

Ohavi Zedek Synagogue

B'nai Mitzvah Guide

2018

Rabbi Amy Small
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From the Senior Rabbi

Dear Friends,

Welcome to an adventure! The months of preparation for bar/bat mitzvah are a time of spiritual, emotional, intellectual and relational growth for parents and their emerging teen kids. The passageway from childhood into adolescence does not have a defined beginning and end, yet the process of becoming a bar or bat mitzvah can help you and your child long the way.

That's why this lifecycle celebration is so important – it helps your child and your family to make the most of the potential for learning and transformation as you each go through the changes of this time in your lives.

We offer a process of learning that helps children to feel confidence and accomplishment; both are important for their sense of themselves in adolescence. Our Hebrew School and synagogue programs provide Jewish experiences and learning which helps emerging teens to begin to see the world through Jewish values, history and culture. Along the way, we will be providing basic synagogue skills for Shabbat worship. Your child will learn to chant selections from Torah, *Haftarah*, and core Jewish prayers. Since these skills are best learned by repetition and context, we strongly encourage you to attend Shabbat morning services as often as possible in the months leading up to your child's bar/bat mitzvah. This can have a powerful impact on the quality of your child's learning.

We invite you to attend a series of special family workshops led by me for b'nai mitzvah preparation that provide both content and process for you and your child to get the most out of the experience. We hope you will make every effort to attend these workshops which begin during *Kitah Hey* (5th grade) and continue periodically until early *Kitah Zayin* (7th grade.) Here you will learn together: the "how" of the skills for the bar/bat mitzvah service, the "what" and the "why" of the bar/bat mitzvah service and celebration and the dynamics of this lifecycle event's passages. I look forward to learning with you in these workshops.

Then we will meet as individual families in preparation for your child's *Devar Torah*. I will help your child to think about the lessons of the week's Torah and Haftarah portions, and explore their own ideas for how to apply these lessons. We will also practice presentation so your child can confidently present the *Devar Torah* speech.

We hope this is a time of excitement, learning, growth and joyous celebration of Jewish identity. We are grateful that you have become part of the Ohavi Zedek family. Please let me know how I can be helpful at any time. I look forward to spending time with you.

With Blessings/*Bivrachot*,

Rabbi Amy

From Naomi

Dear Kitah Zayin Families

You have an exciting year coming up! The information in this booklet provides guidance and suggestions but in addition, please remember a few things.

A bar/bat mitzvah is not the culmination of your Jewish education. It is merely a milestone in your Jewish journey. I hope, in the coming years, you all continue your explorations of this full and rich culture we have inherited from our ancestors.

Make this experience your own. Preparing for a bar/bat mitzvah can be very challenging but take the time and find ways to make it relevant and meaningful to you. Not just in your choice of color scheme or music at the party but also in your study of your *Torah* or *Haftarah* texts. These writings have been around for centuries, yet they hold meaning for us even today.

I am here to provide any support you may need. Don't hesitate to be in touch.

I look forward to seeing you up on the *bimah*!

Naomi

Makom L'Mishpacha

Families with sons/daughters enrolled in *Makom l'Mishpacha*, participate in regularly scheduled Jewish education programming, taught by OZ staff or others involved in the children's' learning. Preparation for their bar/bat mitzvah is supported by the clergy. In addition to the guidelines outlined for regular OZ members, below, there are a few additional policies for families involved in *Makom l'Mishpacha*.

- Those participating in *Makom l'Mishpacha* **need to become members of OZ in order to have a bar/bat mitzvah through OZ.** Since OZ has a flexible voluntary membership support system, finances should not become a barrier for these families.
- Participation in the *Makom l'Mishpacha* program will count towards the basic requirement that bar/bat mitzvah are part of a Hebrew school for a minimum of two years. Final determination of this status is up to the senior Rabbi.
- *Makom l'Mishpacha* families can make arrangements with OZ Hebrew tutors, or arrange with others to tutor their children in Hebrew at their own expense. Preparation of *Torah* and *Haftarah* chanting and liturgical leadership during the service can either be scheduled with OZ staff as part of the b'nai mitzvah fee or can be arranged with outside tutors at the family's expense.

- While OZ clergy are not available to lead services that fall outside the parameters of what is considered a traditional Conservative bar or bat mitzvah, clergy are available to assist those enrolled in *Makom l'Mishpacha* in designing alternative services.

