celebration. Each prospective Bar/Bat Mitzvah candidate is required to attend the full school year of instruction, regardless of the date of the service, to support fellow classmates and share the Jewish celebrations within our learning community. All autumn Bar/Bat Mitzvah students must enroll in Religious School for that year. *We also expect our celebrants to continue in our Religious Education program through graduation, which occurs at the end of Twelfth Grade.*
8. As a member of the Bar/Bat Mitzvah cohort, all students and families are strongly encouraged to attend one another's Bar/Bat Mitzvah services.
9. On most dates of the year, prospective Bar/Bat Mitzvah families will have the opportunity to rent the social hall and lower level spaces for a celebration. Families should contact the SWFS office at least 1 year prior to the celebration to request a hold and to review full rental terms.

Bar/Bat Mitzvah Quick View Timetable (Approximate)

(See following pages for more detailed explanations)

ONE YEAR BEFORE:

- Clergy Office will send you a letter to set up an appointment for the family to meet with Cantor Singer for initial meeting.
- Following meeting with Cantor Singer, begin tutoring with Cantor Gerber; this is scheduled once a week for one half hour. Cantor Gerber will contact you to set up the schedule.
- Bar/Bat Mitzvah Cohort Meetings: Cohort meets 6 times during the year prior to Bar/Bat Mitzvah celebration.
- Begin attending 8 Friday Kabbalat Shabbat services and 8 Shabbat morning services.
- Contact SWFS for questions about space rentals, welcome programs, and sponsorships.

WEEKS PRIOR TO CELEBRATION:

- Meet as a family and then four individual meetings each with Rabbi Hirsch and with Cantor Singer. Clergy Office will contact you to set up an appointment.
Rabbi Hirsch is available for meetings Monday through Wednesday between 3pm and 6:30pm.
Cantor Singer is available Monday and Tuesdays from 3pm-7pm and Wednesdays between 3pm and 4pm.
(These sessions are all in addition to Religious School and may not conflict with the student's RS hours)

SHABBAT MORNING, ONE WEEK BEFORE:

- The family is required to serve as Greeters for the service.
Please arrive by 9:30am. Rena Kaufmann will contact you about this date.

WEEK OF BAR/BAT MITZVAH:

- Please assign honors and bring to the rehearsal. (Explanation of honors found on page 11)
- Family rehearsal with the Cantor is typically held from 6pm-7pm on Tuesday evening. Clergy office will contact you to set up an appointment
- Photography: Families may take posed pictures prior to or following the family rehearsal or between 1pm and 4pm on Friday. Please be in touch with Rena Kaufmann to make these arrangements.

BAR/BAT MITZVAH WEEKEND

- FRIDAY NIGHT AT 5:45PM-Light candles and lead Shabbat blessings -(Please arrive by 5:30pm) Oneg will follow services.
- SATURDAY AT 10AM- Bar/Bat Mitzvah Service- (Please arrive by 9:30am) *Mazal tov!* Kiddush will follow services.

Bar/Bat Mitzvah Detailed Timetable:

ONE YEAR BEFORE:

The Bar/Bat Mitzvah is a continuation of the Jewish learning and lifestyle you and your family have already committed to. Our school is designed so that each year builds upon the previous years' experiences, making the transition to the Bar/Bat Mitzvah year a natural progression.

GUIDELINES FOR FACILITY USE FOR B'NAI MITZVAH

Scheduling of and arrangements for rentals of the facility are to be made directly with Donna Levine at 212-877-4050 x223 (SWFS rental office).

- A staff member must be present for all walk-throughs of SWFS space. Generally because of daily space usage, walk-throughs must be scheduled after 5 pm for Lower Level.
- Prices for space vary according to space, duration of time rental, etc. This will all be discussed at time of walk-through. Rental cost includes SWFS space with use of SWFS in house tables and chairs (SWFS has 150 chairs). SWFS will set up space with table and chairs according to approved floor plan selected by renter/caterer 10 days in advance of event.
- SWFS has a set of layout plans for the Social Hall and Women's Organization that have been filed with the City of New York. For safety reasons, floor plan must fall within guidelines of approved fire code plans. Sample floor plans can be obtained through rental office (x223).
- Room capacity is determined by the choice of approved layout per the Fire Code the City of New York and at no time can there be more than 400 people on the lower level including catering personnel, musicians, etc.
- SWFS is a smoke-free, peanut-free and nut-free facility.
- The Kitchen at SWFS is not strictly Kosher according to orthodox standards; however, the synagogue does acknowledge kosher guidelines in the following manner:
 1. No Pork, pork products and shellfish are ever permitted in the building.
 2. Caterers need not be kosher if serving dairy.
 3. No mixing of meat (poultry included) and milk / butter / cream / cheese products in the same meal
 4. If meat is served, it must be Kosher, either from a kosher caterer or the package must indicate "Kosher". When meat is served, all other food

served at that meal must also be from a kosher provider and must not contain dairy.

