

MORRISTOWN JEWISH CENTER BEIT YISRAEL
BAR/BAT MITZVAH GUIDE

The Bar/Bat Mitzvah signifies the granting of full rights and responsibilities of adulthood in Judaism. Literally, Bar or Bat Mitzvah means “one who is subject to the Commandments.” The Bar/Bat Mitzvah ceremony is a rite of passage into full and equal membership in the Jewish Community. The policies in this Guide are current as of February 1, 2015, and are subject to modification.

The purpose of this Guide is to help you through the preparation for the Bar/Bat Mitzvah, which is one of our children’s most important religious experiences. The Guide is divided into a number of sections:

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A Guide such as this is not perfect. If you have questions that are not answered by this Guide, please consult the Rabbi, the Director of Education and/or the chairperson of the Religious Committee.

Once you have read this Guide and no later than two weeks after the 6th Grade Bar/Bat Mitzvah Retreat, please return the signed agreement that is attached hereto as Schedule 1.

I. Shabbat Services and Decorum

It is the policy of the Morristown Jewish Center Beit Yisrael (“MJCBY”) that all B’nai Mitzvah children participate in MJCBY’s regular Friday night and Saturday Morning services on the Shabbat of their Bar/Bat Mitzvah. These are regular weekly services that have a set content and format.

The first part of this section outlines the general rules that are applicable on Shabbat at the Morristown Jewish Center.

The second part of this section outlines the Friday night service and the expected role of the Bar/Bat Mitzvah and family in that service.

The third part of this section outlines the Saturday morning service and the expected role of the Bar/Bat Mitzvah family in that service.

The fourth part of this section provides guidelines for the optional parent’s prayer.

A. Shabbat Decorum and Procedure

Shabbat starts at candle lighting time, which is generally about twenty minutes prior to sundown and ends approximately forty minutes after sunset, or an hour after candle lighting time. However, during daylight savings time, it is often necessary to start services prior to candle lighting time. On those weeks, Shabbat starts at MJCBY when services begin, even if candle lighting time is later.

A principle tenet of Judaism is that Shabbat is a day of rest, and therefore that work is prohibited on Shabbat. As a result, certain things must be done prior to the beginning of Shabbat or must wait until after the conclusion of Shabbat. Cooking, picture taking, writing, use of most electronic devices and the playing of musical instruments are among the types of things that are prohibited on Shabbat. For that reason, MJCBY requires that you and your guests follow these general rules when planning your Bar/Bat Mitzvah:

1. Honors and the Bimah:

In general, individuals who go up to the bimah during services are Jewish and must be dressed appropriately. At the same time, the Jewish Center recognizes that Jewish families today may include non-Jewish parents. Therefore we offer several opportunities for the parent of a Bar or Bat Mitzvah who is not Jewish to come to the bimah and share in the joy of their child's milestone. These honors currently include several honors at the Friday night service (see the chart that follows) At the Saturday service- the non-Jewish parent may come to bimah for the Torah aliyah of their child, participate in the parents prayer, and join the torah processions. The following lists the ways in which Jewish and non-Jewish parents, family and friends can participate in the Bnai Mitzvah services at MJCBY. The Ritual Committee continues to study other options, in keeping with the tenets of Conservative Judaism. The Rabbi will review all these options and all the honors with you and your family

Friday Evening

- | | | |
|----|---|----------------------|
| a. | Open the door for Lecha Dodi | Jewish or Non-Jewish |
| b. | Tallit Presentation and holding up Wimple on Friday night | Jewish or Non-Jewish |

- c. Ark Openings (either on Friday Night or Shabbat morning) Jewish

Shabbat Morning

- d. Take Torah out of Ark and hand to grandparents/other parent and then Bnai Mitzvah Jewish (all participating)
- e. Carry Torah Out (if not done by Bnai Mitzvah) Jewish
- f. Join processional at base of bimah and walk in processional Jewish or Non-Jewish
- g. Torah Reading (in Hebrew) Jewish
- h. Parents' Aliyah Jewish
- i. Parent on Bimah for child's aliyah Jewish or Non-Jewish
- j. Shehecheyanu Jewish -- but non-Jewish parent may also rise in place
- k. Parental Prayer Jewish or Non-Jewish
- l. Release "Prayer" (when done at end of service) Jewish or Non-Jewish

If something is not listed, it is most likely that it can only be done by the Jewish parent or someone else who is Jewish.

For many honors, it is important that the honoree know his/her Hebrew name. Hebrew names take the form of the individual's name as well as the name of his/her parents. You will be required to provide the Hebrew Names of your honorees two weeks prior to the Bar/Bat Mitzvah.

2. Picture Taking: Taking pictures through the use of any type of camera or video equipment is prohibited on Shabbat and Yom Tov (holidays including Rosh Hashanah, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah, Pesach, Shavuot) on all synagogue property. Synagogue property includes the front lawn, driveway and rear parking lot, as well as the building itself. Please inform your guests. You can make arrangements to take pictures or videos on a weeknight prior to Shabbat when the building is open for other reasons. If nothing else is scheduled and the building must be opened just for picture taking, a custodial/security fee will be charged on an hourly rate, in accordance with MJCBY's published rates for facility usage (A copy of the current rates is enclosed with this Bar/Bat Mitzvah packet. The rates may be change between the time you receive the packet and the year in which your Bar/Bat Mitzvah occurs.).

Please check with the Rabbi and Cantor prior to scheduling picture taking if you want them present for pictures and once you schedule picture taking, please confirm by e-mail or letter with them. Note that if you are scheduling picture taking at after normal business hours and the Rabbi/Cantor are not going to be participating, you need to confirm with the Executive Director that someone is available to open the building and lock it when you are finished.

3. Cell Phones and Electronic Devices: All cell phones, pagers and other electronic devices other than medical equipment are to be turned off prior to entering MJCBY property. If there is a life or death reason (e.g. Physician on call) which requires that you or your guests have such a device in the Sanctuary, the device must be set to a mode (e.g. vibrate; blinking light) where it cannot be heard. If ushers hear a cell phone, pager or other electronic device in the Sanctuary or elsewhere in the building, they will ask that it be turned off. If they hear a cell phone, pager or other electronic device multiple times, they may ask that the device be removed from the Sanctuary. PLEASE inform your guests of this so that they are not unpleasantly surprised.

4. Smoking: MJCBY is a smoke free facility and smoking is not permitted in the building. In addition, on Shabbat, smoking is not permitted on MJCBY property. If you must smoke, please go to either the public parking lot or the public sidewalk.

5. Deliveries and Removals: All deliveries (e.g. flowers, food, wine, grape juice, candy, balloons) must be made during hours when MJCBY is open (9:00 a.m. to 5:00 p.m., Monday through Thursday, and 9:00 a.m. to 12:00 noon on Friday) prior to Shabbat. If you will need assistance with the deliveries, please check in advance with the Executive Director to see if there will be someone at MJCBY who can assist you.

- No items may be brought to the synagogue after Shabbat begins.
- No items may be removed from MJCBY until Shabbat ends.
- Flowers and Bimah decorations must be removed no later than the Monday immediately after the Bar/Bat Mitzvah.
- If an outside caterer is used, all leftover food must be removed from MJCBY no later than Sunday morning unless other arrangements are made, as there may be events later in the weekend that require the use of the Kitchen. MJCBY will throw out items that are left beyond these deadlines or arrange for them to be delivered to the soup kitchen if appropriate and if that can be done at no cost to MJCBY.
- If there is a large volume of leftover "stuff" that must be thrown out, MJCBY reserves the right to charge you for part or all of an additional dumpster.

6. Dress Code and Handicapped Access: A Bar/Bat Mitzvah is a religious service and appropriate decorum includes appropriate dress. MJCBY reserves the right to refuse to allow someone on the Bimah who is not appropriately dressed.

