



B'NEI MITZVAH
HANDBOOK
for families

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Part 1: INTRODUCTION

MAZAL TOV!

Mazal tov on reaching this important stage in the Jewish life cycle, when your student is poised at the threshold of Jewish adulthood and your family is looking forward to the celebration of their upcoming B'nei Mitzvah ceremony. B'nei Mitzvah is both an enormously rewarding and soul-satisfying experience and at times one that can be filled with some anxiety.

As a result, Temple Israel has developed this handbook to help our families plan and experience a beautiful and moving celebration, one that will create a lasting impression on the B'nei Mitzvah student and family. It is our hope that this *simcha* will inspire you and serve as a springboard for increased Jewish communal involvement and meaningful Jewish living.

BECOMING B'NEI MITZVAH

What does it mean to become B'nei Mitzvah?

The words "Bat Mitzvah", "Bar Mitzvah" or "B.Mitzvah" ("B'nei Mitzvah" plural) refer more to the person who becomes a B.Mitzvah than to the ceremony that celebrates the occasion. The ceremony simply celebrates the fact that having entered adolescence, the person involved is now becoming responsible for their actions and is obligated by Jewish law to observe the tenets of our faith.

In our modern world, we no longer send our thirteen-year-olds off to apprentice to acquire a trade or profession, nor do we marry them off. Instead, a modern B'nei Mitzvah celebration offers the family, the student and the community an opportunity to recognize this important milestone in Jewish life. The contemporary B'nei Mitzvah enables our students to demonstrate their acquired skills which are necessary for full participation as an adult member of the congregation. The B'nei Mitzvah celebration empowers the family to affirm its connection with the Jewish past, and to express its commitment to a Jewish future. Through it, we convey our desire to maintain a tradition that we have inherited, and our expectation that the student will carry on that tradition for future generations.

The heart of the B'nei Mitzvah celebration is the young person's demonstration of a variety of skills that mark them as ready to assume adult responsibilities. We expect that by the end of the B'nei Mitzvah experience, our emerging teens will have a better understanding of the choices before them as they enter the next phase of their Jewish life. The experience can be transformative for both the student and the entire family.

What is the role of the B'nei Mitzvah and their family in the service?

At Temple Israel, we welcome the B'nei Mitzvah into the congregation at a communal service. The service is not designed around the B'nei Mitzvah; instead, the B'nei Mitzvah assume a variety of roles within an established, traditional service – roles that they will be able to repeat through participation in future services throughout their life. These roles often include reading from the Torah, chanting the Haftarah, leading the congregation in prayer and delivering a *D'var Torah* (literally “a word of Torah”). In this way, the B'nei Mitzvah begins a journey directed at lifelong participation in Jewish communal life amongst their congregational family.

Part 2: PREPARING FOR THE B'NEI MITZVAH CELEBRATION

ELIGIBILITY

To be eligible for a B'nei Mitzvah service at Temple Israel, families must be members in good standing. Additionally, each candidate must have regularly attended the following:

A. Temple Israel Religious School (specifically grades 3-7)

OR

Full-time Jewish Day School (specifically grades 3-7)

OR

Private tutoring, with prior approval of the Rabbi.

B. Other programs designated for the B'nei Mitzvah Class (*i.e. B.Mitzvah Institute*).

We realize that there are many different learning styles and that each student is unique. If your student has specific learning needs that may impact their ability to fulfill these requirements, please alert Rabbi Fineberg or Cantor Gloth so that we can help design a program that makes sure their needs are met as best as possible.

HOW DATES ARE CHOSEN

During the fourth grade year, families will be asked to fill out an online form to help us in scheduling a date for the B'nei Mitzvah celebration. According to the Talmud, a boy becomes a Bar Mitzvah at thirteen years and one day, a girl a Bat Mitzvah at twelve years and one day. The date is calculated on the Hebrew calendar from the date of birth. Since Temple Israel is an egalitarian congregation, dates are set for age thirteen for both boys and girls. Dates are assigned by the Cantor during the student's fourth grade year.