Kavod Minhag HaMakom:
Respecting Synagogue Traditions and Policies

Ohavi Zedek Synagogue is a Shabbat observant institution. As a result, there are a number of policies that govern both Shabbat observance and events, including B'nai Mitzvah, which occur at the synagogue on Shabbat. It is very important that families be aware of these rules in advance. The last thing the synagogue would want would be for there to be any last minute problems the day of your ceremony, but we do take these rules very seriously and must apply them evenly and fairly. If you have any questions please contact Rabbi Amy or our Executive Director.

Unless stated otherwise these rules all apply both inside and outside the OZ building. Shabbat begins on Friday evening 18 minutes prior to sundown and ends on Saturday evening 42 minutes after sundown, for exact times on your b'nai mitzvah date please contact the Executive Director or Rabbi Amy.

The synagogue reserves the right to require any person, professional or group who violates these policies after appropriate warnings to leave the synagogue property.

- All men entering either of the sanctuaries must wear a *kippah* (head covering). All Jewish men called to the *bimah* must wear both a *kippah* and *tallit* (prayer shawl).
- Women called to the *bimah* must wear a head covering and may choose to wear a tallit (prayer shawl), unless they are reading from Torah, chanting from *Haftarah* or carrying and/or lifting a Torah Scroll, in which case they too would need to wear both a head covering *and* tallit.
- Photography and videography of any kind is not permitted at OZ on Shabbat, Friday evening through Saturday evening. This includes both inside the OZ building and anywhere on the OZ grounds outside the building. It includes all devices, such as cameras, camcorders, smartphones, etc. and amateur as well as professionals. Photos can be taken at rehearsal which is scheduled for 10 am the Friday before your service.
- Families are expected to arrive at 8:45 AM at the latest on the morning of the bar or bat mitzvah.
- Deliveries of any large items (flowers, etc.) should take place before 2:30 PM Friday afternoon. Kippot and programs may be brought on Shabbat morning.
- The Religious Committee has developed a policy of musical instruments not being used on Shabbat morning in our regular service. Certain instruments are allowed on Friday. All use of musical instruments must be approved by Rabbi Amy. Musical instruments are not permitted for b'nai mitzvah on Shabbat.

- Writing and drawing are not permitted on Shabbat. Please do not place a guest book or autograph poster out.
- Throwing candy is not permitted for b'nai mitzvah at OZ. Throwing candy is a custom associated with an *aufruf*, the *aliyah* given to a couple about to be married. It is reserved for that occasion.
- Caterers must comply with the rules below contained in the “Kitchen Rules” and “Kashrut Guidelines” section. The synagogue reserves the right to disallow food to be brought into the building or served by a caterer if these rules are violated.
- *Kiddushim* are always open to all congregants attending services at Ohavi Zedek. Therefore, families must be sure to provide food and seating for at least 45 congregants in addition to their invited guests.
- *Kiddushim* take place in the Social Hall. Arrangements for holding the *kiddush* someplace else (outside, in the small sanctuary, etc.) must be approved by the synagogue Executive Director at least six months prior to your event. Additional fees and deposits apply.
- Private parties or meals after 2:30 PM must be approved by the synagogue Executive Director at least six months prior to your event. Additional fees and deposits apply.
- Part of showing a proper level of respect for the synagogue and Shabbat services is being appropriately attired to help lead the service as a bar/bat mitzvah. In general, your appearance should be neat and tidy. Shoulders should be covered in the sanctuary, skirt lengths should comply with public school rules. Boys should not wear jeans, sweatpants or sneakers.
- Each child in the b'nai mitzvah class must be invited to each bar/bat mitzvah service.

These rules are by no means exhaustive. If you have a question about a policy not covered above please be sure to address it to Rabbi Amy and/or Executive Director as far in advance as possible. Please be sure your guests are aware of these policies.

“Mitzvah Projects” and Tzedakah Initiatives (Information for Bar and Bat Mitzvah students)

During the Kitah Zayin year, you'll coordinate with Naomi, the rabbis and your Kitah Zayin teacher your fulfillment of 2 types of “Mitzvah Projects”.

I. “*Mitzvah beyn adam la-makom*” is a “mitzvah between a person and God” [Note: “*Ha-makom*” – literally, “the Place” is a traditional name for God that comes from rabbinic tradition and is usually translated as “the Omnipresent”]

During your period of preparation for your bar/bat mitzvah, we ask that you think about and “try on” one “*mitzvah beyn adam lechavero*” that you have not tried observing up until now. There are many possibilities for how to approach this requirement which you can work on with Naomi or the rabbis in the coming year. (For example, increasing your level of commitment to kashrut (Jewish dietary laws), or committing to say the prayer “*modeh ani*” when you wake up, or saying the “*Shema*” before you go to sleep, or learning how to put on *tefillin*, or putting up a *mezuzah* in your bedroom if you don’t already have one, or attending Shabbat services more regularly, etc.)

