



B'nai Mitzvah Institute
Jewish Community Center of Harrison

B'nai Mitzvah Institute- Jewish Community Center of Harrison

Jewish milestones provide for us a meaningful way of marking sacred time. They offer us a special avenue for learning and grant us a unique opportunity to bring family and friends together in celebration. All of us at the Jewish Community Center of Harrison (JCCH) look forward to guiding you through this special time in the life of your family. Our goal is to have each of you look back on the process with a deep sense of pride and accomplishment. We are excited to do all that we can in order to prepare you for the day, both in mind and in spirit; we are here to guide you through your learning and to help you along the way. The entire JCCH family wishes you much mazel as you work towards this joyous occasion.

TABLE OF CONTENTS

Welcome.....	3
A Note from the B’Nai Mitzvah Committee.....	4
Introduction.....	5-6
Preparation for Your Child's Bar or Bat Mitzvah.....	7-8
Tefillot (Prayers) and Page Numbers in <i>Siddur Lev Shalem</i>	9
Bar or Bat Mitzvah Lessons.....	10-11
Ritual and Service Information.....	12-14
Ushering.....	15
Additional Details.....	16-17
Aliyot and Honors.....	18-20
B’nai Mitzvah Fees.....	21-22
Bar or Bat Mitzvah Line.....	23-24
Schedule for Bar or Bat Mitzvah Weekend.....	25

Contact	Information
.....
...26	
Appendix 1 – Honors Assignment Sheet for Shabbat Morning Bar or Bat Mitzvah.....	27-28
Appendix 2 – Honors Assignment Sheet for Shabbat Afternoon Bar or Bat Mitzvah.....	29-30
Appendix 3 – Prayers for Before and After the Torah readings.....	31
Appendix 4 – Shecheyanu.....	32
Appendix 5 – Prayer for Our Country.....	33
Appendix 6 – Prayer for The State of Israel.....	34
Appendix 7 – Parental Blessing.....	35
Appendix 8 – Ushering Worksheet.....	38
Sign Off Sheet of receiving.....	

Mazel Tov!

Shalom, Chaverim (Friends)!

What an exciting occasion as your child becomes a fully responsible member of our community!

These next years will be momentous on many levels, most importantly for your child's **Jewish identity**.

Growing into a full-fledged member of our community is an exciting thing - and with this excitement comes responsibility. Becoming a Bar or Bat Mitzvah is more than just reading a portion of the Torah or Haftorah, leading a part of the service, or sharing a message based on Jewish study. This is all important, of course, but the experience should also have a long-term impact. We hope that our work this year prepares your child for adult Jewish life as much as for the day they become a Bar or Bat Mitzvah. We are here to guide you as a family.

A **hands-on mitzvah project** of *tikkun olam* (mending the world) should be foremost on this year's agenda for you and your child. This project should involve some activity and should not simply be a donation of funds. Choosing a volunteer project is part of what it means to be a responsible member of the community. In conjunction with our Synagogue resources and in consultation with our Director of Education, you and your child will be selecting the cause that is most meaningful to your family.

In preparation for the upcoming simcha (joyous occasion), you and your child will begin working with our clergy, tutor, and a member of the JCCH family in the year before the Bar or Bat Mitzvah. We will be in touch to begin working with you to introduce your child's *D'var Torah* (message based upon the Torah reading).

The clergy and professional staff of the JCCH will be in touch with you throughout the year to guide you and your child on this journey.

We all look forward to sharing in the next phases of preparation. Please do not hesitate to contact us at any time with questions, comments, or concerns. What a gift it is to enter this stage of your child's life together.

L'hitraot – We hope to see you soon,
The B'Nai Mitzvah Committee

A Note About Celebrating Your Child's Bar or Bat Mitzvah at the JCCH

In response to questions that often arise, we felt that it would be helpful to review some details connected with holding the Bar or Bat Mitzvah at the JCCH. If you and your family have been through this experience already, please read this since some details may be different. If you have any questions, please feel free to contact the JCCH office and speak with our Administrative Assistant at X100.

The JCCH maintains a strict Kashrut (kosher food) policy. Only caterers that have approved certificates of Kashrut may provide food for events and parties at the JCCH. A list of pre-approved caterers is available from the office. If you would like to use a company not on the list, which you are most welcome to do, please have the company submit their Kashrut certificate for review 60 days prior to your event.

Families whose child becomes a Bar or Bat Mitzvah on Shabbat morning provide Kiddush following services for the congregation, please include 30 members to your total number, as well as the family's guests. If you are hosting a party off-site following services, please plan to stay at the Kiddush for 30 to 45 minutes before leaving the building. This typically translates into a 12:30- 1:00 PM departure from the JCCH after a Shabbat morning service. Your child becoming a Bar or Bat Mitzvah is a celebration for the entire community and members in attendance will want to wish you and your family a Mazel Tov!

Food deliveries and other items for Kiddush, no matter the format, must be received in advance of Shabbat. No deliveries can be made on Shabbat. This means that all deliveries, including such items as food, tables, chairs, other supplies, flowers, and centerpieces must be delivered by 1:00 PM on Friday during the fall and winter and 3:00 PM Friday during the spring. Post-Shabbat deliveries can be made after the posted Havdalah time that appears on any Jewish calendar. (The time varies by month.)

This same rule applies to food, supplies, and equipment for a Saturday evening party or Havdalah service. **Absolutely no deliveries can be made to the JCCH on Shabbat.** Kosher caterers will understand this. **Please advise any and all other vendors with whom you will be working, for example, florists, DJs, and bands, of this requirement.** Arrangements for deliveries can be made with the Administrative Assistant and our Building Manager.

All vendors connected with your party must provide the JCCH with a Certificate of Workman's Compensation Insurance and a Certificate of Liability Insurance naming JCCH as Additional Insured 60 days prior to your event. This applies to caterers, florists, photographers, game companies, DJs, bands, and any other company or individual making deliveries or performing a service at your event.

We want this experience to be a special one for you, your child, and your family and friends. We look forward to celebrating this milestone in your child's life!

**The Jewish Community Center of Harrison
B'nai Mitzvah Handbook
Introduction**

The purpose of this handbook is to be an accessible guide for you and your family from now until the time of your child's Bar or Bat Mitzvah ceremony. We hope that it will be your source for important information, as well as a reference point for you as we move through this process: from the initial preparations, through the hours of study and, finally, to the Bar or Bat Mitzvah itself.

The History of becoming a Bar or Bat Mitzvah

Becoming a Bar or Bat Mitzvah is when a Jewish adult has assumed the responsibility for performing the Mitzvot, commandments for living a Jewish life. Becoming a Bar or Bat Mitzvah is a status that a Jewish thirteen-year-old chooses for oneself; it is a process of learning and doing that culminates in a joyous event. In this manner, one does not “have a Bar or Bat Mitzvah,” one *becomes* a Bar or Bat Mitzvah. One can look throughout the entire Bible and not find one mention of a Bar or Bat Mitzvah ceremony, which celebrates a young person’s full acceptance of the covenant with God and Israel. Yet ,while the Temple in Jerusalem was standing, the age of 13 began to be associated with assuming religious obligations. By around 200 CE, it was prescribed that “at the age of 13, one takes on the responsibility of the mitzvot” [Pirkei Avot 5:21]. The only ritual that we are familiar with from this time period is that the father would recite the Baruch sh’Pitarani prayer: Blessed are You, who has freed me from obligation for this boy. The ritual observance of this coming-of-age ceremony continued to develop throughout the years, and by the 16th century, it became customary for the Bar Mitzvah to mark this transition by reading from the Torah. The first girl who became a Bat Mitzvah was Judith Kaplan, the daughter of a rabbi, and she became a Bat Mitzvah on March 18th, 1922, in New York City. With the Torah scroll covered but in sight, Judith recited the preliminary blessing, read a portion of the Torah in Hebrew and English from her Chumash, and then intoned the closing blessing.

