



B'nei Mitzvah Handbook

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Dear Families,

Mazel tov! It might seem far off, but it's time to begin the formal process of B'nei Mitzvah preparation and training. B'nei Mitzvah is an important time in the Jewish life cycle for your family. We are honored to be a part of that.

The B'nei Mitzvah program at Kehillah is designed to make the process meaningful, engaging and personal. This guide will explain the process and requirements of our B'nei Mitzvah program. We understand that the details can be overwhelming, and are here to support your family.

Throughout the process we will be in close contact to ensure that things are progressing and that you are supported. Please let me know if there is anything I can do to help.

L'Shalom,

Sherri Morris
Education Director

Please note that B'nei Mitzvah take place in the Kehillah community and are extensions of weekly Shabbat services. The Rabbi welcomes opportunities to add personal moments, but the core of the service will remain the same.

I. The B'nei Mitzvah Date

At the fifth grade family workshop the Education Director will hand out dates for all students in the B'nei mitzvah class. Each date will follow the child's 13th Hebrew and/or secular birthday. This age requirement is the same for both boys and girls due to Kehillah's egalitarian values.

If a family prefers to have the B'nei Mitzvah at a later date, they can request another date after the student's 13th secular and/or Hebrew birthday. If requesting a change, families may wish to consider which Torah portion and/or Haftarah portion is most meaningful to them, and whether there is a major university event, such as homecoming/graduation, that could affect hotel reservations and caterers.

Note: Requests for exceptions to the 13th birthday policy must be submitted to the Rabbi in writing. An earlier date might be approved only in an extreme situation, such as for an ill family member to attend.

II. B'nei Mitzvah Requirements

In order to be eligible for B'nei Mitzvah your child must:

- A. Successfully complete a minimum of 3 years of Education (immediately prior to b'nei mitzvah), the last year of which must be at Kehillah, including the entirety of the 7th grade year.
 - Attendance at a Jewish day school is equivalent to attending Education as long as the last 2 years of Education are completed at Kehillah.
 - Questions regarding the number of years of attendance of Education should be discussed with the Education Director.
 - Please contact the Education Director and Rabbi if your child has special needs.
- B. Complete a mitzvah project 2 months prior to B'nei Mitzvah.
 - Project involves engaging in 18 hours of volunteer time (see Appendix D).
- C. Attend a minimum of 18 Saturday morning Shabbat services (out of town B'nei Mitzvah may count for up to 5) in the 2 years prior to Bar/Bat Mitzvah.
 - Please note that five service dates will be mandatory for all B'nei Mitzvah students, as these are learning services with the Rabbi; all students and their parent(s) participate.
- D. Participate with parent(s) in the one family B'nei Mitzvah workshop in 5th grade.
- E. Participate in private tutoring with a Kehillah approved tutor for 1 year prior.
 - Tutors prepare students to successfully lead services, including leyning Torah and chanting Haftarah.
 - Fees for tutors are paid by families directly to tutors.
- F. B'nei Mitzvah lead Saturday morning services and may also lead Friday night services. B'nei Mitzvah should be prepared and able to participate in Shabbat service as follows (based on ability):
 - Recite blessings for Torah reading and a portion of the parsha, (usually maftir) in Hebrew
 - Chant the Haftarah and its blessings in Hebrew
 - Prepare & present a D'var Torah (thoughts & explanation about the Torah portion)
 - Lead the Torah Service
 - Lead other portions of the Shabbat service to be decided upon by the student, family, Rabbi and Director of the Education

Students may choose to lead part or all of the Friday night Shabbat service. Please note that the student's family is responsible for providing the student with a copy of the Friday night siddur.