Because the Hebrew calendar is a lunar one, the Hebrew date may be weeks or months away from the secular date. Torah and haftarah portions and levels of difficulty are then checked with the Cantor and the Director of Youth & Education. Allowing for Jewish and secular holidays and school vacations, a date is assigned. Generally, these dates are after Labor Day and before the end of June. B'nei Mitzvah are not currently scheduled in the summer. Families must be members in good standing to have a date assigned and to continue to keep it reserved.

Although unlikely, it is possible that more than one student will celebrate becoming B'nei Mitzvah on a particular date. Other life cycle events in the congregation, such as an *aufuf* (the celebration of an upcoming wedding) or a baby naming may also take place. These multiple *simchas* (joyous occasions) testify to the vibrancy and communal nature of our congregation.

Once a date is assigned to a family, it is automatically reserved on the religious calendar of the Temple; you need do nothing further in this regard. Once a date has been assigned, any request for a date change must be made *in writing* to the Cantor. All requests will be considered in a timely fashion.

MINCHA/HAVDALAH SERVICES

B'nei Mitzvah celebrations are, by default, scheduled for a Shabbat morning. If there are extenuating circumstances that would make that difficult for your student, you may consult with Cantor Gloth about the possibility of scheduling a Mincha/Havdalah celebration on Shabbat afternoon. Any Mincha/Havdalah B'nei Mitzvah service at Temple Israel requires that you rent our facilities for the celebration after the service.

CELEBRATING IN ISRAEL

Many families consider celebrating B'nei Mitzvah in Israel, even when receiving training with Temple Israel. This can be an exciting and deeply educational experience for the entire family. The Rabbi or Cantor can recommend several rabbis in Israel who have worked successfully with members of our congregation.

PREPARING THE B'NEI MITZVAH STUDENTS

Becoming B'nei Mitzvah is a process, not just an event. Each candidate has been preparing to become B'nei Mitzvah for many years now, both in Religious School or Day School and at home. During the year leading up to the celebration, new material is emphasized and family members are called upon more and more to participate in the preparations. Parents serve as important role models for their children. Families that reinforce Jewish learning and observance at home challenge an adolescent to aspire to the best our tradition has to offer.

THE B.MITZVAH INSTITUTE

Over the course of the 6th grade academic year, Temple Israel will offer a multi-session program for our B'nei Mitzvah candidates and their parents. **This program is designed for both public and private school students.** Its objectives are to:

- Situate the B'nei Mitzvah experience within the larger context of Jewish life;
- Provide foundation and scaffolding to add meaning to the B'nei Mitzvah experience;
- Engage families in the B'nei Mitzvah process ritually, communally, socially, and logistically;
- Develop a cohort of B'nei Mitzvah families.

Most sessions will be on Sunday mornings, with at least one on a Saturday morning (to experience a Shabbat service together), and culminating with a celebratory Friday night Shabbat dinner at the end of the academic year. Families will receive information regarding these sessions near the beginning of the 6th grade year.

INDIVIDUAL TUTORING

Cantor Jamie Gloth oversees the B'nei Mitzvah program, including the training of our students, which includes individual B'nei Mitzvah instruction over a period of approximately 12 months. You will be contacted when it is time to begin these studies.

Students and their parents meet first with Cantor Gloth for an initial orientation. During this meeting, he will discuss individual tutoring for your student, including any specific learning needs that may impact their B'nei Mitzvah studies. Weekly lessons are typically half an hour and will not conflict with the regular sessions of Temple Israel Religious School (if your child is enrolled).

Please note that for any lesson scheduled at 5:00 PM or later, an adult must remain in the building during the entire lesson.

This instruction typically includes learning the *haftarah* specific to the B'nei Mitzvah date, the *Maftir* portion from the Torah, and additional parts of the service, including possible additional Torah readings, as determined by the student and Cantor Gloth. Each student is expected to practice regularly and diligently. Please be on time for appointments.

Students will prepare a *D'var Torah*, a brief speech about the Torah portion or *haftarah*, with Rabbi Fineberg. The Rabbi will guide each student as they develop their own interpretations of the material, culminating in a *D'var Torah* to be delivered by the student to the congregation at the B'nei Mitzvah celebration.

MITZVAH PROJECT

As they enter Jewish adulthood, B'nei Mitzvah students at Temple Israel are expected to undertake a Mitzvah Project. The Talmud tells us that the world rests on three things: Torah, *avodah*, and *gemilut chasidim*: Torah, work, and acts of lovingkindness. So does a good mitzvah project.