II. “Mitzvah beyn adam lechavero” is a “mitzvah between a person and his/her fellow human being”.

During your period of preparation for your bar/bat mitzvah, we ask that you devote 10 hours to a community service project or projects. Similarly, there are many possibilities for how to approach this requirement which you can work on with Naomi and your Kitah Zayin teacher in the coming year. You will present your mitzvah project to the whole OZHS community on Mitzvah Day in January.

III. Including a Tzedakah initiative in your Bar/Bat Mitzvah celebration

In addition, we encourage everyone to consider donating a portion of their bar/bat mitzvah gifts to a *tzedakah* cause of your choice. It might be particularly meaningful to select a *tzedakah* cause that has a thematic connection with the Torah portion of your Bar/Bat Mitzvah Shabbat and/or that has a connection with the community service project (“*mitzvah beyn adam lechavero*” above) that you will have worked on during the year. Here are a few examples of websites providing information about worthwhile *tzedakah* opportunities:

MAZON: A Jewish Response to Hunger www.mazon.org
American Jewish World Service www.ajws.org
Kids for Peace www.kids4peacevt.org
The Good People Fund <http://www.goodpeoplefund.org/>

Bar/Bat Mitzvah Celebrations in the Ongoing Spiritual Life of the Congregation

The synagogue service and the *kiddush* immediately following are **not** private celebrations. Rather, the reading of Torah and Haftarah in synagogue on Shabbat morning, and the presentation of reflections on their meaning, are integral parts of our Shabbat service each week, whether or not an individual is also marking their transition to the status of bar/bat mitzvah. Similarly, a *kiddush* follows each Shabbat morning service, whether or not there is a bar/bat mitzvah.

Accordingly, your child’s bar/bat mitzvah celebration, including both the Shabbat morning service and the *kiddush* following the service, is an event open to the public at large. We welcome you and your family, as you celebrate this *simcha* at Ohavi Zedek and as your son or daughter celebrates the opportunity to become responsible for their fulfillment of the *mitzvot*, the sacred obligations of Judaism. We hope and pray that this will be the first of many occasions

at which this young man or woman will be a leading participant in the spiritual life of this congregation and of the Jewish people. Please assume that the *kiddush*/reception that follows the synagogue service is a continuation of the celebration of your child's bar/bat mitzvah. The formal name for the meal afterwards is *s'udat mitzvah*. This meal is in honor of the presentation of a *mitzvah*. This is considered a cherished gathering as well.

Bar/Bat Mitzvah Study Timeline

During the course of the year leading up to your bar/bat mitzvah you will meet regularly with the OZ cantor or OZ tutor for tutoring sessions to prepare for the event. Generally these sessions will last about an hour, during which time you'll practice your *Haftarah* and Torah readings and the blessings used during the service.

6-8 Months Prior

- Begin bi-weekly meetings with tutor for your tutoring sessions
- Begin meeting with Rabbi Amy periodically to work on your *D'var Torah* (speech)

2 Months Prior

- Be able to chant your *Haftarah*
- Be able to chant the blessings before and after the *Haftarah* readings
- Optional: Begin working on a Torah reading and the Torah blessings

1 Month Prior

- Practice, practice, practice. At this point no new material will be added.
- Students practice on *bimah* and perfect the "choreography" of the service

Bar/Bat Mitzvah!!!

- You have become a bar or a bat mitzvah! Mazel tov!

Event Planning Checklist and Timeline

8 Months Prior

- Decide on your guest list. ***It is the custom at OZ that each student in your child's class be invited to the service.*** Please contact Tari (tari@ohavizedek.org) for up-to-date class lists and addresses.
- Meet with Rabbi Amy as a family to discuss any concerns, issues, ask questions, etc.

6 Months Prior

- Choose a caterer for the *kiddush* following your child's bar/bat mitzvah and let Tari in the office know whom you have chosen and approximately how many guests will be attending.
- Send in your payment of \$550 (subject to change) to Ohavi Zedek for your child's bar/bat mitzvah.