- G. Meet as a family with the rabbi to discuss:

- The parents', the student's and the Rabbi's expectations of the Bar/Bat Mitzvah
 - Any special plans regarding the date or desires of the family
 - Parts of the service that the student or other members of the family will lead
 - Home study of the Torah portion for the family in preparation for B'nei Mitzvah
 - Doing a full run through of the service 1-2 weeks prior to the B'nei Mitzvah
- H. Meet alone with the rabbi to:
- Study the Torah portion
 - Review and write the D'var Torah
- I. Read a section of the Torah for an additional two dates in the year after the Bar/Bat Mitzvah.
- J. Ensure that the B'nei Mitzvah fee of \$500 has been paid.
- This fee has been added to the Education tuition for the 5th, 6th and 7th grade years (\$100 in 5th grade and \$200 in both 6th and 7th grades). This fee covers the event facilities fee, a Saturday morning siddur, a Chumash, 4-6 individual preparatory sessions with the rabbi, 5 Shabbat class workshops with the Rabbi, and one workshop co-led by the Education Director and the Rabbi.
- K. Ensure that all Kehillah dues and fees are paid in full 2 months prior to B'nei Mitzvah.

Note: When attending Shabbat morning services, students are encouraged to wear appropriate attire that respects the sanctity of both the sanctuary and the Sabbath. For example, sneakers and blue jeans are not appropriate attire.

III. Honors for Family or Friends

Honors forms (**Appendix I**) should be completed and returned the Education Director no later than five weeks prior to the Bar/Bat Mitzvah date. Please note that these honors are options for you to include family and friends. It is not required that you use every honor. If you need help assigning honors, please contact the Education Director.

Possible honors for family or friends include:

- Handing out kippot and prayer books as people enter the sanctuary
- Opening and closing the ark
- Aliyot
- Reading Torah
- Hagbah and Gelilah (raising and wrapping the Torah)
- Leading a part of the prayer service
- Leading an individual prayer

Please Note:

- *People under 13 years of age and non-Jewish relatives/friends may participate in the service. Please consult with the Rabbi or Education Director about which parts of the service are appropriate.*
- All participants called to the Torah are strongly encouraged to wear a kippah and tallit (for Jewish participants) if they are comfortable.

IV. Torah Honors

Torah honors include aliyot and leynung. These honors are reserved for Jewish friends and family. It is not mandatory for families to assign all Torah honors.

- A. Aliyah is the honor for which someone is called to the Torah to recite the blessings before and after the Torah portions are read.
- The blessing of the maftir (last section of the parsha) is reserved for the B'nei Mitzvah student.
 - Parents may assign 6 aliyot to family members or friends.

- The blessing of the 7th aliyah is usually reserved for the parents so that they may be next to the student while she/he chants the Maftir blessing and reading.
- Two or more people may do one aliyah together (consult with the Rabbi for group aliyot).
- The 4th Aliyah will be reserved for a community member.
- Aliyot not assigned by the family will be given to congregants by the gabbai.

Note: The Rabbi is available to meet with people receiving an aliyah to help them practice. The Education Director is able to supply each family with a CD and transliteration of the blessings to share with all family members receiving aliyot.

B. Guidelines for Assigning Family and Friends to Leyn Torah:

- Leyning is reading with cantillation from the Torah. Anyone leyning at a B'nei Mitzvah must read with cantillation (using trope) directly from the Torah scroll. People given this honor must be in touch with the Education Director to confirm the correct verses and their ability to leyn.
- Names of people assigned Torah readings must be given to the Education Director **no later than 8 weeks prior** to the B'nei Mitzvah.
- Torah portions not assigned *and communicated* to the Education Director **8 weeks prior** will be assigned to community members.

V. Friday Night Oneg and Saturday Kiddush

Families having B'nei Mitzvah host the Shabbat morning Kiddush. If your child is leading services on Friday night, you are expected to host the Oneg on Friday night in addition to hosting Shabbat morning Kiddush. This would be in addition to any other celebration a family may be hosting for invited guests. Families may decide to cater their event or do it themselves.

Generally the Friday night oneg is a dessert. The Saturday morning kiddush is a luncheon. All food and drink should be consistent with Kehillah's kashrut policy.

A. Facilities Form

Please turn in your facilities form to Kehillah's administrator at least four weeks before the event so that she can arrange for the appropriate set up. The charge for the custodian is included in the B'nei Mitzvah fee except in extreme circumstances in which the required set-up is more time consuming than usual.

The caterer or person(s) responsible for delivering food and setting up tables and supplies may have access to Kehillah during office hours (M–F, 8:30 am – 3:30 pm).

