



B'NEI MITZVAH HANDBOOK



INTRODUCTION

A BRIEF HISTORY OF THE BAR MITZVAH AND BAT MITZVAH

Mazel Tov! We at Temple Emanuel are pleased to help you usher in this special time in the life of your family. The terms Bar Mitzvah and Bat Mitzvah, which mean "son" or "daughter of the commandments," refer to the obligations of Jewish adulthood.

The Bar Mitzvah or Bat Mitzvah ritual, which symbolizes the transition from childhood to responsible adulthood within the Jewish community, originated during the Middle Ages. Upon reaching the age of 13, boys demonstrated their knowledge of Torah by chanting the week's *parsha* and presenting an interpretation- a *d'var Torah*- of that text. This rite of passage was extended to include girls in 1922, when Rabbi Mordecai Kaplan, the founder of Reconstructionist Judaism, presided over the first religious Bat Mitzvah ceremony for his 12-year-old daughter Judith.

We have compiled the information in this booklet for you and your family with the goal of enhancing the experience and meaning of becoming a Bar Mitzvah or Bat Mitzvah. We hope that you will all read this booklet carefully and keep it for future reference.

REFLECTIONS

As I walked up to the podium to recite the prayers to welcome Shabbat, I could feel my heart pounding and feared it would explode through my chest. My palms were sweaty. My head was spinning... When I finally started, my nervousness eased. In fact, I felt good!

The results of long, hard, tedious hours of study were being shown off in front of a few hundred people who looked like a few million people to a jittery 13-year-old girl. For five years, I had studied Jewish history and prayers, learned to read Hebrew, and to chant Torah and Haftarah. I constantly complained about how horrible it was. But up on the bimah, I realized that every minute of study and practice had been worth it. Standing there, reading the stories my ancestors have been reading for thousands of years, I felt important and special. It was exciting to read the ancient language of my people in the sacred Torah.

On the day of my Bat Mitzvah service, I vowed never to stop seeking more knowledge and to always keep Jewish traditions alive. To this day, I still read Torah and take classes in Jewish studies. I intend to continue. Becoming a Bat Mitzvah was truly just the beginning.

This reminiscence by Jennifer Greenberg is an excerpt from *Bar/Bat Mitzvah Basics* by Cantor Leneman. For additional readings about Bar/Bat Mitzvah please see the bibliography on page 16.

BAR AND BAT MITZVAH RESPONSIBILITIES

The Bar or Bat Mitzvah "rite of passage" includes not only the mastery of technical skills needed on Shabbat morning, but also an inner transformation in which an individual becomes a full member of the community. To achieve this in a meaningful way, we ask our students and their families to make a number of commitments. These include:

Jewish Education

- Completion of grades K through 5 of the Rabbi Albert I. Gordon Religious School and 6th and 7th grade Makor Program or other accredited religious school or Grades K through 7 in a Jewish Day School.
- Active participation in our 6th grade "Join the Jewish Conversation" program. See page 7 for details.
- Participation in a Judaic studies program during the 7th Grade. This includes Day School students. If your Day School student has left in 6th grade, he or she must be enrolled in another Judaic studies program (Temple Emanuel 7th grade or Prozdor) for the 7th grade year.
- Regular attendance at weekly private instruction with a Bar/Bat Mitzvah tutor. Students are expected to review and practice assigned materials on a daily basis.

Tefillah (Prayer Service) Requirement

1 year prior to the child's Bar/Bat Mitzvah date (usually during the 6th grade year)

- Attendance at five Kabbalat Shabbat Services (Friday night) at Temple Emanuel, either in the Gann Chapel or Shabbat Alive.
- Attendance at eight Shabbat morning services at Temple Emanuel.
- If your child is celebrating a Shabbat mincha Bar or Bat Mitzvah, attendance at eight Shabbat mincha services.
- Attendance at five Sunday morning services (8:00 am) or any Shacharit (morning) service at Temple Emanuel when *tefillin* are worn.

Please mark when your child attends services by clicking on this link:

<https://goo.gl/forms/QaBYfSJOiickHd782>

During the Bar/Bat Mitzvah year:

- Attendance at the morning minyan usually at 7:00 am, on either the Monday or Thursday of the week immediately preceding the Bar or Bat Mitzvah. At that time, the Bar/Bat Mitzvah will have the honor of *Gelilah* (wrapping the Torah).

INSTRUCTION

Temple Emanuel's experienced and professional Bar/Bat Mitzvah staff members, Hazzan Elias Rosemberg, Hazzan Sheni Daniel Nesson, Hazzan Stephen Thompson, Jonathan Tatelman, and Ruth Tepper, are all knowledgeable in *Ta'amei Hamikrah* (Torah and Haftarah cantillation). Our tutors are also highly qualified to work with your child in preparing them to lead Friday night and weekday services. You can expect to receive a call from one of our tutors approximately 12 months before the Bar or Bat Mitzvah. Our students have weekly lessons that last for about 30 minutes.

Torah and Haftarah blessings: Each Bar or Bat Mitzvah is called to the Torah for an *aliyah*. Lessons begin with the mastery of the blessings that are chanted before and after each reading from the Torah. If the Bar or Bat Mitzvah is celebrated on Shabbat morning, the student will also master the blessings that are chanted before and after the Haftarah reading.

