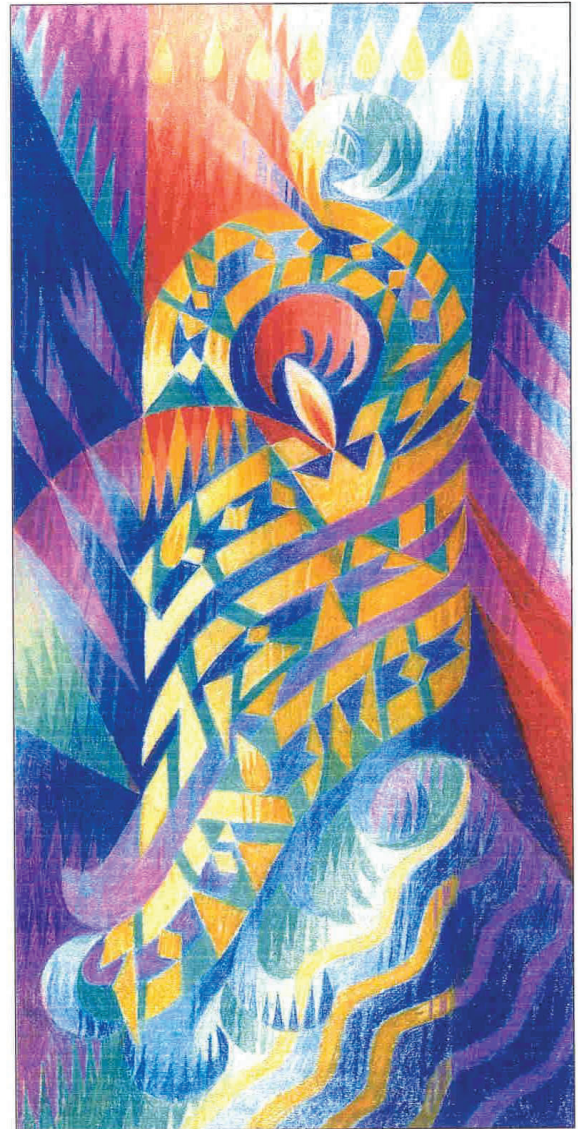


A Guide
To Your
Bar and Bat
Mitzvah



Sherman Education Center



TEMPLE BAT YAHM

Strength of Tradition, Warmth of Community

Newport Beach, California

(949) 644-1999

Fax (949) 644-9810

<http://www.tby.org>

BAR/BAT MITZVAH DIRECTORY

Mitzvah Project

Barry Koff, Ext 301
(bkoff@tby.org)

Scribe Publicity, Date Changes

Melissa Seidner, Ext. 325
(mseidner@tby.org)

Appointments with Rabbi Zylberman

Debbe Katz, ext. 128
(dkatz@tby.org)

Appointments with Cantor Grant,
Bar/Bat Mitzvah Training

Debbe Katz, Ext. 128
(dkatz@tby.org)

Financial Arrangements

Stan Levy, Ext. 123
(slevy@tby.org)

Facility Rental, Oneg Procedure

Joy Orbase, Ext. 138
(jorbase@tby.org)

Rabbi Gershon Zylberman, Ext. 129
(rabbizylberman@tby.org)

Cantor Jonathan Grant, Ext. 115
(cantorgrant@tby.org)

Please visit our website, www.tby.org for information and forms related to your ceremony.

THE BAR/BAT MITZVAH TIMETABLE

Our Bar/Bat Mitzvah is scheduled for:

Parasha: _____

Before the date:

12 months.....Begin discussions for Mitzvah Project with Religious School Director

12 months.....Reserve Temple Bat Yahm facilities. These are available on a first-come first-serve basis.

7-9 months....Orientation with Cantor Grant
27 week intensive Bar/Bat Mitzvah training begins with Cantor Grant and our tutors one hour per week on Thursday afternoons. Mitzvah Project should be underway. 7th grade Hebrew begins concurrent with BM training. Begin handing in Shabbat service attendance cards.

3 months.....Pictures and mini-bio due in Religious School Office for the Scribe.
Mitzvah Project Form due in the Religious School Office.

2 months.....Letter from the Rabbis indicating dates and times for appointments to discuss Torah and Haftarah introductions and the D'rasha.

1 month.....Turn in Shabbat Service and Mitzvah Project forms to Religious School Office.
Mitzvah Project should be completed.

1 week.....Family Rehearsal

We encourage you to discuss your child's progress
and any details of the Bar/Bat Mitzvah
with the Rabbis or Cantor.

