

Temple Beth Sholom
32 Park Avenue
Park Ridge, NJ 07656
(201) 391-4620



Bar/Bat Mitzvah *Handbook*



Last revised October, 2007

Introduction

Mazel Tov! You will soon be selecting a date for your child's Bar or Bat Mitzvah. This *Simcha* marks an important moment in the life of your family. It is a time of opportunity, a time for assuming responsibility, as well as a time of discovery. By beginning this journey, your family indicates a commitment that through your child, our Jewish traditions will be perpetuated.

Many new things will begin to happen with your child. All of us involved (your child, you, and us here at the Temple) will have to work hard together to make those new things come to fruition. The staff at Temple Beth Sholom is ready to help you along at every step, but your active participation is what really makes a difference. The synagogue can't do it alone; our staff and clergy try to be role models as teachers and tutors, but your child is exposed to them only a few hours every week. You are the ultimate role model! When we tell your children how important it is for them to be at Shabbat services, we depend on you to join your child and participate in the service. When we say your child needs at least three hours per week of home study and practice, it is crucial that you encourage them and see that they do the work.

In the next few pages, we will inform you about the Bar/Bat Mitzvah policies and practices at Temple Beth Sholom, the process of preparation for the ceremony and the celebration, and answer some of the most frequently asked questions. The Rabbi and Temple Administrator are available to address questions and concerns about your particular *Simcha*. Also included in this handbook is a list of "Bar/Bat Mitzvah Mentors," Temple Beth Sholom members who recently celebrated a Bar/Bat Mitzvah. Feel free to reach out to any of these "Mentors" for assistance or for answers to questions you may have.

Once again, welcome to this very important chapter in the life of a Jewish family. Stay in touch, come to temple often, and share with us your feelings and impressions as your child grows into maturity.

From the Rabbi

**Rabbi Friedman
Office: (201) 391-4652**

Preparing for the Bar/Bat Mitzvah Services

To help you prepare for this joyful event and to assure a smoothly-run and dignified service, Temple Beth Sholom (TBS) has established the following policies and guidelines:

A. RELIGIOUS AND EDUCATIONAL QUALIFICATIONS

1. Bar/Bat Mitzvah Training and Ceremonial Rites are received for Jewish students as defined by Conservative Jewish Law.
2. In order for a child to have a Bar/Bat Mitzvah ceremony at TBS, he/she should have attended religious school for a period of five years (Gimmel – Zayin). Exceptions may be made to accommodate special circumstances.

Each Bar/Bat Mitzvah candidate is required to attend at least six (for sixth graders) and seven (for seventh graders) Friday night and Saturday morning services (total of 12 and 14) during the two years preceding the Bar/Bat Mitzvah date. *Attendance at services elsewhere does not count.*

One purpose of this requirement is to allow the candidate, **as well as the parents**, to become familiar with the services. You and your child will become comfortable with the following:

- a. Friday evening and Saturday morning prayers
 - b. Chanting the *Kiddush*
 - c. Opening the Ark
 - d. Having an *Aliyah*
3. Each student will be part of a Bar/Bat Mitzvah group (Fall or Spring). Each Bar/Bat Mitzvah candidate is **required to attend group classes** taught by the Rabbi on the synagogue skills necessary to read the Haftorah and lead the services. These classes currently meet once or twice a month on Sundays from 11:30 a.m.–12:30 p.m. Important Jewish customs and concepts, as well as other material associated with the transition to adulthood, are reviewed.

On a rotating basis, **parents are asked to provide a snack for the class.** The Rabbi will arrange the schedule at a parent meeting.

4. Each candidate will receive individual instruction from the Rabbi once a week starting about eight to ten months before the Bar/Bat Mitzvah date. It is essential that during this time, parents and students consistently allocate 2-3 hours per week of supervised Bar/Bat Mitzvah home study. The Rabbi might also recommend additional tutoring, if necessary.

B. DATES AND TIMES

1. Each parent is able to receive the date of the Bar/Bat Mitzvah at least two years in advance. Please contact our Administrator regarding this. Once received, you will then be responsible to confirm this with the Rabbi.
2. Bar/Bat Mitzvah ceremonies are held during services on Saturday morning. In addition, the Bar/Bat Mitzvah will have some role in the Friday evening service. Other times, such as Rosh Chodesh, Sunday morning, etc. can be arranged with the Rabbi if there are special needs.
3. Regular Friday evening services begin promptly at 7:30 p.m., however, on the occasion of any Bar/Bat Mitzvah, it will be held at 8:00 p.m. The Saturday morning services begin promptly at 9:30 a.m. and conclude at approximately 11:45 a.m. unless it is a special occasion (i.e. Holiday, special Torah reading, etc.). Families are urged to arrive on time and in proper Shabbat attire.

