

B'nai Mitzvah Handbook



**TEMPLE
BETH
TORAH**

kindness · connection · community

Dear Parents,

Mazel Tov on your child's upcoming Simcha!

At Temple Beth Torah we strive to make the B'nai Mitzvah experience a wonderful one for the entire family. We see the B'nai Mitzvah as a crucial aspect of the Jewish life journey: this rite of passage marks for a young person their affirmation and commitment to their Jewish identity, Jewish tradition, and the Jewish people. We hope that the entire family will support, encourage, and participate together with the B'nai Mitzvah student in this significant stage of transition from childhood into Jewish adulthood.

The Temple and the B'nai Mitzvah Chairperson are there to guide your family through the process from the time a date is assigned until the date of your B'nai Mitzvah. Please feel free to reach out at any time during the process with any questions.

We look forward to working with your family during this exciting time!

Heidi Anderson

B'nai Mitzvah Chair

Requirements for Bar/Bat/BMitzvah

According to Jewish Law and Temple Beth Torah policy, a Bar/Bat/BMitzvah may not occur until a child has reached his/her thirteenth birthday plus one day, according to the Hebrew Calendar. Options include Saturday morning; Havdalah service; and Rosh Chodesh. Students are encouraged to challenge themselves to participate in many parts of the service and participate based on what is accessible to them.

Temple Beth Torah also requires that:

1. Family must be a member in good standing of Temple Beth Torah and meet the financial responsibilities with dues and tuition for the fiscal year.
2. Child must have completed four consecutive years of Religious School and be in his/her fifth year of study. Students must be enrolled in K'sharim Year (7th grade) or in a continuing study program at a Jewish day School. The B'nai Mitzvah Committee will meet with families individually if this requirement has not been fulfilled.
3. Our Religious School staff will evaluate a child who has recently moved to our Temple community to determine readiness for Bar/Bat/BMitzvah preparation.

Shabbat Service Attendance Requirements

As part of the learning experience, Temple Beth Torah suggests that Bar/Bat/BMitzvah students attend Shabbat services on a frequent, if not regular basis. We believe that familiarization with the service, the melodies, and the prayers will provide a more comfortable environment for the Bar/Bat/BMitzvah child on the day of his/her/their simcha. Occasionally, the Rabbi will invite students to participate in services as a means of helping them feel comfortable on the pulpit with the prayers they are learning. Parents are strongly encouraged to attend these services with their child.

The child must attend the following services **at** Temple Beth Torah within the 12-month period prior to his/her/their Bar/Bat/BMitzvah service:

8 Saturday morning services

5 Friday night services

*High Holidays do not count towards service requirements.

* One service requirement can be fulfilled by attending a Havdalah service

* One service requirement can be fulfilled by attending a Youth Service

*Students must attend at least one B'nai Mitzvah service of their TBT peers to fulfill the requirement.

***If services are only offered virtually, then these services can count towards the service requirement, however, the camera must always remain on and it is up to the family to communicate attendance to the B'nai Mitzvah Chair or record in the service binder the next available opportunity.

If services are in person, students must attend the service in person to meet this requirement.

Students should double check that they have been given a sticker in the service requirement binder.

Parents should also keep track of their child's service attendance.

Refer to page 21 for the attendance worksheet.

*** For a Havdalah service 5 Saturday services and 5 Friday services at Temple Beth Torah are required.***

B'nai Mitzvah Tutoring

The B'nai Mitzvah Chair will contact you 12- 18 months before the Bar/Bat/BMitzvah date to discuss the tutoring options. We are offering 3 different tutoring packages based on the different learning styles of students. Please choose the package most suitable for your child.

- Package 1: Begin tutoring 8 months out. (14) half hour lessons. \$910
- Package 2: Begin tutoring 10 months out. (18) half hour lessons. \$1070
- Package 3: Begin tutoring 12 months out. (24) half hour lessons. \$1310

*All packages will include 1 practice session on the Bima with the Rabbi.

Please remember that your B'nai Mitzvah fee must be paid in order to start your tutoring or a payment plan must be in place.

A Temple-approved tutor will teach the following to the Bar/Bat/BMitzvah child in preparation for the service. Based on their individual skill and ability students will be taught to chant:

- The blessings for being called up to the Torah for an Aliyah.
- The appropriate Haftorah portion, with blessings.
- The appropriate Torah portions
- A selection of prayers (including both Friday night and Saturday services)

Students are expected to lead selected prayers both Friday evening and Saturday (morning or afternoon) services.

The Tutor will be responsible for determining the prayers which the student will lead during the service. Refer to page 10 for Friday night service flow chart; page 11 for Saturday morning flow chart; and page 12 for Mincha Ma'ariv/Havdalah

Approximately 3-5 months in advance of the Bar/Bat/BMitzvah date, the Rabbi will contact you to set up study sessions. The Rabbi will help your child prepare the D'var Torah, an explanation of the weekly Torah portion.

It is imperative that parents take upon themselves the responsibility of making sure that their child has adequately prepared for each lesson.

Rehearsal

Rehearsal begins at 5:00 p.m. on Thursday prior to the Bar/Bat/BMitzvah and lasts no more than one and a half hours. The rehearsal is a simple walk-through of where to stand and what to do as well as the chanting and prayers the student would like to practice.