TABLE OF CONTENTS

BAR/BAT MITZVAH FEES	4
ONEG INFORMATION AND FEES	4
SETTING A DATE FOR THE BAR/BAT MITZVAH SERVICE	5
CANDIDACY REQUIREMENTS	5-6
AGE	6
BAR/BAT MITZVAH TRAINING	7
RELIGIOUS CEREMONY	8
SHABBAT MORNING SERVICE	8-10
INVOLVEMENT OF NON-JEWISH PARTICIPANTS IN SERVICE	10
RESERVING THE FACILITIES	11
PHOTOGRAPHY AND VIDEOGRAPHY	12
PIANO ACCOMPANIMENT	12
INVITATIONS	12
USHERS	13
TEMPLE GIFT SHOP	13
DECORUM IN THE SANCTUARY	14
PUBLICITY FORM	15
MITZVAH PROJECT	16
MITZVAH PROJECT FORM	17
THE BAR/BAT MITZVAH FAMILY CHECKLIST	18
BIBLIOGRAPHY	19
GLOSSARY	20

BAR/BAT MITZVAH FEES

•Temple Bat Yahm Bar/Bat Mitzvah fee covers:

All Bar/Bat Mitzvah training materials, including prayer books, CDs, classes, appointments and rehearsals with Cantor, Rabbis and tutors.

Sanctuary preparation and clean-up

•The Bar/Bat Mitzvah family will be billed a separate Oneg fee of \$500 several months before the Simcha by the Temple office. This fee includes the following items in regard to hosting the Friday Night Oneg:

- ✓ One facility person for four hours.
- ✓ White tablecloths for four 66" round tables and five 6-foot banquet tables.
- ✓ Punch, coffee (decaffeinated and regular), hot water for tea, plus condiments.
- ✓ Two 8 lb. Challot (one to be used for the Oneg on Friday night and one for the Saturday Kiddush/party).
- ✓ Paper goods - wine cups, hot and coldcups, paper plates and beverage napkins.
- ✓ Preparation and clean-up for Oneg Shabbat.

The Bar/Bat Mitzvah family is expected to host the Oneg Shabbat consisting of appetizers, cheese/fruit/vegetable platters, and sweets for 125 people. The Temple will arrange to order all of this for you.

If other events are being celebrated, the cost of the Oneg will be shared.

Check with the Temple office to see if other events will take place on your Shabbat and for guidance as necessary. Temple Shabbat dinners are held from time to time. You may want to consider bringing your out-of-town guests to the dinner or hosting your own. Please contact the Temple office for more information and to reserve a room.

You must be current with your dues commitment within 6 months of your scheduled Bar/Bat Mitzvah date. If you are not current, our Executive Director will contact you to ensure that you attain status as a member in good standing prior to the date of your simcha. If special arrangements are needed (dues or fees), please contact our Executive Director for a confidential discussion.

SETTING A DATE FOR THE BAR/BAT MITZVAH SERVICE

In February of each year, the Religious School Office assigns dates for Bnei Mitzvah as close as possible to a child's 13th birthday. This will happen approximately 18-24 months in advance of the date. It is possible that a child may receive a date by him/herself or he/she may be paired with another student whose birthday may fall close to that of the child. It is also possible that an individual date will be paired later on or that a paired date will become individual. Once formal training begins with the Cantor, the Temple will not add another student to your date.

The confirmation of the reserved date is subject to the following:

- Returned application forms with the entire Bar/Bat Mitzvah fee.
- Approval by the Director of Religious Education, Rabbis, Cantor and Executive Director.
- In addition, the candidate must demonstrate his/her Hebrew proficiency in order to be eligible for Bar/Bat Mitzvah training. (See candidacy requirements.)

CANDIDACY REQUIREMENTS

- Family membership in good financial standing in Temple Bat Yahm (may include special arrangements).
- Confirmation of reserved date and beginning of Bar/Bat Mitzvah training, subject to Hebrew proficiency.
- Enrollment in fourth year of Hebrew studies (or the equivalent). Eligibility for Bar/Bat Mitzvah preparation is determined by the Rabbis, Cantor, and the Director of Religious Education. The student must be enrolled in the Religious School the year of his/her Bar/Bat Mitzvah and must continue in the school for the duration of the year. Families of Jewish Day School students must be members of Temple Bat Yahm for two years prior to the date of the Bar/Bat Mitzvah. Within this time frame, Jewish Day School students may be trained in Temple Bat Yahm's Bar/Bat Mitzvah program. Day School students will be tested by our Bnei Mitzvah tutor to establish proficiency for our program. **Students in either program will need additional tutoring at the family's expense if it is determined that they are behind in their Hebrew studies.**
- *Students enrolled in Jewish day schools and preparing to fulfill the requirements of becoming a Bar/Bat Mitzvah at Temple Bat Yahm are required to register and attend Temple Bat Yahm's JCAL (Jewish Center for Arts and Learning) that meets weekly on Sundays from 9:00 – 11:30 a.m. This class is aimed at developing a Kehillah (community) of young Jewish adults through the study and completion of mitzvot (commandments) and experiential activities. This complements the education they are receiving in the day school.*