Haftarah: Next, students will focus on learning the Haftarah for the Shabbat of the Bar or Bat Mitzvah. The Haftarah is a selection from the Prophets section of the Bible. Each Shabbat has its own Haftarah, which is related in some way to the week's Torah reading. There is a traditional system of cantillation, known as *Ta'amei Hamikrah*, or "trope," for chanting our sacred texts. Students will learn to recognize the symbols, how to sing them, and how to apply them to the Haftarah.

Torah reading: Once students have made considerable progress learning the Haftarah, they will learn to read from the Torah. Each Bar and Bat Mitzvah is called to the Torah for the *Maftir aliyah*, the last *aliyah* before the reading of the Haftarah. Each student will learn to chant the *Maftir* verses of the Torah portion for the Shabbat of the Bar or Bat Mitzvah. Once the *Maftir* verses have been mastered, students may prepare one or two additional *aliyot*. Parents and older siblings are also welcome to read an *aliyah* from the Torah if there are additional readings available on the Shabbat of the Bar/Bat Mitzvah. To arrange for this, please speak with the student's Bar/Bat Mitzvah tutor.

Shabbat Mincha Bar/Bat Mitzvah: If your child is celebrating a Shabbat Mincha Bar/Bat Mitzvah, he or she will be instructed in Torah blessings, Torah cantillation, and as prayer leaders for this service.

We encourage your entire family to study the meaning of the text with the Bar or Bat Mitzvah student. Our staff is available to help you. Please see the resource guide on page 16 for a list of texts that will be helpful.

We encourage all our children to celebrate their Bar/Bat Mitzvah at a Shabbat morning service. Please note that Mincha B'nei Mitzvah are not available as an option for every child. If you feel your child's situation requires a Mincha service, please schedule a meeting with Rabbi Wes Gardenswartz to discuss your child's circumstances.

Special needs: We are prepared to assist with specialized study arrangements or schedules. Please contact Hazzan Rosemberg for assistance.

D'VAR TORAH

Each student prepares a short speech or *D'var Torah* for his or her Bar or Bat Mitzvah. The purpose of this *D'var Torah* is two-fold: to help the Bar or Bat Mitzvah student develop an understanding of the Torah and Haftarah portions, and to enable the Bar or Bat Mitzvah to share his or her insights with the congregation.

Each student will prepare a *D'var Torah* individually with one of our congregational rabbis, who will call you to begin this process approximately three months before the Bar or Bat Mitzvah. We encourage parents to engage in the study of these texts with their children.

As you (the Bar or Bat Mitzvah student) plan your *D'var Torah*, please keep the following guidelines in mind.

- Length: The text of your *D'var Torah* must be one to one-and-a-half pages long, typed double-spaced. That's approximately 550-600 words.
- Other texts: Focus your interpretations on the Torah or Haftarah text, but please do refer to other texts of our tradition as well.
- Terminology: The talks should be inclusive of the entire congregation. Therefore, the Torah and Haftarah portions should be referred to as "this week's Haftarah" or "this week's Torah portion." Not as "my Torah portion" or "my Haftarah".
- Focus: Your *D'var Torah* is your opportunity to teach the entire congregation about the Torah or the Haftarah portion. We therefore ask you to remain focused on the portion itself and save your personal thanks or acknowledgements for your celebrations after the services.

TEFILLIN

An important part of our Bar and Bat Mitzvah program is the mitzvah of *tefillin*. Both boys and girls will learn how to put on *tefillin* and to *daven* as part of their preparation for this significant moment in their life, and that of your family.

In putting on *tefillin*, our children will:

- Learn how to unite their head, their hand, and their heart to do God's work in the world.
- Become mindful of their intellectual, their physical, and their emotional strengths, and what happens when these are combined for a noble purpose larger than themselves.

We strongly encourage all our B'nei Mitzvah—both boys and girls—to take on the mitzvah of tefillin, and are happy to order tefillin for your child! Tefillin may be ordered by contacting Terri Swartz Russell, Family Educator at tswartzrusell@Templemanuel.com or 617-558-8105 or you may purchase them through our Lang Judaica gift shop. Please let us know if your child already has his or her own pair. May the mitzvah of tefillin inspire our children to lead worthy lives.

SERVICE PARTICIPATION

Temple Emanuel is a singing, participatory congregation. We seek to instill this approach to worship in all our congregants, especially our B'nei Mitzvah.

Shabbat morning services: During the year of preparation for the Bar or Bat Mitzvah Shabbat, your family should attend Shabbat services as often as possible. As we noted on page 3, we require our B'nei Mitzvah to attend no fewer than eight times during the year prior to their Bat/Bar Mitzvah. We strongly urge your family to attend weekly during this time. We have found that the more students and their families feel "at home" in the synagogue and the more familiar they are with the prayers and service structure, the more meaningful they find their own personal *simcha*. Furthermore, those students who develop a familiarity with the service learn their material with greater ease, and they experience less anxiety as they anticipate their special Shabbat. Students will be able to lead the Shacharit service with the Cantor on Shabbat morning.

Shabbat Morning Book Presentation: Our congregation presents each pre-B'nai Mitzvah child with a copy of the book "For Kids: Putting God on the Guest List" at a Shabbat morning services when the student is in 6th grade. This book serves as a resource to each pre-B'nai Mitzvah family as you go through this preparation process. **This year we invite your family to Shabbat services on Saturday, November 19, 2016 where your child will receive this book.**

Daily Shacharit services: As noted on page 3, you should plan to attend five Sunday morning (8:00 am) *minyanim*, and to attend the Monday or Thursday morning (7:00 am) *minyan* the week before the Bar or Bat Mitzvah. At the *Shacharit* services the week of becoming Bar or Bat Mitzvah, students will put on *talit* and *tefillin* with the community, and will be called up for the honor of *Gelilah* (wrapping the Torah). At this time, the B'nei Mitzvah will be presented with a special Minyan Membership Card.