For All Guests:

For male guests who are not receiving honors, appropriate dress means a head covering, a jacket (sports jacket or suit jacket), a collared shirt and dress pants.

For all female guests who are not receiving honors, appropriate dress means a dress or blouse that covers the shoulders, is not low cut in the front or back, and is not see through, and a skirt or dress that is no shorter than 2 inches above the knee. In the alternative, female guests may wear a pants suit.

For the Immediate Family and Guests Receiving Honors (in addition to what is specified above for all guests), appropriate dress means:

For the Bar Mitzvah Boy and men, a suit or sports jacket and tie.

For Bat Mitzvah girls and women, an appropriate head covering.

Please advise your guests of these dress rules. We have seen more and more guests attend who do not comply with these rules, particularly when a party is scheduled elsewhere immediately after services.

Handicapped Access:

Parking and the main entrance to MJCBY are at the rear of the building, and require climbing stairs to reach the first floor where service as well as Kiddush/Oneg will take place. There is ramp access to the first floor from the front of the building. The ramp can be found off the sidewalk that goes to the right when facing the front door. We recommend dropping the person who needs ramp access together with another adult in the driveway at the front of the building to access the sidewalks in front of the building. The vehicle may then be parked either on the right side of the driveway so that it does not block other vehicles seeking to exit, or the driver may exit and return to the parking lot behind the building. Please advise the Executive Director in the event you expect to need the ramp so that the door at the top of the ramp can be unlocked in advance.

7. Public Locations: You may not move the furniture or literature that MJCBY has placed in its facilities or set up additional furniture or tables in the public areas of the synagogue. Public locations include the room that the Oneg is held in on Friday night and the room that the Kiddush is held in on Saturday morning. If you are having a private party at MJCBY (see below), you may set up tables or other things in the room that is being used for the private party.

8. Private Parties elsewhere: If you are holding a private party elsewhere after services, it is expected that you will provide your guests with directions to that party with your invitation and that you will not distribute them during services or at the Kiddush following services. The microphones in the room in which Kiddush is being held are not to be used to make announcements to your guests.

9. Buses: Buses are not permitted in the MJCBY parking lot because of the size and layout of the parking lot. If you intend to use buses to transport your guests, please speak to the Executive Director at MJCBY regarding where the buses can pick up your guests. If you use buses, it is expected that you will provide your guests with information as to the time the bus will depart and the location where the bus can be found with your invitation and that you will not distribute information regarding the bus during services or at Kiddush.

10. Private Receptions on Shabbat at MJCBY: Apart from the Congregational Kiddush or Oneg, you may elect to have a dinner for out of town guests prior to or after Friday evening services (depending on the time of services) or a reception following Kiddush on Saturday morning (or both). If you decide to do so, all materials related to that private party must be kept in the room in which the private party is to be held, including but not limited to place cards and displays about the Bar/Bat Mitzvah.

If you choose to have a private kiddush luncheon, the following applies. The Bar/Bat mitzvah is both a family event and a community celebration. Following services, all guests and congregants participate in a kiddush together. This kiddush continues for a minimum of 30 minutes following kiddush and motzi. After 30 minutes the Rabbi will make an announcement welcoming invited guests to continue to their private luncheon. At that time members of the congregation may stay in the first room to continue their kiddush.

11. Gifts: Please advise your guests that it is not appropriate to bring gifts to MJCBY to give to the Bar/Bat Mitzvah and that MJCBY does not have facilities for the safe storage of such gifts during or after services.

B. Shabbat Evening (Friday Night) Services

Friday evening services are held at different times during the year. Please confirm the time that the service will start on the weekend of your Bar/Bat Mitzvah with the Executive Director prior to instructing your guests when to arrive for that service. Most often, services start at 6:15 or 8:15. The Bar/Bat Mitzvah family is expected to arrive at least fifteen minutes prior to the scheduled starting time for services.. The Bar/Bat Mitzvah is expected to participate in and lead services. An outline of the time frame and content of the Friday evening service is found below. All page references are to the second edition of Sim Shalom which we use at MJCBY. In years when there are many B'nai Mitzvah, it is possible that the service will be shared with other honorees such as a class service, Sisterhood or Men's Club Shabbat, or Minyonaires. With respect to the service itself:

1. Three honors are reserved for the Bar/Bat Mitzvah family: (a) opening the doors of the Sanctuary during Lecha Dodi; (b) opening the Ark curtain for Aleinu; and (c) holding the wimple during the wimple presentation. The wimple may be held by family members or friends who are not Jewish.
2. Some parents and/or grandparents elect to present the Bar/Bat Mitzvah with a ritual article such as a Tallit, candlesticks or Kiddush Cup during the Friday evening service. This is optional.

Time	Page	Description	Person Leading
6:15/8:15	61	Opening Prayer	Bar/Bat Mitzvah
	13	Shalom Aleichem	
	15	L'Chu N'ranana	
	16-20	Selected Psalms	
	19	Romemu	
6:30/8:30	21	L'Cha Dodi	
	23	Psalm for Shabbat	
	24	Mourner's Kaddish	
	28	Barchu	
	28-29	Blessings after Barchu	
	30-31	Shema	Bar/Bat Mitzvah
	32-33	Blessings after Shema	
6:45/8:45	34	V'Shamru	
	34	Chatzi Kaddish	
	Back Cover and 35-38	Silent Amidah	
	47-48	Vayechulu HaShamaim and following prayers	

		Presentation of Ritual Article	Parents or Grandparents of Bar/Bat Mitzvah – Optional
	49	Kiddush	
7:00/9:00		Sermon	
	51	Aleinu	
	52	Mourner’s Kaddish	
	53/54	Yigdal or Adon Olam	

C. Shabbat Morning (Saturday Morning) Services

1. General

Services begin promptly at 9:30am and the Bar/Bat Mitzvah family is expected to arrive at MJCBY no later than 9:00am, unless the Rabbi or Cantor specifically requests that the child (or an adult who is doing torah reading) arrive earlier. An outline of the time frame and content of the typical Shabbat morning service is provided below. However, there are a variety of reasons why the time frame and content of services will change. For example, once a month we say a prayer for the new month. During Chanukah and on Rosh Chodesh, we say Hallel and we read from a second torah. During a number of Shabbats prior to Purim and Pesach, we read from two torahs. All of these will cause some variation in what is listed below. In addition, it is possible that MJCBY may celebrate a second simcha (Aufruf, Baby Naming, and Milestone Birthday) on the morning of the Bar/Bat Mitzvah, and that will also affect the timing of services. **Services usually end between 12:00 and 12:15pm, followed by a Kiddush. Please keep the ending time in mind when making your arrangements, especially if you plan a reception outside of MJCBY.**

2. Torah Reading for Guests

We read Torah as part of the Shabbat morning service. Torah reading is a privilege and a skill. It takes time to learn to do read Torah properly and it takes practice and skill to continue to do it properly. While reading Torah may be learned from a book that has vowels and trope markings, it is read on Shabbat from a handwritten Torah scroll which does not have vowels or trope markings. There is a great deal of variation in the way scribes form the letters that appear in the Torah. Thus, in addition to being able to read the Torah Reading without vowels and Trope,(musical notes), the Torah reader must also be able to read even if the appearance of the letters is different from what appears in the Tikkun (a book that shows how the Torah appears in one form of writing).