A Word about the Privilege and Responsibility of becoming a Bar or Bat Mitzvah

One of the goals of our Jewish education program is to enable our children to celebrate Judaism’s most unique and beautiful rite of passage, becoming a Bar or Bat Mitzvah. Preparation for becoming a Bar or Bat Mitzvah begins the moment that you elect to provide a Jewish education for your child and communicate to him or her a sense that he or she has a special place in the Jewish community and connections to our Jewish past, to Jews throughout the world, and to a meaningful Jewish future. By choosing to make the JCH your Jewish home, you have initiated a partnership between you and the synagogue for the sake of your child and your family. We view becoming a Bar or Bat Mitzvah as one of the eternal moments in the life of a child and his or her family, not an end, but a “commencement.” It marks the transition from Jewish childhood to the next stage of Jewish life and reflects the combined commitment of the adult Jewish community (parents, teachers, clergy) to educate,

encourage, and nurture our children. Becoming a Bar or Bat Mitzvah is both a privilege and a responsibility. The community offers our children the highest honor that it can bestow upon a person: the opportunity to read from the Torah, to lead and to teach the congregation. It is important for all of us to communicate these expectations and responsibilities.

What you can expect from the JCCH

- A high quality and engaging educational program
- Love and support for your child as he or she discovers his or her abilities and strengths and learns to meet his or her challenges
- Thorough preparation for success when he or she is called to the Torah as a Bar or Bat Mitzvah
- Exciting and varied opportunities for Jewish learning
- Access to our clergy and our educators so that you and your family may find meaningful connections within the JCCH community

What we expect from you as a parent

- A commitment to become involved in our community and to contribute your unique expertise and gifts to our shared communal life
- Pursuit of relationships with our clergy, educators, and staff
- Attention to your own spiritual life and growth
- Participation with your family in Shabbat services as well as holiday services to ensure familiarity, comfort and a sense of belonging
- Recognition that you are the most important mentor and model for your child's Jewish development
- Participate with your child in 6th and 7th grade workshops as scheduled during Kehilah school
- JCCH membership in good standing prior to receiving your child's Bar or Bat Mitzvah date*

*If you require assistance, please confidentially speak with the synagogue's President and/or Treasurer.

What we expect from and for your child

- A depth of understanding of Judaism
- Regular attendance at Kehilah School
- Hebrew proficiency acquired through Kehilah School or, if needed, through private tutoring
- A connection to the other students at the JCCH
- A sense of pride and identification with the Jewish people
- A commitment to continue his or her Jewish study at the JCCH

- Zoom etiquette - all screens during tutoring must have video and sound on at all times
- Participate in person for services on Friday evening and Saturday morning so you become comfortable with the service and can participate in leading prayers

Preparation for your child's *Bar or Bat Mitzvah*

Assignment of Bar or Bat Mitzvah Date

Dates are assigned in chronological order according to the Hebrew date of birth. Each Fall, families of children in fourth grade will receive a Bar or Bat Mitzvah Registration Form, which will ask for any dates that present a conflict (for example, another family celebration). Date assignments will be announced in the middle of the fourth-grade year, on the same day that other synagogues in the immediate area are announcing this information.

Date Change Requests

We will do our best to accommodate a date change request. Please note that once a child has begun preparing the material for their originally assigned date, new material will be necessary for a new date. All questions regarding assigned dates should be directed to our Rabbi or the Administrative Assistant.

Requirements for Bar or Bat Mitzvah

1. All boys and girls must be at least 13 years of age according to their Hebrew date of birth. Please consult hebcad.com, should you have any questions.
2. Students must either be enrolled in the JCCH's Kehilah School or attend a formal course of Jewish studies at an approved Jewish day school, or an equivalent approved program.

Students with special needs may have alternative preparatory Jewish education with modified tutoring sessions. Also, the required service elements can be adjusted to ensure an appropriate and meaningful Bar or Bat Mitzvah experience. This should be discussed with our rabbi, and Director of Education.

3. It is our goal for the Bar or Bat Mitzvah ceremony to be a meaningful ritual for the child and for the family, and to make the overall experience of the simcha more meaningful by providing a comfort level and familiarity with the choreography of a Shabbat service, as well as allow families to feel more like participants and part of a larger community. In order to acquire a full sense of this tradition, its liturgy and its rites, and to help students and their families to become familiar with the traditions and protocols of the Shabbat service, we ask families to worship frequently with us at Kabbalat Shabbat evening services and Shabbat morning services.

With this in mind, we strongly recommend that students attend at least a combination of eight services of Kabbalat Shabbat, Friday evening services, and Shabbat morning services. at the JCCH during the 12 months leading up to the Bar or Bat Mitzvah.

Additionally, in the weeks leading up to your child's Bar or Bat Mitzvah, we hope that your child will attend non-Bar or Bat Mitzvah Shabbat morning services (9:30 am), with at least one parent (siblings, too!), as often as possible.

The JCCH's goal is for the Bar or Bat Mitzvah child to be as comfortable as possible in services – and that can only happen by seeing and participating in our services. We ask our B'nai Mitzvah to stand with the rabbi at the bimah to observe the Torah reading and, where appropriate, to assist in leading the parts of the service.

4. Students must actively engage in a personal Mitzvah Project. Before reaching a final decision of what his or her Mitzvah Project will be, each student should meet with their 7th grade teacher and/or the Director of Education to discuss, and to brainstorm ways to achieve its goals. Our rabbi will also discuss each student's Mitzvah Project when they meet to discuss his or her D'var Torah.

5. Participation in the Seventh and Eighth Grade Program
Seventh and Eighth grades are exciting years for you and your family. You and your children will be involved in preparing for your child to become a Bar or Bat Mitzvah. This is a wonderful journey and the JCCH is pleased to be a part of it. For each child, this journey includes:

- Monthly Sunday morning Mitzvah core projects that include feeding the homeless, visiting Senior Centers, volunteering at the Purim Carnival, volunteering during Mitzvah Day, and much more. Most projects are two to two and a half hours long and are during the day on Sunday
- Attending weekly Kehilah School evening classes on Wednesday from 6:00 p.m. to 8:00 p.m.

- Sessions with our rabbi to discuss and explore issues that are relevant and meaningful to them
- Joining the Kehilah High School for a variety of outstanding guest speakers
- Additional programs that are created each new school year
- Complete the school year after your Bar or Bat Mitzvah is celebrated

6. Required Service Elements

As part of the study process leading to becoming a Bar or Bat Mitzvah, **all** students will be required to complete the following:

- Prepare and recite your D'var Torah.
- Recite various Tefillot (prayers), including Torah service as well as Kiddush recited at Friday evening services.
- Learn additional Torah portions: Students will be encouraged to learn as many Torah portions as they are able to chant. The number of readings to be learned will be determined by our tutor in consultation with the student and parents. *Torah readers may not make use of any materials (for example, cheat sheets) when chanting Torah portions during the service.*

For Shabbat Morning Services (only):

- Recite Maftir Torah portion (brachot (blessings) then Aliyah) **and one of the following**:
 - Option 1 - Recite brachot before and after Haftarah, as well as the Haftarah.
 - Option 2 - Instead of chanting a Haftarah, the student may opt to lead a preponderance of Shacharit (before the Torah service) **and** Musaf (after the Torah service) prayers (Tefillot) on Shabbat morning.