Please bring the following to the rehearsal:

1. Student's Tallit
2. Haftorah portion
3. Siddur
4. His/her/their speech
5. Celebratory speech

These items will remain on the Bima, so you are encouraged to make copies of prayers, Haftorah, and speeches, if you'd like to continue to practice them at home.

Please bring kippot and programs to the rehearsal and place them in the closet behind the pulpit, so that they may put them out on Shabbat morning, prior to the service.

Any printed materials to be used at your service must be approved by the Rabbi one month prior to your event. It is recommended that booklets be bound on the right side, to match the prayer books. While your photographer may attend the rehearsal, there are very few pictures that can be taken at that time. It is recommended that your photographer arrive for a 6:00 p.m. photo session. We recommend the same for grandparents, if they are to be part of the pictures. Photography of any type is not allowed on Shabbat. All pagers and cellular/video phones are to be turned off.

Tikkun Olam Requirements

We are dedicated to teaching our children to take responsibility to repair the world, one good deed at a time. The Tikkun Olam Experience provides an opportunity to perform mitzvot. Your child's journey to become a B'nai Mitzvah will include a Tikkun Olam Experience of his/her choice. **Students are required to perform 13 hours of service.** This could involve one project or multiple projects. The Tikkun Olam Experience may begin during the student's 6th (Vav) year and continue into their 7th (K'sharim) year. Refer to page 19 for additional information.

Honors

During the Bar/Bat/BMitzvah ceremony, you will have the opportunity to honor certain guests with participatory parts in our service. No one honor is greater than another. Please reserve 2 honors (does not have to be an Aliyah) for the congregation to participate. As you assign honors, please make sure to complete the service information and Aliyot worksheets, which are found on page 22 and 23. The following is a brief description of the different honors:

Aliyah: The individual will be called to the Torah to chant, in Hebrew, the blessings before and after the Torah reading. Please obtain the Hebrew names of the honorees (and those of their parents) since we call everyone up by their Hebrew names. There are 7 Aliyot plus Maftir. During the child's Aliyah, if there is a non-Jewish parent, the non-Jewish individual should stand next to the Jewish individual while the Jewish individual chants the before and after Aliyah blessings. After the Aliyah, the couple should go to the side of the second Gabbi. If a student doesn't chant Haftorah, adjustments will be made as to what Aliyah student is called for. The Maftir Aliyah will always go to the person chanting Haftorah. Refer to pages 18 for before and after blessings.

We now offer a blessing the non-Jewish parent can say after the Jewish parent completes the Hebrew blessing over the Torah. This is not a requirement but an offering. The other honors need to be by a Jewish individual.

Torah Readers: Torah readers must be proficient in chanting the Torah portion and must do so directly from the Torah. Temple Beth Torah has regular Torah readers. If you'd like a family member or friend to read Torah, please coordinate with your child's tutor. Family members or friends who will be reading Torah must have their Torah reading ready three weeks prior to the Bar/Bat/BMitzvah date and must

demonstrate proficiency in reading to either the Rabbi or the Tutor. Refer to page 24 for Torah Reader Request Form.

Carrying Torah: The minimum age to carry the Torah is 16 years old. The Torah shall be carried for the processional and the recessional of returning the Torah to the Ark.

G'lilah: This person will be required to roll the Torah, tie it, and dress it after the Torah reading is completed. A Temple member will also provide assistance.

Ark/Curtain Opening: The individual will open/close the Ark/curtain when the Torah is taken out or returned.

Hagbah: The individual that lifts the Torah during services. A family member or friend may be hagbah if approved by the Ritual Committee and/or Rabbi after demonstrating their proficiency.

If the individual has never done hagbah before, they must come to the Temple at least 2 weeks in advance to learn. If they have done hagbah before, at TBT or elsewhere, they have to come Thursday to rehearsal or Friday before the service to practice and demonstrate proficiency.

Gabbaim: 1st Gabbi – the primary role is to call guests up for Aliyot. 2nd Gabbi – the primary role is to help with the choreography for the Torah Service. The Gabbaim makes sure honor cards are given out to those participating in the service before the service begins. A list of Gabbaim is available on page 13.

Bima Representative: May be a past or present Board member, or a member in good standing of the TBT congregation. The Bima Representative is responsible for opening the Synagogue, locking and alarming the Temple at the conclusion of the service/luncheon, putting out Challah and grape juice, reading announcements and managing the video technology.

Ushers: It is up to each family to ask two adult Temple members to usher for their child's Bar/Bat/BMitzvah. Ushers must arrive by 9:30 am for set up. The Ushers responsibilities include:

- Asking all male guests entering the synagogue to wear a kippah.
- Provide all guests with a prayer book and Chumash.
- Stand at the sanctuary doors during the service. At certain times during the service, guests may not enter the sanctuary. Please reference the index card on the synagogue door for exact rules.
- Maintain decorum in the foyer and synagogue during the service.
- After the service, return all prayer books and Chumashim to the lobby bookshelves.
- Put all kippot, extra pamphlets, and Bima basket in the office for the family to pick up on Sunday.

*Please inform your honorees of their role in the service prior to the date of the service.