It is not unusual for an individual who has either not read before or has read very infrequently to have difficulty with a Torah reading. Infrequent Torah readers often spend their time prior to the Torah reading working on the Torah reading outside the sanctuary, and thus are unable to participate in the service. Accordingly, if you intend to ask individuals to do read Torah at the Bar/Bat Mitzvah (apart from the Bar/Bat Mitzvah child) who are not regular MJCBY Torah readers, the following rules apply:

- (a) Members of the Bar/Bat Mitzvah family are NOT allowed to read Torah for the first time at MJCBY on the day of the Bar/Bat Mitzvah. If the family members are members of MJCBY, it is expected that they will have done Torah reading at MJCBY at least twice in the six months prior to the Bar/Bat Mitzvah if they wish to read at the Bar/Bat Mitzvah. If you have a family member or friend who is a member of MJCBY, who wants to read torah at the Bar/Bat Mitzvah and who does not read regularly, please

have that person contact the Cantor to arrange to be scheduled for the necessary torah readings as soon as possible.

- (b) Friends and/or relatives who are not members of MJCBY must satisfy the Cantor and/or the Ritual Committee regarding their ability to read Torah before they will be allowed to read torah at the Bar/Bat Mitzvah. First, the individual must have read torah at least twice in the past six months at the individual's synagogue or Jewish Day School. Second, the individual must supply the name and phone number of the Synagogue's Rabbi or Cantor or, in the case of a Jewish Day School, the head of Judaic Studies, who can vouch for the individual's ability to read Torah. Finally, either Friday night prior to or after services, or Saturday morning prior to services, the individual must do the reading from the MJCBY Torah that will be used for services to the satisfaction of the Cantor, Rabbi or member of the MJCBY Ritual Committee who is listening.

Time	Page	Description	Person Leading
9:00		Family arrives	
9:20		Family enters sanctuary	
9:30	61, 65	Opening Blessings	Bar/Bat Mitzvah preferred
9:35	72	Preliminary Service	Rabbi/BM/optional
	83	Baruch Sheamar	BM/Optional
	85	Romemu	BM Optional
	92	Ki L'olam chasdo	BM Optional
9:45	105	Shacharit	Bar/Bat Mitzvah Optional (part or all)
	105	Shochain Ad	Cantor
	106	Chatzi Kaddish	B/BM preferred
	107	Barchu	B/BM
	108	Al Adon	B/BM
	112-113	Shema	B/BM
	Back Cover and 115 – 116	Amidah	B/BM
10:15	139	Torah Service	
	129	Open Ark for Torah Service	Family designee
	141	Removal of Torah(s) from Ark	Father (and Grandfathers) of Bar/Bat Mitzvah
	141	Carry Torah	Bar/Bat Mitzvah or family designee
		Speech 1 regarding torah reading	Bar/Bat Mitzvah
10:25	Etz Chayim	Torah Reading	The Bar/Bat Mitzvah generally reads the torah for at least one aliyah, usually the last (Maftir) and may do the entire torah reading. All other

			torah readers are subject to the rules above.
		1 st Aliyah	Preferably a Kohan (family designee). Hebrew name must be supplied.
		2 nd Aliyah	Preferably a Levi (Family Designee). Hebrew Name must be supplied.
		3 rd /4 th Aliyah	Family Designee who is not a Kohan or Levy. Hebrew name must be supplied.
		5 th Aliyah	Reserved for Congregation
		6 th Aliyah	Reserved for those observing yahzeit
		7 th Aliyah	Reserved for Parents. Hebrew names must be supplied.
	146	Kaddish	Cantor or Gabbai
Time	Page	Description	Person Leading
		Maftir Aliyah	Bar/Bat Mitzvah
	146	Lifting the Torah	Reserved for Congregation but family may request a member of the Congregation who has been approved to lift torahs at MJCBY.
		Tying the Torah	Family Designee
		Speech 2 about the Haftorah	Bar/Bat Mitzvah
10:55		Blessings before the Haftorah, Haftorah and Blessings after the Haftorah	Bar/Bat Mitzvah
		Candy	Passed out by member of the Ritual Committee to 1 st six rows
		Personal Speech	Bar/Bat Mitzvah
	151	Ashrei	Bar/Bat Mitzvah or family designee
11:10	153	Carry Torah for Return	Family designee
	154	Open Ark for Torah Return	Family Designee
		Return of Torah	Gabbai
11:20		Rabbi's Sermon	Rabbi
		All Synagogue Presentations Except Minyonaires (includes MJCBY, HAMC, Ramah, Holocaust Twinning, etc.)	Rabbi to Bar/Bat Mitzvah
		Chatzi Kaddish	Cantor
11:30		Musaf Silent	
	Back Cover,	Musaf Repetition	Cantor

	156-157		
	181	Full Kaddish	Cantor
	182	Eyn Kaylohaynu	Bar/Bat Mitzvah and family members or friends
	183	Ark Opening for Aleinu	Family Designee
	184	Mourner's Kaddish	Rabbi
11:50		Shehecheyanu	Parents, Grandparents and Siblings standing in their places
		Release Prayer	Parents of the Bar/Bat Mitzvah
		Parents' Prayer	Optional – See section on Parents Prayer below.
		Minyonaires Presentation	Member of Minyonaires designated by family
12:05	187	Adon Olam	Bar/Bat Mitzvah and family or friends
		Family exits for Kiddush and Motzi	

D. Parents Prayer

MJCBY gives parents the option of sharing a short prayer (up to three minute) with their child who is celebrating his/her Bar/Bat Mitzvah towards the conclusion of services. Speaking on the bimah as part of the Shabbat morning service is a privilege and entails an obligation to the entire congregation. The content of this prayer must be consistent with a Shabbat morning service. The prayer is an opportunity to express your hopes and wishes for your son/daughter on the occasion of his/her Bar/Bat Mitzvah. The prayer transmit some torah (i.e. Jewish values, religion and culture) to the Bar/Bat Mitzvah in a forum that may well be memorable for both you and your child in the years after the Bar/Bat Mitzvah or may just provide him/her with your perspective on the importance of Judaism in their lives. This is a prayer for the Bar/Bat Mitzvah, and not a speech about the child who is having the Bar/Bat Mitzvah.

The Bar/Bat Mitzvah packet contains a number of sample prayers given by parents at MJCBY or elsewhere. If you find another prayer that is appropriate, you can submit it to the Ritual Committee via Rabbi Nesson for approval and it will be added to the list of approved prayers. **Please Note:** If you have other things to say that are important to you, you have the opportunity to use other forums for sharing these special thoughts such as a letter to your child, or giving a speech as part of a family gathering or celebration that may be held after the service or some other time that weekend. Some families do this after people have had an opportunity to get food and sit down for Saturday Morning Kiddush.

Only the parents may speak, not grandparents or siblings. The parents may decide that one or both will deliver the prayer in the given 3 minute timeframe, it is up to you. We have heard some very nice prayers where alternating stanzas were read by the mother and father.

E. FOLLOWING THE SERVICE IN HEBREW

MJCBY is cognizant of the fact that an increasing number of Bnai Mitzvah families and their guests are unable to follow or participate in services because they do not read Hebrew. MJCBY still has some copies of the guide to services prepared by member Debbie Smith some years ago. The guide included transliterations for a number of prayers as well as explanations of prayers. It is in the process of being updated and substantially expanded with the hope that it will be available by the end of the Summer of 2014.

II. Pre Bar/Bat Mitzvah Preparation

FAILURE TO SATISFACTORILY COMPLETE THE PREPARATION AND OBLIGATIONS MAY RESULT IN RESCHEDULING OR CANCELLATION OF THE BAR/BAT MITAVAH DATE.

