

# B'NAI MITZVAH HANDBOOK



## CONGREGATION TIKVAT JACOB

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## Parent Prayer for a Bar/Bat Mitzvah

WHAT I WISH FOR MY CHILD,  
I WISH FOR ALL OUR CHILDREN.

I wish for you to be a  
person of character  
strong but not tough,  
gentle but not weak.

I wish for you to be righteous but not self-  
righteous  
honest but not unforgiving.

Wherever you journey, may your steps be firm  
and may you walk in just paths  
and not be afraid.

Whenever you speak, may your words  
be words of wisdom and friendship.

May your hands build  
and your heart preserve what is good  
and beautiful in our world.

May the voices of the generations of our people  
move through you  
and may the God of our ancestors  
be your God as well.

May you know that there is a people,  
a rich heritage, to which you belong  
and from that sacred place  
you are connected to all who dwell on earth.

May the stories of our people  
be upon your heart  
and the grace of the Torah rhythm  
dance in your soul.

Rabbi Sandy Eisenberg Sasso  
Beth-El Zedeck Congregation, Indianapolis, IN  
*Putting God on the Guest List*

## First Steps

The staff and lay committees of Congregation Tikvat Jacob (CTJ) welcome you as you begin preparations for what we hope will be one of the most important and joyous occasions in your family's life. The Bar or Bat Mitzvah celebration is a challenging, complex and very rewarding experience. It requires not only advanced planning but also the forging of an effective working partnership with the synagogue, Rabbi, Cantor, B'nai Mitzvah Director, Education Director, Religious School teacher, and members of your family.

Cantor Beth Garden, CTJ's B'nai Mitzvah Program Director is dedicated to making your family's B'nai Mitzvah experience as meaningful and memorable as possible. Please consider Cantor Beth your resource for all things B'nai Mitzvah. If she can't address your question or concern, she will put you in touch with someone who can! Cantor Beth's email address is: [bmitzvah@ctjmb.org](mailto:bmitzvah@ctjmb.org) and she can be reached at 310-546-3667 Extension 116

We believe that the B'nai Mitzvah experience works best for students and families when the candidate and the family are well prepared. At CTJ, good preparation for B'nai Mitzvah includes synagogue membership for two or more years, consistent attendance at religious school, and participation in worship services on Shabbat and holidays. We want this experience to be meaningful and comfortable for everyone. Some of the recommendations and requirements below may seem arduous. Our experience has taught us that when families follow these guidelines, the B'nai Mitzvah experience is both richer and more sustained.

1. **Age.** All students are at least 13 years old at the time of their bar or bat mitzvah.
2. **Jewish:** B'nai Mitzvah is among the most well-known and observed traditions in American Judaism. We take it for granted that Jewish children will likely experience this rite of passage. But in our very eclectic faith, there are varying opinions about Jewish identity. At CTJ, the candidate for Bar or Bat Mitzvah is Jewish if he or she was

born to a Jewish mother, or has been through a Jewish conversion ritual. This is an area of concern for some families, but we've found most issues are easily resolved. If you have any questions about your child's Jewish status, please talk to our Rabbi.

3. **Membership:** Family must be members in good standing at CTJ prior to the ceremony. This guideline is for both ritual and financial reasons. B'nai Mitzvah is a significant guidepost in the continuum of a Jewish life, but it is not the culmination of a Jewish education. Synagogue membership encourages an active Jewish life for the entire family. Realistically speaking, synagogues need members to survive. We must pay our Rabbi, Cantor, and teachers and keep our building safe and clean. Dues are a critical part of our financial stability. For this reason, **all current membership obligations must be up to date** before formal B'nai Mitzvah training starts, including membership, religious school, and B'nai Mitzvah fees, currently \$1,125 but subject to change. (The Finance Committee will review special circumstances on a case-by-case basis.)
  
4. **Religious School Participation:** The CTJ Religious School prepares students for more than just their B'nai Mitzvah studies; it prepares students for a Jewish life. Please join us in making your child's religious school attendance a priority in the years preceding and following B'nai Mitzvah. Because we value religious education so highly, religious school attendance is a requirement for B'nai Mitzvah at CTJ.

At their Bar or Bat Mitzvah service, students lead prayers in Hebrew and English, read from the Torah and chant Haftarah, and give a commentary (*drash*) on the weekly Torah portion. This requires sustained, consistent educational preparation that cannot reasonably be accomplished in a short time. We believe that at least four years of religious school, at CTJ or an equivalent institution, are an integral part of the B'nai Mitzvah experience. If you have questions about your child's Jewish education or specific skills, please contact the B'nai Mitzvah director.

5. **Family Participation:** In this manual you will find many opportunities for parents and siblings to participate in Jewish life at home, at CTJ and in the community. Your entire family will benefit from "living" the bar mitzvah experience of with your student.

## **The Basics (When Do We Celebrate?)**

B'nai Mitzvah ceremonies may be scheduled on most Shabbat dates or on Holidays, and can even be held on Monday or Thursday mornings (when the Torah can also be read). At CTJ, Minḥah (afternoon) services are

scheduled **only** on the 4th Saturday of each month. We avoid scheduling two B'nai Mitzvah ceremonies on the same day. For your convenience, you will be given the opportunity to schedule the date approximately two years in advance, during your child's fifth grade year.

**Students will also participate in erev Shabbat services on the Friday night before their Bar or Bat Mitzvah. Please note** that some Friday evening services can include special programming at the discretion of the clergy, the religious school, and lay clergy committees, including:

- Hebrew School class dinners,
- Baby naming ceremonies,
- Bridal blessings (*Ufruf*)
- Holiday observance
- Outside speakers
- Special program elements.
- "Light Up Shabbat," a folk music service, on the first Friday night of the month
- Beach or Polliwog Park services throughout the summer, including Independence Day and Labor Day.

A member of our clergy will be present at all B'nai Mitzvah services.

Services on Shabbat morning begin at 9:30 a.m. and Mincha services will begin at either 4:00 p.m. November-February or 5:00 p.m. March-October. Shabbat morning services always include Kiddush at the synagogue, regardless of the time of the celebration party. For additional information about timing afternoon parties, please contact the B'nai Mitzvah Director.

## **The B'nai Mitzvah Learning Experience**

1. ***B'nai Mitzvah preparation begins:*** Approximately 10-12 months prior to the Bar/Bat Mitzvah ceremony your child becomes eligible to participate in the **B'nai Mitzvah Prayer Class**. In the Prayer Class, B'nai Mitzvah candidates meet in a small group to learn the essential material common to all students. This class currently meets on Thursday afternoons from 4:00-5:00pm. Students can attend the class until the material is learned. Once the prayers are mastered, the candidate will graduate out of the class. They may begin later if it is more convenient but it is recommended that they begin no later than eight months before their B'nai Mitzvah date. Before beginning the class, we ask that you schedule a time to meet with the B'nai Mitzvah Director to discuss the materials your child will be receiving to begin their studies, and expectations regarding studying at home. This meeting should include the child and both parents whenever possible. Please note: A minimum

of 20-25 minutes every day of home study is expected once the student joins the Thursday class.