C. FLOWERS, PHOTOGRAPHS, MUSIC, AND DRESS

1. The Bar/Bat Mitzvah parents traditionally order flowers for the pulpit, to be used Friday night and Saturday morning. The pulpit flowers and any leftover food may be removed from the Temple on Sunday morning during Hebrew School, or Monday morning if Hebrew School is not in session on Sunday. **(Please be sure to make arrangements with the Temple office in advance.)** After the Bar/Bat Mitzvah, you may wish to donate the flowers to a local hospital or nursing home.
2. No photography (still or video) or voice recording is permitted during Friday night and Saturday morning services. Please inform your guests of this rule. If you wish to have pictures taken at a different time, please contact our Office Administrator.
3. Please remind your guests to dress appropriately for the Services. All males are required to wear *yarmulkes* (*Kipot*). Women with honors must wear a head covering on the pulpit (*Bimah*).
4. Please remind your guests to silence all electronic devices before entering the Temple (i.e. cell phones, beepers, pagers, etc.).

D. TORAH HONORS – RESERVED FOR MEMBERS OF THE JEWISH FAITH

1. On Sabbath morning, it is the custom to divide the reading of the Torah into eight parts called *Aliyot*. Each person called for an *Aliyah* recites the blessings before and after the Torah reading. You may distribute all seven *Aliyot* if you wish. The first *Aliyah* is reserved for a Kohen (member of the Priestly Family) and the second *Aliyah* for a Levite. If you do not have a Kohen or a Levite in your family, the honor will be given to Temple members. (Please notify the Rabbi if this is the case.) The last *Aliyah*, or *Maftir*, is usually given to the Bar/Bat Mitzvah.
2. Besides the eight *Aliyot*, the following honors are given:
 - a. *Petichah* – opening the Ark to remove the Torah
 - b. *Hotza'ah* – taking out and carrying the Torah
 - c. *Hagba'ah* – lifting the Torah (Because *Hagba'ah* requires some skill and strength, the Rabbi will be glad to instruct the honoree on the proper and respectful way to lift the Torah.)
 - d. *G'lilah* – dressing the Torah
 - e. *Hachzarah* – returning the Torah to the Ark
 - f. *Segirah* – closing the Ark after the Torah is returned

Sometimes two Torahs are read, allowing for an additional *Hagba'ah* and a second *G'lilah*.

3. Notification of the person to be honored should be done in advance. For example, “You will be honored with a Torah *Aliyah*. Please be with us at 9:30 a.m. to participate in the Torah service.”
4. It is important that at least one week before the event that you provide the Rabbi with a list of names (both English and Hebrew) of those to be honored with Torah *Aliyahs* and those participating in opening and closing the Ark. Please note that we also need the Hebrew names of the honoree’s parents. All male guests coming to the *Bimah* need to wear a *tallit*. Women are required to wear a head covering.
5. In order to avoid embarrassment, please prepare the honoree to know how to recite the two blessings (in Hebrew or in transliteration if necessary). Transliterations will be made available in advance for those who request them.

6. At the beginning of the Torah service, the parents join the Rabbi in the *Shehechyanu* blessing, thanking G-d for allowing them to celebrate this joyous occasion.

*Barukh attah adonai, eloheinu melek ha-olam,
She'he'chyanu, vekiyemanu, vehigi'anu, la'zman hazeh.*

They may add private blessings or readings. (ask the Rabbi for samples). At the conclusion of the services, the parents, the Bar/Bat Mitzvah, and grandparents may join the Rabbi on the *Bimah* for *Kiddush* and *Motzi*.

7. During the week preceding the Bar/Bat Mitzvah ceremony, the Rabbi will meet with the Bar/Bat Mitzvah and his/her family to review the order of the service and the list of honors, a dress rehearsal.

Reminder: All liturgical roles are reserved for Jewish people. There are other ways to honor those not Jewish. Please consult the Rabbi.

E. ARRANGEMENTS

Once you have established a firm date for the Bar/Bat Mitzvah, you should decide on the type of reception or *Kiddush* at the Temple.

1. The Temple's Social Hall is available for afternoon or evening receptions. There is an extra fee for evening receptions so please talk to the temple's Administrator in advance. The Rabbi must approve all caterers who serve food in the Temple.
2. Some catering places require booking at least a year in advance, while others are more flexible.
3. The meal that follows a religious event, such as a Bar/Bat Mitzvah, ought to be Kosher, in keeping with the traditions of our people. Some of the firms who cater Kosher affairs in the Park Ridge area are, but are not limited to:

- **Foster City Deli** in Bergenfield
- **Harold's** in Paramus
- **Ma'adan** in Teaneck
- **Manhattan Deli** in Montvale
- **The Park Ridge Marriott**
- **The Woodcliff Lake Hilton**

Feel free to consult the Rabbi for other possibilities.