SWFS has a list of caterers that have worked here and are familiar with space.

- Caterer provides wait staff, set-up, tear-down and clean up on day of event. All linens, cutlery, utensils, glassware, dishes, etc are also provided by caterer.
- The space must be cleaned and all garbage (including bottles) must be removed from the premises by caterer: SWFS custodians will direct where the trash is to be placed. All rental areas must be left in the same conditions as found.
- Additional costs may occur for rental of AV equipment, kitchen usage and additional staff, either maintenance or security (because of size of event).
- Insurance certificates must be provided for all outside vendors i.e. caterers, party decorators, musicians, entertainment, etc.
- Insurance coverage must include comprehensive general liability, minimum one million (\$1million) for injury to any one person and 1 million (\$1million) for any one incident. SWFS must be listed as additional insured. An additional 1 million dollar (\$1million) if alcohol is served. If caterer is providing alcohol then alcohol rider falls under caterer policy. If private person (renter) is purchasing the alcohol, renter must provide the \$1million alcohol rider. Insurance certificates must be received by SWFS 10 days in advance of event.
- A refundable security fee of \$500 is required at signing of rental agreement.
- The B'nai Mitzvah fee includes one on one tutoring, materials, clergy meetings, family education, silk flowers decorating the bima, and as of February 2012, a high definition DVD recording. A basic Challah and Wine Oneg/Kiddush will be provided for Friday night and Saturday morning. Many families choose to sponsor the Oneg/Kiddush to mark the occasion as an act of tzedakah. To sponsor an Oneg and/or Kiddush, please call rental office, Donna Levine (x223).
- Silk flowers decorating the bimah are included in the B'nai Mitzvah fee. Sponsorship of fresh bimah flowers can also be arranged through the rental office for an additional fee. It is important to note, that bimah flowers can only be through the SWFS office because of allergies of Cantor and height restrictions of flower arrangements in front of pulpit on the bimah.
- Acknowledgement of all sponsorship is noted in the weekly Hashavua.

Rena Kaufmann (ext 247) handles all arrangements for your family's photo sessions, photography permits and videotaping of services.

- No flash photography is permitted during the service. A photographer (with no flash) may shoot pictures during the service from a designated area of the balcony only.
- On the Tuesday before the service, during the rehearsal OR on Friday afternoon before 4pm families are permitted to have a photo session. All photographers must submit a photography permit in order to be allowed to shoot at SWFS.
- Photography sessions may not be scheduled on Saturday mornings.
- A high definition DVD recording of each Bnai Mitzvah service is included in the Bnai Mitzvah fee commencing in February 2012. *Families may arrange for taping through SWFS for a fee of \$650 leading up to February of 2012.* Along with the opportunity for a high definition professional video recording, a family may request to have the service streamed on a public site for those unable to attend this special celebration.
 1. SWFS will only stream Shabbat morning services at a family's request 3 weeks prior to the service.
 2. Streaming on a public site is included in the fee. Streaming on a password protected site is available for an additional modest charge.

Please contact Rena Kaufmann (ext 247) to request videotaping and streaming.

NOTE: Effective July 1, 2011, private still standing video will no longer be permitted- only SWFS recording will be allowed.

- If your family would like to create a program for the Bar/Bat Mitzvah celebration, please be in touch with Rena (ext 247) to discuss the process. The program is created and printed by the family, and must be approved by Rena, at least one week prior to the celebration.
- SWFS accepts no liability or responsibility for damage or loss of personal property on its premises.