2. Approximately 7 months prior to the ceremony students will meet with the B'nai Mitzvah Director each week for one-half hour **individual sessions** to learn their Maftir, Haftarah, etc. They will focus on perfecting these readings over the next few months, as well as assuring that they understand how to lead the prayers before and after as well as the Torah service liturgy. Home preparation for these weekly appointments is fundamental to their progress. Many students will practice at home without being reminded, but this is not the case with all. Sometimes regular practice is a habit that must be reinforced by parents. Please be a partner with the synagogue by providing opportunities for your child to practice in a quiet place with no distractions on a regular basis. Some students will require more practice time than others, but all students will need at least fifteen-twenty minutes per day/five days a week to progress adequately. If your child is not making progress, the B'nai Mitzvah director will make suggestions to promote home study in a way that will best benefit your child.
  - a. You will be contacted to set up a regular meeting time. Please schedule this time carefully and prioritize it on your child's schedule.
  - b. Parent(s) must attend the first session along with their child.
  - c. **Specific academic goals for B'nai Mitzvah candidates include:**
    - Learning trope (Bible cantillation melodies) for Haftarah and/or Torah chanting.
    - Learning to chant the Blessings before and after the Haftarah.
    - Studying the Maftir (Torah) and Haftarah (Corresponding reading from the books of the prophets) portions for the assigned Shabbat.
    - Learning significant parts of the Friday evening and the Shabbat morning services.
    - Understanding content of the Torah and Haftarah readings and writing a D'var Torah (An explanation of the portion that will be woven into additional comments to be shared with family and friends during the service.

**Occasionally, a student requires additional help. Please discuss tutoring options with the B'nai Mitzvah Director who, if needed, can provide you with names of private tutors who will require additional payment.**

3. **D'var Torah.** What is a D'var Torah? Judaism has a long tradition of expanding on a small idea contained within the Torah. The democracy of Torah allows that anyone from the community has ideas worth sharing. This can be the Rabbi, a congregant, or even a student! The D'var Torah can also be called a d'rash or a speech, and is part of every Shabbat Service. At CTJ, B'nai Mitzvah students are given the opportunity enlighten the congregation about the Torah portion for the day of their celebration. This is also a chance for them to express themselves and give their own special spin on how the ideas contained in the Torah are at work in their lives.

## Writing your D'var Torah: B'NAI MITZVAH D'VAR TORAH INSTRUCTIONS

MAZEL TOV! You have reached the point at which its time to begin your study and preparation of the speech that you will deliver at your Bar/Bat Mitzvah. In a true sense, it is no more difficult than the efforts you've already made to learn your Maftir reading and Haftarah – and to make it a lot less scary, *it's in English!*

B'nai Mitzvah students are invited to speak for five to eight minutes at their service to demonstrate their ability to study and teach an important idea from their Torah portion. After all, you've been attending Religious School for a good while by now, and since Torah is what you've been studying, it seems appropriate that teaching your family and friends some of the Torah you've learned is a great way to celebrate your coming of age in our Jewish tradition.

It is best if you begin preparing your speech no later than **eight to ten weeks before** your Bat/Bar Mitzvah. That should leave you enough time to write, edit, **and practice** a good speech. You should be almost done with learning your Torah and Haftarah by then, and if you finish your speech a few weeks before your service you'll be able to relax and enjoy all of the excitement.

You and your parent(s) should make an appointment to meet with Cantor Beth eight to ten weeks before your service, and after you've had a chance to read and absorb the Torah resource material (JPS Translation,

Fields commentary and anything else you find for yourself). After discussing the portion and the outline below, Cantor Beth will give you 10-14 days to write a first draft of your speech, which you should email to [bmitzvah@ctjmb.org](mailto:bmitzvah@ctjmb.org) as a .doc attachment if possible. Otherwise, just put it in the body of the email. Use the sample outline below to organize the elements of your speech. If you prefer you may choose a different format if it works for you, but be sure to include all the elements in the outline.

A brief introduction/summary of the Torah portion will given by the Rabbi at the beginning of the Torah service, so there is no need to give a complete summary of the portion. **Your job is to provide a more in-depth analysis and explanation of just one of the themes in the portion.** Of course, you will be able to recognize and thank important relatives and teachers who are present, as well as sharing a bit of appropriate humor if you are so inclined.

After your first draft is received, Cantor Beth will edit it, using the "Track Changes" tool in Microsoft Word. She may also add comments and suggestions and even ask you to expand some of your brilliant ideas using the "Comments" tool. The comments will appear in the side margin.

When you receive your edited speech, please take a few days, (no more than one week please) to complete your final draft. Send it back for approval. Cantor Beth will give it some finishing touches, and also format your speech so it will be in large print and easy to read. Then, you may start practicing your delivery of the speech. Remember, these are your words, so you should try to read them with expression, but not too fast.

Finally, while this is *your* assignment, parents are encouraged to be a part of the process. Even your siblings and friends (if they are able) can be helpful in assisting you think through ideas you want to express, and to give you constructive criticism and encouragement once you are actually practicing. This will be a wonderful experience for all of you, especially if you work together.

Good luck, and don't hesitate to call or email Cantor Beth and/or Rabbi Mark if you need additional help or suggestions. The phone number at the synagogue is 310 546-3667, and Rabbi Mark's email address is [Rabbi@CTJMB.org](mailto:Rabbi@CTJMB.org)

B'hatzlacha (To Your Success!)

## User-Friendly Instructions for Writing an EXTRA SPECIAL D'VAR TORAH

"Making Your Torah Portion Come Alive"

You may be thinking "What could I possibly have to say about my Torah portion that no one has said before?" The answer is simple...THERE IS ONLY ONE YOU!

Our ancestors lived it! Now it is up to you to decide what the ancient piece of literature you have learned has to teach us today...

Read your commentaries, and see what else you can find on line. Here are two good resources to add to your list:

<http://www.bjeny.org/AST-Archive.asp> Around the Shabbat Table

<http://urj.org/shabbat/intro/> Family Shabbat Table Talk

Now it is time to think, reflect, and talk to your parents, teachers and friends. Don't hesitate to ask for help. Then use the following guidelines to write your D'var Torah.