Friday night services: As noted on page 3, you should plan to attend five Kabbalat Shabbat services at Temple Emanuel. B'nei Mitzvah who have *completely* mastered the Shabbat morning blessings, the Haftarah, and the Torah readings, may also lead the Friday night service in the Gann Chapel. If you think you'd like to do this, let the tutor know early in the year of preparation. Students wishing to lead Friday Night Services are also required to attend *Erev Shabbat* services regularly with their families during the three months preceding the Bar or Bat Mitzvah Shabbat. Students will be able to lead the Friday night service in the Gann Chapel, or lead the Kiddush at Shabbat Alive Services. Every effort should be made to attend the special type of service in which you and your family will be celebrating the Bar/Bat Mitzvah.

Continued involvement: We encourage B'nei Mitzvah to continue their involvement in services by reading Torah at our Monday and Thursday morning daily minyan, Shabbat, High Holy Days, and/or festival services. Those B'nei Mitzvah who have learned the evening services are also invited to come lead services as often as they would like.

Greeters: One universal comment from our guests is how warm, welcoming and wonderful Temple Emanuel is when they attend services. One of the ways the shul accomplishes this is through engaging our members as Shabbat morning greeters. Just as your guests will be welcomed into the shul on your special day, parents can "PAY IT FORWARD" by greeting on a Shabbat morning too. Greeters arrive around 9:15 am and greet until 10:45 am. As a greeter you are the welcoming face of Temple Emanuel and can do this alone or ask someone to join you. Greeters help direct guests and congregants to where they might need to go, handing out the

weekly Shabbat pamphlet and facilitating active participation in the service. We would really appreciate if each family would volunteer prior to their child's Bar/Bat Mitzvah. Aside from the need for your participation before your simcha to familiarize yourself with the services, we know how busy life is before a simcha, so please only consider volunteering once your Bar/Bat Mitzvah is over. To volunteer, please contact Diana Gould, at dianag1031@yahoo.com.

FAMILY INVOLVEMENT DURING THE BAR/BAT MITZVAH PREPARATORY YEAR -ALL 6th GRADERS & THEIR PARENTS (RELIGIOUS & DAY SCHOOL)

We encourage your family to enhance your positive Jewish identity and connection to our Jewish past, present, and future by participating fully in the following activities:

JOIN THE JEWISH CONVERSATION

I. TORAH (Learning): THE JEWISH CONVERSATION

Parents and kids: how often do you get to talk to each other about the things that really matter? Not just about exams or extracurricular activities; not just about planning, plotting, and getting ahead—but about larger questions of meaning: *Who are we really? Who do we want to become?*

Join the Jewish Conversation will be a place to start a rich conversation between parents and children, among families anticipating the Bar/Bat Mitzvah year, and a way to reinforce the message that the Bar/Bat Mitzvah is not about one day, but about the learning and deepened commitment before and after the special day.

Groups of 4-5 families will meet together for 4 sessions, facilitated by a leader/ educator. Each session will begin with a community meal for all participants before breaking up into smaller groups for an hour of TORAH and conversation!

THE 4 SESSIONS OF JOIN THE JEWISH CONVERSATION:

Sunday mornings: January 8, 22, 29 and February 5, 2017, 9-11 am

II. AVODAH (Prayer/ Worship): SHABBATON!

Saturday, November 19, 2016 at 9:30 am to 8:00 p.m. at Temple Emanuel

Families enjoy an all-day Shabbaton just for 6th graders, parents, and staff! This is an opportunity to create a sacred time and space where our 6th graders experience the joy of Shabbat, get to know each other better, and have fun connecting with one another through drama, sports, services, singing, games, and meals. We will begin to think more deeply about the reasons for becoming a Bar or Bat Mitzvah and what success will really look like.

III. G'MILUT HASSIDIM: SHARED ENERGY FOR TIKKUN OLAM!

Kick-off Event: Sunday evening, September 25, 2016, 5-7 p.m.

Share dinner and teaching about mitzvot, followed by introduction of the G'milut Hasadim (Community Service) Group Mitzvah program.

This is our program for how we do mitzvah projects. The psalms teach us, "the more people, the more energy." Working together, we often accomplish more than when we work alone. Each B'nei Mitzvah will join a group, meeting 6-8 times during the year, and work together on a

mitzvah project that is personally and communally meaningful. We organize a number of group mitzvah projects that include some of the following themes:

- ❖ *Mipnei Seivah Takum*/ מִפְּנֵי שֵׂיבָה תִּקְוָם – Respect for our Elderly: Intergenerational dialogue and relationship-building with seniors
- ❖ *Tza'ar Ba'alei Chayim*/ תְּצַאֵר בַּעֲלֵי חַיִּים – Concern for all Living Things: Work with animals in need
- ❖ *Ma'achil Re'evim*/ מֵאֲכִיל רְעֻבִים – Feed the Hungry: Serve at Food Pantry
- ❖ *Bikkur Cholim*/ בִּיקּוּר חוֹלִים – Visiting the sick
- ❖ *Kol Yisrael Arevim Zeh BaZeh*/ כָּל יִשְׂרָאֵל עֲרֻבִים זֶה בְּזֶה – All Jews are responsible for one another

The Living Legacy Project

A living legacy is a parent's personal statement that expresses what is most important and meaningful in your life, where you have stood and what you stand for. It is an ancient Jewish tradition to pass on personal values and blessings to future generations.