For Shabbat Afternoon Services (Havdalah only):

- Recite third Torah portion (brachot (blessings) then Aliyah)
- Attendance at the Shabbat morning service the week **PRIOR** to Shabbat afternoon Bar or Bat Mitzvah service so that the tallit can be placed and the Bar or Bat Mitzvah may receive an Aliyah to the Torah.
- Families should highly consider attending Shabbat Services the morning of the Bar or Bat Mitzvah. It is a beautiful, engaging experience for the whole family.
- Learn additional Torah portions; students will be encouraged to learn as many Torah portions as they are able to chant.

Parents and siblings are strongly encouraged to become involved in the *Bar or Bat Mitzvah* experience by chanting Torah themselves.

Upon request, our tutor will provide any necessary materials to the family for these additional readers, and will gladly review Torah readings with the additional readers

Tefillot (Prayers) and Page Numbers in Siddur Lev Shalem

Prayer	Friday Evening	Saturday Morning	Saturday Afternoon
Kiddush	55		
Sh'ma/V'ahavta	41	155	
Barchu	39a	149	
Aleinu	56	205	
Veshamru	46		231
Ein Kelohenu		204	
L'dor v'dor		187	
Ein Kamocha		168	
Shma/Echad/Gadlu/ L'cha Adonai		171	
(Torahreturn) Yehalelu		183	221
Etz Chaim		184	222
Amidah—opening brachot		185	
Lechu n'ranena			
Yismechu hashayami	14		
L'cha dodi	23		
Ahavat Olam	40		
Ashrei		181	214
Chatzi Kaddish	46	174	217
Kaddish Shalem	54	167	230
Kedushah			225

Bar or Bat Mitzvah Lessons

A large part of becoming a Bar or Bat Mitzvah is spending a good deal of time in personal study, in order to prepare oneself completely for the ceremony. The individual's learning process begins approximately ten to twelve months prior to the date of the ceremony.

Prior to each student's Bar or Bat Mitzvah, the student will receive a customized booklet containing his or her Torah portion and Haftarah portion (if appropriate) as well as prayers for your service.

- It is important to decide at this early stage whether you would like to have a Shabbat morning service or a Shabbat afternoon service, since the Torah portion differs for the Shabbat morning versus the Shabbat afternoon service on the same day.
- Please note that the Haftarah materials are not used for the Shabbat afternoon Bar or Bat Mitzvah; they are used only if the child will be participating in the Shabbat morning service.

Each child will also receive recordings that will contain the Torah, and Haftarah if appropriate, portions that will help each student learn to chant his or her portions. The recordings emphasize use of trope musical symbols and patterns. Upon receipt of these recordings and the customized booklet, each student is expected to begin reviewing the basic blessings and trope patterns, and then to begin practicing the Hebrew reading of his or her Haftarah or Torah portions.

Approximately twelve months before the Bar or Bat Mitzvah date, each family will meet with our Rabbi, and/or the Educational Director, to begin the Bar or Bat Mitzvah study process. All elements of the process will be discussed, including study sessions, Torah and Haftarah portions, D'var Torah, scheduling, special concerns, weekend logistics, and any other items you may wish to address.

The child will also begin meeting with our tutor or approved tutor in weekly 30-minute sessions, to receive assistance in learning his or her portions, and to review all aforementioned blessings. These one-on-one sessions allow the student to receive individualized attention and can address any problems that might arise. *Parents are strongly encouraged to attend these sessions with their child. **Please note that sessions will be scheduled directly with our tutor and not through the Kehilah School. We strongly encourage a standing weekly appointment.***

The last three weeks of lessons will take place in the sanctuary, at which time the student will practice chanting his or her Torah portion from the actual Torah scroll, and his or her Haftarah

portion, if applicable, and blessings, from the bimah. Students who are unprepared due to lack of attendance either in the Kehilah School or meetings with the tutor are responsible for the cost of any additional private tutoring.

Private Preparation

Although the student spends a good deal of time with teachers and clergy, the student also needs to make a time commitment of his or her own in order to be fully prepared to become a Bar or Bat Mitzvah. Practicing every day, as much as possible, will allow for the student to learn all the necessary material and to be comfortable with it. Sometimes, families enjoy working together on this process; it can add great meaning to both the process and the ceremony itself. However, parents should not be alarmed if their child wants to work on his or her own; every student has his or her own way of learning.

D'var Torah Preparation

In each customized booklet, there will be information containing each child's Torah portion, which can be used as a guide when writing the D'var Torah. A member of the JCCH family will work with B'nai Mitzvah students during the early stages of their speech preparation and our rabbi will provide guidance in the writing process towards the final stages of this preparation.

Ritual and Service Information

The Sanctity of the Service

Becoming a Bar or Bat Mitzvah is a religious and ritual experience. We endeavor to engage the entire congregation during the service and seek to avoid anything that might interrupt that purpose.

Timing of Services for Bar or Bat Mitzvah Weekend

- *For Shabbat afternoon service families only:* Shabbat morning service the week PRIOR to Bar or Bat Mitzvah, 9:30 am to 12:00 pm for tallit (see “Tallit” below) and Aliyah
- *For Shabbat morning service families:* Thursday morning Minyan service, in person, the week of Bar or Bat Mitzvah at 7:00 am to approximately 7:45 am
- Friday evening Kabbalat Shabbat service at 6:00 pm.
- Shabbat morning service: 9:30 am to approximately 12:00 pm
- Shabbat afternoon service: Begins approximately an hour and a half before sundown. Please check with our rabbi for exact timing.

Ritual Information

The JCCH requires the following in terms of ritual observance:

- All men entering the sanctuary must wear kippot.
- Jewish men are required, and women are encouraged, to wear tallitot.
- All Torah readers and persons called to the Torah for an Aliyah (both men and women) must wear tallitot.
- All Bar Mitzvah are required to wear both kippot and tallitot.
- The JCCH does not schedule two B'nai Mitzvah (morning and afternoon) on the same Shabbat unless they are siblings both of 13 years of age.

Appropriate Dress

We want to ensure everyone is appropriately dressed for this special occasion. Girls should wear outfits that cover their shoulders. A girl’s tallit should go on over the dress or blouse. Boys should wear a shirt, tie, and jacket

Tallit

Immediately prior to the beginning of the service, the Bar or Bat Mitzvah child and family should gather in the front row of the sanctuary along with the clergy, who will assist the parents in presenting the tallit to the Bar or Bat Mitzvah and sharing a personal blessing.

Families may use a tallit from the JCCH, have one made for the Bar or Bat Mitzvah, use one that they own, or purchase one from the Sisterhood Judaica Gift Shop.

Kippot

It is customary, although not required, for B'nai Mitzvah families to order kippot for guests and the congregation for use during services. Please plan to include approximately 40 congregants in addition to your invited guests. Kippot and clips may be ordered from the JCCH Sisterhood Judaica Gift Shop. Each family should provide a basket for the kippot and clips, which is placed on a table outside the Sanctuary.

Tefillin

During the Thursday morning minyan prior to your child's Bar or Bat Mitzvah, a Bar Mitzvah will put on tefillin for the first time. The JCCH can arrange for a congregant to teach the Bar or Bat Mitzvah to put on tefillin, if requested. Families can purchase tefillin through the Sisterhood Judaica Gift Shop.

Candy

Upon completion of the Torah or Haftarah by the Bar or Bat Mitzvah and during the singing of Siman Tov, the congregation may gently throw candy towards the Bar or Bat Mitzvah. Candies must be:

- Kosher
- Individually wrapped
- Soft candy (Sunkist Fruit Gems)
- Placed at the front of the sanctuary, in baskets or containers, prior to the start of the service
- Distributed by preselected close friends or family, to the congregation, at the rabbi's direction

Parental Blessing

The parents of the Bar or Bat Mitzvah will ascend the bimah and bestow the Parents' Blessing upon the child. This English blessing, which may be written by the parents or read from our prayer book, concludes with the Hebrew blessing Shehecheyanu which is included

on page 33 of this manual. We have also included a version of a Parents' Blessing on page 36 of this manual.