3 Months Prior

- Obtain *tallit* and *kippot* for bar/bat mitzvah
- Newsletter Announcement: Email Tari text (sample below) and a .jpg photo of your child for *The Voice*.

Mr. and Mrs. XYZ
Invite the congregation to attend the Bar/Bat Mitzvah of
Child's Name
Shabbat, Date
Beginning at 9:00 AM,
Kiddush following services

2 Months Prior

- Send out your invitations, Rabbi Amy would be glad to assist you in preparing your invitation by identifying the names of the *Haftarah*/Torah portions to be read at the service.
- Inform Tari how many tables you would like set up for the *kiddush* following the service
- Begin discussing service guide with Rabbi Amy.

1 Month Prior

- Turn in *Aliyah*/honors list to Rabbi Amy

1 Week Prior

- Schedule photos in the sanctuary with your photographer
- Hold a final rehearsal with Rabbi Amy (practice *bimah* choreography, take photos, final service run through, etc.)
- Optional: Drop-off items for the service such as *kippot*, service guide, flowers, etc.

After Bar/Bat Mitzvah Day

- Send thank you notes
- Make donations to the Rabbi's discretionary funds. (Note: These funds help the clergy to support programs and *tzedakah* recipients in furtherance of the mission of the synagogue. They are not used for the personal benefit of Rabbi Amy.)
- Sign up for Vermont Chai School and/or Young Judea Bogrim group to begin Fall or Spring semester to keep growing and learning and being in a Jewish community of friends.
- Sign up with Religious Committee to be an Ohavi Zedek Torah reader in the years following your bar/bat mitzvah
- Let Naomi know if you are interested in working as a madrich/madricha in the religious school.

Bar and Bat Mitzvah Financial Responsibilities

The fee for your child's Bar/Bat Mitzvah is \$550 (subject to change). In house Saturday morning B'nai Mitzvah includes:

- Use of the synagogue's sanctuary, social hall, and kitchen for the event

- Custodial services
- Opening/closing the building for deliveries and caterers
- Up to 10 round tables (seating 8-9) set up for the Kiddush following your child's bar/bat mitzvah (additional tables are available for \$25 each). Depending on your *kiddush* plans you may opt for a fewer tables or tables without place settings (a "stand-up *kiddush*").
- Supplying and laundering of cloth tablecloths, overlays and napkins
- Dishes, glasses, and silverware
- Bi-weekly tutoring sessions (Please be reminded that if you request additional sessions it is at the parents' expense)
- Study materials
- Heating/Air Conditioning costs

Not included in this fee are:

- Food or catering services for the *kiddush* following your child's bar/bat mitzvah ceremony
- A *mashgiach* to supervise your caterer, if necessary (see below)
- Setup of place settings and table linens, this should be included in the contract with your caterer.
- Kitchen clean up or removal of dirty dishes, napkins, etc. from the event, this should be included in the contract with your caterer. **An additional fee will be charged for any clean up not done by the caterer and/or family after the event to cover the cost of clean up.**
- Fees and/or deposits required to host any other events at the synagogue in connection with your bar/bat mitzvah.

Financial obligations to a Synagogue are a great responsibility. Ohavi Zedek is a not-for-profit institution which provides services to our membership and community.

It is the policy of the congregation that all fees, including synagogue dues and tuition, must be paid in full in order to reserve and retain a date for a function. The bar/bat mitzvah fee is due six months prior to the date of your child's event. (All payment of fees must remain up to date or your chosen date will be released.)

Your prompt payment is greatly appreciated.

You must be a member of Ohavi Zedek in good standing in order to have a bar/bat mitzvah at Ohavi Zedek Synagogue.

If you would like to arrange a payment schedule or have a financial hardship in meeting these obligations please speak to our Executive Director. All financial matters are kept confidential.

All fee payments must remain current. If not, OZ reserves the right to release your chosen date.

Other Facilities Issues

If you would like to have an additional event here the evening before or after the bar/bat mitzvah or at another time, please contact Tari in the OZ office for more information and pricing.

Deliveries made to the synagogue, such as flower arrangements, must arrive on Friday no later than 2:30 PM, and any set up for an evening party must take place after Shabbat ends. Before scheduling deliveries or set up of any flowers, balloons, photographers, or entertainment or for any other special facilities requests, please contact our Executive Director at least two weeks before your event.

Hosting the Kiddush

As you plan your upcoming *simcha*, please be reminded that every bar/bat mitzvah family hosts the congregational *kiddush* on the Shabbat morning of the bar/bat mitzvah. Hosting the *kiddush* fulfills the *mitzvah* of *Hachnasat Orchim* (hospitality).