1. Remember to begin with a greeting to the congregation by saying "Shabbat Shalom."
2. Tell us the name of your parasha, and its English translation. Tell us what book of the Torah this parasha comes from, and you can give us the Greek name of the book as well: Genesis/B'reisheet Exodus/Sh'mot, Leviticus/VaYikra, Numbers/B'midbar, Dvarim/Deuteronomy. Give a BRIEF summary of the portion, or tell us its main ideas. (no more than two sentences). You are like a TV newscaster giving the "headlines". Do not use any quotations for this paragraph. Keep it simple. You may want to start this paragraph something like this: *The name of the Torah portion for this Shabbat is \_\_\_\_\_.* *It tells how \_\_\_\_\_* (Give main ideas or events.)
3. Chose one concept, idea or theme from the Parasha. Think about why it was important for our ancestors. What lesson might they have learned from living the story, the mitzvot or details of your verses? This paragraph might begin like this: *One of the most important events in this Torah portion is when \_\_\_\_\_.* *I find it interesting that \_\_\_\_\_.* (Give

details of the event.) Also, let us know what one of the commentators from the Fields commentary said about this concept as well.

4. Now its time to bring the concept forward. Think about why this idea is important in the world today. \*For example, the idea of your chosen event might be *freedom—peace—justice--helping others—friendship*. How might the world improve if people lived by the ideas in this portion? Discuss an example of how this concept is important in the world and what lesson(s) are being learned. You could have these kinds of sentences in this paragraph: *The main idea of this event is\_\_\_\_\_.* *This idea was important in Biblical times because \_\_\_\_\_.**The idea is important today because\_\_\_\_\_.*
5. How have you come to understand this concept in your life? Share a story or give an example of how this value or concept applies in your own life. You may want to begin by saying something like this: *The importance of this idea can be illustrated by a personal experience\_\_\_\_\_.* *I will try to apply this idea to my life by\_\_\_\_\_.*
6. Briefly connect the Torah portion to your community service work or your mitzvah project if possible. *As part of my commitment to Jewish values and in anticipation of beginning to take on more adult responsibility, I chose to\_\_\_\_\_.*
7. Briefly thank those that have helped you on your journey to become B'nai Mitzvah. Make sure to thank Rabbi Mark and Cantor Berger as well as your religious school teachers, and the Religious Studies Director.
8. Close with a personal prayer to mark the occasion of your celebration in the synagogue. It might start like this: *Dear God, today has been an incredible experience for me....* Or, maybe this: *The road to today has been \_\_\_\_\_.* Or, maybe: *I am truly thankful for this experience for so many reasons....*

## Differently Abled Learners

At CTJ, Bnai Mitzvah is designed to foster educational empowerment, community responsibility, and building family traditions. Our goal is to

create Jewishly knowledgeable teens who are enthusiastic about continuing their Jewish education, community involvement, and social connections in the Jewish community. Family, community, knowledge, responsibility and connection are the values we want our B'nai Mitzvah students to hold close to their hearts. As such, it is most important that EVERY student in our community have the opportunity to become Bar or Bat Mitzvah and have the opportunity to study, participate in community, and feel a sense of accomplishment and pride. The educational and clergy staff at CTJ will make any necessary modifications to our curriculum to accommodate the abilities of our students. **If your child has a diagnosed learning or behavioral disability, it is of utmost importance that you communicate with the B'nai Mitzvah Director** at the time that a date is scheduled, regarding any issues you feel your child will face during their course of study. Various resources can be put in place to assure a positive experience for your entire family.

## **Deepening the Connection**

### Observing Shabbat at CTJ

Shabbat is a centerpiece of Jewish Life. Celebrating Shabbat at CTJ gives students and families an opportunity to participate in community and to become familiar with the intricacies of Shabbat ritual observance in the synagogue. Your experience as parents will be maximized by becoming more familiar with the service regardless of your own religious upbringing. In addition, congregants who attend regularly relish the opportunity to observe students who attend on a regular basis on their path to becoming Bar or Bat Mitzvah. Our students are being given an amazing opportunity to lead part of a congregational service on the day of their B'nai Mitzvah. Their presence on the bimah should be familiar to the congregation. Their regular attendance at services assures this will be the case.

**Shabbat Service attendance requirement: Parents and students are**

**required to attend a *minimum* of 10 Friday evening services and 12 Saturday morning services** in the period of 18 months to one year preceding the ceremony.

- **Students and parents should plan to attend at least 2 Friday night and 2 Saturday morning services within the month of the Bar or Bat Mitzvah service.**
- **It is the student's responsibility to sign in by placing a sticker on the attendance card.**
- Summer camp services and services at other synagogues will count toward fulfilling this requirement, however at least 9 Saturday morning and 7 Friday night services must be attended at CTJ.
- To receive credit for Shabbat service attendance at other synagogues or during summer camp, please complete a Shabbat service attendance sheet.

## Community Service and G'milut Chasadim (Acts of Compassion)

As part of their B'nai Mitzvah preparation, students must complete **at least 13 hours of community service in the year preceding their Bar or Bat Mitzvah Date.** Students will document their activities on the Community Service Log, which can be found below. Please turn in a form for each organization where volunteer hours have been completed and turn in all the forms to the B'nai Mitzvah Director at least 3 weeks before the B'nai Mitzvah date. Students will have an opportunity to include a short paragraph about their experience volunteering in their D'var Torah/speech.

Two Acts of compassion that are **STRONGLY SUGGESTED** for **ALL CTJ B'nai Mitzvah Students:**

### ▪TZEDAKAH

Donate a portion of the gift money you receive to a Jewish Philanthropy like Sova, Mazon, JNF, UJC, CTJ Religious School etc. Cantor Beth can help you choose an organization if you need help.

### ▪HACHNASAT ORCHIM

**Please invite your entire religious school class to your Bar or Bat**

## **Mitzvah.**

CTJ is committed to community and inclusion. **Please plan your celebration to include your child's entire religious school class.** We realize that families incur an additional cost in including students with whom your child may not be close. However, these students have been on their Jewish educational journey together. We believe they should recognize this milestone as a community. This sensitive issue has the potential to shape a child's experience in Jewish life. Students who are left out are not likely to forget the pain and embarrassment they feel. **Thank you for your sensitivity to the needs of all your child's classmates.**

Address any concerns or questions regarding this portion of the B'nai Mitzvah Program to the B'nai Mitzvah Director.

In addition, students must choose THREE of the following activities to complete in the year before their B'nai Mitzvah date.

<b>Activity</b>	<b>Parent Signature</b>
Visit someone you know who is sick or hospitalized	
Be a Shabbat greeter before & after Shabbat services with your parents	
Help an older relative or adult who lives in your neighborhood by running errands, taking walks together, reading a story, etc	
Comfort a mourner by participating in a <i>Shiva</i> service or paying a condolence call.	
Meet with your family and discuss a <i>Tzedakah</i> (righteous giving) project, and donate a portion of your Bar/Bat Mitzvah money to that cause.	
Plan and carry out a <i>Mitzvah Project</i> - where you take the lead and organize others to perform <i>Tikun Olam</i> – “repairing the world” ( a project could include advertising and organizing a clothing, book, or school supply drive, beach cleanup, letter writing campaign)	
Perform a <i>Mitzvah Project</i> related to your Torah Portion	
Clean out your closets and drawers and donate the clothes to charity.	
Help a classmate who is ill. Bring homework, library books, messages, etc.	