Tallit Ceremony

It is the tradition at Temple Beth Torah that parents present their child with his/her tallit at the beginning of the service. At this time a prayer, previously prepared by the Rabbi, is recited by both parents and child. This meaningful part of the service provides the parents with the opportunity to bless their child prior to the actual ceremony. A grandparent or other relative may participate upon the approval of the Rabbi.

Celebrating and Honoring the B'nai Mitzvah Student

We offer the opportunity to the parents to say a brief word to the B'nai Mitzvah Student. These words to their child usually occur once the Torah has been put away. The entire length of this speech is limited to a total of 5 minutes. Please fill in the B'nai Mitzvah Service Information & Aliyot Worksheet on page 22 and page 23 with the name(s) of speaker(s). Kosher soft gel candy may be tossed at the B'nai Mitzvah student at the completion of the service (after Adon Olam).

B'nai Mitzvah Certificate/Gifts

Upon completion of the service, a certificate indicating that the child has been called to the Torah as a Bar/Bat/BMitzvah will be presented by the Rabbi. In addition, the Rabbi will also present the student with a Tikkun Olam certificate when applicable.

Shabbat Dress and Decorum

As a Conservative synagogue, affiliated with the United Synagogue of Conservative Judaism men are required to wear kippot within the building. All Jewish males are required to wear tallit during morning services if they are having an honor. All females should have shoulders and back covered while on the Bima and in the Synagogue. While attending our service we ask you to please dress modestly.

Social Hall/ Bima Decorations

It is up to the family to provide flowers, if desired. Balloons or other such decorations are not permitted on the outside of the building or grounds. Mylar balloons are allowed as centerpiece decorations and must be stored in the kitchen only. Flowers, balloons and any other decorations being used for the Saturday luncheon must be delivered by 12:00 p.m. on the Friday preceding a Saturday service and must be picked up no later than the Monday following the B'nai Mitzvah. Nothing may be delivered on Shabbat. Candles are not allowed in the Temple.

An alternative to flowers on the Bima is the Mitzvah Basket of your choosing (can be related to the Tikkun Olam project). The Mitzvah Basket on the Bima, is displayed on the day of the Bar/Bat/BMitzvah, showing your family's commitment to Tikkun Olam. You are also permitted to put together your own basket to donate to an organization of your choosing. Please inform the B'nai Mitzvah Chair of your plans. You may drop off Bima Baskets during your Thursday night rehearsal.

Transportation to Party Venue

If you are leaving the Temple for your Luncheon and will be arranging bus transportation for your guests, please have the bus pick up at the back entrance at approximately 12:30pm.

Friday Night Oneg/Saturday Kiddush Luncheon

The kitchen at Temple Beth Torah can accommodate milk or meat requests. On completing any task in the kitchen, the counter must be cleaned, everything must be removed from the sink, and the sink must be cleaned. All utensils, pots, dishes, etc. must be cleaned and returned to their appropriate storage areas. Coffee pots must be washed and dried after each use. Ovens must be turned on or off on Shabbat by a non-Jewish person or alternate arrangements should be made.

As parents of the Bar/Bat/BMitzvah, you are required to sponsor the Friday night Oneg. You are not required to sponsor the Shabbat Kiddush luncheon if your luncheon will be offsite, or if you are having a Mincha/Maariv/Havdalah Service. However, if you are sponsoring the Shabbat Kiddush luncheon honoring your child, we ask that you include temple community members in your numbers.

A Mashgiach, a person that oversees that the Kashrut rules of the kitchen are followed, must be present whenever the kitchen is used by a family personally hosting the event. This person will oversee the bringing in and/or removing food, setting up and/or cleaning up. This person is there only to make sure Kashrut rules are followed; they are not there to work at the party. If a caterer or accommodator is not used, it is the parents' responsibility to schedule sufficient help for set-up and/or clean-up. Please label all items brought into the kitchen for your event with name and event date. All items must have a Heckscher label: refer to pages 17 for approved Kashrut signs.

Families choosing to bring in their own food and do their own set up/clean up must make such arrangements at least 2 months prior to the Bar/Bat/BMitzvah and receive approval from the Rabbi. Please be aware in this case the family must provide all tablecloths, paper goods to include silverware, plates, cups and napkins. The Temple will provide coffee, tea, wine, juice and Challah.

Caterers: A list of caterers, approved by the Vaad Harabonim, can be found on page 16.

Temple Beth Torah Sisterhood is available to cater Kiddush Luncheons for you and your guests. Please contact Leenie Glickman, Sisterhood President, leeniegl@aol.com or 508-726-1207. Sisterhood caters only a limited number of events each year. Bookings are on a first come, first serve basis. If you choose to use Sisterhood, payment should be made directly to Sisterhood.

Accommodators: Please inform the B'nai Mitzvah chair of whom you are using as your accommodator. We suggest you plan on having 1 accommodator per 40 people as a standard. (See list on page 16)

It is the family's responsibility to arrange Temple access for the accommodators and/or caterers. A key fob is only given to the family hosting the Bar/Bat/BMitzvah. Please coordinate with the Temple administration directly.

Please make sure when planning your Saturday Kiddush Luncheon, you add at least 15 people to your expected number which covers the Temple congregants.

