
The **PARENT'S GUIDE**



**Bar / Bat Mitzvah
Handbook**



<http://www.templerodefshalom.org/learn/bnai-mitzvah>

Bar/ Bat Mitzvah Timeline

Meetings, Activities, and Other Requirements

12 MONTHS BEFORE SERVICE	11-10 MONTHS BEFORE SERVICE
Month: <input style="width: 150px;" type="text"/>	
<input type="checkbox"/> Meet with Cantor and attend service <input type="checkbox"/> Learn about the B'nai Mitzvah program <input type="checkbox"/> Receive notebook and Hebrew/Torah assignments <input type="checkbox"/> Fill out tutor assignment survey <input type="checkbox"/> Do month 11 activity	<input type="checkbox"/> Receive tutoring assignment from Clergy Office <input type="checkbox"/> Attend services <input type="checkbox"/> Do month 10 activity
10-6 MONTHS BEFORE SERVICE	5-4 MONTHS BEFORE SERVICE
	Month: <input style="width: 150px;" type="text"/>
<input type="checkbox"/> Begin tutoring: <ul style="list-style-type: none"> • At 8 months for a morning service • At 7 months for an afternoon service <input type="checkbox"/> After 4 tutoring lessons (2 months), schedule Hebrew check with clergy <input type="checkbox"/> Attend services <input type="checkbox"/> Do activities for months 10-6	<input type="checkbox"/> See clergy for a Hebrew progress check <input type="checkbox"/> Attend services <input type="checkbox"/> Do month 5 activity
2 MONTHS BEFORE SERVICE	1 MONTH BEFORE SERVICE
Month: <input style="width: 150px;" type="text"/>	Month: <input style="width: 150px;" type="text"/>
<input type="checkbox"/> See clergy for a Hebrew progress check <input type="checkbox"/> See Rabbi Saxe to begin working on speech <input type="checkbox"/> Attend services <input type="checkbox"/> Do month 2 activity	<input type="checkbox"/> All Hebrew should be finished. <input type="checkbox"/> Attend services <input type="checkbox"/> Do month 1 activity

DISCUSSION MEETING WITH RABBI SCHWARTZMAN
 Wednesday, the week before first rehearsal.

4:15PM
 Meet with Rabbi Schwartzman and partner

Date _____

Rehearsals	
Morning Service	Afternoon Service
<p>2 TUESDAYS BEFORE YOUR SERVICE</p> <p>3:00 PM Full rehearsal with your partner and the Cantor.</p> <p>Date: _____</p> <p>THE TUESDAY BEFORE YOUR SERVICE</p> <p>4:00 PM Family rehearsal with the Rabbi. Pictures may be taken.</p> <p>Date _____</p>	<p>2 THURSDAYS BEFORE YOUR SERVICE</p> <p>3:00 PM Full rehearsal with your partner and the Cantor.</p> <p>Date: _____</p> <p>THE THURSDAY BEFORE YOUR SERVICE</p> <p>4:00 PM Family rehearsal with the Rabbi. Pictures may be taken.</p> <p>Date _____</p>

The Weekend of Your Bar/Bat Mitzvah Service

FRIDAY NIGHT BEFORE YOUR SERVICE

- Arrive 15 min. prior to service.
- Bar/Bat Mitzvah student sits on the Bimah.
- Parent does Candle lighting.
- Parent opens/closes Ark.
- B/BM Students may help dress Torah.
- B/BM Students chant Kiddush and Aleinu

YOUR BAR/BAT MITZVAH SERVICE DAY

- Meet with clergy at 10 am for morning service; 4:30 pm for afternoon service.
- Service begins at 10:30 am for morning service; 5 pm for afternoon service.
- Have a great service!



Temple Rodef Shalom

**TEMPLE RODEF SHALOM
CONTACT INFORMATION**

*To Make An Appointment With Any of the Clergy
Contact*

Kristen Esquivel

703.532.2217 ext. 313

or email:

KEsquivel@TempleRodefShalom.org

(Please make appointments at least one month in advance)

Clergy & Staff E-Mail Addresses

Rabbi Schwartzman..... ASchwartzman@TempleRodefShalom.org

Cantor Shochet..... MShochet@TempleRodefShalom.org

Rabbi Saxe JSaxe@TempleRodefShalom.org

Cantor Rhodes..... RRhodes@TempleRodefShalom.org

Rabbi Bernstein SBernstein@TempleRodefShalom.org

Kristen Esquivel (*Clergy Assistant*)..... KEsquivel@TempleRodefShalom.org

Anne Duncan (*Clergy Assistant*) ADuncan@TempleRodefShalom.org

Beth Silver (*Executive Director*) BSilver@TempleRodefShalom.org

Anita Thornton (*Program Director*) AThornton@TempleRodefShalom.org

Laura Rosh (*Rental Coordinator*)..... LRosh@TempleRodefShalom.org

Accountant SSahrad@TempleRodefShalom.org

Check out the B'nai Mitzvah section of our website:

- Torah Translations
 - Video Commentaries
 - Extra Hebrew Packets
 - Links to Helpful Sites
 - Torah Aliyah Practice for your guests
- <http://www.templerodefshalom.org> (See Menu:Learn)



Temple Rodef Shalom

Dear Bar or Bat Mitzvah Student:

Welcome to the Bar/Bat Mitzvah program of Temple Rodef Shalom. As you begin your journey towards celebrating this milestone in your life, we want you to know that we will be with you along the way, guiding and supporting you.

