

The *Bar/Bat Mitzvah* Family Guide



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The Emanuel Synagogue

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Introduction

מזל טוב Mazal Tov!

Mazal Tov on your child's becoming a *Bar/Bat Mitzvah*. It seems that in the blink of an eye your child has gone from being a little child to a young adult. And now, you and your family are approaching an important passage. We at the Emanuel will be happy to help you create a celebration that is meaningful to you, your child, and all of your family and friends. We will help you guide your child along his/her first steps toward becoming a Jewish adult.

This packet contains a great deal of information to help guide you through the details of this process. Please take the time to read it together and note the dates by which various decisions must be made and various information shared. If you need guidance in any of these areas or would just like to "talk things over," we will be very happy to help in any way we can.

Important Contact Information

General Phone Number for Synagogue Office and Clergy – 860-236-1275

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Website: www.emanuelsynagogue.org

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Suzanne Connell, Executive Director x-112	suzanne@emanuelsynagogue.org	<i>Kiddush</i>, <i>Oneg</i>, room rental, planning details, fees, financial concerns
Judith T. Fox, Director of Education x-122	judyefox@emanuelsynagogue.org	Religious school, learning issues, siblings learning parts
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Message from Rabbi

Bar and Bat Mitzvah is a major milestone for a Jewish boy or girl. It is also an important emotional and religious passage for parents and the entire family. We celebrate our child's coming of age; for parents, our child's becoming a Bat or Bar Mitzvah gives us a chance to affirm the values and relationships we hold most dear. Following time-honored Jewish tradition we make these affirmations in the presence of family, friends and community. We incorporate prayer, study of Torah, *tzedakah*, hospitality and celebration.

To accomplish all of this takes collaboration among parents, the student, clergy, educators, and synagogue staff, as well as relatives, friends and a host of others. At the Emanuel, we approach this process with a true sense of teamwork, *derekh eretz* (respect for each other) and *yirat Shamayim* (respect for our Creator).

It is an honor to join you on this sacred journey.

David J. Small

Rabbi

The Emanuel Synagogue

Overview of the next two years

Much of your time over the next 12 – 24 months will be focused on preparing for the *Bar/Bat Mitzvah* day. There is much for both the child and parents to do. Below is a brief outline of what is ahead, followed by an elaboration of shared commitments and mutual responsibilities and a timeline and checklist to help you keep track of your progress.

What is ahead for the student - Hebrew school will continue as usual, mid-week and Sunday mornings. On *Shabbat* mornings you will be expected to join the *Bar/Bat Mitzvah* Club at 9:30 a.m. Private lessons under the supervision of Cantor Cohn will begin approximately one year before your date. The lessons will be for one-half hour each week, more if needed. You will develop a routine for daily practice - fifteen to thirty minutes a day is suggested. With Mrs. Fox's and Rabbi Small's help you will write a *D'var Torah*, have it reviewed by your classmates and introduce the *Torah* portion in synagogue.

What is ahead for the parents – Regular attendance at Religious School is vital to ensure that your child has the background and skills necessary to succeed. Added to your Religious School schedule will be individual lessons for your child and making sure that your child has some quiet time each day to practice. We highly recommend that you listen to your child practice at least once a week, even if you don't read Hebrew. You must also make sure that your child participates in Saturday morning *Bar/Bat Mitzvah* club so he/she gets to feel very comfortable in services and with the congregation. If you are not already one of our *Shabbat* regulars, we hope you will attend services with your child so that the congregation can get to know you.

We encourage parents to read over the *Torah* and *Haftarah* portions and discuss them with your child. This is an opportunity make connections around values and issues that are important to him/her and may lay the ground work for future discussions as he/she becomes a teenager.

In our Congregation, it is customary for parents or grandparents to give *Bar Mitzvah* boys a *tallit*, *tefillin* and *kippah*. In recent years, *Bat Mitzvah* girls have begun to take on the *mitzvah* of wearing a *kippah*, *tallit* and *tefillin*. Emanuel girls are strongly encouraged to do so. A wide selection of these items is available from the Emanuel gift shop, the Judaica Shop in Bishop's Corner and the internet. *Tefillin* may also be ordered from AOS Greenfield at 1-800-263-3445. Special funds are available for families who need help with the purchase of *tefillin*. These are gifts that last a lifetime.

You will be involved in deciding many details of how the *Bar/Bat Mitzvah* day will go. We hope this guide will help you through the process.

Shared Commitments and Mutual Responsibilities

Judaism is a covenantal religion. Our lives are framed by important covenants between G-d and Israel, and among people as well. When a Jewish child is born, his or her parents bring him or her into the covenant and give him or her a name. At *Bar Mitzvah* or *Bat Mitzvah* the child enters the covenant of the Jewish People as a young adult, with all the privileges and responsibilities that entails. The *Bar* or *Bat Mitzvah* is a celebration of the child, a marking of this important passage and a key moment of Covenant, as the student publicly accepts the Jewish Covenant and is initiated, joyfully, into the House of Israel as a full participant.

We find it helpful to think of this process in terms of shared commitments and mutual responsibilities:

The Synagogue's responsibilities and commitments:

- To inform and guide our students and families each step of the way
- To impart the Jewish knowledge, sense of meaning and life skills the student will need to participate as a member of the synagogue community. This includes: Hebrew literacy, a working knowledge of the prayers, *tropes* for chanting *Torah* and *Haftarah*, introduction to the *Mitzvot* (Commandments) as interpreted by Jewish tradition and Conservative Judaism, Jewish history, culture and ethics, knowledge of and love of Israel and much more!
- To recognize each student's abilities and help that student attain a successful experience by doing the best that (s)he can.
- To communicate clearly and in a timely fashion
- To explain all the elements of the *Bar/Bat Mitzvah* process in a helpful, lucid, informative way.
- To listen carefully to your concerns and priorities and to shape the celebration in ways that will fit your family's needs.
- To provide specific support for planning hospitality, *Kiddush* luncheon, *Shabbat* meals, parties or other related gatherings and to make space available in the Synagogue for these functions as needed by the family

The Parents' responsibilities and commitments:

- To become informed regarding the various aspects of the *Bar/Bat Mitzvah* process. Study the materials provided by the Synagogue and participate in informational meetings and conferences.
- To support the study of the student including preparation of homework and arranging for the student to attend Hebrew School and private lessons regularly and on time.
- To support your child's designing and carrying out a *Tikkun Olam* project.
- To attend *Shabbat* morning services regularly and bring the student to Synagogue on a regular basis. We aim for the student to average a minimum of three

Shabbatot per month during the school year. (A student may “make up” missed services - we will be flexible.)

- To bring the student to Religious School regularly and on time, in accordance with the school’s attendance policy.
- To model at home and elsewhere, for your child, Jewish values, *mitzvot*, observances and traditions
- To participate in scheduled *Torat Hayim* family education sessions related to *Bar/Bat Mitzvah* with your child.
- To provide timely family information: Hebrew names for *aliyot*, names of participants in the service; drafts of printed booklet to the Synagogue; reserve synagogue space as needed well in advance.
- To provide a *Kiddush* on Shabbat morning for the Congregation and invited guests
- To maintain membership in good standing.
- To make a voluntary contribution to the B’nai Mitzvah Endowment Fund in honor of your child and your family *Simcha*. This Fund is designed to allow families to express their appreciation for this happy event and to use the occasion of their family passage to help ensure the continued strength and vitality of the Congregation for many years to come.
- To ask questions and communicate concerns.
- Have fun!

Responsibilities of the Student:

- To do your homework assignments and practice regularly.
- To attend Hebrew School, tutoring sessions and *Shabbat* Services regularly and on time.
- To cooperate with your parents, teachers and classmates with *derekh erez* (respect, courtesy and sensitivity).
- To think deeply about the meaning of your becoming an adult in the Jewish People and in society.
- To choose and carry out a *Tikkun Olam* service project.
- To work hard.
- Have fun!

Bar/Bat Mitzvah Timeline and Checklist

Now

- Speak to Mrs. Fox about any special learning needs your child may have.
- Discuss with your child the kind of *Tikkun Olam* project that would fit his/her interest and talents. (see included packet).
- Discuss with your child the kind of celebration that will be meaningful for the occasion and for your family
- Begin making specific arrangements for your celebration.
- Look over the information and contracts given to you by the synagogue office and note on your calendar the dates on which plans must be finalized.
- Read over your child's *parashah* and *Haftarah* in English and help him/her begin to think about a *D'var Torah*.
- Begin blessing your children on Friday evening.
- If you are not already, start attending Shabbat morning services weekly. Students come to Bar/Bat Mitzvah Club.

1 year before:

- If you have specific concerns, speak to Cantor Cohn about lessons.
- Work out the details of your child's *Tikkun Olam* project.
- If you are using a caterer, make sure it is one of those approved by the synagogue before finalizing arrangements.
- Make arrangements to pay all dues owed to the synagogue. Families with financial hardship may speak to the Executive Director to discuss this need.
- Return contract to the synagogue office.
- Decide what family members or friends you will ask to read *Torah*. Work out specific assignments with Moshe Pinchover, our Ritual Director.
- Speak to Cantor Cohn about participation of other family members, including younger siblings, in the service.
- Begin to plan who will have *Aliyot* and *bimah* honors and gather Hebrew names for those involved.

6 months before:

- Order invitations.
- Order *kipot* if desired.
- Finalize details for the *Tikkun Olam* project.
- Begin to work on your written program if you choose to do one.
- Make sure all *Torah* readers have begun studying their parts
- Carolyn Topol will contact you to arrange family meetings with Rabbi Small

2 months before:

- Meet with Rabbi Small in his study.
- Discuss *Aliyot* and *bimah* honors with Rabbi Small and submit a complete list of honors/participants to Moshe Pinchover, our Ritual Director.
- Order *tefillin*. Go to Sunday morning services at 8:00 a.m. to learn how to put on the *tefillin*.
- Check on all arrangements.
- If you wish, arrange for your photographer, or a friend, to take family photos with the clergy after morning *minyan* Thursday morning before the *Bar/Bat Mitzvah* date.
- Have your child's photo taken by office staff or submit a digital photo to be used in the newsletter.
- Complete Thursday morning Minyan breakfast form and return to Carolyn Topol.
- If you choose to have a written program, give it to Rabbi Small and Cantor Cohn for review and approval.
- Submit photo and information form to be used with photo in newsletter.
- Submit a description of the student's *Tikkun Olam* project. Please use the form on page 13.
- Send copies of blessings to everyone who will be called to the Torah and a copy of FAQ's about attending services at The Emanuel Synagogue.