B. Kehillah Supplies

25- six foot long tables, 500 chairs, 4- eight foot tables and table linens. Table linens must be put on the tables by the families, taken home to be laundered and returned by the Wednesday following your Bar/Bat Mitzvah. **Families or Caterers will need to supply:** Round tables, cutlery, dishes, linens including table covers (if not using the Kehillah's table linens), glasses, serving platters.

All leftover food from your event must be removed from Kehillah refrigerators by Monday after your simcha. It is customary to take leftover foods and drinks to the Interfaith Council Homeless Shelter. A donation of food can be made 7 days a week from 8 a.m. – 6 p.m. Please call the shelter directly (967-0643) for additional information.

- C. **Kiddush Items:** You may provide wine, grape juice and challah yourself or, for \$36, Kehillah will provide three challot, one 64 oz grape juice, and one 1.5 liter bottle of wine for you. Kehillah can also lend your family a Kiddush cup and challah cover for use at the B'nei Mitzvah at no additional cost, or you may provide your own.
- D. **Candy Toss:** If you choose to have a candy toss, you must use the fruit gems supplied by the Kehillah for \$18.
- E. **Parking:** The parking lot at Kehillah can accommodate 100 cars. If more spaces are needed, you may contact Community Church (942-2050) across the street to arrange overflow parking. Please inform guests of the two options. There is no parking allowed on Mason Farm Road.
- F. **Payment to Service Providers:** Shabbat Policy does not allow for the exchange of money on Shabbat. If you are using a caterer, babysitter or other provider that requires payment, please arrange to pay them prior to the beginning of Shabbat on Friday evening.

VI. Kashrut Policy

(for a more detailed version of the policy, please contact Kehillah's Administrator)

- A. **Non-Catered Events:** All non-catered Kehillah community events or programs are to be dairy (food made with milk or milk products) or pareve (foods that are neither meat nor dairy). Fish that have both fins and scales (i.e., salmon, tuna) are considered kosher. No meat, poultry, non-kosher foods or foods containing meat, poultry, or non-kosher foods may be served. Food can be prepared at Kehillah or at home. Also, all wine and other beverages may be used.

All cheeses are permitted unless there is an obvious addition of a non-kosher substance added to the cheese. Rennet is considered to be pareve.

- B. **Use of a Caterer:** Different rules apply when an event is professionally catered, and kosher meat may be served at these events if the caterer is interviewed and approved by Kehillah (to assure that the caterer will follow Kehillah's Kashrut guidelines).

Dairy foods may not be served at the same event where meat or poultry is served. No dish may be served which contains both dairy products and meat or poultry ingredients. The kitchen may not be used by anyone, including a caterer, for meat or poultry products.

Private Events not at Kehillah

Rules regarding dairy or pareve restrictions and restrictions against non-kosher ingredients for community and private events at Kehillah do not apply to private events held in members' homes or at other facilities.

VII. Programs

Families are responsible for creating and printing programs for the B'nei Mitzvah. Program templates and sample programs are available from the Education Director.

The program must be submitted to the Education Director three weeks before the B'nei Mitzvah to be reviewed by the Education Director and the Rabbi and returned to the family in plenty of time to print for the event.

VIII. Help

We are here to support your family during this process. If you have any questions or need help, please contact the Education Director.

Appendix A: B'nei Mitzvah Guidelines for Older Students

These guidelines are intended for children twelve and older who have had no prior Jewish Education experience. Such students will be eligible for B'nei Mitzvah two years after joining Kehillah and meeting the following requirements:

1. Complete a minimum of two years of private tutoring. Students will cover all subjects in the fifth through seventh grade broad curriculum, which will be provided by the Education Director.
2. Volunteer in the religious school for a minimum of one year—either as a classroom or office assistant.
3. Attend B'nei Mitzvah family workshops (depending upon the age of the student) led by the Education Director and the Rabbi.
4. Attend a minimum 18 Shabbat morning services (depending upon the age of the student). The dates of five of these services will be determined by the Rabbi, who will lead a teaching session prior to the start of the service.
5. Complete a B'nei Mitzvah project, which includes a minimum of eighteen hours of community service.
6. Meet with the Rabbi to study the student's Torah portion and prepare the d'var.
7. Complete the other B'nei Mitzvah requirements as outlined in the B'nei Mitzvah handbook, including paying the \$500 B'nei Mitzvah fee.
8. Read Torah for two additional dates after the Bar/Bat Mitzvah.

