

PREFACE

According to tradition, Moses received the Torah on Mount Sinai, and he passed it down to Joshua who passed it to the elders, who passed it to their children throughout the generations. And so each generation takes its Torah – not only the Five Books of Moses, but the teachings, values, traditions, and ethics it wishes to bequeath to its children – and hands it down to the next generation. In preparing for Bar/Bat Mitzvah, you and your child are getting ready to stand as the next link in that chain stretching back to Moses. This transmission of tradition is part of what makes Bar/Bat Mitzvah a significant lifecycle experience – both for parents and children.

Just as Moses, Joshua and the children of Israel did not arrive at Mount Sinai in a single day; we realize that the journey to the Bar/Bat Mitzvah weekend involves many details and much preparation – including spiritual, intellectual, and practical aspects. We hope that this *Madrish* guide will be of help during this process. We suggest that you keep it handy and use it as a reference, particularly in the eight month period leading up to your *simcha* (joyous occasion).

We wish you a hearty *Mazel Tov* on your upcoming *simcha*. Contact us at any time if you have concerns or questions, however small. We should stay in close touch with each other.

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FAMILY PREPARATION

Becoming a Bar/Bat Mitzvah is a momentous spiritual milestone not only for the child, but for the entire family. As a Bar/Bat Mitzvah stands at the threshold of young adulthood, his/her parent(s) prepare to pass down the Torah (teachings) of Jewish living, learning and values; and s/he prepares to grasp this Torah for him/herself. **As students prepare for their B'nai Mitzvah, parents are encouraged to spend some time considering which values, traditions, customs, and beliefs they wish to pass along to their children, and to find ways to communicate this Torah to their children.**

Parents can nurture a connection and commitment to Judaism in several ways:

- By studying the weekly Torah portion with their children. (Discussion guides on the weekly portion see <http://www.reformjudaism.org/learning/youth-families> or at myjewishlearning.com)
- By celebrating Shabbat and holidays – including lighting candles and saying *Kiddush* (blessing for wine) and *Motzi* (blessing over bread). (See <http://www.reformjudaism.org/jewish-holidays/shabbat> to see how)
- Attending worship services together as a family. Consider, especially, attending Shabbat Hallelu (usually the first Friday each month at 7:45 p.m.), Simchat Shabbat (usually the 2nd and 4th Saturdays of the month at 9:00 a.m.) or Fourth Friday services (the fourth Friday of every month at 6 p.m.) services together.
(Check the *Bulletin* or web site, www.tewnj.org, to confirm worship dates and times.)
- Engaging in acts of *tikkun olam* (repair of the world) as a family.
- Discussing with your children what being Jewish or being part of a Jewish family means to you.

To help students foster a connection with Judaism and prepare for Bar/Bat Mitzvah, we require students and parents to regularly attend both Religious School and synagogue services (see “The Student, The Parents, and The Cantor,” p. 4). By attending services, students and their families become comfortable with prayers and rituals and gain familiarity with worship at Temple Emanu-El. Parents are required to attend these services with their children. Additionally, the clergy plans pre-B'nai Mitzvah family education programs to help both parents and students prepare.

Parents are strongly urged to participate in all aspects of Bar/Bat Mitzvah preparation. Attend services with your child. Participate in family pre-B'nai Mitzvah education programming, called “*Hineinu*.” Discuss the Torah and Haftarah portions as well as ideas for the *d'var Torah* (a short speech written and presented by each Bar/Bat Mitzvah student, which teaches something about the Torah portion and includes some personal reflection). In the last few months leading up to the service, see that your child practices daily. **The more you participate in the preparation process, the more comfortable and confident you and your child will be, and the more enriching the experience will be for all of you.** Your approach to the Bar/Bat Mitzvah preparation and planning process can communicate that the spiritual significance of Bar/Bat Mitzvah outweighs the importance of the celebration that may follow.

OVERVIEW

What is a *mitzvah*? Many of us think of *mitzvot* (the plural of *mitzvah*) as “good deeds,” and, indeed, many *mitzvot* are good deeds. But a *mitzvah* is most accurately understood as a commandment. According to Jewish tradition, there are 613 *mitzvot* found in the Torah. In becoming a Bar/Bat Mitzvah, a young adult becomes a son/daughter of the commandments, making a commitment to engage in Jewish living and learning.

The Rabbis of the Talmud divided *mitzvot* into three categories: Torah (study), *avodah* (worship) and *g'milut chasadim* (loving deeds). During B'nai Mitzvah preparation, we ask students to engage in these three important aspects of Judaism. Thus, students will chant from the Torah and Haftarah, prepare a *d'var Torah* (a short speech written and presented by each Bar/Bat Mitzvah student, which teaches something about the Torah portion and includes some personal reflection), lead a portion of the worship service, and engage in a mitzvah project.

A child may become a Bar/Bat Mitzvah if he or she is enrolled in religious school (or attends a Jewish Day School), is a student in good-standing, and has completed the Bar/Bat Mitzvah preparation process. This process includes participating in a mitzvah project (see p. 6) and preparing to lead a portion of the worship service, chant Torah and Haftarah, and give a *d'var Torah*.

Students should be prepared to provide their own and their parents' Hebrew names when they come to the first meeting (see Aliyot Sheet on p. 21 of this booklet).

Prayers, Torah, and Haftarah portions and the *d'var Torah* are at the core of the Bar/Bat Mitzvah service. Therefore, meetings with the clergy and other instructors take place well in advance of the Bar/Bat Mitzvah date. At least six months before the ceremony, the student will meet with the Cantors to begin learning their Torah and Haftarah portions (see “The Student, The Parents, and The Cantor,” p. 4).

In addition to the ongoing lessons with the Cantors, at least four to six weeks before the service one of the Rabbis will meet with the student several times to discuss the significance of becoming Bar or Bat Mitzvah. The Rabbi will also help the student prepare a *d'var Torah*. We will contact you approximately eight to ten weeks before the Bar/Bat Mitzvah date to set up these appointments (see “The Student, The Parents, and The Rabbi,” p. 5).

