



Bar & Bat Mitzvah Handbook



The Joy of Belonging

Temple Jeremiah
937 Happ Road
Northfield, IL 60093
Office Phone: (847) 441-5760
www.templejeremiah.org

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

Table of Contents

What does it mean to become Bar or Bat Mitzvah?	3
What distinguishes this sacred passage at Temple Jeremiah?	3
How is Confirmation part of Bar and Bat Mitzvah?	4
Educational Needs	5
To become a Bar/Bat Mitzvah with Temple Jeremiah.....	5
Learning Differences	5
What the Student is responsible for at the service	6
Assisting you through the Process	6
Important Note about Scheduling and Communicating.....	6
Elements of Preparation – Ritual	6
Elements of Preparation – Logistics and Celebration.....	12
Checklist for Bar/Bat Mitzvah Preparation.....	16
Glossary of Hebrew Terms	18
Explanation of Hebrew Terms.....	19
Contact Information.....	20

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.

Terms in italics are defined in the glossary on pages 18-19

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 highly encourage our students to continue their journey by participating in the congregation's education program through 10th Grade 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 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 10 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 Religious 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 6th 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; Nisim B'Chol Yom, 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 Cantor Susan Lewis Friedman or Cindy Lieb, our 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 disabilities 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 who has a learning disability. Focusing on the child's strengths, unique gifts and the 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 Cindy Lieb, please do not hesitate to reach out to Rabbi Cohen, Rabbi Heaps, Cantor Friedman, or Dr. Lidsky.

What the Student is responsible for at the service

- Leading prayers and blessings during the service, such as the *Yotser, Nisim B'Chol Yom, 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. To help ease this process for you, Temple Jeremiah has a B'nai Mitzvah Coordinator, Cindy Lieb, available to assist you through the process. Cindy 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.

Cindy 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.*)

If you are having a pre- or post-service celebration at Temple Jeremiah, once you reserve the room with Cindy, she will introduce you to Jola (pronounced "Yo-la"), our Event Coordinator and Facilities Manager. Jola will work with you on all the details of your social function.

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 Cindy 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 twenty-two weeks of individual tutoring for half an hour each week. Tutors will contact families for scheduling a few weeks before tutoring begins. **All tutoring must take place at Temple Jeremiah.** Five weeks before the Bar/Bat Mitzvah, the student will transition from working with their tutor to meeting once a week for half an hour with

Cantor Friedman. Cantor Friedman will meet with each student for 4 sessions. We schedule a rehearsal the week of the service to walk the Bar/Bat Mitzvah student and parents through the service from beginning to end. *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 Cindy Lieb 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, Cantor Friedman will be happy to assist you. CDs 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. 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. 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. A follow-up meeting with Rabbi Heaps will guide the student in the writing and editing of their *D'var Torah*.

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.**

Kabbalat Shabbat Service

This Friday evening 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* Student 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 *Kabbalat Shabbat* worship service begins at 6:30pm on the Friday evening before your child's *Bar* or *Bat Mitzvah*. We also ask families to contribute to the *Oneg* which precedes the Service. The *Oneg* begins at 6:00pm. *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 six (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 older generations down through 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 two weeks 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 Cindy Lieb.

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 Jewish parent's Hebrew name. 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 Cantor Friedman.

"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 Cindy 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 Cantor Friedman.

Common Questions:

Where can I purchase a Tallit?

You can purchase one from local Judaica stores or online. The Women of Jeremiah offer many beautiful tallitot through their online store:

<https://www.judaica.com/search?tag=temple-jeremiah&rfsn=1107100.fq70e>

Where can I Purchase Personalized Kippot?

Kippot can be ordered from websites such as www.skullcap.com or 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 or Chapel.

Please encourage all 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.

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 and the *Kaddish* list. 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 one week 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 6th grade year. If a 6th grade family is signed up to Usher during the service where your child is called to the Torah, we will reduce the number of ushers your family is asked to provide.*

Oneg Shabbat (Friday night)

B'nai Mitzvah families participate in hosting the *Oneg Shabbat* or reception on the Friday evening before Kabbalat Shabbat services, the day prior to their child's ceremony. Families are asked to be **Oneg Sponsors** by making a suggested financial gift of \$125. Temple Jeremiah will take care of all the food purchases and set up for the Oneg.

If you would like to bring items for the Oneg, in addition or instead of 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 noon on Friday and put them 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.

Your family's Oneg contribution will be acknowledged in our weekly Sabbath Light.

Kiddush (Saturday after the service)

A light Kiddush is provided by Temple Jeremiah in the Tarnish Lounge (lobby area) following each Saturday morning *B'nai Mitzvah* service (9am & 11am). The Kiddush includes challah, juice and sweets. If you have questions about the Kiddush, please contact Jola Popielarczyk at 847-441-5760 ext. 114.