Appendix B: B'nei Mitzvah Time Line

Note: The tasks that have a bullet point (•) are necessary for the ritual component of the Bar/Bat Mitzvah. All other tasks are optional.

One to One and a Half Years Ahead

- Accept the date of the Bar/Bat Mitzvah
- Make sure you have been attending Shabbat Services at least once a month
- Begin individual tutoring and learning Maftir and Haftorah
- Meet with the rabbi for consultation about the Bar/Bat Mitzvah. Review any special needs or desires for the service. Also, schedule times to study with the rabbi and the time of the dress rehearsal. Make decisions about the Bar/Bat Mitzvah celebration (location, caterer, music, etc.)

Nine Months Ahead

- Decide which parts of the service will be led by the Bar/Bat Mitzvah student
Purchase or make tallit; a tallit may be received as a gift or one may be borrowed from the sanctuary
Plan hotel accommodations for out of town guests
Consider child care arrangements for young children
Begin looking invitations and planning the guest list

Six Months Ahead

- Make sure all Kehillah dues and other fees are paid in full
Make arrangements for Friday dinner and Sunday brunch for out of town guests
Order kippot and benchers
Order/make program booklets or explanation of the service
Order invitations, including any maps, directions, and RSVP cards

Four Months Ahead

- Plan honors/roles for family and friends
- Read through the Torah portion in preparation for meeting with the rabbi
Follow up on any party equipment needed (chairs, tables, linens, etc.)
Arrange for announcement/invitation to be placed in Kehillah's newsletter

Two to Three Months Ahead

- Submit the honors form to the Education Director with names of anyone assigned to leyn (read) Torah.
- Submit facilities form to Kehillah's administrator
- Begin series of 4 – 6 meetings with the rabbi to discuss and write the d'var Torah
Send invitations (RSVP's should be returned no less than 3 weeks prior to the event)
Send information to out of town guests, including directions and hotel information
Complete catering menus, floral arrangements and centerpiece orders (balloons are not allowed). Please note that Rabbi Jen is allergic to most flowers.
Arrange for additional help with serving and cleaning for the Kiddush/Oneg
Plan any speech or special ceremony for the reception

One Month

- Submit final honors form to the Education Director
- Create B'nei Mitzvah Program (Templates available from Education Director)
- Submit Program to Education Director and Rabbi for review
- Have kiddush cup, tallit, challah cover, and candlesticks for the ceremony
- Confirm the final dress rehearsal with the rabbi
If you want pictures of the student reading Torah, make arrangements with photographer & the rabbi
Begin to get the final count of guests
Plan seating arrangements and place cards

Final Week -2 weeks ahead

- Review ceremony and aliyot assignments with the rabbi at the dress rehearsal
Confirm arrangements and final details with all vendors
- **Relax and try not to stress. Enjoy this wonderful event!**

Appendix C: Opportunities to Contribute to Kehillah for Life Cycle Events

Those experiencing life cycle events often ask how they may most appropriately show their appreciation to Kehillah staff and community for their assistance and support. Friends and relatives may also desire information on suitable ways to commemorate a loved one or honor the special moments in a congregant's life. Below is a list of possible ways to make meaningful contributions towards supporting our synagogue in its service to the community:

Kehillah Religious School: This fund helps to support the programming of the Religious School

College Scholarship Fund: Teenagers who have continued their participation at the Kehillah are able to apply for an award. This fund hopes to encourage a new generation of active Jewish adults.

Lipman Endowment for Scholar in Residence Program: Contributions to this fund will enable this endowment to grow and to sustain our ability to offer a weekend of learning with a renowned scholar.

Israeli Film Series Fund: Each year we bring Israeli films to our community. These films have limited US distribution and they give us an interesting look into Israeli society. Contributions will enable us to continue offering this wonderful film series.

Torah Fund: Managed by our Ritual committee, this fund is used to purchase prayer books and religious objects needed by Kehillah community. Any donation amount is gratefully accepted.

Facilities Fund: This supports a number of much needed building improvements, capital and otherwise, planned for Kehillah. General donations in any amount are welcome. Alternatively, Kehillah's administrator will be happy to provide a complete list of specific projects and their estimated costs for more directed giving.