4. Each boy should be provided with a *Tallit* before his Bar Mitzvah *Shabbat*. Many parents now also provide a *Tallit* for their Bat Mitzvah daughter. These items, as well as colored and personalized *yarmulkes*, *Tallit* clips, and other religious items, may be ordered through Temple Beth Sholom's Judaica Shop (contact the temple office for information) and online (give 4-6 weeks advance notice for *yarmulkes*). The Rabbi will

teach those who want instruction in the meaning and ritual practices of *Tallit* and/or *Tefillin*.

5. Six weeks prior to the Bar/Bat Mitzvah, send an electronic picture to the Temple Bulletin's (Kol Sholom) Editor via e-mail. You can get this information from the Temple Office. Also, an invitation should be extended to the congregation (in the Kol Sholom) to the services, the *Oneg Shabbat*, and the *Kiddush* in honor of the Bar/Bat Mitzvah.

F. ONEG SHABBAT AND KIDDUSH

It is customary for the family to sponsor the *Oneg Shabbat* on the Friday evening of the Bar/Bat Mitzvah and the *Kiddush* after Saturday morning services.

1. You will receive paperwork from the Temple's Administrator guiding you along the way in the setup of the Bar/Bat Mitzvah weekend.
2. For Friday evening, only **PARVE** cookies and cakes may be used. You may also serve nuts and fruit.

For Saturday morning, dairy cakes and breads are permitted as well.

In both instances, Kosher bakeries **MUST** be used.

Some Kosher bakeries in the Park Ridge area include, but are not limited to:

- Gruenbaum's of Teaneck
- Butterflake of Teaneck
- Novelty of Spring Valley (NY)
- Sugarflake of Westwood
- Glauber's of Spring Valley
- The Rockland Kosher Supermarket in Nanuet (NY)

If you tell them the cake and *challah* are for the *Oneg Shabbat* and *Kiddush*, they will help you choose the types of cakes and how much will be needed for the number of people you expect.

Congregants must always be provided for, even if you choose not to have your reception at the *Oneg Shabbat* or *Kiddush*. Ask the Rabbi or the Temple Office Administrator for an estimate number of congregation attendees. The Saturday morning *Kiddush* can be as elaborate as you wish. Necessities are: *challah*, cake, wine, and drinks for children. It has been traditional to also include for a Bar/Bat Mitzvah *Kiddush* items such as: fish, egg and tuna salad, sliced vegetables, fruit, etc.

3. **It is your responsibility to contact the Temple Office Administrator prior to the Bar/Bat Mitzvah to discuss the specifics of setting up.** The Administrator will let you know what items you need and will advise you on quantities.

4. All deliveries to the Temple must be made by 10:00 a.m. on the Friday of the Bar/Bat Mitzvah weekend. Please make arrangements with the Temple Office Administrator.

G. FEES AND HONORARIA

1. **ALL** fees and other financial obligations **MUST** be paid before a Bar/Bat Mitzvah can occur. **The Bar/Bat Mitzvah fee is \$400 per child (\$650 for twins).** This is due six months prior to your Bar/Bat Mitzvah; you will be billed accordingly. If your party will be held in the Temple's Social Hall, there is an additional fee to be determined with the Office Administrator. Please note that your setup will remain for both Friday night and Saturday morning services.
2. If your son or daughter and family have an enjoyable learning experience/celebration, it is customary to make a donation to the TBS' Rabbi's Discretionary Fund.

H. CHAPERONING AT BAR/BAT MITZVAHS

1. Your family is required to chaperone the Bar/Bat Mitzvah preceding yours. That includes arriving fifteen minutes earlier, ushering people to their seats, handing out Prayer books and programs, etc. Head coverings will have been placed in the outside foyer. Please ensure that all males who enter are wearing yarmulkes. If you are unable to assist on the required day, it is your responsibility to call another Bar/Bat Mitzvah family to trade dates.
2. Please make every effort to contact the Bar/Bat Mitzvah family in advance to find out if they have any special needs such as someone arriving in a wheelchair or needing additional assistance.
3. Please inform all your guests that the ceremony is part of a Religious Service and requires appropriate respect and demeanor.