Your living legacy is a personal gift to members of your family. It may be kept private or shared in an appropriate setting. It is especially meaningful to share living legacies at important milestones in family life such as a Bar or Bat Mitzvah. Both parents and students are strongly encouraged to pause during this year and reflect on what has brought you to this moment. You may begin writing a Living Legacy 12 months prior, continuing upto your date. Copies of the TELL (Temple Emanuel Living Legacy) Guide are available online: www.templemanuel.com/LivingLegacyProject

Assistance in writing a living legacy, as well as additional copies of the how-to guide and sample legacy letters, are available by contacting Terri Swartz Russell, Family Educator at 617-558-8105, tswartzrussell@templemanuel.com.

ALIYOT AND HONORS

Relatives and friends that your family would like to honor may participate in our Shabbat service in a number of ways. Regardless of the number of B'nei Mitzvah on any given Shabbat morning, each family is entitled to three *aliyot* (one of these three *aliyot* is set aside for the parents), two honors, and of course, an *aliyah* for the Bar or Bat Mitzvah.

Family members that are not Jewish, may perform the honor of opening the ark, or to recite the Prayer for the Country.

To maintain the sanctity and dignity of our Shabbat services, we require that every person called to the Torah for an *aliyah* be able to recite the Torah blessings accurately. Please see page 17 for the text of the Torah blessings both in Hebrew and in transliteration. A recording of the blessings are available online or by contacting our Ritual Director, Dan Nesson.

Please see pages 19-20 of this booklet, where you will find an Honors form appropriate to the service for your Bar/Bat Mitzvah celebration. Complete the appropriate form and return it to Tessa Amantiado a month prior to the B'nei Mitzvah. On this form, indicate the name and relationship of each individual you wish to recognize with an *aliyah* or other honor.

Please make sure that your guests who will be receiving honors identify themselves to the ushers at the back of the Rabbi Samuel Chiel Sanctuary immediately upon arrival for services.

FAMILY REHEARSAL

At 4:00 or 4:30 pm on the Thursday immediately preceding the Shabbat of the Bar or Bat Mitzvah, your entire family will meet with our Rabbis. At 5:00 pm, families will proceed to the Rabbi Samuel Chiel Sanctuary where you will review the service with Hazzan Sheni Dan Nesson: what happens, when it happens, and who participates. At that time each element of the services is rehearsed in detail: the Torah readings, *D'var torah*, Haftarah, the *Kiddush*, and *Motzi*. This will also be your opportunity to review the assignment of *aliyot* and honors. Therehearsal usually takes about an hour.

In the event that the Thursday prior to your *simcha* is either a secular holiday or Jewish Holy Day, the rehearsal and meeting will be rescheduled to accommodate all parties.

If you are celebrating a weekday or Shabbat Mincha Bar/Bat Mitzvah, please contact Tessa Amantiado to schedule your rehearsal.

PHOTOGRAPHS, FILMING, AND HANDHELD DEVICES

In adherence with the laws of Shabbat, Temple Emanuel does not permit any photography/videography or the use of handheld devices in our synagogue or surrounding grounds on Shabbat. In addition, in order to maintain the sanctity of weekday and Rosh Hodesh services the synagogue also does not permit photography/videography during these services. Please inform your guests prior to your *simcha*.

Your best opportunity to take photos is on the Thursday of your rehearsal. Schedule your photography session to take place either before meeting with the Rabbis or after the conclusion of the rehearsal. It is critical that your family be able to focus during the rehearsal, therefore, photos may not be taken at that time. Please call Erin Moseley, at the synagogue office to book a specific time. She will make sure that the sanctuary will be open and the Torah available.

ADMINISTRATIVE MATTERS

Temple Emanuel's staff will do everything possible to ensure the smooth functioning of your *simcha*. We have established the following guidelines to ensure the harmonious and equitable use of our facilities. If you have any questions, please call Erin Moseley.

Fees: All fees have been determined by Temple Emanuel's Budget Committee and approved by the Board of Directors and the Congregation. The fees that follow are current as of publication, but they are subject to periodic change. Temple Emanuel requires that all fees and rental charges be paid in full before the Shabbat of the Bar or Bat Mitzvah. If you have a concern or question regarding this deadline for payment, contact Jill Matusow, Director of Finance at 617-558-8112 to work out a mutually satisfactory payment schedule. The President of Temple Emanuel is the only person authorized to make adjustments to dues or fees.

The summer preceding the *simcha*, your membership bill will include a Bar/Bat Mitzvah fee of \$1,550 payable over two years (\$775 1st yr), (\$275 2nd yr & \$500/Kiddush sponsorship.) The Kiddush sponsorship is tax deductible for the person who pays this, all families are responsible for the sponsorship fee regardless of a mincha or shabbat morning service.

Tefillin fee: Parents should plan to purchase a set of *tefillin* and a *tefillin* bag (approximately \$200) via the synagogue during the 6th grade year. To purchase *tefillin* via the synagogue please contact Terri Swartz Russell, Family Educator, or purchase in our synagogue Lang Judaica Shop.

Renting space for your simcha: In most cases, subject to certain restrictions, the Adelson Community Hall, Reisman Hall, Benjamin Vestry, and Leventhal-Sidman Community Court are available for rent. Please remember that Temple Emanuel hosts many *s'machot*, so events reservations are made on a first-come, first-serve basis. Please contact Erin Moseley at 617-558-8127 to discuss renting space for your simcha.