Any parent who wishes to compose or recite an alternative to the blessing in our prayer book must adhere to the length, no more than 5 minutes, and thematic guidelines of the provided blessing. Please keep in mind that while this is an important personal moment, the parents' blessing is a ritual moment in the context of our services and is just that, a blessing and not a list of the child's accomplishments.

Another beautiful ritual ceremony is families have the honor of passing the torah l'dor v'dor, from generation to generation. Those families fortunate enough to have multiple generations attend their simcha are encouraged to take part in this beautiful and meaningful ceremony.

Aliyot

One of the most rewarding ways to celebrate family simchas and joyous occasions is to participate in them. Asking family members and close friends to participate in the Bar or Bat Mitzvah service is a wonderful way of honoring those relationships and sharing your pride.

Later in this booklet you will find additional information that explains those honors that may be distributed during the service as well as forms to be completed and submitted before your Bar or Bat Mitzvah. It is always important to ensure that those people who are participating in the ceremony know well enough in advance about it, so that they will be able to prepare themselves properly.

Some family members have the skills to read from the Torah, and we wholeheartedly encourage the involvement of immediate and extended family and friends in reading from the Torah.

Anyone receiving an honor should be fully aware of all the procedures and, if applicable, the blessings involved. Our Rabbi or a member of the Ritual Committee will be happy to go over all the necessary details, including the B'rachot in Hebrew and English as well as the Torah readings. Please refer to the section on Aliyot and other honors for complete details.

Presentation of Gifts by Leadership

Parents have the opportunity to name the person who will present the gifts to the Bar or Bat Mitzvah. Anyone in a leadership position (Board of Trustees, Executive Committee, or staff) who has a personal relationship with the family is eligible to be selected. We have found that when the gifts are presented by someone who knows the family, the experience is more

meaningful. This is, however, completely optional and if you chose not to, a person holding a leadership position at the JCCH will be chosen for you. For your information, this person will also deliver the congregational announcements.

Havdallah Spice Bags and Candle

For a Shabbat afternoon B'nai Mitzvah, it is recommended that spice bags be made for your guests. Small mesh bags should be filled with sweet smelling spices (cinnamon stick, allspice, whole cloves) and can be purchased at www.americanspice.com. There should be approximately one bag for every two people. The rabbi will indicate when they should be distributed. A Havdallah candle will also be used and can be purchased from the Sisterhood Judaica Gift Shop.

Kiddush and Oneg Shabbat

According to Jewish custom, on certain milestones, such as a b'rit, a wedding, and B'nai Mitzvah, it is an honor to share your celebration by providing for a seudat mitzvah or festive meal, for the congregation. Additionally, if your celebration after the service is at another location, it is expected that the Bar or Bat Mitzvah family remain at the JCCH for a reasonable amount of time before departing.

- **Kabbalat Shabbat evening service (Friday evening):** Many families also choose to have a dinner at the JCCH following the service for family and out of town guests. Please contact our Administrative Assistant at X100 for more information.
- **Shabbat morning service: It is the responsibility of the Bar or Bat Mitzvah family to provide a Kiddush luncheon following a Shabbat morning service *even if your party is being hosted elsewhere*.** When planning, please allow for an additional 30 congregants in addition to your invited guests.
- **Shabbat afternoon service:** Included in the B'nai Mitzvah fee, is the cost of a BASIC Kiddush for Shabbat morning. Please feel free to augment the arrangements as you see fit. During the announcements that morning, recognition will be made of your sponsorship. It is important to note, many families have enjoyed attending the Shabbat morning service even when the actual Bar or Bat Mitzvah is that evening. It is a very special service for the whole family and the student can participate as much or as little as desired.

Photography and Videography

Photography and videography are not permitted on Shabbat (Friday evening until Havdallah on Saturday night) anywhere on JCCH property.

- For Shabbat afternoon B'nai Mitzvah, photography and videography may begin as the Havdallah candle is lit. The photographer is welcome to enter the sanctuary and take pictures at that time.
- B'nai Mitzvah families can arrange an alternate day for a family photo session and videotaping in the sanctuary and on the bimah by contacting our JCCH main office.

Entertainment

While singing Shabbat zemirot without musical accompaniment at the Kiddush is permitted and encouraged, live or recorded music is strictly prohibited until Havdallah. Other forms of entertainment that are permitted on Shabbat include a capella singing groups, Israeli dancing, magicians, mentalists, and board games. Note that forms of drawing and electronics are not allowed. Before booking anything, please confirm with our rabbi that the proposed entertainment is conducive with the spirit of Shabbat.

Gifts

The exchange of money and gifts is inappropriate on Shabbat.

Cell Phones

The use of cell phones is not permitted at the JCCH on Shabbat. Please make sure that your guests turn off their phones before entering the Synagogue.

Ushering

As parents of the B'nai Mitzvah class, you are required to usher at least one Shabbat morning or Shabbat afternoon service. The main purpose of the ushers is to greet guests and make them feel welcome, make sure that men are wearing kippot and Jewish men wear tallitot, and keep decorum in the sanctuary. Ushers should be contacted by the Bar or Bat Mitzvah family to inform them of any of their guests' special needs. This will help the ushers attend to their needs with fewer uncomfortable moments.

Appendix 8 of this handbook (page 37) is the JCCH's **Bar or Bat Mitzvah Usher Program Form**. This form asks both whom you would like to usher at your Bar or Bat Mitzvah, as well as whom you would like to usher for at theirs. Please complete it and return it to the JCCH office. You will be contacted by the usher coordinator or the 7th grade class parent when all forms are submitted.

The ushering program has proven to be very beneficial, and is critical to ensuring the sanctity of the service. *Although everyone has busy schedules and children have outside activities on Saturdays, this is an obligation that you have to your children and to the congregation.* It is also a good way to experience the entire service and become familiar with the sequence of events.

Ushering Guidelines

1. One congregant will volunteer as an usher at Shabbat morning or Shabbat afternoon services.
2. Morning services begin at 9:30 am so ushers should arrive by 9:20 am.

For Shabbat afternoon service, please arrive at least 15 minutes before the start of the service.

3. Ushers' basic and most important functions are to maintain decorum in the sanctuary and foyer area immediately outside the Sanctuary. In addition, ushers should create a warm, welcoming atmosphere for congregants, families, and guests. (Hence ushers are also greeters!)
4. Ushers should ask that all cell phones be turned off, and also ensure that phones are not used anywhere inside the JCCH.
5. The ushers should request that all men wear kippot and that all Jewish men wear tallitot. You can say, "If you are Jewish, would you mind wearing a tallit?" It's a good idea to have a few tallitot on the chair near you.
6. Ushers should tell or guide Bar or Bat Mitzvah-age kids to seats to the front and right of the bimah.
7. Ushers should ensure that no one is smoking inside or outside the JCCH.
8. Ushers should **stand** at the sanctuary doors at all times during the service.

9. The doors should be closed when any noise permeates from the foyer, and at the following times:

- During the rabbi's sermon, during the Amidah (pages 159 and 185), during rabbinic blessing

10. People should not walk to and from seats at the following times:

- During the rabbi's sermon, during the Amidah (pages 159 and 185), during rabbinic blessings, during Torah readings, during Haftarah (morning service only), during D'var Torah

11. When necessary, ushers should request that all individuals respect the sanctity of the service and remain quiet at all times.

12. If a congregant presents a special card (for example, yahrzeit), the usher should give the card to the individual giving out honors (who is usually in the front to the left of the readers table).