- Attendance at Religious School classes, Bar/Bat Mitzvah classes and appointments with the Cantor and the Rabbis.
- Mitzvah Project - an individual project of Tzedakah, Temple service or volunteer work to be chosen by the candidate and his or her family in discussion with the Religious School Director at least one year in advance of his/her date.
- Attendance at a minimum of 13 Shabbat services during the year prior to the Bar/Bat Mitzvah date (at least half should be Bar/Bat Mitzvah services.) Your attendance as a family is strongly desirable and recommended. Attendance cards must be handed to a Rabbi following the service.

Please note the following schedule for Shabbat services at Temple Bat Yahm:

Fridays – 6:00 P.M. in the Morgan Chapel, Sonenshine Sanctuary or Warsaw Amphitheater Saturdays - 10:30 A.M. Bar/Bat Mitzvah services in the Sanctuary (when scheduled), 10:30 A.M. Alternative Shabbat Morning Service in the Chapel or Youth Lounge. Families are also invited to the Torah study at 9:00 am on Shabbat morning.

- Upon becoming a Bar/Bat Mitzvah, each candidate is expected to commit to continue Jewish education through high school graduation.
- Bar/Bat Mitzvah candidates must be able to affirm Jewish commitment to the exclusion of all other faiths.

AGE

- Traditionally, a Bar or Bat Mitzvah will be held on the first Shabbat after the boy's or girl's 13th birthday, but it can be held any time after that date. Requests for a Bat Mitzvah prior to the 13th birthday will be handled on a case by case basis.
- Should inadequate preparation or personal preference so dictate, the ceremony can be delayed several months or even years. Temple Bat Yahm also has an adult Bar/Bat Mitzvah program.

BNEI MITZVAH TRAINING

We are proud of our extremely thorough Bar/Bat Mitzvah training process at Temple Bat Yahm.

All Bar/Bat Mitzvah training will take place at the Temple for two hours on Thursday afternoons between 4:00-7:00 P.M. Parents are encouraged to attend any or all tutoring sessions. Therefore, ***please plan on making Thursdays available for this most important aspect of your preparation.***

The following is a brief summary of the training process:

Approximately 27 weeks prior to the Bar/Bat Mitzvah date, the candidate will begin weekly meetings our tutoring team for **one full hour**. In this hour we will learn the prayer service and Torah and Haftarah chanting. These sessions will be taught in both private and small group lessons. The sessions will take place between 4:00-7:00 P.M. Again, **it is imperative that you put aside Thursday afternoons for this critical stage in your child's Bar/Bat Mitzvah training.** Parents should expect a minimum of 30 minutes per day practice time between the weekly sessions.

7th Grade Hebrew Studies coincides with each student's 27-week Bar/Bat Mitzvah training schedule. Students begin Bar/Bat Mitzvah training **AND** Hebrew Studies 27 weeks prior to their Bar/Bat Mitzvah date, and the weeks are counted down from 27 to one. For the first 17 weeks, students are always attending 4:00-6:00 p.m., with one hour of Bar/Bat Mitzvah training and one hour of Hebrew Studies. Each student will receive a personalized training schedule. Here is an overview:

4:00-5:00 p.m.	5:00-6:00 p.m.	6:00-7:00 p.m.
<i>Week 27-20:</i> Bar/Bat Mitzvah training	<i>Week 27-20:</i> Hebrew Studies	<i>Week 9-1:</i> Bar/Bat Mitzvah only; no Hebrew unless needed or recommended
<i>Week 19-10:</i> Hebrew Studies	<i>Week 19-10:</i> Bar/Bat Mitzvah training	

Beginning week 9, students are only required to attend the 6:00-7:00 p.m. Bar/Bat Mitzvah training hour. However, if students are behind schedule and need extra help, they are more than encouraged to continue attending the 5:00-6:00 p.m. Hebrew Studies hour. Parents will be notified if the additional Hebrew hour for students in the final nine weeks is recommended.

Note: The schedule above also applies to any student beginning Bar/Bat Mitzvah training while still enrolled in the 6th grade.