Fees

Fee	Item	Details
\$125	B'nai Mitzvah Date Confirmation	Submitted with B'nai Mitzvah Application to confirm date assigned
\$910-\$1310	B'nai Mitzvah Tutoring	Fee is determined based on tutoring package chosen
\$50	Event fee	Cleaning/set up of the sanctuary
\$125	Friday night Oneg	Contact Debka to coordinate menu. Menu includes parve and dairy pastry, coffee, tea, non-dairy creamer, juice, soda, wine, challah and other essentials.

Optional Fees

\$250	Rent out Beit Midrash for your event.
TBD	Rent out the synagogue for your post-service party/event. Please work with the B'nai Mitzvah Chair to discuss in more detail.
TBD	B'nai Mitzvah event needing a chair set up for 300 or more people shall incur an added fee.

Financials

All past financial obligations to the Temple must be paid in full prior to commencement of Bar/Bat/BMitzvah instruction. In addition, all current financial obligations (dues, tuition, registration) for the full year of your child's Bar/Bat/BMitzvah must be paid during the current fiscal year. Special financial concerns should be brought to the Finance Chair.

Writing/Drawing

Autograph boards, caricaturists, or any other activities involving writing or drawing are not permitted on Shabbat.

Entry to Temple

A key fob, needed to gain access to the Temple, may be obtained from the Temple administration, who will also instruct you in its use. The key fob may be picked up at the Temple office during the week of the Bar/Bat/BMitzvah. It is your responsibility to be at the Temple to let in the florist, caterer, etc. The key fob may not be given out to anyone that you hire and should be returned to the Temple office by Monday morning.

Use of Facilities

The facilities will be clean and orderly for your event. Please submit a floor plan to the Facilities Chair of how you would like the tables arranged for the event at least one month prior to the event. The Social Hall and sanctuary measure 77 feet by 44 feet with 10 ft. ceilings in the social hall part.

Per the Certificate of Inspection from the Town of Holliston, please note the following:

Sanctuary (described as the Main Assembly Hall):

With chairs only: 390

With chairs and tables: 228

Set up including partition: The Social Hall alone can comfortably hold 8 round tables, seating 10 persons per table. This also includes space for 2-3 rectangular tables.

Set up without partition: The Social Hall/Sanctuary can hold 16 round tables, seating 10 persons per table. The Temple has 16 round tables. If more are needed, the family must rent them. Alternatively, if you prefer, you may rent larger tables, which will accommodate 12 people. The Temple has 18-20 rectangular/buffet tables. The rectangular tables measure 30" x 96" and the round tables are 60" in diameter.

The maximum the social hall can accommodate for a Kiddush luncheon is 210. If you have more guests than that, alternate arrangements will need to be made.

If there is an expected attendance of 300 people or more, a police detail is required to ensure safety and security. The B'nai Mitzvah family shall be responsible for hiring and paying the detail.

Friday Night Shabbat Service Flow Chart

Name of Student: _____

Date of Service: _____

Tutor: _____

Prayer	Mark with an (X) if B'nai Mitzvah is leading
Shalom Aleichem OR Yedid Nefesh	
Lechu Neranena	
Yesmechu Hashamayim	
Or Zarua	
Romemu	
Mizmor L'David	
Lecha Dodi	
Mizmor Shir	
Tzaddik Katamar	
Ahavat Olam	
Shema V'Ahavta	
Vayomer	
Hashkeeveynu	
V'Shamru	
Chatzi Kaddish	
Kiddush for Friday	
Alenu	
Adon Olam	
Yigdal	

Saturday Morning Service Flow Chart

Name of Bar/Bat/BMitzvah _____

Date of Service _____

Tutor _____

Haftorah _____

Maftir _____

Tallit Blessing _____

Prayer	Mark with an (X) if B'nai Mitzvah is leading
Birchot Hashacher	
Mizmor Shir	
Tzaddik Katamar	
Baruch She-amar	
Ashrei	
Halleluya	
Chatzi Kaddish	
Barchu	
Veha-er Eynenu	
Shema V'ahavta	
Vayomer	
Amidah	
Kedushah	
Kaddish Shalem	
Eyn Keloheynu	
Alenu	
Adon Olam	

Mincha-Ma'ariv-Havdalah Service Flowchart

- Mincha service will commence about 1 hour prior to the end of Shabbat. Actual time is based on date and will be determined by the Rabbi
- There will be (3) Torah readings and (3) Aliyot of which one is for the B'nai Mitzvah child
- We ask that the B'nai Mitzvah student chant all 3 readings. Should this not be the case, Torah readers will be provided, and parents may incur an additional cost.
- There is no Haftarah during Mincha
- Ma'ariv will follow Mincha
- At the conclusion of Ma'ariv we will have Havdalah
- Prior to starting Havdalah, Rabbi will bless the child as well as give the charge including the Tikkun Olam and B'nai Mitzvah certificates
- Parents will present the Tallit at the beginning of the service and will do the parental speech prior to starting Havdalah
- Honors included during the service will include the following:
 - Opening the Ark – processional (2 people)
 - Carrying the Torah – processional
 - (2) aliyot - the 3rd is for the student
 - Gellilah – wrapping the Torah
 - Carrying the Torah – recessional
 - Closing the Ark – recessional (2 people)
 - English reading – may be done by a non-Jewish person
 - Board rep
 - Ushers are to be arranged by the family
- Ritual will continue to assist in providing Gabbaiem and Hagbah
- If the family wishes to have someone perform Hagbah that is not on the approved list, they will need to come in ahead of time to ensure training has taken place.
- Havdalah set to be provided by TBT. The family is able to use their own set if they wish.
- Rehearsal will be held @ the standard time, Thursday @ 5PM prior to the B'nai Mitzvah date. This may change should Thursday be a holiday.