Write an elected official about an important social or political issue.	
Donate your centerpieces from your celebration to a worthwhile place. (For example, send flowers to a senior citizens residence; donate baskets of food, books, or toys to a hospital or food center.)	
Other:	

## Shabbat Service Attendance Sheet – Another Synagogue/Camp

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Name of Synagogue or Camp	Date Attended	Fri	Sat.	How was this service different and the same as a CTJ service?
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# Congregation Tikvat Jacob Community Service Form

Student's Name \_\_\_\_\_

Company or Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

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Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Please have supervisor fill out this form and sign.

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\_\_\_\_\_  
Signature

Print Name

Date



## Family Engagement

### **Chavurot**

Just like every other important experience in your child's life, the B'nai Mitzvah experience will be easier if it is shared with others who are going through the same process. Some of these relationships may be long lasting such as long years of Religious School carpooling, holiday celebrations, or family friendships. There will also be new friendships with families that you meet in the process of attending programs here at CTJ. There are many formal or informal opportunities to support one another and it is our hope that families will find various connection points throughout the B'nai Mitzvah experience.

### **Parent Involvement**

Attending Services on Friday Night and Saturday Morning with your child may be the single most important thing a parent can do to support the B'nai Mitzvah process. When you attend services with your child, it sends the message to your child that this is time well spent. You model appropriate behavior during worship services, and you connect your family to the community. Your child will learn from your example—and even learn by watching you learn.

### **Shabbat Greeters**

At CTJ, Greeters welcome worshipers on Shabbat at the door to the sanctuary by handing them a prayer book (siddur), a program and wishing them Shabbat Shalom. Many individuals who have never been to a synagogue before attend Bar and Bat Mitzvah services on Shabbat morning. The greeter's friendly welcome will be their first experience at CTJ and key to their feeling involved and engaged in the service.

We encourage all B'nai Mitzvah parents to volunteer as greeters at least two Saturday morning services during the year of their child's Bar or Bat Mitzvah. These can be services you plan to attend anyway, and can be B'nai Mitzvah services of family friends. Please arrive at 9:25 a.m. and station yourself at the door of the sanctuary. Please watch for kippot! Please email Cantor Beth to inform her about when you wish to serve as a

greeter.

## **Education**

Make this year a year of learning for your entire family. Investing in your own Jewish education and community makes you a great role model for your student and builds your connection to CTJ. Additional details about all these learning opportunities are available on the CTJ website.

### **Learning Opportunities for Parents**

- How to Have an Aliyah at CTJ
- B'nai Mitzvah Parents' Readiness Service
- Jewish Observance Workshop for Families
- Jewish Cooking Classes
- Introduction to Judaism-an in depth exploration of Judaism for non-Jews and Jews who were raised without Jewish observance.
- Chevrat Torah-Interactive Torah study opportunity for adults once a month
- Beginning Hebrew
- Jewish Book Group
- Additional adult education classes
- Family Education Opportunities at CTJ
- Trope Class

### **Shabbat Morning Services**

The best way for your family to prepare for your child's B'nai Mitzvah is to attend Shabbat services at CTJ. Think of it as spring training before the season starts. You will become familiar with the pace of the service the melodies, the choreography. After a while you will feel like a member of the team, instead of the visitor at an "away" game. The more often you come the more relaxed and prepared you and your entire family will be on the of your child's bar or bat mitzvah.

### **Sundays with Torah**

At 9:30 a.m. on the first Sunday of each month, Rabbi Mark meets with

congregants at Manhattan Bread and Bagel to explore traditional texts and the news of the week in a Jewish context. This is an informal, drop-in dialogue. Feel free to join the conversation any time.

### **Religious School Family Education Days**

The CTJ Religious School offers a variety of opportunities for family participation, including Shabbat dinners, and Sunday morning workshops for families. Please check the Religious School calendar on the CTJ website.

### **Synagogue Involvement**

Just like the public schools and other non-profit organizations, the synagogue runs on volunteer power. The year preceding B'nai Mitzvah is a time when many families choose to deepen their involvement in the synagogue by volunteering their time. Multiple opportunities for short and long-term commitments exist at CTJ. Whatever your expertise or skills, WE NEED YOU. Your family's experience will deepen in meaning with your involvement. Please speak to the executive director about volunteer opportunities.

### **Synagogue Contribution**

It is customary and traditional to make a contribution to the synagogue in honor of this joyous occasion. Your donation directly to CTJ will help assure a Jewish future in our community for your family and others. Please be sure to share the fact that you have made this gift with your student. In this way, we pass down the tradition of synagogue support to the generations that follow.

**Parent Comments Guidelines:** Parents are welcome to share some brief words with their son/daughter at the beginning of the Torah service when you present a tallit to your child. **Please limit your comments to two-three minutes (total for both parents), which is approximately two pages, double-spaced, font size 18.**

- Remember that this is a religious service to celebrate your child's status as a Jewish adult. Although it may be tempting to praise all of his/her accomplishments (such as sports and music) or share intimate

thoughts this kind of speech would be more appropriate for the party. Also, as you know, young adults are easily embarrassed so please keep this in mind. Instead for example please focus on:

- The religious significance of your child becoming a Bar/Bat Mitzvah - the moment as a rite of passage into Jewish adulthood and the passing down of the Jewish tradition,
- Characteristics of your child which enabled him/her to reach this day, possibly an example,
- The Jewish values and ideals you hope your child has learned and will exhibit in the future.
- You may wish to base your comments on a Jewish source or quotation, especially from your son/daughter's Torah portion
- For further guidance, please contact Cantor Beth or Rabbi Mark.

## The Bar Mitzvah Service

Although a Bar and Bat Mitzvah is a valued day in our synagogue, it is one of the many events and functions of our ongoing synagogue life. To preserve the beauty and sanctity of the Shabbat observance, Congregation Tikvat Jacob has established the following ritual policies:

1. **Photographs, cell phone use, videos or audio recordings** are not allowed during Shabbat or weekday services or anywhere on CTJ's premises on Shabbat. Photographs may be taken until one hour before Shabbat commences or at other times by arrangement with the Rabbi (but never on Shabbat or a holiday). The rehearsal is the best time for taking photographs and videotapes.
2. **The B'nai Mitzvah Booklet will be prepared by CTJ. Please complete the Shacharit or Mincha Bimah Honors form (available online as well as at the end of this handbook), and email it, along with a digital photograph of the Bar/Bat Mitzvah, to office@ctjmb.org.** The booklet will be printed in black and white however, if preferred, color copying is available at \$75 per 100 copies. Your family may personalize the welcome paragraph, provide nicer paper, or you may choose to print the program privately. If you print it privately, please make sure to have it approved by Cantor Beth at least two weeks before printing.
3. **Torah service honors (opening and closing the ark, lifting and dressing the Torah) and Aliyot to the Torah are reserved for adult Jews**

(over the age of 13). (They need not have had a Bar/Bat Mitzvah ceremony).