The rental periods for each of these spaces for the afternoon are 12:00 noon to 3:00 p.m. and for the evening from after the end of Mincha services to 12:00 midnight. Your evening party may *not* begin until after Shabbat services and Shabbat has ended. You must check with Erin Moseley, who will tell you when you may start your festivities. She can give you current rental fee information and answer any of your questions.

Rules and Regulations for Events: These documents can be found on the synagogue's website www.TempleEmanuel.com, under "Plan Your Event".

CATERING

Our Main Kitchen, which may be used for either *fleishig* (meat) or *milchig* (dairy) meals, serves the Adelson Community Hall, Reisman Hall and the Benjamin Vestry. It is important to note that no more than one approved kosher catering organization can use the kitchen at one time. Furthermore, the caterer may not serve both *fleishig* and *milchig* at the same time.

These restrictions require that when there are simultaneous functions (in the afternoon or evening), both parties must engage the same caterer and both meals must be either *fleishig* or *milchig*. The menus need not be the same. There are no menu constrictions on sequential events: morning/afternoon dairy meals may be followed by evening meat meals, and vice versa, however, the same approved kosher caterer must be used for the whole day.

Erin Moseley can supply you with a list of approved caterers. Additionally, there is a current list of approved kosher caterers on our website under "Plan Your Event".

SPONSORING THE CONGREGATIONAL KIDDUSH

The Shabbat morning pamphlet highlights the name(s) of the co-sponsors of the Congregational Kiddush. It will include your names (Bar/Bat Mitzvah parents and Bar/Bat Mitzvah) as well as the names of those who are co-sponsoring the Kiddush to celebrate other special events such as baby namings, *aufrufs*, special anniversaries, or other *s'machot* taking place on that Shabbat. This is an opportunity for you to share your *simcha* with the entire congregation, even if you are entertaining your guests at a private reception. Any number of families may sponsor the Kiddush.

For more information about sponsorship, please be in touch with Erin Moseley.

SHABBAT OBSERVANCE AT TEMPLE EMANUEL

Please familiarize yourself with these very important and mandatory policies of Temple Emanuel, and be sure to inform your guests about them.

Invitations: Please make sure that your invitations state the correct starting time for services. Shabbat morning services at Temple Emanuel always begin at 9:30 am. Events may only start after Shabbat or the holiday and the services have ended.

Deliveries: From Friday at 2:00 pm until after the conclusion of Shabbat on Saturday night, nothing may be delivered to Temple Emanuel; likewise, nothing may be taken out of the building. Please arrange to have any deliveries made prior to this time.

Smoking, photography/videography, and writing: Smoking is never permitted in Temple Emanuel or on Temple Emanuel property. No writing is permitted on Shabbat/Festivals; this includes no sign-in boards at events. No photography/videography of any kind is permitted on Shabbat or Festivals (anywhere on Temple Emanuel grounds). No projectors or films may be used on Shabbat/Festivals.

Telephoning: For emergencies on Shabbat, there is a phone you may use in the Temple Emanuel office. No cell phones may be used on Shabbat or holidays anywhere on Temple Emanuel grounds. Please advise your guests to turn off all electronic devices upon entering the synagogue.

Buses: If you plan to transport your guests by a hired bus on Shabbat, you *must* consult Erin Moseley in the synagogue office, to arrange in advance for your reserved curbside parking and, if necessary, police traffic control.

Kashrut: You must engage an approved kosher caterer. Please contact Erin Moseley, Programming and Events Manager, with any questions.

Music: Only Jewish music is to be played at a Shabbat event.

Children and their behavior: You are responsible for the conduct of the children who are your guests. We urge you to ask a relative or a friend to sit with them and supervise their behavior during Shabbat morning services. Please explain that Temple Emanuel expects proper behavior during services as well as at receptions. The requirement for appropriate behavior extends to all public spaces, including corridors and lobbies, in and around the synagogue. For very young children who may find it difficult to sit through our two-and-a-half hour service we provide babysitting services. For children in nursery school through grade 5, our Ruach Shabbat and Tot Shabbat Services take place almost every Shabbat.

Attire: Modest clothing that shows respect for one's body is appropriate. For a simcha celebrant, a beautiful outfit that directs the wearer's and the community's attention to the significance of the occasion is not only admired by all, but shows maturity and an understanding of the occasion and place. Service attendees and guests who dress similarly also honor the occasion and place.

In keeping with this message, strapless, sleeveless, and low-cut tops for women and girls are better worn at non-religious events, outside of a synagogue.

Security: Temple Emanuel requires one on-site security officer for groups of over 200 people and two security officers for over 500 people. The cost for the provision of security services is the responsibility of the host. Please discuss this with Erin Moseley.

TIMETABLE CHECKLIST

10-12 Months Before the Simcha:

- Student begins private instruction with tutor.
- Your family participates in the 6th grade “Join the Jewish Conversation” pre-B’nei Mitzvah program.
- Your child participates in the G’milut Hasadim group Mitzvah Project Program. Your family prepares to write a Living Legacy.
- As a family, read through the Torah portion that your child will be chanting at the Bar or Bat Mitzvah.
- Begin attending Sunday morning *minyanim* and Friday evening Kabbalat Shabbat services here at Temple Emanuel.
- Complete and return the General Information Form found on page 18.