The student and his/her *bimah* partner (if applicable) will meet 10-14 days before the Bar/Bat Mitzvah for a preliminary rehearsal to go through the Service, chant from the Torah, and chant Haftarah. During the week before the ceremony, the Cantors will lead a final rehearsal for the B'nai Mitzvah and their parents (see “The Student, The Parents, And The Cantor,” p. 4).

CHILDREN WITH SPECIAL NEEDS

Temple Emanu-El is committed to providing an opportunity for every child within our community, including children with special needs, to become a Bar/Bat Mitzvah. The Bar/Bat Mitzvah service can be shaped and adapted in a number of ways to allow each child to have a positive and successful experience. Please consult the Senior Rabbi if you would like more information on a special needs Bar/Bat Mitzvah service.

THE STUDENT, THE PARENTS, AND THE CANTOR

- Parents will be contacted approximately seven months in advance by the cantors' assistant to schedule Torah/Haftarah lessons with the Cantors. The Cantors will meet with each student during the course of his/her Bar/Bat Mitzvah preparation and supervise each child's training.
- Torah and Haftarah lessons will be given on Tuesdays from 3 p.m. to 4:45 p.m. and on Wednesdays and Thursdays from 3 p.m. to 6 p.m. with both Cantor Novick and Cantor Rubel. Lessons will last approximately 15 minutes. Appointments should be made before or after the student's religious school classes or on a day that he/she does not attend religious school.
- The Cantor will outline the various services that students are required to attend in the months before the Bar/Bat Mitzvah. **Parents are expected to join their children for these services, so that the entire family is familiar with the prayers and customs.** These include:
 - 5 Friday evening services, including Shabbat Hallelu (7:45 p.m.) and Fourth Friday (6:00 p.m.)
 - 4 Shabbat morning services in the Sanctuary or Brody Chapel (10:30 a.m.; 10:45 a.m.)
 - 1 Simchat Shabbat service (Saturday 9:00 a.m.)**(Check the *Bulletin* or web site, www.tewnj.org, to confirm worship dates and times.)**
- The Senior Cantor will provide the student with the written and recorded Torah and Haftarah portions. It is suggested that these CD recordings be downloaded onto your computer and audio player, such as an iPod, for safekeeping. These portions can also be recorded onto a cell phone.
- When more than one Bar/Bat Mitzvah is scheduled in the Sanctuary on the same date, the Haftarah portion will be divided between the B'nai Mitzvah.
- Each student is expected to study his/her assignments for 15-20 minutes each day. Parents are responsible for monitoring their children's home practice to ensure that progress is being made on a weekly basis. The Cantors rely on this weekly home practice in order for there to be adequate progress. The Cantors will contact parents if the student has not been achieving his/her full potential.
- For services in the Sanctuary and Brody Chapel, final rehearsal will be held the Tuesday before the Bar/Bat Mitzvah date, when not in conflict with a Jewish holiday, beginning promptly at 4:45 p.m. At this time your child will run through the entire service, including reading from the Torah and practicing the *d'var Torah*. At the rehearsal, you will have the opportunity to ask any questions or tell the Cantor any last minute information regarding the service. Parents must attend this rehearsal and siblings may attend if they do not serve as a distraction. All materials for the service must be brought to the rehearsal, including the student's *d'var Torah*.
- Students with late summer or early autumn dates (especially those going away for the summer), should have their portion of the service (including Torah and Haftarah readings) mastered by the end of June and use the summer months to review their portions. This is taken into consideration when scheduling appointments.
- Lessons with the Cantors are designed to help the B'nai Mitzvah feel secure in the knowledge that they have accomplished something meaningful and desirable on a beautiful and memorable occasion in the Jewish life cycle. Parents should not hesitate to call the Cantors if they have any questions or concerns.

THE STUDENT, THE PARENTS AND PRAYER REVIEW

- The parents will be contacted approximately five months in advance by Emily Halpern, Coordinator of Youth and Family Engagement, to schedule prayer review meetings with Emily. Emily will meet with each student during the course of his/her Bar/Bat Mitzvah preparation and will supervise each child's prayer review.
- All prayer review meetings will be given on weekday afternoons. Prayer review meetings last approximately 20 minutes.
- The first session of prayer review will consist of an assessment and either a parent or guardian and child should be in attendance. Based on the assessment, the student will be scheduled for up to ten prayer review meetings as needed.
- Each student will be provided with the written and audio recorded prayers. It is suggested that these CD recordings be downloaded onto a computer and/or another audio player for safe-keeping. The prayers may also be found on the Temple Website: [www.tewnj.org/learning/B'nai Mitzvah/B'nai Mitzvah Prayers](http://www.tewnj.org/learning/B'nai%20Mitzvah/B'nai%20Mitzvah%20Prayers).
- Each student is expected to study his/her assignments for 15 – 20 minutes each day. Parents are responsible for monitoring their child's home practice to ensure that progress is being made on a weekly basis. The prayer tutor relies on this home practice in order to ensure adequate progress. She will contact the parent if she assesses that the student is not achieving his/her full potential.
- A complete review of all of the prayers will be held approximately two weeks prior to the child becoming Bar/Bat Mitzvah.
- Students with late summer or early autumn dates (especially those who are going away for the summer) should have their prayers mastered by the end of June and use the summer months to review their prayers. This is taken into consideration when scheduling their lessons.
- 6th Grade students in anticipation of prayer preparation are encouraged to make several appointments in the Learning Lab even prior to beginning lessons with the Cantors.

THE STUDENT, THE PARENTS, AND THE RABBI

Beginning at least six weeks prior to the Bar/Bat Mitzvah, the student will meet regularly with one of our Rabbis. Emily Halpern, Coordinator of Youth and Family Engagement, will contact you to arrange appointments. There are several purposes to this meeting:

1. The meetings allow the Rabbi and student to get to know each other on a more personal basis.
2. The Rabbi and student will review and discuss the contents and meaning of the Torah portion and haftarah.
3. The Rabbi will help the student select a topic for a *d'var Torah* and guide the preparation of the speech.
4. The Rabbi and student will discuss the significance of becoming a Bar/Bat Mitzvah.

It is helpful if students read the English translation of the weekly Torah portion before their first meeting with one of the Rabbis.