Bar/Bat Mitzvah is a rite of passage in the Jewish tradition in which you celebrate your taking responsibility for your Jewish actions. Taking responsibility begins right now as you begin your Bar/Bat Mitzvah preparations.

This workbook is your Bar/Bat Mitzvah “bible.” Please put all of your tutorial materials and assignments from us in it. Bring the notebook with you to all of your meetings with us and your tutor.

This workbook will also help you prepare in an organized fashion. The “Student and Family Information” section describes what you are responsible to learn for your Bar/Bat Mitzvah service. The next section consists of monthly activities that will help make this year successful for you. These activities are integral to your Bar/Bat Mitzvah preparation. We encourage you to complete them with your parents and/or grandparents. Feel free to contact any one of us if you have any questions about the activities.

Remember, that our doors are always open for you if you have questions or problems. We look forward to a great year, and a terrific Bar/Bat Mitzvah celebration!

B’shalom,

Amy Schwartzman
Senior Rabbi

Michael Shochet
Senior Cantor

Jeffrey Saxe
Rabbi

Rachel Rhodes
Cantor

Stephanie Bernstein
Adjunct Rabbi

WHAT DO WE EXPECT OF THE BAR/BAT MITZVAH STUDENT?

In keeping with the Bar and Bat Mitzvah Covenant which you have signed as a family, we encourage you to keep in mind the following requirements of our program:

- Maintain regular attendance and acceptable performance in Religious School and mid-week Hebrew for at least three years prior to and including the Bar/Bat Mitzvah year. Consideration will be given, according to circumstances, to students who do not meet these criteria for proper preparation.
- Faithful completion of the monthly activities contained in the white notebook.
- Learn the required Hebrew and chants necessary to lead the Shabbat Service and read or chant from the Torah and Haftarah.
- Maintain the required schedule of meetings with:
 1. **Cantor Shochet, Cantor Rhodes, or Rabbi Bernstein:** to follow your progress in learning the Hebrew for the service. They will meet with you three times during the tutorial process to check your progress. The first meeting should take place after 4 tutoring sessions (2 months), the second will be 5-4 months prior to the service, and the third meeting will be 2 months before the service. Please note that if you do not schedule these meetings, you will be unable to progress through the program.
 2. **Assigned Tutor: generally bi-weekly** sessions to teach Hebrew prayers in the service, Torah and Haftarah portions, and help with any chanting. 20 Sessions are included in the Bar/Bat Mitzvah fee. There will be an additional charge for students who need weekly tutoring.
 3. **Rabbi Saxe:** to discuss help you write your D'rash or Personal Reflection Speech that you will read at your service. These meetings occur around the 2nd month prior to the ceremony. **There are generally 2 meetings.** The office will notify you when to set up your first appointment.
 4. **Rabbi Schwartzman:** will spend 45 minutes with you and your partner getting to know you better, discussing the Bar/Bat Mitzvah process, and talking about Judaism. Please reserve the Wednesday before your first rehearsal (slightly less than 3 weeks before your ceremony) at 4:15 pm for this meeting. This meeting will take place at Starbucks, Lava Yogurt, or some other fun location.
 5. The Rabbis and Cantors will also lead two rehearsals beginning two weeks before your ceremony.

These requirements enable you, as a family, to be prepared for your upcoming celebration. If there are circumstances that prevent you from meeting these requirements, please contact Rabbi Schwartzman or Cantor Shochet.

Final Meeting and Rehearsal Schedule

**WEDNESDAY,
THE WEEK BEFORE THE FIRST REHEARSAL**

4:15 PM

Personal meeting with Rabbi Schwartzman and partner.

Morning (Shacharit) B'nai Mitzvah

**2 TUESDAYS BEFORE BAR/
BAT MITZVAH**

3:00 PM-4:00 PM
Full rehearsal with your partner and the Cantor.

Read Torah and Haftarah

**THE TUESDAY OF YOUR
BAR/BAT MITZVAH WEEK**

4:00 PM-5:00 PM
Final rehearsal for students and parents with the Rabbi. Pictures may be taken. All parent materials are distributed.

Afternoon (Mincha) B'nai Mitzvah

**2 THURSDAYS BEFORE
BAR/BAT MITZVAH**

3:00 PM- 4:00 PM
Full rehearsal with your partner and the Cantor.

Read Torah

**THE THURSDAY OF YOUR
BAR/BAT MITZVAH WEEK**

4:00 PM-5:00 PM
Final rehearsal for students and parents with the Rabbi. Pictures may be taken. All parent materials are distributed.

These dates and times are already established by the Temple and Clergy.
Please put them on your calendar.