6 Months Before the Simcha:

- B'nei Mitzvah will be well into learning the Haftarah with their tutor.
- If your child is celebrating a weekday morning, Rosh Hodesh, or Shabbat Mincha Bar/Bat Mitzvah, your child has mastered the Torah cantillation and the Torah portions for his/her celebration and begins to prepare the leading of the service.
- Your family should be attending Shabbat morning services as often as possible. Keep in mind that you are obligated to attend no fewer than eight Shabbat morning services at Temple Emanuel during the year prior to your special Shabbat.

3 Months Before the Simcha:

- B'nei Mitzvah will be learning the Torah portion with tutor.
- Begin work on *D'var Torah* (speech)
- Expect to be notified about your meetings with the rabbis and the final rehearsal.

1 Month Before the Simcha:

B'nei Mitzvah will have completed studies preparing for the Shabbat service of the Bar or Bat Mitzvah.

- Let Tessa Amantiado know that you plan to attend the Monday or Thursday morning *minyana* before the Shabbat of the Bar or Bat Mitzvah, to perform the honor of *Gelilah* (wrapping the Torah).
- Complete and return the appropriate Honors Planning Forms (pages 19-20) for your simcha.

1 Month After the Bar/Bat Mitzvah:

- Finding My Gate - Post Bar/Bat Mitzvah Program, up to age 18

It is the hope of the temple’s religious and lay leadership that once a student has become a bar/bat mitzvah, s/he will participate in “Finding My Gate,” a program designed specifically to encourage and guide teens to actively "Find his/her gate(s)" by participating in one or more of the programs Temple Emanuel offers to families.

FREQUENTLY ASKED QUESTIONS

If you have additional questions, please contact the Bar/Bat Mitzvah Clergy Liaison, Hazzan Elias Rosemberg, at 617-558-8115, or by email: erosemberg@templemanuel.com

What role can siblings take in the service?

If a younger sister or brother reads Hebrew, she or he may lead the congregation in the chanting of *Ein Keloheinu* or the *Ashrei* psalm. If there is a younger child in both Bar or Bat Mitzvah families, the younger children from each family will share this honor. An older brother or sister may read Torah or have one of the three *aliyot* that each Bar or Bat Mitzvah family has to distribute.

Where will our family sit?

Your family will be seated in the first few rows of the sections to the right or the left of the center aisle. At the rehearsal prior to the Shabbat of the Bar or Bat Mitzvah, Dan Nesson will assign your family to one side or the other.

Is it OK for my family and friends to throw candy?

Friends and relatives may throw soft candy that is supplied by Temple Emanuel.

Where can we purchase talit, tefillin, and kippot?

Tefillin may be purchased as part of the B'nei Mitzvah Seminar by contacting Terri Swartz Russell, Family Educator. In addition, the tax-exempt Lang Judaica Shop, which is managed by the Sisterhood of Temple Emanuel, is located on the first floor of the synagogue across from the Rabbi Marshall R. Lifson Library. The shop stocks a beautiful selection of competitively priced *talitot*, *tefillin*, and *kippot*.

We would like to request a particular tutor. Can this be arranged?

Hazzan Elias Rosemberg makes the tutoring assignments, and does his best to accommodate requests.

Our family is expecting out-of-town guests who are Shomer Shabbat. They'll need to stay within walking distance of Temple Emanuel. What do you recommend?

Our Shabbat Hospitality Committee has a list of congregants who provide Shabbat hospitality to guests of celebrant families. This hospitality includes providing meals or overnight accommodations. You may contact Lynette Polatin (617) 965-6245 or lspolatin@gmail.com, or Judi Taub at judithtaub@yahoo.com

Some of our family members are not Jewish. Can they participate in the service?

Yes! Family members who are not Jewish are given the honor of opening the ark and/or reading the Prayer for the Country.

CJP's Myra and Robert Kraft Passport to Israel Program

As your child prepares to take his or her place as an adult member of our Jewish community, it is the perfect time to begin planning for a teen trip to Israel. This essential part of your child's Jewish education has been hailed in academic circles and anecdotally as a critical experience to solidify Jewish identity before a teen leaves home.

The **Passport to Israel** program is an innovative savings plan that unites families, Temple Emanuel and the Combined Jewish Philanthropies to help make a visit to Israel part of the Jewish education of our teenagers. Many of your children enrolled in Passport during the fourth grade and contribute annually. Your child's account will grow and be matched by Temple Emanuel and CJP to provide approximately \$2100 to be used toward any one of numerous diverse, educational teen trips to Israel of at least four weeks in duration.

If your child is not currently enrolled in Passport, Temple Emanuel offers a catch up enrollment plan in the seventh grade that coincides with the Bar and Bat Mitzvah experience. Please consider enrolling your son or daughter in this visionary opportunity. For more information, please see the Temple website or contact Passport to Israel chair, Ahava Rosenthal (ahavarosenthal@gmail.com).