FAMILY LEARNING AND THE CLERGY: HINEINU

“*Hineinu*” (Here We Are) is designed to help the student and families begin preparing for Bar/Bat Mitzvah as well as making the day truly special for the entire family.

Families will come together in cohorts consisting of about 15 families who are all having a Bar/Bat Mitzvah in the same season and learn together three times. The three learning sessions will be about 10-12 months before your Bar/Bat Mitzvah date. The topics will include: the family journey to this momentous occasion, mitzvah projects, writing a d’var Torah (that’s the speech!), Jewish values, as well as valuable tips for learning and study. We will teach the various parts of the service and make sure that everyone feels familiar and comfortable with the worship service on that day. Session one is titled “Bar/Bat Mitzvah as a family journey – what is it all about?” Session two is titled “The nuts and bolts – Prayers, Torah, Haftarah, Lessons, D’var Torah and everything else!” Session three is titled “Jewish Values and the Mitzvah Project.” Every session will be led by a member of the clergy and will include a light meal. Your family will receive an email inviting you to join your cohort and asking you to respond and let us know if the dates of your cohort will work for you. Our hope is that you will grow closer together as a family, build relationships with our clergy and get to know the families who are preparing for Bar/Bat Mitzvah at the same time as you.

STUDENT PARTNERS

Most Bar/Bat Mitzvah students in the Sanctuary share their service with a bimah partner. Consider this as a wonderful opportunity to increase the joy of the event. If you establish a connection and relationship with your partner, your own experience will be greatly enriched.

THE MITZVAH PROJECT

Each Bar/Bat Mitzvah is required to undertake a mitzvah project as part of the preparation process. This project should engage students in the *mitzvah* (commandment) of *g’milut chasadim* (loving deeds). It may also include *tzedakah* (righteous giving) and service to the Temple and greater Jewish community. Of course, students and parents are welcome to contact the clergy at any time to discuss possible mitzvah projects. Students must talk with the clergy about their mitzvah project at least three months prior to becoming Bar/Bat Mitzvah.

Possible projects include:

- Participating in the work of Temple Emanu-El’s Social Action Committee – including sorting coats for the coat drive; knitting or crocheting Blankets of Love; making sandwiches for the Mandy Reichman Feeding Program;
- Organizing clothing, toiletry or book drives
- Organizing a creative fundraiser for a worthy charity
- Volunteering in a hospital or nursing home

We welcome ideas for creative projects. Please consult with the clergy to discuss your ideas.

PLANNING AN APPROPRIATE CELEBRATION

Inviting your child's religious school classmates

A good rule of thumb: You are *not* obligated to invite all your child's religious school classmates. *However*, if you invite at least 80% of a given class, we strongly encourage you to invite the entire class. Imagine the feeling of the one or two children who are left out.

Giving of Tzedakah

We encourage giving a *tzedakah* contribution by every Bar/Bat Mitzvah in honor of his/her *simcha*. Consider asking your child to donate a portion of his/her Bar/Bat Mitzvah gifts, and consider matching your child's funds with your own.

An especially worthy charity is MAZON (www.mazon.org), the Jewish community's appeal for the homeless and hungry. We ask you to consider contributing three percent of the cost of your reception to MAZON. Checks payable to MAZON may be sent to the executive director for forwarding, and contributions can also be made on-line. In place of floral centerpieces, some families choose to have decorative food baskets that can then be delivered to the needy.

It is always appropriate to consider a contribution to the Rabbi's and or Cantors' Discretionary Fund in honor of your child's Bar/Bat Mitzvah.

The party or reception after the service should be in keeping with the spirit of the occasion. We urge you to keep in mind that we are celebrating a rite of passage for Jewish young adults. Your decisions about the party send clear moral messages to your children. For guidance in this area, we recommend *Putting God on Your Guest List* by Rabbi Jeffrey Salkin (Jewish Lights Publishing), which is (among other places) available at our Judaica Shop (see "Our Judaica Shop," p.15).

PARENTS' USHERING RESPONSIBILITIES

It is the responsibility of bar/bat mitzvah parents to usher at a bar/bat mitzvah service prior to their own child's ceremony. This is usually, but not always, at the prior week's Shabbat morning service. During the months of December-February it may be two to four weeks before your own *simcha*. This requirement ensures that every bar/bat mitzvah service at Temple Emanu-El has enough ushers. Parents will receive an ushering memo stating the date, time, and location of the service at which they will be ushering. Please put this memo with your other important bar/bat mitzvah papers. If you are unable to be at this service, it is your responsibility to switch with another family. Parents should familiarize themselves with the ushering procedures (see below) to ensure proper synagogue decorum. The bar/bat mitzvah child should also attend the service with you.

INSTRUCTIONS FOR USHERING

Before the Service Begins:

Ushers should check in with Mike Kenny (our facilities manager), or one of his staff, upon arrival. As a general rule, the Sanctuary service begins at 10:30 a.m. and the Brody Chapel service begins at 10:45 a.m. However, on certain holidays and other occasions, services may start at different times; be sure to double check the starting time for the particular service for which you will be ushering. Please go to our website, www.tewnj.org, and go to the Calendar.

When people enter, wish everyone “Shabbat Shalom.” Ask people to sit in the forward rows. Do not permit large groups of teens to sit together. They should be separated and seated throughout the Sanctuary or the Brody Chapel. Sit them in alternate rows in groups of 5 – 6 teens. This leaves room for other guests to sit among the teens. There are no “sides” as there may be at weddings; we seat guests wherever suitable space permits. For Sanctuary services, please ask everyone in the Gallery (the lobby area) to take a seat at 10:20 a.m. The Gallery and aisles must be cleared of guests for the Sanctuary service before 10:30 a.m. Guests in the Brody Chapel should be in their seats by 10:40 a.m.

When the Service Begins:

For Sanctuary services, please close the doors at 10:30 a.m. For services in the Brody Chapel doors should be closed at 10:45 a.m. **All ushers except one must be inside the Sanctuary or Brody Chapel at all times, and one adult usher must remain at the entryway to the Sanctuary or Brody Chapel, in order to welcome latecomers and allow entry at the appropriate times.**

While the Service is in Progress:

Escort latecomers to free seats. Lead them to their seats – please do not let them roam. Once the service has commenced, worshippers should use the side aisles, rather than the center aisle, whenever possible to enter and exit the Sanctuary. Please hand latecomers a prayer book opened to the proper page. Wish everyone “Shabbat Shalom.”