A. Jewish Education

The Bar/Bat Mitzvah must, during the entire period of training and at the time of the Bar/Bat Mitzvah, either (a) satisfactorily complete all requirements of MJCBY Religious School and, if the Bar/Bat Mitzvah occurs after graduation, be in the good standing at the Morris County High School for Hebrew Studies, or (b) be in full time attendance at a Jewish Day School. As a reminder, the MJCBY Religious School requires the following to be in good standing:

1. Attendance at seventy percent (70%) of all Religious School classes from third grade through seventh grade and completion of all assignments. Attendance is critical to Bar/Bat Mitzvah preparation. Should a student have more than six (6) absences per semester may be required to complete make up assignments. Leaving a class early or arriving late may be considered an absence.
2. Attendance of at least seventy percent (70%) of the number of Junior Congregation required for each year from 3rd grade on. Attendance is critical to Bar/Bat Mitzvah preparation.
3. Leading Junior Congregation two times during 6th Grade and two times during 7th Grade.
4. Appropriate conduct when attending services and specifically during Bar/Bat Mitzvahs of classmates, friends and relatives. If behavior is not appropriate, the individual may be required to sit with his/her parents when attending future Bar/Bat Mitzvahs.
5. Completion of the 6th Grade Mitzvah program. This requires completion of thirteen (13) of the mitzvot on the Mitzvah List, as well as an appropriate mitzvah project. Please complete the Mitzvah Contract which is attached as Schedule 3, sign it, and return it to 6th grade teacher at least six months prior to the Bar/Bat Mitzvah.
6. Completion of the 6th grade curriculum on the meaning of becoming a Bar/Bat Mitzvah, the introduction to their Parsha and Haftorah, and the introduction to the use of Tefillin.
7. MJCBY will require a Bar/Bat Mitzvah family to engage a supplemental tutor approved by MJCBY in the event additional tutoring is required for the Bar/Bat Mitzvah because of a failure to comply with the Religious School's attendance policy including but not limited to regular late arrival, early departure or non-attendance at Religious School, Junior Congregation or the Cantor's group lessons. In the future, MJCBY may also impose a higher bar/bat mitzvah fee on families that don't meet these requirements.

B. Bar/Bat Mitzvah Lessons with the Cantor

1. Approximately nine months or more before the Bar/Bat Mitzvah, your child will be assigned to an orientation class with the Cantor. The class covers the prayers in the service, the Haftorah blessings and the Haftorah trope (melodies). It is a prerequisite for this class that your child can satisfactorily read Hebrew, as the class is not intended to teach Hebrew reading. This class is given immediately following Hebrew School on Wednesdays from 6:00 to 6:30 PM. Private lessons generally commence 9 months before the Bar/Bat Mitzvah.
2. Preparation for a Bar/Bat Mitzvah cannot occur just in the group classes and individual lessons with the Cantor. During the period of group lessons, the Bar/Bat Mitzvah must devote at least 20 minutes a day to practice and preparation. During the period of individual lessons, the Bnai Mitzvah must devote at least thirty minutes a day to practice and preparation. The amount of time specified here is an average. Particular Bar/Bat Mitzvahs may need to devote more time depending on the length and difficulty of the torah reading and haftorah, as well as the number of prayers that the Bar/Bat Mitzvah will be leading in services.

C. Preparation with the Rabbi

Approximately three months before the Bar/Bat Mitzvah, Rabbi Nesson will meet with the Bar/Bat Mitzvah to start working on the speeches that the Bar/Bat Mitzvah will give, and to address any other questions or issues that have arisen. The Bar/Bat Mitzvah needs to plan to spend at least two hours a week working on these speeches during this time period until the speeches are completed and ready. This amount is an average and is set with the hope that the Bnai Mitzvah who devotes this amount of time will be finished writing his/her speeches at least two weeks prior to the Bar/Bat Mitzvah. There will be some Bar/Bat Mitzvahs who find that they must devote more time to this preparation because of the subject matter of the Torah and Haftorah portions. The Bar/Bat Mitzvah can prepare for his/her sessions with Rabbi Nesson by reading his/her Torah portion and Haftorah in English, and answering the following questions:

1. What is the Torah Portion about?
2. What is the Haftorah about?
3. Is there anything in your Torah reading that is particularly important to you?
4. Is there anything in your Torah reading which teaches you a lesson that you would like to share with your family and friends?
5. What does becoming a Bar/Bat Mitzvah mean to you and why is it important?
6. What does becoming a Bar/Mitzvah mean to your family, parents and grandparents?
7. Do you see this event in your life as being the end of your Judaism or the beginning?
8. What do you want to do to learn more about your Jewishness?
9. Are there any people that you would like to thank for helping you reach this important day (e.g. parents, grandparents, Cantor, teachers, Rabbi, others)?

D. Attendance at Services: The Bar/Bat Mitzvah and his/her family are required to attend four Shabbat evening (Friday Night) and four Shabbat morning (Saturday) services at MJCBY during the eight to twelve week period immediately prior to the Bar/Bat Mitzvah to help both the Bar/Bat Mitzvah and the family to become familiar with the service.

E. Other Family Responsibilities:

1. **Bar/Bat Mitzvah Profile:** Complete the Bar Mitzvah Profile that is attached to this Guide as Schedule 2 and return it to Rabbi Nesson one month prior to the Bar/Bat Mitzvah.
2. **Optional Blessing:** After the Shehecheyanu at the end of services, you may recite the blessing which gives thanks for releasing you from the religious obligations for the Bar/Bat Mitzvah. This is optional. A copy of the blessing is enclosed.
3. **Parent's Prayer:** If you intend to give a Parent's Prayer at the Bar/Bat Mitzvah service, you may select one of the attached prayers. The details of the Parent's Prayer are discussed above.
4. **Preparation of Honors List:** At least four weeks before the Bar/Bat Mitzvah, the Rabbi will meet with you to review the honors list. You must assign the honors and return the final honors sheet which is attached as Schedule 6 no later than two weeks prior to the Bar/Bat Mitzvah. We have provided you with instructions for various honors in Schedule 7. The following rules apply to honors:
 - a. All individuals with honors must be Jewish except as indicated on page 3. We do not allow non-Jews to participate on the Bimah during services. If you have non-Jewish direct relatives, please meet with Rabbi Nesson.
 - b. All men with honors must wear a kippah and on Saturday morning, a Tallit.
 - c. All women with honors must wear a head covering. On Saturday morning, a tallit may be worn by those women who have chosen to do so.
 - d. All individuals selected for Aliyot must be able to recite the blessings before and after the aliyah in Hebrew. A copy of the blessing is attached in Hebrew, transliteration (the Hebrew words phonetically spelled in English) and an English translation. However, reading the blessings in English is NOT an option. A cd or mp3 is available from the Cantor should you need to practice. We can also recommend websites to assist you.
 - e. All individuals who are to read Torah must comply with the provisions of Section I C 2 above.
 - f. The person who is asked to tie the torah should be someone who has done that before and knows what he/she is supposed to do.
 - g. You may request that a person who is on MJCBY's list of approved individuals for lifting the Torah lift the Torah at the Bar/Bat Mitzvah. MJCBY will generally honor the request if the individual is at services that morning.
 - h. Hebrew names are required for all individuals who are called for Aliyot, including the Bar/Bat Mitzvah, his/her parents, and the individual who is asked to tie the torah. The Hebrew name consists of the individual's Hebrew name as well as the Hebrew name of the individual's father. You may also

include the Hebrew name of the individual's mother. PLEASE make sure you get these Hebrew names.

- i. The Bar/Bat Mitzvah family is assigned to four aliyot, the parents take the seventh aliyah, the Bar/Bat Mitzvah takes the Maftir aliyah, and two aliyahs are reserved for the congregation. If you are Kohen or a Levi, or you have family members who are a Kohen or a Levi, please let the Rabbi know so that we can arrange the aliyot in the correct order. The third and fourth aliyahs may not be given to either a Kohen or a Levi. Since the Bar/Bat Mitzvah family is limited as to the number of aliyahs that it receives, an aliyah may be shared by multiple people (e.g. Husband and Wife, all Aunts and Uncles, all Grandparents, all siblings of the Bar/Bat Mitzvah who have already had their Bar/Bat Mitzvah). MJCBY does, however, reserve the right to limit the number of individuals called for a single aliyah or to call a group aliyah that consists of more than 4 individuals by number of the aliyah, rather than name.
- j. The final version of the attached form for honors is to be provided to the office at least two weeks before the Bar/Bat Mitzvah. The honors form and parents prayers can also be found on our website.
- k. Please make sure that all individuals with honors on Friday Night arrive no later than the scheduled time for the start of services; and that all individuals with honors during the Saturday Morning service arrive no later than 9:50AM. If there is significant doubt or concern as to whether an honoree will be able to arrive by 9:50 AM, please list an alternate for that honor on the back of the honors form. If the alternate is to have an aliyah, please provide the alternate's Hebrew Name.