Rabbi's Discretionary Fund: Rabbi Feldman maintains a private fund to assist any Kehillah member in need or to support any synagogue or community endeavor, at her personal discretion. Donations should be made out to "Rabbi's Discretionary Fund".

General Fund: Any donations not specifically designated for one of the funds outlined above will automatically be applied to this fund, which directly supports Kehillah's operating budget. General fund donations afford Kehillah maximum flexibility in pursuing its mission.

Yahrzeit Memorial Plaques: Kehillah is proud of its particularly beautiful wall mounting for the traditional bronze plaques bearing the names of deceased loved ones. Located to the side of the bimah, individual plaques may be purchased for \$300.

All contributions to Kehillah are deeply appreciated and are specially noted in the synagogue newsletter. Stock donations are also accepted.

Appendix D: B'Mitzvotav – An opportunity to do Mitzvot (Adapted from Bar/Bat Mitzvah Education – A Sourcebook, Chapter 27, by Janice Roger)

In Pirkei Avot we read, “The world rests on three things: on Torah, on worship and on acts of loving-kindness.” Study of Torah encompasses your Education training and preparation for B’nei Mitzvah. Avodah (worship) is done through attending services, leading the congregation in prayer at your B’nei Mitzvah and chanting your maftir and Haftarah portions and their blessings.

What about the other 600+ mitzvot? How can you do the mitzvot of Gemilut Chassidim, “Acts of Loving-Kindness?” To work towards this goal, all B’nei Mitzvah students will be required to volunteer for at least **18** hours: 15 hours in the community and 3 hours at Kehillah. Below is a list of ideas of activities and local volunteer agencies. Please note that for this project, students should work with people who are in need in some way. Once a student has decided on what to pursue for the mitzvah project, s/he needs to e-mail the Education Director for approval. Once approved and completed, activities must be supervised and signed off on the Mitzvah Project Log by an adult. Projects are due 2 months in advance of B’nei Mitzvah date. There is much work to be done in the world and you will make a difference!

Kehillah Opportunities (3 hours minimum)

- Help clean the kitchen for Pesach
- Set up for the Chanukah party
- Run kids’ games at an event
- Polish the silver for Rosh Hashanah
- Clean up after the Yard Sale

Community Opportunities, Agencies & Ideas (15 hours minimum)

- Volunteer at the Recreation Department helping with the Special Olympics
Chapel Hill Parks & Recreation Department, 919-968-2810
- Volunteer at the IFC Community Kitchen (with an adult)
Inter-faith Council for Social Services, 919-929-6380 x31, www.ifcweb.org
- Adopt a senior, visit people who are alone & celebrate Shabbat, or organize a toy drive.
Jewish Federation/Jewish Family Services, www.shalomdch.org, 919-489-5335
Ask Rabbi Jen or Morah Sherri for names of our seniors at various senior residences.
- Volunteer at the Ronald McDonald House (with an adult)
Ronald McDonald House, www.rmh-chapelhill.org/, 919-913-2040
- Volunteer on a farm or at a special event (with an adult) or work at mobile marts
Inter-faith Food Shuttle, www.foodshuttle.org, 919-250-0043
- Help ready a family to move in to a new home.
Housing for New Hope; 919.489.6282, www.housingfornewhope.org
- Volunteer to help out in a myriad of ways, including tutoring.
YMCA, Chapel Hill: 919-442-YMCA; Durham: 919-956-9602, www.ymcatriangle.org/Helping_Others/Volunteering.aspx
- Find the perfect volunteer opportunity for you.
Volunteer Center of Durham, www.thevolunteercenter.org, 919-613-5105
- Help an older adult by raking leaves, shoveling snow or running an errand.
- Tutor special-needs children before or after school
- Volunteer opportunities clearinghouse in Durham
www.volunteercenter.org , 919-613-4515
- Help at a women & children’s shelter
Homestart (at IFC) Coordinator is Stephani Kilpatick. Email her at skilpatick@ifcmailbox.org

Appendix E: Facilities Policies

Note: The facilities form must be returned to Kehillah's administrator no later than four weeks prior to the B'nei Mitzvah. The form helps Kehillah in planning for the event.

