



# *Bar & Bat Mitzvah* Handbook



**Many Hearts, Many Hands, One Home**

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## ***Bar and Bat Mitzvah***

The study of *Torah* is equal to all the other *mitzvot*,  
because it leads to their performance.

– After *Mishnah Peah* 1:1

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## What does it mean to become Bar or Bat Mitzvah?

Literally *Bar Mitzvah* means “son of the commandment” and *Bat Mitzvah* means “daughter of the commandment.” Jewish law does not require children to follow the commandments, though they are encouraged to do so. At the age of thirteen, children become obligated to fulfill the *Mitzvot*\*. *Bar* or *Bat Mitzvah* is not simply an event; rather it is a change in status. While we may perceive the age of thirteen to be in the midst of childhood, Jewish law allows *B’nai Mitzvah*\* to count in a *minyan*\*, to form binding contracts, and to serve as witnesses in religious courts.

A young person becomes *Bar* or *Bat Mitzvah* at their birthday; no ceremony is needed to confer adulthood. The celebration of *Bar Mitzvah* is fairly recent in Jewish history, dating back only five centuries. The first *Bat Mitzvah* did not occur until 1922. To show a community that a young man was now legally an adult, he would be called to recite the blessing before and after the reading of the *Torah*, a *mitzvah* and privilege reserved for adults. Over time, the ceremony was expanded to include the reading of the *Haftarah* (the additional reading from the Prophets chosen by the rabbis because it amplifies a theme found in the *Torah* reading or corresponds to the time of year) and often the leading of worship following the *Torah* service. Because certain Hebrew and liturgical skills were required for this, the connection between *Bar Mitzvah* and Jewish education arose.

Today it is the educational aspect, rather than reaching the age of majority, that is stressed. At Temple Jeremiah *B’nai Mitzvah* students demonstrate their ability to lead services, read *Torah*, participate in *Tikkun Olam*\*), as well as teach the community.

*Bar* or *Bat Mitzvah* is a step in the journey of a complete Jewish education. We are all obligated to continue the study of *Torah* and the fulfillment of righteous deeds throughout our lives. *B’nai Mitzvah* celebrates their change in status and honors their new responsibility not only on the day of their ceremony but through ongoing commitments to our tradition and community.

*\*Please see the glossary on page 20.*

## What distinguishes this sacred passage at Temple Jeremiah?

“We are dedicated to lifelong Jewish education, *tzedakah*, social justice and the State of Israel” (from the Temple Jeremiah Mission Statement). We encourage our *B’nai Mitzvah* to embrace their new status as adults by leading our community in prayer, good deeds, and study. Preparation includes attendance at religious and Hebrew school, individual tutoring to learn to chant the *Torah* and the *Haftarah*, and a series of meetings with the rabbis, cantorial soloist, and director of education. Our *B’nai Mitzvah* ceremonies occur at communal worship services on *Shabbat* morning so that our entire congregation can be a part of this meaningful event.

*Bar* or *Bat Mitzvah* is a significant milestone in our Jewish growth. The purpose of Jewish education is to provide the student with skills and knowledge required to be a literate Jew and to participate in the life of the Jewish community. Jewish education is also meant to instill a love of Judaism in the hearts of our children. At a *Bar* or *Bat Mitzvah* ceremony, our young people demonstrate that they have acquired some of these skills. One's religious education is no more complete at thirteen than one's secular education; **therefore, we state as a requirement of our program that our students continue their journey by participating in the congregation's education program through Confirmation.**

## **How is Confirmation part of Bar and Bat Mitzvah?**

Though they are both milestones in Jewish education, *Bar* or *Bat Mitzvah* and Confirmation are quite different. *Bar* or *Bat Mitzvah* is an individual event marking a young person's entry into our adult community. Though we no longer look upon a thirteen-year-old child as an adult, *Bar* and *Bat Mitzvah* symbolically mark the beginning of a more mature, self-motivating approach to one's Judaism and to one's involvement in the Jewish community.

Confirmation is a group event that extends the educational process beyond thirteen to an age when students are able to address questions of ultimate religious significance with greater sophistication, maturity, and intellectual capacity. The Confirmation ceremony takes place on or around *Shavuot*, the holiday that commemorates the giving of *Torah*. The Confirmation class communally confirms their responsibility to *Torah*, our temple, and the Jewish people.