Formal Training

- Formal training begins approximately one year before the event, at which point Cantor Singer will meet with each student and their family to discuss an overview of the ceremony.
- Close to the meeting with Cantor Singer, you will be contacted by Cantor Gerber to begin formal tutoring. Cantor Gerber will evaluate the Hebrew skills of each student; discuss their Torah and Haftarah portions, and review prayers and blessings that will be chanted at the Service. These meetings require practice at home in advance of each meeting. Tutoring must be done by Cantor Gerber and is scheduled directly with her. Since our students continue to attend religious school classes, all tutoring is scheduled outside of religious school hours. *(If additional enrichment is necessary, the Religious School office will guide you through that process).*
- Students are required to participate fully in religious school and congregational experiences throughout the year. We require consistent attendance and participation in both Religious School and Bar/Bat Mitzvah tutoring.
- Each Bar/Bat Mitzvah must chant at least four sections of their Torah portion (12 verses), as well as 10 verses from their Haftarah.

Bar/Bat Mitzvah (BBM) Cohort Meetings

- All families celebrating a Bar/Bat Mitzvah will participate in a family educational cohort. The group will meet six times throughout the year prior to the Bar/Bat Mitzvah celebration (all information regarding this cohort will be sent out through the Religious School office). The Cohort meetings will help begin the discussion of the issues families face as they prepare for a Bar/Bat Mitzvah celebration.
- The **community service requirement** is discussed during the Bar/Bat Mitzvah Cohort meetings and our students are asked to complete **5 hours of community service along with a Cohort Project**. The Bar/Bat Mitzvah, along with his/her parents, will customarily send a portion of gifts received to a charitable organization. Additionally, you are encouraged to mark the occasion of this *simcha* with a contribution to the synagogue.

Service Requirement

- One year prior to a child's Bar/Bat Mitzvah celebration, the student **MUST** attend 8 Shabbat Friday night services and 8 Shabbat Saturday services – a total of 16 services at SWFS.
- Attendance at these services help students become familiar with the Service and comfortable with our community so that they are better able to serve as *shlichei tzibbur* (Service leaders). The intimate knowledge of the Shabbat morning liturgy, music, and order of the service are part of preparatory education that enables the Bar/Bat Mitzvah to lead active and rewarding Jewish lives. Additionally, as this is a full family event, parents join their children at Services, so that they also feel comfortable as part of our worship community. ***We encourage each family to attend the service where the child's Bar/Bat Mitzvah Torah portion will be read the year prior to their assigned date***

(please ask the Religious School office to help you figure out the date the Torah portion is read).

- Attendance at Rosh Hashanah and Yom Kippur Services does not count toward Service attendance requirements.

Ordering Kippot (yarmulke) or Tallit, and creating welcome program

- While not mandatory, we do encourage the use of these traditional symbols for all participants. If you would like suggestions of where to purchase these items for your family/community, please contact Rena Kaufmann. If you choose to create a program for this event, please be in touch with Rena Kaufmann for guidelines and requirements. **All programs must be approved by Rena Kaufmann and printed by the Bar/Bat Mitzvah family at least a week prior to the celebration.**
- You can order kippot and other Judaica from: <http://swfs.judaicabeautiful.com/>

WEEKS PRIOR TO CELEBRATION:

Meeting with the Rabbi

- The Rabbi will first meet with the family to discuss the Bar/Bat Mitzvah Torah portion and introduce the *D'var Torah*, speech, writing process.
- The Rabbi will then meet individually with each student approximately four times before the service to help the student finalize their *D'var Torah*.
- We encourage parents to engage in conversations with their child about their *D'var Torah*. We have found that children whose parents are more involved and supportive enjoy a far more meaningful experience.

Meeting with the Cantor

- The Cantor will meet with each student to review all the blessings, prayers, Haftarah and Torah reading.

SHABBAT MORNING, ONE WEEK BEFORE:

Greeter Requirement:

- One week prior to your child's Bar/Bat Mitzvah families are required to serve as greeters for the Saturday morning service. This responsibility includes: handing out the weekly *Hashavua*, prayer books, reminding guests to silence their phones and there is no photography, helping visitors find their way around the synagogue, and serving the Kiddush wine at the end of the service.

Special situations with parents and relatives:

- We are happy to work with you to create a ceremony appropriate to your family's specific needs.

WEEK OF BAR/BAT MITZVAH:

Honors for family and friends:

- Honors are determined prior to/during the final rehearsal with the Cantor, held on the Tuesday evening before the ceremony. This Handbook includes a list of possible honors and their explanations found on page eleven of this handbook, as well as an honors checklist on page thirteen. Early review of the options and requirements will help make the preparation process a smooth and comfortable one for all participants.

Final Rehearsal

- All Bar/Bat Mitzvah students will have a final rehearsal with Cantor Singer and Cantor Gerber one week prior to the celebration. Parents are asked to attend this rehearsal.