Additional costs:

- Costs of janitorial services required for Saturday afternoon set up before and after ceremony.
- Costs of outside Torah readers [if needed].

Prayers available for child to lead:

Prayer	Mark with an (X) if B'nai Mitzvah is leading
Ashrei	
Chatzi Kaddish	
Amidah/Kedusha	
Aleinu	
Shema/V'ahavta	

Please note:

- Requirements for carrying the Torah apply to this service (page 3).
- Fees outlined in the B'nai Mitzvah Handbook relating to Friday night oneg apply to this service.
- Students must still meet Tikkun Olam requirements.

- For a Havdalah service 5 Saturday services and 5 Friday services at Temple Beth Torah are required.

GABBIAM/HAGBAH LIST

This is a list of those at the Temple able to fulfill the roles of First and Second Gabbi as well as Hagbah. You must choose one from each list and approach them personally to see if they are available for your B'nai Mitzvah date.

First Gabbi

- Charli Bernstein – cbbneb@comcast.net
- Adam Arzt – adam@ahansd.com
- Elyse Banak – banakse@verizon.net
- Jill Metzger – jmetz30@gmail.com

Second Gabbi

- Charli Bernstein – cbbneb@comcast.net
- Adam Arzt – adam@ahansd.com
- Elyse Banak – banakse@verizon.net
- Jill Metzger – jmetz30@gmail.com

Hagbah

- Marc Wang – marc.wang@yahoo.com
- Phil Silver - nadphil@comcast.net
- Eric Cole - ejcole915@aol.com
- Matt Lieberman – staceyandmatt@netzero.net
- David Asher – dja.asher@gmail.com
- Brett Feldman – feldjamin@hotmail.com

Torah Service Honors

Opening the Ark:

Usually, 2 people are honored with opening the ark. One person should stand on the right side, the other person on the left. The Rabbi will give a nod as to when to open the ark.

The person on the right side of the ark is responsible for opening the curtain. The string is all the way to the right, inside the ark.

Those honored with opening the ark may return to their seats after the Torah(s) leave the Bima.

Carrying the Torah(s):

A Gabbi will hand the Torah to the person carrying it. IF there are 2 Torot both will be taken out. When you are given the Torah please stand by the Rabbi.

Person(s) holding the Torah will first face the congregation for the Shema. Rabbi will direct you to turn and face the ark for the Echad Elokeynu and then begin the processional. Please do not sing with the Rabbi; rather sing with the congregation for the Shema and Echad Elokeynu.

If one Torah is used, procession will do down the stairs to the right (by the entrance door) and up the center aisle towards the Bima.

Returning the Torah to the ark, the person honored will walk to the left and go by the windows and up the center aisle.

If 2 Torot are used, the Rabbi will go to the right with one Torah, and the 2nd Torah holder will go to the left (with the Bima rep) and both will go up the center aisle.

Bima rep will wait for the Rabbi to make it to the center aisle and let the 1st Torah follow the 2nd Torah. Bima rep brings up the rear.

Upon returning Torot to the Ark, Rabbi will go to the left and up the center aisle. The 2nd Torot holder will go to the right. Both will go up the center aisle to Ark.

The Before and After Blessings for the Torah can be found on page 14. These blessings are exactly as they appear on the Bima.

Additional Policies

Policy 3016c

In the event of an Interfaith family/couple receiving an Aliyah in honor of their Aufruf, daughter's Baby Naming, or child's B'nai Mitzvah the non-Jewish parent, spouse, or spouse to be may accompany the Jewish parent, spouse, or spouse to be onto the Bima when the Jewish parent, spouse, or spouse to be is called for the Aliyah. The non-Jewish individual should stand next to the Jewish individual while the Jewish individual chants the before and after Aliyah blessing. Upon completion of the Hebrew blessing after the Torah reading, and upon closing and covering the Torah, the non-Jewish parent or spouse to be may say the designated English blessing if they choose. After the Aliyah, the couple should go to the side of the second Gabbi as normally done after an Aliyah.

Policy 3017 October 2018 - CHANGED AT RITUAL –

A Saturday morning B'nai Mitzvah service will include 7 Torah readings plus Maftir unless otherwise decided by the Rabbi in discussion with the family and Religious Life Chair. Two honors will be reserved for congregation members.

Policy 3016

The Aliyot shall be called Rishon, Sheni and Shillishi, etc. Jewish persons called for an Aliyah will be called as follows:

- Na La-a-Mode
- Hebrew name
- Choice of Ben (son of), Bat (daughter of), or Mibeit (from the house of)
- Parent 1 name v' Parent 2 name

Policy 3016a

In order to be a Hagbah, a person must be Jewish, at least 16 years of age, and be pre-approved by the Rabbi and/or Ritual Committee.