*Bar* and *Bat Mitzvah* are distinct from Confirmation and not a substitute for it. Our Confirmation year, as well as our pre-Confirmation program, is filled with challenging experiences, adult-level discussions, and memorable moments for our high school students. During the Confirmation program, students concentrate on Jewish ethics and values, Jewish identity, and Jewish religious concepts with a practical eye to developing a Jewish lifestyle as they leave their parents' homes. The Confirmation year meshes with a real growth in our students' intellectual and conceptual capacities. Students look back on their Confirmation year as both the most challenging and the most worthwhile of their Jewish education.

We hope that every child in our religious school will want to celebrate becoming *Bar* or *Bat Mitzvah*, and we expect that three years later, our Confirmation class will be as large or even larger than the *Bar* and *Bat Mitzvah* group. We encourage our Confirmands to continue their study with Rabbi Cohen in a special post-Confirmation program.

*Please see page 12 for more information on how to register for our confirmation program.*

## **Educational Needs**

### ***To become a Bar/Bat Mitzvah with Temple Jeremiah***

- The family must be a member of Temple Jeremiah.
- The student will either be completing or have completed a minimum of four years of Hebrew school education at Temple Jeremiah or other programs of instruction recognized by Rabbi Cohen and Dr. Lidsky, Director of Education.
- Active registration and participation in religious school during the *Bar* or *Bat Mitzvah* year is required as well as a commitment to continue education through Confirmation.
- The student must complete the B'nai Mitzvah tutoring, D'var Torah (sermon/speech) and Tikkun Olam (social action) project.
- Students and parents must sign up to usher at least two B'nai Mitzvah services during their 6<sup>th</sup> grade year.
- When graduating Hebrew school our students should be able to read and decode Hebrew. We consider knowledge of the following prayers to be the prerequisite starting point for individual tutoring; Yotzer Or, Shema, V'ahavta, Avot V'imahot, Gevurot, Sim Shalom, Friday Night Kiddush, Blessing Before and After Torah, Blessing Before and After Haftarah. If your student needs additional assistance to solidifying this level of knowledge prior to beginning formal Bar/Bat Mitzvah training, please arrange some private tutoring sessions before we begin our set of sessions. This allows for us to focus our study mainly on Torah and Haftarah, as intended. Please contact Adam Kahan, Cantorial Soloist, or Sarabeth Salzman, B'nai Mitzvah Coordinator to provide you with a list of tutors. They also can answer any questions you might have about the best way to move forward for your child and family.

### ***Learning Differences***

If your child has any learning difference and/or an Independent Education Plan (IEP), please be sure share this information with our B'nai Mitzvah Coordinator. Temple Jeremiah understands that careful planning is critical in accommodating a person with special needs. Focusing on the child's strengths, weaknesses, unique gifts and the ultimate goal of becoming a Bar/Bat Mitzvah remains imperative for the student to have a positive experience and a meaningful ceremony. Providing an honest assessment of what is educationally and behaviorally possible for the child will assist in guiding the professional staff in designing an appropriate and meaningful celebratory experience. If you are uncomfortable discussing this information with Sarabeth Salzman, please do not hesitate to reach out to Rabbi Cohen, Rabbi Heaps, Adam Kahan, or Dr. Lidsky.

### ***What the Student is responsible for at the service***

- Leading prayers and blessings during the service, such as the *Yotser, Shema, V'ahavta, Avot v'Imahot, Gevurot, Responses, Sim Shalom, Birchot Ha-Torah, Birchot Haftarah*
- Chanting their Torah Portion
- Chanting their Haftarah portion
- Sharing a lesson learned from the Torah portion by delivering the D'var Torah

## **Assisting you through the Process**

Navigating a *Bar or Bat Mitzvah* for the first time, and even for the second or third, can feel overwhelming at times. In an effort to help ease this process for you, Temple Jeremiah has a B'nai Mitzvah Coordinator, Sarabeth Salzman, available to assist you through the process. Sarabeth will be your point person at Temple Jeremiah to assist you and your child in coordinating all the moving pieces from the beginning of the process until the day of your service.

If you are having a pre- or post-service celebration at Temple Jeremiah, once you reserve the room with Sarabeth she will introduce you to Jola (pronounced "Yo-lah"), our Event Coordinator and Facilities Manager. Jola will work with you on all the details regarding your dinner/luncheon/party details.