Additional Planning Details

Inviting Classmates

*Modeling important Jewish values is critical to building our communal family at the JCCH. We hope that you will impress upon your child that all Kehilah School classmates are special and despite close friendships or rivalries, all will be welcome. This is the spirit of Judaism and family that we wish to instill in our children. It is with this in mind: We expect every consideration will be given to inviting a child's **entire Kehilah class** when extending invitations to the service and party. Please ask the Educational Director for the current class list.*

Party Giveaways

If your child comes home with an article of clothing from a Bar or Bat Mitzvah celebration, please encourage him or her to wait a week or two before wearing it to school. If all families do this, only a few students will end up wearing the clothing each day. This will prevent the feelings of isolation felt by all those children who were not invited to the celebration regardless of religion or affiliation.

If you would like to give gifts to your child's classmates, consider extending the mitzvah of tzedakah that weaves itself through the process of Bar or Bat Mitzvah.

Sanctuary Seating Capacity

Our main sanctuary seats 206 people, however 30 chairs can be added in the back to expand seating. Beyond 236 seats, the rear wall can be opened to allow a capacity of 1,500. Please let the Administrative Assistant know three weeks in advance of your child's Bar or Bat Mitzvah date the approximate number of family and friends expected, so that additional seating can be made available, if necessary.

Catering

All caterers used for Oneg Shabbat or Kiddush must be Kosher. However, if you would like to use a caterer not on the JCCH's list of approved caterers, the caterer must submit their Certificate of Kashrut for approval by our rabbi. Please contact the Administrative Assistant for the list of approved caterers.

Floral Arrangements

It is also customary for the parents of the Bar or Bat Mitzvah to provide flowers for the pulpit. These floral arrangements may not be removed until the conclusion of Shabbat.

The JCCH has two silk floral arrangements that may be substituted for live flowers on the bimah.

The Scribe

A photo of the Bar or Bat Mitzvah and the parent's write up about his or her child will be printed in the JCCH *Scribe*, our newsletter. These items must be sent by email to our Administrative Assistant approximately eight weeks before the Bar or Bat Mitzvah.

Shabbat Service Program

A photo of the B'nai Mitzvah child will be included in the Shabbat morning or Shabbat afternoon service program. Please email this photo to our Administrative Assistant two to three weeks before your child's Bar or Bat Mitzvah.

Judaica Gift Shop

Many ritual objects can be purchased from the JCCH's Sisterhood Judaica Gift Shop. These items include tallitot, kippot, yad, Havdallah candles, Shabbat candlesticks, wine cups, Challah plates and covers, as well as many other Judaica items. Please contact the JCCH's Administrative Assistant for more information.

Deliveries and Removal

Food deliveries and other items for Kiddush, no matter the format, must be received in advance of Shabbat. **No deliveries can be made on Shabbat.** This means that all deliveries, including food, tables, chairs, other supplies, flowers, and centerpieces must be delivered by 1:00 pm on Friday during the fall and winter and 3:00 pm on Friday during the spring. Post-Shabbat deliveries can be made after the posted Havdallah time that appears on any Jewish calendar (the time varies by month).

This same rule applies for food, supplies and equipment for a Saturday evening party. No deliveries can be made to the JCCH on Shabbat. Please advise all vendors with whom you will be working (florists, DJs, bands) of this requirement. Arrangements for deliveries can be made with our Administrative Assistant or with our Building Manager.

Please do not remove flowers, food (for donation) or large items from the JCCH until Shabbat has concluded. Please arrange with the Building Manager for available times for pick up.

Special Accommodations

Please remember to consider any special accommodations that your guests with special needs might require. These accommodations can be made more easily if the Synagogue is aware of them ahead of time. The JCCH provides:

- Handicapped-accessible parking spaces and rest rooms, drop off at curb and ramp near Sanctuary doors, a children's diaper changing table in the Family Restroom, large print prayer books, designated spaces for wheelchairs, assistance in securing sign language interpreters. (Please contact the JCCH office.)

Security Guards

In the interest of safety for persons and property, the JCCH will hire one security guard for any Shabbat morning or afternoon service. The JCCH will provide security guards for an evening party at the JCCH, though it is the families responsibility to pay for their time and service. Parents of the Bar or Bat Mitzvah should introduce themselves to the security guards upon

arrival in the building, since parents will be contacted if it is necessary to report any misbehavior.

Ladies' and Men's Room Attendants

For safety and cleanliness, ladies' (and men's, if desired) room attendants may be hired to be present throughout the duration of an evening party. Please contact our Building Manager for more information.

Coatroom Attendant

A coatroom attendant may be hired for an evening party. Please contact our Building Manager for more information.

Smoking

Smoking or vaping is not permitted anywhere on Synagogue property.

Property Damage

Bar or Bat Mitzvah parents are responsible for any damage to the JCCH's facilities occurring during a service or party.

Aliyot and Honors

As mentioned earlier in this booklet, one of the most rewarding ways to celebrate family simchas and joyous occasions is to participate in them. Asking family members and close friends to participate in the Bar or Bat Mitzvah service is a wonderful way of honoring those relationships and sharing your pride.

There are about a dozen honors, including the Aliyot (or Torah blessings), involved in the service. Most of these honors are reserved for the immediate family or friends of the Bar or Bat Mitzvah child. However, some Aliyot may be reserved for Synagogue members who might be observing a Yahrzeit or celebrating a baby naming or an aufruf (upcoming wedding). You will be notified should an honor be used for one of these occasions during your child's Bar or Bat Mitzvah.

On pages 27-30 of this manual, you will find copies of the **Honors Assignment Sheets**, for both Shabbat morning services as well as Shabbat afternoon services, that must be completed two to three weeks before your child's Bar or Bat Mitzvah date.

For all those receiving Aliyot to the Torah, please provide Hebrew names, as well as English names on these sheets. (A Hebrew name consists of the individual's name in Hebrew and the Hebrew names of his or her father and mother.)

Please note the following important information regarding honors and Aliyot:

- All persons given an honor relating to the Torah (Torah blessings, reading from the Torah, opening the Ark, carrying the Torah, dressing the Torah) must be Jewish according to Jewish law, (for example, through matrilineal descent or conversion).
- Dual faith couples are encouraged to approach the bimah together, but only the Jewish partner recites the Torah blessings appropriate to a covenantal commitment.
- Honors for non-Jewish family members can be arranged, and include the "Prayer for our Country," which is recited by the entire congregation with the leader, and is entirely in English. A copy of this prayer can be found on page 31 of this manual.
- Dual faith families are encouraged to meet with our rabbi to discuss any concerns relating to participation to ensure an informed, welcoming experience.

It is of utmost importance that those chosen for Aliyot understand the procedures and know the brachot involved.

- Recordings containing the brachot are available on the JCCH website for practice and preparation.
- Please ensure that all individuals who are to receive such honors are fully prepared to do so with dignity and comfort.
- Our Rabbi will be happy to help with preparations, including a six week and four week check-in to confirm competency (either by phone or in person).
- Please be sure to distribute copies of prayers, so that those reciting Aliyot have an opportunity to practice.
- A copy of the prayers before and after the Torah readings, as well as the Prayer for our Country, the Prayer for Israel and the Shecheyanu can be found on pages 32-34 of this manual.
- our Administrative Assistant at X100 should be made aware of any honorees with special needs so as to make arrangements for a successful and comfortable Aliyah experience.
- Torah readings are gently corrected to ensure a kosher reading for all present at the service.