BAR/BAT MITZVAH WEEKEND:

Friday

- You will be invited to the *bimah* to conduct the lighting of the Shabbat candles at 5:45pm and the *Kiddush* ritual following the service. These are recited in Hebrew (available in transliteration). Both the Rabbi and the Cantor are ready to assist in your preparation; all necessary materials will be sent to you well in advance. Please arrive by 5:30pm.
- The *Oneg*, small nosh, including *Kiddush* and *Motzi*, will follow services.

Saturday

- The Bar/Bat Mitzvah student and parents should arrive by 9:30 am and services begin at 10am.
- At the Shabbat Morning Service, parents, other family members, and guests of the Jewish faith can be honored with an *aliyah*, which involves the reading or chanting of the blessings before and after a Torah reading (transliteration is available). The honor of opening and closing the ark is available for family members and guests of other faiths.
- Parents or other family members are invited to give a few words during the *tallit*, prayer shawl, presentation early in the service. These words may only be 2 minutes long and must be approved by Rena Kaufmann at least one week prior to the service.
- The *Kiddush*, including *Kiddush* and *Motzi*, will follow services.

ADDITIONAL EXPLANATIONS

The SWFS Perspective on Bar/Bat Mitzvah

Adapted from "Bar/Bat Mitzvah Handbook: A Manual for Parent and Student"

By the SWFS Ritual Committee

Becoming a Bar/Bat Mitzvah Is Enduring Only If It Takes Place Within a Context of Continued Jewish Growth. Becoming a Bar/Bat Mitzvah is not the experience of a lifetime. It is a lifetime experience, a state of being that remains with us throughout our lives. Indeed the true meaning of the life cycle event comes not on the day a person becomes a Bar/Bat Mitzvah but in the days and years that follow. In other words, becoming a Bar/Bat Mitzvah should be thought of as a Jewish

“commencement,” marking not an end but a beginning—a **beginning of a lifetime of *mitzvot*, a beginning of a lifetime of learning.** As such, it is our firm belief that the Bar/Bat Mitzvah celebration is validated and enhanced by a commitment to continue religious education through Graduation from our Upper School program and participation in our Youth Group (SWFSTY).

Bar/Bat Mitzvah is About the Acceptance of Responsibility. This is the bottom line of becoming a Bar/Bat mitzvah. It’s not about acquiring the skill of *k’riah*: “the reading of Torah.” Rather, it’s about acquiring the skill of responding to a challenge: a *mitzvah*. This is how Judaism defines maturity.

Bar/Bat Mitzvah is a Community Observance. It is not by coincidence that we choose to hold this initiation ceremony in public. To be a Jew means to live within a covenantal relationship—not only with God but with other Jews as well. Bar/Bat Mitzvah marks the entry of the child into the community as a full-fledged member. The awarding of an *aliyah*, (being called to the Torah) is a gift of the Jewish people. For this reason, the marking of the child’s coming of age takes place in the synagogue—our communal home.

Parasha Project and The Family Bar/Bat Mitzvah Cohort

Students preparing for Bar/Bat Mitzvah are required to complete the *Parasha* Project and the Family Bar/Bat Mitzvah Cohort meetings.

The *Parasha* Project is a semester long project to be completed in the fifth grade year. During this year the student will be presented with the English and Hebrew texts of their *Torah* and *Haftarah* portions (their *Parasha*), along with guiding questions. The students will begin study of these texts and will prepare a lesson to teach the rest of their class about their portion.

The Bar/Bat Mitzvah Cohort meetings will meet during the year prior to the Bar/Bat Mitzvah celebration. The Cohort meetings will help create a close knit community of learners/families who are all on the same path studying towards becoming a Bar/Bat Mitzvah. The entire family is required to attend these meetings as a way to prepare them for the celebration itself, along with understanding the true meaning of becoming a Bar/Bat Mitzvah. These meetings will prepare families for participation in social action and social services, engage families in experiencing aspects of Shabbat together, such as lighting Friday night candles or saying the *Kiddush* (blessing over the wine) and *Motzi* (blessing over the challah bread) at dinner. These meetings will also encourage families to take the time to look at their own family tree and history and their connection to Judaism.

The cohort will reflect on the traditions and rituals of a Bar/Bat Mitzvah and will explore the following questions:

1. In what ways is the Bar/Bat Mitzvah meaningful to our family?
2. What are some special ways that our family can make the Bar/Bat Mitzvah more personal/relevant/meaningful?