4. Preparation of your Guests: Please advise your guests of the following either with the invitations or after they RSVP:

- a. This is a religious service. We expect appropriate dress and behavior from all attendees. Women and Men should comply with the dress requirements in Section I above.
- b. We expect all men to wear Kippot during services. We expect Jewish men to wear a Tallit.
- c. Unlike many other synagogues, the Bar/Bat Mitzvah participates in many parts of the service starting at 9:30 AM. Therefore we recommend inviting family members to arrive by 9:15, and others should be encouraged to arrive by 9:45. As most of the service is in Hebrew, we recommend that non-Jewish classmates and, at your option, non Jewish guests, be invited to arrive at 10:15, so that they are present before the Bar/Bat Mitzvah gives his/her speech on the Torah reading.
- d. While we allow entry and exit from the Sanctuary at all times, we do hold people who have entered at the back of the Sanctuary if they arrive during certain prayers or during the sermon. We also ask that entry and exit, except at the end of services or before services begin at 9:30 AM, be done quietly without stopping to talk to people that you know along the way.

- e. No food, drinks or candy (gum) should be brought into the building, because of Kashrut, or the Sanctuary, because of decorum. Please also advise them of the restrictions on cell phone usage, picture taking and smoking found in Section I A.
 - f. The size of our parking lot is limited. For those who are not local, please provide them with directions that include alternate parking locations. Please check with the office as to where parking is allowed other than in the public parking lot or metered spots on the streets. The office also has a map if you should need it. If you have guests staying at the Hyatt who do not wish to walk to services and you expect a large number of guests, we recommend that you check with the Hyatt about having a Hyatt van bring take them to/from services.
 - g. Gifts should not be brought to or given at the synagogue. If guests are dropped off at the Synagogue and will not be picked up until after a reception at another location, please ask them to either drop off the gift at your house the day before or the day after the Bar/Bat Mitzvah
5. **Chaperone Duty:** As part of your Bar/Bat Mitzvah responsibility to MJCBY, each family will be assigned to chaperone at the Shabbat Morning services of the Bar/Bat Mitzvah which **immediately precedes** yours, and the Bar/Bat Mitzvah which **immediately follows** yours. Please review the Chaperone Guide that is attached as Schedule 5. If you expect more than twenty (20) of your child's friends who are between the ages of 11 and 14 to attend services on Shabbat Morning, you must arrange for two additional adults to help chaperone for each additional ten (10) "friends" that you expect. Thus, if you expect 40 friends to attend, you need to arrange for four (4) additional adult chaperones. If you ask adults to chaperone who do not have children in the current MJCBY Bar/Bat Mitzvah class, please provide them with a copy of Schedule 5 so they know what they are supposed to do. Please provide the names of the additional adult chaperones to the MJCBY Office no later than one week prior to the Bar/Bat Mitzvah.
6. **Ritual Purchases:**
- a. For boys having a Bar Mitzvah and girls who elect to wear a Tallit and use Tefillin, purchase a Tallit and Tefillin. Tallitot can be bought through the Sisterhood gift shop or at a number of stores in New Jersey and New York. Consult the Rabbi with regard to the purchase of Tefillin.
 - b. Kippot: Many parents elect to provide kippot for guests and others. These may be ordered through Sisterhood.
7. **Candy:** It is traditional to throw candy at the Bar/Bat Mitzvah after the conclusion the blessings after the haftorah. The candy must be Kosher, which means that the candy must have an acceptable Hekscher on the box or container. The candy must also be soft (e.g. Sunkist Fruit Gems). Finally, the candy must be wrapped. The family is limited to 25 pieces of candy which must be supplied to the MJCBY office no later than noon on Friday. The Sisterhood Gift Shop now offers to arrange for this candy. Please contact the office. The candy is handed out by a member of the Ritual Committee.

8. **Gift of Israel:** The Morristown Jewish Center Beit Yisrael and UJC of MetroWest encourage all Bar/Bat Mitzvah families to enroll in the community's gift of Israel Registry and to start saving now for an organized teen trip to Israel. UJC of MetroWest contributes to this. In conjunction with this, UJC of MetroWest suggests that you consider reproducing and adding the language that appears in Schedule 4 to your Bar or Bat Mitzvah invitations.
9. **Program Guides:** MJCBY normally prints a guide to Shabbat Morning services. Some families prefer to prepare a somewhat more elaborate program guide for family, friends and congregants to follow along and to keep as a memento. If you intend to prepare a program for your child's service, please submit it to the Rabbi for review at least two weeks prior to the Bar/Bat Mitzvah. The Rabbi must approve the draft before you have it printed. Only approved programs may be distributed at MJCBY services.
10. **Honoraria:** Though not required, many families would like to do something to express their thanks and acknowledge the hard working commitment by the Rabbi, the Cantor and/or Bar/Bat Mitzvah tutor in helping to prepare your child. We suggest that a donation be made to the Rabbi's Discretionary Fund or the Cantor's Discretionary Fund honoring the work with your child and the entire family toward the success of the day. MJCBY does not recommend a specific amount. An honorarium is entirely discretionary and should reflect what the family feels is appropriate.

In addition you may wish to make a donation to a specific MJCBY fund such as the Building, Education or Renovation Funds. For naming opportunities or the creation of an endowment please speak to the President of MJCBY.

III. Financial Obligations of the Bar/Bat Mitzvah Family

A. General Financial Obligations Jewish Education

1. There is a required Bar/Bat Mitzvah Fee of \$850 which will be added to your Synagogue Statement and must be paid no later than four weeks prior to the Bar/Bat Mitzvah. This fee includes a general fee of \$500 and the custodial fees for the basic Friday evening Oneg and Saturday morning Kiddush. There may be additional custodial fees depending on the specific Friday Night/Saturday Morning options that you select. The Bar/Bat Mitzvah Fee is set by synagogue year (July 1-June 30) and is subject to change prior to July 1 of each year. This may include a surcharge if the Bar/Bat Mitzvah has not met the attendance requirements for Religious School and Junior Congregation.
2. The Bar/Bat Mitzvah family is expected to be current with all financial obligations at least four weeks prior to the Bar/Bat Mitzvah. Specifically, dues, Religious School Fees and fees for the use of the facility for the Bar/Bat Mitzvah, Kol Nidre Pledge and Building Fund obligations must be paid for the entire current fiscal year.

B. Bar/Bat Mitzvah Obligations

1. **Flowers/Bimah Decoration:** The Bar/Bat Mitzvah family is expected to provide flowers or other decorations for the Bimah. If you provide flowers, please ask the florist not to include tropical flowers, lilacs or any flowers with strong scents in deference to people who participate in services and have allergies to flowers. In

recent years, some families have done inventive displays using food items, clothing and/or toys that can be delivered to the soup kitchen, food pantry or an appropriate shelter after Shabbat.

