



The *Must-Read*  
**Bar/Bat Mitzvah**  
**Handbook**  
("A Guide To The Perplexed")



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*Mazal Tov* is Hebrew for “good luck.” It is the common way of saying congratulations.

We wish you a hearty *Mazal Tov* as your child becomes a Bar or Bat Mitzvah.

The Temple Chaverim Family

## From the Rabbis...

*"We will do and we will learn."*



**Come to services so you will feel comfortable at Temple Chaverim.**

Our tradition was wise to put *doing* before *learning*. As parents we can really appreciate this idea. We have to *act* so that our children will learn about our great heritage. We have to take action: join a Temple, enroll our children in religious school, bring them on a regular basis to Temple, and constantly encourage. Only then will they *learn*.

This handbook was prepared by the Bar/Bat Mitzvah Committee in conjunction with the Religious School Committee with a number of goals in mind.

- To explain the components of the Bar/Bat Mitzvah experience.
- To explain the unique ways we celebrate Bar/Bat Mitzvah at Temple Chaverim.
- To give you all the necessary prayers, forms, and information you need to have a wonderful Bar/Bat Mitzvah experience.

If this is your first experience planning a Bar/Bat Mitzvah it can be pretty overwhelming. You are entering into the realm of the unknown. So: read on, as we explain some of what you have to know; come to services and become familiar with the way we do things; and, if you have any questions, ask!

**Mazel Tov!**

**Rabbi Jonathan L. Hecht**



The Bar/Bat Mitzvah provides an opportunity for our students to stand before friends and family as leaders of our Jewish community. On this day, they demonstrate their knowledge while also displaying the hard work and dedication they needed to bring them to that moment. They show us what it means to be a Jewish adult. And, we see this expression of their Judaism as only the beginning. In moving ahead, we encourage our students to continue to lead the congregation – through study, through acts of tikkun olam, and through strengthening their connection to their Jewish heritage and beliefs.

I look forward to working with all of our students in Rabbis' Class. By exploring the meaning of prayer, questions about God, and the development of the Jewish service, we are able to engage in meaningful and poignant conversations.

If there is anyway I can be of assistance to you and your family during this sacred and exciting period of preparation (or beyond), please do not hesitate to let me know. Mazel Tov!

B'shalom,

**Rabbi Debra Bennet**

## From the Cantor...



I am so proud to be a part of this time in your lives, when your children assume the responsibilities and privileges of young adulthood and step up to the bima as Bar and Bat Mitzvah. There are many factors that have led you to this moment. Some of you honor your own parents by insisting your children follow the long chain of traditions, while others are being led down this path by your own children's insistence to be counted among their peers; to be a Jew with all rank and privileges. Whatever the reason, understand that we are here to help and guide you along your journeys.

Each of you are precious, as are your children, and we want you to have the best experience here at Temple Chaverim. We are committed to making your experience a celebration on multiple levels: personal, family, and community-wide.

Certainly, your children will be able to pray at any Reform congregation in North America, but more importantly they will be comfortable praying right here in their own congregation of Temple Chaverim and hopefully inspire all of us to be more prayerful in our lives and our deeds.

Best of everything to you and your families, and I look forward to being with your families every step of the way!

Biv'racha,

**Cantor Bradley D. Hyman**

## From the President...

Temple Chaverim is a Temple of "Friends." Just as the name suggests, we are a group of friends who come together for worship, education, and celebration. We hope that Bar/Bat Mitzvah is only the beginning of your family's participation in the life of our temple.

If I can do anything for you, please give me a call at 367-6100.

Bruce Steifman



**Bar Mitzvah means "Son of the Commandment."**

## From the Committee Chairs...

We are honored to chair this important committee at Temple Chaverim. Our children have become B'nei Mitzvah in this temple and so we know how much this means to you. We want to do everything we can to make this event special in your lives.

Please don't hesitate to contact us if you have any questions at:

[Barbatmitzvahdates@templechaverim.org](mailto:Barbatmitzvahdates@templechaverim.org)

Jodi Kirschner & Leigh Benowitz

## The History of Bar/Bat Mitzvah



**Bat Mitzvah means "Daughter of the Commandment."**

Perhaps the best known Jewish life cycle event, the Bar Mitzvah is a coming of age ceremony. Literally, it means "Son of the Commandment." *Bar* is the Aramaic word for "son," and *mitzvah* is Hebrew and Aramaic for "commandment." What the name implies is that after this ceremony, the child is now of the majority age as far as Judaism is concerned. This means being counted in a *minyan*, being called to the Torah, and being responsible for the observance of the commandments.

The ceremony is not mentioned in the Bible. In fact, in the Bible the age of the majority is not 13, but 20. At this age, a man was considered old enough for military service and so, was counted in the reckoning of the number of people in the tribe. Over time, achieving the "age of the majority" changed in both age and significance. By the Middle Ages the age of the majority was 13 and a ceremony which commemorated a boy's achieving that age was performed. It entailed being called to recite the blessing over the Torah and chant a passage from the Prophets (i.e. "the Haftarah portion") during services. This was recognition of his transition into Jewish adulthood.

The modern Bar Mitzvah is quite different in many respects, yet the same in others. It is different because 13 is no longer "the age of the majority." In the Middle Ages a child went directly into adulthood at age 13. Today, the years between 13 and 18 are considered adolescence, an awkward period when the child is not really an adult yet not a child. Bar Mitzvah is the same, however, in the way that it is observed: by calling a child to the Torah and obligating him/her regarding the commandments of Judaism.

In 1922, the first recorded Bat Mitzvah occurred in the United States. Although the ritual varies depending on denomination, since then girls have been included in this tradition as well. Reform Judaism is one of the most egalitarian of the movements of Judaism. So, we observe Bat Mitzvah in exactly the same way as Bar Mitzvah.

