

SUGGESTED PROVIDERS LIST

Florists

Mille Fiori (Joseph Vitale)	317.637.6144
Palmer-Kelly Design (Shane White)	317.923.9903
Gilbert Flower Shop	317.876.0944
Andrews Florist	317.875.3030
Coby Palmer Designs	317.253.7160
McNamara Florist	317.

Invitations

Robin Sachs	317.580.1818
Great Cooks & Co. (Nancy Landman)	317.290.7046
Events In Ink (Michelle Connell)	317.844.4177
By Invitation Only	317.251.8094

Centerpieces

Anne Smeltzer's Interiors	317.815.8513
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Kippot

Mazal Skull Cap Corp.	718.435.3288
Miriam Religious Manufacturing	800.221.9424
Weinfeld Skull Cap Co.	212.254.9260

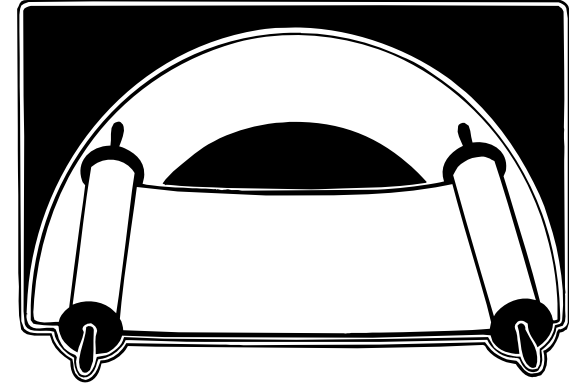
Photographers

Goldberg Photography (David Cohen)	317.842.0685
Sue Huffer	317.254.8223
Scott Romer	317.255.6233
Steve Shorr	317.846.4572
Appletree	800-844-1250

Caterers

Great Cooks & Company	317-290-7046
Dori Blustein	317-
CST Sisterhood	317-

Congregation Shaarey Tefilla



Bar/Bat Mitzvah Handbook

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Arnold L. Bienstock, Rabbi
S. Anne Burcham, Administrator

Congregation Shaarey Tefilla

Mazal Tov! Your family is about to experience one of the most joyous, important, and memorable events in the life of a Jew. We want to ensure this is a special day for the entire family. This Bar/Bat Mitzvah handbook will guide you and your child as you prepare for your upcoming *simcha* at Congregation Shaarey Tefilla. Please feel free to contact Rabbi Arnold Bienstock or S. Anne Burcham, Synagogue Administrator, with your questions.

Our goal is to make this day as special and memorable as possible for your family and your child. We are sensitive to children with learning and emotional disabilities. They are welcome to participate based on their ability.

Best wishes from all of us at Congregation Shaarey Tefilla on your upcoming *simcha*.

- Reserve babysitting service through synagogue (optional).

1 Month in Advance

- Record Hebrew names of people being given aliyot on the Honors List Form, review it with the rabbi, and then return the completed form to the synagogue office.
- Make sure that all participants are familiar with their honors.
- Arrange with the synagogue for pictures to be taken in the sanctuary during the week before the bar/bat mitzvah (optional).
- Give the caterer the final count for Oneg Shabbat, Kiddush, and/or luncheon. *An additional 25 for members of the congregation who may choose to stay for Kiddush and lunch should be added to your final count.*
- You are responsible for set-up and clean-up of the event. Please make sure that you have assistance by either hiring someone, or recruiting friends or family members to help you.

1 Week in Advance

- Have pictures/videos taken in the sanctuary, if desired.
- Final rehearsal with the rabbi for the bar/bat mitzvah.

Friday before the Bar/Bat Mitzvah Day

- Make sure flowers, kippot, food, and any additional materials are delivered to the synagogue before 2 p.m.
- Make sure social hall is decorated and set for the Oneg Shabbat, Kiddush, and/or luncheon.
- Make sure all the food is ready.
- Come to Kabbalat Shabbat services at 6:30 p.m.
- Light Shabbat candles.
- Maintain the holiness of the Shabbat by a Shabbat dinner in your home or the synagogue.

Shabbat Morning

- Arrive at Shaarey Tefilla at 8:45 a.m. for services.
- Mazel Tov! Relax and enjoy yourselves!

BAR/BAT MITZVAH CHECKLIST

12–18 Months in Advance

- Reserve the Shaarey Tefilla social hall, kitchen, and other spaces you plan to use during the event.
- Select and reserve a caterer.

12 Months in Advance

- Meet with the rabbi to determine the bar/bat mitzvah’s Hebrew knowledge level and to discuss the bar/bat mitzvah process.
- Discuss the schedule for initial lessons with the rabbi. Subsequent lessons will be arranged on an ongoing basis.

