

Ohavi Zedek Synagogue

B'nai Mitzvah Guide

2019

Rabbi Amy Small and Cantor Steve Zeidenberg
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From the 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 along 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; important for their sense of themselves in adolescence. Our Hebrew School and synagogue offer Jewish experiences and learning to help emerging teens to begin to see the world through Jewish values, history and culture.

Along the way, we guide students to master synagogue skills. 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.

I will especially enjoy the opportunity to meet with you and your child over the months in advance to help your child prepare for their *D'var Torah* (speech.) We will explore 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 their *D'var Torah*.

This is a time of excitement, learning, growth and joyous celebration of Jewish identity. We are grateful that you are 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 the Cantor

Dear Friends,

As the cantor of Ohavi Zedek, I couldn't be more excited to be embarking on this B'nai Mitzvah journey with each one of you. As one of the primary B'nai Mitzvah teachers during this process (alongside Rabbi Amy), I am committed to ensuring that this is a year of deep learning, growth and transformation for each child, as well as for each family. My role is not simply to prepare each child for their Bar/Bat Mitzvah ceremony, but rather to set each child up to be literate, knowledgeable and engaged Jews, within the OZ community, and beyond. Therefore, I teach each child the skills of Torah cantillation so that they will be able to chant from the Torah confidently for their Bar/Bat Mitzvah ceremonies, as well as be able to read from the Torah throughout their lives as Jewish adults. I also aim to ensure that each child can understand and lead several parts of the Shabbat service, for the ceremony itself, as well as part of lifelong Jewish literacy.

Although there are certainly some aspects of this process that are similar for each child (i.e. weekly tutoring sessions between 45 minutes to 1 hour in length), I make sure to tailor my teaching strategies to meet the learning needs of each student. My desire for this journey is to help each student find their voice, both literally and metaphorically, creating an experience for the child and family that is both meaningful and joyful.

I look forward to meeting with each of you and to embarking on this sacred journey together.

With Blessings,

Cantor Steve

From Naomi

Dear B'nai Mitzvah 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 Hebrew School families, 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 held outside the synagogue building, **with membership**, 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 synagogue. Therefore, there are a number of policies that govern Shabbat observance and events, including B'nai Mitzvah. 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 service, 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, Sarah Glassman.

Unless stated otherwise these rules all apply both inside and outside the OZ building on Shabbat (Friday evening 18 minutes prior to sundown, ending Saturday evening 42 minutes after sundown.) If you have questions about this, please contact 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 the synagogue must wear a *kippah* (head covering). All women called to the *bimah* must wear a *kippah*.
- All Jewish individuals, 13 years or older, must wear a *tallit* when called up to the *bimah*.
- 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 after rehearsal which is scheduled for 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 all items, including flowers, kippot and programs, **must** take place before 2:30 PM Friday afternoon.
- The Religious Committee's policy regarding musical instruments is:
 - No musical instruments are permitted during our Shabbat morning services.
 - Certain acoustical instruments are allowed on Friday evening and Shabbat afternoon/evening services. All use of musical instruments must be approved by Rabbi Amy.

- 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* (luncheons on Shabbat) 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, Sarah Glassman, at least six months prior to your event. Fees and deposits may apply.
- Private parties or meals after 2:30 PM must be approved by the synagogue Executive Director, Sarah Glassman, 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. Jeans, sweatpants or sneakers are not appropriate.
- Each child in the b'nai mitzvah class must be invited to each bar/bat mitzvah service.

These rules regarding religious practice are not necessarily exhaustive. If you have a question about a religious policy not covered above please be sure to address it to Rabbi Amy, 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 rabbi 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.”

During your period of preparation for your bar/bat mitzvah, we ask that you think about and “try on” one “*mitzvah beyn adam la’makom*” 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 rabbi 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. 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.k4p.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. 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. Similarly, a *kiddush* follows each Shabbat service, whether or not there is a bar/bat mitzvah.

Accordingly, your child's bar/bat mitzvah celebration, including both the Shabbat 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 your child will be a 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*; a sacred and cherished gathering.

Bar/Bat Mitzvah Study Timeline

During the course of the year leading up to your bar/bat mitzvah you will meet regularly with Rabbi Amy and Cantor Steve for tutoring sessions to prepare for the service. Generally these sessions will last about an hour, during which time you'll practice your *Haftarah* and Torah readings and the blessings and prayers recited during the service.

6-8 Months Prior

- Begin weekly meetings with Cantor Steve for your tutoring sessions
- Begin meeting with Rabbi Amy monthly 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! Mazal tov!

Event Planning Checklist and Timeline

8 Months Prior

- Decide on your guest list. ***It is the expectation at OZ that each student in your child's class be invited to the service.*** Please contact Front Office Manager, Tari Cote (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 *kippah* for bar/bat mitzvah and kippot for your guests.
- Newsletter Announcement: Email Tari text (sample below) and a .jpg photo of your child for *The Voice*.

Family Names
Invite the congregation to attend the Bar/Bat Mitzvah of
Child's Name
Shabbat, Date
Beginning at 9:15 AM,
Kiddush following services

2 Months Prior

- Send out your invitations, Rabbi Amy or Cantor Steve 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.
- Email *Aliyah*/honors list to Rabbi Amy

1 Week Prior

- Schedule photos in the sanctuary with your photographer
- Hold a final rehearsal with Rabbi Amy and Cantor Steve (practice *bimah* choreography, take photos, final service run through, etc.)

After Bar/Bat Mitzvah Day

- Send thank you notes
- Make donations to the rabbi's and cantor'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 personal benefit.)
- Sign up with Cantor Steve to be an Ohavi Zedek Torah reader in the years following your bar/bat mitzvah

Bar and Bat Mitzvah Financial Responsibilities

The fee for your child's Bar/Bat Mitzvah is \$550 (subject to change). In house 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
- Tutoring sessions (Please be reminded that if your child needs additional sessions it is at the parents' expense)
- Study materials

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 completed 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 relies on this in order to provide 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 service. (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 schedule a bar/bat mitzvah service 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, Sarah Glassman. 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 Front Office Manager, Tari Cote, for more information and pricing.

Hosting the Kiddush

As you plan your upcoming *simcha*, please keep in mind that every bar/bat mitzvah family hosts the congregational *kiddush* on the Shabbat of the bar/bat mitzvah; thus fulfilling 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, Sarah Glassman or Facilities Manager, 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, Sarah Glassman.

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
 1. Richard Witting, kitchen@ohavizedek.org
 2. 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. Outside caterers:

All outside caterers must obtain rabbinic approval **before** being hired.

A *mashgiach* is always required with any outside caterers and this 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 Hodin (703) 304-8169	Judy Danzig (802) 881-3961

A *mashgiach* (specially trained kitchen supervisor to uphold the laws of kashrut and OZ's kitchen rules) **MUST BE PRESENT** during the preparation for any *kiddush*. 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
- (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. You are responsible for the cost of the *mashgiach's* services following the event (generally at \$15 per hour).

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 approved 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* is needed in the kitchen for **all** caterers.
- 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.

Ohavi Zedek Synagogue Kashrut Guidelines

- All foods/drinks must have a *hekh'sher* 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 *hekh'sher*.
- Bagels may be purchased from the Burlington Bagel Bakery (864-0236), Feldman's Bagels (540-0474) or Myers Bagels (863-5013).

- Bagels must be sliced at Ohavi Zedek. When ordering, specify that they are for Ohavi Zedek, request that the personnel bagging them wear new gloves.
- **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. They are 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 stocks 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.

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

Our Shabbat services at OZ is traditional in that most of our prayers are recited or sung in Hebrew and we use no instrumental music on Shabbat morning. All are encouraged to join in the singing. Our morning service begins at 9:15 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 speak with Rabbi Amy if you are interested in planning a *mincha* (afternoon) or *Rosh Chodesh* (new month) service.

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 also ask families to create their own service guide booklets/programs, which may include the names of those receiving an *aliyah* honor, and "thank you's", etc. Tari will email you a sample that includes a blessing that 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, parents and siblings come up to the *bimah*, for the traditional "*Shehecheyhanu*" blessing thanking God for enabling us to reach this happy occasion. Typically, parents remain on the *bimah* to offer a blessing to their child. We ask that parents' comments be kept to a ***brief blessing***.

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

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 at any Shabbat service.

Please complete the electronic version of this form and email to Rabbi Amy (2 months) in advance.

Final Thoughts

Please don't hesitate to ask if you have any questions or need any help. We're all here to help you along. Don't forget, there are plenty of parents out there who have completed the b'nai mitzvah process and you can always ask each other for help and advice.

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!

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Cantor :	Cantor Steve Zeidenberg	864-0218 ext 31	cantorsteve@ohavizedek.org
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Ohavi Zedek Synagogue Honors and Torah Blessings
Shabbat Mincha Bar Mitzvah

Bar/Bat Mitzvah:

Date:

Parashah¹:

Honor	English Name(s)	Hebrew Name(s) where applicable²
Carry Scroll		-----
1st Aliyah		
2nd Aliyah-<i>PARENTS</i>		
3rd Aliyah (<i>Bar/Bat Mitzvah</i>)		
Hagbah (lifting of Torah scroll)³		
Gelilah (dressing of Torah scroll)		
Remarks from family members		-----
Closing ark at end of service⁴		-----

¹ Torah portion

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

³ ***Note – individual must be strong enough to lift the scroll over their head, at Rabbi’s discretion.***

⁴ Closing Ark at end of service: 1-2 people. Doesn’t have to be Jewish.

Shabbat Morning Honors and Torah Blessings

Bar/Bat Mitzvah:

Date:

Parashah¹:

Honor	English Name(s)	Hebrew Name(s) where applicable²
Carry Small Scroll ³		-----
Kohen Aliyah		
Levi Aliyah		
Third Aliyah		
Fourth Aliyah		
Fifth Aliyah		
Sixth Aliyah		
Seventh Aliyah- PARENTS		
Maftir (Bar/Bat Mitzvah)		
Hagbah (lifting of Torah scroll) ⁴		
Gelilah (dressing of Torah scroll)		
Remarks from family members		-----
Closing ark at end of service ⁵		-----

¹ Torah portion

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

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 their head, at Rabbi's discretion.**

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