## Bar / Bat Mitzvah at Temple Chaverim

### Leading the worship service.

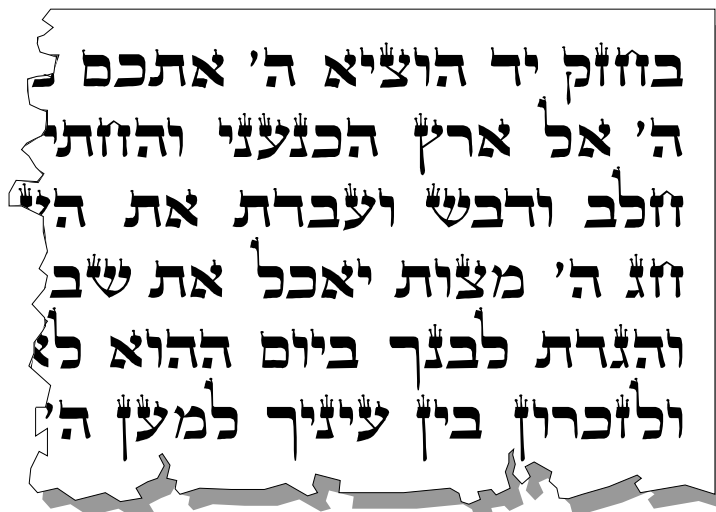
In our synagogue, the ritual of Bar/Bat Mitzvah means leading the congregation in worship, reading from the Torah, reading from the Prophets (the *Haftarah*), and teaching something to the congregation (the *Devar Torah*). These are the skills that we feel are necessary for every Jew, so that they will be able to participate in Jewish life in the future. That is why we stress Hebrew and worship in our Hebrew school.

### Additional requirements.

In addition to the ritual requirements, students are **required** to attend services and complete a Bar/Bat Mitzvah project.

### The beginning of Jewish education, not the end!

After Bar/Bat Mitzvah, students are expected to continue their Jewish education through Confirmation. Our congregation's teen program is called Tuesday Night Live (TNL). We begin with dinner, and then have workshops and activities, some are student led. There is an emphasis on leadership development and experiential learning. In the 10th grade, our students study with Rabbi Hecht and create a confirmation service. Students are always encouraged to participate in our youth group, which is a part of the North American Federation of Temple Youth. Youth group members have the opportunity to participate in weekend conventions, which may be anywhere in the local or national area. They are encouraged to attend summer camps such as URJ Eisner Camp, URJ Crane Lake and the URJ Kutz Camp, where they connect with other teens and make life-long Jewish friendships.



# Temple Guidelines

## Temple Rules

### **Payment of dues, fees, and tuition.**

There are a number of rules which have been established by the Temple Board, the Bar/Bat Mitzvah Committee, and the Religious School Committee pertaining to Bar/Bat Mitzvah at Temple Chaverim.

First, in order to have a Bar or Bat Mitzvah at Temple Chaverim, you must be a member of the Temple. In addition, at the time of the service, you must be in good standing. A member in good standing is one who does not have any arrears to the Temple for Dues, Religious School Tuition and Fees, and Bar/Bat Mitzvah Fee. If you are experiencing a financial problem please contact our Executive Director to explain the situation.

## Ushering

### **Ushers are necessary to maintain proper decorum during services.**

Every family must usher for another family at least twice before their own Bar/Bat Mitzvah. You will receive an ushering assignment from the Bar/Bat Mitzvah committee. If, for some reason, you cannot usher on that date it will be your responsibility to switch dates with another family. A list of family names and telephone numbers will be available to you for this purpose. In addition to contacting the Clergy Administrative Assistant at 516-367-6100 x112, please notify the Bar/Bat Mitzvah Committee of any changes in ushering. You must come with two adults to usher. If a spouse is not available, perhaps a grandparent or other adult might be able to assist you.

### **Ushering responsibilities are for both Friday night and the day of the ceremony to which you are assigned.**

At the ceremony you will help maintain decorum and assist worshippers. But that service is only part of your ushering responsibilities. You must attend and usher on the Friday night before your assignment. This is so that there will be someone to greet the worshippers and hand out the weekly bulletin.

### **Proper Attire for ushers.**

Appropriate dress for ushering is blouse and skirt, dress, or pants outfit for women and suit, or slacks and sport jacket and tie for men. Please no jeans.

### **Ushering Instructions.**

Ushering instructions are printed for your convenience on page 18 of this booklet.

## Service & School Attendance Requirement

**By attending worship at Temple Chaverim, Bar/Bat Mitzvah students become comfortable with our Religious services.**

In order to become Bar/Bat Mitzvah at Temple Chaverim, your child must be enrolled in Temple Chaverim's religious school and have satisfactory participation. 8th graders must be enrolled in Tuesday Night Live.

In addition, all Bar/Bat Mitzvah students and their parents must attend services at least ten times on Friday evenings and five times on Shabbat morning from the time that they begin their Bar/Bat Mitzvah tutoring. Service attendance must be at Temple Chaverim and must be completed before the day of the ceremony. Service attendance is closely monitored. Following services, hand in your card to the Rabbi or Cantor. Remember service attendance is for both parent and child.

## Time and Length of Services

**Invitation time should be 15 minutes before your service time.**

Two questions which are frequently asked are: "What time should I put on my invitation?" and "How long is the service?" Both are important considerations in planning your Bar/Bat Mitzvah so that you can coordinate getting your guests to the simcha following services on time.

Sabbath services begin at 10:30 am. Exceptions to this are those assigned to a 9:00 am Sabbath service or a 10:00 am Rosh Chodesh service. Please invite your guests to come 15 minutes prior to the start of the service so that we can begin the service promptly. The services last approximately one hour and forty-five minutes.



Afternoon Bar/Bat Mitzvah services, Mincha, commonly called Havdallah after the brief service which concludes the Sabbath, begin at 6:30 PM (6:15 PM on invitation). This service is the same length as the morning service and will conclude at 8:00 PM.

**Restrictions on Photographing and Video Taping.**

## Photography

Professional still photography is not permitted during services. Professional photography on Saturday morning before services is not permitted. Stationary videography is permitted under careful adherence to both Temple and vendor guidelines and must be formally arranged with the Temple office at least 2 weeks in advance of your date. See contract on page 27 of this packet. The temple does not provide this service.

The rabbis and cantor are happy to pose with your child for pictures with the Torah right after the service. The Torah will be taken out of the Ark at that time for photographs. Formal photography can be arranged on a weekday prior to the service in conjunction with regular operating hours of the Temple. You will need to arrange this with the clergy office. The Ark must remain closed and the Torah cannot be removed. The rabbi and cantor cannot participate in these photography sessions.





**Upon three things does the world stand:**

**On Torah  
On Worship  
On Acts of Lovingkindness**

## Donation to Temple Chaverim

A donation to Temple Chaverim on the occasion of a Bar/Bat Mitzvah or other happy occasion is appropriate.

There are numerous funds for worthy causes at Temple Chaverim:

### Temple Funds.

- Sunshine Fund
- Rabbi Hecht's Discretionary Fund
- Rabbi Bennet's Discretionary Fund
- Cantor Hyman's Discretionary Fund
- Prayerbook/Torah Commentary Fund
- Torah Fund
- Tzedakah Fund
- Religious School Fund
- Library Fund



### Tree of life.

Many people honor their children by purchasing a leaf on our "Tree of Life." As the years go by, your children can see their name displayed proudly on our tree.