Once this 27 week process begins, any student who cannot master the basic prayer service within 16 weeks may be required to have additional private tutoring at the parents' expense. Should your child require outside private tutoring, you will be notified well in advance. Additionally, parents may request to start early or obtain extra private

tutoring at their own expense. Please be sure to discuss any individual needs with our Educator and/or Cantor.

- Two months prior to the Bar/Bat Mitzvah date, the candidate will receive a letter from the Rabbi's office indicating the dates and times for appointments to discuss Torah and Haftarah introductions and the *D'rasha* (speech).

RELIGIOUS CEREMONY

- **Friday Evening Shabbat Service:**

- ✓ We ask that families be at the Temple no later than 5:30 p.m., which is 30 minutes before the service starts. Encourage your guests to take their seats near the front so the service may begin on time. In keeping with the religious occasion and in respect for the dignity of our Temple, ***our members and their guests are urged to dress modestly. Ladies are to wear clothing with sleeves. Kipot are available as you enter.***
- ✓ At the beginning of the Friday evening service, the mother of the Bar/Bat Mitzvah is called to the bimah for the Shabbat candle blessing. She may share this honor with other female Jewish family members. Please have the names of these participants ready ***prior to the rehearsal.***
- ✓ Also in the Friday evening service, the Bar/Bat Mitzvah is called to the bimah to help lead the congregation in the Kiddush. At the conclusion of the service, the father of the Bar/Bat Mitzvah will be called to the Bimah to open the doors of the ark for the Aleinu prayer. (Non-Jewish fathers may accompany a Jewish male relative for the honor.)
- ✓ Friday night is a congregational worship service. It is possible that there will be other life cycle events celebrated or participation by other groups in the Temple.
- ✓ **Friday night Oneg** - Your family is given the honor of hosting the Friday night Oneg. You may be contacted by the Temple office to co-host the Oneg with another family that is celebrating a baby naming or a pre-wedding blessing. Please refer to Bar/Bat Mitzvah Fee sheet for particulars.

- **Shabbat Morning Service Rituals:**

At the start of the ceremony, the parents read an English reading chosen at the rehearsal and present the tallit (if one is to be worn).

- ✓ There are multiple opportunities to honor Jewish family members and friends during the Bar/Bat Mitzvah service. A Jewish person called to the Bimah performs the sacred function of representing the entire congregation in conducting a ritual or ceremony. These rituals include lighting the Shabbat candles Friday evening, transmitting the Torah, Aliyot (or blessings over the

Torah), ark openings, and *Hagbah* and *Glilah* (dressing the Torah). These rituals will be addressed separately in the following information.

- ✓ **Aliyot** - In the Shabbat morning service, the family may honor family or close friends with up to seven aliyot, including the Bar/Bat Mitzvah. For a shared Bnei Mitzvah, the aliyot will be divided among the members of each family.

⇒ Women and men are of equal status, and either may be called for an aliyah. Dual aliyot (such as a couple) are encouraged. Men should wear kipot and *tallitot* for an *aliyah*; an individual must be Bar/Bat Mitzvah age to be called for an aliyah.

⇒ It is the responsibility of the Bar/Bat Mitzvah family to see that the honorees are fluent in the Hebrew Torah blessings. Copies of the blessings and a CD are available from the Cantor (upon request) for your honorees. The blessings and chant are available for download on our website, www.tby.org, it can also be provided by email.

⇒ English and Hebrew names are used to call aliyot. The Cantor will supply you with a form to fill in the names of your honorees and will explain the forms in detail. Additional copies of our honor forms can be found on the temple website, www.tby.org. **Please have names and relationships to the Bar/Bat Mitzvah ready the week prior to the rehearsal.**

Hebrew names should be in the form:

_____ ben/bat (son/daughter of)
(person's Hebrew name)

_____ v' _____
(child/ren's father's Hebrew name) (child/ren's mother's Hebrew name)

- ✓ There are other opportunities to honor family and friends. (These will be divided for a shared Bar/Bat Mitzvah):

⇒ Ark openings - there is no age restriction.

1. At least two persons to open the doors of the Ark when the Torah is first taken out.
2. At least two persons when the Torah is returned.
3. At least two persons for the Aleinu.

⇒ *Hagbah* and *Glilah* (dress the Torah). Jewish men and women of any age may dress the Torah (2 maximum).