As part of the bar/bat mitzvah fee, the synagogue will provide up to 10 round tables with full place settings. You may opt for fewer tables or tables without place settings depending on the food you plan to provide and the number of guests you expect. As a general guideline you should expect 35-45 congregants to join in celebrating your child's bar/bat mitzvah (not including your invited guests, unless they are also regular OZ Shabbat attendees). This number is not a guarantee, it is a best estimate based on normal *Shabbatot*. You should consult with either our Executive Director or Raul Guevara in the weeks leading up to the ceremony to discuss layout of tables within the Social Hall. As always, if you have a financial hardship in meeting these obligations please speak to our Executive Director.

Choosing a Caterer

Ohavi Zedek maintains a kosher kitchen under the supervision of Rabbi Amy. As a result, there are some additional considerations to take into account when choosing a caterer. Please inform Tari in the OZ office as to your choice of caterer as soon as you decide and at least 3 months prior to your event.

Caterers fall into two general categories:

1. Experienced OZ Caterers with extensive experience working in OZ's kitchen (no *mashgiach* required)
 - Richard Witting, kitchen@ohavizedek.org
 - Rachel Jacobs, VT Kosher, 658-0119 (a *mashgi'ach* may be needed if Rachel is not available to be present in the kitchen for the full schedule)

2. Caterers who have not worked at OZ who need rabbinic approval before being hired (*mashgiach* required)

All outside caterers must obtain rabbinic approval before being hired (and a *mashgiach* will always be required which is at the expense of the b'nai mitzvah family.)

Approved Mashgiachs

Rose Pels, (802) 862-6052	Jeff Potash, (802) 862-0917	Ducky Donath (802) 862-6375
Marina Shpaner (201) 325-0252	Louise Klein Hondin (703) 304-8169	

A *mashgiach* (kitchen supervisor to uphold the laws of kashrut and OZ's kitchen rules) **MUST BE PRESENT** during the preparation for any *kiddush* prepared by a caterer in category 2 or 3 above, see the rules and guidelines below. Kosher caterers are not exempt from this policy. OZ *mashgichim* serve two functions; (1) to insure that caterers operating in our kitchen maintain *kashrut* in accordance with the policies specific to Ohavi Zedek and our rabbi and (2) to advise caterers as to the proper use of OZ's kitchen (i.e. what dishes and cookware are for milk/meat, where items are stored, how to work OZ's equipment, etc.) and the synagogue's rules and policies. While kosher caterers may or may not adhere to the same standards of *kashrut* that we maintain at Ohavi Zedek, they must still have a *mashgiach* present.

Once informed of your choice of caterer, you will need to arrange for a *mashgiach* to be present if necessary. You are responsible for the cost of the *mashgiach's* services following the event (generally at \$15 per hour).

At that time the synagogue will also need a copy of the caterer's certificate of insurance if not already on file. Caterers must carry liability insurance to work in OZ's kitchen. OZ will also provide your caterer with a copy of the Kitchen Rules and Kashrut Guidelines below.

Ohavi Zedek Synagogue Kitchen Rules

- Any caterer or congregant using the kitchen for the first time must meet with Rabbi Amy at least two months prior to the event and before a menu is agreed upon.
- A *mashgiach* (someone trained in the intricacies of our kosher kitchen) is needed in the kitchen for all caterers (if approved by Rabbi Amy first), including kosher caterers who are not on the list of experienced OZ caterers above.
- Caterers who are not certified as kosher caterers may use the kitchen (if approved by Rabbi Amy first) provided they adhere to these rules, follow the laws of *kashrut*, prepare only dairy/pareve foods, and that a *mashgiach* is present to supervise the kitchen.