1 month before:

- Make sure that all arrangements are in place.
- Discuss the details of your celebration with Suzanne Connell.
- Make sure that all dues owed to the synagogue and other fees connected with your *simcha* are paid prior to the *Bar/Bat Mitzvah* date. Families with financial hardship may speak to the Executive Director to discuss their need.
- Review *Torah* blessings, *Shehecheyanu* blessing, and Parents' blessing (even if you have recited these blessings many times before, please remember that you will probably be nervous – a review never hurts!).
- Student finalizes *D'var Torah* with Rabbi Small.
- Review *Torah* reading (if parents are reading *Torah*)
- Practice *Yevarekheka* blessing and *Shehecheyanu*, recited on Saturday morning.

1 week before:

- Some students read *Torah* at the Saturday evening *minchah* service the week before the *Bar/Bat Mitzvah* date. Some do the same Monday morning.
- Attend Thursday morning *minyán* and breakfast with student. Student has *aliyah* and may read *Torah*.
- Have photos in the Sanctuary if desired.

Friday night of *Bar/Bat Mitzvah*:

- Come to services.
- Bar/Bat Mitzvah* leads *Kiddush*, possibly other parts of service.

Day of *Bar/Bat Mitzvah*

- Arrive at the service at least fifteen minutes before the announced starting time. Make sure you have a copy of the *Haftarah* and *D'var Torah* with you.
- Enjoy a wonderful day!

After the *Bar/Bat Mitzvah* day

- If unfinished, complete *Tikkun Olam* project.
- Write thank-you notes.
- Continue attending Religious School and *Shabbat* services.

Your Child's Education and Training for the *Bar/Bat Mitzvah* Day

Study of Torah is the basis for living a Jewish life.

- **Religious School:** Because religious training is so important to a meaningful Jewish life experience, we expect that children attend religious school through 7th grade in The Emanuel Synagogue Religious School or a Jewish day school. This training begins when the child enters our synagogue and continues beyond *Bar/Bat Mitzvah*. The first milestone on this path is *Matan Siddur* (either in third grade or when they enter our school) at which time the children receive a *Siddur* of their own. Attendance standards of the school (75%) must be met in order for the student to be properly prepared. We have planned a rich and varied program for our middle school students. It is designed to prepare our students, not only for *Bar/Bat Mitzvah* but for the Jewish privileges and responsibilities that *Bar/Bat Mitzvah* introduces. They will be studying with different teachers and clergy, each of whom brings his/her unique talents and expertise to our classrooms.
- **Family Programs:** Family Programs for grades 6 & 7 are part of the *Bar/Bat Mitzvah* education process and are designed to enhance the experience for the whole family. The middle school family programs will all be designed to deal with the challenges, privileges and responsibilities of coming of age Jewishly. The schedule for these programs is mailed to families each fall.
- **Lessons:** *Bar/Bat Mitzvah* lessons usually begin approximately one year before the *Bar/Bat Mitzvah* date. If you feel that your child has special learning needs and should start earlier than one year before, please discuss this with Mrs. Fox. Cantor Cohn will be contacting you to arrange a time for your child's weekly lesson. *Bar/Bat Mitzvah* lessons CANNOT be scheduled during your child's religious school class time. We make every effort to accommodate your schedule in arranging for lessons but appreciate your flexibility in this process. Included (on page 15) is a page describing the scope and sequence of lessons.
- **D'var Torah:** Rabbi Small is working with the classes on how to write a *D'var Torah*. We encourage families to study the portions with their children. Mrs. Fox and Rabbi Small will work with each child individually on writing the final statement.
- **Shabbat Attendance:** Weekly *Shabbat* morning attendance at services is required beginning in 6th grade. This enables both the family and the child to become comfortable with the service and also gives you and the Emanuel community a chance to get to know each other.
- **Bar/Bat Mitzvah Club:** The children who attend *Bar/Bat Mitzvah* Club each *Shabbat* morning become familiar and comfortable with the *Shabbat* morning service and add a freshness to the atmosphere in the synagogue. **Children who attend regularly are much better prepared when their "big day" comes.** Children meet the group leader in the Sanctuary at 9:30 a.m. Children may choose to sit with their families, but often enjoy sitting with the group. This gives the leader an opportunity to guide them in the service and answer questions. Children are required to attend an average of three times per month. Later in the service "Bar/Bat Mitzvah Club" participants join the leaders in the Library for a discussion/activity and to be counted "present". Club returns to the Sanctuary for the end of the service.

- **Saturday evening before the *Bar/Bat Mitzvah*:** At the *Minchah/Maariv/Havdalah* service the week before the *Bar/Bat Mitzvah* date, the student is given the chance to read his/her Torah portion(s) other than *Maftir*, as well as on Monday morning. These are good opportunities to practice reading in front of a small group. It is also a *mitzvah* to read *Torah* for your community.
- **Thursday morning before the *Bar/Bat Mitzvah*** The student has his/her first *aliyah* on the Thursday morning before the *Bar/Bat Mitzvah* date during morning *minyan*. At this time the parents recite a special prayer and present their child with a *tallit* if they wish. The *Minyanaires* (our group of dedicated people who meet regularly to assure that we always have a *minyan*) will present the student with a membership card to their group. The family customarily sponsors the breakfast after the *minyan*. Information on sponsoring the breakfast and a copy of the parental blessing are included..
- **Study continues:** We expect our young people to continue the *mitzvah* of *Talmud Torah* as part of their new status as adult Jews. Your child may choose to continue study in the Emanuel's high school program *Beit Sefer Tichon* or the community high school, *Yachad*. Students who choose to do both are given a stipend towards their *Yachad* tuition. *Beit Sefer Tichon* students are eligible to be student aides in our religious school. Please ask Judith Fox for more information. The congregation celebrates our *Beit Sefer Tichon* Confirmation in Grade 10 and Graduation at the end of Grade 12.
- **Youth Groups and beyond:** During these post *Bar/Bat Mitzvah* years, we hope your child will enjoy membership in our award winning youth groups, *Kadima* (Grades 6-8) and *USY* (Grades 9-12). Students involved in these groups have enriching experiences at Camp Ramah, regional conclaves, doing group *Tikkun Olam* projects, planning their own *shabbaton* and participating in congregation lay leadership, as well as fun social activities. After high school, joining Hillel (the Jewish student's college organization) can maintain a student's active interest in their religion and help students relate Jewishly to their larger world.
- **Jewish Camp:** Summer camp is a great way to have fun and build Jewish identity and commitment. Camp friendships often last a lifetime. Camp Ramah in New England serves our area; please consider Ramah for your child.
- **Israel:** We encourage parents to plan an Israel experience for your child. *USY* and Camp Ramah offer wonderful teen trips. The Emanuel sometimes plans family Israel missions. Because the entire community feels so strongly about our tie with Israel, the Jewish Federation of Greater Hartford makes a scholarship available to each student who takes a youth group or camp trip to Israel during the high school years. For information on this scholarship contact the Commission on Jewish Education, 727-6136. In college and up to age 26, students who have never been on a group trip to Israel are eligible to have a free trip with birthright. Information on this program can be found at www.birthrightisrael.com.

D'var Torah-Introduction to the Torah Portion

Each student will give an original Introduction to the Torah Portion of about 5 to 7 minutes in length. This takes place after the Torah has been taken from the Ark and carried around the Sanctuary but before the actual reading begins at approximately 10:00 a.m. The student stands at the table where the Torah has been placed and gives a talk. The *D'var Torah* includes a description of the key topics in the weekly portion and focuses on one or two issues of specific interest to the student. These questions are explored a bit more depth and in some way connected with the way we live today. Students are encouraged to express a personal statement of values in this talk. Some students relate to their *Tikkun Olam* project in their talk, but this is optional. Brief thanks to teachers, parents and family and friends are allowed by not required. More extensive thanks are better offered in writing or in another venue.

Rabbi David J. Small teaches a weekly class in the Seventh Grade on *Parshanut* and *D'var Torah*, Studying the Weekly Torah Portions and Preparing and delivering a *D'var Torah*. This class meets Sunday mornings in the Religious School and is team taught with Ms. Susan Wolpoe. Students learn to navigate the *Chumash* (Five Books of Moses) and the *Tanakh* (Hebrew Bible). Textbooks are *Tanakh* (The JPS Hebrew/English Bible), *The Torah Portion-by-Portion*, by Seymour Rossel and the *Etz Chayim Chumash*. Students learn to approach the Torah portion as a whole, asking key questions of the text: Who, What, Where, When, How and Why? After completing an overall survey and analysis of the Torah Portion, students zero in on key questions or issues they see in the Portion that interest them. Then they develop these points into a homily, with a values-based message that relates to life in our world. At each stage of writing, students share their work aloud in class. Listening to each other and responding appropriately is the most important aspect of the class. This “peer review” process builds confidence in each student and guides the classmates to invest in each other’s work and success. Character-building and group-building are primary goals of the class.

Parents are encouraged to read over the portion with your child and help them figure out their answers to the key questions. It is essential that the students do their own writing in their own words. Parents are discouraged from editing out or influencing too much the content and theme of the student’s *D'var Torah*. Mrs. Fox meets with each student to help them develop their draft. Every *D'var Torah* is reviewed and supervised by Rabbi Small at each stage of development. Each student will have two or more (as needed) personal work sessions with Rabbi Small, plus in-class attention. Some students will be assigned a tutor to assist them in the composition of the *D'var Torah*. Ms. Wolpoe and Resource Room teachers may offer hands-on help.

Please note: While early work and class notes are done by hand, from the first draft onward, the *D'var Torah* should be typed on a word processor. Students will be expected to type in edits and revisions repeatedly and to bring the up-to-date copy of their work to class and to sessions with Mrs. Fox, Rabbi Small and/or a tutor. Every Sunday students are expected to bring their books, a spiral notebook or loose-leaf and pen or pencil.

BAR/BAT MITZVAH INSTRUCTION - EMANUEL SYNAGOGUE
SCOPE AND SEQUENCE of *BAR/BAT MITZVAH* LESSONS

Following is the general order of material learned and the average length of time required for each component in our *Bar/Bat Mitzvah* program. Please note that this is an approximation, since every student learns at a different pace and some students may require a modification of the program for a variety of reasons.

ITEM	EXPLANATION	APPROXIMATE #OF SESSIONS
Introduction	For tutor and student to begin to get acquainted, and for the student to begin to understand the <i>Bar/Bat Mitzvah</i> process	1
Torah Blessings ברכות לתורה	usually learned in school	1
Torah trope (cantillation) טעמי המקרא	usually learned in school	1 for review
<i>Maftir</i> Torah Reading מפטיר	final section of <i>Shabbat</i> reading	4
Additional Torah Readings קריאות הוספות	First 1-3 readings, also read on weekdays	6-8
Friday Night <i>Kiddush</i> קדוש לערב שבת	recited at Friday Night service and at home	2
Shabbat Morning <i>Kiddush</i> קדושא רבא	recited at very end of service	2
Blessings after <i>Haftarah</i> ברכות אחרי ההפטרה		3
<i>Haftarah</i> and Blessings Before הפטרה וברכות לפנייה	prophetic reading	16

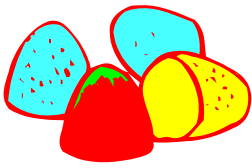
ITEM	EXPLANATION	APPROXIMATE #OF SESSIONS
Service for Taking Out the Torah הוצאת התורה		1
Service for Putting Back the Torah הכנסת התורה		2
<i>Shaharit`Amidah</i> עמידה לשחרית	first 2 pages aloud together, plus <i>Kaddish Shalem</i>	3
Remainder of <i>Shaharit</i> Service שמע וברכותיה	<i>Shema</i> and its blessings	5
<i>Kabalat Shabbat</i> קבלת שבת	Service to welcome <i>Shabbat</i> on Friday night	4
Friday evening service ערבית לשבת	remainder of Friday evening liturgy	4

The Service

The highlight of the *Bar/Bat Mitzvah* is the service. This is where and when the young person publicly becomes a member of the adult Jewish community, taking on adult religious responsibilities.

- **Student's Participation in the Service:** *Bar/Bat Mitzvah* students usually learn the blessings for an *aliyah* to the Torah, their *Maftir* Torah reading, their *Haftarah* and the blessings before and after it. Many students also learn additional Torah readings and also lead parts of the service. If there are parts of the service that your child would like to learn or that you would like your child to learn, please inform Cantor Cohn.
- **Family Members Participation:** Family members are encouraged to take part in the service. If there are family members that would like to lead parts of the service or read from the Torah, please notify Cantor Cohn six months before your date so that we can insure that they are adequately prepared.
- **Younger Siblings Participation:** If the *Bar/Bat Mitzvah* has younger siblings who would like to participate in the service, please discuss this with Cantor Cohn and the Religious School office at least 6 months before the *Bar/Bat Mitzvah*.
- **Participation of Non-Jewish Family and Friends:** Non-Jewish family members and friends of the *Bar/Bat Mitzvah* family are welcome to lead the Prayer for Our Country or another appropriate English reading. We encourage a non-Jewish parent of the *Bar/Bat Mitzvah* to stand next to the Jewish parent when he/she has his/her *aliyah* to the Torah. Both parents are encouraged to bless their child on the bimah. Please be sure to discuss these details with Rabbi Small.
- **Bimah Honors:** Included in this packet is a list of *aliyot* and *bimah* honors that you may assign to family and friends. Please complete the form and return it to Moshe Pinchover at least one month prior to the *Bar/Bat Mitzvah* date. Please note that two *aliyot* that are always reserved for the congregation. Anyone assigned the *hagbahah* (lifting the open Torah scroll) MUST demonstrate that he/she is capable of doing so. If you prefer, we have a list of members of the congregation who are certified to do this. For those selected to do Torah blessings, we have included these and also the protocol for being called to the Torah. A recording of this procedure is available from Cantor Cohn. Please have all your honorees practice these blessings ahead of time. This will eliminate on-the-spot jitters and help all go smoothly.
- **D'var Torah:** Your child will have worked with Rabbi Small and his class on a short presentation representing his/her views on the Torah and/or *Haftarah* portion. If your child is comfortable delivering her/his thoughts orally, this will happen before the *Torah* reading begins. If an oral presentation is a problem for your child, you may print the *D'var Torah* and have it distributed as people enter the sanctuary.
- **Parental Blessing:** After the rabbi recites the *Mi Sheberach* for the *Bar/Bat Mitzvah*, he will ask the parents to recite the *Shehecheyanu* and *Y'varech'cha* blessings. The parents can either do this from their seat in the sanctuary or choose to come up onto the bima. Copies of both prayers are included on pages 43 and 44.

- **Recognizing Grandparents:** After the parents recite the blessings, the rabbi asks the grandparents to stand so they may be honored. Deceased grandparents are also mentioned at this time.
- **Congregation Gifts to the *Bar/Bat Mitzvah*** The rabbi will give your child
 - A certificate from the congregation
 - *Kiddush* cup or candlesticks from Sisterhood
 - A *Tanach* – the Jewish Publication Society translation of the entire Bible from the Minyonaires
 - The Jewish Book of Why from Brotherhood
- **For your guests:** Included are two pages of Frequently Asked Questions about expectations in the sanctuary. We encourage you to copy these pages for your friends and family who will be participating on the *bimah* and also for those who are not familiar with our Shabbat morning services.
- **The *Kiddush*:** When the service concludes, the entire congregation is invited to celebrate with the family and guests. This is an opportunity for many people to greet you and wish you “*Mazal Tov*”. As the Emanuel Shabbat “regulars” have gotten to know you and your child through your attendance at services, many of them will want to congratulate you. This is a *simchah* felt by the whole congregation, not just your invited guests. Details about planning for the *Kiddush* will be discussed in the section called “Celebration Planning.”



Throwing Candy in Synagogue

There is a time-honored custom of gently throwing candy on the *Bar/Bat Mitzvah* as s/he stands at the Torah on the *bimah*.

The meaning of the custom is to express the wish that the person be showered with blessings from Heaven. Originally, the women would send the candy down from their perch in the *ezrat nashim* (balcony) above the *bimah*.

This originated with the showering of a groom with candy at an *auf ruf*, when he had an *aliyah* to the Torah before getting married. Today, brides and grooms in some synagogues are still showered with sweets. Eventually, this practice spread in the U.S. to *Bar/ Bat Mitzvah* celebrations.

Some congregations banned this practice as against decorum or as distracting. At one time, candy throwing was not permitted at the Emanuel Synagogue.

Today, throwing of candy is permitted at the Emanuel Synagogue within certain guidelines. If you wish to have candy thrown at you child's *Bar/Bat Mitzvah* service:

- Only soft-gel, individually wrapped kosher candy is allowed. Questions? Check with Suzanne Connell.
- Pass out the candy during the blessings after the *Haftarah*, not before p. 147 in *Siddur Sim Shalom*.
- Distribute candy only to the first five rows. Throwing from beyond that range requires an unseemly or unsafe amount of force.
- Throw the candy upward so it comes down on the *bimah* (no line drives).
- When children are invited to collect the candy, they should not push or shove and should share their bounty with each other.

Please note that throwing candy is a family choice, not a firm *minhag ha-makom* (custom of the congregation). Please do not feel you are expected to provide candies at the service.

Bar/Bat Mitzvah Club

Purpose: Students will develop habits of life-long participation in synagogue.
Students will make friends and enjoy shared shul time.
Students will learn about the Torah portions and the prayers in an engaging setting.
Students will become familiar with Shabbat Service culture by being there week after week.

Format: Every Saturday morning beginning at 9:30a.m., leaders and aides are joined by students in the Main Sanctuary. Most of the time is spent in the service, sitting together, engaged in prayer and following the Torah and *Haftarah* readings. Each week students and leaders leave the service for twenty to forty minutes for a snack and educational activity related to the portion of the week or to the service. Club ends at 12:00 noon with *Kiddush* and *Motzi* in the main Sanctuary. Students are encouraged to remain for the *Kiddush* in Koret and the Social Hall.

Leaders: Joshua Dorsch: Our student Rabbi is a second year rabbinical student at Jewish Theological Seminary in New York. Josh is experienced in teaching and in formal education. He is here twice a month.

Alina Bricklin-Goldstein: grew up attending Kadimah and USY in Albany, NY. She recently graduated from Law School and is working as an attorney. She facilitates Bar/Bat Mitzvah Club and teaches the 7th grade on the weeks when our Student Rabbi is not with us. She also serves as our Kadimah advisor.

Albert Engel: Albert is a senior at Hall High School and is President of the Jewish Students Union. Albert assists weekly with Bar/Bat Mitzvah Club.

Supervision: The *Bar/Bat Mitzvah Club* team is under the supervision of Rabbi David Small and Judith Fox, Director of Education

Approximate Timetable of Shabbat Morning Services (as of September 2009)

- 9:00 a.m. Service begins promptly. The *Bar/Bat Mitzvah* family and the people to whom they have given honors should be in the sanctuary no later than 9:00 a.m.
- 9:45 a.m. *Torah* Service begins (processional).
- 10:00 a.m. *D'var Torah* delivered by *Bar/Bat Mitzvah*
.
Torah reading begins.
Parents called for 7th *aliyah* to the *Torah*.
Chatzi Kaddish is chanted.
Bar/Bat Mitzvah is called for *Maftir Aliyah*.
Rabbi recites *Mi Sheberach* Prayer.
Parents bless the *Bar/Bat Mitzvah* with *Yevarekhekha*.
Grandparents are congratulated.
Parents and child recite *Shehechyanu*.
Everyone sings “*Siman Tov v’Mazal Tov*.”
Torah is lifted and wrapped (*Hagbaha/Gelila*). Parents return to seats.
Bar/Bat Mitzvah chants *Haftarah* with blessings before and after.
(Optional tossing of candy when blessing after *Haftarah* is complete).
Rabbi’s “charge” to *Bar/Bat Mitzvah* and presentation of gifts.
Prayers for Congregation, U.S. and Israel.
Ashrei – *Bar/Bat Mitzvah* student, sibling or friend
Returning *Torah* service (recessional)
Sermon
Musaf through *Kaddish Shalem* p.181
Eyn Keloheinu and *Aleinu*
Mourners’ *Kaddish*
- 11:50 a.m. *Anim Zemirot* (ark is opened)
Announcements/*Adon Olam* (children under 12 called to *bimah*)
Kiddush and *Motzi* led by *Bar/Bat Mitzvah*
- 12:00 p.m. *Kiddush* reception

Explanation of *Bimah* Honors

There are several types of honors or roles that may be given to adult Jewish family members or friends in the services. We will help you and your guests learn how to participate in as many of these roles as possible. You do not need to fill all of these roles – these are opportunities, not requirements. Non-Jewish friends and family may do an appropriate English reading. Please note that our *bimah* is wheelchair-accessible by means of a mechanical lift.

- **Chanting from the Torah:** It is a great *mitzvah* for family and friends of the *Bar/Bat Mitzvah* to share in the chanting of the *Torah*. Upon your request, CD's or Wave files will be made to help you or your loved ones learn.
- **Aliyah to the Torah:** This involves learning two simple blessings, one before and one after each section of *Torah* is read. At least five of these honors are available to the family on any given *Shabbat* in addition to the one accorded to the *Bar/Bat Mitzvah* child. (Each *aliyah* may be given to one or two people.) Although we encourage the fullest possible participation by the family of the *Bar/Bat Mitzvah*, please be aware that this is not a private family celebration but one that takes place in the midst of the community. Two *Torah* honors are always saved for the Congregation. Copies of the *Torah* blessings are included. Please ask your honorees to practice the blessings. If requested, the Cantor will give you a tape recording or CD of them, or he can e-mail you a recording.
- **Hagbahah:** Lifting the *Torah* when the reading is complete requires someone with a bit of strength. Anyone assigned the *hagbahah* (lifting the open *Torah* scroll) MUST demonstrate that he/she is capable of doing so. If you prefer, we have a list of members of the congregation who are certified to do this.
- **Gelilah:** Binding the *Torah* with a belt and covering it with a velvet cover is easier than *hagbahah*.
- **Ark openings:** These require very little special skill. Each opening may be given to one or two people, including children under 13.
- **Parents of the Bar/Bat Mitzvah:** Parents will be called upon to recite the *Y'varechecha* and *Shehecheyanu* blessings.
- **Non-Jewish friend or relative participation:** Ask Rabbi Small for an appropriate reading for this person.

A head covering must be worn by each adult on the bimah.

Being Called to the *Torah* for an *Aliyah*

- A *Torah* honor may be given only to a Jewish man or woman over the age of thirteen.
- The *Torah* blessings must be recited in Hebrew. **Those honored with an *aliyah* should review the *Torah* blessings in advance.** A copy is included and a tape or CD or an e-mail recording may be requested from the Cantor.
- Before your *aliyah*, ascend on the left side as you face the Ark (i.e. the Rabbi's side of the *bimah*) and take a seat
- When called for an *aliyah*, cross to the *Torah* table and stand on the *Torah* reader's right side.
- Touch the *Torah* where the reader indicates with your *tallit* or with the *Torah* binder. Kiss the *tallit* or binder. Then grip the handles of the *Torah* and recite the first blessing. (Be sure to repeat the congregational response line.)
- After the *Torah* reader reads the portion, touch the *Torah* where the reader indicates with your *tallit* or the *Torah* binder. Kiss the *tallit* or binder. Then grasp both handles of the *Torah*, roll it closed and say the next blessing.
- Move to the right, next to the *gabbai*.
- **Remain on the *bimah* through the next person's *aliyah*.** After that, the *gabbai* will shake your hand and direct you to return to your seat. Cross the *bimah* and descend from the same place you ascended.

Don't worry if you are confused by any of this. The *gabbaim* or clergy will help you.



FAQs about Attending Religious Services at The Emanuel

Who is welcome at services?

As the Prophet Isaiah said, "My house shall be a house of prayer for all people." At the Emanuel we welcome people of all faiths to come and participate in the service. The young, the old, those with physical handicaps and special needs – all join together to infuse our services with warmth and spirit.

What time do services begin and end?

A good question. The answer depends on which services you attend. Shabbat morning (Saturday) services always begin at 9:00 a.m. and go until about 12:00 p.m. These are the longest lasting services. Most other services last between 30 minutes and 90 minutes. We have daily services every morning, afternoon and evening. Times of these services vary according to the season and if there is a holiday to celebrate. Call the synagogue office at 236-1275 for the current week's information or consult our website, www.emanuelsynagogue.org.

What should we wear?

Clothes should be clean, neat and modest. On Shabbat, jacket and tie for men, dress or skirt for women are appreciated. Tailored pants for women, and sweater and slacks for men are also acceptable. Please avoid sweat suits, work-out clothes, jeans, torn sneakers tank-tops, sleeveless shirts or dresses, short pants, mini-skirts, tight pants, low-riders or outfits that expose your belly. At week-day services in the chapel, more casual clothing may be worn.

What about a *tallit* and head covering?

At the Emanuel Synagogue, Jewish men age thirteen and over are expected to wear a *tallit* (fringed prayer shawl). Jewish women may also choose to wear a *tallit*. Non-Jewish guests do not wear a *tallit*. All men and boys (non-Jews as well as Jews) are expected to cover their heads in the synagogue as a sign of respect for God. Head covering is optional for women, but required on the *bimah*. Head coverings (*kippot*) and *tallitot* are available in the lobby.

Can we bring in cell phones and beepers? How about cameras?

We request that you do not bring a cell phone or beeper into the service unless you are a physician on-call. If you are an on-call physician, please set your device to "silent" mode. If it is necessary to respond to a call, please find a private spot to do so. Usually our Executive Director's office is available for this purpose. **Taking photographs and sending text messages is not allowed on Shabbat anywhere in the building, or on the premises.**

Can we bring food, drinks or gum into services?

Please do not bring any food, drinks or chewing gum into the synagogue. We have a water fountain near the parking lot entrance to the building if you are thirsty. Some people eat breath mints or cough drops during the service as needed. Please do not crinkle the wrappers or leave them in the pews.

What about entering and leaving services? Is it okay to leave services to go to the restroom?

Our ushers, who stand at the door of the Sanctuary, will give you guidance on when it is appropriate to enter and find a place to sit. Shabbat and Festivals services have open seating. If you need to get up and leave the service at any time, you may, but please try to avoid leaving or entering the service during the silent prayer (*Amidah*), the *Kedusha* or when someone is in the midst of giving a talk from the podium. Restrooms are provided off the lobby.

Can we have conversations with those we sit near in services?

While in the sanctuary during services, please talk in low tones only. There are a few times when we request that no one talks at all. These include the silent prayer, or *Amidah*, the Mourner's *Kaddish*, and whenever the Rabbi or another person, such as the *Bar Mitzvah* or *Bat Mitzvah* boy or girl is speaking at the podium.

Does everyone sit and stand at the same time?

Unless you are physically unable to stand, there are parts of the service where everyone stands. There are also parts of the service where everyone sits. During the Mourner's Prayer (*Kaddish*) only those in mourning or those commemorating the anniversary of a death stand. Please take note and stand or sit along with the congregation.

What am I supposed to do during the Torah procession?

The Torah scroll is carried around the congregation before and after the Torah is read. Many people will touch the Torah as it goes around. You do not have to do this if you do not wish to. If you are near the aisle, the Cantor or Rabbi may smile and extend their hand to greet you.

Are there ways in which non-Jews can participate on the *bimah*?

Yes. During a *Bar/Bat Mitzvah* service, non-Jewish parents are invited to the *bimah* to recognize their role in raising a child and to extend good will and honor to them. When the Jewish spouse is called to the Torah for an *aliyah*, the non-Jewish partner stands to their right side at the table. The Jewish spouse says the blessing. Afterwards, the Rabbi will greet both of you. There are several English readings or prayers that may be offered to non-Jewish relatives or friends. Parents or grandparents may also be invited to walk in procession when the Torah goes around the congregation. Please speak to our Rabbi for guidance. When anyone goes onto the *bimah*, Jewish or non-Jewish, he or she must wear a head covering.

Are there ways in which non-Jewish family and friends cannot participate?

Yes. Judaism is a covenantal religion. There are things that only a person born into the covenant, or who chooses to become a part of the Jewish covenant, can do. In the service, leadership of group Hebrew prayers and honors related to the Torah are done by people who have made the commitment to join the Jewish people and take on the covenant.

Are children welcome in services?

We delight in having children in our services. Babies and toddlers are welcome, and happy-child gurglings are a pleasure to hear. Realistically, we all know that most children cannot sit through the entire service. If your child needs to get up and move around, please take them to the lobby. You may bring quiet toys, bottles and little snacks into the service. At the close of the service, all children under *Bar & Bat Mitzvah* age (13) are invited up the stairs onto the *bimah*. Babies and toddlers are invited and should be accompanied by a parent. Any parent who feels it would be helpful to accompany a child is invited onto the *bimah*.

What happens after services?

After services, we relax, chat and of course, have a bite to eat at the *kiddush* (reception). Many children like to gather and play and eat together at this time. We want the children to have fun, but they must be safe and accounted for. Although we understand the appeal, playing behind the curtain on the stage is not safe. Please be aware of your child's whereabouts and be responsible for his or her behavior at all times.

If I have more questions, who do I ask?

Our professional staff will be happy to answer your questions. They are available after services to chat during the *kiddush* or you can have a more private conversation by contacting them personally. Our Board President and officers will also be happy to speak with you. Here is some helpful contact information:

Rabbi David Small – rabbismall@emanuelsynagogue.org, 236-1275 ext 115

Moshe Pinchover – mpinch@emanuelsynagogue.org, 236-1275 ext 117

Cantor Sanford Cohn – cantorcohn@emanuelsynagogue.org, 236-1275 ext. 114

Suzanne Connell (Executive Director) – Suzanne@emanuelsynagogue.org 236-1275 ext. 112

Judith T. Fox (Director of Education) – judyefox@emanuelsynagogue.org, 233-2774

Alan Parker (President) – aparker24@comcast.net, 236-1275

תקון עולם *Tikkun Olam Project*

At The Emanuel, we feel strongly that with *Bar/Bat Mitzvah* comes an obligation to do *Tikkun Olam* (repair the world) and make the world a better place for all who inhabit it. To this end, we ask that each student be engaged in a *Tikkun Olam* project. Preparing to become a Jewish adult means much more than performing prayers and readings - Judaism is about actions! Our deeds in this world count and will one day bring the Messianic Age.

Grae Sibelman, our Family Educator, and the *B'Yadeynu* Committee have put together a packet of information on how to go about choosing a project and gives project suggestions. The packet they have prepared especially for you is included here. The committee members are also available to help guide you in your choice of project. You may call Janet Wallans 278-4596 or Linda Asmar 658-1681 for more help.

Please find a way to share your project with your guests and our community, either by asking them to contribute items that you may be collecting, by describing the project within your *D'var Torah* speech, mentioning it in your written program, putting a description and photo on The Emanuel website, doing a visual display, writing about it for the newsletter or whatever way you can think of. When you have completed your project, please fill out the appropriate form at the end of this section and return it to the school office, attention – Grae Sibelman.

The Emanuel Synagogue Guide to Choosing a *Tikkun Olam* עולם תקון Project For Your *Bar/Bat Mitzvah*

No one is lonely when doing a *mitzvah*, for a *mitzvah* is where God and man meet.
Rabbi Abraham J. Heschel

Contents

How to Choose a Mitzvah Project
Using Your Event as the Vehicle for *Tikkun Olam*
More Ideas for *Tikkun Olam*
List of *Mitzvot*
Tikkun Olam Project Form

Adaptations from:

Danny Siegel's Bar and Bat Mitzvah Mitzvah Book: A Practical Guide for Changing the World Through Your Simcha

By Danny Siegel

The Town House Press, Pittsboro, NC, 2004

Mitzvah Magic

By Danny Siegel and Naomi Eisenberger

Kar-Ben Publishing, Inc., 2002

It's a Mitzvah! Step-by-Step to Jewish Living

By Bradley Shavit Artson

Behrman House Rabbinical Assembly, 1995

The Ziv Tzedakah Fund Website: www.ziv.org

Additional help from:

B'Yadeynu/The Social Action Committee of the Emanuel Synagogue

The Emanuel Synagogue Religious School Staff

To choose a mitzvah project, ask yourself these questions:

What do I really like to do? What activities give you the most pleasure? Can you sit and read for hours? Are you really excited about playing the guitar or keyboard?

What am I really good at doing? This may include: giving big hugs, playing soccer, baking chocolate chip cookies, talking on the phone for hours, being a computer whiz, or drawing or painting beautiful pictures.

What bothers me about the world so much I really need to change it? Are you tired of hearing that there are untold numbers of kids who go to bed hungry every night? Do you feel uncomfortable when you visit a nursing home and see so many people just sitting and staring into space? Turn what bothers you into *Tikkun Olam* and make a difference.

Whom do I know? You may have special connections with friends or family that can make it much easier for you to do *mitzvot*. Do you know someone who enjoys playing a musical instrument as much as you do and would like to join you in a concert at a local nursing home? Do you have a relative who is a dentist and is willing to give you dental supplies that can be donated to a dental clinic in Jerusalem? Are you and your friends ace soccer players who could teach kids at a homeless shelter how to play?

Why not? This is generally the easiest question of all: almost always the answer is, "There's no real reason why not. So, let's do it."

When do I start? Start now! To plan a *Tikkun Olam* project that will truly add meaning to your *Bar/Bat Mitzvah* celebration, begin thinking about it 12 – 18 months ahead of the date of your event. This will give you plenty of time to find something meaningful to you, do some investigation and execute a good plan. This booklet has many ideas to start you on your way.

There is no such thing as a small mitzvah.

Any mitzvah, no matter how small, changes the entire world.

Using your event as the vehicle for *Tikkun Olam*:

There are so many "things" related to the *Bar/Bat Mitzvah* that are often taken for granted as ordinary which can be transformed into *mitzvah* objects.

Invitations: Instead of ordering expensive invitations, go down a level and donate the money you save to a favorite cause in honor of the *Bar/Bat Mitzvah*. Or insert into the invitation, a request for help with a collection or a donation of money to a designated *tzedakah* project.

Centerpieces: Brightly colored woolen scarves, socks, and mittens can be fashioned to look like flowers and put into a centerpiece. After the event, donate the winter wear to a child welfare organization. If you use flowers for your centerpieces, deliver them after the event to a nursing home, hospital or group home for those with handicaps.

Bima Decorations: As with centerpieces, these can be collections of clothes, food, books or other items to be donated.

Ritual Items: Items such as a *tallit*, *kippot*, *hallah* cover, *yad*, and hand washing cup can all be purchased from places which either support the Israeli economy or poor people throughout the world. Some suggestions are included below in the "ideas" section.

Food: As with the invitations, if you order a less expensive menu, you can donate the difference to a *tzedakah* in the child's honor. You can also donate the left over food to a soup kitchen. How to do this can be discussed with the caterer and the Emanuel staff. Another consideration concerns the people who set up and serve the food and those who provide the entertainment. The waitstaff and entertainers should be allowed to eat before they work.

Speeches: While the congregation is listening to the *Bar/Bat Mitzvah* child, he or she can make a plug for their favorite cause. This is a good opportunity to make people aware of injustices in the world and what can be done about them.

The Gifts: You may give all or part of your gift money to *tzedakah*. Be sure to have the checks sent to you rather than the organization so that you may personally send them all in together. You may ask your class to agree not to give each other presents but to all donate what you would have spent on presents to an agreed upon *tzedakah*.

Party Favors: Instead of party favors, you may choose to donate the money you would have spent. You can give each guest a note with his/her place card saying that a donation has been made in his/her honor.

Be a *Bar/Bat Mitzvah* Twin for Children with Special Needs: The *Masorti* Foundation for Conservative Judaism in Israel and the Cantors Assembly invite you to participate in Operation *Mazal Tov*. By twinning with a special needs student in Israel, you will provide funds for him/her to participate fully as a Jew. Ask Cantor Cohn for information.

Recognizing the Special Qualities of Others: Write a note to each guest invited to share in your *Bar/Bat Mitzvah* celebration telling them why they are special to you and your family. Leave the note at each place setting and see what a joyous celebration you will have. Make a habit of telling at least one person a day that they have a special quality. Include your parents, siblings and teachers too!

More Ideas for *Tikkun Olam*:

Ethiopian Embroidery: www.nacoej.org, (212) 233-5200 Ethiopian Jewish men support their families by making and selling beautifully embroidered items such as *tallitot*, *matzah* and *hallah* covers and pillows. The North American Conference on Ethiopian Jewry is a non-profit organization that handles the selling of their work. Purchase your *tallit* from this organization.

Maya Works: (773) 506-4905, www.mayaworks.org Guatemalan women in remote regions of the country are taught to develop the skill to create beautiful, colorful, crocheted *kippot*. They may be purchased in bulk for *Bar/Bat Mitzvah* guests at a very reasonable price. Each one is unique. The colors go very well with the *tallitot* from NACOEJ described above.

Buy or make a tzedakah box: Collect change from all over the house - the laundry room, under couch pillows, etc. When the box is full give it to a charity of your choosing. Giving even a little can go a long way in your favorite agency.

Collect unused cell phones (and re-chargers if possible): www.donateaphone.com Give them to organizations that reprogram them to make free calls to 911, the emergency phone number. Go to web site for information. Place collection boxes in places like libraries, school or synagogue lobby, neighborhood stores.

Collections for children: Bundles of storybooks, coloring books and crayons, school supplies, board games, sports equipment - can all be donated to children in shelters, hospitals and orphanages. Collect children's videos to give to children in a hospital.

Mitzvah plants: Give a plant to an elderly person and ask him/her to take care of it. Say that you will come back soon to see how the plant is doing. Research has shown that people who have plants to take care of live longer than those who don't. Ask a plant store which plants might be the best for elders to care for. Maybe they will donate some. Explain your project to a nursing home or assisted living facility or meals on wheels and get permission to give the plants. Make an announcement at school and/or your synagogue and get others to join you. Be sure and follow up on your promise to visit.

Help Israel: Locate products that are made in Israel. Find ways to make people aware of these products so that they will buy them, thus helping Israel's economy. For example, you can ask in the Crown Market for a list of their Israeli food products and make up a cookbook with ideas on how to use these products. Other markets sell Israeli tea, spices, chocolate, etc.

Send Pizza to Israeli Soldiers: <http://pizzaidf.org> Friends of Israel around the world are looking for tangible ways to share their feelings with our soldiers and also to support the Israeli economy. From this site you can send Pizza and Soda* and for the summer, ice cream and cold fruit soup, to active duty soldiers who, day after day, are fighting terror and protecting the Jewish people.

Conserve Water: Because water is a precious and limited resource, we must use it wisely and save as much as possible. Use your *Bar/Bat Mitzvah* money to purchase sink-faucet aerators, low-flow shower head aerators, and a water-displacement device for the toilet. Install them in your home and encourage others to do the same.

Recycle: We are all used to recycling newspapers, glass and some plastic containers. Think of other ways to recycle. After shopping at the grocery store, keep the shopping bags in your car and reuse them the next time to go grocery shopping. Or better yet, buy strong cloth bags and reuse them again and again.

Visiting the Sick: When you discover someone is sick, send a brief card or a note. Follow-up the note with a short visit. Prepare carefully and thoughtfully for your visit. Don't wear perfume or after-shave lotion. Don't bring bad news. Prepare one or two topics for discussion that the sick person might enjoy. Bring a small practical gift. Be a good listener. Offer to say a *mi sheh-berakh* (a prayer for healing) for the person at synagogue. Ask permission to make a contribution to the synagogue or a charitable cause in honor of the sick person. Offer to help the sick person's family. Let the synagogue office know about the person so that the clergy can call on him/her.

Feeding the Hungry: Volunteer your time at a soup kitchen on a non-Jewish holiday. Collect kosher food items for the Jewish Food Pantry or non-kosher items for Foodshare which distributes food in the greater Hartford area. Or check with your town to see if you can give to a local food pantry.

Honoring Parents: One of the Ten Commandments is to honor your parents. Think carefully about how you act toward your parents. Do you speak respectfully to them even when you are angry? Be sure to speak with respect to your parents. Don't sit in their special chair. Only use their things after asking. Forgive your parents for not being perfect. Honor them with a gift to their favorite charity.

Helping Special Needs Children Learn to Play: Children with special learning needs are certainly different from the ordinary child. Did it ever occur to you that they need playmates? Ordinary kids can be role models for special needs kids just by playing with them. Look around for a child that is "different" and may need some help learning how to play. Make a commitment to play with that child once a week or once a month. Speak with Mrs. Fox about children in our community who would enjoy a "playmate."

The American Red Cross: 678-2700, <http://charteroak.redcross.org> This organization runs blood drives, gives health care instruction and helps victims of disaster. Ask about their volunteer opportunities.

Greater Hartford Jewish Federation: 727-6100, www.JewishHartford.org Visit their web site or call for volunteer opportunities within the Jewish and larger communities.

Hebrew Home and Hospital: 523-3818, Ruthan Wein Many elderly residents need friendly visitors. This is just one of the possible ways you can volunteer at this nursing home.

Monthly Friday Evening Services at the Hebrew Home and Hospital: 523-5254, pgarry@comcast.net, Pam Garry Each month, Emanuel members conduct an abbreviated *Shabbat* service for those at the Hebrew Home from 7:00 p.m. – 8:00 p.m. All are welcome to participate in a single service or on a regular basis. The residents enjoy attending and socializing with our members, especially the children.

Hartford Jewish Coalition for Literacy: 236-7323, Gale Shapiro Volunteers can help a child learn to read by working one-to-one, or collect books to give to children who have no books in their homes.

Collecting shoes for the Homeless: <http://solepurpose.com> Homeless people wear out their shoes every 6 – 8 weeks. This site tells you how to collect used shoes and get them to people who need them.

Volunteer Solutions – 493-6800: www.uwcact.org This web site maintained by the United Way of the Capitol Area has many volunteer opportunities to explore.

Jewish Family Service: 236-1927, www.jfshartford.org, Shari Cantor Volunteers are needed to help with a variety of projects from organizing a *Purim* party for adoptive families, distributing Passover food baskets and tutoring a New American, to helping with a kosher food pantry.

Board of Education and Services for the Blind: 602-4144, Anita Gagnon This agency, which provides services to visually impaired and blind adults and children throughout the state, seeks volunteers to make story boxes and touch books for blind children. Volunteers of all ages, whether groups, families or individuals, are welcome. No experience necessary. Training will be provided.

Zichron Chana Baila: Kids for Chesed - <http://www.zcb613.org> The organization prepares packages for sick children from items that are made by school groups or children's parties. School groups or parties order kits, pay for them and work on multiples of one item such as pillow cases, hospital gowns, clipboards, boxes for stationery, washing cups and basins, or games to be played on Shabbat The organization prepares packages with many of these items for each child. They also take requests of people who know a sick child who would benefit from this Chesed.

Music for the home-bound: Emanuel Caring Committee, Joanne Pasternack, 243-0442 If you and perhaps a few friends are musicians, you may want to entertain some home-bound people. Patients in residential facilities have organized recreation activities, but those unable to get out of their homes miss out on this.

Covenant To Care: 243-1806, aasw@covenanttocare.org, Chris Davis This is a private, non-profit organization, dedicated to improving the lives of Connecticut's abused and neglected children through such projects as buying holiday gifts and buying and filling school back packs for the abused/neglected children who move into foster homes.

The Jewish Association for Community Living (JCL), Denis Geary, Executive Director, (860) 522-5225 This agency responds to the needs of persons with developmental disabilities and their families in our community by providing group homes, apartments, a day program and other support and services. They would very much like to have help bringing Jewish holiday and *Shabbat* celebrations to their residents.

Foodshare: 688-6500, <http://www.foodshare.org> A regional food bank, Foodshare distributes over 12 tons of food per day to more than 300 local programs that feed hungry people in Hartford and Tolland Counties. They welcome the donation of non-perishable food items.

B'Yadeynu/The Emanuel Synagogue Social Action Committee: Risa Davidson, 236-8889, risa@ssmleads.com Become an active member of the synagogue social action committee. Our committee name means both "in our hands" and "with our hands." We get involved. Among our projects are the Kol Nidre Food Drive, the Thanksgiving Turkey Drive, Covenant to Care gifts for foster children, and others.

Connecticut Humane Society: Alicia Wright, 594-4502, ext. 6309, www.cthumane.org The Humane Society looks for short term foster families to house animals until they are ready to be put up for permanent adoption. For another of their projects, they will train you to do pet therapy visits to nursing homes, special education classrooms, group homes, etc. You can take a Humane Society pet or, your own pet if it has the right temperament and passes a test. You can visit once per month or more often. At least a year's commitment is necessary.

Our Companions: Susan Linker, 242-9999, SusanL@OurCompanions.org, www.ourcompanions.org Our Companions has many opportunities for volunteer activities in animal welfare. You can get involved with research projects about animals, bake dog cookies to sell and raise money for animal rescues, help with mailings, etc. Kids can work on a volunteer project with a friend/friends or go solo. This organization hopes to build a sanctuary for domestic animals. They plan to offer pet adoption and animal behavior training as well as a community education and recreational center. Our Companions is presently providing low cost training for rescued dogs and their owners in group classes @Tails-U-Win as well as privately in people's homes.

Out To Pasture Farm & Rescue, Inc.: Carrie Haggart, carrie@outtopasture.org

This is a family-run, non-profit animal rescue/rehabilitation organization that cares for animals in need. Their goal is to give these animals which are elderly, abused, terminally ill and/or physically challenged, a home where they can live out their natural lives with the physical and emotional support they deserve. They need monetary contributions as well as litter, diapers, food and paper towels. People can sponsor a particular animal of their choosing for any length of time.

Nike Reuse-A-Shoe Program: Nike Recycling Center c/o Reuse-A-Shoe,

26755 SW 95th Avenue, Wilsonville, OR 97070 Nike's shoe collection program takes used athletic shoes (all brands accepted) and grinds them up to give them new life as athletic surfaces. The end results are safe playing surfaces including football fields, running tracks, basketball and tennis courts, equestrian trails and playgrounds. Nike will not accept shoes delivered with postage due. No shoes containing metal, cleats or lights are accepted.

Jordan River Village, 7 Guber Street, Ra' anana, Lower Galilee 43728 Israel,

011.972.9.7717599, www.jordanrivervillage.org: One of Paul Newman's *Hole in the Wall* camps, Jordan River Village will be the first year-round, permanent site in the Middle East designed especially for children with life threatening, chronic or genetic diseases of all faiths and backgrounds. Monetary contributions are very much appreciated.

Celebration Planning

The *Torah* includes several descriptions of the how the *mishkan* (traveling sanctuary) was to be beautifully decorated.

In this tradition, we continue to beautify our *mitzvot*.

Jewish life cycle events take place in the context of the Jewish community. It is very important therefore, that the community be considered and honored in your planning.

- **Kiddush:** It is considered a *mitzvah*, a religious obligation, for the parents to sponsor some form of festive meal in honor of Jewish family passages including a child's *Bar/Bat Mitzvah*. In the Emanuel community, we honor this observance with a *kiddush* for the congregation. We have enclosed detailed *kiddush* information as well as rental and general information. The *kiddushim* prices are based on attendance of approximately 150 (we generally have about 75 congregants on *Shabbat* morning, in addition to your guests, worship with us each week). Suzanne Connell will work with you to adjust the numbers and costs upward to accommodate your guests. The synagogue can order the food for your *kiddush*, or we will happy to make arrangements with your caterer.
- **Program:** If you are providing a printed program booklet for the occasion, please have it checked by Rabbi Small and Cantor Cohn prior to printing. We have several samples in the synagogue office. Contact Suzanne Connell if you would like to see them. Listing of Emanuel staff on the cover should include all the clergy, the Executive Director, the Director of Education and the Ritual Director, just as they are listed on the front of this booklet.
- **Bimah flowers:** These are available through the synagogue in a choice of colors at \$150.00 for two arrangements. If you prefer, you can order the arrangements through your own florist. You can also choose to the synagogue have food baskets adorn the *bimah* and your flower fee will be donated to *Mazon*. Please ask Suzanne Connell about this option.
- **Kippot:** If you choose to have special *kippot*, please make sure that the office has them the week prior to your *Bar/Bat Mitzvah* date. Sisterhood can order this for you. Contact Lisa Tesser at 232-1665. The synagogue will provide a basket for the *kippot*.
- **Photo and Information for the Emanuel Newsletter:** Eight weeks prior to your child's *Bar/Bat Mitzvah* date, please bring your child to the synagogue office to be photographed, or submit your own digital photo (head only) to be used in the newsletter. Also complete and submit the enclosed information form.
- **Invitations:** It is customary for families to invite all the students' classmates to the occasion. If you cannot accommodate all the classmates, please do not exclude only a few. If you need help dealing with your child around this issue, please talk to Judith Fox or Rabbi Small. In order to avoid embarrassment and hurt feelings, **we do not discuss *Bar/Bat Mitzvah* parties in class.**

It is customary to invite the Rabbi and Cantor to the reception. It is also a wonderful gesture to invite the Executive Director, the Director of Education, the Ritual Director and your child's teacher(s).

- **Dues and Fees:** Because the synagogue gives families additional assistance during the *Bar/Bat Mitzvah* year, an extra fee is charged for each child. *All dues owed to the synagogue and other fees connected with your simcha must be paid prior to the Bar/Bat Mitzvah date.* Families with financial hardship may speak to the Executive Director to discuss their needs.
- **Security Guard:** To ensure a safe atmosphere for all who attend the *Bar/Bat Mitzvah* celebration, a security guard is required to be on the Emanuel premises. The fee is \$75 per time period (services/kiddush, luncheon, or evening affair).
- **Use of Synagogue Facilities for Celebration:** It is in keeping with the tradition of the *Bar/Bat Mitzvah* to hold your celebration in the Synagogue. In addition, we are delighted to celebrate your *simcha* as a congregational family. Our Silverman Auditorium and kosher kitchen facilities can accommodate any size celebration, from a simple or extensive *Kiddush* to a small luncheon or a large dinner. Suzanne Connell, our Executive Director, will be glad to help you plan all details for your celebration. Because our Silverman Auditorium is a popular site for celebrations, it is important to book it far in advance. Please contact Suzanne upon receipt of your date *if you wish to plan an extended celebration (i.e. lunch or dinner)*. Kiddush information is necessary 6 months in advance.
- **Honoring Shabbat:** *Kavod HaShabbat* is an important value at The Emanuel Synagogue. These rules are designed to make sure that your *Bar/Bat Mitzvah* arrangements are in keeping with the principle of honoring *Shabbat*.
 - **Deliveries:** All food, flowers, decorations and beverages must be delivered to the synagogue by 1:00 pm on the Friday prior to the *simcha*. This is for your protection, as we want to make sure that everything is on the premises before the office closes. It is also a safeguard for you to give us the names of all your vendors in case there are any questions.
 - **Photography:** No photography is permitted during *Shabbat*. We are happy to arrange a time for pictures on the *bimah* on a Sunday or a weekday prior to your *Bar/Bat Mitzvah*. The clergy are available for photos with you on the Thursday morning before your *simcha*, following the Minyonaires breakfast. Please check with Suzanne to clear the date and time when you would like to use the synagogue.
 - **Music:** Families may opt to have the organ play during the service. Please tell Cantor Cohn if you do or do not want the organ. Instrumental music is not permitted for *Kiddush*. Any music during *Shabbat* must be cleared with Rabbi Small. Receptions that begin near the end of *Shabbat* can begin music after *havdalah*. Rabbi Small can advise you of the time this falls on your date.
 - **Dress and appropriate behavior:** These are discussed in our FAQ's about our Services which are included.
- **Bar/Bat Mitzvah Endowment Fund:** In order to set an example for your child and ensure the future of the synagogue, it is appropriate to give a donation to this fund in honor of your child.

ALL PRICES QUOTED ARE AS OF NOVEMBER 2009. THEY ARE SUBJECT TO CHANGE



The Emanuel Synagogue Facility Rental Fees

For information and help with planning, contact Executive Director,
Suzanne S. Connell, 236-1275, suzanne@emanuelsynagogue.org

ALL PRICES QUOTED ARE AS OF OCTOBER 2006. THEY ARE SUBJECT TO CHANGE

Room Rental Fees for use other than a *Kiddush*

Koret Hall	\$325.00
Silverman Auditorium	\$650.00
Activity Room (kitchen is dairy)	\$125.00 - \$200.00 depending on time of day and set-up required
Koret/Silverman	\$775.00
Lobby	\$125.00
North Garden	\$150.00 (when used for food service)
Koret/Silverman/Lobby	\$875.00
Banks Garden	\$150.00 (when used for food service)
Chapel	\$200.00 (for a wedding service)
Sanctuary	\$300.00 (for a wedding service)

Other fees and information:

- **\$200.00** kitchen fee is charged to the congregant. This covers clean-up of the kitchen after the caterer has finished.
- **\$50.00** incidental fee covers wine, *challah* and additional set-up for *Kiddush*. No rental fee is charged if you are only having a *Kiddush*.
- **\$100.00** kitchen fee if congregant is preparing their own food and no caterer is involved.
- Rental fees include the use of 60-inch round tables, 72-inch round tables (we own 9), 8 foot and 6 foot long rectangle tables, and chairs.
- Your rental fee includes a custodian on the premises during the entire celebration.

These rates are for members of The Emanuel Synagogue and apply only to current dues paying members.

**EMANUEL SYNAGOGUE
APPROVED CATERERS AND STORES**

THIS LIST IS CURRENT AS OF OCTOBER 2006.
PLEASE CHECK WITH THE EMANUEL OFFICE FOR CURRENT INFORMATION

Abel Caterers, Inc.	1-800-942-2235 / 203-389-2300
Avon Old Farms Inn	677-2818
Chez Josef	1-800-221-0877
Crown Market	236-1966
Joy of Food, LLC	860-231-1861 or 860-798-9388
Marge Gussak Catering	643-0640
Tambourine Kosher Catering	289-7090
Yossi Awad Kosher Catering	805-0146

Baked goods can be brought in from:

Crown Market (also Five O'clock Shop)	236-1966
Waldbaum's Super Food Mart	236-1505

I am glad that you are coming to my Bat-Mitzvah. Here is some information you will want to know.

The service begins at 9:00 AM, but you do not need to be there at the beginning. Please try to arrive by 9:45. The service will be over by noon. After the service is a light lunch. Your parents should pick you up between 12:30-12:45. No cameras or cell phones are allowed during the service. Please wear appropriate attire such as jackets and ties for boys and nice pants or skirts/dresses for girls. No jeans please.

The evening party begins at 6:30 and goes until 11:00. We will have a lot of food, music, games, and dancing. A DJ will also be there. Party dresses for girls and ties and jackets for boys are appropriate.

If you have any questions please call my parents at 231-9263. See you on December 8.

EMILY

Glossary of Terms

Adon Olam – closing hymn, sung at the conclusion of the service. Page 187 in *Siddur Sim Shalom*.

Aleinu - prayer that proclaims sovereignty and unity of God, recited towards the conclusion of every service. Page 183 in *Siddur Sim Shalom*.

Aliyah (plural **Aliyot**) - (“Ascent” or “to go up”) - being called up to the Torah. The person who receives an *Aliyah* chants the blessings before and after the actual Torah reading.

Ashrei – from the Psalms - recited in the morning and afternoon services. Page 151 in *Siddur Sim Shalom*.

Bar/Bat Mitzvah – we celebrate a child’s becoming an adult member of the community and responsible to observe the precepts of the Torah.

D’var Torah - Refers to the teaching of a text. Our *Bar/Bat Mitzvah* celebrants give a talk about their Torah and *Haftarah* portions.

Ein Keloheinu - Hymn that is sung towards the conclusion of the Shabbat morning service. Page 182 in *Siddur Sim Shalom*.

Gabbai (plural **Gabbaim**) - They assist at the Torah-reading service by directing people who have *Aliyot*, and supporting the Torah reader. They stand on either side of the Torah lectern.

G’lillah - refers to the honor of rolling and “dressing” the Torah after it is read.

Haftarah - (Literally “completion”). Refers to the portion from the Prophets that corresponds to a particular Torah reading or special time of year.

Hagbahah - refers to the honor of lifting the Torah at the conclusion of the Torah reading.

Havdalah - (Literally “Separation” or “Distinction”) The ceremony that takes place at the conclusion of *Shabbat*, separating the *Shabbat* from the rest of the days.

Hazzan - Cantor

Kiddush - the blessing over wine sanctifying the *Shabbat*, also refers to the light refreshment and socializing following *Shabbat* and holiday morning services.

Kippah (plural **Kippot**) – a head covering that comes in many colors and designs.

Maftir - the person who reads the last Torah reading and then the *Haftarah*. The *Bar/Bat Mitzvah* child is usually the *Maftir*. Also refers to the last reading itself.

Minha - afternoon service.

Minyan - a group of ten Jewish adults required for communal prayer. Colloquially, it also refers to the weekday morning and evening services.

Musaf – the latter (additional) portion of the Shabbat morning service.

Parashah - (Literally “portion or section”) refers to a passage in the Torah or the weekly Torah reading.

Shehecheyanu – Blessing for special events.

Siddur - Prayerbook. *Siddur Sim Shalom* is the one we use at the Emanuel Synagogue for all of our services.

Simcha – Joy; a happy occasion.

Tallit (plural Tallitot) –A *tallit* is a four-cornered “prayer shawl” with *tzitzit* or “fringes” which represent the *mitzvot* and also the Jewish people.

Tefillin – These are special boxes that contain passages from the Torah written on parchment, fulfilling the commandment to “bind [G-d’s Word] for a sign upon your arm and a decoration between your eyes”. They are worn by adult Jewish men and, in increasing numbers, women during weekday morning services. They are not worn on Shabbat.

Tikkun Olam – Repairing the world.

Trope - musical cantillations that direct the reader in the chanting from the Torah and chanting a *Haftarah*.

Y’varechecha – Priestly blessing, recited by parents for their children.

PARENTS PRAYER – VERSION A

Read at morning minyan on
the Thursday before Bar/Bat
Mitzvah

For a boy:

בְּרוּךְ שֶׁפְּטָרָנוּ מֵעֲנֹשׁוֹ שֶׁלְּזֶה

BARUCH SHEP'TARANU ME'ONSHO SHEL'ZEH.

For a girl:

בְּרוּךְ שֶׁפְּטָרָנוּ מֵעֲנֹשָׁה שֶׁלְּזֶה

BARUCH SHEP'TARANU ME'ONSHAH SHEL'ZO.

Dear _____

Today you have the privilege to take over your responsibilities as a Jew. As your parents, we are blessed having you. From the day you *were born we have tried to raise you as a Jew by teaching you the Jewish Heritage and to become a Bar / Bat Mitzvah. From now on it is your responsibility to learn more about Judaism, Jewish Practice and Tradition. We will always be at your side to help you with the sacred task that you are beginning today.

May the Almighty bless you with success; may you be prosperous in all your ways to find grace and mercy in the eyes of G-d and humanity. Amen.

*[alternative for adoptees: “became part of our family”]

PARENTS PRAYER -VERSION B

Read at morning minyan on
the Thursday before Bar/Bat
Mitzvah

For a boy:

בְּרוּךְ שְׁפָטָרְנוּ מֵעַנְשׁוֹ שְׁלֵזָה

BARUCH SHEP'TARANU ME'ONSHO SHEL'ZEH.

For a girl:

בְּרוּךְ שְׁפָטָרְנוּ מֵעַנְשָׁהּ שְׁלֵזָה

BARUCH SHEP'TARANU ME'ONSHAH SHEL'ZO.

O God of all humanity:

We lift our voices in gratitude that the Torah has come into the world through the Jewish people.

We lift our voices in gratitude for the ideals it teaches: justice; compassion; devotion; the partnership of mind, heart, and deed.

We lift our voices in gratitude that our son/daughter _____ takes his/her place among the people of Israel. We pray that _____ will do so with pride and joy. As You called Israel to be a light to the nations, so, too, we pray that our son/daughter will be his/her own ray of light to the world.

Blessings Before and After the Torah Reading Before the reading you touch the Torah with a *tallit* or Torah binder where the reader indicates and

You say:

בְּרַכּוּ אֶת יְיָ הַמְּבַרְכֵי רַךְ.

Bar'khu et Adonai ha-m'vorakh.

Congregation responds:

בְּרוּךְ יְיָ הַמְּבַרְכֵי רַךְ לְעוֹלָם וָעֶד.

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

You repeat:

בְּרוּךְ יְיָ הַמְּבַרְכֵי רַךְ לְעוֹלָם וָעֶד.

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

You continue:

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר בְּנוּ מִכָּל הָעַמִּים וְנָתַן לָנוּ אֶת תּוֹרָתוֹ. בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Barukh atah Adonai, Eloheinu melekh ha-olam, asher bahar banu mi-kol ha-amim, v'natan lanu et torato.

Barukh atah Adonai, noten ha-Torah.

After the reading again touch the Torah with a *tallit* or Torah binder where the reader indicates and say:

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

Barukh atah Adonai, Eloheinu melekh ha-olam, asher natan lanu torat emet, v'hayei olam nata b'tokhenu.

Barukh atah Adonai, noten ha-Torah.

BLESSING THE BAR/BAT MITZVAH

Birchot Ha-Mishpacha	בְּרָכוֹת הַמִּשְׁפָּחָה
FOR THE SONS	
Yesimcha Elohim K'Efrayim Ve'chimenashe May G-d make you like Efraim and Menashe	יְשִׁימְךָ אֱלֹהִים כְּאַפְרַיִם וְכַמְנַשֶּׁה
FOR THE DAUGHTERS	
Yesimech Elohim Ke'sarah, Rivkah, Rachel Ve'Leah. May G-d make you like Sarah, Rebeccah, Rachel, and Leah	יְשִׁימְךָ אֱלֹהִים כְּשָׂרָה, רִבְקָה, רָחֵל וְלֵאָה
MAIN BLESSING (for a boy or a girl)	
Yevarechecha Adonai Veyshmerecha, Yaer Adonai panav Elecha Vichuneka, Yisa Adonai Panav Elecha, Veyasem Lecha Shalom. May G-d bless you keep you. May G-d shine the Divine face upon you and be gracious to you. May G-d watch over you always and bless you with peace.	יְבָרְכֶךָ יי וַיְשַׁמְרֶךָ, יֵאָר יי פָּנָיו אֵלֶיךָ וַיְחַוֶּנֶךָ, יִשָּׂא יי פָּנָיו אֵלֶיךָ וַיַּשֵּׂם לְךָ שְׁלוֹם

Shehehyanu

The Rabbi calls on the parents to say the following blessing during the Shabbat morning service:

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, שֶׁהֵיְתָנוּ, נוֹ וְקִיְמָנוּ, נוֹ וְהִגִּיעַ, נוֹ
לְזַמַּן הַזֶּה.

Barukh atah Adonai, Eloheinu melekh ha-olam, she-hehyanu v'kiy'manu
v'higi-anu la-z'man ha-zeh.

Worksheet for Assigning Honors

Aliyot to the Torah

In addition to parents and the *Bar/Bat Mitzvah*, you may assign up to **four** *aliyot* with **one** or **two** people per *aliyah*. Write English name on left, Hebrew Name on right.

Hebrew name may be written in Hebrew letters or in English letters. If a person is a *Kohen* or *Levi* or *bat Kohen* or *Levi*, please include that information. Example:

Jon Doewitz	<i>Yonah</i>	<i>ben</i>	<i>Zalman HaCohen</i>	<i>v' Shprintze</i>
Jane Plonestein	<i>Yonina</i>	<i>bat</i>	<i>Sholom Mordechai</i>	<i>v' Malka</i>

English Name	Hebrew Name
(1 st) <i>Kohen/Rishon</i>	
• _____	_____ <i>ben/bat</i> _____ <i>v'</i> _____
_____	_____ <i>ben/bat</i> _____ <i>v'</i> _____
(2 nd) <i>Levi/Sheni</i>	
• _____	_____ <i>ben/bat</i> _____ <i>v'</i> _____
_____	_____ <i>ben/bat</i> _____ <i>v'</i> _____
(3 rd) <i>Shelishi</i>	
• _____	_____ <i>ben/bat</i> _____ <i>v'</i> _____
_____	_____ <i>ben/bat</i> _____ <i>v'</i> _____
(4 th) <i>Revii</i>	
• _____	_____ <i>ben/bat</i> _____ <i>v'</i> _____
_____	_____ <i>ben/bat</i> _____ <i>v'</i> _____

(5th & 6th) *Hamishi* and *Shishi* are assigned by the Congregation

(7th) *Shevii*

- Father of *Bar/Bat Mitzvah*:
 _____ *ben/bat* _____ *v'* _____
- Mother of *Bar/Bat Mitzvah*:
 _____ *ben/bat* _____ *v'* _____

(Last) *Maftir: Bar or Bat Mitzvah*

- _____ *ben/bat* _____ *v'* _____

If there are two sets of parents, or parents are divorced and having separate *aliyot*, use the "Worksheet for Divorced Parents." To assign other parts in the service, including Torah readings, please consult Cantor Cohn. See Rabbi Small for a part for someone not Jewish.

*If you feel the need to request one additional *Aliyah* to the Torah, contact Moshe Pinchover at mpinch@emanuelsynagogue.org. Please note that this lengthens the service.

Honors You May Assign (optional)

Torah Readers: One (1) person per reading -- English names for specific Torah reading assignments, contact Moshe Pinchover at mpinch@emanuelsynagogue.org or telephone number 236-1275.

* _____	* _____
* _____	* _____
* _____	* _____

<u># of Honorees</u>	<u>English Name(s) Only</u>
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- | | |
|--------|--|
| 1 or 2 | Open the Ark when taking out the Torah _____ |
| 1 | Carry the Torah when taking the Torah out _____ |
| 1 | <i>Hagbahah</i> – Lift the Torah _____
(for a strong person who knows how to do this) |
| 1 | <i>Gelilah</i> – Bind the Torah _____ |
| 1 | Hold Torah during Prayer for U.S. and Prayer for Israel _____ |
| 1 | Prayer for the U.S. – English _____ |
| 1 | Prayer for Israel – Hebrew _____ |
| 1 | Prayer for Israel – English _____ |
| 1 | Carry the Torah when Torah is returned to the Ark _____ |
| 1 or 2 | Open the Ark when Torah is returned to the Ark _____ |
| 1 or 2 | Open the Ark for <i>Anim Zemirot</i> _____ |

The congregation will assign honors that you do not assign. There is no need to fill every part – just give the honors to the people you wish to include.

If your *simcha* falls on *Rosh Chodesh* or other special Shabbat, add one (1) more *Hagbahah*, one (1) more *Gelilah*, and two (2) more Torah carriers.



The Emanuel Synagogue

Minyonaires

A.S.B.C. Breakfast Club

For information and help with
 planning, contact Gladys Mondshein at
 232-9114 or The Synagogue Office at
 236-1275

Return to Emanuel with
 payment
 2 months (___/___)
 before Bar/Bat Mitzvah

ALL PRICES QUOTED ARE AS OF OCTOBER 2009. THEY ARE SUBJECT TO CHANGE

All sponsored breakfasts include regular *minyans* attendees and all guests.

The minimum sponsored breakfast is \$40.00. To keep our billing costs down, please submit your payment at the time you turn in this form. Please make check payable to: Emanuel A.S.B.C.

Please choose from one of the following options:

1. \$40.00

- Orange juice
- Cold cereal
- Herring
- Hard boiled eggs
- Cream cheese
- Rolls
- Bagels
- Coffee
- Pastry

2. \$50.00

- Orange juice
- Cold cereal
- Herring
- Egg salad
- Hard boiled eggs
- Cream cheese
- Rolls
- Bagels
- Coffee
- Pastry

3. \$65.00

- Orange juice
- Cold cereal
- Herring
- Lox
- Hard boiled eggs
- Cream cheese
- Rolls
- Bagels
- Coffee
- Pastry

4. \$85.00

- Orange Juice
- Cold Cereal
- Herring
- Lox
- Hard boiled eggs
- Egg salad
- Cream cheese
- Rolls
- Bagels
- Coffee or tea
- Pastry

Whitefish salad can be added for an additional \$10.00.

Please fill in the form below.

Date of Breakfast to be sponsored _____ **Breakfast option number** _____

Number of your guests _____

Reason for sponsoring breakfast _____

Sponsor's name _____ **Sponsor's telephone number** _____

Minyonaires Breakfast Form



The Emanuel Synagogue Tikkun Olam Project Report Form

Student Name

Project Name

A brief description of the project:

How will this project be executed?

When will this project be executed?

Why did you choose this project?

How does your project help repair the world?

What is the Hebrew term for this type of project? (example: *gimilut hasadim* acts of loving kindness) If you are unsure of the Hebrew terms, please call the school office – we'll be happy to help.

Parent: I/we have reviewed this project plan with my/our child and give him/her permission to carry it out.

Please return to the religious school office three months before your child's *Bar/Bat Mitzvah*.

Return to Emanuel

2 months (___/___)
before Bar/Bat Mitzvah

Tikkun Olam Information for Emanuel Website

(Please return this information by email to franiwg@comcast.net two months before the *simcha* date.
You may also submit a digital photo of some part of the project.)

Child's Name:

Names of Parents:

Date of Bar/Bat Mitzvah:

Description of *Tikkun Olam* Project. Include how others can contribute or help you reach your project goal.

Complete this form and send it to franiwg@comcast.net. The information about your project will appear in the eblast and on the website.



The Emanuel Synagogue

Name Information to Prepare *Bar/Bat Mitzvah* Certificate

Student's full name

In English: _____

In Hebrew _____ *ben/bat* _____ v'

Child's name(s) father's name(s) mother's name(s)

(Transliterations in English are okay)

Family member names in English

Parents

Siblings

Grandparents

Name Form



Return to Emanuel
2 months (___/___)
before Bar/Bat Mitzvah

Information for Emanuel Newsletter to go with Child's Photo

(Please return this form two month's before the *simcha* date. You may also submit a digital photo or have the synagogue office take a digital photo of your child.)

Child's Name: _____

Names of Parents (the way you would like them listed): _____

Names of Grandparents who are Emanuel members: (the way you would like them listed)

Date of Bar/Bat Mitzvah: _____

Tikkun Olam Project: (a one or two sentence description) _____

Newsletter Information Form