### Large gifts.

In addition, there are numerous opportunities for large gifts and naming opportunities in support of the Temple Capital Campaign. If you would like to discuss the possibility for a large gift, speak directly to the Rabbi.

## Oneg Shabbat and Kiddush

**Oneg Shabbat is the collation after services on Friday night.**

**"You will call the Shabbat a delight (Heb.: Oneg)."**

On Friday Evening the entire congregation is invited to our Oneg Shabbat, which includes coffee, tea, soda, fruit and assorted cakes and pastries. On Saturday morning there will be a light kiddush (grape juice, challah, soda and cakes) following services. It is appropriate for the Bar/Bat Mitzvah family to sponsor the Oneg Shabbat on the Friday Evening before and the day of your celebration and the cost of that sponsorship is included in your Bar/Bat Mitzvah fee.

If you would like a more substantial kiddush on Saturday morning, you must speak directly to our caterer.

# Preparing For Bar / Bat Mitzvah

We spend a considerable amount of time preparing your child for this special day. In this section, we describe the process so you can know what to expect.

## Religious School and Bar/Bat Mitzvah Lessons

### Hebrew School

Temple Chaverim Hebrew School meets in split shifts on Mondays, Tuesdays, Wednesdays and Sundays. There are also required family activities. At Hebrew school, both Hebrew and Judaica subjects are taught. Although Bar/Bat Mitzvah is very important to us, it is *not* the only thing we teach in religious school.

Our Temple's requirement is that children begin religious school in the Third Grade in order to have a Bar/Bat Mitzvah at Temple Chaverim.

### Bar/Bat Mitzvah classes and tutorials

Your child will begin preparing for his or her Bar/Bat Mitzvah nine to ten months prior to his or her Bar/Bat Mitzvah date. The process proceeds in three stages in order to assure the maximum one-on-one time with a Torah teacher and the Cantor.

The first stage is the **Torah / Haftarah Tutorial**. The Torah / Haftarah Tutorial is a 9 - 10 month process, in which your child will meet with a B'nei Mitzvah teacher once a week for twenty minutes to learn his or her Torah portion and Haftarah portion. The Cantor is potentially one of these teachers. If additional help (beyond this schedule) is needed, there may be associated fees due (see p.11).

The second stage are the **Rabbi's Class** and the few private meetings with a rabbi to discuss your Torah portion in great depth and to formulate a greater understating. The end result of these meetings is a finely crafted D'var Torah, or teaching of Torah worthy of giving to our community.

Just before the Rabbi's Class begins, there is a **Sunday Family Workshop**, which should be attended by parents and Bar/Bat Mitzvah students alike. At the workshop, the meaning of Bar/Bat Mitzvah is discussed, and the workshop concludes with a very meaningful and emotional "Handing Down" of the Torah ceremony, where the Torah is passed from generation to generation and a picture of you and your child with the Torah is created for our photo display board in the clergy office waiting area.

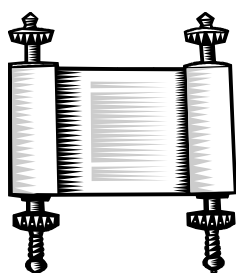
The third stage is the **Cantor Tutorials**. In this stage your child will meet privately with the Cantor every week for twenty minutes. In these sessions students will review and polish all materials for the big day. This stage will also be about 4 weeks long and will continue up to the week of your child's Bar or Bat Mitzvah.

Another valuable component of Bar/Bat Mitzvah training is the **Service Run Through**, which takes place about 3-4 weeks before the service. Led by Rabbi Bennet, this program focuses on teaching the Bar/Bat Mitzvah student poise, posture and presentation, while standing on the bimah in front of the congregation. Together, Rabbi Bennet and the Bar/Bat Mitzvah student run through the service, concentrating on the D'Var Torah, helping the student understand how to deliver his/her Bar/Bat Mitzvah speech. This run through improves a student's confidence when the big day comes!

Parents are encouraged to attend each and every lesson along with their child.

Because of the nature of the material, your child will be assigned **homework** every week. It is important that your child spend 30-40 minutes every day learning his or her assignment. We expect that your child will chant his or her assignment for you *at least* once during the week. **Even if you do not know Hebrew**, it will be apparent if your child knows the material and can sing it for you with confidence or not. The time you spend studying with your child will be rewarding for everyone.

Your child will receive a CD of his/her Blessings, Torah and Haftarah portions. Students must practice the material using the CD each night in order to master it. We are aware of the time commitment necessary to be successful, and appreciate your support.



## Learning the Torah and Haftarah Portions

The students will receive a CD and a book containing the Torah and then the Haftarah portion in Hebrew and English. A small section of the portion is assigned to the student, who must master it verse by verse.

Torah and Haftarah are chanted at Temple Chaverim. Because the chanting systems are slightly different, we begin with Torah, then add Haftarah.

When your child completes the Torah portion, s/he will receive a page from a book called *Tikkun LaKorim* which shows how the portion is written in the Torah. The Torah portion must be read *from the Torah*. We do not allow papers with vowels or transliteration to be placed on top of the Torah scroll.

**Students study from  
CD provided by Cantor.**

## Bar / Bat Mitzvah CD's

The blessings, Torah and Haftarah portions are given to your child on CD's.

You and your child should be aware of their materials at all times. A \$10.00 lost CD fee is charged when a student loses a CD, and a replacement must be made. This money is added to the Temple Tzedakah money. Damaged CDs and other materials will be replaced without charge.

## Additional Tutoring

We are committed to the success and comfort of every child who ascends our bima. Every child, regardless of gifts or abilities is equal in our eyes. When a student is in need of extra help, we want to work with you to ensure their success. Additional private tutoring with either the temple's tutors or other tutors can be arranged at the parents' expense. With diligent adherence to the tutoring schedule and homework assignments, this should not be necessary (see p. 12 "Study Each Night"). The Cantor has telephone numbers of some local tutors and private arrangements can be made. Call Cantor Hyman for further information.



## Study Each Night !

Because this is a self-taught system each student must study *every* night. The assignments are designed to take approximately 30-40 minutes of study a night. If this schedule is followed, there is never a problem with mastering the material. The *real* learning takes place outside of individual lessons.

However, students who attempt to learn the entire portion the night before coming for lessons, or in the car on the way to lessons, cannot make progress.