3. Is 13 an appropriate age to be considered an adult? Should the ceremony take place at some other age? How do we understand the meaning of this event in light of the age of the participant?
4. What concerns do we have? Are there theological difficulties to discuss within your family and/or with the Rabbi? Are there financial and/or logistical issues? Are there concerns about commitment of time and attention? Please know that there are resources to help you through the difficulties that may arise during the year. Sometimes it is through discussion of the difficult questions that we are able to come to a deeper appreciation of the meaning of the day.
5. What programming does Stephen Wise Free Synagogue offer to help you fulfill your new obligations as a Jewish adult after the Bar/Bat Mitzvah?
6. SWFS considers the Bar/Bat Mitzvah as more of a “driver’s license” than a “diploma.” What does this mean to you?
7. Consider your family’s educational goals: What is your next step? For example: SWFS High School, Youth Group, attending Services, holding and attending Shabbat dinners, volunteering at the SWFS Shelter or Emergency Food Program.

A Short Introduction to some Blessings and Honors

Provided by the SWFS Ritual Committee

Blessing over the Candles A very ancient practice going back before Talmudic times, the blessing over the candles is traditionally recited at home, but today is recited in many synagogues to open Shabbat and holiday evening services. Although a blessing always precedes the act of being blessed, the blessing over the Shabbat candles is an exception. Because Shabbat observance precludes the making of fire, the candles have to be lit before Shabbat—that is, before Shabbat is declared by the blessing. Some sources suggest that the custom of closing one’s eyes while reciting the blessing ensures that the person reciting the blessing doesn’t enjoy the blaze of Shabbat light until it is officially Shabbat. At least two candles are lit, to fulfill the fourth commandment *zachor* (“Remember the Sabbath day to keep it holy” in Exodus (*Sh’mot*) 20:8) and *shamor* (“Observe the Sabbath day, to keep it holy” in Deuteronomy (*D’varim*) 5:12). Some families light a candle for each member. If candles are lit at home, they should be allowed to burn themselves out and should not be removed once lit.

Kiddush The drinking of wine marks every Jewish celebration, and Shabbat is no exception. *Kiddush*, the blessing over wine, is recited before Shabbat dinner to sanctify Shabbat and to recall creation. It is often recited in synagogue too, for the benefit, some say, of those who can’t afford wine or for visitors who would not be eating Shabbat dinner at home. People usually stand during *Kiddush*, and a sip of wine should be taken after the recitation. *Kiddush* is also recited before the eating of refreshments served after the Shabbat morning service; it is often preceded by the singing of *v’shamru*. Again, the wine should be drunk right after the blessing has been recited.

HaMotzi Before eating bread—*challah* on Shabbat—and thus starting the meal, *HaMotzi* is recited. Again, this is a home blessing, but it is often said in synagogues at Shabbat evening services and at the morning *Kiddush*. The practice arose from the belief of the Rabbis that a person should not

enjoy the good things of life without saying a blessing. After the recitation it is customary to eat a piece of challah, which many people tear rather than cut, from the loaf. In some homes there are two challot on Shabbat, to recall the double portion of manna the Israelites gathered on the sixth day during their forty years in the desert. As salt accompanied the bread on the priestly altar in the Temple, some people sprinkle the challah with a little salt (“You shall season your every offering of meal with salt” in Leviticus (*Vayikra*) 2:13).

Hagbah and G'lilah In the Ashkenazic tradition, following the Torah reading the scrolls are lifted on high (“*hagbah*,” to make high) and are displayed to the entire congregation. At Stephen Wise Free Synagogue the Rabbi often performs *hagbah*, but the honoree may. When the Torah is held up, the entire congregation rises and proclaims: “*vzot ha-torah asher sam Moshe lifnai b'nai Yisroel al pi Adonai b'yad Moshe*” (This is the Torah that Moses placed before the children of Israel from the mouth of God in the hand of Moses). After the Torah has been displayed to the congregation, the person who performed *hagbah* takes a seat and holds the Torah upright while the person who is performing *g'lilah* rolls and binds the Torah. At Stephen Wise Free Synagogue the Rabbi or Cantor sometimes bind the Torah. The honoree then puts the mantle over the Torah, replaces the breastplate, and hangs the *yad* (“hand” or pointer) over one handle. The *keter* (crown) or finials (*rimmonim*, literally, pomegranates) are then fitted over the handles, and the Torah is fully dressed. The Rabbi takes the Torah and places it in the Torah holder.