2. The Bar/Bat Mitzvah family is expected to sponsor the Friday evening Oneg Shabbat. In the event that another organization or event is happening that evening, the sponsorship may be shared. The Oneg Shabbat can be arranged through Sisterhood or an outside caterer. Information on arranging this through Sisterhood is enclosed. If you use an outside caterer, the caterer must be approved by MJCBY and the food requirements should be based on the number of guests you expect plus fifty (50) congregants. Please see the attached Fee Information sheet regarding fees associated with using an outside caterer.
3. The Bar/Bat Mitzvah family is expected to sponsor the Saturday morning Kiddush. Again, this can be done through Sisterhood or an outside caterer. This is not a "private" Kiddush. Everyone in attendance at services will be invited into Kiddush and may sit at any of the tables that are set up. Your Kiddush must include:
 - a. Food for the number of guests (adults plus children) that you invite plus fifty (50) regular congregants. If you are providing a sit down Kiddush/Luncheon, please provide the MJCBY Office with a count of the number of guests you expect so that the appropriate number of tables may be set up.
 - b. At a minimum, the Kiddush must include challah, gefilte fish, another fish (herring, tuna fish, and lox) or egg salad and some cookies or cake.
 - c. Wine and grape juice must also be provided for Kiddush. Once you specify the number of guests you expect, the MJCBY Office can tell you the quantity that you must provide. Some families also provide a bottle of Scotch or Whiskey. If you want a private Kiddush or luncheon, this may be arranged to begin in a separate room thirty (30) minutes after the Congregational Kiddush begins.
4. Saturday Evening Affairs: If you are having a Saturday evening affair at MJCBY, you must check with the Rabbi as to when Shabbat ends. We recommend doing this as soon as you know that you want to hold a Saturday evening affair at MJCBY. With the recent changes in daylight savings time, Shabbat ends at 7:45 PM or later from mid March through the end of September, and is still late in the month of October prior to the clock change.

C. Coordination with MJCBY Office

You should plan to meet with the Executive Director regarding the plans and schedule for your Bar/Bat Mitzvah no later than four months prior to the Bar/Bat Mitzvah, and preferably at least six months prior to the Bar/Bat Mitzvah, particularly if you intend to use an outside caterer. All arrangements should be made well in advance and closely coordinated with the MJCBY Office. We strongly recommend that you talk to the MJCBY office before finalizing your choice of an outside caterer if you chose to use an outside caterer, your plans for an optional Friday Night dinner at MJCBY, or your plans for a Saturday Evening Affair at MJCBY. The MJCBY Office must be supplied with the names of all outside vendors who will be delivering items to MJCBY for the Bar/Bat Mitzvah, including outside caterers, florists and entertainers.

Please keep in mind that there may be other events scheduled at MJCBY on the weekend of your Bar/Bat Mitzvah. Some of these events may be on Shabbat (e.g. Friday evening Minyonaires or Class Service; Saturday morning Aufruf or Baby Naming) and some may be Saturday evening or Sunday. In some instances, these other events may not be known until as late as one month prior to the date of the Bar/Bat Mitzvah (e.g. Baby Naming). These events may also require pre Shabbat deliveries and may require coordination. In the event that you intend to have a more elaborate Kiddush, whether through Sisterhood or an outside caterer, it is important for the MJCBY Office to know that so that the family having the other simcha (e.g. Baby naming, Aufruf) can be told the per person cost of sharing the expense of Kiddush prior to finalizing the date for such other simcha.

Mazel Tov again on your upcoming Simcha.

Schedule 1
Bar/Bat Mitzvah Guide Contract

Name of the Bar/Bat Mitzvah

We, the parents of the Bar/Bat Mitzvah, have read the entire Bar/Bat Mitzvah Guide, understand the provisions in the Bar/Bat Mitzvah guide, and agree to all of the requirements set forth therein. We further agree to assist our Bar/Bat Mitzvah in the fulfillment of his/her obligations under this Bar/Bat Mitzvah Guide.

I, the Bar/Bat Mitzvah, have read all of Sections 1 and 2 of the Bar Mitzvah Guide entitled Shabbat Services and Decorum and Pre Bar/Bat Mitzvah Preparation and agree to all of the requirements imposed on me in those Sections.

Father of the Bar/Bat Mitzvah

Mother of the Bar/Bat Mitzvah

Bar/Bat Mitzvah

Schedule 2
Bar/Bat Mitzvah Profile

(To be filled out by the parents of the Bar/Bat Mitzvah and returned
to Rabbi Nesson at least one month prior to the Bar/Bat Mitzvah)

1. **Family History:** Tell me about your family. Where are they from? Are there any particular memories that are relevant to the Bar/Bat Mitzvah?

2. **About the Bar/Bat Mitzvah:**
 - (a) How would you describe your child to a stranger who has not met him or her? Include things like: school, favorite subjects, clubs, hobbies, favorite color, and favorite music.

 - (b) What does he/she do in his/her spare time?

 - (c) Is he/she messy or neat?

 - (d) Describe his/her relationship with siblings?

 - (e) What is his/her favorite sport to play/watch?

 - (f) Tell me anything else that would give me insight into your child's character:

3. **Grandparents and Great Grandparents:** Are there any who are still living and if so, tell me about them and provide me with their names. Please also let me know if they will be at the Bar/Bat Mitzvah.

4. **Name:** Who is the Bar/Bat Mitzvah named for? Are there any special qualities of those people that you would like to see the Bar/Bat Mitzvah emulate in his/her future life and if so, describe them?

5. **Affect of Bar/Bat Mitzvah on You:** How will this Bar/Bat Mitzvah affect your lives?

6. **Siblings:** Tell me the names of the Bar/Bat Mitzvah's siblings and whether they will be at the Bar/Bat Mitzvah?

7. **Guests:** Provide a list of the locations (states, countries) that your guests will be coming from.

The Mitzvah List

I. **Gemillut Hassadim (Acts of Loving Kindness)**

- Visit Someone who is ill in a hospital, nursing home, rehabilitation facility or at home (Bikur Cholim)
- Learn games, magic, clowning and perform same for children at a hospital or rehabilitation facility
- Volunteer as a family for a soup kitchen (prepare or serve a meal)
- Prepare and bring a meal to a family sitting Shiva
- Visit a Shiva house to comfort mourners and learn about the customs of mourning

II. **Shabbat (Honor the Sabbath)**

- Lead the following prayers at family Shabbat dinners: candle lighting, Kiddush, Motzi
- Learn and lead the Havdalah service with your family (conclusion of Shabbat and certain holidays)
- Help prepare a traditional Shabbat Dinner (Friday Night)

III. **Zicharon (Jewish Memory)**

- Learn about the person you were named for – what does it mean to have a Shem Tov (good name)
- Find out about the town your family came from – what did it give the Jewish World
- Interview an older member of your family – what was life like for them – what Jewish memories do they have?

IV. **Tzedakah (Sacred Giving)**

- Chose a tzedakah (charity) and donate a gift of money to help people – write why you chose that organization
- Make a tzedakah container and set aside money every day for a week – decide where it will go
- Donate three percent (3%) of your Bar/Bat Mitzvah gifts to Mazon, a Jewish response to hunger – find out about this organization or a local equivalent

V. **Customs - Learn about the customs of:**

- A Jewish Wedding
- A Brit Milah
- Attend the ceremony and write about your experience

VI. **Hiddur Pnai Zadein (Honor the Elderly)**

- Visit an elderly relative
- Visit a nursing home

VII. **Tz'ar Balay Chaim: Respect for Animals**

- Become involved with an organization that deals with animal rights
- Adopt a pet

VIII. **Derech Eretz – Learn what the term means and:**

- Find out three ways to honor your parents and practice them
- Write an essay on the respect that should be given to either (a) a synagogue; (b) a sanctuary; or (c) teachers.