The Mitzvah Project can be an enjoyable and rewarding experience. When choosing a Mitzvah Project, we recommend that students look for something about which they are passionate. Brainstorming as a family can help find a meaningful choice for their project. This project can take on many forms; it is just one step along the path of adult Jewish life.

A guide to choosing a Mitzvah Project is available from the Cantor (and is distributed during the B.Mitzvah Institute in 6th grade). Additionally, Gila Yudewitz, our Family

Educator, Rabbi Fineberg or Cantor Gloth are available to help B'nei Mitzvah students and their families select and pursue such projects.

PREPARING AS A FAMILY

During the B'nei Mitzvah year, each student's regular attendance at Shabbat morning services is the best way to become familiar with the service and to develop a feeling of ease and comfort in the synagogue. Shabbat morning services begin at 9:00 A.M at Temple Israel. We strongly recommend that each B'nei Mitzvah family commit to attending Shabbat morning services at least once per month, during the year prior to the B'nei Mitzvah.

In keeping with our identity as a Conservative egalitarian congregation, we expect all of our B'nei Mitzvah celebrants to wear a head covering and a *tallit* during the service. Additionally, each B'nei Mitzvah student will learn firsthand how to put on *tefillin*. This will be done as a part of B.Mitzvah Institute in the 6th grade year. Though not worn on Shabbat, students are encouraged to obtain their own *tefillin*.

SHARING WITH THE COMMUNITY

Your student will be working hard towards their special day, and we would like to celebrate their accomplishments as a community. To that end, we ask that each family provide a photo and bio of their student for the Temple Israel website and weekly congregational email.

FINAL RUN-THROUGH REHEARSAL

A full final run-through rehearsal is scheduled for the week prior to the B'nei Mitzvah celebration. Students and their families will practice the prayers, readings, order and choreography of the service with Cantor Gloth and Rabbi Fineberg in the Sanctuary. We recommend that other members of the family who will be participating attend as well. Any participant who will be reading a portion from the Torah must review their portion with Cantor Gloth prior to the B'nei Mitzvah date. It is preferable that this be done in person, but if this is not possible, then arrangements must be made with Cantor Gloth for a telephone review.

You may also choose to have formal photos taken just prior to or immediately following this time as well. Contact the synagogue office to schedule.

Part 3: THE B'NEI MITZVAH SERVICE

THE MORNING OF THE CELEBRATION

Most of our B'nei Mitzvah observances are held on Shabbat morning. Services begin at 9:00 AM. We ask that all guests who will be receiving ritual honors come at the beginning of the service so that our usher may meet them.

Fifteen minutes prior to Shabbat morning services, the B'nei Mitzvah, their parents and immediate family meet in the Cantor's study for final preparations. Parents may wish to present the B'nei Mitzvah with a *tallit* at this time.

B'nei Mitzvah celebrations are held in the Sanctuary, which has seating for 400 people and is fully wheelchair accessible. There are large print prayerbooks, hearing enhancers and magnifiers available for those who need them. The Ritual Committee has prepared a Shabbat Guide card that details what to expect during the service. Copies can be found inside prayerbooks around the Sanctuary and are also available for your guests at the Sanctuary entrance.

There is also a special Prayground space located in the back of the Sanctuary designed for young children to quietly engage in age-appropriate activities while experiencing Shabbat services along with their families. Various books and toys are available in our Prayground.

The B'nei Mitzvah family sits in the front of the Sanctuary. Please have your guests join you in the front half of the Sanctuary. This makes it easier for our ushers as they direct those honored with *aliyot* and other honors to the *bimah* at the appropriate time in the service.

Shabbat morning services may vary in length, but generally conclude around noon. A *Kiddush* luncheon immediately follows services.

FINDING BALANCE

Temple Israel religious services are attended by a wide variety of congregants, friends and guests. We strive to be responsive to all of their needs, including those of the B'nei Mitzvah student and their family, and to make Shabbat services meaningful to all in attendance. Our B'nei Mitzvah students are encouraged to assume leadership roles in the service and their families are offered various honors. Because our prayer services are public and for the entire community, B'nei Mitzvah families share in service participation, leaving space for other participation by members of the congregation, as well as possible additional celebrations.