- a. **Those honored with *Aliyot* must prepare beforehand by practicing the blessings thereby showing respect to the Torah and the congregation. See Appendix** for transliterated Torah Blessings and web site where blessings are chanted. The B'nai Mitzvah Director or Cantor can also provide a recording of the Torah Blessings, if needed. The Hebrew text and transliteration of the Torah Blessings will be on the podium for reference.
  - b. All adult Jews who have Torah honors must wear a *tallit*. Please convey this information to your guests prior to the day of the service.
  - c. There **are 8 *Aliyot* during the morning Torah service. One for the B'nai Mitzvah, one for a community member and 6 for the B'nai Mitzvah's Jewish family and friends.** The community member will be chosen by the ritual committee or clergy. **In the afternoon *Minhah* service, there are 3 *Aliyot*.** It is permissible to have up to three people for each *Aliyah*.
  - d. The congregation's Torah reader will chant from the Torah. You may honor Jewish family members or friends by having them chant from the Torah. Please contact the B'nai Mitzvah Director at least 3 months prior to the service so she can assign the portion to be chanted and provide a recording. At CTJ, very high value is put on the correct recitation of Torah. For this reason, and to avoid embarrassment, **guest Torah readers must chant from the Tikkun without vowels or punctuation for Cantor Beth or Cantor Berger at least 3 days before the ceremony to ensure proficiency (may be done in person, by phone or voice mail). Please note that if your guest Torah reader is unable to chant for our Cantors, the portion will be read by someone familiar to our clergy. There are absolutely no exceptions to this rule.**
4. **There are a number of opportunities for non-Jewish family and friends to participate in the service.** Please talk to Cantor Beth.

## Celebration Guidelines

Two months before your event, a member of the CTJ office staff will contact you to schedule a meeting to go over all non-ritual details. We urge you to attend this meeting and bring a list of all your questions. If possible, be prepared with an estimate of the number of invited guests, information about any caterers you may have hired to provide food here at CTJ and any plans you may have for kiddush lunch sanctuary turnover (see below).

### Decorations, Friday Oneg Shabbat, and Saturday Kiddush Lunch

1. **Decorating the Sanctuary:** The family will provide two large arrangements (2 -3 feet high) suitable for the Bimah (in front of the two lecterns). **Many families opt to decorate the Bimah with items to be donated to charity such as stuffed animals, canned goods, sporting equipment or musical instruments. All items can be placed attractively in baskets.** The arrangements may also be flowers or plants. You may also provide a small arrangement to be placed at the Oneg and Kiddush. Arrangements for the lobby are optional. Please have arrangements delivered by 2:00 pm on Friday afternoon.
2. **Host the Oneg Shabbat on Friday night and the Kiddush luncheon on Shabbat morning after services in honor of your child's Bar/Bat Mitzvah:**
  - a. For the Friday night Oneg Shabbat and the Saturday morning Kiddush lunch, the family will need to hire a **CTJ approved caterer**. All food served must follow Congregation Tikvat Jacob's Kashrut guidelines. **(See the list of CTJ approved caterers in the B'nai Mitzvah Celebration Contacts section at the back of the handbook).** Please note that CTJ also provides a flat fee Friday oneg Shabbat for \$275.00 and this is often the easiest and most cost effective way to provide a beautiful Shabbat "reception" in honor of your child's celebration.
  - b. All costs connected with the Friday night Oneg Shabbat and the Shabbat morning Kiddush luncheon are the responsibility of the B'nai Mitzvah family. This includes but is not limited to food, preparation, paper goods, kitchen help and cleanup.
3. **Friday Night Dinner:** If the social hall is available before the Friday night Kabbalat Shabbat service, you may wish to have a family dinner for out

of town guests before the service. Consult with Cantor Beth or Executive Director Tamah Kushner regarding availability and catering options.

4. **Minhah Service:** Normally, no food is served after an afternoon service. (However \_\_\_\_\_ some families have had their cocktails and \_\_\_\_\_ appetizers at CTJ). Although it is not required, you may honor your child's B'nai \_\_\_\_\_ Mitzvah by \_\_\_\_\_ sponsoring the Saturday morning Kiddush lunch for a donation of \$300. \_\_\_\_\_

5. **Sanctuary Turnover:** For an additional fee the sanctuary can be converted after the service to \_\_\_\_\_ accommodate tables and chairs for the Kiddush lunch. Please contact the CTJ office for arrangements. Please make sure that the caterer is aware that you plan a sanctuary turnover. They may need more staff to accommodate this change. **See sample contract** and fees below.

Please be aware that the caterer will need to hire more people in order to staff the sanctuary and will let you know about any additional costs. Directions for implementation:

- Rabbis will give very clear directions at end of service - reminding people where to exit (through double doors into lobby), get food, and that they may return to sit.
- People will be asked specifically NOT to help the process as they only hinder it.
- Ushers will help move people quickly and efficiently out of back doors into lobby
- Tables staged in small side hallway will be moved in by custodians only-- existing tables only-- no tables may be rented
- If you plan to stay beyond 1:00 you will need to pay an additional charge for the parking attendant's additional time.

## Sample Contract for Sanctuary Turnover

Family Name:

Date of Luncheon: \_\_\_\_\_

Name of Bar/Bat Mitzvah:

Adult Signatory:

Families and Guests Must be out by 3:00 pm (initial)

Additional Parking Attendant Hours will be extra: (initial)

Fee must be paid by (Date supplied by CTJ):

We are pleased to offer you the service of turning over the sanctuary to tables and chairs for a luncheon following the service. Once everyone leaves the sanctuary, the turnover will take about 15 minutes. Guests may enter the sanctuary once the doors are reopened.

The fee is \$600 during the 2010 year (fee is subject to change) and must be requested 8 weeks in advance and paid in full 6 weeks before the event. The fee includes the following:

\$350 – Custodial costs (3 custodians, 11AM – 5PM, for both set up of tables in hallway, moving furniture, clean up during luncheon , and resetting chairs after luncheon)

\$100 – Teacher or staff member\*: 12PM -3PM

\$150 – Maintenance/clean up costs - steam cleaning the rug – 2 – 3 hours  
Chair removal and reset after rug is cleaned  
Overhead -- staff additional time for organizing, hiring, etc.

\* A staff person or the designee needs to be on site to (1) ensure Shabbat and decorum rules are kept (no cameras, no music, no one on bimah, etc.); (2) ensure there is safe and appropriate behavior; (3) oversee building (damage, etc.); (4) Lock and secure the building at the end of the festivities (the false alarm fee is \$250, so we need to make sure that someone is responsible for getting everyone out.).