Description of Aliyot and other Honors for Shabbat Morning Bar or Bat Mitzvah

Aliyah to the Torah

- Men called to the Torah for an Aliyah are required to wear a head covering and tallit.
- Just prior to your Aliyah, approach the bimah. Our rabbi will call you by your Hebrew name as you stand to the right of the Torah reader. The Torah reader will point out the first word of the reading in the Torah scroll. Touch the fringe of your tallit or the Torah scroll's sash to this word and then to your lips.
- Read (chant) aloud the first line of the blessing beginning with "Barchu." Stop and wait for the congregational response.
- Repeat the congregational response and continue through the end of the blessing. Then, listen to the Torah reading.
- After the completion of the Torah reading, once again place the fringe of your tallit or the Torah scroll's sash to the last word read and then to your lips. This will be pointed out to you by the reader.
- Read (chant) aloud the second blessing.
- Shake hands with the people standing at the pulpit. Proceed to the other side of the pulpit, between the rabbi and the Torah reader, until the completion of the next Aliyah.

Gelilah: Dressing the Torah (1 person)

- Prior to the final Aliyah (the final is the seventh on Shabbat morning), please take a seat in the first row left.
- As the maftir reading (the final Torah portion) is completed, approach the bimah.
- When the person who lifts the Torah is seated, someone will assist you with the adornment of the Torah.
- Once the Torah has been placed in its stand, shake hands with our clergy and return to your seat.

Opening/Closing the Ark (1-2 people per Ark opening)

- In advance of your honor, someone will tell you when to ascend the bimah.
- Please ascend the bimah using the stairs to your left.
- When instructed, approach the Ark and open it.
- Upon instruction of our rabbi, close the Ark and return to your seat.

Ark Opening #1

- Upon instruction, approach the bimah after Kaddish (page 168)
- Upon instruction, open Ark at beginning of Torah service (page 168)
- Upon instruction, close Ark when Torah procession starts (page 171)

Ark Opening #2

- Upon instruction, approach the bimah at the conclusion of Ashrei (page 181)
- Upon instruction, open Ark when Torah procession approaches the bimah (page 183)
- Upon instruction, close Ark after Etz Chayim (page 184)

Ark Opening #3

- Upon instruction, approach the bimah during Ein Keloheinu (page 204)
- Upon instruction, open Ark for Aleinu (page 205)
- Upon instruction, close Ark at conclusion of Aleinu (page 206)

Description of Aliyot and other Honors for Shabbat Afternoon Bar or Bat Mitzvah

Opening/Closing the Ark (1-2 people per Ark opening)

- In advance of your honor, someone will tell you when to approach the bimah.
- Please approach the bimah.
- Upon instruction, open the Ark.
- Upon instruction, close the Ark.

Gelilah: Dressing the Torah (1 person)

- Prior to the final Aliyah (the final is the third on Shabbat afternoon), please take a seat in the first row left.
- As the maftir reading (the final Torah portion) is completed, approach the bimah.
- When the person who lifts the Torah is seated, someone will assist you with the adornment of the Torah.
- Once the Torah has been placed in its stand, shake hands with Clergy and return to your seat.

Ark Opening #1

- Upon instruction, ascend bimah after Kaddish (page 218)
- Upon instruction, open Ark at beginning of Torah service (page 218)
- Upon instruction, close Ark when Torah procession starts (page 218)

Ark Opening #2

- Upon instruction, ascend bimah at the conclusion of Torah reading (page 221)
- Upon instruction, Open Ark when Torah procession approaches the bimah (page 221)
- Upon instruction, close Ark after Etz Chayim (page 222)

Ark Opening #3

- Upon instruction, open Ark for Aleinu (page 205)
- Upon instruction, close Ark at conclusion of Aleinu (page 206)

B'nai Mitzvah Fees

Celebrating at the JCCH

At the JCCH, we look forward to making your upcoming simcha something that your family will always treasure. We hope you will choose to continue celebrating at the JCCH following your service. We are pleased to offer our Reception Room and Ballroom, as well as several other function rooms not only for after the ceremony, but also on Friday evening for a Shabbat dinner either prior to or after Kabbalat Shabbat evening service.

It is expected that each Bar or Bat Mitzvah family ensure that they are members in good standing with membership dues paid and no outstanding balances on their JCCH account prior to the Bar or Bat Mitzvah. Should you have any questions or concerns, please contact the President or Treasurer at the JCCH main office, 914.835.2850.

Bar or Bat Mitzvah Preparation and Service Fee

There is a **\$1,800** preparation fee for both a Shabbat morning Bar or Bat Mitzvah or a Shabbat afternoon Bar or Bat Mitzvah, which will be billed a year in advance of your Bar or Bat Mitzvah, with payment in full due prior to the Bar or Bat Mitzvah. This fee includes private tutoring sessions, meetings with the rabbi, assistance preparing the D'var Torah, recordings of Torah/Haftorah portions, and customized binders.

Shabbat Morning Service Kiddush Luncheon

It is the responsibility of the Bar or Bat Mitzvah family to provide a Kiddush luncheon following Shabbat morning services. When planning, please allow for an additional 30 congregants in addition to your invited guests.

Shabbat Afternoon Service

If the party is not being hosted at the JCCH, an additional **\$1500** is required to offset the cost of additional custodian hours, building, and utilities use. **This fee also includes sponsorship of the BASIC Kiddush for Shabbat morning the day of your Afternoon Service.** Again, it is highly encouraged for families to attend Shabbat Services the

morning of the Bar or Bat Mitzvah. Should you wish to augment or cater the Kiddush that morning, please speak with our Administrative Assistant at X100.

If the Party is being hosted at the JCCH

- **\$3,350** room rental fee for a party
- This does not include the fee for security guards (these guards will be hired by the JCCH)
- INCLUDES sponsorship of Shabbat Morning Kiddush that morning
- **\$500** (additional) room fee for the use of the Gym

Live Stream Fee

The option of a live stream for guests who cannot attend the service in person will be available to you at our cost of **\$300** for the service.

Friday Night Use of Reception Room Fee

There is a **\$250** room fee to host a Shabbat dinner for up to 50 guests at the JCCH, either prior to or after Kabbalat Shabbat evening services.

Security

As noted earlier, the JCCH will hire one security guard for any Shabbat afternoon service, with the fee being included in the Shabbat Afternoon Service fee. For evening parties, the JCCH requires that you hire our security guards based on the number of guests at your party.

Catering Fees

Please note that there are fees charged to caterers by the JCCH for use of our kitchen and equipment and to offset the cleaning and restoring of the room after an event. These charges are typically passed along to the client by the caterer. For questions about these charges, please contact the JCCH main office..

Please note that all fees are subject to change and will be billed by the JCCH office.

Bar or Bat Mitzvah Timeline

12 Months Before

- Our staff will reach out to families to set up a meeting with our Rabbi, and Director of Education to review the Bar or Bat Mitzvah process and personal items you may wish to discuss.
- Any special needs regarding your child's Bar or Bat Mitzvah should be discussed at this first meeting.
- Tutoring begins for the Haftarah portion, Torah portion, and prayers, as appropriate. Parents are strongly encouraged to attend these sessions.
- In addition to the tutoring session, each child is expected to do home study every night.
- Students start attending a total of eight approved services including Friday evening and Saturday morning.
- Begin to plan your child's personal Mitzvah Project. Should you need assistance or guidance, please contact our Director of Education.

6 Months Before

- Contact the JCCH office to discuss the synagogue calendar regarding Shabbat evening service and dinner coordination, if needed. Friday night services are at 6:00 pm.
- Contact the caterer to reserve your Kiddush date.

Rabbi will meet with you and your child to begin the D'Var Torah process

4 Months Before

- Our Rabbi will contact each family to schedule a meeting with parents and or guardian.
- Assign Torah readings to family and friends, if you wish, (for Shabbat morning B'nai Mitzvah). This requires coordination with and approval from our Rabbi and may require practice sessions.

- A member of the JCCH family will contact each family to set up first meeting regarding Bar or Bat Mitzvah's D'var Torah.