- Bring all your own food supplies. The items in the refrigerator and dry goods on the shelves belong to various synagogue organizations. YOU MUST leave kitchen as it was found.
- All food must be prepared in the Ohavi Zedek Synagogue kitchen.
- All supplies brought in must have a *heksher* (symbol denoting kashrut supervision). **NO BULK**
- Take all your supplies when you leave. The morning after the event you should have all your leftovers out of the freezer/refrigerators. You must bring your own containers. If you would like to arrange to donate leftovers speak with our Director.
- The large rolls of plastic wrap and foil belong to synagogue organizations. Please bring your own. A fee of \$30 will be charged for use of synagogue supplies.
- Paper towels, dishtowels and detergent are available for your use.
- No dishes or utensils may be brought into the kitchen unless they are brand new. New items must be brought to Rabbi Amy for inspection, approval and koshering at least one week before use.
- Dishes may only be used in the kitchen, Social Hall or Small Sanctuary.
- No dishes from our kitchen may be taken out of the synagogue.
- Caterers are responsible for cleaning all dishes and putting them back in the right place, utensils, appliances, counter tops, etc. before they leave. **An additional fee of \$100 will be charged if the kitchen is not cleaned properly or kitchen items are not properly stored following an event. If you are unsure where an item goes, leave on the table opposite the dishwasher.**
- There is no cooking in the kitchen after 3 PM on Friday, or until after Havdalah on Saturday.
- Someone who is not Jewish may turn the oven/stove on/off on Shabbat to reheat food, but all food must be prepared and cooked in advance before 3PM Friday. Ovens cannot be set above 350 degrees F on Shabbat (between 3PM Friday and *Havdalah* Saturday evening).
- Alcohol, other than *kiddush* wine, may not be served at the synagogue without prior approval.
- Meat processed by Aaron Rubashkin's company is not allowed in the synagogue until further notice.

Ohavi Zedek Synagogue Kashrut Guidelines

- All foods/drinks must have a heksher mark in order to be used in the OZ kitchen. This includes: milk, sour cream, cream cheese, yogurt, margarine and butter. EXCEPTIONS: Coffee, fresh vegetables, eggs, fresh fruit
- All wines served require a *heksher*. Kosher wine can be purchased from OZ for \$10 a bottle prior to your event through the OZ main office.
- All cheese must be marked with a *heksher*.
- Bagels may be purchased from the Burlington Bagel Bakery (864-0236), The Bagel Market in Essex (872-2616), Feldman's Bagels (540-0474) or Myers Bagels (863-5013). The bagels must be sliced at Ohavi Zedek. When ordering the bagels, specify that they are for Ohavi Zedek, request that the personnel bagging them wear new rubber .
- **Unpackaged food prepared outside of the Ohavi Zedek Kitchen may not be brought into the kitchen or used for a catered event.** If you are using baked goods from a kosher bakery or kosher food prepared by another kosher caterer, documentation of *kashrut* must be given to the office a week in advance and the rabbi must specifically approve.
- **The *mashgiach* supervising the kitchen will inspect all items brought into the kitchen. He/she is empowered by the synagogue to ban any item not in compliance with these rules from being brought into the kitchen at the time of the event. Make sure that any and all questions and potential issues are resolved well in advance of your event to avoid food being prohibited from entering the kitchen/building. Communication between your caterer and *mashgiach* is key!**
- Any question or issue that arises not covered by these guidelines or the kitchen rules should be raised and addressed prior to the event. In the event that a question arises at the event all decisions by the *mashgiach* are final unless Rabbi Amy is available for consultation.

Judaica Items

The Gift Shop at Ohavi Zedek is able to order personalized items for all your bar/bat mitzvah needs. They have a selection of items available such as *kipot* in satin, velvet, or suede, *tallit*, *tallit* bags, and many other items that can be custom printed for your child's special day.

They also stock many items for b'nai mitzvah gifts, such as jewelry and jewelry boxes, frames, book-ends, shofars, Torah pointers, photo albums, and cards. If they do not have an item in stock, they can order it for you at no additional cost.

Please call Natalie Thanassi at 802-864-1169 if there is something special that you wish to order.

Gifts that Last Forever

Among the traditions associated with the bar/bat mitzvah is one in which a contribution is offered to the synagogue in honor of the celebrant. The attainment of the bar/bat mitzvah milestone is, after all, a great achievement and a great joy. It is only fitting to want to give it lasting significance by making this traditional donation to the synagogue and thus to your child's future religious life.

You may want to consider honoring your child's *simcha* through such projects as the Tree of Life. **A bar/bat mitzvah is the perfect opportunity to consider purchasing a "leaf" on the Tree of Life located in the lobby at the Synagogue.** It is a beautiful and lasting way to commemorate the event while helping to support the Synagogue. Plaques cost \$225.

We have also recently begun adding names to the drawing of Ohavi Zedek located in the classroom hallway. 50 years ago the names of b'nai mitzvah students were added to the bricks in this drawing, including many current members who are still at Ohavi Zedek today as adults. **Purchasing a brick to have your child's name added to the drawing is an amazing opportunity to connect your child to the past and future generations of our synagogue.** For more information, contact the synagogue office. Each brick costs \$100.