## **Parking at CTJ**

**Parking Attendant:** if you expect more than approximately 150 guests (50 or more cars) an attendant will be required. CTJ will make the arrangements, however it is B'nai Mitzvah family's responsibility to pay the parking attendant fee. **Please notify the CTJ office within two weeks of the service if you will need a parking attendant.** The office will bill the family.

## **Decorum**

You may wish to include guidelines and timelines for friends of the B'nai Mitzvah as a supplement in your invitation. Here is an example:

### *Ploni's Bar Mitzvah and Celebration*

Here's some information to help you to plan for the day.

#### **Service:**

Friends usually sit together in the sanctuary so it should be easy to find someone to join.

Please dress in modest, appropriate Synagogue/Church attire: Girls –shoulders covered, MEDIUM LENGTH skirts, dresses, or dressy pants. Boys - khakis, dress pants, or a suit along with a collared shirt.

The service will end between 12:15 p.m. and 12:30 p.m. followed by a light luncheon. Your parents should plan to pick you up at the synagogue around 1:15 p.m.

#### **Party:**

The party at the Manhattan Beach Marriott will end at approximately 11:00 p.m. Please dress up for an evening event (for example no jeans).

Please don't hesitate to call if you have any questions 310-555-5555

# Planning for a B'nai Mitzvah Service and Celebration

## One to three years ahead

- Set the date.
- Set a budget.
- Book the party venue
- Arrange for caterer, party planner and band or DJ.
- Buy a loose-leaf binder or start a filing system on index cards.
- Attend Shabbat and holiday services as a family
- Attend religious school regularly

## Ten to 12 months ahead

- Begin weekly prayer class
- (Continue to) attend weekly Shabbat services as a family.
- Arrange for photographer and videographer.
- Book hotel accommodations and investigate transportation for out-of-town guests.

## Seven months ahead

- Begin B'nai Mitzvah lessons.
- Arrange for florist and make guest list.
- Select caterer for Friday night Oneg and Saturday morning Kiddush lunch.

## Four to five months ahead

- Order invitations and thank-you notes and personalized party favors.
- Shop for clothing and shoes.
- Purchase a tallit.

## Three months ahead

- Plan Sunday brunch, if applicable.
- Order printed yarmulkes/kippot.

## Two months ahead

- Mail out-of-town invitations.
- Start planning honors list and find out honorees Hebrew names.

## Six weeks ahead

- Take care of clothing alterations.
- Mail in-town invitations.

## Four weeks ahead

- Prepare speech.
- Finalize reservations and transportation.
- Make welcome gifts for out-of-town guests.
- Arrange aliyot.
- Send honorary gift to synagogue.
- Make seating charts for reception (and dinner).

## Two weeks ahead

- Give final count to caterer.

## One week ahead

- Have rehearsal and take bimah photographs. Make copies of speeches, room and table layouts, Give them to a friend to hold for you.

○

## B'nai Mitzvah Celebration Contacts

For your convenience, listed below are vendors used by past CTJ members. **CTJ does not endorse or guarantee any particular vendor.**

### Caterers

Moira Fearey	310- 308-0637	<a href="mailto:chef.maira@verizon.net">chef.maira@verizon.net</a>
LA Food Arts	<a href="http://www.lafoodarts.com/our-menus/kosher-style-menus/">http://www.lafoodarts.com/our-menus/kosher-style-menus/</a>	
David Slatkin	310-699-8807	David@davidsevents.com
Got Kosher?	Alain Cohen	310-858-3123
	gotkosher@sbcglobal.net	
Creative Spice	323-816-8033	<a href="http://www.creativespicecatering.com">www.creativespicecatering.com</a>
Chef Peter	310-874-3864	<a href="mailto:Chef@gourmet2you.com">Chef@gourmet2you.com</a>
Marti Schwartz	818-785-9339	<a href="http://www.Servsyourightcuisine.com">www.Servsyourightcuisine.com</a>

Depending on the caterer you choose, you may need to hire servers through CTJ and pay them directly. **If you are considering ANY other caterer, you must check with Rabbi Mark or Tamah Kushner for confirmation. Because of laws of Kashrut, all caterers working at CTJ MUST be approved at least one month in advance.**

## **Florists**

Boulevard Florist  
14507 S. Hawthorne Blvd  
Lawndale, CA  
310-219-7600

Lily Pad Floral Design  
120 Pier Ave.  
Hermosa Beach, CA 90254  
310-376-2539

Flowers by Laurel  
598 Meyer Lane  
Redondo Beach, CA 90278  
310-540-4026

Reliable Plant Service  
1116 Eighth Street, Suite E  
Manhattan Beach, CA  
Michael Tauber  
310-798-8770

PV Florist  
417 Silver Spur Rd.  
Rolling Hills Estates, CA 90274  
310-541-9994  
[palosverdesflorist@mac.com](mailto:palosverdesflorist@mac.com)

## **Food Baskets**

Bruce Rosen/Community Action 310-459-2818 (Will set up and distribute to food bank)

## **Kippot/Tallitot**

CTJ gift shop has a beautiful selection of tallitot. The gift shop is run by volunteers, not the CTJ office. Please e-mail Iris Knell at [giftshop@ctjmb.org](mailto:giftshop@ctjmb.org) to make an appointment with the CTJ giftshop to see their selection. Catalogues are also available.

Barbara Schwartz makes custom handmade talitot and donates a portion of her proceeds to CTJ! Her email address is [barbarags@aol.com](mailto:barbarags@aol.com).

You may also look online at [Alefjudaica.com](http://Alefjudaica.com) - CTJ gift shop will order

<http://www.koolkipah.com>

<http://www.kippotcenter.com>

<http://www.a-zara.com>

<http://www.jlowy.com> or 1-800-kippot

<http://www.tallit.com>

<http://www.kippahking.com>- knit Kippot and will donate 10% to Israeli charity

## **DJ's**

Blair Silver and Company - [www.blairsilver.com/dj](http://www.blairsilver.com/dj) 310.546.4669

Feet First Entertainment - [www.feetfirstevents.com](http://www.feetfirstevents.com) - 310-641-1844

Keary Slater - [www.slaterentertainment.com](http://www.slaterentertainment.com) - 818-763-2623

Ray Entertainment - [www.rayentertainment.com](http://www.rayentertainment.com) - 866-769-7766