8 Weeks Before

- Prepare and submit Scribe profile and photo to our Administrative Assistant in JCCH office.

4 Weeks Before

- Begin Torah and Haftorah (when appropriate) practice on the bimah with our Rabbi.
- Please schedule desired pre-Shabbat family photography and videography with our Administrative Assistant at X100.
- All photography and videography must be completed prior to the building closing for the beginning of Shabbat.

Each family is strongly encouraged to bring the child on their own convenient time to practice on the Bima, please coordinate with our Administrative Assistant at X100.

Two to Three Weeks Before

- Confirm and finalize Aliyot and other honors for family and friends.
- Honorees should practice chanting Torah blessings in order to ensure that they are fully prepared.
- Please submit a photo to our Administrative Assistant in the JCCH office, for inclusion in the Shabbat service program.

The Week Before and Week of

- *For Shabbat Afternoon Service Families only:* Shabbat morning service the week PRIOR to Bar or Bat Mitzvah, 9:30 am to 12:00 pm for tallit and Aliyah.
- Please submit completed Aliyot and Honors Information Sheet to our Rabbi and the JCCH Office Administrative Assistant.
- Final family session for Bar or Bat Mitzvah on the bimah during regular lesson time.

2 Days Before (Thursday)

- 8:00 am Morning Minyan (for Bar or Bat Mitzvah and entire family). Bar or Bat Mitzvah will recite prayers with our rabbi and will be called to the Torah for an Aliyah. A Bar Mitzvah will put on tefillin for the first time.
- After service (about 8:45 am): Final practice session on the bimah for Bar or Bat Mitzvah, if desired.
- Deliver any kippot baskets, kippot, paper goods, candy bags, and so on to our Building Manager by 1:00 pm on Friday during the winter and 3:00 pm on Friday during the spring. Post-Shabbat deliveries can be made after the posted Havdallah time that appears on any Jewish calendar (the time varies by month).
- Arrange for flowers and any other delivery by Friday, by 1:00 pm on Friday during the winter and 3:00 pm on Friday during the spring.

1 Day Before (Friday)

- Kabbalat Shabbat evening service at 6:00 pm

Bar or Bat Mitzvah child recites prayers and Kiddush during service.

Schedule for Bar or Bat Mitzvah Weekend

For Shabbat Afternoon Service Bar or Bat Mitzvah families - Shabbat Morning Services the Week Before

The Bar or Bat Mitzvah child and family should plan to arrive by 9:30am, the beginning of the service. The rabbi will give the blessing for the tallit and place it on the Bar or Bat Mitzvah. The Bar or Bat Mitzvah will also receive an Aliyah during the Torah service.

Thursday Morning Minyan/Tefillin Bar Mitzvah

B'nai Mitzvah are expected to attend this service the Thursday before their Bar or Bat Mitzvah. This service begins at 8:00 am in the Small Sanctuary, and is for the entire family. The Bar or Bat Mitzvah will recite prayers with our rabbi, and will be called to the Torah for an Aliyah. A Bar Mitzvah will put on tefillin for the first time. The JCCH can arrange for a congregant to teach the Bar Mitzvah to put on his tefillin, if necessary and requested. *Please note that photography is allowed.*

Kabbalat Shabbat Evening Service

On Friday evenings, there is a Kabbalat Shabbat evening service. Services are at 6:00 pm. Please plan to arrive ten minutes before it begins. This service usually takes place in the Small Sanctuary and lasts approximately one hour. During this service, the Bar or Bat Mitzvah child will recite the Kiddush and other prayers with our rabbi. This service is a wonderful way to start your weekend and share the beautiful feeling of welcoming Shabbat. Arrangements can be made to have a catered family dinner (including close friends and out of town guests) in the Reception Room following the service. Please contact our Administrative Assistant at X100 for more information.

Shabbat Morning Services

Shabbat morning services begin with Shacharit at 9:30 am in the Main Sanctuary. The Bar or Bat Mitzvah child and family should plan to arrive by no later than 9:15 am. Your family and those individuals receiving honors should be in their seats by the time services begin. Services generally conclude at around 12:00 pm.

Shabbat Morning Kiddush

Kiddush will be held immediately following the service, and is hosted by the family of the Bar or Bat Mitzvah.

Shabbat Afternoon Bar or Bat Mitzvah

A Shabbat afternoon Bar or Bat Mitzvah is held one and a half hours prior to the end of Shabbat. The time varies depending on when sundown occurs. Please check with our Executive Director for these times. The service includes Mincha, Ma'ariv, and Havdallah.

- As this is a Mincha service, the Bar or Bat Mitzvah will not chant a Haftarah.
- As during a Shabbat morning service, the Bar or Bat Mitzvah child will prepare a D'var Torah, chant the Torah blessings, read from the Torah, and lead prayers.

We, the JCCH family, congratulate you and your family upon reaching this exciting milestone in your lives. We hope the process leading to the Bar or Bat Mitzvah ceremony will be an educational experience as well as very rewarding. Again, we want to remind you that we are here to help you with all of your particular needs that arise. mazel Tov!

May you go from strength to strength!

Jewish Community Center of Harrison 130 Union Ave Harrison NY 10528 914.835.2850		
Name	Ext.	Email
Rabbi Howard Siegel	104	rabbisiegel@jcch.org
Financial Administrator	108	roberta@jcch.org
Director of Education Ronit Razinovsky	125	ronitr@jcch.org
Assistant to Director of Education Donna Baer	124	donnab@jcch.org
Building Manager Henry Estaphanio	110	henry@jcch.org
D'var Torah Coordinator		
JCCH Administrative Assistant Eve Spence	100	everspence@jcch.org
Ritual Committee Co-Chairs		
Sisterhood Judaica Gift Shop	100	

B'nai Mitzvah Institute

Rabbi Howard Siegel, Rabbi

Ronit Razinovsky, Director of Education

Perry Grosser, President

Susan Coby, VP of Education

Heather Ross, School Board Chair

Access to this B'nai Mitzvah Handbook can be found on the JCCH's website

Jcch.org, under "life cycle events"

Appendix 1

(updated 10.21.16)

Jewish Community Center of Harrison

Honors Assignment Sheet

Shabbat Morning Bar or Bat Mitzvah of: _____ **Date:**

Bar or Bat Mitzvah - Hebrew Name*: _____

Open/Close Ark (1 or 2 people):

Hold/Carry Torah (1 person):

Aliyot (4 available, including one for the parents; for honorees who recite blessings before and after each *Torah* reading):

Aliyah # 4 – reserved for family/friend(s) of the Bar or Bat Mitzvah:

English Name:

Hebrew Name*

Name 1: _____

Name 2: _____

Aliyah # 5 – reserved for family/friend(s) of the Bar or Bat Mitzvah:

English Name:	Hebrew Name*
Name 1: _____	_____
Name 2: _____	_____

Aliyah # 6 – reserved for family/friend(s) of the Bar or Bat Mitzvah:

English Name:	Hebrew Name*
Name 1: _____	_____
Name 2: _____	_____

Aliyah # 7 – reserved, typically, for PARENTS of the Bar or Bat Mitzvah:

English Name:	Hebrew Name*
Name 1: _____	_____
Name 2: _____	_____

* Hebrew names consist of the individual's Hebrew name, then *ben/bat*, then the name of the individual's father and the name of the individual's mother; for example, *Chayim ben Shlomo v'Rivka*.