Kitah Zayin B'nai Mitzvah Tzedakah Fund

It has become the tradition at Ohavi Zedek for each class to contribute to a *tzedakah* fund managed by the synagogue in honor of one another's bar/bat mitzvah. In most years, this is done in place of each family purchasing gifts for each child in the class when he or she becomes bar/bat mitzvah. Each family, instead, makes a single contribution to OZ for the class' *tzedakah* fund. Each spring the Kitah Zayin class discusses how this fund will be used. Past classes have divided the funds between outside charities that the students select together as a class and various improvement projects at the synagogue, such as replacing the old lounge furniture in 2012 to meet the seating needs of seniors in the community, refurbishing the portable ark, and so on.

Our Service

The Shabbat service at OZ is traditional in that most of our prayers are recited or sung in Hebrew and in that we use no instrumental music on Shabbat morning and all are encouraged to join in the singing. Our service begins at 9:00 am, and ends between 11:30 AM and noon. B'nai mitzvah families are requested to be here by 8:45 am before the beginning of the service. Please note, photography and videography are not permitted on Shabbat in the synagogue or on the synagogue grounds; however arrangements can be made to take photos during your dress rehearsal, which you would schedule with Rabbi Amy. (Most families have their dress rehearsal on Friday morning of the bar/bat mitzvah weekend).

Because we are aware that not all guests of the b'nai mitzvah families will be familiar with the service, we offer a welcoming pamphlet, which explains our service. We ask families to create

their own service guide booklets or programs including the names of those receiving an *aliyah* honor, their “thank you’s”, etc. Tari will email you a sample that includes a Hebrew prayer tht must be included in your handout. Rabbi Amy will be happy to review it for you before you print copies.

*Note: The Synagogue copier is **not** available to make these copies. Please make other arrangements for your photocopying.*

The Circle of Love

Following the bar/bat mitzvah *dvar Torah*, the bar/bat mitzvah and his/her parents and siblings have the option of coming up to the *bimah*, joining with the rabbis in a circle to say the traditional “*Shehecheyhanu*” prayer thanking God for enabling us to reach this happy occasion. Typically, you (the parents) would then remain on the *bimah* to address your child. You are asked to have a maximum of 2 people (usually the parents) speak at the bar/bat mitzvah. We ask that all such addresses be kept as brief as possible.

Bar/Bat Mitzvah Suggested Reading Materials

*Salkin, Rabbi Jeffrey K., Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Child’s Bar or Bat Mitzvah, 2nd Edition – Revised and Expanded, Jewish Lights Publishing, Woodstock, Vermont 1996.

*Salkin, Rabbi Jeffrey K., For Kids - Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Child’s Bar or Bat Mitzvah,

*Bat Mitzvah; A Jewish Girl’s Coming of Age by Barbara Diamond Goldin 1995

*“What to Say to Your Child on the Bimah”, an article by Rabbi Sasso, in The Jewish Lights Spirituality Handbook: A Guide for Understanding, Exploring and Living a Jewish Life.

The Jewish Interfaith Family Life: An Interfaith Family.com Handbook edited by Ronnie Friedland and Edmund Case 2001 Jewish Lights

* Books that can be found in our library

Accommodations

Here's a quick list of area accommodations to help your guests from out of town. Of course, these are not the only hotels/motels in the area, but they are close to the synagogue.

Sheraton Burlington Hotel Burlington, VT 802-865-6600	Green Mountain Suites South Burlington, VT 802-860-1212	Lang House on Main Street Main Street, Burlington 802-652-2500
Hilton Burlington Burlington, VT 802-658-6500	Comfort Inn & Suites South Burlington, VT 05403 (802) 863-5541	Sunset House Bed & Breakfast 78 Main Street, Burlington 802-864-3790
Holiday Inn Burlington Burlington, VT 802-863-6363	Burlington Redstone Bed & Breakfast 496 S. Willard Street, Burlington 802-862-0508	Willard Street Inn 349 S. Willard Street, Burlington 802-651-8710

Honors and Torah Blessings

On the last page of this booklet you will find a form listing various honors available to the bar/bat mitzvah's family tailored to the specifics of the particular bar/bat mitzvah date. Please note that a family is not required to fill all honors. Any honors unfilled by the family can be filled by other congregants as would be the case on any Shabbat morning not featuring a bar/bat mitzvah.

All men entering either of the sanctuaries must wear a *kippah* (head covering). All Jewish men called to the *bimah* must wear both a *kippah* and *tallit* (prayer shawl). Women called to the *bimah* must wear a head covering and may choose to wear a *tallit* (prayer shawl), unless they are reading from Torah, chanting from *Haftarah* or carrying and/or lifting a Torah Scroll, in which case they too would need to wear both a head covering *and tallit*.

Ohavi Zedek Synagogue Honors and Torah Blessings

Bar/Bat Mitzvah:

Date:

Parashah¹:

Honor	English Name(s)	Hebrew Name(s) where applicable²
Carry Small Scroll³		-----
Kohen Aliyah		
Levi Aliyah		
Third Aliyah		
Fourth Aliyah		
Fifth Aliyah		
Sixth Aliyah		
Seventh Aliyah- <i>PARENTS</i>		
Maftir (<i>Bar/Bat Mitzvah</i>)		
Hagbah (lifting of Torah scroll)⁴		
Gelilah (dressing of Torah scroll)		
Remarks from family members		-----
Closing ark at end of service⁵		-----

¹ Torah portion

² Hebrew names, for those who are Jewish, **NAME bat/ben FATHER & MOTHER**

³ Optional for Jewish boy or girl under the age of Bar/Bat Mitzvah

⁴ **Note – individual must be strong enough to lift the scroll over his/her head, at Rabbi's discretion.**

⁵ Closing Ark at end of service: 1-2 people. Doesn't have to be Jewish.

Ohavi Zedek Synagogue B'nai Mitzvah Commitment

The following is an agreement between Ohavi Zedek Synagogue and _____
regarding expectations for their bar/bat mitzvah year. (Student's name)

During the coming year, I will attend at least 10 OZ Shabbat services including a minimum of 5 Saturday morning services. While attending service I will remain attentive and respectful. I will not bring books or any other materials to distract me from the service and I will wear appropriate attire.

I understand that it will benefit my family for them to attend these services with me as familiarity breeds comfort.

I will meet with Rabbi Amy early in the school year to discuss my *parsha* (the Torah reading on the day of my bar/bat mitzvah) and set up regular meetings to develop the writing of my *d'var* Torah (speech).

I will meet with my OZ tutor at the appropriate time to set up a schedule for my Torah and *Haftarah* chanting lessons which I will attend on a consistent basis.

I will attend OZHS throughout the school year.

As a member of the oldest class at OZHS I will serve as a model for younger students in the school.

I will plan and undertake a year-long mitzvah project.

OZ will provide the instructors, materials, guidance and support to prepare me for my bar/bat mitzvah.

OZ will provide feedback on my progress throughout this journey.

My family will stay in regular contact with my teachers to facilitate communication on all matters related to my bar/bat mitzvah.

I have read the above agreement, and will fulfill this agreement.

Parent(s)

Student

Rabbi Amy Small

Principal

Date

I/We understand that the standard of Jewish identity of Ohavi Zedek Synagogue is that either (a) the child must be born of a mother who is Jewish by birth or by traditional conversion (including immersion) or (b) the child must have completed traditional conversion (including immersion) him or herself.

_____ Our child was born of a Jewish mother who is Jewish by birth or traditional conversion (including immersion)

_____ While we have raised our child as a Jew, to be called to the Torah for a bar or bat mitzvah s/he needs to fulfill the requirements of traditional conversion. I/we will speak with Rabbi Amy to make the appropriate arrangements.

Final Thoughts

If you need any help along the way please don't hesitate to ask. We're all here to help you along. Don't forget, there are plenty of parents out there who have survived the b'nai mitzvah process and once it's done you can pat yourself on the back. Be proud of yourself!

If you have any suggestions to help make this guide more complete please drop a line to the front office. Also if you would like to add your invitation and/or program to the office archives for future b'nai mitzvah parents to refer to, we'd appreciate the donation.

Enjoy yourself and have fun!

Senior Rabbi:	Rabbi Amy	864-0218 ext 23	rabbiamy@ohavizedek.org
Cantorial Intern:	Kochava Krieger	864-0218 ext 31	kochava@ohavizedek.org
Executive Director:	Grace Oedel	864-0218 ext 25	grace@ohavizedek.org
Principal:	Naomi Barell	864-0218 ext 26	naomi@ohavizedek.org
Office Manager:	Tari Cote	864-0218 ext 21	tari@ohavizedek.org