Transliterations are not allowed, even when studying.

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## No Transliteration

While we are always sensitive to the needs of individual learners, we also teach that Bar/Bat Mitzvah is not a performance. Our students do what is within their capabilities. Thus, transliterations of Hebrew prayers and Torah portions are not allowed.

Each student must master as much of the Hebrew prayers and portion as possible. If necessary, we will reduce the amount of Hebrew.

The Hebrew name for this is Se'udat Mitzvah , which means the “meal celebrating the observance of this commandment.”

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## Se'udat Mitzvah: The Bar/Bat Mitzvah Party

Often, following the worship service, families prepare a Bar/Bat Mitzvah “party.” The Hebrew name for this is Se'udat Mitzvah, which means the “meal celebrating the observance of this commandment.” The party is an extension of the worship service (even if held on a later date), and therefore should maintain the sanctity of a holy observance. These parties should be freilach, that is, fun in nature, but also in keeping with good taste. No one should ever feel like they have to go into debt for a Bar/Bat Mitzvah party. Remember, this is a birthday party for a 13 year old.

Temple Chaverim's exclusive caterer, Hasson Catering, is available to help you plan and execute the Se'udat Mitzvah. Their telephone number is (516) 367-1200. The Temple has placed restrictions on the kinds of “themes” that can be employed to make sure they are appropriate for the occasion.





## Copy of Service

Each student receives a copy of the service during the Rabbi's class. This copy already has the cues written on it. It will be placed in the black binder and used on the day of the service.

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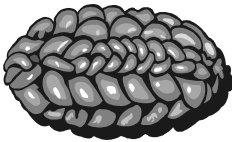
## Friday Evening Participation

On Friday evening, during our worship service, you and your child will be asked to participate.

Parents of the Bar/Bat Mitzvah are invited to bless the candles, or open the ark, or to read the introduction to the kiddush. Children who have a Saturday afternoon service are asked to lead the congregation in the V'ahavta.

After services, the Bar/Bat Mitzvah is usually asked to recite the blessing over the *Challah* and the *wine*, and to say shehecheyanu.

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## Sanctuary Rehearsals

The Friday morning before the ceremony, your child will have a full rehearsal with Cantor Hyman in the sanctuary, reading from the actual scroll. This rehearsal will last about 1.5 hours.

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## Projects

Each student must complete a Bar/Bat Mitzvah project at least a month prior to the ceremony. There are many possible projects. Here are some suggestions:

The project gives every child a chance to find additional realms of meaning in their Bar/Bat Mitzvah preparation.

- Book Report
- Challah Baking
- Volunteer at Soup Kitchen
- Food Drive
- Visit a Nursing Home
- Make a Tallit
- Clothing Drive
- Interview Holocaust Survivor
- Walk-a-thon
- Service Project
- Twin with a Bar/Bat Mitzvah student in Israel or the former Soviet Union
- Yad Making Workshop

Projects must be cleared in advance with Rabbi Hecht

## Making Your Bar / Bat Mitzvah Special

There are many ways to make your Bar/Bat Mitzvah unique. We have all attended parties which were special. But often we don't think of connecting the party to the service in a special way, or adding to the meaning of your party by giving it a religious dimension.

### Mazon

Mazon is a Jewish response to hunger. The fact is that right here in our country and throughout the world, many people go hungry on a daily basis. Mazon, which is the Hebrew word for "food," provides help in the form of grants and aid to other organizations which provide aid to help alleviate hunger.

Mazon is a "grass roots" organization. It receives its money from Jewish people who celebrate *simchas*. At a Bar Mitzvah, a baby naming, or a Passover Seder, Jews set aside an additional 3% of the amount they are going to spend on food and donate it to Mazon. This way, as your guests enjoy their meal, you are extending your hospitality to others you don't even know. This is the highest form of charity!

Temple Chaverim is a sponsoring congregation of Mazon and we strongly encourage you to consider participating.

Mazon, Inc., 2940 Westwood Boulevard, Suite 7, Los Angeles, CA 90064, Telephone: (213) 470-7769.

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### Food, not Flowers

Many people place flower centerpieces on the tables at the party. How about this: instead of spending money on flowers which don't last beyond the party, place centerpieces made of cans of food and other non-perishables which can be donated to a soup kitchen after the party. Another possibility is to use baskets with Jewish books or children's books as centerpieces. The books can then be donated to the temple library or another organization.

In our area, the Interfaith Nutrition Network (100 Madison Street, Hempstead, NY 11550, Telephone: 486-8506) and the Jewish Nutrition Network (c/o Temple Beth El of Huntington, 660 Park Avenue, Huntington, NY 11743, Telephone: 421-5835) operate soup kitchens and distribute food to those in need.

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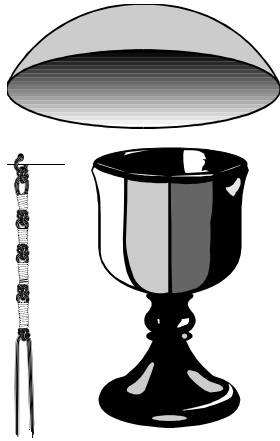
### Not Just Candles. Tzedakah

Give the "candle lighting" a Jewish theme by honoring those called up with a donation to charity that relates to them. For example:

Your child goes to Disneyworld each year with his/her cousins. Honor them by calling them to light a candle and give them a certificate that acknowledges that a donation to the "Make A Wish Foundation" has been made in their honor, which may enable other children to experience Disney.

Think how meaningful it will be to research with your children, charitable organizations for each candle lighter they are calling up.

## Kippot and Tallit, Kiddish Cups and Candles



Yarmulke, Tzitzit  
(Fringes), and  
Kiddush Cup

It is very special to have Kippot printed with the name of your child and the date of the Bar/Bat Mitzvah. These can be purchased at through our Sisterhood Judaica shop.

Another very special item is a special Tallit (prayer shawl) purchased for your child on this occasion. Samples can be found at Judaica shops, or at [www.templechaverim.judaicabeautiful.com](http://www.templechaverim.judaicabeautiful.com). Talk to the Rabbi or the Cantor for more information on sizes and styles.

In addition, a Kiddish Cup (a silver wine glass) and Shabbat candle sticks, make lovely gifts and can be incorporated into the service.

Another wonderful gift for Bar/Bat Mitzvah is a prayerbook, a Torah commentary, or other book of Jewish content.

Sometimes there is a special Tallit, Kiddish cup, or candle sticks that are family heirlooms and can be used on the day of the service. Isn't it wonderful to have your son or daughter blessed on the day of their ceremony while wearing the Tallit that your grandfather used?