You Should Be Dancing - [www.ysbd.com](http://www.ysbd.com) - 818- 705-4198

## **Party Planners**

In Any Event – Robin Crevelt –310-543-1806

April Whitney Events –562-597-5270

Nina Bracker Events – 310-701-8815

## **Venues – Local**

### **Hermosa Beach**

Kiwanis Club 310 –379-9357

### **Manhattan Beach**

Marriott 310-546-7511

The Belamar 310-750-0300

Verandas 310-546-7805

Manhattan Country Club 310-546-5656

The Ayres Hotel 310-536-0400

The Shade Hotel 310-546-4995

Raleigh Studios 323-690-3456

Neptunian Women’s Club

310 –374-9473

### **LAX Area**

The Proud Bird 310- 670-3093

### **Palos Verdes**

Norris Pavilion 310- 544-0403

### **Redondo Beach–King Harbor**

Crown Plaza 310-318-8888

Portofino Inn 310-798-5874

Cheesecake Factory 310-318-5538

### **Redondo Beach**

Historic Library 310-937-6844

Temple Menorah 310-316-8444

### **Torrance**

Marriott 310-316-3636

Torrance Cultural

Arts Center 310-781-7150

Lucky Strike Bowl 310-802-7010

### **Marina Del Rey**

Fantasea Yacht Club 310-827-2220 Marriott 310-301-3000

## **Transportation**

Laidlaw – School Bus: 800–300–959 (Approximately \$225 for 3 hours)

## **Balloons**

Balloon Affair [www.balloonaffair.biz](http://www.balloonaffair.biz) (310) 539–5800

## **Invitations**

Manhattan Reprographics (David Schwartz) 1114 22<sup>nd</sup> Street, M.B,  
310–546–2288.

(Will donate a % of profit to CTJ)

A Legendary Affair – 505 N. Sepulveda Blvd. 310– 372–5200  
(25% discount if you mention you are from CTJ)

## **Calligrapher**

Diana Jo Giebler – [diana@specialletters.net](mailto:diana@specialletters.net)

**Online or Web Based Invitations:** Please see Cantor Beth for more info!

[www.Godaddy.com](http://www.Godaddy.com) offers web hosting and internet based software to build your own website!

## **B'nai Mitzvah Planning Software**

My Bar/Bat Mitzvah Companion [www.fivestarsoftware.com/mitzvah](http://www.fivestarsoftware.com/mitzvah)

## **Photographers**

Jeff and Sam Graham  
Digital photo and video  
310–545–6291

In Living Color by Gray  
818–879–9998  
[www.ilcphoto.com](http://www.ilcphoto.com), e-mail: [gray@ilcphoto.com](mailto:gray@ilcphoto.com)

Michael Herbach Photography  
310– 640–984

Maia's Photography  
310–292–1960

Ginny Rickey Photography

310-378-2929

## **Photo Montage**

Judi Walley 310-374-2810 [www.montagemama.com](http://www.montagemama.com)

## **Video**

Emily Auer

310 - 625-3669

Emmy@emmyvideo.com

Just for Show Video – Julie Stivers

310-645-2457

Alex Zech – Zvideo Productions

310-844-8685

[www.zvideopros.com](http://www.zvideopros.com)

Renee Goldstein

310-251-6556

[Reminiscewithadisc.com](http://Reminiscewithadisc.com)





## Glossary of Terms

Aliyah	On Shabbat morning services several people are “called up” to the Bimah to recite a blessing before and after the reading of each Torah portion. Plural: Aliyot
Aron HaKodesh	“The Ark of Holiness” in which the Torah scrolls reside.
Bar Mitzvah	“A Son of the Commandment” refers to a Jewish male who at 13 years of age accepts the rights and responsibilities of Jewish adulthood. Plural: B’nai Mitzvah
Bat Mitzvah	“A Daughter of the Commandment” similarly refers to a Jewish female who at 13 years of age accepts the rights and responsibilities of Jewish adulthood. Plural: B’not Mitzvah
Beit Keneset	“House of Assembly” or sanctuary
Bimah	A platform from which the prayer service is conducted.
Haftarah	A portion from the Prophets, the second section of the Bible. The Bar/Bat Mitzvah chants the Prophetic section following the Torah reading.
Havdalah	Service that bids farewell to the Shabbat. It is recited on Saturday evening after three stars appear.
Kiddush	Shabbat Blessing over the wine and in honor of Shabbat. This also refers to the light luncheon celebration following the Shabbat morning service.
Kippah, Yarmulke	Ritual head covering worn during services.
Maffir	The final Aliyah which is reserved for the Bar/Bat Mitzvah who recites the concluding verses of the Torah portion.
Motzi	Blessing over bread. On Shabbat a Challah is used.
Minḥah	The afternoon prayer service.
Ner Tamid	The eternal light above the Aron HaKodesh

Oneg Shabbat	The celebration following Friday evening services.
Parasha	A portion of the Torah that is read each Shabbat.
Parochet	The curtain inside the Aron HaKodesh behind which the scrolls are kept.
Sefer Torah	The handwritten scrolls of the Five Books of Moses, which are housed in the Aron HaKodesh.
Seudat Mitzvah	A festive meal in honor of the Bar/Bar Mitzvah.
Shabbat	The day of rest and spiritual enrichment. Shabbat begins at sundown on Friday evening and ends at dark on Saturday evening.
Siddur	The prayer book
Tallit	A ritual prayer shawl with fringes (tzitzit), which is worn during all daytime prayer serves to remind Jews of the 613 biblical commandments.
Torah	The scroll of the Five Books of Moses, which is the first section of the Bible. In English the books are Genesis, Exodus, Leviticus, Numbers, and Deuteronomy. In Hebrew they are B'reishit, Sh'mot, Sh'mini, B'midbar, and D'varim.
Yad	A ritual implement, usually in the shape of a hand with an outstretched index finger, used as a guide in the reading of the Tora



## Congregation Tikvat Jacob Staff Contact List

1829 North Sepulveda Bl. Manhattan Beach, CA 90266

Tel: 310-546-3667

Fax: 310-546-7302

[www.ctjmb.org](http://www.ctjmb.org)

Rabbi Mark Hyman – [Rabbi@ctjmb.org](mailto:Rabbi@ctjmb.org)– Extension 112

Cantor David Berger- [Cantor.berger@ctjmb.org](mailto:Cantor.berger@ctjmb.org) Extension113

Cantor Beth Garden B’nai Mitzvah Director – [BMitzvah@ctjmb.org](mailto:BMitzvah@ctjmb.org) Extension 116

Tamah Kushner- Executive Director – [Director@ctjmb.org](mailto:Director@ctjmb.org)– Extension 119

Rabbi Carrie Benveniste–Director of Education [Rabbi.@ctjmb.org](mailto:Rabbi.@ctjmb.org)– Extension111

Amir Orbach-Administrative Coordinator [Assistant@ctjmb.org](mailto:Assistant@ctjmb.org) Extension 125

Wendy Shabasis, Administrative Assistant [office@ctjmb.org](mailto:office@ctjmb.org) Ext. 110

**FAQ: Whom do I contact if I need...?**

To schedule an appointment before starting prayer class? *Cantor Beth*

To schedule an my child’s regular 1:1 lessons? *Cantor Beth*

More information about dues and fees? *Tamah Kushner*

For extra help on my child’s speech? *Cantor Beth or Rabbi Mark*

To get a recording of the blessings before/after reading Torah? *Website*

To schedule a sanctuary turnover? *Tamah Kushner/CTJ Office*

To schedule a parking lot attendant? *Tamah Kushner/CTJ Office*

A tutor to give my child some extra help? *Cantor Beth*

To determine if my caterer is Kosher, or find out if I need to hire servers? *Tamah Kushner or Rabbi Mark*

To have a family member read his/her Torah portion heard before the service (REQUIRED) *Cantor Beth or Cantor Berger*

To talk about my child’s progress? *Cantor Beth*

To schedule rehearsal? *Cantor Beth*

## ***B'nai Mitzvah Shaḥarit (Morning) Service Information***

Please, return this form electronically along with a photo of the Bar/Bat Mitzvah to office@ctjmb.org at least 10 days before the event.