The following is excerpted from the full facilities policies for Kehillah rental. Only the parts of the policy that pertain to B'nei Mitzvah are included here.

1. Each user must accept Kehillah as is and leave the facility as it was found with all furnishings and equipment in place. Failure to leave space clean with all trash removed will result in an additional cleaning fee.
2. Kehillah is a smoke-free environment.
3. No photographs may be taken or electronics used at any Kehillah facility on Shabbat.
4. Kehillah is fully accessible to disabled persons, with ground level entrances in both buildings.
5. The user is responsible for all equipment and room damage, theft or maintenance resulting from the activity.
6. Kehillah must approve in advance all decorations. Candles, balloons and crepe paper may not be used at any time in the facility.
7. Kehillah cannot offer storage space for materials or equipment.
8. Kehillah is not responsible for any items left in the facility after an event.
9. The erection of outdoor tents is permissible with prior permission and must be coordinated with Kehillah.
10. No furniture, tables, or chairs are to be moved or taken outside the building without prior permission. Anything so removed must be returned to the interior by the end of the event.

The Facilities Form will be e-mailed to you 2 months before the B'nei Mitzvah.

Appendix F: Taking the Anxiety out of the Aliyah

Having an Aliyah is not only a great honor, but it is also a wonderful way for family members to share in the joy and meaning of the B'nei Mitzvah ceremony.

What is an Aliyah?

Aliyah literally means “ascending,” and refers to ascending the bimah (platform at the front of the sanctuary from which services are lead) to take part in the reading of the Torah. Classically, a person would be given the honor of reading a selection from the Torah. The reader would pronounce *berakhot* (benedictions) before and after the reading. Since reading Torah is a highly specialized skill, the custom developed of inviting people to partake of the honor by simply reciting the *berakhot* before and after the Torah reading, leaving the reading itself to someone trained in that skill.

How do I know when to go up?

After the Torah has been removed from the *aron* (ark), marched around the sanctuary and returned to the bimah, the Rabbi will introduce the Torah reading. The Rabbi or Gabbai (congregant who stands beside the reading table and follows the reading) will announce which portion is being read (“we are now on the 1st Aliyah, Chapter 1 verse 3”). Next, the Rabbi or Gabbai will call up the person assigned to say the blessing over that specific portion. Make note prior to the service which aliyah you are assigned (1st, 2nd, etc.).

How will I be called?

Here you have to do a bit of research. You will be called by your Hebrew name. Each person will be called to the Torah using his/her full Hebrew name, which includes his/her mother’s and father’s Hebrew names. Example: *Sara bat Amram v’Yocheved*: Sara daughter of Amram & Yocheved. When you hear your Hebrew name, it’s time to move to the table where the Torah is read.

What do I do when I get there?

Take your place at the table just to the right of the Torah reader, between the gabbai and Torah reader. Our community embraces the wearing of tallit and kippah for men and women. Those who are comfortable are encouraged to wear both for an aliyah. If you are wearing a Tallit, grab a corner with one hand. If you are not wearing a Tallit, one of the Gabbaim (plural of Gabbai) will give you the cloth tie for the Torah, or you can use the corner of your prayer book. The reader will point to the Torah portion. Touch the Torah scroll with your Tallit (or tie for the Torah or prayer book) at the spot where the reader will begin. You then kiss whatever it was you used to touch the Torah. Next, recite the blessing before the Torah reading. The prayers for before and after the Torah reading can be read or sung and are on the bima in large print. The Torah reader will then read. When the reading is completed, the reader will point to the spot where he/she ended. Again, touch the spot with your siddur or tallit, kiss the siddur/tallit, and recite the blessing after the Torah reading. Afterwards, it is customary to shake hands with the gabbai.

Then what do I do?

Since every Jew would like to spend as much time in the presence of the Torah as possible, you stay up there while the next Aliyah is called and the next section of Torah is read. Move around to stand next to the Gabbai along side of the table. After the reading is complete and the *berakhah* is recited, you are done. Shake hands with the Gabbai and return to your seat. You will notice that when you shake people’s hands, they may utter the expression “*Yeshar Ko-ach*,” which means something like “more power to you.” You may respond: reverse the expression – “*koach yeshar*” – or, to a man say “*Barukh Tihyeh*,” to a woman say “*Berukhah Te-hi*,” both meaning “May you be blessed.”