## Learn Hebrew/Participate in Adult Education



"The more Torah, the more life."

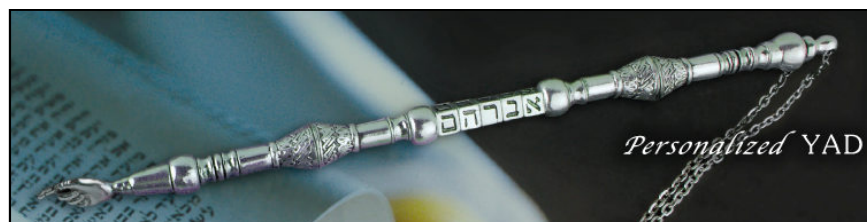
Why not demonstrate how important Jewish education is to your child by increasing your own Jewish knowledge? Children learn from what we do, not from what we say. So, if you want your children to value their Judaism, show that it is important to you.

You can do this by studying Hebrew or taking Adult Education courses to prepare yourself for this important day. Rabbi Hecht can give you information on courses in our Temple and in the community.

There is no greater honor on the day of your child's Bar Mitzvah than to recite the blessing over the Torah in Hebrew!

If you or your spouse is not Jewish, why not consider taking an introduction to Judaism class? You are raising a Jewish child, in a Jewish household, why not find out more about what being Jewish means? Perhaps, after taking a class, you will want to become Jewish yourself. Then you, too, can recite the blessings at this joyous occasion in your family's life.

Yad (Torah pointer)



## Read about Bar/Bat Mitzvah & Judaism

There are many excellent books on Judaism and Bar/Bat Mitzvah. For starters, try *To Life! A Celebration of Jewish Being and Thinking*, by Harold Kushner (New York: Little Brown, 1993).

A book on Bar Mitzvah is *Putting God on the Guest List*, by Jeffrey Salkin. Rabbi Salkin was the Rabbi at Central Synagogue in Rockville Centre and is a good friend of Rabbi Hecht.

A wonderful book to share with your children is *Teaching Your Children About God: A Modern Jewish Approach*, by David J. Wolpe (New York: Henry Holt, 1993).

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## Practice with your child



Make Bar/Bat Mitzvah preparation into a family affair. You can study the portion with your child even if you don't know Hebrew!

Read the translation of the Torah and Haftarah portions with your child and try to help them figure out what they are about!

Read the English portions of the prayers and extract their meanings.

Of course, if you know Hebrew, you can help them learn the prayers and their portions. If you don't, you can listen to them read with their CD.

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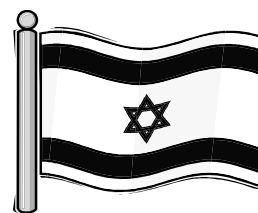
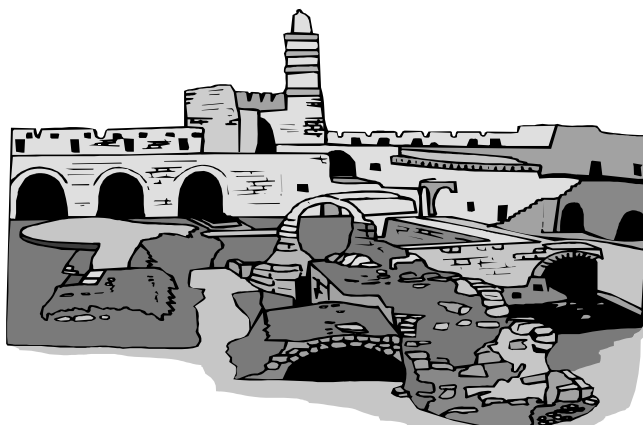
## Trip to Israel

A trip to Israel, instead of, or in addition to, a party is a once in a lifetime experience for a family.

Your clergy can arrange for your child to also have a Bar/Bat Mitzvah ceremony in Israel. Special tour packages are available. Speak to one of the Rabbis or Cantor Hyman.

The clergy will *not* officiate at offsite B'nei Mitzvah celebrations, as becoming a Bar/Bat Mitzvah at Temple Chaverim means becoming part of the Temple Chaverim community.

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## Appendices

Contained in the appendices are useful blessing sheets (with transliterations) and forms to help you prepare for your child's Bar/Bat Mitzvah.

### How to Usher for Services

This handy guide explains what you're responsibilities are when you come to usher. Read this over before you come.

### Blessings

#### Blessings:

- The candle lighting prayer.
- The blessing over the Torah.
- The *Shehecheyanu*; recited by parents or sibling during the Saturday Service.

*"Aliyah"* is the Hebrew word meaning "to go up."

The Torah Blessing sheet is also for you to distribute to those who will be called to the Torah for an Aliyah.

Note: We encourage all those who *do not know Hebrew* to recite these prayers in English.

### Parents' Prayer

Some parents participate in the Bar/Bat Mitzvah service by reciting a special prayer. One suggested version, taken from our Reform Prayerbook, is included for your consideration. You may choose to write your own prayer, however, make sure it is appropriate and in keeping with the Jewish tradition. If you are not sure, check with the Rabbi.

### Aliyah List

The Aliyah List must be handed in so that your honored guests may be announced properly. Rabbi Hecht will help you figure out the honors when he meets with you at the family meeting. The honors that are distributed include the opening of the ark, the three blessings over the Torah, and the lifting and dressing of the Torah. When assigning these honors remember that only Jewish people can recite the prayers over the Torah. If more honors are necessary, please discuss this with the Rabbi.

*Kaddish* is recited for those who have died.

Finally, at the bottom of the Aliyah List form, there is space for you to enter names of loved ones who have passed away. We will read these names during the service, prior to the recitation of Kaddish, the Jewish prayer for the deceased. Dedication of a Memorial Plaque at the time of your child's Bar/Bat Mitzvah is a very powerful way to bring the spirit of your loved one(s) into your family's special moment.

### Donation Form

### Directions to Temple Chaverim

### Photography Request Form

### Videography Contract (for Services)

## USHERING GUIDELINES

**All families are required to usher at services at least twice during the year prior to their child's Bar/Bat Mitzvah. You are required to attend both the Friday night and Saturday (or Rosh Chodesh) service.**

Please review the following guidelines in order to help you have a successful and less stressful ushering experience, and help enrich the worship environment for the whole community:

Your ushering dates have been assigned by the Bar/Bat Mitzvah committee.