9 Months in Advance

- If you do not already attend services on a regular basis, begin attending Shabbat evening and morning services as a family so that everyone becomes familiar with the services. *Attendance, at a minimum, is 10 Friday evening and 10 Saturday morning services over the course of this period.*

6 Months in Advance

- Order invitations.
- Order kippot.
- Order benchers (Grace After Meals books) – optional

2 Months in Advance

- Make sure all financial obligations are up-to-date.
- Finalize plans with the caterer for food for the Oneg Shabbat and Kiddush (and/or luncheon).
- If you are doing the cooking and preparations yourself, or if the caterer will be doing it at the synagogue, let the office know the days and times you will need to use the kitchen so that a mashgiach can be arranged.
- Make arrangements for flowers for the bimah, if desired.
- Prepare D’var Torah and parents’ speeches.
- Send out invitations.

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INTRODUCTION

What is a bar/bat mitzvah?

While the terms bar mitzvah and bat mitzvah, respectively, mean “son and daughter of the commandment,” in truth they connote obligation and responsibility. When a boy or girl reaches the age of 13 years plus one day, according to the Jewish calendar, he/she automatically becomes a bar or bat mitzvah. At that age, the young person assumes those responsibilities and obligations as his/her own.

The bar/bat mitzvah meal

Jewish tradition has a special name for a meal that is served in conjunction with a religious occasion—*seudat mitzvah*, which is an extension of the mitzvah. It should be kosher.

EDUCATION AND TRAINING

A bar/bat mitzvah candidate is required to have successfully completed four years of educational training at a Jewish day school or an afternoon Hebrew school. All b’nai mitzvah must complete the religious school year in which their bar/bat mitzvah occurs.

It is assumed that students read Hebrew accurately before beginning bar/bat mitzvah training.

BAR/BAT MITZVAH TRAINING AND REQUIREMENTS

The rabbi (or tutor) works with each bar/bat mitzvah candidate beginning approximately nine months prior to the service. The rabbi will prepare the student for his/her participation in the service by meeting with the student on a weekly basis. The progression of learning during bar/bat mitzvah tutoring sessions is: a) the Torah blessings, b) the Haftarah blessings and Haftarah trope; and c) the Haftarah. All students will receive a CD recording of these, which

All dues and financial obligations must be paid-in-full to-date 60 days before the date of the bar/bat mitzvah.

Any family that wants to use the social hall and the kitchen for a luncheon or dinner must pay rental fees. The mashgiach fee is separate, at an hourly rate. For all events, including Kiddush, there are charges for the use of the facilities (see separate Rental Fee schedule). *The setup and cleanup are the responsibility of the family.*

If there are guests with infants and toddlers, the family should engage professional babysitters. The office will assist you with a sitter service, and the family will be invoiced or can pay the sitters directly.

REMEMBERING YOUR SYNAGOGUE

It is customary to mark a bar/bat mitzvah by offering a contribution to the synagogue in honor of the occasion. A special ritual object is an appropriate contribution. Often, the bar and bat mitzvah families for a given calendar year choose to present a group gift to the congregation instead of, or in addition to, individual gifts. A beautiful way to remember this special day is by inscribing a leaf on our Tree of Life.

While there is no specific fee for bar/bat mitzvah training, the rabbi puts many hours into preparing each and every bar and bat mitzvah student at Shaarey Tefilla. It is fitting to offer an honorarium to the rabbi in honor of this event in the life of the bar/bat mitzvah. A usual contribution to the Rabbi’s Discretionary Fund is \$300–\$500.

SYNAGOGUE ETIQUETTE AND REQUIREMENTS

The sanctity of Shabbat is upheld during bar/bat mitzvah celebrations at the synagogue. Photography, autographing a guest book or souvenir poster, handling money, and lighting candles are prohibited. Music, such as a band or a DJ, is not allowed on Shabbat.

Smoking or using the telephone is not permitted on Shabbat. Guests are requested not to bring gifts, cell phones, or beepers into the synagogue on Shabbat.

All children are expected to be in the sanctuary during the service. Children may not roam the hallways, congregate in the bathrooms, or be elsewhere in the building. Parents must monitor their children at all times.

A special section at the front of the synagogue is designated for the friends of the bar/ bat mitzvah.

Though photographs and videos are not permitted on Shabbat, these may be taken in the synagogue during the week prior to or following the event. Arrangements should be made with your photographer and the synagogue office.

It is advisable to speak with your guests before the service, sharing our policies with them. A brief pamphlet explaining the service is available in the office. Etiquette guides are included in the program distributed at the Shabbat morning services.

FINANCIAL OBLIGATIONS

For the bar/bat mitzvah to be scheduled, the family must be members in good standing at Shaarey Tefilla for three years prior to the date of the bar/bat mitzvah. Those families who do not have the requisite time of membership may fulfill this requirement by pledging themselves to membership for the requisite number of future years.

they are expected to master within 3 months from the beginning of their training.