PLEASE DO NOT admit worshippers during the following times:

- **when the cantor is singing**
- **when the congregation is standing**
- **during the silent prayer**
- **when the Ark is open**
- ***D’var Torah* (speech)**

Ask the guests waiting outside to remain quiet, so as not to disturb the service. Occasionally, a long line develops in the Gallery. If many people are waiting to enter, you may use your judgment and admit them even if the congregation is standing.

We welcome children to our service and are pleased to have them. If appropriate, make certain that children have prayer books. Ushers should be alert for children or teenagers who talk among themselves. Warn them once; if they ignore you, then please separate them.

Occasionally, families will bring infants to services. Tactfully, ask the parents to take a seat near the rear door and to kindly step out if the child disturbs the service.

After the Service:

For services in the Sanctuary, take the *challah* from the *bimah* to the *kiddush* table, located in the Gallery in front of the garden windows, and cut it. Please pour the grape juice. The *kiddush* for services in the Brody Chapel is held within the Chapel.

THE FRIDAY NIGHT SERVICE BEFORE THE BAR/BAT MITZVAH

Each Bar/Bat Mitzvah family honors two Temple members by requesting that they usher during the Shabbat evening service. Friday night services generally will commence at 7:45 p.m. except on the fourth Friday of each month when they begin at 6:00 p.m. However, please refer to the Temple website, www.tewnj.org, for specific service times. Ushers should check in with the clergy 30 minutes prior to the start of the Shabbat evening service. (Please see “Instructions for Ushering,” pp. 7-9.) Arranging for two ushers for the Shabbat evening service is a requirement of each Bar/Bat Mitzvah family. The names of the Friday night ushers should be listed on the “Aliyot ~ Bar/Bat Mitzvah Honors” form (p. 21) which must be given to the senior Rabbi’s assistant at least one week before the Bar/Bat Mitzvah date. It is preferred that Temple members act as ushers. If that is not possible, ask two close family members or friends, and familiarize them with the Temple’s facilities (Bathrooms, coat room, etc.)

SHABBAT CANDLE LIGHTING

Family and guests are expected to attend the Friday night service prior to the Bar/Bat Mitzvah ceremony. **B’nai Mitzvah and their parents should meet in the senior Rabbi’s study 15 minutes before the service is to begin.** Save a seat, with your family, for the Bar/Bat Mitzvah, who enters the Sanctuary with the clergy and begins the service sitting on the *bimah*. The b’nai mitzvah and their parents will participate in the lighting of the Shabbat candles. The Cantor will review the candle lighting service at the rehearsal.

- Families begin with an English reading.
- Light the candles with the already-lit taper.
- The Cantor will sing the blessing over the Shabbat candles.
- Parents leave the *bimah* and children remain on the *bimah* for *Kiddush*.

KIDDUSH (BLESSING OVER THE WINE)

At the appropriate time, the b’nai mitzvah will be led to either the lower lectern or the Cantor’s lectern to chant the *Kiddush*. Each of them will take a *kiddush* cup in his/her right hand, and the Cantor will help them begin the chanting of the *Kiddush*. When they finish with the chanting, they will join their families in the congregation.

YOUR ONEG SHABBAT AND KIDDUSH

It is customary for the b'nai mitzvah families to contribute toward the cost of the *bimah* flowers and sponsor the *oneg* Shabbat following the Friday night service and the *Kiddush* on Saturday morning. Your B'nai Mitzvah fee includes flowers for the *bimah*, all cake, fruit, tablecloths, napkins, coffee, tea, beverages, and *challah* for Friday night's *oneg*, as well as *challah*, cake, and grape juice for Saturday morning's *Kiddush*. In the event of a single Bar or Bat mitzvah, or a special service with a larger congregation, Sisterhood will provide extra cake.

Sisterhood's *Oneg* Shabbat chairperson will contact you approximately 2-4 weeks before the Bar/Bat Mitzvah regarding your color choice for the *bimah* flowers and will be pleased to answer any questions you may have. Parents may remove the *bimah* flowers after the service on Saturday morning, but the basket container must be returned to the Temple by the following Friday or there will be a charge of \$20. Families often arrange to donate the pulpit flowers and/or table centerpieces to a local hospital or nursing home. In this way they truly share the joy and beauty of their *simcha*.

For information regarding flowers and *Oneg* Shabbat, please check the *Temple Bulletin* or call the Temple for the name and phone number of the current chairperson.

APPROPRIATE ATTIRE

We ask that you and your guests dress appropriately for services, as follows:

KIPOT AND TALLITOT (YARMULKES AND PRAYER SHAWLS)

***Kipot* (yarmulkes, or skull caps) are required to be worn at all times by men called up to the *bimah* whether in the Sanctuary or in the Brody Chapel. Non-Jewish family members and guests are also required to adhere to this Temple policy.** Wearing *kipot* is optional for men sitting in the congregation. *Kipot* or other head coverings are optional for women, including women called up to the *bimah*. *Kipot* for guests are frequently provided by the family of the Bar/Bat Mitzvah and are available in the Temple Gallery (see "*Kipot*," p. 15).

The wearing of a *tallit* on Shabbat morning is encouraged for all congregants (especially those called to the Torah). *Tallitot* are available on a rack near the Sanctuary doors in the Temple Gallery. B'nai mitzvah families may purchase a *tallit* for their child at the Sisterhood Judaica Shop in the weeks prior to the Bar/Bat Mitzvah service. *Tallitot* are NOT worn at the Friday night service.

ATTIRE FOR MEN AND WOMEN CALLED UP TO THE BIMAH

Men should wear a suit or jacket with a tie, and as noted above, must wear a *kipah* when on the *bimah*. Women should wear clothing that covers their shoulders and avoid short skirts. It is acceptable for women to wear slacks. Women may also choose to wear a *kipah*. The wearing of a *tallit* is encouraged for Saturday morning services.

Jeans are not acceptable attire for either men or women.