Appropriate Shabbat attire is essential. Women's/girl's attire is a blouse and skirt or slacks, or dress. Men's/boy's attire is a suit or slacks and sports jacket and tie. **NO JEANS PLEASE!**

Please arrive one half hour prior to each service: 8:30 AM for 9:00 AM morning services, 9:30 AM for 10:00 AM Rosh Chodesh services, 10:00 AM for 10:30 AM services and 6:00 PM for 6:30 PM Havdallah services. Make sure that prayer books are available. Also, please distribute the handouts, which can be found on the small table outside the sanctuary. In addition, there will be a sign-in sheet. Each person must sign his or her own name for each service attended.

If you are at the main Sanctuary doors, please give the weekly handout to congregants as they enter. If someone does not have a prayer book, there are extra copies on the bookshelves at the back of the Sanctuary, as well as copies in the pews. Please help people find the correct page, or offer them YOUR prayer book, which might be turned to the correct page.

Please identify empty seats for persons seeking seats when the services are crowded.

\* We pride ourselves on being a child-friendly congregation. Ushers will be on hand to help maintain order and to assist guests of all ages. Please be aware that some teenagers may be disruptive. If children or others are talking or otherwise disturbing the service, ask them to be quiet or please leave the sanctuary. If they persist, tell them that the Rabbi will stop the service and ask that they not embarrass the family of the Bar/Bat Mitzvah. Where there are large groups of unattended teenagers, ushers should be sitting or standing nearby in order to maintain order and decorum.

Out of respect, **no one** is permitted to leave or enter the sanctuary when the Ark is open, during the Rabbi's sermon or during the Bar of Bat Mitzvah child's D'var Torah.

**The use of electronic devices is prohibited** (other than for health or hearing reasons). This includes all cell phones, smartphones, iPods or other computer games and devices.

Picture taking is **not permitted**. Also, no food or drink of any kind is permitted, including chewing gum and water. Exceptions will be made for medical reasons and for very young children.

Do not allow children to wander. If there are children who refuse to listen, call their parents so they can pick up their child. Please advise people who are in the lobby to speak softly.

After services, please help tidy up the Sanctuary by returning the prayer books and Torah Commentaries to the appropriate spots, collecting handouts and making sure prayer shawls are hung neatly in the lobby.

Again, we thank you for serving as an Usher. Without your assistance and the assistance of others, we could not have the wonderful services for which Temple Chaverim is noted.

# Shabbat Candle Lighting

(participating mothers please read together)

O SOURCE of light and truth,  
Creator of the eternal law of goodness,  
help us to find knowledge by which to live.  
Lead us to take the words we shall speak  
into our hearts and our lives.

Bless all who enter this sanctuary in need,  
all who bring the offerings of their hearts.  
May our worship lead us to acts of kindness, peace and love.

[(1) Light taper from the votive; (2) Light the Shabbat candles; (3) Extinguish taper in dirt dish]

All Say:

BARUCH atah, Adonai  
Eloheinu, Melech haolam,  
asher kid'shanu b'mitzvotav,  
v'tzivanu l'hadlik  
ner shel Shabbat.

בָּרוּךְ אַתָּה, יי  
אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,  
אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו,  
וְצִוָּנוּ לְהַדְלִיק  
נֵר שֶׁל שַׁבָּת.

BLESSED ARE YOU, Adonai our God, Sovereign of the universe,  
who hallows us with mitzvot,  
commanding us to kindle the light of Shabbat.

## Shabbat Kiddush

[Father(s) present hold up kiddush cup(s) and read:]

The seventh day is consecrated to Adonai our God. With wine, our symbol of joy, we celebrate this day and its holiness. We give thanks for all our blessings, for life and health, for work and rest, for home and love and friendship. On Shabbat, eternal sign of creation, we remember that we are created in the divine image. We therefore raise the cup in thanksgiving.

[Father(s) pass kiddush cup(s) to their children, who chant:]

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, בּוֹרֵא פְּרִי הַגֶּפֶן.

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר קִדְּשָׁנוּ  
בְּמִצְוֹתָיו וְרָצָה בָּנוּ, וְשִׁבֵּת קִדְּשׁוֹ בְּאַהֲבָה וּבְרָצוֹן  
הַנִּחְיָלָנוּ זְכוֹרָן לְמַעֲשֵׂה בְּרָאשִׁית, כִּי הוּא יוֹם תְּחִלָּה  
לְמִקְרָאֵי קִדְּשׁ, זִכָּר לִיצִיַּאת מִצְרַיִם, כִּי בָנוּ בְּחֵרֶת  
וְאוֹתָנוּ קִדְּשָׁתָּ מִכָּל הָעַמִּים, וְשִׁבֵּת קִדְּשְׁךָ בְּאַהֲבָה  
וּבְרָצוֹן הַנִּחְלָתָנוּ.

בְּרוּךְ אַתָּה יְיָ, מִקְדֵּשׁ הַשַּׁבָּת.

# בְּרָכוֹת הַתּוֹרָה

Blessings At The Reading of the Torah

*Before the Reading of the Torah:*

בְּרָכוּ אֶת־יְיָ הַמְּבָרֵךְ.

(ברוך יי המברך לעולם ועד.) Congregational Response:

בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד.

בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

אֲשֶׁר בָּחַר בָּנוּ מִכָּל־הָעַמִּים,

וְנָתַן לָנוּ אֶת־תּוֹרָתוֹ.

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

*BAR'CHU et Adonai Ham'vorah*

*(Baruch Adonai Ham'vorach l'olam va-ed.) Congregational Response*

*Baruch Adonai Ham'vorach l'olam va-ed.*

*Baruch Ata Adonai,*

*Eloheinu, Melech ha-olam,*

*Asher bachar banu mikol ha'amim,*

*V'natan lanu et Torato.*

*Baruch atah, Adonai, notein ha-Torah.*

*BLESS ADONAI who is blessed.*

*Blessed is Adonai who is blessed now and forever.*

*Blessed are You, Adonai our God, Sovereign of the universe, who has chosen us from among the peoples, and given us the Torah. Blessed are You, Adonai, who gives the Torah.*

# בְּרָכוֹת הַתּוֹרָה

Blessings At The Reading of the Torah

*After the Reading of the Torah:*

בָּרוּךְ אַתָּה יְיָ,  
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,  
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת,  
וְחַיֵּי עוֹלָם נָטַע בְּתוֹכָנוּ.  
בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

*Baruch Ata Adonai,  
Eloheinu, Melech ha-olam,  
Asher natan lanu Torat emet,  
V'chayei olam nata b'tocheinu.  
Baruch Ata, Adonai, notein ha-Torah.*

*BLESSED ARE YOU, Adonai our God, Sovereign of the universe,  
who has given us a Torah of truth, implanting within us eternal life.  
Blessed are You, Adonai, who gives the Torah.*

## PARENTS BLESSING (A)

Into our hands, O God, You have placed your Torah, to be held high by parents and children, and taught by one generation to the next. Whatever has befallen us, our people have remained steadfast in loyalty to the Torah. It was carried in the arms of parents that their children might not be deprived of their birthright.