Policy 3016b January 2014

In order to carry the Torah in the main service, one must be Jewish and at least 16 years of age, subject to the discretion of the Rabbi and/or Ritual Committee.

Bar/Bat/BMitzvah Tallit Prayer

Parent 1: Lord our G-d, we pray that Your protecting and loving care will accompany our son/daughter/child, (), wherever he/she/they goes/go and in all that he/she/they does/do. Help him/her/they to become all that he/she/they is capable of being. Give him/her/they strength to do all the good things that are within his/her/they reach. Keep him/her/they loyal to the best that he/she/they has been shown, and to the noblest teachings he/she/they has been taught.

Parent 2: As a sign of our Jewish heritage, which has been passed on from generation to generation, we present our son/daughter/child () with this tallit.

(), may its fringes remind you of the religious obligations you assume on this your bar/bat/bmitzvah day. May you live a life in such a way that you will always be a credit to the Jewish people.

May your deeds find favor in the eyes of G-d and in the eyes of your fellow human beings. May you be worthy of G-d's blessing.

Bar/Bat/BMitzvah: I put on this tallit as a symbol of my becoming a bar/bat/bmitzvah and as a sign that I hereby take upon myself the responsibility of being a Jew.

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם אֲשֶׁר קִדְּשָׁנוּ
בְּמִצְוֹתָיו וְצִוָּנוּ לְהִתְעַטֵּף בְּצִיצִית

Ba-ruch A-tah A-do-nai E-lo-hei-nu Me-lech Ha-olam A-sheer Ki-de-sha-nu B'mitz-vo-tav
V'tzi-va-nu L'hit-a-teif Ba-Tzi-tzit.

APPROVED KOSHER CATERERS/ACCOMMODATORS/BAKERIES

As of July, 2023

This is the latest list of Approved Caterers

Catering by Andrew	402 Harvard St., Brookline	617-731-6585
Milk Street Cafe	50 Milk Street, Boston	617-542-3663
Tova's Catering	253 Mansfield Ave., Norton	508-286-2242
Ora Catering	450 Cambridge St., Allston	617-987-0270
Zayde's Market	15 Washington St., Canton	781-828-3530
A Perfect Taste (NRM)	530 Washington St. Stoughton	781-297-7997
Chai Catering @ The Butcherie	402 Harvard Street Brookline, MA	617-731-6585
Dushez Catering	150 Herrick Street, Newton, MA	617-340-2187

Accommodators

Claire Tremblay	Bon Fete Party	www.hostesshelper.com	508-429-6068/617-244-7465
Tom Grenon	Simply Serving	www.simplyserving.com	617-842-1400

Approved Bakeries

Blacker's Bakery	543 Commonwealth Ave, Newton	617-332-2008
Kupel's Bakery	421 Harvard St. Brookline	617-566-9529
Rosenfeld Bakery	1280 Centre St. Newton	617-527-8080
Life's a bagel	29 Washington St. Canton	781-344-8993

Kosher Stop & Shop Bakeries

235 Old Connecticut Path, Framingham
19 Temple St. Framingham
829 Worcester Street., Natick

Kosher Star/Shaw Bakeries

509 Boston Post Road, Sudbury

Additional TBT Kitchen Policies

Policy 3025, October 2018

Temple Beth Torah shall observe the Minhag America of waiting 3 hours after each meat meal served in the synagogue before serving dairy products.

The reason we are mentioning this policy is in the (rare) event that a family has a meat meal served at TBT prior to Friday night services, we should be notified (at least a month prior) so that the Oneg can be prepared to be all pareve that night.

Policy 3027, January 2004

A Rabbinically approved Mashgiach shall be present during food preparation in the Temple kitchen. The reason we are mentioning this policy is so that arrangements can be made ahead of time to schedule a mashgiach volunteer to be at TBT in the kitchen when the caterer is in the kitchen preparing.

APPROVED KASHRUT SYMBOLS



The Union of Orthodox Jewish
Congregations



The Vaad Hakashrus of Denver



Vaad Hakashrus of Dallas-THE "DK"



The Organized Kashruth Laboratories



Texas K Kosher Supervision



Triangle K



Chicago Rabbinical Council



Atlanta Kashruth Commission



Vaad Hoer of Saint Louis



Vaad Hakashrus of Massachusetts



Montreal Vaad Hair



KOF-K Kosher Supervision



National Kashrut



Kashruth Council of Toronto



Star-K Kosher Certification



K'hal Adath Jeshurun (Breuer's)



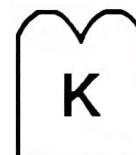
Vaad Harabanim of Greater Seattle



Kosher Supervision of America



Lighthouse Kosher, Providence



Tablet K Kosher

בְּרָכוֹת הַתּוֹרָה

BLESSINGS AT THE READING OF THE LAW

Before the reading of the Law:

בְּרָכוּ אֶת־יְיָ הַמְּבָרֵךְ.

Borchu et adonoi hamvoroch.

בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד.

Boruch adonoi hamvoroch l'olom voed.

בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ
הָעוֹלָם, אֲשֶׁר בָּחַר־בָּנוּ מִכָּל־
הָעַמִּים, וְנָתַן־לָנוּ אֶת־תּוֹרָתוֹ,

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Boruch atto adonoi, elohainu melech ho'olom, asher bochar bonu mikol hoamim, v'notan lonu et toroto, boruch atto adonoi, notain hatoroh.

After the reading of the Law:

בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ
הָעוֹלָם, אֲשֶׁר נָתַן־לָנוּ תּוֹרַת
אֱמֶת וְחַיֵּי עוֹלָם נִטֵּעַ בְּתוֹכָנוּ.

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Boruch atto adonoi, elohainu melech ho'olom, asher notan lonu torat emet v'chayai olom nota b'tochainu.

Boruch atto adonoi, notain hatoroh.

Temple Beth Torah - Tikkun Olam Experience

Mazel Tov! Temple Beth Torah wishes you joy and blessing on your upcoming simcha, and we hope that the journey to your celebratory day is both inspiring and meaningful.

The beginning of your journey offers you the opportunity to discuss what it means to become a B'nai Mitzvah, a Jewish adult. Your journey includes training and experiences that prepare you for this responsibility. This preparation time can have a deep significance as an opportunity for growth and enrichment for both you and your family.

As a Jewish adult, you have the opportunity to perform Mitzvot, including those of Tikkun Olam, acts that repair the world and make it a better place for others. By incorporating Tikkun Olam into your journey to become a B'nai Mitzvah, you set a positive example for others and start a path towards leading life as a responsible, conscientious Jewish adult.

At Temple Beth Torah, we are dedicated to Tikkun Olam and committed to teaching our children that each of us has a responsibility to repair the world, one good deed at a time. Your journey to become a B'nai Mitzvah will include a Tikkun Olam experience of your choice. Your experience includes using your passions, talents and skills and seeing how you can make the world a better place for others.

Guidelines for this Project:

1. Students are required to complete 13 hours of service. This could involve one project or multiple projects.
2. Students must write a brief summary of their experience and total number of hours completed. Hours must be verified and signed off at place of service.
3. Submit in writing or email this summary to the B'nai Mitzvah Chair one month prior to B'nai Mitzvah date. This summary will be featured in Torah Talk.

Questions to consider when choosing a project:

- What interests me? What do I like? What am I passionate about?
- What problems are facing our community or other people what I could help with?
- How can I change the world in which I live?
- Who do I want to help?
- What can I do to help?

For further ideas – contact our Tikkun Olam Chair

B'NAI MITZVAH TIMELINE CHECKLIST

The following checklist may help you keep track of the many elements in planning this simcha.

- 12 to 18 months prior to date, the B'nai Mitzvah family will participate in 3 B'nai Mitzvah Family Cohort sessions with the Rabbi
- 12 to 18 months prior to date, communicate choice of tutoring package to the B'nai Mitzvah Chair
- 8 to 12 months prior to date, the B'nai Mitzvah tutoring fee must be paid in full or a payment plan must be arranged.
- 8 to 12 months prior to date, the assigned tutor will call to schedule tutoring sessions with your child.
- 3 – 4 months prior to date, the Rabbi will call you to schedule the preparation sessions for the D'var Torah.
- 3-4 months prior to date, Order Kippot and begin preparation of programs
- 2 months prior ask Temple Members to Usher for Friday and Saturday and Board Representative for Saturday (see B'Nai Mitzvah Chair for approved list)
- 1 month prior to date, complete the service information and Honors Worksheet (page 22 or 23), send to Ritual chair, tutor and B'nai Mitzvah Chair - Includes: Assignment of honors, Ushers, Board Rep (Saturday only), Aliyot Assignments with Hebrew Names
- 1 month prior – complete the Torah reading request form, if applicable (page 24)
- 1 month prior – finalize Oneg count with Debka and confirm luncheon if applicable
- 1 month prior - drop of 5 x 7 picture of the BMitzvah student for display with Debka
- 3 weeks prior to date be prepared to finalize the list of honors with the Ritual Chair. Have the list of honors available with English and Hebrew Names.
- 3 weeks prior- Torah readings finished and confirmed with Rabbi and Head of Religious Life department
- 2 weeks prior - provide Tikkun Olam Experience write up and picture to Debka by email for publication in Torah Talk
- 1 week prior - receive door key tag and lesson in alarm system for the Office Manager, and pick up student's Yad.
- Thursday of B'nai Mitzvah week- family meeting and rehearsal with Rabbi Mimi
- Bring all items to be used during B'Nai Mitzvah to the Rehearsal to be left at Temple
- Sunday after the event return key fob to the office, remove leftover food from the kitchen and any other items left at the Temple from your B'Nai Mitzvah.

B'nai Mitzvah Service Attendance Sheet

Service counts begin 12 months prior to B'nai Mitzvah service on: _____

**Holidays, camps and services outside of TBT do not fulfill requirements.

Student's name: _____

Tutor: _____

B'nai Mitzvah date: _____

Service Planned: _____ Saturday morning

_____ Mincha Ma'ariv/Havdalah

Friday services – (must equal 5 services for participation in Friday night service)

Friday's Attended:

1. _____
2. _____
3. _____
4. _____
5. _____

Saturday services – (must equal 8 services for participation in Saturday morning service)

Saturday's Attended:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

High Holidays do not count towards service requirements.