STAFF DIRECTORY

The general number: (617) 558-8100, and mailbox: info@templemanuel.com

Temple Emanuel Website: www.templemanuel.com

Rabbi Wesley Gardenswartz	(617) 558-8103	wgardenswartz@templemanuel.com
Rabbi Michelle Robinson	(617) 558-8139	mrobinson@templemanuel.com
Hazzan Elias Rosemberg	(617) 558-8115	erosemberg@templemanuel.com
Dan Nesson, <i>Hazzan Sheni & Ritual Director</i>	(617) 558-8104	dnesson@templemanuel.com
Rabbinic Intern Aliza Berger	(617) 558-8142	aberger@templemanuel.com
Ilene Beckman, <i>Religious School Director</i>	(617) 558-8122	ibeckman@templemanuel.com
Wayne Goldstein, <i>Harry Kraft Director of Informal Youth Education</i>	(617) 558-8121	wgoldstein@templemanuel.com
Terri Swartz Russell, <i>Family Educator</i>	(617) 558-8105	tswartzrussell@templemanuel.com
Carrie Lavoie, <i>Executive Director</i>	(617) 558-8110	clavoie@templemanuel.com
Jill Matusow, <i>Director of Finance</i>	(617) 558-8112	jmatusow@templemanuel.com
Joan Mael, <i>Assistant to Rabbi Gardenswartz</i>	(617) 558-8101	jmael@templemanuel.com
Tessa Amantiado, <i>Ritual Department Project Manager</i>	(617) 558-8111	tamantiado@templemanuel.com
Erin Moseley, <i>Programming & Events Manager</i>	(617) 558-8172	emoseley@templemanuel.com

BIBLIOGRAPHY: THE BAR MITZVAH/BAT MITZVAH EXPERIENCE

- Goldin, Barbara Diamond. *Bat Mitzvah: A Jewish Girl's Coming of Age*. Viking Press, 1995.
- Greenberg, Gail Anthony. *MitzvahChic*. MitzvahChic, LLC, 2003.
- Kimmel, Eric A. *Bar Mitzvah: A Jewish Boy's Coming of Age*. Viking Press, 1995.
- Leneman, Cantor Helen, editor. *Bar/Bat Mitzvah Basics: A Practical Family Guide to Coming of Age Together*. Jewish Lights Publishing, 1996.
- Reisfeld, Randi., *The Bar/Bat Mitzvah Survival Guide* Citadel Press, 1992.
- Salkin, Rabbi Jeffrey K. *Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Child's Bar or Bat Mitzvah*. Jewish Lights Publishing, 1993.
- Salkin, Rabbi Jeffrey K. *For Kids—Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Bar or Bat Mitzvah*. Jewish Lights Publishing, 1998.

RESOURCES FOR TORAH STUDY WITH YOUR CHILD

- Etz Hayim: Torah and Commentary*. The Rabbinical Assembly, The United Synagogue of Conservative Judaism, 2001.
- Fields, Harvey J. *A Torah Commentary For Our Times*. Union of American Hebrew Congregations, 1990.
- Greenberg, Aharon Yaakov. *Torah Gems*. Y. Orenstein, "Yavneh" Publishing House Ltd., 1998.
- Leibowitz, Nehama. *Studies in Bereshit, Studies in Shmot, Studies in Vayikrah, Studies in Bamidbar, Studies in Davarim*.
- Plaut, W. Gunther. *The Torah, A Modern Commentary*. The Jewish Publication Society, 1999.
- Plaut, W. Gunther and Chaim Stern. *The Haftarah Commentary*. Union of American Hebrew Congregations, 1996.
- Tanakh The Holy Scriptures: The New JPS Translation*. The Jewish Publication Society, 1985.
- Weissman, Rabbi Moshe. *The Midrash Says, Benei Yakov Publications, 1980* (Also look for *The Little Midrash Says* and *The Family Midrash Says* by same publisher.)

WEBSITES:

- Read a D'var Torah* found at <https://jewishrecon.org/divrei-torah>, Jewish Reconstructionist Federation.
- Shabbat Learning Center*, found at www.ou.org/torah/index, Orthodox Union.
- Torah Sparks* link found at www.uscj.org/index1.html, United Synagogue of Conservative Judaism.
- Torat Chayim* link found at www.reformjudaism.org/noindex/torah, Union for Reform Judaism.

Commentaries from Rashi, Ramban and other traditional commentators are available on the shelves of the Gann Chapel as well as in the Rabbi Marshall R. Lifson Library. For further assistance, call Deb Abner, Temple Emanuel's Director of Library Services at 617-558-8126.

TORAH BLESSINGS

Blessing before reading Torah.

בְּרַכּוּ אֶת יְיָ הַמְּבָרָךְ.

Honorée: Barchu et Adonai ha-m'vorach.

בְּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.

Congregation: Baruch Adonai ha-m'vorach l'olam va'ed.

Honoree repeats above and continues with:

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר בְּנוֹ

מִכָּל הָעַמִּים וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruch Atah Adonai, Eloheinu Melech ha-olam, asher bachar banu mi-kol ha'amim, v'natan lanu et Torah-toe. Baruch Atah Adonai, notein ha-Torah.

Honoree: Praised be the One, to Whom our praise is due! Congregation: Praised be the One, to Whom our praise is due, now and forever. Honoree repeats: Praised be the One, to Whom our praise is due, now and forever. Honoree continues: Praised is Adonai our God, Ruler of the universe, Who has chosen us from all peoples by giving us this Torah. Praised is Adonai, Giver of the Torah.

Blessing after reading Torah.

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת, וַחַיֵּי עוֹלָם

נִטַּע בְּתוֹכֵנוּ. בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruch Atah Adonai, Eloheinu Melech ha-olam, asher natan lanu Torat emet, v'chayei olam natah b'tocheinu, baruch Atah Adonai, notein ha-Torah.

Blessed is Adonai our God, Ruler of the universe, Who has given us a Torah of truth, implanting within us eternal life. Blessed is Adonai, Giver of the Torah.