Sarabeth will reach out to as you begin this process, but do not hesitate to contact her before then by phone or email if you have any questions or concerns. (*See the "Names and Extensions" section at the end of this handbook.*)

## **Important Note about Scheduling and Communicating**

It is important to Temple Jeremiah for this experience to be a meaningful and memorable life cycle event for your child, you and your family. To help make this happen, we are asking all parents to communicate in advance regarding any questions or concerns you might have about the experience. This also includes communications regarding all logistics. An open line of communication will allow us to help you in creating a smooth process for you and your child. Please be in contact with Sarabeth about any questions you might have and/or logistics you need to arrange. Thank you in advance for helping us as we all work together to create a beautiful experience for your child.

## Elements of Preparation – Ritual

### Tutoring

Each student receives six and half months of individual tutoring for half an hour each week. Tutors will contact families for scheduling. During the last month of tutoring the student will meet with Adam Kahan. If your child is scheduled to become a *Bar or Bat Mitzvah* during the months of August through January and will not be available for tutoring during the summer prior, please notify Sarabeth Salzman so that your child will receive the duration of tutoring to which she/he is entitled.

At Temple Jeremiah, the *Torah* and *Haftarah* portions are chanted. Students are e-mailed recordings of the *Torah* and *Haftarah* portions that they are expected to chant through Dropbox, which can be downloaded to a computer, tablet or phone. If you are unfamiliar with Dropbox, Adam Kahan or Sarabeth Salzman will be happy to assist you. CD's and MP3 recordings are also available upon request.

### D'var Torah

Literally, this means a “word of *Torah*.” Each *Bar* and *Bat Mitzvah* student will write and deliver a speech explaining both the contents of their *Torah* portion, as well as their understanding of the portions deeper meaning. Students and their parents will have a small group meeting with Rabbi Cohen to discuss the content and style of a *D'var Torah* and begin each student in their writing process. Students then have a follow-up meeting with either Rabbi Heaps or Rabbi Helbraun, who will guide the student in the writing and editing of their *D'var Torah*. Prior to the meeting with Rabbi Cohen, each family will receive a packet of materials explaining how to prepare a *D'var Torah* and commentaries on the student's specific *Torah* portion.

### Tikkun Olam Project

Engaging in *mitzvot* is both an obligation and a joy of Jewish spiritual adulthood. The *Tikkun Olam* Project is the way each student demonstrates his/her willingness to engage in the *mitzvot* and live out the values of Jewish life. *Tikkun Olam*, “repairing the world,” encompasses a wide range of *mitzvot* and Jewish values. Approximately six months before the ceremony, *Bar/Bat Mitzvah* students and parents will have a meeting with Rabbi Heaps to develop a *Tikkun Olam* Project as part of the preparation for *Bar* or *Bat Mitzvah*. At least one parent should be present along with the student for the meeting with Rabbi Heaps. These projects are based on the interests, passions, and values of each student, and there are as many possibilities for projects as there are *B'nai Mitzvah* students! The “*B'nai Mitzvah Tikkun Olam* Project Handbook” is distributed by e-mail before the scheduled meeting with Rabbi Heaps. If you would like to get started even earlier on the *Tikkun Olam* Project, please contact Rabbi Heaps and schedule a meeting as **she needs to approve all projects prior to their execution.**



### **Erev Shabbat Service**

This worship service is the beginning of a weekend of celebration for the family of a *Bar* or *Bat Mitzvah*. Families attend this worship service and are encouraged to invite extended family and friends to join them. The *Bar* or *Bat Mitzvah* will receive a part in the worship service, and additionally along with his or her parents he/she will be invited to participate by lighting the *Shabbat* candles, helping to lead the *Kiddush*, or helping to lead the *Motzi*. The time of the *Erev Shabbat* worship service on the Friday evening before your *Bar* or *Bat Mitzvah* will be determined during the month of May that precedes your date. We also ask families to assist with the *Oneg* following this service. *Please refer to the “Oneg Shabbat” section of this handbook for more details.*

### **Shabbat Morning Service**

Part of becoming *Bar* or *Bat Mitzvah* is being comfortable in a synagogue setting. It is difficult, at best, to ask young people to lead a worship service that they are unfamiliar with as participants. Students need to become fluent through active participation and are, therefore, encouraged to come to a minimum of 6 Temple Jeremiah *Shabbat* morning services during the *Bar* or *Bat Mitzvah* year with their families.