- ✓ ***Temple Bat Yahm is committed to welcoming interfaith couples and extended family into our community. A non-Jew may go onto the Bimah and observe the opening of the Ark, observe the blessing of the Torah, and observe the transmission of the Torah. A non-Jewish parent is welcome to speak to the Bar/Bat Mitzvah. A non-Jew will be called (as accompanying) to the Bimah, non-Jewish grandparents can follow the Torah procession***

onto the Bimah, and be present while the Torah is passed from Jewish grandparents to the parent/parents and on to the Bar/Bat Mitzvah. Non-Jewish grandparents (or non-Jewish parents) can observe this ritual while standing back a step because passing the Torah to the next generation is a mitzvah incumbent on Jewish people.

- ✓ Transmitting the Sefer Torah from generation to generation. During the Torah service, the Rabbi/s will hand the Sefer Torah to the parent(s) who then pass it to the Bar/Bat Mitzvah. Grandparents may participate in the ceremony by taking the Torah from the Rabbi and passing it to the parents. Following the reading of the Torah, parents will be asked to return to the Bimah so that they may offer a few words related to the significance of the day. In your speech to your child, please remember that there should be a Jewish emphasis - about Jewish values, education, etc. ***Speeches should be 2 to 3 minutes in length.***
- ✓ **Family Rehearsal** - There will be a family rehearsal with the Cantor during the week of the ceremony. The rehearsal takes about two hours as the Cantor will practice the entire service with your child. Parents must attend this rehearsal for their parts will be reviewed as well.
- ✓ **The Kiddush**
 - ⇒The **Friday night Kiddush** (Oneg Shabbat) includes a challah, wine, and the basic set-up.
 - ⇒**Saturday Kiddush** - It is optional to have a Kiddush or Extended Kiddush following a Saturday morning service. A second challah will be made available for either the Kiddush or for another use such as a reception. If you desire a Kiddush in the Social Hall, please notify the Temple office at least 30 days in advance so that a set-up may be arranged. Please check with Bonnie Ervin in the Temple office to determine the availability of the facilities.
- ✓ **The Extended Kiddush** - The Extended Kiddush is a Saturday Kiddush with the addition of food and beverage service in a buffet style. There is a limit of 300 people maximum with seating of 8-10 chairs at each table. It is your responsibility to supply the paper goods. It is also your responsibility to hire necessary help. Please call Bonnie Ervin in the Temple office to arrange for facility rental and information regarding additional details. Because of facility calendaring, it is mandatory that you vacate the facility no later than 3:00 P.M. **THIS DIFFERS FROM A LUNCH RECEPTION WHERE THERE IS A FULL MEAL AND STRUCTURED RECEPTION.**

GENERAL INFORMATION

- **Reserving the Chapel** – If you plan to have fewer than 180 guests for the ceremony, you may choose to reserve our Chapel. Please contact the Temple office.
- **Reserving the facilities** – Temple Bat Yahm members receive preferred pricing and scheduling. Please consider using one of our banquet halls for a sit-down lunch, extended Kiddush or dinner dance reception for your celebration. The Main Hall, which is adjacent to the Sonenshine Family Sanctuary, will accommodate 300 seated guests. Packard Hall will accommodate up to 110 persons. Please call Joy Orbase to schedule an appointment Sunday through Friday. Facility reservations are on a first-come, first serve basis. All reservations require a 50% deposit and signed facility rental agreement to hold the date and room. Conversely, if you book the room and decide to go elsewhere, please call the office to release it. You will be asked to sign a release form for our records. **If you are sharing a Bar/Bat Mitzvah date with another family, you are encouraged to speak with one another before booking the facilities. The Temple cannot take responsibility for communications between families.** Many families are now considering sharing a Kiddush or an Extended Kiddush.
- Temple Bat Yahm can recommend several caterers who are familiar with our kitchens. Please call the Temple office for catering information, and for catering guidelines.
- **Individual Guide to the Service** - Many families distribute booklets describing the service. This is not mandatory, but can provide such information as: explanation of the service, symbols in the Sanctuary, Aliyot, or favorite family readings. Some booklets contain photographs, special writings and explain the Mitzvah Project. Many dedicate the booklet to special people. Check with Debbe Katz, to see sample copies from other Bar/Bat Mitzvah. We would appreciate it if your extra books could be given to the front office so they may be used as examples for other families.
- **Flowers** - The Bar/Bat Mitzvah family is expected to order the floral arrangements for the bimah for Friday night and Saturday morning. Keep in mind the aesthetics of the arrangement. If there are two Bar/Bat Mitzvah on the same date, the flower arrangements should be coordinated between the two families and must be identical. **The arrangement should not extend higher than 36" in height and 46" in width.** (If you need assistance, contact the Temple office.) You may take the flowers home on Saturday. Floral deliveries should be made on Friday between 9:00 A.M. and 2:00 P.M.