Additionally, the bar/bat mitzvah student will lead the Torah service, the prayers of **Ashrei**, Ein Keloheinu, Aleinu, Adon Olam, as well as the Kiddush and Motzi. The bar/bat mitzvah will also recite the Kiddush on Friday evening and participate in that service as well.

Gifted students will learn other parts of the service. The bar/bat mitzvah may chant the Musaf and the Friday Evening Services. Exceptional students also may read additional aliyot from the Torah or chant the Shabbat morning service.

Family members are encouraged and welcome to participate in the reading of the Torah and the chanting of services.

B'nai mitzvah students are required to attend adult religious services regularly during the nine months prior to the bar/bat mitzvah service. *Minimum requirements include 10 Kabbalat Shabbat services and 10 Shabbat morning services.* **Additionally, students are required to attend six b'nai mitzvah programs throughout their training.** At least one parent is required to attend services with their child so that they are also familiar with services at Shaarey Tefilla. Boys and girls will be instructed how to put on a tallit and tefillin and say the appropriate brachot (blessings).

Each student will learn the significance of his or her Torah selection and Haftarah, **working with his/her own tutor. Each student will work one-on-one with the Rabbi to master Friday evening and Shabbat morning services.** The bar/bat mitzvah's speech should be a D'var Torah reflecting what the Haftarah or Torah selection means and its relevance to contemporary Jewish life.

SCHEDULING THE BAR/BAT MITZVAH

When your child approaches his/her 11th birthday, please contact the synagogue office requesting a bar/bat mitzvah date. The date of

the bar/bat mitzvah is determined according to the student's birth date on the Hebrew calendar.

A bar or bat mitzvah takes place no earlier than the 13th Hebrew birthday plus one day. Any child, unable to fulfill these requirements, may be a bar or bat mitzvah on a Monday or a Thursday morning, or other service where the Torah is read.

THE BAR/BAT MITZVAH DAY

Bar/bat mitzvah families are expected to attend the Friday evening service prior to the bar/bat mitzvah morning and to provide refreshments for the Oneg Shabbat. Usually, the Oneg Shabbat is simple and consists of challah, fruit, nuts, and cookies or cake. Following the Oneg Shabbat, you may want consider having a Shabbat evening dinner at Shaarey Tefilla for your out-of-town guests.

The family may provide flowers for the bimah, if desired. Flowers and kippot must be delivered to the synagogue on Friday afternoon before 2 p.m. and should not be removed until after Shabbat ends on Saturday night.

Shabbat services begin at 9 a.m. on Saturday. Families should arrive at the synagogue by 8:45 a.m. All males in the synagogue are required to wear kippot. Shaarey Tefilla requires women to wear a head covering if they will ascend to the bimah. All Jewish males over the age of bar mitzvah are expected to wear a tallit.

All those called to the bimah for an aliyah or for an honor must be Jewish. Any members of the family, regardless of their faith background, may share personal remarks *after* the conclusion of the service.

The bar/bat mitzvah family is encouraged to designate aliyot and English readings for family members and friends. Among the available honors are Ark openings (non-speaking), lifting and dressing of the Torah (non-speaking), and seven aliyot. Those who are receiving such honors should be notified ahead of time.

Transliterations of the Torah blessings are available in the office.

The English and Hebrew names of those being called for aliyot and the English names of all others receiving honors should be submitted to the synagogue office one month before the bar/bat mitzvah (see the separate Honors List form). The full Hebrew names consist of a given name, the father's given name, and whether the father is (was) a Kohen, a Levi, or an Israelite. Names of mothers may be listed if desired.

Prior to the Torah service, the parents will ascend the bimah to present a tallit to the bar/bat mitzvah (if the young woman chooses to wear the tallit). Following the presentation, the bar/bat mitzvah will pronounce the blessing over the tallit.

At the proper time, the bar/bat mitzvah recites the Torah blessing, the Maftir, and the concluding Torah blessing. The bar/bat mitzvah then recites the blessings preceding the Haftarah, the Haftarah, and the concluding blessings. Shaarey Tefilla does not permit candy to be thrown during the service.

A brief D'var Torah is then given by the bar/bat mitzvah about the significance of the selection. Following the conclusion of the service, the parent(s) ascend the bimah and offer their personal remarks to their child. The rabbi then addresses the bar/bat mitzvah and recites the priestly blessing. Official gift presentations also are made at this time.

After the service, the bar/bat mitzvah recites the Kiddush over the wine and motzi over the challah. Minimally, the family provides wine, grape juice, and the challot. The Kiddush is for all present at the service. A listing of approved caterers for the Kiddush (and/or other meals) can be found in the back of this manual. If the family is planning to have a luncheon for immediate family and friends at the synagogue, the luncheon will be held after the Kiddush.

We are happy to entertain any suggestions you may have.