PARTICIPATION IN SERVICES

The Ritual Committee has worked hard to find the right balance between the B'nei Mitzvah celebration and the regular congregational service. Specific honors are available for B'nei Mitzvah family participation in our Shabbat morning services, including Torah reading, *aliyot* (people called up to the *bimah* to recite blessings before and after a reading from the Torah), opening and closing the Ark, and leading an English reading. There are some honors that are reserved for Jews, but others that can be given to Jews or non-Jews alike. Copies of prayers and readings, as well as audio recordings, are available from the Cantor. An Honors Form is included with this handbook and should be filled out in consultation with Cantor Gloth one month before the date.

CANDY

It is customary for family and friends to shower the B'nei Mitzvah with sweetness, symbolized by the *gentle* throwing of soft candies at the conclusion of the service. **Temple Israel will provide all candy**, unless families prefer that it is not thrown at all.

REMOTE ACCESS TO SERVICES

All Shabbat morning services in the Sanctuary are livestreamed online. If you have family and friends who are unable to join us in person, they can still be a part of your celebration by watching live on a computer, tablet or smartphone. The livestream link is easily found at our website (tisharon.org/livestream). Please note that the livestream is not recorded.

SHABBAT DECORUM

Although our ushers do their best to maintain decorum during Shabbat services, we ask your help in assisting us in this matter. All children (our own at Temple Israel as well as guests) who are attending a B'nei Mitzvah celebration are expected, while in the Sanctuary, to sit quietly, not to roam the halls, and to behave respectfully as they would wish others to behave on the day of their *simcha*. There is a special Prayground area in the back of the Sanctuary for our youngest members and guests to play quietly during the service. There are also Torah Tots and Junior Congregation services held concurrently on most Shabbat mornings.

It is permissible for your guests, especially youngsters with shorter attention spans, to leave the service for brief periods of time. Please be sure they are appropriately supervised. Ushers at the Sanctuary doors will inform them when it is appropriate to reenter the Sanctuary.

Please also remember that in order to maintain the spirit of the day, **no electronic devices – for talking, texting or photos – may be used anywhere in Temple Israel or on its premises during Shabbat**. All mobile phones should be kept silent and out of sight. In the case of health care professionals on-call who must be accessible at all times, cell phones/beepers should be turned to vibrate so as not to disturb fellow worshippers.

RITUAL GARMENTS, DRESS & CUSTOMS

Guests of all religious backgrounds are welcome at Temple Israel's services. Whether or not they are Jewish, your guests may be unfamiliar with Temple Israel's customs and policies and may appreciate some advance information.

Anyone who goes onto the *bimah* for any honor is required to wear a head covering. All congregants and guests are encouraged to wear a head covering (*kippah*) whenever they are in the synagogue building. *Kippot* and lace head coverings are available at all services. Many families choose to purchase new *kippot* for the congregation and their guests in honor of their student becoming B'nei Mitzvah.

All Jewish congregants and guests age 13 and older are encouraged to wear a *tallit* at morning services. Those reading from the Torah are expected to wear a *tallit*. Most families purchase a new *tallit* for the B'nei Mitzvah student to wear during their celebration and at services afterwards. *Tallitot* are available at all services.

Congregants and guests should dress in a manner that is respectful of the sanctity of Shabbat and religious services. **Food, including chewing gum, is not permitted in the Sanctuary during services.**

Part 4: B'NEI MITZVAH CELEBRATION LOGISTICS

INVITATIONS

When planning the wording of your invitations, please remember that our Shabbat services begin at 9:00 AM. This is the time that should be written on your invitation. When possible and appropriate, please include directions to Temple Israel with your invitation (available in our synagogue office).

WHOM TO INVITE

In many ways, preparing to celebrate becoming B'nei Mitzvah is a group experience for your student and their classmates. In our religious school, as at each of our local day schools, children share with one another the challenges and the excitement of pursuing this significant milestone.