If you have any questions, please contact the Rabbi or the Temple's Administrator. We trust that the above information will enable you to have a joyous *Simcha*. We assure you of our fullest cooperation in making this possible.

PROGRAM CONTENT

THE BAR/BAT MITZVAH'S ROLE IN THE SERVICE:

Geared to Siddur Chadash

A. FRIDAY EVENING PRAYERS

<p>1. <i>Shalom Aleyhem</i> p. 16</p> <p>2. <i>Mizmor L'David</i> p. 34</p> <p>3. <i>Shema and V'Ahavta*</i> p. 54</p> <p>4.</p>		<p>4. <i>V'Shamru</i> p. 64</p> <p>5. <i>Kiddush</i> p. 90</p> <p>6. <i>Aleinu</i> p. 118-220</p>
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B. SATURDAY MORNING PRAYERS

<p>1. Blessing on the <i>Tallit</i> p. 142</p> <p>2. <i>Shema and V'Ahavta*</i> p. 242</p> <p>3. Blessings before/after the Torah reading p. 322</p> <p>4. Blessing on <i>Haftorah</i> p. 326-328</p> <p>5. Chanting the Torah and <i>Haftorah</i> sections*</p>		<p>6. <i>Mizmor L'David</i> p. 342</p> <p>7. <i>Eyn Keloheyenu</i> p. 400</p> <p>8. <i>Aleinu</i> p. 402-404</p> <p>9. <i>Adon Olam</i> p. 412</p>
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* With Cantillation

C. SPEECHES

1. *D'var Torah* based on Torah and Haftorah themes
2. Thank you (a personal statement)

OPTIONAL

6. Service for taking the Torah from the Ark (p. 312-320)
7. Service for returning the Torah to the Ark (p. 340-346)
8. Chanting additional *Aliyot* from the Torah portion
9. *Musaf Amidah* – short form (p. 357-358)
10. Additional songs, poetry, dramatic readings and/or individual arts/study project to be exhibited at TBS

<u>OPTIONAL PRAYERS</u>
<ol style="list-style-type: none"> 1. <i>Mah Tovu</i> p. 6 2. <i>L'chah Dodee</i> p. 38-40 3. <i>Yigdal</i> p. 126 4. <i>Ashrei</i> p. 190 5. <i>Halleluyah</i> p. 194

D. ALSO REQUIRED: COMMUNITY SERVICE PROJECT

To be reviewed with the Rabbi (minimum of 5 hours).

E. ATTENDANCE REQUIREMENTS AT SHABBAT SERVICES

The Bar/Bat Mitzvah child **MUST** attend the required number of Friday and Saturday *Shabbat* services at TBS as set by the Hebrew School.

Bar/Bat Mitzvah Mentors

Below is a list of families that recently had a Bar/Bat Mitzvah at Temple Beth Sholom. Feel free to contact them to get some advice, ask questions, and more.

- Elissa and Mark Goldner (Ben's Bar Mitzvah) - (201) 476-0598
- Jody and Andy Groh (Gaby's Bat Mitzvah) – (201) 505-1365
- Ellen and Andy Kaufman (Rachel's Bat Mitzvah) – (201) 664-8828
- Deb and Neal Kirschner (Molly's Bat Mitzvah) – (201) 782-0903
- Alice and Dennis Nudelman (Adam's Bar Mitzvah) - (201) 391-4403
- Lori and Marc Rabin (Rabecca's Bat Mitzvah) – (201) 476-1466
- Robin and Michael Steiner (Jake's Bar Mitzvah) - (201) 782-0780

From the Temple Office Administrator

Dear Temple Family,

Your child's Bar/Bat Mitzvah is soon approaching and you will have many questions about what you need to buy and do. The following information will guide you along the process. Please call the temple office if you have any questions or concerns.

1. During the week of your Bar/Bat Mitzvah,

- A. You are responsible for providing your supplies no later than 9:30 a.m. Friday morning. Of course you can bring them to the temple earlier in the week as well. The custodian will set out your paper goods, but if you require anything special, then please discuss this in advance with the Temple Administrator.
- B. All set-up needs to be completed by 11:30 a.m. on Friday morning as the Temple office closes at 1:00 p.m. Setup is not permitted after sundown. Also, nothing may be brought into or removed from the synagogue after sundown on Friday and before sundown on Saturday. You may return on Sunday morning, if there is Hebrew School that is, to collect any flowers and/or leftovers. Please let us know if you plan something different.

- 2. Food preparation is allowed in our kitchen during Friday morning (i.e. assembly of a cookie or fruit platter). You may use our platters and dishes, but please check out the kitchen in advance to ensure that everything you need is there. If not, you may purchase NEW items. **Remember, ALL FOOD AND DRINKS MUST BE KOSHER.**

IMPORTANT: Even if your home is Kosher, no serving items, utensils, platters, etc. may be brought into the temple.