SHABBAT MORNING

Prior to the Bar/Bat Mitzvah service, parent(s) and the Bar/Bat Mitzvah meet in the officiating Rabbi's study about 30 minutes prior to the start of services. Sanctuary services begin promptly at 10:30. Services in the Brody Chapel begin promptly at 10:45. **Occasionally, due to holidays or other circumstances, services in either the Sanctuary or the Brody Chapel may start at a different time than usual. In that instance, meeting times are adjusted accordingly.**

We ask that family and guests be seated in the Sanctuary or the Brody Chapel before the start of the service. It is especially disconcerting to have parents, family or friends milling about the entranceway to the Sanctuary or Brody Chapel when the service is about to begin. Please urge all of your guests to arrive at the Temple 15 minutes prior to the start of the service.

The Bar/Bat Mitzvah's participation begins at the start of the service. The Bar/Bat Mitzvah will conduct a portion of the Shabbat service, leading the congregation in prayer. He/she will chant from the Torah and haftarah, recite the appropriate blessings before and after the readings, and will deliver a *d'var Torah*.

Children of all ages are warmly welcomed to our services. Younger siblings of the Bar/Bat Mitzvah are encouraged to sit with their parent(s). Guests with small children are requested to sit with them on the aisles near the rear door so that they may exit easily if the need arises. The ushers are instructed to direct that small children be taken out of the Sanctuary or the Brody Chapel if they disturb the service.

It is wonderful to be able to include your children's friends as part of your *simcha*. However, not all children are able to sit and participate appropriately during a lengthy worship service. Please keep this in mind when composing your guest list. Unruly visitors will be asked to leave the worship service.

BOARD OF TRUSTEES, MEN'S CLUB & SISTERHOOD PRESENTATIONS

Near the end of the service, there is a presentation of gifts from the Board of Trustees, Men's Club, and Sisterhood. A member of the Board, Sisterhood, or Men's Club will contact the Bar/Bat Mitzvah family prior to the service regarding the presentation.

HONORS

There are several times throughout the course of the service during which you may choose to honor family and/or friends. Please make sure that all honorees are informed about proper attire for the *bimah* (see p. 10). A description of honors is found below. An explanation of appropriate honors for non-Jewish relatives is on p. 13.

PRESENTATION OF THE TALLIT

At the beginning of the service, a *tallit* may be formally presented to the Bar or Bat Mitzvah, if s/he chooses to wear one. The presentation is often made by parents or grandparents and may be accompanied by a short message. Messages should be limited to one minute and be given by one parent or grandparent per child. The content should focus on the personal importance of this moment to the family and not on the child's "resume."

PASSING THE TORAH FROM GENERATION TO GENERATION

During the service, before the Torah is taken from the ark, parents, and (if present) grandparents and great-grandparents will come up to the *bimah* for the beautiful ceremony of transmission of the Torah from generation to generation. Special arrangements can be made to include family members who are unable to climb the *bimah* steps (see “Access to the *Bimah*,” p. 13).

TORAH ALIYOT (BLESSINGS BEFORE AND AFTER THE TORAH READING)

During the service, honorees are called up to the Torah (an *aliyah*) to chant the blessings before and after the Torah reading. If students have a partner, each receives 3 *aliyot* (the plural of *aliyah*) in addition to the one that the Bar/Bat Mitzvah will chant. The third *aliyah* is reserved for parents, who also recite the blessing of *Shehecheyanu*. Students without partners receive up to 6 *aliyot* in addition to the one that the Bar/Bat Mitzvah will chant, with the last *aliyah* before the Bar/Bat Mitzvah reserved for parents, who also recite the blessing of *Shehecheyanu*. Special arrangements can be made in the case of divorced parents; please contact the officiating Rabbi to make arrangements.

Honorees who are called for an *aliyah* will come and stand next to the Rabbi. When they have completed their *aliyah*, they will move to the Cantor’s side and remain on the *bimah* until the end of the next *aliyah*. When the parent(s) of the Bar/Bat Mitzvah are called to the *bimah*, they will recite the *Shehecheyanu* in Hebrew and in English, and then chant the blessings before and after the Torah reading. (Transliterations of the *Shehecheyanu* and the Torah blessings are found on page 18.) Parent(s) remain on the *bimah* while their child recites his or her *aliyah*. *Aliyot* are generally limited to two people.

Please make sure that those who are called to the *bimah* for an *aliyah* are familiar with the words and melody for the blessings and/or have rehearsed them well before being called to the Torah. Extra copies of the Torah blessings (in Hebrew and transliterated into English), along with instructions for reciting them correctly, are available at the Temple office. If you and/or your honorees wish to review how the blessings are chanted, ask the Cantor’s assistant for a CD or you can hear and read them online at www.tewnj.org/Learning/B'nai Mitzvah/B'nai Mitzvah Prayers.

SPEAKING TO YOUR CHILD FROM THE BIMAH

After the Torah is read, parents are given an opportunity to speak to their child from the *bimah*. These words should be limited **to one minute** and be given by one parent per child. The content should focus on the personal importance of this moment to the family, and not the child’s “resume`.”

G'LILAH (DRESSING THE TORAH)

One or two members from each family are called to the *bimah* to “dress” the Torah after the Torah reading. The family members first place the sash around the Torah, with the closure fastened on the Torah’s open side. The Torah cover is put on, followed by the breastplate, the *yad* (pointer) on the right side, and then finally the *rimonim* (crowns), which are placed on the handles of the Torah. A member of the clergy or the Board of Trustees will be there to assist the honorees. This honor is appropriate for adults as well as younger family members.

OPENING/CLOSING THE ARK DOORS

In the Sanctuary, two people from each family may be called to the *bimah* during the service to open and close the Ark. In the Brody Chapel, the family may choose up to four people for this honor.

ACCESS TO THE BIMAH

The clergy can find innovative ways to provide alternate access to those who require it. For instance, honors may be performed on the lower platform or at the foot of the *bimah*; cordless microphones can be brought to those who would have difficulty leaving their seats, and the *bimah* in the Sanctuary has an elevator lift, which can be used within certain guidelines. If you have need for a special accommodation for one of your honorees, speak with one of the Rabbis.