In preparing lists for your celebration, please be sensitive to your student's peers. In the spirit of building community, please try to be inclusive. If your student attends Religious School, we encourage you to invite their entire class. (If you are planning to invite only boys or only girls, the same guideline should apply.) This avoids the hurt feelings that may be caused when a few students are not invited along with the rest of the class, and can prevent tension among friends. In most cases, these students have grown up and studied together. It is therefore most appropriate for them to share this milestone together as well.

HOME HOSPITALITY

Temple Israel has many families who live within walking distance of the synagogue. If you need assistance finding home hospitality for your guests within walking distance, please contact the Rabbi or the Cantor.

FLOWERS

It is customary for the B'nei Mitzvah family to decorate the Sanctuary by sponsoring a floral arrangement for the *bimah*. In order to ensure uniformity for all our *simchas*, flowers for the *bimah* are ordered through Judy's Village Flowers in Foxborough. All flowers remain on the *bimah* until Shabbat is over. You may order other flowers for table centerpieces or decorations as you desire, from any source. Please speak to someone in the office if you have any questions.

KIDDUSH LUNCHEON

As part of the B'nei Mitzvah celebration, it is customary at Temple Israel for families to sponsor the *kiddush* luncheon immediately following the service for our congregants and all invited guests. *Kiddush* sponsorship is included as part of the B'nei Mitzvah fee. Even if you are planning to celebrate at a separate, private function thereafter, it is appropriate for your family to attend *kiddush* with your guests before leaving the synagogue for your own affair. This provides a wonderful opportunity for congregants to offer

congratulations to the B'nei Mitzvah family.

CATERERS

A current list of approved kosher caterers is available from the Temple Israel office. Only approved kosher caterers are permitted to serve food in our synagogue.

PHOTOS

The taking of photographs is not permitted anywhere in or about the synagogue on Shabbat. If you would like photos of your child at the *bimah*, please be in touch with the synagogue office to schedule a convenient time when you and your family will not be disturbed by other events going on at the synagogue.

FRIDAY NIGHT DINNER

Some families may choose to host a private Friday night dinner at the synagogue for their out-of-town guests. Because this is the start of Shabbat, dinner is preceded by a brief Shabbat evening service at 6:15 PM (lasting approximately one hour). If you are interested in hosting a dinner, please contact the synagogue office.

PARTY

All B'nei Mitzvah families who plan to have a party after the B'nei Mitzvah celebration are encouraged to utilize Temple Israel's facilities. Before any other programs or events at the synagogue are scheduled on your celebration day, you have the right of first refusal. If you choose to have your party elsewhere, we urge you to have a celebration in honor of your B'nei Mitzvah that does not violate Shabbat or the Jewish dietary laws. As mentioned in the introduction, the B'nei Mitzvah ceremony marks an adolescent's acceptance of the commandments. It is only fitting that this be reflected in a celebration that takes the commandments into account. Any assistance that the synagogue can provide in helping you to achieve this goal will be happily given.

THE OMER

The Counting of the Omer (*Sefirat HaOmer*, or *sefirah*) begins on the second night of Passover and continues for seven weeks, until the holiday of Shavuot. According to tradition, it is a time of mourning for Jewish martyrs. Among other things, playing instrumental music and having lavish wedding receptions are prohibited during this period. Some Conservative synagogues observe the entire period, while others observe not at all.

If your B'nei Mitzvah celebration is scheduled during the Omer and you are planning an event at Temple Israel, please be aware that no instrumental music will be permitted. Please contact the Rabbi for more information.

COORDINATION AND ASSISTANCE

Many lay and professional leaders in our community are eager to be of assistance to you

as you prepare for this wonderful family milestone. A list of important contacts is included at the end of this handbook.

FINANCIAL OBLIGATIONS

A schedule of current fees for rentals and B'nei Mitzvah preparation is available from the synagogue office. All Temple obligations shall be paid in full prior to the B'nei Mitzvah celebration. Any financial problems, questions, or concerns should be discussed confidentially with the synagogue president or treasurer, and resolved prior to your celebration.

CONTRIBUTIONS

The giving of *tzedekah* - charitable gifts - on happy occasions is one of the oldest traditions of Judaism. Your family may wish to consider a donation to our congregation in honor of your *simcha*. This can be accomplished through a [donation to a synagogue fund](#), [donating a new prayerbook](#) or through another kind of gift.