3. Paper goods and Supplies

Of course what you require depends on what you are serving. Generally, you will need a variety of the following items: disposable round and rectangle table cloths (plastic), hot/cold cups, napkins, paper plates, stirrers, 1 oz. plastic wine cups, wine (for Kiddush), plastic flatware, tea bags, coffee, non-dairy creamer, sugar and artificial sweetener, soda, juice (apple and white grape), challah, and a box of large Zip-lock type of baggies.

Tablecloths: In addition to the required number of tablecloths for Friday night, you also need to supply fresh ones for Saturday in case some need replacing. If we do not have to use them on Saturday, they will not be opened. It is suggested that you use colors other than white or very pale colors since the surface of the round tables will show through light colored tablecloths. It would be very helpful if you label your supplies for each day so we know which ones you want to use on Friday and which ones on Saturday.

4. If you are serving bagels on Saturday, they must be pre-sliced and in plastic bags to keep fresh. **Remember, ALL FOOD AND DRINKS MUST BE KOSHER.**
5. If you plan to have flowers set up on the Bimah in the sanctuary and/or on tables, then kindly ask your florist to have them here on Friday by 10:00 a.m.
6. Please mention to your guests that at no times may they park in the Post Office parking lot as they will be ticketed and possibly towed. In addition to using the temple's parking lot, on-street parking is allowed. Please discuss any plans for a valet service with the Temple Administrator.
7. You may obtain copies of the *Aliyah* blessings in Hebrew (with transliteration) from us, upon request.
8. During your Friday night celebrations, we generally draw 20+ Congregants (Saturday about 25), so please plan to include them in your Oneg Shabbat and Kiddush preparations.
9. It is customary for you to provide a Saturday morning Kiddush for members of the congregation, but if you plan to invite 40+ people, you may need to provide a server. Please discuss this with the Temple Administrator. Suggested foods include salads (egg, tuna), cookies, fruit, challah and other breads.
10. Because our sanctuary seats 120, it may become necessary to open a portion of the large wall and place rows of extra chairs for your guests. Please discuss this in advance with the Temple Administrator.
11. Use of the telephone facilities/offices are not permitted during the Sabbath.
12. **Refreshments: How much should I buy?**

Beverages: If you supply 7 oz. cups, then as a rule of thumb, about 5 oz. of beverage will be poured into each cup. The total fluid oz. content is listed on your beverage bottle and since you know the number of guests expected, you can work out the total number of ounces required. It is up to you to decide how many cups of beverage you think your guests will consume.

Cookie/Cake Platters: People tend to take two or three cookies or cake portions per person.

Challah: Please allow one small Challah to be used for the blessing. However, if you plan to serve Challah as one of the main breads for your Kiddush on Saturday, then either have a large Challah or two smaller ones.

13. Friday night services **MUST BE PARVE.** This means that your cookies and other foods must be Parve. Also, a **non-dairy creamer** MUST be used.
14. Since NO photographs may be taken during services, you may wish to meet with a professional photographer at the Temple prior to your event. Before planning this date and

time, please check with the Temple Administrator first to ensure there are no conflicts with other temple events.

15. If you plan to transport your guests to your affair and plan to have a bus arrive at the Temple, please let us know in advance so we block off the front of the building with cones.
16. You will need to provide Yarmulkes and bobby pins. Please contact the Temple office for suggested places to order Yarmulkes.
17. As you might be aware, some families like to “shower” their child with candy at the end of the Haftorah. Please, only supply individually wrapped **SOFT** jellies or something similar. **NO HARD CANDY** since we want your child to survive this experience!
18. **AS SOON AS POSSIBLE**, please e-mail a passport-size photo of your child for the Kol Sholom to the Editor, Dennis Nudelman, at **Dennis@AldenHosting.com**
19. Your family is required to assist the family who has the preceding Bar/Bat Mitzvah to yours. (Please check with the Rabbi or the Temple office for the family name and contact information.) We need all of you to be there to act as ushers and have your child hand out prayer books, handouts, candy, etc. Please contact this family in advance to find out if they have any special needs. Sometimes their elderly family members arrive in wheelchairs or with walkers, so this is also an area where you can assist.

If you are unable to assist this family on the required weekend, it is **YOUR** responsibility to contact another family on the Bar/Bat Mitzvah list to ensure proper coverage.

If you have any additional questions, please contact the Temple office.

Thank you,

Cathy D'Eletto
Temple Administrator