Audio of the blessing as well as the text (Hebrew, transliteration and English) is on our website www.kehillahsynagogue.org in the “Ritual Links” section. A CD of the blessings is available from the Education Director by request.

Appendix G: B'nei Mitzvah Contract

I, _____, son/daughter of _____ understand that in order to have a Bar/Bat Mitzvah at Kehillah Synagogue, I will need to:

1. Successfully complete a minimum of 3 years of Education (immediately prior to the Bar/Bat Mitzvah), the last year of which must be at Kehillah. This includes attending consistently throughout the whole seventh grade year. Attendance at a day school is equivalent to attending Education as long as the last 2 years are completed at Kehillah.
2. Attend a minimum of 18 Saturday morning Shabbat services in the 2 years prior to the Bar/Bat Mitzvah. Five dates of adult services will be mandatory for all B'nei Mitzvah students, as the Rabbi will lead a learning session with the students during this service; all students will participate in those services. Parent(s) are requested to attend with their children.
3. Participate with my parent(s) in the family B'nei Mitzvah workshops.
4. Be prepared and able to participate in the Shabbat service in the following ways:
 - a. Recite the blessings for the Torah reading and a portion of the week's parasha, (usually maftir) in Hebrew
 - b. Chant the Haftarah and its blessings in Hebrew
 - c. Prepare and present a d'var Torah
 - d. Lead the Torah service
 - e. Lead other portions of the Shabbat service to be decided upon by the student, the family, the rabbi, and the Education Director
5. Complete the mitzvah project 2 months prior to the B'nei Mitzvah date.
6. Have my current Kehillah dues, builders' fund, and Education tuition paid in full 2 months prior to the Bar/Bat Mitzvah date.
7. Read the Torah for two additional dates in the year after the Bar/Bat Mitzvah.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Appendix H: The B'nei Mitzvah Program

The program is given to guests by the ushers as the guests arrive at a B'nei Mitzvah. It is created by and printed by the B'nei Mitzvah child's family. It usually includes the following information:

- Name of B'nei Mitzvah child
- Date of B'nei Mitzvah
- The Chapter and Verse of the Torah and Haftarah portions to be read
- List of people receiving honors
- Information about the service
- Information about the child's mitzvah project
- Explanation of B'nei Mitzvah traditions
- Reminder that clapping is not appropriate during the worship service
- Reminder that all guests may wear yarmulkes (kipot), but only Jewish guests are to wear a tallit
- Reminder that there is no photography or cell phone usage at Kehillah on Shabbat

Program templates and sample programs are available from the Education Director.

The program must be submitted to the Education Director three weeks before the B'nei Mitzvah to be reviewed by the Education Director and the Rabbi and returned to the family in plenty of time to print for the event.

APPENDIX I: HONORS FORM & FAQ

Q: How can we include our family and friends during the bar/bat mitzvah service?

A: There are many opportunities to honor family and friends during the service. This form is where you will assign those honors.

Q: Do I *have* to assign someone for every honor?

A: No, you do not have to assign all honors, but they are there if you would like.

Q: What is an aliyah?

A: The recitation of the blessings before and after Torah is read.

Q: What are hagbah and gelilah?

A: Hagbah is the honoree performing the ritual lifting of the Torah after the reading, gelilah is the honoree rolling and dressing the Torah.

Q: Which honors are appropriate for non-Jewish participants?

A: Opening and closing the Ark, Prayer for our Leaders, Prayer for Peace, and Prayer for Our Future (p. 86).

Q: Can non-Jewish participants have an aliyah?

A: Aliyot are for Jewish participants, however, non-Jewish spouses may stand on the bimah while the blessings are recited by their Jewish spouse.

Q: Do I have to find all the Torah readers? What do I tell them?

A: You do not have to assign every Torah reader. If you need help, please let us know at least two months in advance so that we may find the remaining Torah readers. When you do assign a Torah reader, please verify they know how to leyn (read Torah with cantillation) directly from the Torah (no vowels). If they have questions about the verses, please contact us and we will help.

Q: How do I fill out the honors form?