### **Family Participation**

Parents are encouraged to participate in the *Bar* or *Bat Mitzvah* worship service. Traditionally, parents offer a blessing for their child from the *bimah*. Lovely options for this blessing will be suggested to you approximately one month prior to the *Bar/Bat Mitzvah* service, but parents can also compose their own blessing, not to exceed what fits on a 3 x 5 index card. Another moving part of the worship service is a “*Torah* passing” ceremony, in which the *Torah* is passed from elder generations down to the *Bar* or *Bat Mitzvah*, symbolizing the chain of Jewish tradition. There are additional honors that allow for family members to participate in the service. Approximately one week before your rehearsal, you will be asked to provide the names of those who you wish to honor. If you need more specific information in advance, do not hesitate to contact Sarabeth Salzman.

### **Certificates**

#### *Bar/Bat Mitzvah Certificate*

To prepare your child’s *Bar* or *Bat Mitzvah* certificate, you will be asked to provide the child’s Hebrew name, and each parent’s Hebrew name (if applicable). Please have this information prepared 3 months before the *Bar* or *Bat Mitzvah* date. Should you have any questions regarding these names, please feel free to contact either of our rabbis or our cantorial soloist.

*“Chain of Memory” Certificate (optional)*

The “Chain of Memory” program, provided by the United States of Holocaust Memorial Museum, allows a family to dedicate their service to a child who perished in the Holocaust and was unable to celebrate their own. This special occasion can be in memory of someone you, or your family, knew or the Museum can provide you with a specific child. If your child decides to participate, they will receive a certificate after their service recognizing this dedication. For more information, please contact Sarabeth at Temple Jeremiah.

**Tallit and Kippah**

At Temple Jeremiah, the wearing of a *Kippah* (*yarmulke* or skullcap) or a *Tallit* (prayer shawl) is optional. Both boys and girls may choose to wear a *Kippah* and/or a *Tallit* if they wish. The *Tallit* and *Kippah* can then be worn when they attend services in the future. If the practice in the family is not to wear *Tallit* and *Kippah*, then the child should probably not wear them for the service. This can be discussed with either of our rabbis or our cantorial soloist.

*Common Questions:*

*Where can I purchase a Tallit?*

*A Tallit can be purchased from our Women of Jeremiah Gift Shop. Sarabeth can set a time with you to come in and look at them. You can also purchase them from local Judaica stores.*

*Where can I Purchase Kippot?*

*Kippot can be purchased from our Women of Jeremiah Gift Shop. Sarabeth can set a time with you to come in and look at them. You can also order them from websites such as [www.skullcap.com](http://www.skullcap.com) or [www.kippah.com](http://www.kippah.com).*

## **Appropriate Dress and Time**

We ask that all people appearing on the bimah, you and the family and friends you wish to honor, wear clothing that is appropriate and respectful of this special lifecycle event taking place on Shabbat in our Sanctuary.

Please encourage all of your guests to honor the sanctity of our worship with Shabbat appropriate dress and let them know that we start our worship on time, meaning they should arrive at least 10 minutes prior to the time of the worship service.

### *Common Question:*

Does the Tallit count as a shoulder cover?

*The answer is no, it does not count as the shoulder cover so please be sure the outfit itself covers the shoulder. If the dress is sleeveless, please add a cardigan, shrug or something similar.*

## **Sabbath Light**

The *Sabbath Light* is the printed handout distributed with prayer books by ushers to everyone attending *Shabbat* worship services. It lists the names of students becoming *Bar* and *Bat Mitzvah* at the worship service, an explanation of what it means to become *Bar* or *Bat Mitzvah* at Temple Jeremiah, a brief guide to the *Shabbat* morning worship service, the *Kaddish* list, and a brief description of upcoming temple events. It also lists page numbers of the *Torah* and *Haftarah* portions in *The Torah: A Modern Commentary Revised Edition*. With this information, the congregation can read the English translation as your child is chanting. In addition, donations to The ARK and contributors and sponsors are also listed in the weekly Sabbath Light.