THE NAMES OF THOSE WHO ARE TO RECEIVE HONORS SHOULD BE GIVEN TO THE SENIOR RABBI'S ASSISTANT ONE WEEK PRIOR TO THE CEREMONY. A FORM IS PROVIDED IN THIS BOOKLET FOR LISTING THE NAMES OF ALL THOSE TO BE HONORED.

(See "Aliyot~Bar/Bat Mitzvah Honors Sheet" p. 21).

WELCOMING OUR INTERFAITH FAMILIES

Temple Emanu-El is blessed with a large and growing number of interfaith families, families where one parent is not Jewish. We are committed to being an inclusive and welcoming community. We also acknowledge that the non-Jewish parent and grandparents often play an important role in the education of a Jewish child.

Therefore, we welcome the full participation of the non-Jewish parent in the Bar/Bat Mitzvah ceremony. While in our synagogue, it is the practice for the Jewish parent to initially remove the Torah from the Ark, the non-Jewish parent participates in the "passing of the Torah" ceremony (as well as non-Jewish grandparents, if desired) and stands together with the Jewish parent as the blessing before and after the Torah reading is recited. The non-Jewish parent is invited to speak during the ceremony and share his or her thoughts on the significance of the day.

Non-Jewish family members may also be assigned honors such as the opening and closing of the Ark.

Please feel free to discuss with our clergy any and all issues related to your family.

WHAT HAPPENS FOLLOWING THE SERVICE?

At the end of the service, the Rabbi will invite the parents and siblings of the b'nai mitzvah to the foot of the *bimah*. The Cantor will then lead the congregation in the blessings over the wine and *challah*.

For services in the Sanctuary, a simple *Kiddush*, hosted by the parents of the Bar/Bat Mitzvah is held in the Gallery outside of the Sanctuary. For Brody Chapel services, the *Kiddush* is held inside the Brody Chapel. *Kiddush* consists of grape juice and sponge cake. The *Kiddush* is hosted jointly when two families are involved. It is held whether or not a social function is planned inside or outside the Temple. Its purpose is to permit the entire congregation, including those not specifically invited by the b'nai

mitzvah families, to share in the happiness of the *simcha*. Sisterhood supplies all simple *Kiddush* needs, and the custodial staff sets up the *Kiddush* table. In the event of a single Bar/Bat Mitzvah where the family is arranging a *Kiddush* in Greifer Sacks Hall or the Community Room, they need not hold a *Kiddush* in the Gallery (see below for “Your *Oneg Shabbat and Kiddush*”).

ADDITIONAL USEFUL INFORMATION

MUSICAL ACCOMPANIMENT

The Temple organist plays at all b’nai mitzvah ceremonies held in the Sanctuary. The Assistant Cantor will co-officiate at all Bar/Bat Mitzvah services held in the Brody Chapel.

BAR/BAT MITZVAH FEE

Temple Emanu-El, like most congregations, asks families celebrating a Bar or Bat Mitzvah to pay a fee to cover additional costs. The 2017/18 fiscal year fee is currently \$1,200, but is subject to increase in future fiscal years, and is inclusive of all fees, *including* the Sisterhood oneg charge. Importantly, this fee helps defray the cost of additional staff in order to ensure the smooth operation of the building on the day of your *simcha*. You will be billed by the Temple over six (6) months beginning in July of the year your child enters 6th grade and, by vote of the Board, this fee must be paid as billed.

PHOTO SESSION TORAH POLICY

No photography is permitted during any service. Please make sure your guests are aware of this. If you wish to have a photo session in the Sanctuary and/or Brody Chapel, please contact the Executive Director to make arrangements.

1. On the Day of your child’s Bar/Bat Mitzvah Service

Saturday , or a	Sanctuary 9:45 a.m.	One clergy person needs to be here to take the Torah out of the Ark and to be available for photos with the Torah and you, the Bar/Bat Mitzvah family.
Rosh Chodesh or	Brody Chapel 10:00 a.m.	
a Monday/Holiday		

2. Alternate options

If you wish to discuss alternative options, please feel free to contact Brian Chartock, Executive Director, to schedule alternative dates and times.

VIDEOTAPING OF B’NAI MITZVAH CEREMONIES

The Men’s Club has installed an HD video and multi-channel audio recording systems in the Sanctuary and Brody Chapel and utilizes this system to provide a variety of video recordings of b’nai mitzvah ceremonies. You have the option to have the service recorded on a standard DVD or an HD DVD. Men’s Club is also able to provide video streaming of the b’nai mitzvah ceremonies over the internet to family members and friends who are unable to attend the service in person.

The 2017 cost for a standard DVD of a b’nai mitzvah ceremony is \$540.00. A variety of additional video packages are available at extra cost. Please note that these costs are subject to change. You will receive a

letter detailing the video services several months before the Bar/Bat Mitzvah date. DVDs may be ordered from the building superintendent. Videotaping of b'nai mitzvah parties after services is also available.

KIPOT (YARMULKES)

Frequently, the family of the Bar/Bat Mitzvah provides personalized *kipot* for their guests. These *kipot* are put in a basket or tray (decorated, if you wish) on a table outside the entrance to the Sanctuary or the Brody Chapel. This is not required; families may use the *kipot* available in the box outside the Sanctuary door in the Gallery.

If you are supplying *kipot*, you may bring the basket or tray with the *kipot* to the building superintendent any time between the final rehearsal and noon of the Friday before the Bar/Bat Mitzvah. We suggest that you also include the following: an invitation to the Bar/Bat Mitzvah (which will be attached to the basket); bobby pins for your guests; as well as directions to your celebration, if you are holding one somewhere other than the Temple.

HANDOUT

Many families choose to create a handout for the Bar/Bat Mitzvah service. It typically includes information about Jewish traditions and prayers, service activities, a list of honorees and a thank you list. **If you are making a booklet, please mention that we do not applaud during services, that photography is not permitted, and that cell phones and pagers should be turned off.** The Rabbi's assistant, Executive Director and building superintendent have some examples of handouts which you may borrow. We respectfully request that you review the booklet with the Executive Director or the Senior Rabbi's assistant prior to the booklet being printed.

DIRECTIONS

Directions to the Temple are available from the Temple office or on our website at tewnj.org/about-us/directions.