**Jewish Community Center of Harrison
Honors Assignment Sheet**

Shabbat Morning Bar or Bat Mitzvah of: _____ **Date:**

Page 2

Gellilah (1 person) - Dress *Torah* after it is lifted:

Hold Tallit for Bar or Bat Mitzvah Blessing (reasonable number of people):

"Prayer for our Country"* (1 or 2 people):

"Prayer for the State of Israel" (1 or 2 people):

"Ashrei" (1 to 4 people) - must be approved by rabbi; recited responsively:

Open/Close Ark (1 or 2 people):

Hold/Carry *Torah* (1 person):

"*Ein Keiloheinu*" (1 to 4 people; must be approved by rabbi):

Open/Close Ark for *Aleinu* (1 or 2 people):

***The Prayer for Our Country may be assigned to non-Jews; other readings also available upon request.**

*** Please note below any pertinent information that may be helpful to the *gabbayim* (those helping with the honors on Shabbat morning):**

Appendix 2

**Jewish Community Center of Harrison
Honors Assignment Sheet**

Shabbat Afternoon Bar or Bat Mitzvah of: _____ **Date:**

Bar or Bat Mitzvah - Hebrew Name* _____

"Ashrei" (1 to 4 people) - must be approved by rabbi; recited responsively:

Open/Close Ark as Torah is taken out (1 or 2 people):

Hold/Carry Torah (1 person):

Aliyot (3 available, including one for the parents and one for the Bar or Bat Mitzvah; for honorees who recite blessings before and after each *Torah* reading):

Aliyah # 1 – reserved, typically, for family/friend(s) of the Bar or Bat Mitzvah:

English Name:	Hebrew Name*
Name 1: _____	_____
Name 2: _____	_____

Aliyah # 2 – reserved, typically, for PARENTS of the Bar or Bat Mitzvah:

English Name:	Hebrew Name*
Name 1: _____	_____
Name 2: _____	_____

Aliyah # 3 Bar or Bat Mitzvah - Hebrew Name*:

Gellilah (1 person) - Dress *Torah* after it is lifted:

* Hebrew names consist of the individual's Hebrew name, then *ben/bat*, then the name of the individual's father and the name of the individual's mother; for example, *Chayim ben Shlomo v'Rivka*;

Jewish Community Center of Harrison

Honors Assignment Sheet

Shabbat Afternoon Bar or Bat Mitzvah of: _____ **Date:**

Page 2

Hold Tallit for Bar or Bat Mitzvah Blessing: (reasonable number of people):

"Prayer for our Country"* (1 or 2 people):

"Prayer for the State of Israel" (1 or 2 people):

Open/Close Ark as Torah is returned (1 or 2 people):

Hold/Carry Torah (1 person):

"Ein Keiloheinu" (1 to 4 people; must be approved by rabbi):

Open/Close Ark for Aleinu (1 or 2 people):

*** The Prayer for Our Country may be assigned to non-Jews; other readings also available upon request.**

*** Please note below any pertinent information that may be helpful to the *gabbayim* (those helping with the honors on Shabbat afternoon):**

Appendix 3

Appendix 4

Shehecheyanu Blessing

The Shehecheyanu blessing is introduced to encourage Jews to offer thanks for new and unusual experiences. It is typically recited at the beginning of holidays and to celebrate special occasions.

Transliteration:

Baruch atah Adonai Eloheinu Melech haolam, shehecheyanu vikiymanu vihigianu laziman haze.

Meaning:

Blessed are You, L-rd our G-d, Master of the universe, who has kept us alive, and has sustained us, and enabled us to reach this day of joy.

Appendix 5

A Prayer for Our Country (Page 177 in Siddur Lev Shalem)

Our God and God of our ancestors, with mercy accept our prayer on behalf of our country and its government. Pour out Your blessings upon this land, upon its inhabitants, upon its leaders, its judges, officers, and officials, who faithfully devote themselves to the needs of the public. Help them understand the rules of justice You have decreed, so that peace and security, happiness and freedom, will never depart from our land.

ADONAI, God whose spirit is in all creatures, we pray that Your spirit be awakened within all the inhabitants of our land. Uproot from our hearts hatred and malice, jealousy and strife. Plant love and companionship, peace and friendship, among the many peoples and faiths who dwell in our nation. Grant us the knowledge to judge justly, the wisdom to act with compassion, and the understanding and courage to root out poverty from our land.

May it be Your will that our land be a blessing to all who dwell on earth, and may You cause all peoples to dwell in friendship and freedom. Speedily fulfill the vision of Your prophets: "Nation shall not lift up sword against nation, neither shall they learn war anymore." "For all of them, from the least of them to the greatest, shall know Me."

And let us say, *Amen*.

Appendix 6

Prayer for the State of Israel (Page 178 in Siddur Lev Shalem)

Avinu-she-ba-shamayim, stronghold and redeemer of the people Israel: Bless the State of Israel, (that it may be) the beginning of our redemption. Shield it with Your love; spread over it the shelter of Your peace. Guide its leaders and advisors with Your light and Your truth. Help them with Your good counsel. Strengthen the hands of those who defend our holy land. Deliver them; crown their efforts with triumph. Bless the land with peace and its inhabitants with lasting joy.

And let us say: *Amen*.

Appendix 7

Parents' Blessing

On this special Shabbat, we give thanks to God for the privilege of rejoicing with you as you reach the milestone in your Jewish life.

We pray that God's protecting and loving care will accompany you wherever you go and in all that you do.

May God help you to become all that you are capable of being, and give you strength to do all the good things that are within your reach.

May God grant you a growing understanding of the true significance of this occasion and a deepening loyalty to all that it represents.

May the teachings of Torah guide you throughout your life, and help you to lead a life that is worthy of God's blessings.

Appendix 8

Jewish Community Center of Harrison- Bar or Bat Mitzvah Usher Program Form

Your Name(s): _____ Your Child's Name(s):

Child's Bar or Bat Mitzvah Date: _____

Our ushering program has proven to be very beneficial, and is critical to ensuring the sanctity of the service. *Although everyone has busy schedules and children have outside activities on Saturdays, this is an obligation that you have to your children and to the congregation.* It is also a good way to experience the entire service and become familiar with the sequence of events.

As parents of the *B'nai Mitzvah* class, you are required to usher at least one Shabbat morning or Shabbat afternoon service.

1. We invite you to select the usher(s) who will welcome your family and friends to services on this special occasion. This is a wonderful way to let those close to you participate in your simcha. Each Bar or Bat Mitzvah family may select two JCCH congregants to be the ushers at the sanctuary door. If you choose not to select your ushers, they will be provided by the JCCH.

Please indicate your interest; we will follow up and take care of logistics for you.

- No, we do not want to select ushers.
- Yes, we would like the following congregants to serve as ushers.

Usher Name: _____

Usher Name: _____

We will contact your designated ushers before the event date and provide them with a brief overview of this role. (Please see a description of usher responsibilities in the *B'nai Mitzvah Handbook*.)

2. In the spirit of community, we also ask you to be an usher for one Saturday morning or Saturday afternoon service during your child(ren's) *B'Nai Mitzvah* class's year and a half. This will enable you to participate in someone else's simcha and become more familiar with the service. Please choose up to three potential families you would like to usher for, and we will work to schedule you.

Family One: _____

Family Two: _____

Family Three: _____

Please return this form *to the JCCH office*. We request that you inform us of your desire to select ushers as soon as possible.

Congratulations on your upcoming simcha. We look forward to helping make this a warm and special day!

**SIGN OFF PAGE RECEIVED, REVIEWED AND APPROVED
B'NAI MITZVAH BOOK**

I have received the B'Nai Mitzvah manual and have reviewed and approved all the information. I am aware that the Clergy, Educational Director, Staff, and the B'Nai Mitzvah committee of the Jewish Community Center of Harrison is here for me throughout this process and will guide me as needed.

We ask that you kindly sign and return this page to us as soon as possible.

Date received: _____

Date returned: _____

Signature: _____