## **Ushering**

Asking friends and family to usher during your child's *Bar* or *Bat Mitzvah* is an honor. The ushers are there to make sure your day goes smoothly. They will greet your guests, help with seating and maintain proper decorum during the worship service. We require that you have one adult usher for every 35 people you have invited. For example, if you have 150 guests, you should ask four people to usher. An usher coordinator will be present to guide your ushers. You will be sent guidelines to pass on to your ushers so they will feel comfortable performing this *mitzvah* and you will be asked to provide the names of your ushers by the Wednesday before your date. *Note: Each Bar/Bat Mitzvah student along with at least one parent is required to serve two times as an usher during their 6<sup>th</sup> grade year. If a 6<sup>th</sup> grade family is signed up to Usher during the service where you child is called to the Torah, we will reduce the number of ushers your family is asked to provide.*

## **Oneg Shabbat**

*B'nai Mitzvah* families participate in hosting the *Oneg Shabbat* or reception on the Friday evening prior to their child's ceremony. Families can be **Oneg Sponsors** with a contribution of \$125. For donations under \$125, families can be **Oneg Contributors**. Temple Jeremiah will take care of all the food purchases and set up for the Oneg.

In addition, your family will be in our weekly Sabbath Light. If you would like to bring items for the Oneg, in addition to your financial contribution, see below for the suggested items. For any food you bring, please avoid any products that contain nuts. In addition, we ask that you do not bring cakes because it is too difficult to serve individual portions. It is your responsibility to have your items at the temple by 1:00 p.m. on Friday and put on platters. Trays and doilies are available in the kitchen for your use.

- Baked goods (3 dozen per contribution)
  - Fruit tray
  - Vegetable tray with dip
  - Cheese and crackers
  - Flowers for the table and decorative napkins
- \*Please avoid any products that contain nuts.

*Please note: For a Kabbalat Shabbat (early service), the oneg precedes the service.*

## **Registration for Pre-Confirmation**

Please contact Sheila Greenfield, Education Office Administrator, to register your son/daughter for the Pre-Confirmation class. Sheila can be reached by phone, 847-441-5760 ext. 119, or e-mail, [sheila@templejeremiah.org](mailto:sheila@templejeremiah.org).

If you have questions about the program, please contact Dr. Lidksy. Dr. Lidksy can be reached by phone, 847-441-5760 ext. 120, or e-mail, [anne@templejeremiah.org](mailto:anne@templejeremiah.org).

## **Giving/Tzedakah**

Our Torah teaches us “Every person shall give as she is able according to the blessing of *Adonai*, your God, which *Adonai* has given you” (*Deuteronomy 16:17*). As children of God we are commanded to share with those who are less fortunate. Parents can teach the lesson of *tzedakah* by setting an example and giving to a worthy cause in honor of their child’s *Bar* or *Bat Mitzvah*.

Your child’s *Bar* or *Bat Mitzvah* celebration is one of the most joyous occasions in family life. Temple Jeremiah knows that you want this day to be meaningful and memorable. That’s why we offer you a variety of unique ways to celebrate this milestone. Please see a complete listing of our various *B’nai Mitzvah* giving opportunities at <http://www.templejeremiah.org/giving>.

### *Additional Giving Opportunities*

- You may commemorate a Bar or Bat Mitzvah by placing your name in our Siddur, *Mishkan T’filah*, or *The Torah: A Modern Commentary*. Donation amount for the *Mishkan T’filah* is \$36 and \$72 for the Torah Commentary.
- Inscribing a leaf on the Wall of Life is a meaningful way to celebrate a child’s Bar or Bat Mitzvah. The donation amount is \$360 per leaf.
- A Legacy Gift is a unique opportunity for you to support Temple Jeremiah’s mission in a variety of ways. To learn more, please contact Daniel Glassman, Executive Director, at 847-441-5760 ext. 107 or [daniel@templejeremiah.org](mailto:daniel@templejeremiah.org)
- Temple Jeremiah is among many congregations and organizations across the country asking people to generously donate to MAZON: A Jewish response to Hunger. Since 1985, MAZON has provided food, help and hope to hungry people of all faiths and backgrounds. A suggested minimum donation of 3% of your catering budget is recommended.

## Elements of Preparation – Logistics and Celebration

### Fees

The *Bar* and *Bat Mitzvah* fee covers the cost of private tutoring and materials, *bimah* decoration and *Kiddush* following the service that includes *challah*, juice, cookies, and coffee cake. The fee is currently \$1300 per student (*subject to change*).

As part of the *Bar/Bat Mitzvah* fee, we have always included an amount to be used to purchase *bimah* flowers. A few years ago, we began a new tradition, replacing our *bimah* flowers with canned goods arranged in a beautiful basket as a representation of a monetary donation to The ARK. With your permission and partnership, we would like to continue this new tradition of sending the money to The ARK instead of the florist. What a wonderful message of *Tikkun Olam*. We will include an acknowledgement of the food for The ARK in the Sabbath Light. *Please know that we are not asking for an additional donation*. If you have any questions, please feel free to contact Rabbi Cohen. Thank you for joining in this wonderful partnership with The ARK as we take care of the needy in our community.

Billing for *B'nai Mitzvah* fees will be done 18 months prior to your child's date. This fee must be paid in full 7 months prior to the *Bar/Bat Mitzvah* date.

### Scheduling and Communicating

In order for us to be properly prepared for you and to help make your event memorable, photo sessions, deliveries, caterers, etc., must be scheduled in advance with the *B'nai Mitzvah* Coordinator. The *B'nai Mitzvah* Coordinator, or the appropriate staff person, will contact the families for specific details. Clearly communicating your needs and concerns in advance will help everyone involved.

### Synagogue Facilities

*Shabbat* services are held in the Schreibman Sanctuary or Golder Chapel.

The Golder Chapel seats 100 people. However, additional chairs may be added to accommodate no more than 120. If we expect fewer than 120 people at the *Shabbat* service when your child is being called to the *Torah*, you may choose either the Chapel or Sanctuary.

The Schreibman Sanctuary seats up to 320 people without opening the dividing wall. We can make further accommodations if we know well in advance.

### **Rentals for Celebrations/Dinners**

The two large rooms, the Slotnick Social Hall and the Stage Area are available for rental to entertain guest for a Friday night Shabbat dinner prior to the evening service, for a celebration after your service or in the evening on Saturday or Sunday. *Additional spaces* are also available to rent within Temple Jeremiah if you are hosting a smaller gathering. *Please note the Schreibman Social Hall is unavailable for rental after a 9am service. You may contact Sarabeth to learn which spaces are available to rent for that service time.*

**To confirm your reservation, we require a deposit and signed contract.** If you have questions or would like to rent space for your celebration, please contact Sarabeth. Please note, rentals are on a first-come, first-served basis.

### *Cancellation Policy for Parties*

Temple Jeremiah will refund 100% of the room rental fee paid if canceled 18 months prior to the event; 50% of the room rental fee paid will be refunded if a refund is requested in writing between 18 months and 12 months prior to the event. Temple Jeremiah will not refund any money on booked events if the refund request is received less than 12 months prior to the event date, unless the temple is successful in re-renting the space for not less than the same rental rate.

### *Certificate of Liability*

We require all outside vendors, which includes videographers, photographers, caterers, entertainers, workmen, and all others who provide goods and services, to have a current certificate of liability. Our preferred providers already meet this requirement.

### *Guidelines for Food Served*

No forbidden foods are permitted. This includes any shellfish or pork products. Meat (which includes poultry) and dairy foods are not to be combined in the same dish or tray. *(Details will be provided upon your request.)* Due to extensive nut allergies, we ask that no food include nuts.

### *Security and Police*

If you have planned an extended *Kiddush*, luncheon, or evening celebration, we will arrange with the Cook County Police Department to have an off-duty police officer for every 30 children. Your family will be billed after the event for any secured used during the celebration. The fee is \$40/hour (subject to change per Cook County Police fees) with a minimum of two hours. An additional charge will be billed for parties that run beyond the contracted hours.



### Common Questions

Is security required?

*Yes. Security is required for functions where more than 30 kids are in attendance and/or alcohol is being serviced. The specific details of your celebration determine the number of officers required. If you have any questions, please feel free to contact the B'nai Mitzvah Coordinator.*

If my celebration requires security, do they need stay the whole time?

*Yes. Security is a minimum of two hours. If your celebration lasts more than two hours, the officers will stay until all guests have left.*

### **Photography**

No photographs or handheld camcorders are permitted during the ceremony. Appointments must be made through the temple office for your photography session (up to 1.5 hours max.) We will help you find a convenient time that does not conflict with other temple functions. Pictures can be scheduled in the Chapel or Sanctuary. We have a specific (real) Torah to use during these photography sessions. If planned in advance, we will allow a family to take pictures with the Torah scrolls when an office staff person is available. When the office staff person arrives, all other photography must cease and the office staff, at that point, will help with a Torah scroll. Temple Jeremiah reserves the right to adjust scheduled photo sessions when necessary.

### Common Questions:

When can we take pictures?