You may wish to participate in [Project Mazon](#), which asks that you contribute 3% of the cost of your affair to help feed the hungry. This is a custom which continues to spread throughout the country and which has the potential to become a powerful weapon in the fight against homelessness and hunger. We also encourage your child to consider making a gift to *tzedekah*. We see the B'nei Mitzvah celebration as an opportunity to initiate your child into the mitzvah of *gemilut chasadim* - acts of loving kindness.

Although as a Temple member there is no additional charge for our clergy to participate in the B'nei Mitzvah service, it is certainly appropriate, if you wish, to express your appreciation. Such an honorarium or donation to the Rabbi's or Cantor's Discretionary Funds is a purely personal matter. Should you wish to show appreciation to other members of our staff (i.e. our custodians), a small gratuity is entirely appropriate (but not expected).

Part 5: CONCLUSION

ENJOY!

This B'nei Mitzvah handbook contains a lot of information, and although it is all important, we understand that it can be overwhelming. We are here to help you; you are not alone. Please do not hesitate to be in touch with the Cantor, Rabbi, or synagogue office with any questions or concerns.

Make sure to take some time to relax and enjoy this very special and momentous occasion in the life of your B'nei Mitzvah student and your family. We at Temple Israel celebrate right along with you. May we all be privileged to spend many *simchas* together in good health and happiness! *MAZAL TOV!*

IMPORTANT CONTACT INFORMATION

Rabbi Jeremy Fineberg
jfineberg@tisharon.org

Cantor Jamie Gloth
jglath@tisharon.org

Gila Yudewitz
Family Educator
gyudewitz@tisharon.org

Abby Newman Wallach
Director of Youth Education & Programming
anewmanwallach@tisharon.org

Harris Grandberg
Temple President
president@tisharon.org

Temple Israel Office
All other inquiries
781-784-3986

GLOSSARY OF 13 IMPORTANT B'NEI MITZVAH TERMS

Aliyah (plural: **aliyot**) – Literally, “going up” – The ascent to the *bimah* to say the blessings over the Torah scroll.

Amidah – Literally, the “standing” prayer, the prayer which along with the *Shema*, is the central prayer in Jewish liturgy. The *Amidah* is also referred to as *HaTefilah*, “the” prayer and as *Shmoneh Esrei* (“18,” referring to the 18 blessings originally recited in the weekday *Amidah*).

B.Mitzvah – One who has attained the age of responsibility to observe the commandments as an adult Jew. Plural is *B'nei Mitzvah*.

D'var Torah – Literally a “word of Torah”; a brief commentary on the Torah or *haftarah* portion for the week.

Haftarah – Literally, “completion”; the reading of a selection from the Prophets for a particular Shabbat or festival. The *haftarah* reading is connected thematically to the weekly Torah reading.

Chumash – The Hebrew name for the Five Books of Moses. The word *chumash* means five, referring to *Bereisheet* (Genesis), *Shemot* (Exodus), *Vayikra* (Leviticus), *Bamidbar* (Numbers), and *Devarim* (Deuteronomy).

Maftir – The last section of the weekly Torah portion. The person receiving the *Maftir aliyah* chants the *haftarah*.

Mitzvah (plural: **mitzvot**) – A commandment or obligation placed upon all *B'nei Mitzvah*.

Parasha – The Torah portion of the week, sometimes referred to as the *sedra*.

Shacharit – The morning service for Shabbat, festivals, and weekdays. It is followed by **Musaf**, the “additional” service in traditional liturgy of Shabbat, festivals, and the New Moon. In the days of the Jerusalem Temple, there was an additional sacrifice offered – on Shabbat, festivals and the New Moon – which followed the daily sacrifice.

Torah – Literally, “teaching” or instruction. Narrowly, Torah refers to the Five Books of Moses. Broadly, Torah includes all Jewish sacred literature and by implication, all of Judaism.

Trope – The notes and cantillation for Torah, *haftarah* and *megillot*, which enable a student to read any section of these texts throughout the year.



B'NEI MITZVAH CELEBRATION TIMELINE

FOURTH GRADE YEAR

- ❑ Fill out online form and receive official B'nei Mitzvah date letter from Cantor Gloth. Contact Cantor Gloth to discuss any potential date changes as soon as possible.