And now, we pray that you, \_\_\_\_\_, may always be worthy of this inheritance. Take its teaching into your heart, and in turn pass it on to your children and those who come after you. May you be a faithful Jew, searching for wisdom and truth, working for justice and peace.

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May the One who has always been our Guide inspire you to bring honor to our family and to the House of Israel.

Blessed is Adonai our God, who gives me the honor and privilege of entrusting you with Torah.

בָּרוּךְ אַתָּה, יְיָ אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,  
שֶׁהֶחַיֵּנוּ וְקִיַּמְנוּ וְהִגִּיעָנוּ לְזֶמֶן הַזֶּה.

*Baruch Ata Adonai, Eloheinu Melech ha-Olam,  
Shehecheyanu, v'kiy'manu v'higi'anu laz'man hazeh.*

Blessed are You, God, Sovereign of the Universe,  
For creating us, for sustaining us and for enabling us to reach this singular moment.

## PARENTS BLESSING (B)

Our hearts are one on this joyous day as you commit yourself to a life of Torah: a life, we pray, filled with wisdom, caring and right action.

We pray that you will grow each day in compassion for the needy, in concern for the stranger, in love of all people.

May the One who blessed our ancestors, Abraham and Sarah, Isaac and Rebecca, Jacob and Rachel and Leah, bless you on your becoming a Bar/Bat Mitzvah.

May you grow with strength and courage, with vision and sensitivity. And may you always be certain of our love.  
Amen.

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May the One who has always been our Guide inspire you to bring honor to our family and to the House of Israel.

Blessed is Adonai our God, who gives me the honor and privilege of entrusting you with Torah.

בָּרוּךְ אַתָּה, יי אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,  
שֶׁהֶחַיֵּנוּ וְקִיַּמָּנוּ וְהִגִּיעָנוּ לְזֶמֶן הַזֶּה.

*Baruch Ata Adonai, Eloheinu Melech ha-Olam,  
Shehecheyanu, v'kiy'manu v'higi'anu laz'man hazeh.*

Blessed are You, God, Sovereign of the Universe,  
For creating us, for sustaining us and for enabling us to  
reach this singular moment.





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## *Aliyah List*

Honors for the Bar/Bat Mitzvah of \_\_\_\_\_

Ark Opening: \_\_\_\_\_

Aliyah 1: \_\_\_\_\_

Aliyah 2: \_\_\_\_\_

Aliyah 3: \_\_\_\_\_

Aliyah 4: (reserved for Bar/Bat Mitzvah)

Hebrew Name: \_\_\_\_\_

*Hagba'ah* (Lifting Torah): \_\_\_\_\_

*Gelilah* (Dressing Torah): \_\_\_\_\_

Names for Kaddish List: \_\_\_\_\_

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Notes: \_\_\_\_\_

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## ***Donation Form***

I, \_\_\_\_\_ (fill in name), make this donation in ☐ honor or ☐ memory  
(check one) of...

Mark the appropriate fund and use space to give further details:

Name of Fund	Use this space to fill out inscription, if any	Amount
Rabbi Hecht's Discretionary Fund		
Rabbi Bennet's Discretionary Fund		
Cantor Hyman's Discretionary Fund		
Memorial Plaque		
Tree of Life		
High Holy Day Appeal		
Adult Education Fund		
Prayerbook Fund		
Torah Commentary Fund		
Torah Fund		
Religious School Fund		
Religious School Scholarship Fund		
Tikkun Olam Fund		
General Fund		
Sunshine Fund		
Library Fund		
Social Action Fund		
Healing Fund		
Memory/Yahrzeit Fund		
Oneg Sponsor Fund		
Eisner/Crane Lake Camp Fund		
Senior Programming Fund		
Social Action Fund		
Tzedakah Fund		
Youth Programming Fund		
Youth Discretionary Fund		
Darchei Noam Fund		

Notes: Memorial Plaques are \$360, Tree of Life Leaves are \$180, a limited number of boulders are available for \$1800, Shabbat Prayerbooks are \$36.00, High Holy Day Prayerbooks are \$40.00. Torah Commentaries are \$50.00.

If you would like to donate to our Temple, there are numerous funds for worthy causes at Temple Chaverim:



**Rabbi Hecht's Discretionary Fund:** For use by Rabbi Hecht to provide scholarships for children, guest speakers, donations to other Jewish causes and to help the needy in the community.

**Rabbi Bennet's Discretionary Fund:** For use by Rabbi Bennet to provide scholarships for youth programming, facilitate and improve youth events, and donations to other Jewish causes.

**Cantor Hyman's Discretionary Fund:** For use by Cantor Hyman to provide scholarships for children, build the Jewish musical repertoire of the congregation, promote musical programming and donations to other Jewish causes.

**Memorial Plaque:** A donation of \$360 will pay for the cost of a plaque to put on the Memorial Board in memory of a deceased loved one.

**Tree of Life:** Tree of Life leaves are \$250 and \$1800 (for boulders). These leaves are put on our Tree of Life to commemorate happy occasions such as, Bar/Bat Mitzvahs, weddings, anniversaries, college graduations or any happy occasion.

**High Holy Day Appeal:** Donations made during the High Holy Days to help cover our operating expenses.

**Adult Education Fund:** Donations will be used to create and enhance our adult education opportunities.

**Prayerbook Fund:** A \$36 donation will pay for the prayer book we use during Friday night service or \$40 for the High Holy Days. A bookplate will be placed in the prayer book with the name of those honored or remembered.

**Torah Commentary Fund:** A \$50 donation will help the Temple acquire Torah Commentaries, which are the books that members use during services to follow along with the Torah reading.

**Torah Fund:** This is used to purchase our Torah Scrolls, Scroll of Esther and to clean and maintain the accouterments relating to the Torah (silver and mantles).

**Religious School Fund:** A donation to this fund is used to purchase additional supplies and fund additional activities not covered in our budget.

**Religious School Scholarship Fund:** Donations to this fund will ensure that all children have access to a Jewish education, regardless of ability to pay.