*There are many options. Pictures do not need to be the day of your service. In fact, many people do it around their rehearsal time or another day, or even week. However, they MUST be scheduled with the B'nai Mitzvah Coordinator so we can ensure you have the space and time you need.*

Can we use any Torah?

*The answer is no. There is a designated (real) Torah for all pictures. You may undress and unscroll it.*

Can we do pictures on Saturday before or after our service?

*The answer is yes, depending on availability of space and locations available. In addition, the Torah may not be available for pictures since it used during our services. Like other days and times for pictures, this needs to be scheduled ahead of time with the B'nai Mitzvah Coordinator.*

### **Video Taping**

Taping is permitted during the ceremony. It is only possible to accommodate one professional videographer at each service. If there are two families sharing a ceremony, and both wish to have videotaping, it is the responsibility of the two families to come to a mutual agreement as to which professional videographer will be used by both of them. Please be aware that there is an area designated for the videographer in the Sanctuary or Chapel. This is the *only* area for your videographer. They may not connect their equipment to our sound system nor may they use additional lighting. In addition, the videographer may not manipulate the camera during the service. Therefore it needs to be turned on before the service and turned off after the service ends. Please make sure your videographer is aware of this and that they have a tape long enough to capture the entire service.

### **Coats & Apparel**

A coat room is available for your guests' use. However, Temple Jeremiah is not responsible for lost or stolen property.

### **Post – B'nai Mitzvah Experience Discussion**

A week after your service, Sarabeth will contact you to set a time to discuss your experience with the B'nai Mitzvah process (15-30 minutes). Your feedback, the parents and the students, is invaluable to us. It enhances our ability to know what is working well and identify areas that may need adjusting.

# Checklist for Bar/Bat Mitzvah Preparation

*(Suggestions for your checklist)*

- 6<sup>th</sup> grade year:**      **Families attend orientation**  
**Families sign up to usher at least 2 B'nai Mitzvah services.**  
*-Contact Adam Kahan or Sarabeth Salzman if you would like your student to meet with Adam to access his/her Hebrew comfort level and discuss if additional tutoring would be beneficial.*  
*-Reserve or Confirm Room Rental reservation at Temple Jeremiah (if applicable)*
- 1yr – 7 months**      **Receive Tutoring Binder and Review Preparation Process with Sarabeth Salzman**  
Required Meeting: At least one parent  
Length of time: 30-45 minutes individual meetings  
*-If you have plans to be out of town for more than a week at any given time (including summer camp), please notify Sarabeth so your son/daughter's tutoring schedule can be adjusted to ensure they receive their allotted tutoring times.*  
*-Begin thinking if your child wants to wear a Tallit and if you want to order specialized kippot (both optional). You want them to arrive in plenty of time for pictures and the service.*
- 6 Month Before**      **Tikkun Olam Meeting with Rabbi Heaps**  
Required Meeting: At least one parent must attend with the student  
Length of time: 30 minutes  
*-For your invitations, confirm information before printing.*  
*-As you begin looking for clothes for the service, please remember the dress requirements for all individuals being called to the Bimah. If you have questions, please contact Sarabeth or one of the Clergy.*
- 6.5 Months Before**      **Begin weekly tutoring sessions (30-minute sessions)**  
Tutoring requires the student only. Parents are welcome to join.  
Length of time: 30 minutes per week
- 3 months before**      **D'var Torah Meeting #1 with Rabbi Cohen**  
Required Meeting: Both parents and student must attend. If only one parent can attend, ideally it should be the parent prepared to guide the student through the process.  
Length of time: 1 hour for the first meeting  
*-Provide Sarabeth and/or Jill Nutkis with the student's Hebrew name along with both parents.*  
*-Schedule pictures with Sarabeth, if you want any taken at Temple Jeremiah.*
- 1.5 Months before**      **D'var Torah Meeting #2 with Rabbi Heaps**  
Required Meeting: At least one parent and the student must attend. Draft is due one week prior to meeting via email as an attached Microsoft Word document.  
Length of time: 45 minutes