### **Name of Bar/Bat Mitzvah:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Approximate # of guests:** Adults: \_\_\_\_\_ Children: \_\_\_\_\_

**Valet Attendant:** Do you require a valet attendant? Yes / No

(Required for events with 150 guests or more, normally cost \$150)

**Flowers Delivery:** Company Name: \_\_\_\_\_ Estimated time: \_\_\_\_\_

**Reception Venue:** \_\_\_\_\_

**Caterer for Oneg and Kiddush lunch:** \_\_\_\_\_

**Sanctuary Turnover:** Would you like to have a sanctuary turnover? Yes / No

(for an additional fee of \$600, *must* inform the CTJ office 6 weeks in advance)

## ***Service Honors***

### **1<sup>st</sup> Ark Opening**

(2 Jewish adults\*, may be accompanied by a younger child)

### **From Generation to Generation - Handing Down of the Torah**

(Jewish\* grandparents & parents present at service)

### **Hagba'hah (Torah Lifter)**

(By special arrangement ONLY)

### **G'lilah (Torah Roller)**

(1 Jewish adult\*)

### **2<sup>nd</sup> Ark Opening**

(2 Jewish adults\*, may be accompanied by a younger child)

### **Psalm 92**

(1-2 people, no restrictions)

### **Ashrei**

(1-2 people, no restrictions)

### **Prayer for Peace**

(1-2 people, no restrictions)

\* Reserved for adult Jews (over the age of 13 - They need not have had a Bar/Bat Mitzvah ceremony).

## **Shaharit (Morning) Aliyot (Torah Honors)**

**Instructions:**

- **Each Aliyah may have 1-3 Jewish Adults.** Aliyot and other Torah Service honors are extended only to adult Jews. (over the age of 13 - They need not have had a Bar/Bat Mitzvah ceremony).
- Each row should have the name of only ONE honoree.
- **Transliterated Hebrew names** should be in the following format: <Hebrew first name> ben (for male) / bat (for female) <Father's Hebrew name> v' <Mother's Hebrew name – optional> Examples: Yitzhak ben Avraham v'Sarah, Michal bat Sha'ul ...
- **All Guest Torah Chanters (optional) MUST be approved by Cantor Garden or Cantor Berger no later than three days prior to the service. Individuals who have not been approved will regrettably not be allowed to read from the Torah at the service. Only English name is required.**

Full Name (English)	Full Hebrew Name* (Transliterated)	Hebrew Name (Hebrew Letters – Optional)
<b>1st</b>		ראשון
Optional – Torah Chanter:		
<b>2nd</b>		שני
Optional – Torah Chanter:		
<b>3rd</b>		שלישי
Optional – Torah Chanter:		
<b>4th</b>	COMMUNITY ALIYAH – ASSIGNED BY CTJ Community Aliyah (Clergy will assign)	
רביעי		
Optional – Torah Chanter:		
<b>5th</b>		חמישי

Optional – Torah Chanter:		
<b>6th</b>		שישי
Optional – Torah Chanter:		
<b>7th</b>		שביעי
Optional – Torah Chanter:		
<b>Maffir</b>	(Bar / Bat HaMitzvah)	מפטיר
Optional – Torah Chanter (usually – Bar / Bat Mitzvah):		

## ***B'nai Mitzvah Minhah (Afternoon) Service Information***

Please, return this form electronically along with a photo of the Bar/Bat Mitzvah to office@ctjmb.org at least 10 days before the event.

### **Name of Bar/Bat Mitzvah:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Approximate # of guests:** Adults: \_\_\_\_\_ Children: \_\_\_\_\_

**Valet Attendant:** Do you require a valet attendant? Yes / No

(Required for events with 150 guests or more, normally cost \$150)

**Flowers Delivery:** Company Name: \_\_\_\_\_ Estimated time: \_\_\_\_\_

**Reception Venue:** \_\_\_\_\_

**Caterer for Oneg:** \_\_\_\_\_

## ***Service Honors***

### **1<sup>st</sup> Ark Opening**

(2 Jewish adults\*, may be accompanied by a younger child)

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### **From Generation to Generation - Handing Down of the Torah**

(Jewish\* grandparents & parents present at service)

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### **Hagba'hah (Torah Lifter)**

(By special arrangement ONLY)

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### **G'lilah (Torah Roller)**

(1 Jewish adult\*)

---

### **2<sup>nd</sup> Ark Opening**

(2 Jewish adults\*, may be accompanied by a younger child)

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### **Ashrei**

(1-2 people, no restrictions)

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### **Prayer for Peace**

(1-2 people, no restrictions)

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\* Reserved for adult Jews (over the age of 13 - They need not have had a Bar/Bat Mitzvah ceremony).

## **Minḥah (Afternoon) Aliyot (Torah Honors)**

### **Instructions:**

- **Each Aliyah may have 1-3 Jewish Adults.** Aliyot and other Torah Service honors are extended only to adult Jews. (over the age of 13 - They need not have had a Bar/Bat Mitzvah ceremony).
- Each row should have the name of only ONE honoree.
- **Transliterated Hebrew names** should be in the following format: <Hebrew first name> ben (for male) / bat (for female) <Father's Hebrew name> v' <Mother's Hebrew name – optional> Examples: Yitzḥak ben Avraham v'Sarah, Michal bat Sha'ul ...
- **All Guest Torah Chanters (optional) MUST be approved by Cantor Garden or Cantor Berger no later than three days prior to the service. Individuals who have not been approved will regrettably not be allowed to read from the Torah at the service. Only English name is required.**

Full Name (English)	Full Hebrew Name* (Transliterated)	Hebrew Name (Hebrew Letters – Optional)
<b>1st</b>		ראשון
Optional – Torah Chanter:		
<b>2nd</b>		שני
Optional – Torah Chanter:		
<b>3rd</b>		שלישי
Optional – Torah Chanter:		
<b>Maffir</b>	(Bar / Bat HaMitzvah)	מפטיר
Optional – Torah Chanter (usually – Bar / Bat Mitzvah):		