OUR JUDAICA SHOP

Sisterhood's Judaica Shop, located in the Gallery area of Temple Emanu-El, has an assortment of religious items available for sale for your child's Bar/Bat Mitzvah. The Judaica Shop has everything you need to make your *simcha* special. These items include traditional and contemporary *tallitot* (many in stock and special orders can be made), *yads*, jewelry and special order *kipot*. All merchandise in the Judaica Shop is discounted – and all proceeds from the shop go right back to the Temple. The Judaica Shop is generally open Sundays during Religious School, after Bible Class on Tuesday morning, or by appointment. Please email Susan Schuman at susanschuman@comcast.net if you are interested in learning more or would like to schedule an appointment.

PLEASE NOTE: ALL FEES QUOTED ARE BASED ON 2017/2018 FISCAL YEAR BUDGETED COSTS, AND ARE SUBJECT TO CHANGE IN THE FUTURE DUE TO COST INCREASES.

ALL ACCOUNTS MUST BE CURRENT BEFORE THE DATE OF THE BAR/BAT MITZVAH.

If you have need for special financial consideration, contact our executive director for a confidential discussion.

B'NAI MITZVAH IS THE BEGINNING

At Temple Emanu-El, we believe that lifelong Jewish learning has the power to transform our lives in positive ways. We therefore hope that our whole community will engage in this practice.

Temple Emanu-El offers a rich assortment of learning and social opportunities for Jewish teens through 12th grade. *HaMakom* (The Place) is held on Tuesday nights for our 7th - 12th grade students. Throughout the year, students in *HaMakom* learn about Israel, ethics and adolescent decision making that reflects Jewish values. Mitzvah Corp, a monthly program that meets on Shabbat morning or Sundays, offers 8th and 9th grade students the opportunity to explore with our clergy social justice from a Jewish perspective and to volunteer during and outside of school hours. The culmination of our 10th grade student experience, Confirmation, was developed in the Jewish community about 150 years ago as a coming of age ceremony for Jewish teens. In our community, Confirmands study with our clergy as they grapple with issues of belief and with Judaism's core principles. The year concludes with the Confirmation service during the spring Shavuot season, and celebrates the receiving of the Torah. In addition to *HaMakom*, Café Torah invites 11th and 12th grade students to meet with our clergy at a local diner to explore topics of current events through a Jewish lens.

We also encourage our youth to further their Jewish learning and living in a variety of venues beyond the Temple Emanu-El campus. We have vibrant junior and senior youth groups, which offer a variety of programs for 3rd-12th graders. Many of our teenagers enjoy spending summers at Jewish camps, in particular, URJ regional or specialty camps and NFTY (National Federation of Temple Youth) teen programs including Israel experiences and Urban Mitzvah Corps in New Brunswick. Many find the experience of a NFTY summer or semester in Israel to be life-changing.

Your child will receive a gift certificate toward a NFTY summer in Israel program at his/her Bar/Bat Mitzvah ceremony, and we encourage all of our students to take advantage of this extraordinary opportunity. Please contact the clergy if you have any questions about these programs. You can also link to information on these programs through the Temple Emanu-El web site, www.tewnj.org.

May we be blessed to continue to learn and celebrate together.

Parents:

When you are called to the *bimah*, recite the Blessing of “*Shehecheyanu*,” first in Hebrew, then in English. Then chant the blessings before and after the Torah readings (see below).

BLESSING OF “SHEHECHEYANU”

Shehecheyanu/For enabling us to reach this day (Parents read Hebrew and English):

בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
שֶׁהַחַיִּינוּ וְקִיַּמְנוּ וְהִגִּיעָנוּ לְזִמְן הַזֶּה.

*Baruch atah Adonai, Eloheinu melech ha-olam,
she-hech'eh'anu, v'kee'yimanu, v'hig-ee'anu laz'man hazeh.*

Blessed are you, Adonai our God, Ruler of the Universe, who gives us life, sustains us, and brings us to this season.

TORAH BLESSINGS

Blessing before the Torah reading:

Reader:

בְּרַחוּ אֶת יי הַמְּבָרָךְ!
Bar'chu et Adonai ha-m'vorach!

Congregation:

בְּרוּךְ יי הַמְּבָרָךְ לְעוֹלָם וָעֶד!
Baruch Adonai ha-m'vorach l'olam va'ed!

Reader:

בְּרוּךְ יי הַמְּבָרָךְ לְעוֹלָם וָעֶד!
בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים, וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.
בְּרוּךְ אַתָּה יי, נוֹתֵן הַתּוֹרָה.

*Baruch Adonai ha-m'vorach l'olam va'ed!
Baruch ata Adonai, Eloheinu melech ha-olam,
asher bachar banu mi-kol ha-amim, v'natan lanu et torato.
Baruch ata Adonai, notein ha-Torah.*

\Blessing after the reading:

בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת,
וְחַיֵּי עוֹלָם נִטַּע בְּתוֹכָנוּ. בְּרוּךְ אַתָּה יי, נוֹתֵן הַתּוֹרָה.

*Baruch ata Adonai, Eloheinu melech ha-olam, asher natan lanu torat emet,
v'chayei olam nata b'tocheinu. Baruch ata Adonai, notein ha-torah.*

Please note:

When you are called to the *bimah* to chant the blessings before and after the Torah reading, come and stand next to the Rabbi. When you have completed the blessings, move to the Cantor's side and remain on the *bimah* until the end of the next *aliyah*. When the parents of the Bar/Bat Mitzvah are called to the *bimah*, they will recite, first, the *Shehecheyanu* in Hebrew, then in English (see page 18) and then chant the blessings before and after the Torah reading. Parents will remain on the *bimah* while their child recites his/her *aliyah*. No more than two people are permitted to come to the *bimah* for each *aliyah*.

If you wish to review the melody for the Torah blessings, the Cantor's assistant will provide you with a CD or you may find the recordings on the Temple website.

Kipot are required for men who are called up to the *bimah*, and women are invited to wear a *kipah* if they so choose. Both men and women are encouraged to wear a *tallit* when called up for an *aliyah*.