As an alternative, food baskets may be used on the Bimah in lieu of flowers. A minimum donation of \$200 will be sent to one of the following agencies: Jewish Family Service, Mazon, Human Options or FOCIS. The Temple provides the food baskets (a prototype). Please contact the Temple office to arrange this donation.

- **Music** – Piano accompaniment adds to the beauty of the ceremony. The Temple’s pianist is Paul Zuill. **It is the family’s responsibility to contact him and pay his fee directly.** You may not use any other outside pianists without consultation with the Cantor.
Paul Zuill (949) 766-0129 or by email pzuill@sbcglobal.net
- **Photography and Videography** - In respect of the holiness of the Sanctuary during a Bar/Bat Mitzvah service, no photographs may be taken in the Sanctuary during the service. Photographs can be taken from the Social Hall through an opening in the adjoining partition. **Please remind your family members that no flash photography is allowed during any part of the service.** Photographs are allowed in the Sanctuary prior to the service on the Bimah, in front of the ark (with it closed) or any other place inside the Temple or on its grounds. In the Chapel, photographs may only be taken from the rear of the Chapel near the door leading to the Amphitheater.
- Photographs with the Torah or ark open are usually conducted **after** the Shabbat service. The Torah may not be removed before the service begins without a member of the clergy present.
Videotaping is also not allowed in the Sanctuary. Videotaping is allowed from the Social Hall through an opening in the adjoining partition. Videotaping is permitted with one camera unless there is a shared Bar/Bat Mitzvah where two cameras are allowed. Also, because of severe feedback, please understand that our own microphones are more than sufficient to record your service. No **additional** microphones (except for body microphones directly to the video camera) will be allowed up on the Bimah.

Additional equipment needs to be stored out of sight. No carts, cases, extra cables or taped electrical wires/cords are allowed in the Sanctuary. The Temple will provide an MP3 recording of your service (mailed to you on CD from the Cantor’s office).

- Printed or engraved invitations, though not necessary, are recommended if you have a large guest list. Plan to order invitations at least six months before the date so you will have them on time to mail 6-8 weeks before the service. Please respect the dignity of the service by using the proper wording on your invitation. Invite your guests to arrive 15 minutes before the service actually starts.

The family is responsible for coordinating with the office their vendors,
i.e. photographer, caterer, videographer, arrival times, etc.
Please inquire with Joy Orbase in the Temple office for resources on
florists, photographers, caterers, music and invitations.

- It is requested that "guest books" be displayed at the reception, not at the Shabbat service.

- **Ushers:** It is an honor to serve as an usher. Please ask two to four adult Temple members to honor you in this way. Ask them to be at the Temple 30 minutes before the service to help with the kipot, *tallitot* and hand out prayer books (noting page number if service has begun). They should encourage prompt seating toward the front of the Sanctuary. For additional information on decorum during the service, please see statement from the Religious Activities Committee.

- **Tzedakah - After the service -**
 - ✓ Should you wish to honor your special simcha through a charitable contribution, a donation to MAZON is suggested.
 - ✓ Please remember Temple Bat Yahm's various funds as you celebrate this special occasion: the TBY Tzedakah Fund, Rabbinic Judaica Fund, the Senior Rabbi Discretionary Fund, the Cantor's Music Fund (Max and Molly Goodman Music Fund), Rabbi Mark S. Miller Lifelong Learning Fund, Sherman Education Center Wish List Fund, the Torah Fund, the Social Action Fund and the Sonenshine Scholarship Fund.

- **Publicity -** The form will be sent to you by email and is to be completed expeditiously and sent together with one picture of the Bar/Bat Mitzvah student to the attention of Melissa Seidner at least **three months** before the service for publication in the Temple SCRIBE. Pictures may be sent by email.

Bat Yahm Gifts - The Temple Gift Shop is run by the Women of Temple Bat Yahm as their major fundraiser. The many beautiful items in the Gift Shop have been chosen to meet your needs. We have a full line of Judaica, including *tallitot*, *kipots*, tallit bags, Bar/Bat Mitzvah albums, cards, books, jewelry, picture frames, statues, miniature torahs, kiddush cups etc.

Please tell your friends and guests about our gift shop and encourage them to shop here first. You are assured of excellent merchandise at a fair price, and have the added benefit of supporting your Temple. A gift shop volunteer or the office staff will be glad to help you during office hours.

We look forward to helping you with all your shopping needs.