Aliyah laTorah The word *aliyah* means “ascent” and in the context *aliyah laTorah* signifies both the physical and spiritual going up to recite the blessings and read the Torah. The Torah has been read from an elevated platform since ancient times. Scholars believe the reading of the Torah dates from the first half of the third century BCE. Writing in the first century CE, both Josephus, the Jewish-Roman historian, and Philo, the Alexandrian Jewish thinker, refer to public reading as an ancient practice. The Rabbi calls the honoree to the *bimah*, often by his or her Hebrew name. Tradition suggests that the honoree go up to the *bimah* by the shortest route and return by the longest, indicating eagerness to read Torah and desire to prolong the reading. After reciting the blessing after the Torah reading, the honoree remains on the *bimah* throughout the next *aliyah* and Torah reading. The person chanting the Torah (*baal korei*) traditionally wears a *tallit* and kisses the margin of the reading with its fringes, an optional practice in Reform Synagogues. Congregants often greet and congratulate the person returning from an *aliyah* or any honor with the words “*yasher koach*” (“may your strength increase”).

Bar/Bat Mitzvah Honors Checklist

The family of the Bar/Bat Mitzvah may choose certain members of their family or distinguished guests that they would like to honor. This is a list of traditional honors to be given during the ceremony. The cantor can be informed of your choices during your rehearsal on the Tuesday before your ceremony. Please make sure to give any honorees plenty of notice so that they can familiarize themselves with what is expected of them.

A note about the Torah Portion and the *aliyot*: As explained on page 15, the *aliyah* is the “going up” to the Torah to recite the blessings before and after the Torah reading. The Torah reading is done by the Bar/Bat Mitzvah. Other family members or guests are invited to recite the *aliyot*.

SWFS - BAR/BAT MITZVAH HONORS		
FAMILY NAME(S)		
BM DATE		
BM HEBREW DATE		
BM ENGLISH NAME		
BM HEBREW NAME		
Hebrew name of BM, bar/bat Hebrew name of father and/or mother		
<u>FRIDAY HONORS</u>		
CANDLES		
Family arrives 15 minutes prior to service to light candles together with the rabbi & cantor.		
KIDDUSH		
Join the clergy for Kiddush immediately after services to help lead the blessing.		
<u>SATURDAY HONORS</u>		
TALLIT PRESENTATION YES _____ NO _____		
TALLIT PRESENTER(S)		
ARK OPENER(S)		
ARK CLOSER(S)		
ALIYOT	ENGLISH NAMES OF PARTICIPANTS	RELATIONSHIP
1		
2		
3		
4		
*ALL PEOPLE RECITING ALIYOT OR PRAYERS MUST BE JEWISH.		

TORAH DRESSERS		
<u>NAME OF TORAH PORTION -</u>		
PLAUT COMMENTARY PAGE NUMBER(S) -		
<u>NAME OF HAFTARAH PORTION -</u>		
PLAUT COMMENTARY PAGE NUMBER(S) -		
ADDITIONAL INFORMATION:		
ON THE BIMAH – PRESENTER OF GIFTS:		
ADDITIONAL PRAYERS OR SONGS BY BM (IF ANY):		

SWFS - BAR/BAT MITZVAH HONORS FOR SHARED CELEBRATIONS		
FAMILY NAME A	FAMILY NAME B	
BM DATE		
BM HEBREW DATE		
BM ENGLISH NAME A	BM ENGLISH NAME B	
BM HEBREW NAME A	BM HEBREW NAME B	
Hebrew name of BM, bar/bat Hebrew name of father and/or mother- FAMILY A		
Hebrew name of BM, bar/bat Hebrew name of father and/or mother- FAMILY B		
<u>FRIDAY HONORS</u>		
CANDLES A	CANDLES B	
Family arrives 15 minutes prior to service to light candles together with the rabbi & cantor.		
KIDDUSH A	KIDDUSH B	
Join the clergy for Kiddush immediately after services to help lead the blessing.		
<u>SATURDAY HONORS</u>		
TALLIT PRESENTATION: YES ____ NO ____	TALLIT PRESENTATION: YES ____ NO ____	
TALLIT PRESENTER(S) A	TALLIT PRESENTER(S) B	
ARK OPENER(S) A	ARK OPENER(S) B	
ARK CLOSER(S) A	ARK CLOSER(S) B	
ALIYOT- FAMILY A	ENGLISH NAMES OF PARTICIPANTS	RELATIONSHIP