Registration for Religious School

Please contact Anne Kaplan, Education Office Administrator, to register your son/daughter for religious school. Students are expected to continue with their religious school classes through the year of becoming a Bar/Bat Mitzvah, and, ideally, for 8th and 9th grade (pre-Confirmation classes), as well as 10th grade (Confirmation class). Anne can

be reached at: 847-441-5760 ext. 119, e-mail: annekaplan@templejeremiah.org

If you have questions about the Religious School program, please contact Dr. Anne Lidsky. Dr. Lidsky can be reached at: 847-441-5760 ext. 120, email: 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. 102 or 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 \$1,300 per student (*subject to change*).

As part of the *Bar/Bat Mitzvah* fee, we had historically 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

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

Rentals for Celebrations/Dinners

Two large rooms, the Slotnick Social Hall and the Stage Area are available for rental to entertain guests for a Friday night *Shabbat* dinner following the evening service, for a celebration after your Saturday 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 Slotnick Social Hall is unavailable for rental after a 9am*

service. You may contact Cindy to learn which spaces are available to rent for that service time.

To confirm your room rental reservation, we require a deposit and signed contract. If you have questions or would like to rent space for your celebration, please contact Cindy. 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*, afternoon celebration, or evening celebration, we will arrange with the Cook County Police Department to have off-duty police officers work as security at your event, one officer for every 30 children. Your family will be billed after the event for any security 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 about Security:

Is security required?

Yes. Security is required for functions where more than 30 children are in attendance and/or alcohol is being served. The specific details of your celebration determine the number of officers required. If you have any questions, please feel free to contact Cindy Lieb, 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 departed Temple Jeremiah property.

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 1½ 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 about Photography:

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 Cindy Lieb, the B'nai Mitzvah Coordinator, so we can ensure you have the space and time you need.

Can we use any Torah?

There is a designated (real) Torah for all pictures. You may undress and unscroll ONLY this Torah to use during your photos.

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 Cindy Lieb.

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 an agreement as to which professional videographer will be used by both families. 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. The camera 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 enough capacity/storage to capture the entire service. Additionally, we do offer live streaming for all of our worship services. A link to the live stream is on our website during the service and remains for one month after each service. The week after your child's service, Cindy Lieb will email you a link to download the service for your own use.

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 Survey

The week after your child's service, Cindy Lieb will contact you to have you assess your experience with the B'nai Mitzvah process. Your feedback, both parents' and the student's, 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

(with additional suggestions for your checklist)

6th grade year:

Families sign up to usher at 2 B'nai Mitzvah services

Families attend orientation

**Contact Cantor Friedman or Cindy Lieb if you would like your student to meet with Cantor to assess 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 before:

Receive Tutoring Binder and Review B'nai Mitzvah Program and Preparation Process with Cindy Lieb

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 Cindy 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.*

6-7 months before: Tikkun Olam Meeting with Rabbi Heaps

Required Meeting: At least one parent must attend with the student

Length of time: 30 minutes

**Confirm all information on your invitations 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 Cindy 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

All tutoring MUST take place at Temple Jeremiah.

4-5 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 Cindy with the student's Hebrew name along with both parents.*

**Schedule pictures with Cindy, if you want any taken at Temple Jeremiah.*

3-4 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 Cantor Susan Friedman

Tutoring requires the student only.

Parents are welcome to join.

Length of time: 30 minutes per week

1 month to 2 weeks before Service

Honors Meeting with Cindy Lieb

Identify who will be called for honors during the service.

**Discuss your Oneg (Friday night) contribution with Cindy Lieb. Financial contributions are due prior to the service.*

**If you want to discuss the details of the Friday night Oneg or Saturday morning Kiddush, contact Jola at 847-441-5760 ext. 114.*

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 Survey

After Service

Register for 8th or 9th grade 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 of 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 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

Temple Jeremiah Phone Number: (847) 441-5760

Name	Title	Extension	Email Address
Pamela Stauffer	Receptionist	100	pamela@templejeremiah.org
Danny Glassman	Executive Director	102	daniel@templejeremiah.org
Dina Bauwens	Membership & Communications Coordinator	105	dina@templejeremiah.org
Cantor Susan Lewis Friedman	Cantor	107	cantorfriedman@templejeremial.org
Cindy Lieb	B'nai Mitzvah Coordinator	108	cindy@templejeremiah.org
Rabbi Rachel Heaps	Associate Rabbi	109	rabbiheaps@templejeremiah.org
Phyllis Burg	Executive Assistant to Rabbi Cohen	110	phyllis@templejeremiah.org
Shira Randhandler	Youth & Family Engagement Director	112	shira@templejeremiah.org
Jolanta (Jola) Popielarczyk	Facilities Manager Events Coordinator	114	jola@templejeremiah.org
Rabbi Paul Cohen	Senior Rabbi	116	rabbi@templejeremiah.org
Leslie Landman	Director of Philanthropy	118	leslie@templejeremiah.org
Anne Kaplan	Education Office Administrator	119	anne.kaplan@templejeremiah.org
Dr. Anne Lidsky	Director of Religious Education	120	anne@templejeremiah.org
Rabbi Debbie Helbraun	Hebrew School Principal	121	rabbidebbie@templejeremiah.org
Jennifer H. Rosen	Bookkeeper	125	jennifer@templejeremiah.org

B'nai Mitzvah Tutor Contact Info:

Name:

E-mail:

Phone Number(s):