A: Write in the names of the participants where you would like them to participate. Please note that if someone is honored for an aliyah, you need to write in their English **and** Hebrew names (see below).

Q: How do I write the Hebrew names out properly?

A: Hebrew names are written with the Hebrew name of the person, son (ben) or daughter (bat), followed by their Jewish parent(s)' names. Examples:

- Boy's Hebrew name is Moshe and his parents are Pinchas and Chana, his Hebrew name would be: Moshe ben Pinchas v'Chana. With one Jewish parent: Moshe ben Chana or Moshe ben Pinchas.
- Girl's Hebrew name is Miriam and her parents are Pinchas and Chana, her Hebrew name would be: Miriam bat Pinchas v'Chana. With one Jewish parent: Miriam bat Chana or Miriam bat Pinchas.

Q: When do I need to fill out the honors form?

A: As soon as you are ready! The forms need to be turned in no less than five weeks prior to the bar/bat mitzvah. If something changes, just let us know and we can correct your form. We use this form to compare to the honors listed in the program. We also prepare an outline that is used at the run-through and at the simcha. That is why we need it to be submitted timely!

HONORS FORM

B'nei Mitzvah Name _____ Date _____

- Usher 1: (name) _____
- Usher 2: (name) _____
- Are you doing a candy toss? yes no
- Presentation of the Tallit
 - Are you presenting the b'nei mitzvah student with a tallit? yes no
 - Do you want the presentation to be part of the service? yes no
 - If yes, please list the name and relationship of the person(s) presenting the tallit:
 (name) _____, (relationship to b'nei mitzvah) _____
- Opening & Closing Ark to remove Torah:
 (name) _____, (relationship to b'nei mitzvah) _____
- Passing the Torah
 - Do you want any family member(s) to pass the Torah to the b'nei mitzvah student? yes no
 - If yes, please list the name and the relationship of the person(s) handing down the Torah:
 (name) _____, (relationship to b'nei mitzvah) _____
 (name) _____, (relationship to b'nei mitzvah) _____
 (name) _____, (relationship to b'nei mitzvah) _____
 (name) _____, (relationship to b'nei mitzvah) _____
- Aliyot

Aliyah	Torah Verses	Torah Reader	Hebrew Name of Person Reciting Blessing (including Jewish Parent(s))	English Name of Person Reciting Blessing	Relationship to B'nei Mitzvah
#1 Rishon					
#2 Sheni					
#3 Shlishi					
#4 Revii			Please do not assign, this is reserved for a congregant.		
#5 Chamishi					
#6 Shishi					
#7 Shivi'i					
Maftir		B'nei Mitzvah		B'nei Mitzvah ← (indicate their Hebrew name)	

- Hagbah and Gelilah *please note that if your honoree has not previously lifted the Torah they **must** come in to practice with Rabbi Jen before the ceremony. It requires significant upper body strength to do safely.*
 - Hagbah (name) _____, (relationship to b'nei mitzvah) _____
 - Gelilah (name) _____, (relationship to b'nei mitzvah) _____
- Prayer for Israel (name) _____, (relationship to b'nei mitzvah) _____
- Prayer for Leaders (name) _____, (relationship to b'nei mitzvah) _____
- Prayer for Future (name) _____, (relationship to b'nei mitzvah) _____
- Prayer for Peace (name) _____, (relationship to b'nei mitzvah) _____
- Opening & Closing Ark to return Torah
(name) _____, (relationship to b'nei mitzvah) _____
- Ashrei (name) _____, (relationship to b'nei mitzvah) _____
- Ein Keloheinu (often a younger sibling or family member)
(name) _____, (relationship to b'nei mitzvah) _____
- Adon Olam (often Kitah Zayin)
(name) _____, (relationship to b'nei mitzvah) _____
- Kiddush (if not b'nei mitzvah student)
(name) _____, (relationship to b'nei mitzvah) _____
- Motzi (if not b'nei mitzvah student)
(name) _____, (relationship to b'nei mitzvah) _____

Please note:

*Anyone being called to the Torah is strongly encouraged to wear a kippah (for everyone) and tallit (for Jewish participants) if they are comfortable doing so.

*No electronics are permitted on Shabbat, including cameras and cell phones, anywhere on Kehillah grounds.