1		
2		
3		
4		
ALIYOT- FAMILY B	ENGLISH NAMES OF PARTICIPANTS	RELATIONSHIP
1		
2		
3		
4		
*ALL PEOPLE RECITING ALIYOT OR PRAYERS MUST BE JEWISH.		
TORAH DRESSERS A	TORAH DRESSERS B	
<u>NAME OF TORAH PORTION -</u>		
PLAUT COMMENTARY PAGE NUMBER(S) A -	PLAUT COMMENTARY PAGE NUMBER(S) B -	
<u>NAME OF HAFTARAH PORTION -</u>		
PLAUT COMMENTARY PAGE NUMBER(S) A -	PLAUT COMMENTARY PAGE NUMBER(S) B -	
ADDITIONAL INFORMATION:		
ON THE BIMAH – PRESENTER OF GIFTS:		
ADDITIONAL PRAYERS OR SONGS BY BM (IF ANY):		

Charitable Organizations to Donate to in honor of your child's Bar/Bat Mitzvah

HELP SWFS

SWFS Next Step Men's Shelter: The SWFS Homeless Shelter works in conjunction with the Department of Homeless Services to provide shelter for ten men, five nights a week, nine months of the year. Our goal is to provide a warm, caring, and safe environment for these men who are in a transitional period in their lives; providing not only a place to sleep, but also support and encouragement.

SWFS Emergency Food Program: Every Saturday morning, SWFS volunteers prepare hot chocolate, and add fresh fruit and whole grain bread to our prepared non-perishable food packages and give them to anyone in need. Our guests represent a wide range of ethnic, racial, age, and gender categories.

HELP OTHERS:

JNF: The Jewish National Fund is a charitable organization specializing in development of Israeli land and infrastructure, especially planting trees. Visit www.jnf.org for more information.

Magen David Adom USA: MAGEN DAVID ADOM is Israel's National Emergency Medical Service, with over 200 emergency medical care centers located throughout Israel.

It is Israel's only First Aid and Paramedic Training Program, offering courses in lifesaving throughout the Nation. To ensure the safety, security and well-being of the People and State of Israel, well into the 21st century and beyond, MAGEN DAVID ADOM has initiated EMS (Emergency Medical Service) Telecommunication System.

Contact: 8930 Gross Point Road, Suite 800 Skokie, IL 60077 USA

Telephone: 847-583-0664 Toll-Free: 866-583-8539 Fax: 847-583-8556

DOROT: DOROT is a Hebrew word meaning "generations." DOROT's mission is to enhance the lives of Jewish and other elderly in the Greater New York City Metropolitan area through a dynamic partnership of volunteers, professionals, and elders; to foster mutually beneficial interaction between the generations; and to provide education, guidance and leadership in developing volunteer-based programs for the elderly nationally and internationally.

To connect with DOROT, call 212-769-2850 or e-mail us at info@dorotusa.org

For information on Programs for seniors, ask for a social worker or seniors@dorotusa.org .

For information on Youth Volunteer Services, ask for youth volunteer services or youth@dorotusa.org

Helpful websites:

<http://www.cityharvest.org/>

www.kidsforcommunity.org

<http://www.dosomething.org/>

www.mazon.org

Books and Resources for Families

The Bar/Bat Mitzvah ceremony provides an opportunity for parents and children to talk about the Jewish values and observances that are meaningful to them. Studying together will help that conversation happen. Listed below are some helpful resources. Most of the books may be found in the Rabbi Edward E. Klein Memorial Library at SWFS.

- *Bar/Bat Mitzvah Basics: A Practical Family Guide to Coming of Age Together.* Cantor Helen Leneman, editor
- *The Bar/Bat Mitzvah Survival Guide.* Randi Reisfeld
- *Bat Mitzvah: A Jewish Girl's Coming of Age.* Barbara Diamond Goldin
- "Making it Count: A Covenant for Becoming a Bar/Bat Mitzvah" a ten-page study guide, focuses on four Jewish values that are specific to becoming a Bar/Bat Mitzvah: *Talmud Torah*, lifelong learning; *avodah*, service to God; *mitzvot*, commandments; and *kehillah*, community. It can be downloaded at: <http://urj.org/worship/bneimitzvah/>
- *Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Child's Bar or Bat Mitzvah.* Rabbi Jeffrey K. Salkin
- *For Kids—Putting God on Your Guest List: How to Claim the Spiritual Meaning of Your Bar/Bat Mitzvah.* Rabbi Jeffrey K. Salkin
- *Whose Bar/Bat Mitzvah Is This Anyway? A Guide for Parents Through a Family Rite of Passage.* Judith Davis