GENERAL INFORMATION FORM
PLEASE COMPLETE THIS FORM AND RETURN TO TESSA AMANTIADO

The full English name of the Bar/Bat Mitzvah, exactly as it should appear on the certificate, *Temple Emanuel Bulletin* and the Shabbat Pamphlet is:

The date of the Bar or Bat Mitzvah is _____

The Hebrew name of the Bar or Bat Mitzvah child, exactly as it should appear on the certificate is:

(Parent 1 Hebrew Name) (Parent 2 Hebrew Name) (Child's Hebrew Name)

The full English names of the parent(s) of the Bar or Bat Mitzvah child, exactly as they should appear in the *Temple Emanuel Bulletin* and the Shabbat Pamphlet are:

Younger siblings who can read Hebrew are encouraged to lead the congregation in Ashrei. Older siblings are encouraged to read Torah if they are interested and are able to do so.

Name of sibling(s) interested in reading Torah: _____

Name of sibling(s) interested in leading Ashrei: _____

Parent 1 _____ Parent 2 _____

ADDRESS _____

CITY _____ State _____ Zip _____

Parent 1: Phone (H) _____ (W) _____

Email (Parent 1) _____

Parent 2: Phone (H) _____ (W) _____

Email (Parent 2) _____

**If the second parent's address is different from the first and you would like mailings to go to both addresses please provide the second address.*

ADDRESS _____

CITY _____ State _____ Zip _____

HONORS PLANNING FORM
for a Shabbat Morning Bat/Bar Mitzvah
PLEASE COMPLETE THIS FORM AND RETURN TO TESSA AMANTIADO
NO LATER THAN 1 MONTH BEFORE THE BAR/BAT MITZVAH

ALIYOT

Those named here will be called to the *bimah* to recite the blessings before and after a Torah reading. If your honorees are not confident about their ability to recite those blessings in Hebrew, Hazzan Sheni Dan Nesson is happy to provide a recording. Text both in Hebrew and in transliteration on page 17.

Each family is allotted one *aliyah* for parents and two for other honorees. No more than two people may be called up to the Torah for a single *aliyah*. Please indicate if male honoree is a kohain or levi.

Example of a full Hebrew name: Isaac ben Avraham V'Sarah

Aliyah 1:

Parent 1 full English name: _____

Parent 1 full Hebrew name: _____

Parent 2 full English name: _____

Parent 2 full Hebrew name: _____

Aliyah 2:

Honoree 1 full English name: _____

Honoree 1 full Hebrew name: _____

Honoree 2 full English name: _____

Honoree 2 full Hebrew name: _____

Aliyah 3:

Honoree 1 full English name: _____

Honoree 1 full Hebrew name: _____

Honoree 2 full English name: _____

Honoree 2 full Hebrew name: _____

OTHER HONORS

Please pick two honors and add the full English names of the Honorees:

- *Peticha*—Opening the Ark: name: _____
- *Hotza'at haTorah*—Removing the Torah from the Ark: name: _____
- *Hagbah*—Raising by the *etzim* (the handles) and lifting over head the open Torah after the reading is complete. name: _____
- *G'lilah*—Dressing the Torah: name: _____
- Carrying the Torah in procession around Sanctuary: name: _____

HONORS PLANNING FORM
for a Shabbat Mincha Bat/Bar Mitzvah
PLEASE COMPLETE THIS FORM AND RETURN TO TESSA AMANTIADO
NO LATER THAN 1 MONTH BEFORE THE BAR/BAT MITZVAH

HONORS

Open/Close Ark: _____

Take Torah Out: _____

ALIYOT

Those named here will be called to the *bimah* to recite the blessings before and after a Torah reading. If your honorees are not confident about their ability to recite those blessings in Hebrew, Hazzan Sheni Dan Nesson is happy to provide a recording, text both in Hebrew and in transliteration on page 17. Each mincha bar/bat mitzvah family is allotted one *aliyah* for parents and one for other honorees. No more than two people may be called up to the Torah for a single *aliyah*. Please indicate if male honoree is a kohain or levi.

Example of a full Hebrew name: Isaac ben Avraham V'Sarah

Aliyah:

Honoree 1 full English name: _____

Honoree 1 full Hebrew name: _____

Honoree 2 full English name: _____

Honoree 2 full Hebrew name: _____

Aliyah:

Parent 1 full English name: _____

Parent 1 full Hebrew name: _____

Parent 2 full English name: _____

Parent 2 full Hebrew name: _____

Aliyah: Bar/Bat Mitzvah child

ADDITIONAL HONORS

Lift Scroll: _____

Tie Scroll: _____

Open/Close Ark: _____

Return Scroll to Ark: _____

Open/Close Ark for Alenu: _____

For EVENING SERVICES:

Open/Close Ark for Alenu: _____

TEMPLE EMANUEL
B'nei Mitzvah Questionnaire
Please return to Joan Mael or Tessa Amantiado

Child's full English Name: _____

Child's full Hebrew name: _____

Please describe briefly your child's personality: _____

Please describe your child's interests & accomplishments; include any volunteer work in the Jewish/general community:

How will your child be continuing his/her Jewish education? _____

How has your family been involved at Temple Emanuel? _____

How would you like your names to appear in the Pamphlet for Shabbat?

Child's full English name (include a middle name if you would like it to appear)

Your English names (include titles if you would like them included)

If you would like a nickname used from the Bima, or if you would not like your title used verbally, please indicate how you would like to be addressed below:

Father's full Hebrew name: _____

Mother's full Hebrew name: _____

Name(s) and age(s) of siblings:

Name(s) of grandparent(s) who will be attending the Service:

If there are deceased grandparents that you would like the rabbi to mention at the conclusion of the service, please list them:
