

A GUIDE TO BECOMING A BAR OR BAT MITZVAH AT BETH HAVERIM SHIR SHALOM

*Produced by
The Clergy of BHSS,
Director of Education, Rebecca McVeigh,
the Education Committee, & the Ritual Committee
Beth Haverim Shir Shalom, Mahwah, New Jersey*

Dear Bar/Bat Mitzvah Families;

Please see below some quick & helpful information of what to expect in the coming months. More detail and forms may be found in the “Hosting” section of this guide.

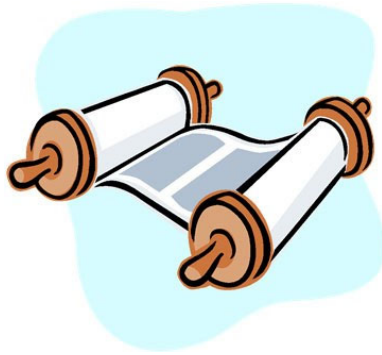
Any questions, do not hesitate to call 201-512-1983.

Thank you.

QUICK REFERENCE/KEY FACTS TO KNOW

- YOU MUST BE A MEMBER IN GOOD STANDING OF BHSS
- Six to nine months before you will receive a bill in the amount of **\$1,000**. This bill is comprised of two amounts:
 - \$750.00 for a combination of prayer group classes, rabbi meetings, cantor sessions & bar/bat mitzvah rehearsals
 - \$250.00 Shabbat oneg/kiddush fee.This total fee must be paid in full no later than two weeks prior to your big day.
- You may choose to have either bima baskets or flowers for the sanctuary. You will need two of either one; one will be for the rabbi’s lectern and the other for the cantor’s lectern.
- As an option, we offer videotaping (DVD) and live streaming of the bar/bat mitzvah service. This is the only service you may use in our sanctuary; no other videotaping is allowed as we are under contract with our own video company.
- If you would like to have a photo session in the sanctuary, please call the office to schedule a time.
- As part of the bar/bat mitzvah process we ask that every family “usher” for the b’nai mitzvah prior to your own. This may or may not be exactly the week before. Please refer to the synagogue calendar or call the temple office, 201-512-1983.
- If you would like to have a Shabbat dinner, extended Kiddush, luncheon or bar/bat mitzvah party, the Social Hall or the Ulam is available for rental. Reservations are held by deposit only and are on a first come, first served basis.

INTRODUCTION



Mazel Tov!

Soon your child will become a bar or bat mitzvah. This is a wonderful time for your entire family! At this moment, as the event becomes a reality, you may be feeling the beginnings of excitement and confusion. In this binder, you will find everything you wanted to know – and some things you never thought of asking – about the philosophy, requirements and procedures of the entire process. We hope to make this journey a smooth and meaningful one that you will remember all your lives.

The bar/bat mitzvah ceremony in a Ritual and Educational Perspective

Jewish life includes a pattern of ritual ceremonies, each one marking a significant time in a person's life. With each event, every Jew relates in a more mature manner with our heritage and Jewish community. At birth, with the *brit milah* or naming ceremony, your child was welcomed into the covenant of the Jewish people. At an early age, your child was consecrated into Jewish learning in the religious school.

Soon, your child will be called to the Torah as a bar or bat mitzvah, indicating a change in their religious status. “*bar*” means “son” and “*bat*” means “daughter.” A “*mitzvah*” is a commandment. To become a bar or bat mitzvah is to become a son or daughter of the commandment. With this privilege comes the obligation to learn about and observe Jewish commandments and practices applicable as a modern Reform Jewish adult. The bar and bat mitzvah ceremony is a rite of sacred passage and not the culmination of a religious and education process. When your child receives their bar or bat mitzvah certificate, they affirm their lifelong commitment to active participation in Jewish life through study, celebration and good deeds.

Confirmation

We fully expect that all young people who become bar/bat mitzvah at Beth Haverim Shir Shalom will continue on to confirmation during their high school years.

Once you and your child have experienced the beautiful ceremony of bar/bat mitzvah, your connection to Judaism is not over. From the beginning of your child's Jewish life, you made a commitment to share all of its aspects within the Jewish community. The next step from a statement of mature interaction with Judaism during the bar/bat mitzvah, is an affirmation of that interaction through the process of Confirmation.

The first confirmation ceremony took place in Berlin, Germany in 1817. It was there, at the birthplace of Reform Judaism, that a group of 16 and 17 year-olds stood before their congregation to affirm their Judaism. Originally, Confirmation was a substitute for bar mitzvah, since it was thought that a child's Jewish education should not end at the age of

13. Today, throughout the United States and many other countries, students who continue their Jewish education after bar/bat mitzvah celebrate their confirmation on *Shavuot*, the Festival of the Giving of the Torah.

The *Kadimah* program at Beth Haverim Shir Shalom brings a more mature understanding of Judaism in order for each child to take a firm stance in the confirmation of their faith in God and their Jewish identity. Beginning in the 7th grade (which is a required year of attendance) and continuing through the 12th grade, this program emphasizes a wide variety of topics of interest to your child. Including various holiday celebrations, trips, discussions and guest speakers, this curriculum is geared toward helping bridge the gap in Jewish education between bar/bat mitzvah and adulthood.

REQUIREMENTS LEADING TO THE BAR /BAT MITZVAH CEREMONY

1. The child must be at least age 13.
2. Beginning with the fourth grade year, there is a requirement of a minimum of four consecutive years of formal religious education in the Beth Haverim Shir Shalom program before there can be a bar/bat mitzvah ceremony as a part of our Saturday morning worship. New students to our school may fulfill this obligation with formal training at a previous religious institution. We **strongly recommend** that a student who will turn 10 years old during their 3rd grade year, start religious school in 3rd grade as opposed to 4th. This will enable the fulfillment of the four year requirement.
3. Before the date of their bar/bat mitzvah, each student, with an adult, is required to attend a minimum of 10 Shabbat services at Beth Haverim Shir Shalom. At least 4 of the 10 services must be on Shabbat morning. Other Shabbat mornings, as well as evenings, may be included in the remaining 6 services. We encourage you and your child to attend at least one bar/bat mitzvah service at BHSS in 4th grade, and one in fifth grade. These will count toward the service attendance requirement (see below.) *Service attendance cards, which can be found outside the synagogue office, must be handed to the rabbi or the cantor at the end of the services your family attends.* The interest of the parent, with the child, in the worship experience greatly enhances the entire bar/bat mitzvah experience. **We strongly suggest this requirement be completed one year prior to your bar/bat mitzvah celebration.**
4. The bar/bat mitzvah candidate must perform at least 18 hours of community service based on an issue that they care about that they would like to affect change on in the world.

5. The bar/bat mitzvah candidate will prepare a *d'var Torah* explaining the Torah portion and the lessons it should teach us, why becoming a Bar or Bat Mitzvah is important to them, what they are looking forward to learning Jewishly after their celebration, and highlighting the community service they have performed. There will be meetings with the rabbi beginning approximately seven months in advance to plan this presentation, as well as one meeting afterward to discuss the next steps in the student's Jewish development.
6. The family must be up-to-date with all financial commitments to the congregation, including dues, school, bar/bat mitzvah fees, and building fund.

PREPARATION OF THE STUDENT

1. Approximately one year in advance, your child will be assigned to a special b'nai mitzvah group prayer class. At this group class, your child will review the prayers of the service. The group class is a powerful first step towards your child's mastery of the liturgy.
2. Beginning approximately seven months in advance, the rabbi begins to meet with b'nai mitzvah families to get to know them, as well as to work with students on their *d'var Torah*. At least one parent is required to attend each of these meetings. It's a great opportunity for families who are doubled with another family to get acquainted as well. The rabbi will meet with you approximately four times in advance and one time after the celebration. Each meeting will last approximately 30 minutes.
3. Six to nine months in advance, your child will also attend regular tutoring sessions conducted by the cantor or other synagogue professional. There they will learn their Torah and Haftarah portions. Lessons are weekly and last approximately 15 minutes. In consideration of the cantor/tutor's and other students' time, promptness is crucial. Students who arrive late may miss all or part of their lesson. If the rabbi or cantor deems it necessary, extra meetings may be needed to fulfill the requirements. If progress is still slow, the cantor may recommend outside tutoring at the family's expense. If you are aware of any special difficulties or learning needs your child may be having, please share them with the rabbi, cantor or educator as early as possible. If you have special scheduling needs, you must let the synagogue office know.
4. The cantor recommends that your child study every day for 15-20 minutes. For the best results, he/she should practice reading out loud and use the prayer book and other materials provided. Parents should monitor their child's progress by listening to their practice sessions at home and through regular communication with the cantor or tutor. Even if you do not know how to read Hebrew, it is important to listen to your child for clarity, fluency and confidence. Your child should always review what he or she already knows as well as working on newly assigned work.

PREPARATION FOR THE ENTIRE FAMILY

1. Invitations and Announcements

Invitations should invite your guests to the ceremony in the synagogue. In wording the invitation, it is correct to use phrases like: X will be called to the Torah as a bar/bat mitzvah, Y will become a bar/bat mitzvah. This is a complete Shabbat morning service that begins promptly at 10:00 a.m. and ends at approximately noon.

2. *Kippot* (Yarmulkes), *Tallitot* (Prayer Shawls)

The synagogue provides *kippot* and *tallitot* for all services. If you wish to provide personalized *kippot* and/or have a specific color, they must be ordered privately.

3. Live Streaming, Video and Still Photography

In order to maintain the sacred nature of the service, no photographs may be taken during the service. It is recommended that photography sessions be arranged for a weekday during the week(s) preceding the service. If it is done on Saturday morning, all photographs must be taken before 9:15 am. An appointment must be made with the synagogue office in advance. The rabbi and the cantor would be honored to be part of your family pictures, if you choose, but you must make that appointment with the office. For more information on videotaping, and live streaming options, please refer to the **Hosting** section of this handbook.

4. *Bima* Baskets or Flowers

The family must provide *bima* baskets or flowers for the *bima*. The synagogue will create baskets to be distributed to the Center for Food Action in Mahwah, Ramapo Bergen Animal Rescue in Oakland, or Jewish Family Services of Rockland. Or as an alternative, flowers, ordered privately, not through the synagogue, should be delivered on Friday before 1 p.m. and will be left for the congregation to enjoy throughout the next week. For more information on *bima* baskets, please refer to the **Hosting** section of this handbook.

5. Temple Topics Submission

Each bar/bat mitzvah student has the opportunity to submit a “biography” that will be published in *Temple Topics* corresponding with the month of their celebration. This form is available online in the b’nai mitzvah information on the synagogue website or from the synagogue office.

6. *Oneg Shabbat*

Each bar/bat mitzvah family hosts the *oneg Shabbat* on the Friday night of their celebration. For more information on the *oneg Shabbat*, please refer to the **Hosting** section of this handbook.

7. Use of Synagogue Building

Please refer to the **Hosting** section of this handbook for information on the use of synagogue facilities.

8. *Tzedakah*

It is considered one of the highest *mitzvot* (commandments) to give *tzedakah*. By giving *tzedakah*, we help others while thanking God for the many blessings in our lives. For suggestions of charities to which you can give *tzedakah*, please speak to the rabbi. If you would like to honor the rabbi, cantor or educator, it would be appropriate to make a donation to one of the Beth Haverim Shir Shalom funds or the rabbi's, cantor's, or educator's discretionary fund. Please contact the synagogue office for information.

LEADING UP TO YOUR BAR/BAT MITZVAH CEREMONY

You will be assigned three rehearsals, to be led by the educator, cantor, and rabbi. They will occur during the month immediately preceding the ceremony and will each last one to one and a half hours. Both the child and at least one parent must attend these rehearsals, which are run-throughs of the service. The student should bring to all rehearsals the following: their *d'var Torah*, prayer book and all study materials. Completed *aliyah* (honors) sheets and a draft of your parent blessing are due at the first rehearsal. For more information on *aliyah* sheets and parent blessings, please refer to the **Honor Sheets** section and the **Prayers/Blessings** section of this handbook.

Ushering **is a requirement for the family**. You will generally be assigned to usher at the bar/bat mitzvah service immediately preceding your own. This may or may not be the Saturday morning directly before your child's service. Please call the synagogue office to verify your ushering date. Ushering helps guests feel warmly welcomed to our community; it also enables you to have a more complete understanding of the entire service. If you are unable to usher on the day of your assignment, please contact the synagogue office to schedule another date.

Please arrive to usher **no later than 9:20 a.m. for a 10:00 a.m. service**. Your job as ushers is very important in helping to maintain the decorum needed for a spiritual experience, and a family will return the favor the day of your child's celebration. We ask that families consider being a greeter for the Shabbat evening service as well. Contact the synagogue office for more information.

SERVICE PROCEDURES

The sacred form of Shabbat services, including readings, music and other ritual matters, is determined by the rabbi and the cantor to enhance the beauty of every Shabbat for the congregation. There are ample opportunities for you to honor family and friends with participation in the service.

Erev Shabbat/Friday Night

1. The family must attend the Friday evening *Shabbat* services of their bar /bat mitzvah ceremony. The first Friday evening *Shabbat* service of the month begins at 6:30 p.m. All other Friday night *Shabbat* services will begin at 7:30 p.m.
Please call the synagogue office to confirm the *Shabbat* service time.
2. Each bar/bat mitzvah family hosts the *oneg Shabbat* on the Friday night before their celebration. Please see the **Hosting** section of this handbook for more information.

Aliyot - Honors

1. The mother or another adult Jewish female in the family has the honor of lighting the Shabbat candles at the beginning of the service.
2. There are other honors available for the family on Friday night, including reciting the Torah blessings, dressing the Torah, opening the ark for the Torah service, and opening the ark for the *Aleinu* section of the service. You may utilize as many of these honors as you wish.
3. The bar/bat mitzvah will lead the congregation in the *Kiddush* during the service.

Please be sure to fill out the correct honors sheets depending on whether yours is a single or double celebration. Please note: families are given the same number of honors to distribute, whether it is a single or double celebration. If you are celebrating together with another family, please contact the synagogue office to determine whether you are "Family # 1" or "Family # 2".

Shacharit L'Shabbat/Saturday Morning

Prior to the Service

1. The Shabbat morning service begins at 10 a.m. sharp. Your family must arrive no later than 9:15 a.m.
2. If you are bringing your own *kippot*, please do so no later than the Wednesday preceding your child's bar/bat mitzvah. Otherwise, there are *kippot* and *tallitot* available for those worshippers who wish to use them.
3. If desired, a parking attendant or babysitter is the responsibility of the family. Arrangements must be made through the synagogue office.
4. Extended family and guests should be seated by 9:55 a.m. Your immediate family the bar/bat mitzvah child, parent(s), and siblings will meet in the rabbi's office beginning at approximately 9:45 a.m.
5. There are no reserved or assigned seats, although it is customary for the parents and immediate family to sit in the front rows of the sanctuary.
6. Unless otherwise noted, services begin promptly at 10 a.m. and end at approximately noon.

During the Bar/Bat Mitzvah Ceremony

1. Torah Transmission: Since a bar/bat mitzvah ceremony is the culmination of years of work by both the parents and the child, it is important to symbolically transmit the teachings of Torah from the parents to the child. This is done by a Torah passing ceremony. The rabbi will pass the Torah from the parents to the child, both Jewish and non-Jewish parents will be included.
2. After the child completes the *Haftarah* blessings, **parents are invited to offer their parent blessing (English)**. Please refer to the **Prayers/Blessings** section of this handbook for information on choosing or writing your own blessing.
3. *Aliyot*/Pulpit Honors
There are several opportunities to honor your family and close friends during the Shabbat morning service. The forms listing the honors available can be found in the **Honor Sheets** section of this handbook. These forms must be completed and handed in at the first rehearsal. Please inform each participant of his or her honor well in advance of the service.

A. Tallit Presentation – OPTIONAL

It is the bar/bat mitzvah student's personal choice as to whether he or she wears a *tallit* (prayer shawl) during the service. If your child IS planning to wear a *tallit*, then there are two options:

1. The *tallit* is “presented” to the child by a relative or family friend on the *bimah* as a part of the beginning of the service. This is a NON-SPEAKING part; the rabbi will help the child say the blessing for wearing a *tallit*, and he/she will put it on and continue with the service. If you are doing this, then you need to include the presenter's name in your honor sheets when you hand them in to the office.
2. The *tallit* is placed in the sanctuary before the service and when the cantor escorts the bar/bat mitzvah up onto the *bimah*, he will assist with the blessing and putting on the *tallit* before the service begins.

B. Opening and Closing the Ark Curtains

There are three times during the service when you can choose one or two people to open/close the Ark curtains. They are: at the beginning of the Torah service, at the end of the Torah service, and during the *Aleinu* section of the service. As this honor can be given to people of any faith or age, it is good way to involve non-Jewish family members, younger siblings and close friends. On your honor sheets, list one or two people for each of these three times.

C. *Aliyot* to the Torah

One of the greatest honors for a child who is becoming a bar /bat mitzvah is to be called to the Torah for the first time. There are a total of 8 *aliyot*, reciting of the Torah blessings, during the Torah reading section of the service, of which you are responsible for four: one for the child, one for (typically) his/her parents, and two others you may offer to friends and family. If you or your family members need a recording of the blessings or other special assistance, please do not hesitate to ask. The Torah blessing can be found in the **Prayers/Blessings** section of this handbook and on the BHSS website.

D. *Hagbah*/Lifting the Torah and *G'lilah*/Dressing the Torah

After the Torah is chanted, the honor of lifting the Torah is given to a relative or friend. Since the Torah is lifted high and turned around so that the congregation can see it, someone strong enough should be asked to perform this honor. A second person then helps dress the Torah before it is returned to the ark. Both of these honors are given to a Jewish person who is over the age of 13.

E. Parent Blessing/Prayer

After your child completes the Haftarah blessings, parents are invited to offer a blessing in English. As a part of your family preparation, you will have a meeting with Educator Rebecca McVeigh to help you decide what you'd like to do and provide guidance on what is appropriate for this time on the bimah.

F. *Kiddush*

There is an English prayer before the *Kiddush* (blessing over the wine) that can be given to anyone Jewish or non-Jewish, including a younger sibling, as another honor. Please see the **Prayers/Blessings** section of this handbook for a copy of this prayer.

G. Optional "In Remembrance" section

Our b'nai mitzvah families are permitted to include an "In Remembrance" to be published within the service guide. The "In Remembrance" form and examples can be found in the **Honor Sheet** section of the handbook.

Please note: You may assign a family member and/or friend to more than one honor during the service, as long as he/she fits the requirements as explained at the bottom of page 2 in the Honor Sheets section of this handbook.

GLOSSARY

Aleinu – The prayer of adoration chanted and read towards the end of the service in front of the open ark.

Aliyah/Aliyot (plural) – The word means “going up”; it is used to refer to the honor of reciting the blessings over the Torah.

Bar Mitzvah – The phrase means “son of a commandment.” A boy, is now traditionally considered responsible for carrying out the laws of Judaism. The word refers specifically to the child and not to the ritual ceremony of being called up to the Torah. B’nai mitzvah is the plural for boys (or boys and girls.)

Bat Mitzvah – The phrase means “daughter of a commandment.” A girl, is now traditionally considered responsible for carrying out the laws of Judaism. The word refers specifically to the child and not to the ritual ceremony of being called up to the Torah. B’not mitzvah is the plural.

Bima – The raised portion in our sanctuary, which leads to the *Aron Kodesh* (the Ark) that holds our Torah scrolls.

Haftarah – The word means “conclusion.” It refers to the reading from the Prophets, and is usually thematically connected to the Torah portion for a particular Shabbat.

Hakafah – The procession which brings the Torah into the congregation.

Kiddush/Motzi – These are the blessings done at the end of the service over the wine and the bread.

Kippah (Yarmulke) – This is a skullcap worn by either men and/or women, during prayer, if they wish.

Mitzvah/Mitzvot (plural) – This word means “commandment” but has also come to be understood as “good deed” since all that God commands is for the good of the people. For Reform Jews, it denotes desirable acts, both ritual and ethical, which define us as Jews.

Oneg Shabbat – This phrase means, “delight of the Sabbath”. It refers to the time after the Friday evening service during which there is socializing, eating and drinking to celebrate Shabbat.

Parashah – This term refers to the section of the Torah read on any particular Shabbat.

Siddur – prayer book

Tallit/Tallitot (plural) – This is the prayer shawl traditionally worn during morning services. It is based on the commandment to wear fringes. Both males and females may wear it once they reach the age of bar/bat mitzvah.

Sefer Torah – The handwritten parchment scroll kept in the ark and containing the Five Books of Moses.

Tzedakah – This term means “righteousness” or “act of justice” and is used to refer to the Jewish duty to assist others through charity or volunteer work.

PEOPLE TO CONTACT FOR QUESTIONS

Rabbi Ilana Schwartzman – rabbischwartzman@gmail.com

Cantor Josh Finkel – cantorjfinkel@gmail.com

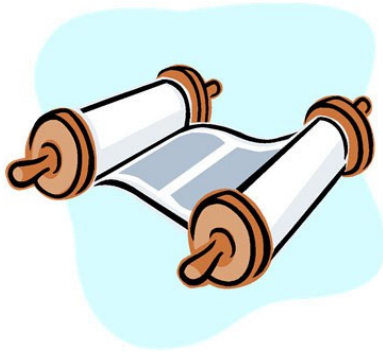
Director of Education Rebecca McVeigh – schoolatbethhav@optonline.net

Synagogue Office 201-512-1983

Business Administrator, Iris Greenberg - irisgreenberg@optonline.net

Administrative Assistant, Michelle Sherry – bethhaverim@optonline.net

COMMUNITY SERVICE



GEMILUT CHASADIM/ACTS OF LOVING-KINDNESS

Community service is at the very core of our temple life. Many individuals, groups or committees at Beth Haverim Shir Shalom actively engage in it and during your Bar or Bat Mitzvah preparation you will be required to devote a **minimum** of 18 hours of volunteer work to such places as the temple, religious school, a nursing home, hospital, or any other community service organization dedicated to helping others. You or your family may have your own very special area of interest or concern. Whatever you choose, remember that the purpose of community service is to help others in need and you should take pride in whatever mitzvah project you choose. If you need help selecting a project, you are invited to reach out to Whitney Speer of our Social Action Committee at 201-825-2441 or email at whitneyspeer@msn.com or Steve Simon of our Michelle Mitzvah Group at 201-995-1177 mmgbhss@gmail.com

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Opportunities for “Gemilut Chasadim” (Acts of Loving Kindness) at BHSS

- **Center for Food Action:**

Michelle Mitzvah Group has a year round collection for this Mahwah food pantry. Food is always welcome and there are monthly “theme” campaigns. In conjunction with B’nai Mitzvahs, please always request that your guests bring a donation to your services’. Campaigns for food donations outside of BHSS can count towards community service requirements. Contact: Kathy Liebman at Kpk1@aol.com

- **Soup Kitchen at Christ Episcopal Church in Suffern:**

Michelle Mitzvah Group is the liaison with this organization and is assigned Sunday lunches throughout the year. Members of MMG commit to providing the food (often donations can be gotten) and serving lunch to approximately 40 people. Volunteers are always welcome to assist or accept a Sunday on their own. Contact: Steve Simon at steveoum@verizon.net

- **People to People:**

People to People is Rockland County’s largest food pantry working to help struggling Rocklanders through difficult times with dignity through its programs including: Food Pantry, Clothes Closet, Back To School With Dignity, and Project Joy!

A great opportunity for kids is to help with new weekend feeding program for children called “It’s in the Bag”. Last year, People to People provided assistance to nearly 14,000 Rockland households. Contact: Betsy Rodman at betsy@peopletopeopleinc.org

- **Oasis – For Women and Children:**

An organization located in Paterson dedicated to feeding and clothing needy women and children. They also offer educational resources and training towards obtaining meaningful employment. Michelle Mitzvah Group supports this organization in many ways: collecting needed clothing, donating gift cards, participating in holiday gift giving, serving lunch at Oasis, collecting donated food from retailers and delivering it to Oasis, tutoring the women and children, and whatever else they need from us. For B’nai Mitzvahs, any useful collection of items can count towards community service requirements. Contact: Ilyse Smith at mmgbhss@gmail.com

- **Emmanuel Cancer Foundation:**

The Emmanuel Cancer Foundation provides New Jersey families facing the crisis of pediatric cancer a place to turn for comfort and support through professional in-home counseling and a uniquely tailored package of assistance – all free of charge. For more information, please go to

Emmanuelcancer.org, or contact ritchyano@gmail.com.

- **Hackensack University Medical Center Child Life Services:**

Child Life Services are healthcare professionals whose work addresses psychosocial issues related to illness and healthcare interactions for infants, children, adolescents, and their families. This program needs gently used early childhood books and new baby toys, organizing a drive for these items would be appreciated. Contact: Ellen Goldring at egoldring@hackensackumc.org

- **Beth Haverim Shir Shalom's Community Garden:**

Every Spring BHSS plants a vegetable garden with the produce going either to Center for Food Action or the Soup Kitchen in Suffern. Everyone is welcome to volunteer (no experience needed). Normally volunteers gather on Sunday mornings about 9am to do what is needed in the garden from May to October; other times during the week can be arranged. Contact: Marla Muni at marlasm6@optonline.net

- **Rockland Jewish Family Service:**

Is a not-for-profit, non-sectarian community benefit agency. Our mission, based on core Jewish values, is to strengthen the physical and emotional well-being of adults, children and

families. Our community-based services enable individuals to overcome a wide range of personal challenges and develop coping strategies that will lead to richer, more meaningful lives.

Contact: www.rjfs.org/volunteering

- **Pascack Valley Meals on Wheels, Inc.:**

Is a non-profit organization that provides meals to people in Northern Bergen County who are unable to shop or cook for themselves due to age or disability. For more than 42 years, they have devoted their energy to passionately advocating for the hungry. There are several volunteer opportunities such as creating Arts & Crafts to deliver with the meals, writing stories about the clients' lives, and fund raising. Contact:

director@pvmealsonwheels.org

- **Mahwah Youth Baseball All-Star Program:**

The Mahwah Baseball and Softball Recreation Programs have joined together to offer an "All-Star" Program designed for special needs children between the ages of 6 through 18. This is a non-competitive co-ed program to introduce the basic skills of the game and work on fundamentals in a safe environment while having lots of fun. There are no strikes and outs and children hit a ball off a tee or pitched by a coach based on the child's skill level. "**Buddies**" from ages 12 to 21 and adult volunteers work with your child and adapt the program based on the individual child's needs. Open to both Mahwah and non-Mahwah residents. Contact:

www.mahwahyouthbaseball.org/all-star-program-for-special-needs.html

- **Make Some Noise, Pediatric Cancer Research Foundation:**

Was established by a child with cancer with one purpose in mind: to fund pediatric cancer research. To that end, the foundation serves as a vehicle to secure private funding to distribute to research facilities and promote awareness through its fund raising activities. The designation of funds to various research facilities is cancer specific and based on the foundation's annual evaluation of the latest research. Raise funds for this impactful organization for Community Service. Contact:

www.makenoise4kids.org

- **MEVO (Mahwah Environmental Volunteer Organization):**

The Mahwah Environmental Volunteers Organization was founded in the summer of 2008 by a bunch of nature loving teenagers who wanted to make a difference. We envision a sustainable world with enough resources for everyone, where people don't live in toxic surroundings and where everybody considers their impact on the Earth. MEVO carries out volunteer work to promote environmental sustainability throughout local communities. We plant trees, clean-up polluted areas, rehabilitate soil erosion, start natural agriculture farms, organize electronic recycling drives, educate students on recycling, distribute recycling bins and give away compact

fluorescent light bulbs. We want to get people involved in improving their society and working to solve our worst environmental problems. Contact: www.mevoearth.org

- **Ramapo Bergen Animal Refuge, Inc. (RBARI):**

Ramapo Bergen Animal Refuge Inc. believes that all animals have a natural right to humane treatment including proper care, respect, and safe shelter. Our primary mission is to provide sanctuary while finding permanent, loving homes for the many animals that come to us (including feral, elderly, handicapped, and formerly abused animals). Animals in our care receive lots of love in addition to shelter, food, and medical care. Ramapo Bergen Animal Refuge Inc. adheres to a "NO-KILL" policy, giving animals an open-ended stay at a warm, safe place until loving homes can be found. There are many ways that you can help at the shelter without actually volunteering "hands on" with the animals. Contact: RBARI at 201-337-5180 or www.rbaari.org/volunteer

- **Caring About the Strays (C.A.T.S.):**

Since 1995, Caring About The Strays (C.A.T.S.) in Westwood has worked to find homeless and unwanted companion animals in the Pascack Valley area loving "forever homes." They place them in temporary foster homes where the animals receive healthy food, medical care and socialization to ultimately make them wonderful family pets. C.A.T.S. is also passionate about

educating the public on the importance of spay/neuter to decrease the numbers of homeless cats and dogs. Volunteer opportunities are fostering animals in your home, working in the C.A.T.S. shop in Westwood, creating winter shelters for feral cats, collecting food and liter, creating foster gift baskets and raising money. Contact: www.care4strays.org

- **P.A.T.C.H. (Pet Adoption through Caring Hands:**

This is a non-profit private organization, which operates a cat shelter in northern New Jersey. Our doors are open to stray kittens or cats needing a home, food, or medical attention. It is our goal to find suitable, loving homes for all of our shelter's feline friends. We will NEVER destroy a shelter cat simply because there are too many. This is our commitment to these wonderful animals who enrich our lives. There are no paid employees at PATCH, only dedicated volunteers. Contact: (973) 835-7202

- **Share Your Soles:**

Share Your Soles has brought *tens of thousands* of pairs of shoes to desperately impoverished people throughout the world: Central America, Southeast Asia, the Caribbean, Africa, Eastern Europe and the United States. Our program has helped people living on Native American Reservations and in the Appalachias, as well as India, Ecuador, Peru, Haiti, Sri Lanka, Uganda, Cameroon, Nicaragua, Tanzania and Ghana. No

boundaries. Shoes are given in a way that respected and honored the dignity of those who received them. Sanitized with hot water and bleach. Polished. Sorted. Every person who receives a pair of shoes gets a clean pair in good condition. Organize a shoe drive. Contact: www.shareyoursoles.org

- **Leveling the Playing Field:**

Often for struggling families the cost of the sporting equipment for their kids is a barrier to participation. This organization is all about turning used, un-needed sporting equipment in to opportunities for kids to participate. Organize an equipment drive for this organization for your Community Service project. Contact: www.levelingtheplayingfield.org

- **Let's Play it Forward:**

This is a not-for-profit 501(c)(3) organization started by a group of teens from Westchester, NY. We collect and donate used sports equipment to children and organizations in need. To date we have collected **20,558** pieces of gently used sports equipment. It all began when a few lifelong friends realized that they had an abundance of unused sports equipment in their garages. We started calling several organizations to inquire whether they could make use of this equipment, and the responses were overwhelming. Let's Play it Forward was founded in February 2012, and our mission is to help charitable youth organizations and individuals in need to obtain the gear necessary to play the sports they love. We collect gently used sporting goods at

organized events and through other donations. Organize a drive for used sports equipment. Contact: www.letsplayitforward.org

- **Footloose:**

Footloose will collect and donate dance shoes to the Boys and Girls Club of America, Newark, NJ who partners with the NJ Performing Arts Center and Alvin Ailey to provide dance instruction to under-privileged children in Newark. Organize a drive for dance shoes. Contact: www.footloosemission.com

- **Dance Donations:**

We are a non-profit organization, in collaboration with Brett Raphael and Connecticut Ballet, that solicits and distributes boys' and girls' dance costumes to less fortunate children and dance schools in the tri-state area. Contact: www.dancedonations.org

- **Operation Prom:**

Established in 2005, Operation Prom was originally established to help low-income students attend their Proms by providing free Prom dresses and tuxedo rentals. It has since expanded to include regular donations of clothing and school supplies to students who are sick, homeless or live in shelters and do not have family to assist them. Organize a Prom Dress drive. Contact: www.operationprom.org or Neisha@HelpPROM.org

- **Pedals for Progress:**

Every year, affluent Americans buy 18 million new bicycles and discard millions of old ones, abandoning many more unused in

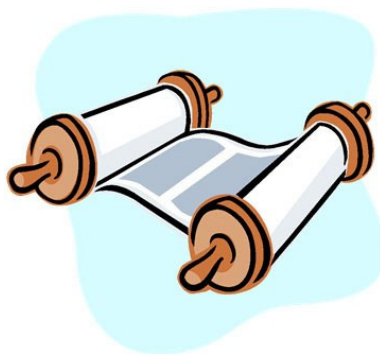
basements, sheds, and garages. Most of these end up in our already overburdened landfills. Meanwhile, poor people overseas need cheap, non-polluting transportation to get to jobs, markets, customers, and schools. Pedals for Progress has received, processed and donated over 142,00 bicycles and 2,800 Sewing Machines. Used sewing machines and \$10.8 million in new spare parts to partner charities in 38 developing world countries. Pedals for Progress isn't just donating used bicycles: It's also helping developing world economies by promoting self-sustaining bicycle repair businesses. Collect used bicycles for Community Service. Contact: www.p4p.org

- **Nothing but Nets**: is a global grassroots campaign to raise awareness and funding to fight malaria, a leading cause of death among children in Africa. *Nothing But Nets* allows everyone from students to CEOs, bishops to basketball players to join the fight against malaria by giving \$10 to send a net and save a life. www.nothingbutnets.net
- **Organize a letter writing campaign:**
If you feel strongly about an important social or political issue, organize your friends, family, and colleagues to write letters to your politicians (Mayor, Governor, Senator, Congressman, President). Contact: Rebecca McVeigh at 201-512-1983

- **Other resources-**

- Michelle Mitzvah Group at BHSS
mmg@bhss@gmail.com
- www.kidsthatdogood.com
- volunteermatch.org
- Volunteer Center of Bergen County
www.bergenvolunteers.org
- The Good People Fund www.goodpeoplefund.org
- The Giving Effect www.thegivingeffect.com

*HOSTING A
BAR/BAT MITZVAH
AT
BETH HAVERIM SHIR SHALOM*



Welcome!

Hosting an oneg Shabbat for a bar/bat mitzvah can seem like an overwhelming experience in addition to all the other responsibilities you have. It can be very simple if you have the information at your fingertips. That is what this handbook hopes to accomplish so that you may enjoy this joyous time.

Our office will call to discuss with you the number of guests you may be having at your oneg and basic Kiddush (provided at the \$250.00 oneg/Kiddush fee) at least 30 days prior your bar/bat mitzvah date!

Additional arrangements, such as Shabbat dinner, extended Kiddush or full service bar/bat mitzvah reception, must be made between the family and a member of the Beth Haverim Shir Shalom Panel of Caterers. The office, however, must be notified of your plans prior to signing a catering contract.

Social Hall reservations are made on a first-come, first-to deposit basis.

****Only caterers on the panel can be used for your events****
(Please call the synagogue office if you are in need of Kosher/Glatt Kosher Catering)

Friday Night Service

The synagogue will provide the basic Friday night oneg Shabbat as well as the basic Saturday morning Kiddush items. *(Please see Saturday Morning Service below)*. *These are included in the oneg/Kiddush fee*. The oneg Shabbat will include various cookies, cakes, danish and an option of having a large cookie cake, or large brownie cake marking the occasion with the name of the bar/bat mitzvah child on it. The cake can be ordered according to your choice.

The Temple will also provide the challah, Manischewitz wine, grape juice, wine cups, tablecloths, soda, coffee, tea, sugar, milk, doilies, trays, napkins, cups, pitchers, spoons, stirrers, and sweeteners, which are all available in our kitchen. If you have any special requests, please notify the office, 201-512-1983. Your oneg will be set up for you. All you have to do is walk in and enjoy the service!

Saturday Morning Service

The Temple will provide the ceremonial challah, wine, and juice for the Saturday morning service, as well as set up and clean up for these items only. These are included in the oneg/Kiddush fee.

Any other Kiddush arrangements (i.e. extended Kiddush or bar/bat mitzvah party requires rental of temple rooms) are the responsibility of the family and must be made with a member of our catering panel (see choices on the following pages).

Additional Options

The following refer to items not included in your basic oneg fee, should you wish to do more than the basic Saturday morning Kiddush.

Families can choose to have a Shabbat dinner, extended Kiddush, or a full service bar/bat mitzvah party in our social hall or in our beautiful newly constructed building named “The Ulam” (please note, “The Ulam” can seat approximately 50- 60 people). The social hall & The Ulam, however, must be reserved through the office. ***We suggest these reservations be made as soon as you decide on a venue for your event.*** This will prevent any conflicts since numbers necessitate having more double bar/bat mitzvah services in the future. **Reservations are on a first to deposit basis, for both spaces.** There is a contract for the room reservation that the office will give you. The cost of using the room for the above is listed below. The rental fees include clean-up by our maintenance contractor. Additionally, a security deposit of \$250.00 is required for all catered events.

Social Hall		The Ulam	
~Pre-Shabbat Dinner	\$250.00	~Pre –Shabbat Dinner	\$250.00
~Extended Kiddush	\$500.00	~Extended Kiddush	\$400.00
~Sit-Down Luncheon	\$1000.00		
~Bar/Bat Mitzvah Party	\$1000.00		

~There is no food or drink permitted in the Sanctuary~

Beth Haverim Shir Shalom's Panel of Caterers

A five (5) member panel of caterers has been selected. These caterers provide a variety of services at a range that will allow you to have the type of event that you desire. All of the caterers are knowledgeable about our kashrut rules.

Kashrut Rules- the following resolution was adopted by the Temple Board and applies to all catering inside and on the temple grounds as of July 1, 2000:

It shall be the policy of Beth Haverim Shir Shalom that all food served on Temple grounds and premises shall be in accordance with biblical principals of kashrut. This means that no prohibited foods may be served, and that milk and meat will not be served at the same meal.

Please be aware that the fees and/or per person charge are negotiated **between you and the caterer**. A five (5) member panel has been selected in order to provide you with a wide range of food, services and fees to meet your needs appropriately. Below is the listing of the five (5) member panel:

Buono Bagels
Ramsey Gourmet (Bagel Boys)
The Market Basket
Rosebud Caterers
Encore Catering

The caterer list with contact information and phone numbers is on the following page. For a room reservation and contract please call the temple office directly.

BETH HAVERIM SHIR SHALOM'S
PANEL OF CATERERS

The following is the list of the five (5) caterers who have committed to us through 12/31/20. This group should be able to provide a variety of services and styles to fit your particular needs and budget. It is your responsibility to find the one caterer who will fit your particular needs as to cost and services provided. Each caterer is aware of our *kashrut rules*.

<u>Caterers</u>	<u>Contacts</u>	<u>Phone #s</u>
Buono Bagels	Anthony Kim	201-825-2500
Ramsey Gourmet	Stacey Royal	201-825-4141
The Market Basket	Jackie Trowbridge	201-891-2000
Rosebud Caterers	Stuart Appelbaum	845-268-9673
Encore Catering	Karen Epstein	973-515-8000

Food baskets/Flowers

Bima baskets or floral arrangements for the Temple should be ordered and delivered by Friday morning. One arrangement is placed in front of the rabbi's lectern and a second one can be placed in front of the cantor's lectern. As an alternative to flowers, the Temple will put together a variety of different baskets to place on the Bima on your special day instead of a flower arrangement. The contents of the baskets will be donated to the Center for Food Action in Mahwah, the Ramapo-Bergen Animal Refuge, Inc in Oakland or Jewish Family Services of Rockland.

Basket sizes and costs

COST PER BASKET:	\$125.00 each
COST PER TABLE TOP BASKET:	\$ 18.00 (Extended Kiddush)

Video Services

Beth Haverim Shir Shalom has available to our b'nai mitzvah families the option of having their child's bar/bat mitzvah service videotaped (DVD) on their big day.

We have three cameras permanently installed that will capture the very essence of this important occasion remotely. Having these cameras installed enable us to eliminate the presence of the actual equipment and lights that have often been intrusive to the rabbi and cantor during the service. The company we have chosen to work with has been in business for many years and has come to us with a great many recommendations.

Please note that although this service is completely optional and is your choice, **you may only use our video service** as opposed to hiring your own company to record the service in our sanctuary on that day.

We are proud to announce that as of September 2014 we are able to offer LIVE STREAMING as another package to choose from. For those families whose extended family may not be able to join them on that special day this is the next best thing! You will be given a password-protected code for your viewing on that day and the live stream will be available for one year of viewing thereafter. Please note that live streaming and the DVD is one complete package and cannot be purchased separately. The fee for this service \$460.00. For more information please contact the Temple office.

Videotaping Fees:

\$360.00/1 DVD (standard package)

\$460.00/4 DVDs (grandparents' package)

\$460.00 (live streaming plus 1 DVD)

\$50.00/1 extra DVD recording

We hope that the video of your child's service will be a treasured memento for many years

PRAYERS & BLESSINGS



Parent Blessing

After your child completes the Haftarah blessings, parents are invited to offer a blessing in English. Parents may either choose one of the readings on the following pages or compose a prayer of their own, or a combination of both. As a part of your family preparation, you will have a meeting with Director of Education Rebecca McVeigh to help you decide what you'd like to do and provide guidance on what is appropriate for this time on the bimah. If you choose to write your own prayer, please keep the following in mind if you wish to prepare a draft for your meeting with Rebecca:

- This is a time to share some of your pride and love for your child with the congregation, and to point the way to your child becoming a good Jewish adult.
- It is not appropriate to tell your life story or that of your child, or to attempt to map out the rest of his or her life. It can be a moment to emphasize some of the essential values you want to pass on to the next generation.
- The blessing should not be retrospective, focusing instead on your hopes and dreams for the future.
- Remember the context. This is blessing at a religious service to celebrate your child's status as a Jewish adult. It may be tempting to praise all of his or her talents and accomplishments, but dwelling on unrelated subjects (such as sports or music) will detract from the religious nature of the event. Such a speech would be more appropriate at a reception after the service.
- Remember the congregation. This is not just a gathering of your family and friends, but of the community, and some things are better said in private. Thirteen-year-olds are notoriously sensitive to embarrassment, and funny or embarrassing stories about their childhood can be perceived as cruel when they're retold in public.
- Keep it short. It should be no more than 360 words. You can and should tell your child how proud you are at other times, and you don't need to explain all the details in this setting.
- If what you wish to say doesn't fit in with these guidelines, the Shabbat service may not be the right place for your words. Perhaps a toast at your *s'udat mitzvah*/reception is more of what you would like. By all means, take advantage of that opportunity.

Otherwise, you may choose from one of the following:

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, (CHILD'S NAME), 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.

B. We give thanks for this day, and for the years of growth and learning that have preceded it. Now, as our child steps forth to affirm his/her commitment to the ideals and Mitzvot of our faith, our souls are joyful, our minds are at peace. We pray that this day's service may long echo in our child's memory. May it engrave on his/her heart the understanding that this day initiates a life more firmly dedicated to the study of Torah and the fulfillment of Mitzvot, to deeds of justice and kindness, to faithful membership in the Household of Israel.

C. O God, we give thanks for the wondrous privilege of seeing our child grow day by day, week by week, year by year. For the health and strength You have given him/her, for the mind and spirit with which You have endowed him/her, for his/her ability to elicit and return love – for all these precious gifts, we thank You. Watch over our child on this special day and every day. Grant him/her a growing understanding of the true significance of this occasion and a deepening loyalty to everything that it represents. May the teachings of our heritage guide him/her throughout life; and may he/she lead a life worthy of Your blessings.

D. O God, gratefully we thank You for the joyous privilege of seeing our child attain this milestone. On this day cherished dreams and hopes are fulfilled. On this day new dreams and hopes are born. We pray that Your protecting and loving care will accompany him/her wherever he/she goes and in all he/she does. Help him/her to become all that he/she is capable of being. Give him/her strength to do all the good things that are within his/her reach. Keep him/her loyal to the best he/she has shown, and to the noblest Jewish teachings he/she has been taught. May his/her deeds find favor in the eyes of all and be worthy of Your blessings.

*E. May you live to see your world fulfilled,
may your destiny be for worlds still to come,
and may you trust in generations past and yet to be.
May your heart be filled with intuition
And your words be rich in understanding.
May songs of praise ever be upon your tongue,
And your vision clarify a straight path before you.
May your eyes shine with the light of the Torah
And your face reflect the brightness of the heavens.
May your lips ever speak wisdom
And your fulfillment be in righteousness,
Even as you ever yearn to hear the words of
The Ancient One of Holiness*

*F. 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 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

G. Our dearest (Child's name), may you always know what joy you have given us and our family as you attain this milestone of becoming a (bar/bat) mitzvah. Your accomplishment is one to be very proud of.

May this wonderful occasion be an inspiration to you throughout your life.

May you find your place in our heritage, embrace Judaism and lead a long life of self-fulfillment and compassion for others.

May you use your talents to their fullest, and always be your own person.

May you be blessed with a life filled with laughter, good friendships, and family.

May you follow all of your passions and achieve success, in whatever way is meaningful to you.

Today, as you taught us, we pray for your continued thirst for knowledge and that you will share it with others.

May God always keep you safe and lead you to all of life's wonderful opportunities and guide you through all its challenges.

H. May your dedication and determination lead you to passions that are rewarding and fulfilling.

May your instincts, intuitiveness and Jewish studies guide you safely and happily throughout your life.

May your kindness and caring continue to help others and characterize you.

May your huge reservoir of energy and innate passion for learning be used for personal growth, love of family and the betterment of community.

May your love for your family and friends bring you joy and happiness, strength and security, warmth and tradition.

May you one day enjoy your grandchildren's bar and bat mitzvahs as your grandparents are today.

Most of all, may you always know, whatever doors you walk through and wherever life leads you, we are so very proud of you. You are one of the greatest and truest blessing of our lives and no matter what, you always have our love and support.

May the Holy One guard you and sustain you, helping you to be whole-hearted in your faith, studying Torah and fulfilling Mitzvot. May you find favor before God and all people. Amen.

Shabbat (Friday night) Candle Blessing

Shabbat (Friday night) Candle Blessing

קַבֵּלַת פָּנִים

KABBALAT PANIM — WELCOMING

BLESSINGS FOR SHABBAT

The candles are lit before the blessing is recited.

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.

For Kabbalat Shabbat, turn to page 12 [130].

Shabbat Candle Blessing — The mitzvah of kindling Shabbat lights in the home is an early rabbinic practice (*M. Shabbat 2:1ff*). The Shabbat candle blessing is first recorded in the ninth-century prayerbook, *Seder Rav Amram*. Lighting Shabbat candles as part of the synagogue service is an innovation of Reform Judaism.

2 [120]

Kabbalat Panim for Shabbat

Candle Blessing
Kiddush, Evening
Welcome
Shabbat Songs

You may offer one of these before kindling the lights.

AS THESE SHABBAT CANDLES give light
to all who behold them,
so may we, by our lives, give light to all who behold us.

As their brightness reminds us
of the generations of Israel who have kindled light,
so may we, in our own day, be among those who kindle light.

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.

For Kabbalat Shabbat, turn to page 12 [130].

Help me perfect my ways of loving and caring.
Inspire me to make myself whole
so that I may honor Your name and
create a world of justice and peace.

Martin Buber

Blessings for the Reading of the Torah

BEFORE THE TORAH READING

TORAH BLESSER CHANTS:

בָּרַכְנוּ אֶת יְיָ הַמְּבָרָךְ. *Bar'chu et Adonai ham'vorach!*

CONGREGATION RESPONDS:

בָּרוּךְ יְיָ הַמְּבָרָךְ *Baruch Adonai ham'vorach*
לְעוֹלָם וָעֶד. *l'olam va-ed!*

TORAH BLESSER CONTINUES:

בָּרוּךְ יְיָ הַמְּבָרָךְ *Baruch Adonai ham'vorach*
לְעוֹלָם וָעֶד. *l'olam va-ed!*
בָּרוּךְ אַתָּה יְיָ *Baruch atah, Adonai*
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם *Eloheinu, Melech haolam*
אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים *asher bachar banu mikol haamim,*
וְנָתַן לָנוּ אֶת תּוֹרָתוֹ. *v'natan lanu et Torato.*
בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה. *Baruch atah, Adonai, notein haTorah.*

Praise the One, to whom our praise is due!

Praised is the One, to whom our praise is due, now and for ever!

*Praised be the Eternal God, Ruler of the universe,
You have chosen us from all peoples by giving us Your Torah.
Blessed is the Eternal One, Giver of Torah.*

AFTER THE TORAH READING

TORAH BLESSER CHANTS:

בָּרוּךְ אַתָּה יְיָ *Baruch atah, Adonai*
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם *Eloheinu, Melech haolam*
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת *asher natan lanu Torat emet*
וְחַיֵּי עוֹלָם נִטַּע בְּתוֹכֵנוּ. *v'chayei olam nata b'tocheinu.*
בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה. *Baruch atah, Adonai, notein haTorah.*

*Praised be the Eternal God, Ruler of the universe, You have given us
a Torah of truth, implanting within us eternal life. Blessed is the
Eternal One, Giver of Torah.*

Prayer before Kiddush

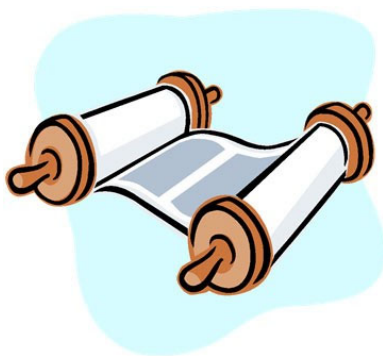
This honor can be given to a Jewish or non-Jewish participant, even a younger sibling.

God of days and years, Author of life, our times are in Your hand. We thank You day by day for Your abounding blessings and, each year passes, we are grateful for all Your gifts. We gather together in special thankfulness to share in the happiness of our dear _____/these young people. Be with him/her/them always as the joy of his/her/their life/lives.

May he/she/they be blessed with health and happiness, and the strength to overcome sickness and sorrow. We pray that our lives may be filled with good and abundance of blessing; and may we have the joy of coming together for many more years, as a family united by mutual reverence and love. Amen.

If your celebration is a double, Family #1 participant will read paragraph 1 and Family #2 participant will read paragraph 2.

HONOR SHEETS & IN REMEMBRANCE



Bar/Bat Mitzvah Honor Sheets

Honor sheets for Single, Double and Twins/Sibling B'nai Mitzvah services follow on the next few pages. Please use the appropriate honor sheets for your family. If you are sharing your day with another family, please call the temple office to find out if your family is family #1 or family #2. Honor sheets can also be accessed on our website, www.bethhaverim.org, under, "Bnai Mitzvah Information". Please feel free to access the forms online and you can save/print/scan them. Honor sheets should be delivered to the temple office at your first rehearsal. Forms may also be emailed, bethhaverim@optonline.net or faxed 201-512-1586.

Appropriate attire for those being called to the *bima* at Beth Haverim Shir Shalom

The following guidelines are intended to help members and guests dress appropriately at Beth Haverim Shir Shalom. When we are called to the *bima* we should be appropriately dressed according to the Jewish values of modesty and respect. The following are the expectations regarding attire for those who are to be called to the *bima*. These expectations are for your family as well as for your guests.

- Wear blouses and tops that cover the midriff, back and shoulders.
- Skirts and shorts should be at least mid- thigh length
- Tee Shirts should be devoid of vulgar, obscene, offensive, or inappropriate messages.
- No pants with writing on the seat.
- No sport cleats.
- Refrain from wearing hoods, visors, sweatbands, or baseball caps.
- Sport uniforms should not be worn.

When assigning honors please remember: people of any faith and age may open and close the ark curtains, and read the prayer before Kiddush. Ritual Committee policy requires that all other honors must be filled by members of the Jewish faith who are age 13 or older. A non-Jewish spouse or partner may accompany the Jewish participant who is reciting the Torah blessing.

BAR /BAT MITZVAH HONORS SHEET FOR SINGLE (DUE AT 1ST REHEARSAL)
FRIDAY NIGHT

Date of bar/bat mitzvah _____ Name of bar/bat mitzvah _____

Candle lighting on Friday night: (bar/bat mitzvah mother or other Jewish female)

Open and close ark curtains at beginning of Torah service on Friday night (up to two people)

1. _____
2. _____

Reciting Torah blessings on Friday night (one person)

English

Name(s): _____

Hebrew Name(s) (and Hebrew names of
parents) _____

Dressing the Torah on Friday night (G'lilah) (one person)

Open and close ark curtains to return Torah on Friday night (up to two people)

1. _____
2. _____

Open and close ark curtains for Aleinu on Friday night (up to two people)

1. _____
2. _____

B'NAI MITZVAH HONORS SHEET FOR *SINGLE* (DUE AT 1ST REHEARSAL)

SATURDAY MORNING

Date of bar/bat mitzvah _____ Name of bar/bat mitzvah _____

Optional Tallit Presentation (one person) _____

Open and close ark curtains at beginning of Torah service (up to two people)

1. _____

2. _____

Undressing Torah (one person)

Torah blessings (please supply Hebrew names as well as Hebrew names of parents)

If a parent is not Jewish and/or does not have a Hebrew name, please note on this form

Aliyah 5- up to 4 people

Aliyah 6- up to 4 people

Aliyah 7- usually one or both parents

Aliyah 8- bar/bat mitzvah

Aliyah #5 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

B'NAI MITZVAH HONORS SHEET FOR *SINGLE*

Aliyah #6 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #7 Usually one or both parents (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #8 Bar or Bat Mitzvah child *recites blessings before and after Torah reading*

English Name _____

Hebrew Name (and Hebrew names of parents) _____

B'NAI MITZVAH HONORS SHEET FOR *SINGLE*

Lifting and holding up the Torah (*Hagbah*) (one person)

Dressing the Torah (*Glilah*) (one person)

Parents come to pulpit to offer a public prayer for their children

(Combined length of prayer: 2 minutes max.)

Parents _____

Siblings and parents join in processional

Siblings: _____

Open and close ark curtains to return Torah (up to two people)

1. _____

2. _____

Open and close ark curtains for *Aleinu* (up to two people)

1. _____

2. _____

Prayer before Kiddush (one person)

BAR/BAT MITZVAH CHILD'S HEBREW NAME

PARENT 1 HEBREW NAME

PARENT 2 HEBREW NAME

B'NAI MITZVAH HONORS SHEET FOR *DOUBLES* (DUE AT 1ST REHEARSAL)

Note: each family fills out this form for their own family and friends.

FRIDAY NIGHT

Date of bar/bat mitzvah _____ Name of bar/bat mitzvah _____

Candle lighting on Friday night: (bar/bat mitzvah mother or other Jewish female)

Open and close ark curtains at beginning of Torah service on Friday night (up to two people)

1. _____

2. _____

Reciting Torah blessings on Friday night (one person)

English Name(s): _____

Hebrew Name(s) (and Hebrew names of parents) _____

Lifting the Torah on Friday night (*Hagbah*) (Family #1- one person)

Dressing the Torah on Friday night (*G'ililah*) (Family #2 - one person)

Open and close ark curtains to return Torah on Friday night (up to two people)

1. _____

2. _____

Open and close ark curtains for *Aleinu* on Friday night (up to two people)

1. _____

2. _____

B'NAI MITZVAH HONORS SHEET FOR *DOUBLES* – FAMILY #1
(DUE AT 1ST REHEARSAL)

SATURDAY MORNING

Optional Tallit Presentation (one person) _____

Open and close ark curtains at beginning of Torah service (up to two people)

1. _____

2. _____

Undress Torah (one person)

Torah blessings (please supply Hebrew names as well as Hebrew names of parents)
If a parent is not Jewish and/or does not have a Hebrew name, please note on this form

Aliyah 1- up to 4 people

Aliyah 2- up to 4 people

Aliyah 3- usually one or both parents

Aliyah 4- bar/bat mitzvah

Aliyah #1 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

B'NEI MITZVAH HONORS SHEET FOR *DOUBLES* – FAMILY #1

Aliyah #2 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #3 Usually one or both parents (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #4 Bar or Bat Mitzvah child recites blessings before and after Torah reading

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Saturday Morning B'NAI MITZVAH HONORS SHEET FOR *DOUBLE – FAMILY #1*

Dressing the Torah (*Glilah*) (one person)

Returning the Torah to Ark (one person)

Parents come to pulpit to offer a public prayer for their children
(Combined length of prayer: 2 minutes max.)

Parents _____

Siblings and parents join in processional

Siblings: _____

Open and close ark curtains to return Torah (up to two people)

1. _____

2. _____

Open and close ark curtains for *Aleinu* (up to two people)

1. _____

2. _____

Prayer before Kiddush – Paragraph #1 (one person)

BAR/BAT MITZVAH CHILD'S HEBREW NAME

PARENT 1 HEBREW NAME

PARENT 2 HEBREW NAME

B'NEI MITZVAH HONORS SHEET FOR ***DOUBLES – FAMILY #2*** (DUE AT 1ST REHEARSAL)

SATURDAY MORNING

Optional Tallit Presentation (one person) _____

Open and close ark curtains at beginning of Torah service (up to two people)

1. _____

2. _____

Undress Torah (one person)

Torah blessings (please supply Hebrew names as well as Hebrew names of parents)

If a parent is not Jewish and/or does not have a Hebrew name, please note on this form

Aliyah 5 - up to 4 people

Aliyah 6 - up to 4 people

Aliyah 7- usually one or both parents

Aliyah 8 - bar/bat mitzvah

Aliyah #5 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

B'NEI MITZVAH HONORS SHEET FOR *DOUBLES* – FAMILY #2

Aliyah #6 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #7 Usually one or both parents (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #8 Bar or Bat Mitzvah child recites blessings before and after Torah reading

English Name _____

Hebrew Name (and Hebrew names of parents) _____

B'NEI MITZVAH HONORS SHEET FOR *DOUBLES* – FAMILY #2

Lifting and holding up the Torah (*Hagbah*) (one person)

Dressing the Torah (*Glilah*) (one person)

Parents come to pulpit to offer a public prayer for their children
(Combined length of prayer: 2 minutes max.)

Parents _____

Siblings and parents join in processional

Siblings: _____

Open and close ark curtains to return Torah (up to two people)

1. _____

2. _____

Open and close ark curtains for *Aleinu* (up to two people)

1. _____

2. _____

Prayer before Kiddush – Paragraph #2 (one person)

BAR/BAT MITZVAH CHILD'S HEBREW NAME

PARENT 1 HEBREW NAME

PARENT 2 HEBREW NAME

B'NEI MITZVAH HONORS SHEET FOR *TWINS/SIBLINGS*
(DUE AT 1ST REHEARSAL)
FRIDAY NIGHT

Date of b'nai mitzvah _____

Names of b'nai mitzvah _____ & _____

Candle lighting on Friday night: (b'nai mitzvah mother or other Jewish female)

Open and close ark curtains at beginning of Torah service on Friday night (up to two people)

1. _____

2. _____

Reciting Torah blessings on Friday night (up to two people)

English Name(s): _____

Hebrew Name(s) (and Hebrew names of parents) _____

Lifting the Torah on Friday night (*Hagbah*) (one person)

Dressing the Torah on Friday night (*Glilah*) (one person)

Open and close ark curtains to return Torah on Friday night (up to two people)

1. _____

2. _____

Open and close ark curtains for *Aleinu* on Friday night (up to two people)

1. _____

2. _____

B'NAI MITZVAH HONORS SHEET FOR *TWINS/SIBLINGS*
(DUE AT 1ST REHEARSAL)
SATURDAY MORNING

Date of b'nei mitzvah _____ Names of b'nei mitzvah _____ & _____

Optional Tallit Presentation (one person) _____

Open and close ark curtains at beginning of Torah service (up to two people)

1. _____

2. _____

Undressing Torah (two people)

Torah blessings (please supply Hebrew names as well as Hebrew names of parents)

If a parent is not Jewish and/or does not have a Hebrew name, please note on this form

Aliyah 1 - up to 4 people

Aliyah 2 - up to 4 people

Aliyah 3 - usually one or both parents

Aliyah 4 - bar /bat mitzvah

Aliyah 5 - up to 4 people

Aliyah 6 - up to 4 people

Aliyah 7- usually one or both parents

Aliyah 8 - bar/bat mitzvah

Aliyah #1 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

B'Nai MITZVAH HONORS SHEET FOR *TWINS/SIBLINGS*

Aliyah #2 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #3 – Usually one or both parents (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #4 – Bar or Bat Mitzvah recites blessings before and after Torah reading

English Name _____

Hebrew Name (and Hebrew names of parents) _____

B'NAI MITZVAH HONORS SHEET FOR *TWINS/SIBLINGS*

Aliyah #5 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #6 (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

B'NAI MITZVAH HONORS SHEET FOR *TWINS/SIBLINGS*

Aliyah #7 Usually one or both parents (Recites blessings before and after Torah reading)

English Name _____

Hebrew Name (and Hebrew names of parents) _____

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Aliyah #8 Bar or Bat Mitzvah recites blessings before and after Torah reading

English Name _____

Hebrew Name (and Hebrew names of parents) _____

Lifting and holding up the Torah (*Hagbah*) (one person)

Dressing the Torah (*Glilah*) (one person)

Parents come to pulpit to offer a public prayer for their children

(Combined length of prayer: 2 minutes max.)

Parents _____

Siblings and parents join in processional

Siblings: _____

Open and close ark curtains to return Torah (up to two people)

1. _____

2. _____

B'NAI MITZVAH HONORS SHEET FOR *TWINS/SIBLINGS*

Open and close ark curtains for *Aleinu* (up to two people)

1. _____

2. _____

Prayer before Kiddush (one person)

B'NAI MITZVAH CHILDREN'S HEBREW NAMES

_____ & _____

PARENT 1 HEBREW NAME

PARENT 2 HEBREW NAME

In Remembrance

*Our B'nai Mitzvah families are permitted to write up to **100** words of expression in remembrance for those who have died (not animals). These words will be published within the service guide that is handed out during Shabbat mornings.*

This form is due with your honor sheets, preferably at the first rehearsal.

In Remembrance examples:

On this very special day Wesley would like to remember his
Grandfather..., his Uncle...and his Great Aunt...
They would be so proud of him today. May their joyous spirits and zest
for life be an inspiration for Wesley today and always.

In loving memory of my Pop-pop and Bubbe....
Although they are not with us today, they will always have a special place
in my heart.

On this day of celebration we would like to take the opportunity to
remember Dylan's Grandparents.... Dylan's kind heart and gentle nature
remind us each day of them both.

Friends and family meant the world to them, bringing added meaning to
this special occasion.

On this day of celebration we would like to take time to remember Lily's
Grandfathers... who live on in our hearts. Their legacies of wisdom, honor
and integrity help to make Lily and all of us who we are today.

In remembrance of Aunt...and Great Grandpa...
We think of them both so often, especially as we
celebrate this very special day.
We know they would be overcome with great pride and joy
on Olivia becoming a Bat Mitzvah.
We remember them today and always with love.