Schedule 3

My Bar/Bat Mitzvah Contract

(to be returned to Rabbi Nesson at least 6 months prior to the Bar/Bat Mitzvah)

In preparing for my Bar/Bat Mitzvah at the Morristown Jewish Center Beit Yisrael, I pledge to:

- A. Fulfill the "13 Mitzvot" project by participating in 13 Mitzvot from the various categories listed on the attached page.
- B. In addition, I will participate in the following Mitzvah Project (describe):

I will do this project:

- Alone
- With my family
- With a friend

Name of Bar/Bat Mitzvah: _____

Signature of Bar/Bat Mitzvah: _____

Signature of Parent of Bar/Bat Mitzvah: _____

Schedule 4

Gift of Israel – Language for Invitations (Optional)

From the Bar/Bat Mitzvah:

In honor of my Bar/Bat Mitzvah, I have enrolled in our community's gift of Israel Bar/Bat Mitzvah registry. Through this program, I can start saving now for an organized teen trip to Israel. The local Federation contributes to this trip. You can make your Bar/Bat Mitzvah gift a part of my exciting plans by noting on your check: "For your Gift of Israel Account." It will be the gift of a lifetime.

From the Parents:

In honor of our son's (daughter's) Bar/Bat Mitzvah, we have enrolled in our community's gift of Israel Bar/Bat Mitzvah registry. Through this program, we can start saving now for an organized teen trip to Israel. The local Federation contributes to this trip. You can make your Bar/Bat Mitzvah gift a part of these exciting plans by noting on your check: "For your Gift of Israel Account." It will be the gift of a lifetime.

Schedule 5

Instructions for Chaperones

Thank you for coming and helping chaperone the children so that the bar/bat mitzvah can proceed smoothly.

1. The “friends” of the Bar/Bat Mitzvah who are between 11 and 14 should receive a paper from the ushers on their way into the service that explains what is expected from them. You might want to take a few extra ones and make sure the children read it when they sit down. You should also be familiar with it.
2. There are special rows reserved for the children – 4 rows on each side of the aisle toward the middle of the room. The children should sit in those rows or with their parents only.
3. Please sit with the children. Our religious school children are expected to follow along in the service and to participate by singing the parts that they know. Please encourage them to do so. With the other children, try to help them follow along by showing them the pages. Spread yourselves out – with one parent in each area – you will be much more effective.
4. The children are told that they are only allowed to leave the sanctuary once during the service and that they should not go to any other parts of the building. Try to arrange it so that only one or two children leave at any given time. Do not let groups leave together. This is very disruptive.
5. Try to see to it that talking is kept to a minimum. Certainly no loud noises should be coming from this section.
6. About once every half hour starting at 10:30am, one chaperone should go out of the sanctuary and take a walk around the building. Check the rotunda area, the Ballroom, the Social Hall, the bathrooms, downstairs in the school area, the babysitting area, and upstairs above the rotunda. No children should be in any of these locations except the bathroom.
7. No children should leave the building for any reason during the service.
8. If necessary, remind children with cell phones and other electronic devices (e.g. ipod) that they are not to be used inside the Sanctuary and are to be turned off or set so that they are noiseless (e.g. vibrate or blinking light for incoming calls or messages).

Schedule 6

Honors List

The following is a list of all of the Honors for Shabbat evening (Friday Night) services and Shabbat morning services. This list must be returned to Rabbi Nesson no later than two weeks prior to the Bar/Bat Mitzvah. When completing the list, please keep in mind that the Rabbi, Cantor, Ushers and Gabbais need to be able to read what you have written.

Shabbat Evening Honors:

Page	Honor Description	Person with Honor and relationship to Bar/Bat Mitzvah (e.g. grandparent, uncle, friend of family, etc.)
21	Open Doors for Lecha Dodi	
	Presentation of Ritual Item to Bar/Bat Mitzvah (Optional)	
50	Open Ark for Aleinu	

Shabbat Morning Honors:

Page	Honor Description	Person with Honor and relationship (e.g. grandparent, friend)	Provide Hebrew Name(s) in those boxes that are not shaded out
129	Open Ark for Torah Service		
141	Removal of Torah(s) from Ark		
141	Carry Torah		
	Speech 1 re torah reading		
	1 st Aliyah		
	Torah Reader for 1 st Aliyah		
	2 nd Aliyah		
	Torah Reader for 2 nd Aliyah		
	3 rd Aliyah		
	Torah Reader for 3 rd Aliyah		
	4 th Aliyah		
	Torah Reader for 4 th Aliyah		
	5 th Aliyah	Congregational Aliyah	
	Torah Reader for 5 th Aliyah		
	6 th Aliyah	Yarzheit Aliyah - Congregation	
	Torah Reader for 6 th Aliyah		
	7 th Aliyah	Parents of Bar/Bat Mitzvah	
	Torah Reader for 7 th Aliyah		
	Maftir Aliyah (Bar/Bat Mitzvah)		

Page	Honor Description	Person with Honor and relationship (e.g. grandparent, friend)	Provide Hebrew Name(s) in those boxes that are not shaded out
146	Lifting the Torah	Congregation	
	Tying the Torah		
	Speech 2 re Haftorah	Bar/Bat Mitzvah	
	Haftorah including blessings	Bar/Bat Mitzvah	
	Speech 3 – Mitzvah/Personal	Bar/Bat Mitzvah	
151	Ashrei		
153	Carry Torah for Return		
154	Open Ark for Torah Return		
	All Presentations Except Minyonaires (includes MJCBY, HAMC, Ramah, Holocaust Twinning, etc.)	Rabbi Nesson	
182	Eyn Kaylohaynu		
183	Ark Opening for Aleinu		
	Shehecheyanu	Parents, Siblings, Grandparents	
	Parents' Prayer (Optional)		
	Minyonaires Presentation		
187	Adon Olam		
	Motzi – At Kiddush after services		

For the Bimah announcements:

Parent(s) Name:

Siblings Names:

Grandparents Names:

People Coming From:

Schedule 7

Instructions for Various Honors

Friday Evening Instructions

Instructions for Opening the Sanctuary Doors for Lecha Dodee:

1. When the Rabbi announces that we turn to page 21, go to the back of the Sanctuary and stand by the double doors that are the entrance to the Sanctuary.
2. Wait by the doors until we reach the last paragraph on page 22. The Rabbi will then ask the congregation to rise and face the back of the Sanctuary.
3. Once the Rabbi makes the announcement for the congregation to rise, open the doors of the Sanctuary.
4. Keep the doors of the Sanctuary open until we finish that paragraph. When everyone turns around and faces the front of the room, you may close the doors and return to your seats. (NOTE: The door on the left closes very slowly. You do not have to pull on it. It will fully close by itself.

Instructions for Opening the Ark for Aleinu on page 51.

1. Aleinu is done immediately after the Rabbi completes his sermon. When the Rabbi completes his sermon, he will announce the Aleinu prayer on page 51.
2. Please walk up to the bimah, go to the right side of the ark and open the ark. The drawstrings for the ark curtain are on the right side.
3. When Aleinu is concluded, please close the ark curtain and return to your seat.

Instructions for Honors on Shabbat Morning

Instruction sheets are provided for ark openings, carrying the torah, the aliyahs, tying the torah and the parental blessing (optional). Please ask the people with the honors to sit in the first 7-8 rows to make it easier to find them when they are needed. For each honor, an usher will ask you to get the person(s) a few minutes before the honor. Thank you for your assistance.

ARK OPENINGS:

1. When asked to do so by the usher, please walk up to the stairs on the right side of the bimah and take one of the seats that are at a 90 degree angle from where the Rabbi sits.
2. When the Rabbi asks you to do so, please walk up to the right side of the ark (there are two small steps). The drawstrings for the ark curtain are on the right side. Please open the curtain.
3. During the prayer, it is usually easier not to stand on the two stairs right in front of the ark.
3. When the Rabbi asks you to do so, please close the Ark Curtain. You may then return to your seat in the pews.

CARRYING THE TORAH (OUT – page 141)

1. When asked to do so by the usher (generally when the torah service is announced on page 139), please walk up to the stairs on the right side of the bimah and take one of the seats that are at a 90 degree angle from where the Rabbi sits until the ark is opened and the Rabbi asks everyone to rise.
2. After the Torah is handed from to the Bar/Bat Mitzvah or after the Bar/Bat Mitzvah finishes the first three lines on page 141, you will be handed the Torah.
3. Descend the stairs on the Cantor's side of the bimah (side where the Bar/Bat Mitzvah and Cantor have been standing to lead services) and proceed up the aisle on that side of the room to the back of the Sanctuary. Turn left at the back of the Sanctuary and return to the front of the Sanctuary using the middle aisle. Bring the torah back up to the bimah using the stairs on the Rabbi's side of the bimah.
4. Once you are on the bimah, a Gabbai will take the torah from you. You may then return to your seat in the pews.

CARRYING THE TORAH (OUT – page 141)

1. When asked to do so by the usher (generally after the Bar/Bat Mitzvah finishes his/her the speech after the haftorah), please walk up to the stairs on the left side of the bimah and take one of the seats that are at a 90 degree angle from where the Cantor and Bar/Bat Mitzvah are seated.
2. When asked to do so by the Gabbai, take the torah from the Gabbai.
3. When told to do so by the Rabbi, Cantor or Gabbai, descend the stairs on the Rabbi's side of the bimah (side where the Rabbi has been standing to do announcements) and proceed up the aisle on that side of the room to the back of the Sanctuary. Turn right at the back of the Sanctuary and return to the front of the Sanctuary using the middle aisle. Bring the torah back up to the bimah using the stairs on the Cantor's side of the bimah.
4. Once you are on the bimah, a Gabbai will take the torah from you and return it to the Ark. Once the Ark curtains are closed, you may then return to your seat in the pews.

INSTRUCTIONS FOR INDIVIDUALS WITH ALIYAHS:

- NOTE: A person's Hebrew Name, for the purpose of an aliyah, consists of the person's Hebrew Name plus the Hebrew name of the person's father. It may also include the Hebrew Name of the person's mother but it does not have to do so.

Your Hebrew name: _____

Father's Heb. Name: _____ Mother's Heb. name: _____

- When asked to do so by the usher, please walk up to the stairs on the right side of the bimah and take one of the seats that are at a 90 degree angle from where the Rabbi sits.
- The Gabbai standing to the torah reader's right side will ask you to come stand next to him/her. The Gabbai call you (and if you are sharing the aliyah, everyone else who is sharing the aliyah) up for your aliyah in Hebrew using your Hebrew Name.
- The person reading that aliyah will point to the starting place for the aliyah in the Torah. Take the corner of your Tallit (women not using a Tallit may use Torah Tie or a corner of someone having the aliyah who is wearing a Tallit), touch the place that was pointed to, and then kiss the Tallit (Torah Tie).
- Recite the blessing before the Torah Reading:

TRANSLITERATION

HEBREW

Say this first:

Barkhu et Adonai ha-m'vorakh.

בָּרַכּוּ אֶת-יְהוָה הַמְּבָרָךְ.

Pause for Congregational Response and then say:

Barukh Adonai ha-m'vorakh
l'olam va-ed.

בָּרוּךְ יְהוָה הַמְּבָרָךְ לְעוֹלָם וָעֶד.

Barukh attach Adonai, eloheinu
melekh ha-olam, asher bahar
banu mi-kol ha-amim, v'natan
lanu et torato. Barukh atah
adonai, noten ha-to-rah.

בָּרוּךְ אַתָּה יְהוָה אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם
אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים וְנָתַן לָנוּ אֶת
תּוֹרָתוֹ. בָּרוּךְ אַתָּה יְהוָה נוֹתֵן הַתּוֹרָה.

- When the person is finished reading the aliyah, he/she will point to the place where the aliyah ended. Please take the corner of your Tallit (Torah Tie), touch the place that was pointed to, and then kiss the Tallit (Torah Tie).
- Recite the blessing after the Torah Reading:

Barukh attach Adonai, eloheinu
melekh ha-olam, asher natan
lanu torat emet, v'hayei olam
nata b'tokhenu. Barukh atah
adonai, noten ha-to-rah.

בָּרוּךְ אַתָּה יְהוָה אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת וְחַיֵּי עוֹלָם נָטַע
בְּתוֹכֵנוּ. בָּרוּךְ אַתָּה יְהוָה נוֹתֵן הַתּוֹרָה.

- For all individuals having an aliyah except the parents (if they are saying the optional parents blessing), after reciting the blessing, move to stand between the torah reader and the Gabbai standing on the Torah Reader's left side and stand there for the next aliyah. After the next aliyah is finished, you may return to your seat in the pews.

INSTRUCTIONS FOR TYING THE TORAH (Glilah):

1. NOTE: A person's Hebrew Name, for the purpose of an aliyah, consists of the person's Hebrew Name plus the Hebrew name of the person's father. It may also include the Hebrew Name of the person's mother but it does not have to do so.

Your Hebrew name: _____

Father's Heb. Name: _____ Mother's Heb. name: _____

2. When asked to do so by the usher, please walk up to the stairs on the right side of the bimah and take one of the seats that are at a 90 degree angle from where the Rabbi sits.
3. The Gabbai will ask you and the person who is lifting the Torah to stand next to him/her and will call both of you for your honors using your Hebrew names.
4. The person who is Hagbah will lift the Torah, hold the scroll so that the congregation can see the portion that was read, and then will sit in a chair.
5. Once the Hagbah sits in the chair, help the Hagbah roll the Torah so that the parchment is tight and there is no slack between the two sides of the Torah.
6. Take the Torah tie and fasten it tightly around the Torah. The part where it is closed should face the person who is holding the Torah.
7. Take the Torah cover and put it over the Torah, with the front part of the Torah cover facing the person who is holding the torah.
8. The Gabbai will then take the Torah and put it on a Torah Stand. You can now return to your seat in the pews.

INSTRUCTIONS FOR PARENTAL BLESSING:

1. The Parental Blessing (optional) is said after the Bar/Bat Mitzvah is called for his/her maftir Aliyah. Before the Bar/Bat Mitzvah says the blessings, the Rabbi will ask you to recite the following in Hebrew and in English:

For a Boy:

TRANSLITERATION

HEBREW

Say this first:

Baruch Sheh-Peh-Ta_Ra-Nee
May Onshow shel zeh.

בְּרוּךְ שֶׁפָּטַרְנִי מֵעֲנָשׁוֹ שֶׁל זֶה.

Then say this in English:

Praised are you who releases me from the religious obligations of my son, and who has granted him the wisdom and maturity to accept his responsibilities as a young adult among the people of Israel.

For a Girl:

TRANSLITERATION

HEBREW

Say this first:

Baruch Sheh-Peh-Ta_Ra-Nee
May Onshow shel zot.

בְּרוּךְ שֶׁפָּטַרְנִי מֵעֲנָשָׁה שֶׁל זֹאת.

Then say this in English:

Praised are you who releases me from the religious obligations of my daughter, and who has granted her the wisdom and maturity to accept her responsibilities as a young adult among the people of Israel.

INSTRUCTIONS FOR SHEHECHEYANU (Parents, Siblings, Grandparents):

1. The Shehecheyanu Blessing is generally said after Aleinu. The Rabbi will ask the parents, siblings and grandparents to rise to say the blessing.

TRANSLITERATION

Say this first:

Baruch Ata Adonai, Elohaynu
Melech Ha-Olam,
Shehecheyanu, vekeyemanu,
vehigeyanu la'zeman hazeh.

Then say this in English:

Praised are you, Lord Our God, Ruler of the Universe, who has kept us alive, sustained us, and brought us together to celebrate this Simcha, this moment of joy in the life of our family.

HEBREW

בָּרוּךְ אַתָּה יְהוָה אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם
שֶׁהֵחַיְנוּ וְקִיַּמְנוּ וְהִגִּינוּ לְזֶמַן הַזֶּה.