**Tikkun Olam Fund:** For use by the Board of Trustees to support local, regional, or efforts stemming from, but not limited to, a national or worldwide emergency. Examples of efforts we might support could be the URJ's Disaster Relief Fund to help the victims of the Haiti Earthquake or floods/drought around the world.

**General Fund:** General operating expenses.

**Sunshine Fund:** Donations offset the cost of shiva simcha and illness baskets sent to congregant's homes.

**Library Fund:** Will be used to build our literary collection of Jewish books for our library.

**Social Action Fund:** Donations to this fund will help us extend a caring, compassionate hand in our community -- near and far -- by supporting initiatives such as the Tikkun Alliance of the North Shore which delivers hot food and warm clothes to people in need on Long Island, area-wide Food Drives, and broader emergency responses to global events that occur.

**Healing Fund:** Donations to this fund will help Temple Chaverim's Caring Community to reach out to those who are coping with illness, grief and loss.

**Memory/Yahrzeit Fund:** A donation in any amount in memory of a loved one on the anniversary of their death.

**Oneg Sponsor:** Honors a simcha within the congregation or your family.

**Eisner-Crane Lake Scholarship Fund:** Provides scholarships for children of Temple Chaverim to attend a UAHC camp program during the summer.

**Senior Programming Fund:** Supports Sociable Seniors events and other senior-finance programming.

**Youth Programming Fund:** Provides scholarship funds for our youth to participate in NFTY, Hebrew Union College and other Jewish educational leadership development programs.

**Youth Discretionary Fund:** Donations to this fund help to subsidize educational and engaging Jewish programs for Youth such as NFTY retreats, HUC leadership programs and the Religious Action Center seminars.

**Darchei Noam Fund:** Temple Chaverim's sister Synagogue in Israel. Funds get sent directly to them to support Reform Judaism in Israel.

**Directions to Temple Chaverim**  
**1050 Washington Ave., Plainview, NY 11803 - (516) 367-6100**

**From New York City:**

Long Island Expressway to Exit 46 (Sunnyside Blvd.). Stay on S. Service Road .8 miles to Washington Ave. exit. Turn right on Washington Avenue – go 1.5 miles to Temple on right side of street (just past St. Margaret's Church).

**Or**

Northern State Parkway to Exit 38 (Sunnyside Blvd.). Make a left and go to the second light (Expressway Service Road E.). Take Service road to Washington Ave. Make a right for 1.5 miles to Temple on right side of street.

**From Eastern Long Island:**

Long Island Expressway to Exit 48 (Round Swamp Road). Make a left at the first light which becomes Old Country Road – go 2 blocks past the Post Office to E. Bethpage Rd-make a right. Go to the end and turn right on Washington Ave – go 1.5 miles to Temple on right side of street (just past St. Margaret's Church).

**Or**

Northern State Parkway to Exit 38 (Sunnyside Blvd.). Make a right –go to next corner make a right. Go two traffic lights to Expressway Service Road East to Washington Ave. Make a right for 1.5 miles to Temple on right side of street.

**From Jericho Turnpike (Syosset-Woodbury)**

Turn South on Plainview Road (1/2 mile from Woodbury Country Club). Continue on Plainview Road 1.5 miles through Northern State Parkway underpass. Once through underpass – SLOW DOWN – entrance to Temple Chaverim is on left (before St. Margaret's Church).

**From Old Country Road (Plainview–Old Bethpage)**

Turn on to Manetto Hill Road and make first right turn on to Washington Avenue. Stay on Washington Avenue for approximately 2 miles. As you approach the Northern State Parkway under pass – SLOW DOWN. Temple Chaverim entrance is on right (approximately 100 feet before Northern State underpass).

## Photography Request Form



All requests for formal photography must be cleared through the clergy office. Daytime photo shoots can be scheduled for Monday through Thursday and must end before 3 pm. Some appointments are permitted for Monday and Thursday evenings. Monday evening appointments must begin after 6:45 pm. Generally there are no restrictions on a Thursday evening. For September through December 2013, photography will not be available on Monday evenings.

The Ark must remain closed and the Torah cannot be removed. A small replica of a Torah is available for photography. It is located in the small wood cabinet on the right of the bimah area.

Please return this form, or call the Temple office, ext. 112, if you wish to arrange for the sanctuary to be reserved for you. We will confirm your appointment by phone or email.

Photography sessions are usually 1 hr in length. Please do not bring any food into the sanctuary. Your cooperation is very much appreciated.

Name \_\_\_\_\_

Date Requested \_\_\_\_\_ Time \_\_\_\_\_



Phone: 516.367.6100  
Fax: 516.692.0208  
www.templechaverim.org

1050 Washington Ave.  
Plainview, NY 11803

Date \_\_\_\_\_

Dear Videographer:

Temple Chaverim grants permission to you to video the bar/bat mitzvah service for \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ am/pm provided the following conditions are satisfied. Kindly sign one copy of this agreement and return it via fax, along with a Certificate of Liability Insurance naming Temple Chaverim as additional insured, to (516) 692-0208, attn: Eileen Schneyman, Executive Director.

Many thanks for your cooperation. Please feel free to call if you have any questions.

- **Coordination:** Only ONE videographer is permitted in the sanctuary for any given service. Families sharing a service must coordinate with each other.
- **Insurance:** Videographer must maintain appropriate liability insurance and provide certificates to Temple Chaverim naming Temple Chaverim as additional insured.
- **Location:** Videographer must set-up fixed tripod in a designated spot in accordance with the Rabbi and Executive Director's instructions.
- **Restrictions:** No videography is to be done outside the sanctuary (e.g., parking lot, lobby prior to -- and/or, in the case of morning services, immediately following -- the service as it may diminish the sanctity of Shabbat for worshippers.
- **Set-up/Break-down:** Videographer must work in a non-obtrusive, non-disruptive fashion so as not to disrupt any portion of the service.
- **Professional Comportment:** Videographer must dress in a black suit and be presentable as befits the surroundings. Videographer must be professional in all communications (verbal and written) and in the performance of all photographic services.
- **Pricing:** Videographer will prearrange any and all fees, if any, directly with the congregants booking his/her services.
- **Conditions:** Failure to comply with performance expectations may result in summary removal from the synagogue, at the discretion of the Executive Director.

Sincerely,

**Eileen Schneyman**

Eileen Schneyman

Executive Director

**Agreed to and accepted by:**

\_\_\_\_\_  
Name of Videographer

\_\_\_\_\_  
Print name of company

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Date