The Bat Yahm Gifts Staff

MESSAGE FROM THE RELIGIOUS LIFE COMMITTEE:

The Religious Life Committee of Temple Bat Yahm extends best wishes to you as your child prepares for this special life event. We would appreciate your attention to the following when you are making your plans for the Services:

Please offer the honor of ushering to two or four invitees in advance. They should be informed that persons arriving after the start of the service should not enter the sanctuary during the following times:

- when the Ark is open
- when the congregation is standing
- during Rabbi's remarks

Ushers will need to help maintain decorum within the Sanctuary. Often school friends of the Bar/Bar Mitzvah are sitting together unattended and become disruptive. Please inform young people who may be attending unchaperoned that this is a religious ceremony and appropriate, respectful behavior and attire are appreciated. This can be conveyed by enclosing a note with your invitation.

It is requested that cell phones and pagers are turned off during any religious service as they can be extremely disruptive.

If your invitation list includes young children, please inform your guests that the children must not stand on the seats. If the child becomes disruptive, the parents should be discreetly asked by the usher to take the child out of the sanctuary. When selecting ushers, choose those who would be comfortable doing the above.

If you have any questions regarding the aforementioned or any ritual matter, please contact the Religious Life Committee by calling the Temple Office at (949) 644-1999. Once again Mazal Tov on this very happy occasion!

L'Shalom,
Sandra Chakmak, Religious Life & Policies Trustee
Leora Fogel & Greg Shavitz, Religious Life Taskforce Co-Chairs

PUBLICITY FORM

Please complete this form and attach or email a photograph (black & white or color, school or other) **three months prior** to the Bar/Bat Mitzvah date and return in an envelope to the Religious School office marked to the attention of Melissa Seidner or email to mseidner@tby.org. We will publicize this information in the Temple Scribe which is published quarterly. **Failure to return this form in the time requested may result in the article failing to be publicized before your Simcha.**

Child's name:

Date of Bar/Bat Mitzvah:

Mother's name:

Father's name:

Torah Portion:

Mitzvah Project:

Bar/Bat Mitzvah student to complete the following; Write 1-2 sentences about what your Bar/Bat Mitzvah means to you.

Dear Bar/Bat Mitzvah Student and Family:

The Mitzvah Project is one of the requirements to be met in the year before your Bar/Bat Mitzvah. This can be a rewarding opportunity for you and your family to offer some of your time and energy to doing a Mitzvah in one of many ways.

What might the Mitzvah be? Choose a project that is something in which you already have an interest or something that you would like to find out more about. Past projects have included volunteer counseling for a summer day camp, organizing and running a Book Fair to benefit the Temple, making and selling tapes of Jewish music and using the proceeds for the Sefer Torah. Your project does not have to "make money." Giving your time to something worthwhile is equally acceptable.

Other ideas might be regular visits with the elderly at a home, tutoring in a subject in which you excel, or sponsoring a visit of someone with the Make-a-Wish Foundation. Does your project have to have a Jewish theme? No, a Jew does not do things only for other Jews. If you see a need in your community with which you can help, do it! Whatever you do should show a commitment to accomplishing something of value.

Once you have decided on a Mitzvah Project, please fill out the form (next page) and return it to the Religious School office.

Your Mitzvah Project should be underway 6-8 months prior to your Bar/Bat Mitzvah date and should be completed a month before your Bar/Bat Mitzvah.

Sincerely,

Barry Koff
Director of Religious Education

MITZVAH PROJECT FORM

My Mitzvah Project will be:

Name of organization:

Supervisory person:

Telephone No.:

The goal of my Mitzvah Project is:

Outline briefly what you will do for your Mitzvah Project:

Total number of hours you will commit to the project:

*Please furnish photographs that record your participation in the Mitzvah Project.
(We will use them on our bulletin board as an example for other students.)*

APPROVAL SIGNATURES:

Parent: _____ Date: _____

Educator: _____ Date: _____

My Name is: _____ Bar/Bat Mitzvah Date: _____

Return form to Religious School office 1 month prior to Bar/Bat Mitzvah

THE BAR/BAT MITZVAH FAMILY CHECKLIST

Our Bar/Bat Mitzvah is scheduled for: _____

Parasha: _____

- 7-9 months** _____ Received and Responded to Bar/Bat Mitzvah Family Intake with Cantor
_____ 27-week Thursday Bar/Bat Mitzvah Training class begins (1 hr/week)
_____ 7th Grade Hebrew begins concurrent with BM Training
_____ Expect 15-30 minutes per day practice
_____ Mitzvah Project should be underway
- 4-5 months** _____ Students should know: Candle Blessing, Kiddush, Torah and Haftarah
_____ Blessings, V'ahavtah, Avot/G'vurot; minimum 2 aliyot of Torah
_____ Portion
_____ Expect 30 minutes or more per day practice time for Torah and prayers
- 3-4 months** _____ Publicity Form and one picture due in Religious School Office
_____ Student should know: all previous prayers, add, Yotzer, Ahavah Rabah Tzur
_____ Yisrael, Eloheinu, begin R'tze, Torah portion close to completion by week 10.
_____ Letter from Rabbis' office to meet concerning speeches
- 2 months** _____ First meeting with Rabbis about Torah and Haftarah portions, and speeches
_____ Student should know: all previous prayers, add R'tze, Modim, Sim Shalom;
_____ Torah portion finished.
- 6-8 weeks** _____ Begin Haftarah, read Aliyot without vowels
_____ All prayers should be close to completion, student may start optional prayers
- 1 month** _____ Review service Cues in Siddur
_____ Student should be able to go through entire Service, review Aliyot
_____ Turn in Shabbat Service form to Religious School Office
_____ Mitzvah Project and Shabbat form completed
- 2-3 weeks** _____ Practice on Bimah, rehearsals reading from Torah Scroll with Cantor
- 2 weeks** _____ Complete all Bimah Aliyah Honors, Kaddish, usher forms and submit all forms.
_____ to Cantor's Administrative Assistant
_____ Second meeting with Rabbis about all speeches
- 1 week** _____ Family rehearsal in Sanctuary; review entire service

*We encourage you to discuss your child's progress and any details
of the Bar/Bat Mitzvah with the Rabbis or Cantor.*

BIBLIOGRAPHY

Here are a few resources to help you with Torah interpretations, Jewish observance, and Bar/Bat Mitzvah history and practice. Take some time to get acquainted with these and other books in our Temple library.

The Second Jewish Catalog (also the first and third), Strassfeld and Strassfeld

The Pentateuch and Haftarahs, Hertz

The Torah, ed. Plaut. This is the blue Chumash with translations and commentary.

Stone Chumash

Pathways Through the Bible, Cohen

Encyclopedia Judaica, including articles on Bar/Bat Mitzvah, prophets

www.urj.org/torah

www.myjewishlearning.com/texts/Weekly_Torah_Commentary.html

www.jewfaq.org/barmitz.html

GLOSSARY

ALIYAH	From the Hebrew "to go up." It is the honor of reading the prayers before and after the reading of the Torah.
BAR	Son (Aramic)
BAT	Daughter (Aramic)
B'RACHOT	Blessings
B.C.E./C.E.	Before the Common Era/Common Era. Jewish equivalents of B.C and A.D.
BIMAH	Raised platform or altar, pulpit
CHUMASH	From the Hebrew chamesh (five): the first five books of the Bible in book form.
COMMENTARY	Explanations or elaborations of Biblical verses and stories.
D'RASHA	Bar/Bat Mitzvah "speech" - a statement dealing on a personal level with issues from the Torah portion. The d'rasha may include thank you's and should conclude with a prayer.
HAFTARAH	Reading taken from the prophetic works, the second section of the Bible. Haftarah is Aramic ("completion").
HAGBAH & G'LILA	The honors of lifting and dressing the Torah after it has been read.
HALACHA	Jewish law, connected specifically to ritual and practice.
K'TUVIM	Writings, the third section of the Bible - e.g. Psalms, Proverbs, Esther.
MIDRASH	Rabbinic literature that explains Biblical verses or tells stories using Biblical material as a springboard.
MINYAN	Quorum of ten Jewish adults, needed for congregational prayers.
MITZVOT	Commandments or good deeds. There are 613 mitzvot in the Torah.
N'VIIM	Prophets, the second section of the Bible - e.g. Isaiah, Ezekiel, Samuel, Kings.
PARASHA	Weekly Torah portion
PENTATEUCH	Greek name for Chumash (Penta = Greek, five)
SIDRA	Another word for Torah portion, parasha.
TALLIT	Prayer shawl with tsitsit, knotted strands, at the four corners.
TALMUD	The first codification of Jewish law, written over a 900 year period, from 400 B.C.E. It contains both halacha (Jewish law) and agada (stories).
TANACH	Hebrew acronym for the Bible. The consonants stand for the three sections: Torah, N'viim, K'tuvim.
TORAH	The five books of Moses, the first section of the Bible. The word is sometimes generalized to mean any Jewish teachings.
TROPE	The cantillation marks which guide the chanting of Torah and Haftarah portions. Hebrew: t'amim
TZEDAKAH	Righteous giving or justice; sharing with the needy.