- 5 Weeks before**                    **Begin tutoring with Cantorial Soloist Adam Kahan**  
Tutoring requires the student only. Parents are welcome to join.  
Length of time: 30 minutes per week
- 1 month to**  
**2 weeks Before**                    **Honors – identify who will be called for honors during the service**  
-Contract Sarabeth about your Oneg (Friday night) contribution. Financial contributions due prior to the service.
- Week of Service**                    **Rehearsal**  
Required Meeting: Both parents and student must attend. Others are welcome to join.  
Length of time: 1 hour and 30 minutes  
-Bring personalized Kippot and clips, if applicable, to the rehearsal. You may also bring them Friday night or Saturday morning.
- Day of Service:**                    **RELAX & ENJOY this special day with your family and loved ones.**
- One week after**  
**Service**                                **Post – B’nai Mitzvah Experience Discussion**  
Required Meeting: One parents and Student  
Length of time: 15-30 Minutes
- After Service**                        **Register for Pre-Confirmation with the Religious School**

## Glossary of Hebrew Terms

Aliyah (Aliyot).....	Literal meaning: “to go up”. This word is also used in two ways: (1) to reference the blessings before and after the Torah, and also to refer to a set of verses of Torah (a minimum of 3) that are chanted
Avodah.....	worship
Bar (Mitzvah).....	son of (commandment)
Bat (Mitzvah).....	daughter of (commandment)
Beit Sefer.....	school
Bimah.....	elevated platform in sanctuary from which the service is conducted
B’nai Mitzvah.....	children of the commandments; can refer to a group of boys or boys and girls (plural of Bar & Bat Mitzvah)
B’not.....	children of the commandments; refers to a group comprised only of girls (plural of Bat Mitzvah)
D’var Torah.....	word of Torah; this refers to the speech given during the Bar/Bat Mitzvah service, or any service, that teaches a lesson from the Torah portion
Tikkun Olam.....	repairing the world
Haftarah.....	a reading from the book of prophets or writings, selected to correspond with the weekly Torah portion
Kavod.....	respect
Kippah (Kippot).....	head covering(s); also called <i>yarmulkes</i> (in Yiddish)
Minyan.....	the minimum number of people necessary for some

religious practices, including certain prayers of the  
worship service

Mitzvah.....	commandment
Parashah.....	Torah portion
Shabbat.....	Sabbath; Friday at sunset through Saturday one hour after sunset
Simchah.....	happy occasion
Tallit (Tallitot).....	prayer shawl(s)
Torah.....	scroll containing the 5 books of Moses

## **Explanation of Hebrew Terms**

### **Torah**

The Torah is made up of the 5 Books of Moses and includes: Genesis, Exodus, Leviticus, Numbers and Deuteronomy. Each student will receive a Torah portion (Parashah) which corresponds directly to the week of his/her Bar/Bat Mitzvah. The date and portion are determined using the Hebrew Calendar; each week has a portion assigned to it, ensuring that the entire Torah is read or studied during the course of each year. Your child will have the opportunity to study his/her portion to prepare their D'var Torah\* and then learn specific Aliyot\* to chant from the Torah scroll in Hebrew.

*\*Please see below for explanations.*

### **Haftarah**

The Haftarah is a portion from the Prophets or Writings chanted after the Torah portion. Since ancient days, the books contained within Prophets and Writings were read aloud in communal settings and worship services. The Haftarah portion relates in some fashion to the Torah portion for the day or the time of year during which it is read, i.e., it may relate thematically to the Torah portion or what holidays are coming up on the Jewish calendar.

Each student will chant a number verses from the weekly Haftarah portion on the day of his/her Bar/Bat Mitzvah.

### **Aliyah (Aliyot)**

When a child becomes a Bar/Bat Mitzvah, they are called to read from the Torah for the first time. An Aliyah is made up of a minimum of 3 verses. A verse is much like a sentence in English, though sometimes it can be part of a sentence, or contain more than one sentence. If your child is reading 4 Aliyot, it means they are reading a minimum of 12 verses from the Torah. For each Aliyah, a person or group of people is invited up to chant the blessing before and after the reading, also--confusingly!--referred to as being called up for an "Aliyah."

### **D'var Torah**

The D'var Torah is a lesson (or brief sermon) sharing a lesson from the Torah portion. This is an opportunity for your child to not just read their portion, but to interpret it, to consider its meaning, and to share a meaningful teaching with the congregation. During the B'nai Mitzvah services at Temple Jeremiah, the D'var Torah is delivered directly prior to chanting from Torah.

## Contact Information

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<b>Name</b>	<b>Title</b>	<b>Extension</b>	<b>Email Address</b>
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**Tutor Contact Info:**

Name:

Phone Number(s):

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