Students must attend at least one B'nai Mitzvah service of their TBT peers to fulfill the requirement.

If services are only offered virtually, then these services can count towards the service requirement, however, the camera must always remain on and it is up to the B'nai Mitzvah family to communicate attendance to the B'nai Mitzvah Chair or record in the service binder the next available opportunity. Students must attend service in person if Services are held in person.

For a Mincha Ma'ariv/**Havdalah** service **5 Saturday** services and **5 Friday services** at Temple Beth Torah are required.

Bar/Bat/BMitzvah Service Information and Aliyot Worksheet – Shabbat morning service
Due 1 month prior to the event and given to the Ritual Chair.

Please designate 2 of the below honors for the TBT congregation

Name of Bar/Bat/BMitzvah: _____ Date of B'nai Mitzvah: _____

Hebrew Name of Child: _____

Gabbaim: 1. _____

2. _____

Ushers: 1. _____

2. _____

Bima Rep: 1. _____

Ark Opening: _____

Torah Processional – Carrying the Torah: _____

Aliyot: ENGLISH Names

HEBREW Names: (including parent or parents' Hebrew name)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Maftir – Bar/Bat/BMitzvah: _____

Hagbah (lift Torah): _____

Gelilah (dress Torah): _____

Torah Recessional – Carry Torah: _____

Ark Closing: _____

Celebratory Speaker: _____

English Reading (if applicable): _____

Second English Reading: _____

Bar/Bat/BMitzvah Service Information and Aliyot Worksheet – Mincha/Maariv Service
Due 2 weeks prior to event and given to Ritual Chair.

Name of Bar/Bat/BMitzvah: _____ Date of B'nai Mitzvah: _____

Hebrew Name of Child: _____

Gabbaim: 1. _____

2. _____

Ushers: 1. _____

2. _____

Bima Rep: 1. _____

Ark Opening: _____

Torah Processional – Carrying the Torah: _____

Aliyot: ENGLISH Names

HEBREW Names: (parent or parents' Hebrew name)

1. _____

2. _____

3. _____

Hagbah (lift Torah): _____

Gelilah (dress Torah): _____

Torah Recessional – Carry Torah: _____

Ark Closing: _____

Celebratory Speaker: _____

English Reading (if applicable): _____

Second English Reading: _____

Bar/Bat/BMitzvah Torah Reading Request by Families

For family/friends who are not members of Temple Beth Torah, you must work with the Rabbi and fill out Section 1. For family/friends who read Torah regularly at Temple Beth Torah, please list their name in Section 2.

This form should be returned to the Ritual Committee no later than 40 days prior to the service. Email this to Charli Bernstein (cbbneb@comcast.net)

Section 1: Temple Beth Torah expectations of Torah readers

- Must be able to read Hebrew
- Must be able to chant from the Torah
- Photocopy papers or transliteration papers may NOT be used on the lectern or placed in the Torah

Bar/Bat/BMitzvah _____ Torah
Reading _____

Aliyah	Verses	# of Verses	Torah reader
Aliyah 1			
Aliyah 2			
Aliyah 3			
Aliyah 4			
Aliyah 5			
Aliyah 6			
Aliyah 7			

Bar/Bat/BMitzvah Torah Reading Request by Families (cont.)

The above family/friends will be reading the following verses at the Bar/Bat/BMitzvah service. I have explained the TBT expectations of Torah readers to our Torah readers. Please be aware that all Torah readers should be prepared to rehearse three weeks ahead of B Mitzvah.

I would like (if possible) the following Temple Beth Torah readers to read at my child's service

Parent's signature _____ **Date** _____

For admin only, confirmed Torah readers:

Aliyah	Torah Reader	Aliyah	Torah Reader
1		5	
2		6	
3		7	
4			

TEMPLE BETH TORAH EVENT PLANNING FORM

Please return this form to TBT Operations Chair, B'nai Mitzvah Chair and Leenie Glickman as early as possible, but no later than two weeks prior to your event. Feel free to print and draw the seating assignment. We look forward to working with you to make your event a success!

FAMILY CONTACT(S)

NAME(S):

EMAIL(S):

PHONE(S):

Name of Event	
Date of Event	
Start Time / Ending Time	/
Additional Space Needed?	
Number of Attendees Friday	
Number of Attendees Saturday	
Will there be food?	
Will you need access to the building?	
Do you need help to clean up after?	
Additional Contact Information?	
Special Considerations	
Technology Needs	

TREE OF LIFE ORDER FORM

Order a leaf in honor of your child's B'nai Mitzvah. Order Forms should be turned in to the office administrator.

I WOULD LIKE TO ORDER THE FOLLOWING ON THE TREE OF LIFE:

Large Root	\$2500.00	_____
Small Root	\$1000.00	_____
Leaves	\$72.00	_____

NAME: _____

ADDRESS: _____

PHONE: _____

ENGRAVE AS FOLLOWS:

LINE 1 _____

LINE 2 _____

LINE 3 _____

LINE 4 _____

DATE:

AMOUNT DUE:

PAID BY CHECK # _____

PAID ONLINE _____