SIXTH GRADE YEAR

- ❑ Attend Shabbat morning services as a family on a regular basis.
- ❑ Student and parents attend B.Mitzvah Institute sessions throughout the year.

ONE YEAR BEFORE DATE

- ❑ Cantor Gloth will contact you to schedule individual B'nei Mitzvah sessions. Parents and student are invited to the first session together. Afterwards, the student will begin meeting weekly for individual tutoring.
- ❑ Speak with the synagogue office regarding reserving spaces for a reception and/or evening affair, as well as Shabbat morning *Kiddush* luncheon.
- ❑ Hire caterer, photographer, entertainment, etc.
- ❑ Reserve block of hotel rooms for guests, if needed.
- ❑ Bring annual commitment current.

SIX TO EIGHT MONTHS BEFORE DATE

- ❑ Meet with the synagogue office to review logistics for B'nei Mitzvah.
- ❑ Purchase *tallit* and head covering for B'nei Mitzvah.
- ❑ Contact Cantor Gloth regarding any family or friends who would like to read from the Torah.
- ❑ Contact the synagogue office to schedule run-through Rehearsal with Cantor Gloth and Rabbi Fineberg.

THREE MONTHS BEFORE DATE

- ❑ Student writes *D'var Torah* with Rabbi Fineberg.
- ❑ Finalize event details (including *Kiddush* luncheon, floral arrangements, etc.) with the synagogue office.
- ❑ Finalize guest list.
- ❑ Order invitations/electronic invites.

ONE TO TWO MONTHS BEFORE DATE

- ❑ Parents meet with Cantor Gloth to discuss honors.
- ❑ Parents and student meet with Rabbi Fineberg.
- ❑ Contact the synagogue office to schedule photo session.

THE WEEK OF THE DATE

- ❑ Bring all supplies, such as *kippot*, centerpieces, etc. to the synagogue. Please label with your name. All items must be delivered to the synagogue by 12:00 PM on Friday.
- ❑ Photos with family (previously scheduled with synagogue office).
- ❑ Run-through Rehearsal with Cantor Gloth and Rabbi Fineberg and those with honors (if possible).
- ❑ Join the congregation for Friday evening services (6:15 pm).

B'NEI MITZVAH CELEBRATION DAY

- ❑ B'nei Mitzvah student and their immediate family meet with Cantor Gloth in the Cantor's Study prior to the service, at 8:45 A.M.
- ❑ *Shep Nachas!*



SHABBAT MORNING B'NEI MITZVAH HONORS

B'NEI MITZVAH DATE: _____

NAME OF B'NEI MITZVAH (Maftir): _____

HEBREW NAME OF B'NEI MITZVAH: _____

[Hebrew names should include parents' Hebrew names as well. Ex: Yitzhak ben Avraham v'Sarah]

English Name(s)

Hebrew Name(s)

① ALIYAH HONOR: _____

② ALIYAH HONOR: _____

③ ALIYAH HONOR: _____

④ ALIYAH HONOR: _____

NOTE: · Only up to 2 directly-related Jewish adults are eligible for each aliyah honor. If an honoree is a Kohen or Levi, please indicate.
· The Cantor will work with you to determine which specific aliyah your honorees should receive.
· All honorees must wear a head covering on the bimah, and all aliyah honorees should also wear a tallit while on the bimah.

HAGBAH (*Lifting Torah*) (reserved for congregation)

G'LILAH (*Dressing the Torah*) _____

ARK OPENING & CLOSING #1 (*when Torah is removed*) _____ & _____

ARK OPENING & CLOSING #2 (*when Torah is returned*) _____ & _____

ADDITIONAL READINGS: Prayer for Our Country _____

Prayer for the State of Israel _____

Prayer for Peace _____

All honorees for the honors above must be Jewish adults, with the exception of the Prayer for Peace, which can be recited by all guests. A non-Jewish family member or guest may recite the Prayer for Our Country or the Prayer for the State of Israel with a Jewish family member or guest.

ASHREI (*usually for pre-B'nei Mitzvah, 4th grade or above*) _____

CONCLUDING PRAYERS _____

*To be completed and returned to Cantor Gloth at least **one month** prior to the B'nei Mitzvah date.*