“COUNTDOWN” TIMELINE/CHECKLIST

We have compiled this checklist as an aid for your family's preparation. Of course the most important “checklist item” is to stay involved while your child is preparing his/her prayers, Torah and Haftarah portions, the *d'var Torah*, and throughout his/her mitzvah project. Consider purchasing a copy of *Putting God on Your Guest List* by Rabbi Jeffrey Salkin, available at the Judaica Shop and bookstores.

Please note that students with late summer/early autumn bar/bat mitzvah dates (especially those who go away for the summer) should have their portion of the services (including Torah and Haftarah readings) mastered by the end of June and continue to practice with tapes throughout the summer. Please confirm that schedules have been adjusted accordingly.

Fall of child's 3rd or 4th grade year: Bar/Bat Mitzvah dates mailed.

11-12 months before the bar/bat mitzvah:

- Group meetings with clergy for parents and students.

6-7 months before:

- Mitzvah project proposal form, to be filled out on the Temple website, due to the Associate Rabbi.
- When preparing invitations, invite your guests for 15 minutes prior to the service start time.

6 months before, continuing until bar/bat mitzvah:

- Emily Halpern, Coordinator of Youth and Family Engagement, will schedule first lesson with Cantor.
- Torah and Haftarah lessons with cantors. (p. 4).
- Student and at least one parent must attend the required services listed on p. 4.

5 months before, continuing until bar/bat mitzvah:

- Emily Halpern, Coordinator of Youth and Family Engagemant, will schedule first prayer review meeting.
- Prayer reviews with the Prayer Coordinator (p. 5)

8 weeks before:

- Emily Halpern, Coordinator of Youth and Family Engagement, will schedule d'verei Torah sessions with the rabbis.
- Order *kipot* for your guests, if you are providing them, and a *tallit*, if desired (p. 10).

4-6 weeks before:

- D'var Torah preparation meetings with the Rabbis. (p. 5).
- Turn in completed mitzvah project report to Rabbi Educator.
- Order videotaping of services, if desired. (p. 14).
- Arrange for photographs to be taken either the morning of the service or at a pre-arranged time during the week (p. 14)
- Make sure that all Temple accounts (including the Bar/Bat Mitzvah fee) are current. Contact the executive director if special financial consideration is necessary. (p. 15-16).

4 weeks before:

- Bar/bat mitzvah student should have mastered all Hebrew prayers.
- Bar/bat mitzvah student should have mastered Torah portion (with vowels) and Haftarah portion. Decide on honorees: who will do the Torah *aliyot*, open and close the Ark and dress the Torah? Advise your male honorees that *kipot* are required on the *bimah* and your female honorees that they may choose to wear a *kipah*. Let all honorees know that we encourage the wearing of a *tallit*. (p.10).
- Practice the Torah blessings and the *Shehecheyanu*, and forward a copy of the Torah blessings sheet to your honorees so that they may review it. Ask the cantor's assistant for a CD of the Torah blessings, if you would like one. (p. 17).

2-4 weeks before:

- Sisterhood will contact you regarding flowers for the *bimah* (p. 10).
- Arrange to have two Temple members usher at the Friday night service before the bar/bat mitzvah (p. 9).
- Final prayer review with the Prayer Coordinator.

1-4 weeks before:

- Usher at your assigned Shabbat morning service (typically the service before your child's bar/bat mitzvah). Review the ushering instructions on pp. 7-9.
- Consider a *tzedakah* contribution to commemorate the occasion. Ask the Temple office for information about MAZON (www.mazon.org), the Jewish community's appeal for the hungry and homeless (p. 7).

1-2 weeks before:

- Run through the Service, carry Torah Scroll, and chant from the Scroll with partner and Assistant Cantor. (10-14 days before).
- Consider what remarks you might make, if any, to your child from the *bimah*. (p. 12).

1 week before:

- Return completed "Aliyot~Bar/Bat Mitzvah Honors" sheet to the senior rabbi's secretary (p. 21).
- Remind your Friday night ushers to be at the Temple 30 minutes before the service starts and check in with the clergy for instructions (p. 9).

Tuesday before bar/bat mitzvah:

- Attend full bar/bat mitzvah rehearsal with cantor or assistant cantor at 4:45 p.m. or another pre-arranged time. Bring all materials for the service, including the *d'var Torah*. (p. 4)
- If supplying *kipot*: bring the basket, the *kipot*, bobby pins, an invitation to the bar/bat mitzvah, and extra direction cards (if you are having a celebration outside the Temple), to the building superintendent any time from the final rehearsal to noon of the Friday before your service (p. 15)

Friday before bar/bat mitzvah:

- Ushers check in with the clergy 30 minutes before the start of the service.
- Family meets in the rabbi's study 15 minutes before the start of the service.
- Participate in Shabbat evening service (p. 9).

Your child's bar/bat mitzvah day:

- If you are not taking pictures at the Temple (p.14), come to the Temple 30 minutes before the service starts.
- Remember *kipot* for any men called up to the *bimah* (required) or women if they would like, and *tallitot* (preferred) for those who wish to wear them. (p. 10).
- Bring an extra copy of the *d'var Torah* (just in case) & written remarks that the parents may have prepared.
- Relax and enjoy this beautiful rite of passage. **MAZEL TOV!**

ALIYOT ~ BAR/BAT MITZVAH HONORS

Print Clearly:

Date of Bar/Bat Mitzvah: _____

English Name of Bar/Bat Mitzvah

Hebrew Name of Bar/Bat Mitzvah

Parent 1 English Name

Parent 1 Hebrew Name

Parent 2 English Name

Parent 2 Hebrew Name

Grandparents and Great-grandparents:

(Please indicate grandparents who are members of Temple Emanu-El with an asterisk*.)

Erev Shabbat Candles: _____

(Parents and Bar/Bat Mitzvah)

Tallit Presenter(s): _____

Will you say a few words to your child after the Torah reading? _____

Torah Dresser (one or two per family): _____

Ark Opening (two people per family): _____

Torah *Aliyot* (one or two people maximum per *aliyah*):

(1) _____

(3) _____

(Parents only)

(2) _____

(4) _____

(Bar/Bat Mitzvah)

Friday Night Ushers (2 Temple members or family/friends):

It is always appropriate to make a contribution to the discretionary fund of the Rabbi and Cantor in honor of your child's simcha.