People

1. **Bar Mitzvah:** “A Son of the Commandment” refers to a Jewish male who at 13 years of age accepts the rights and responsibilities of Jewish adulthood.
2. **Bat Mitzvah:** “A Daughter of the Commandment” similarly refers to a Jewish female who at 13 years of age accepts the rights and responsibilities of Jewish adulthood.
3. **B’nai Mitzvah:** The plural of *Bar Mitzvah*.
4. **B’not Mitzvah:** The plural of *Bat Mitzvah*.
5. **Rabbi:** The spiritual leader and teacher of the congregation.
6. **Cantor:** An individual trained and invested to lead the singing and chanting at the prayer Services.
7. **Shaliach Tzibur:** Service/prayer leader.
8. **Shlichei Tzibur:** Plural of Shaliach Tzibur.

Places

1. **Bimah:** A platform or dais from which the prayer service is conducted.
2. **Aron HaKodesh:** “The Ark of Holiness” in which the Torah scrolls reside.

Honors

1. **Aliyah:** On Shabbat morning Services several people are “called up” to the Bimah to recite a blessing before and after the reading of each Torah portion.
2. **Aliyot:** The Plural of Aliyah.

Objects and Rituals

1. **Siddur:** The Prayerbook
2. **Sefer Torah:** The handwritten scrolls of the Five Books of Moses which are housed in the “Ark of Holiness.”
3. **Haftarah:** A portion from the Prophets, the second section of the Bible. The *Bar/Bat Mitzvah* chants the Prophetic section following the Torah reading.
4. **Yad:** a ritual implement, usually in the shape of a finger, used as a guide in the reading of the Torah.
5. **Tallit:** a ritual prayer shawl with fringes (tzitzit) which may be worn during all daytime prayer services to remind Jews of the Biblical Commandments.
6. **Kippah or Yarmulke:** Ritual head covering worn during services.
7. **Parasha:** A portion of the Torah that is read on Shabbat.
8. **Torah:** The Five Books of Moses, which is the first section of the Bible. The books are: Genesis, Exodus, Leviticus, Numbers, and Deuteronomy.
9. **Shabbat:** Sabbath, the seventh day of the Jewish week, when we celebrate our uniqueness as free persons and are able to separate ourselves from the work week. Shabbat begins at sundown on Friday evening and ends at dark on Saturday evening.
10. **Oneg Shabbat:** The celebration following Friday evening Services.
11. **HaMotzi:** Blessing over the bread. On Shabbat a special “challah” is used.
12. **Kiddush:** Blessing over the wine. This also refers to the celebration with wine and cake following the Shabbat morning Service.
13. **Shehechianu:** This blessing is recited at moments of great joy, such as the *Bar/Bat Mitzvah*.
14. **Seudat Mitzvah:** The special meal in honor of the *Bar/Bat Mitzvah* or celebrating the fulfillment of other *mitzvot*.
15. **Havdalah:** Service which bids farewell to Shabbat. It is recited just after the appearance of three stars in the sky Saturday evening.

PHOTOGRAPHY PERMIT APPLICATION

Company Name _____

Photographer Name _____

Address _____

Phone _____ Email _____

Cell _____ Fax _____

Name of family you are
photographing at this time _____ Date of event _____

REQUIREMENTS

- Permit Application fee of \$56 and CERTIFICATE OF INSURANCE (naming Stephen Wise Free Synagogue as additional insured on a general liability policy) for the calendar year July 1, 2011-June 30, 2012.
- **No flash photography is permitted** on the premises on Saturday mornings
- All photographs **must be taken from the center of the balcony** during the service. The photographer and assistants, if any, **must stay on the balcony in this position only** and may not move to the sides of the balcony. Photographers should remain seated and camera must be stationed through balcony railings.
- Flash photography is permitted **only during the scheduled photo session** with the family prior to the celebration date. No posed photo sessions are permitted on Saturday.
- Food and drink are NOT permitted in the sanctuary or on the balcony at any time.
- If requirements are not fulfilled, you will have one warning and following that warning, will not be permitted to return as a photographer at SWFS for a period of 2 calendar years.

I hereby certify that the above information is complete and correct and agree to all requirements set forth.

SIGNATURE

Date