EXPECTATIONS OF WHAT THE STUDENT LEADS AT THE MORNING BAR/BAT MITZVAH SERVICE

On the FRIDAY NIGHT of the Bar/Bat Mitzvah (Erev Shabbat), the student:

- Has the honor of sitting on the Bima.
- Helps dress the Torah if it is read.
- Leads the Aleinu during the conclusion of the service.
- Leads the congregation in the chanting of the Kiddush at the Oneg Shabbat or on the Bimah.

Saturday Morning Service Bar/Bat Mitzvah (10:30 am)

1. Prayers

Student A (If single, student follows "A" part)

Yotzeir Or (praises God for creating light), read or chanted

Ahavah Rabbah – first & last lines (praises God for giving Israel the Torah), read or chanted

V'ahavta (performing Mitzvot), read or chanted

Student B

Adonai S'fatai Tiftach (preparing for the T'filah), read or chanted

Avot – Imahot (praises God for our ancestors), read or chanted

G'vurot (praises God for giving all life), read or chanted

Kad'sheinu (praises God for the Sabbath), read or chanted

2. Torah Reading

Torah blessings chanted

Approximately 10-14 verses of Torah, read or chanted in 3 aliyot.

3. Haftarah Reading

Haftarah blessings chanted. (If you have a partner, each student does one blessing.)

Approximately 5 verses of Haftarah, chanted.

4. Personal Reflection Speech

EXPECTATIONS OF WHAT THE STUDENT LEADS AT THE MINCHA (AFTERNOON) BAR/BAT MITZVAH SERVICE

On the FRIDAY NIGHT of the Bar/Bat Mitzvah (Erev Shabbat), the student:

- Has the honor of sitting on the Bima.
- Helps dress the Torah if it is read.
- Leads the Aleinu during the conclusion of the service.
- Leads the congregation in the chanting of the Kiddush at the Oneg Shabbat or on the Bimah.

Saturday Afternoon Mincha Service Bar/Bat Mitzvah (5:00 pm)

1. Prayers

Student A

Adonai S'fatai Tiftach & Avot (praises God for our ancestors), read or chanted

Atah Echad (Reform prayer about Shabbat), read or chanted

R'tzei (praises God for prayer), read, then the last line chanted

Student B

Gevurot (praises God for giving all life), read or chanted

Kadsheinu (praises God for the Sabbath), chanted

Modim (1st sentence; prayer of thanks), read, then the last line chanted

2. Torah Reading

Torah blessings chanted

Approximately 10-14 verses of Torah, read or chanted in 3 aliyot.

3. Personal Reflection Speech

WHAT ARE YOU RESPONSIBLE FOR ON THE BAR/BAT MITZVAH WEEKEND?

PARENT(S)

On the Friday Night of the Bar/Bat Mitzvah (Erev Shabbat):

- One of the parents of the B'nai Mitzvah participate in lighting the Shabbat candles and reading an English introductory reading to the candle lighting.
- One of the parents participate in the honors of opening/closing the Ark during the Concluding Prayers of the service.
- The family should arrive 15 minutes before the start of the service and meet the clergy in the front lobby.
- Only the Bar/Bat Mitzvah students will be seated on the bimah for Friday night services.

On Shabbat Morning or Afternoon:

- The parents are given the honor of bestowing a private prayer to their child at the beginning of the Service. At the final rehearsal, the clergy will give parent(s) a suggested prayer. Parent(s) may use that prayer, write their own, or be spontaneous.
- Transmission of Heritage – When the Torah is taken from the Ark, all grandparents (Jewish and non-Jewish) are invited to stand with parents and the Bar/Bat Mitzvah at the ark, while the Torah is symbolically passed from one generation to the next. One parent (the Jewish parent, if only one parent is Jewish) holds the Torah and places it in the arms of their son/daughter. The other parent recites an English prayer to their child. This prayer will be given to the families at the final rehearsal.
- Following the Torah service, reading of the speeches, and the Rabbi or Cantor's response, parent(s) and sibling(s) join the Bar/Bat Mitzvah in front of the ark for a special family blessing by the clergy and a song by the choir.
- At the conclusion of the service, the family may greet guests in a receiving line as they exit the sanctuary.
- Families should arrive at the synagogue no later than 10:00 AM for the morning service or 4:30 PM for the mincha service and meet the clergy in the clergy suite. During this time, the clergy will go over with you any announcements you would like to be made. If any of the child's grandparents are deceased, the Rabbi or Cantor will take those names from you so that they can be recited during the Kaddish section of the service. The Bar/Bat Mitzvah student can done his/her tallit at this pre-meeting and the clergy will help him/her with recitign the blessing. Finally, prior to going to the sanctuary, the Rabbi or Cantor will offer a pre-service blessing with the families.



Kol Kore: A New Tool in Bnai Mitzvah Hebrew Learning

Temple Rodef Shalom is pleased to provide another resource for your son or daughter in learning how to read or chant the Hebrew prayers, Torah and Haftarah portion.

An Israeli company, Kol Kore, has created a point & click computer program that operates on Windows computer systems to help your child learn their assigned Hebrew selections.

You simply download the program from an email that is sent to you, install it, and instantly you have your child's assigned Hebrew portions on the screen chanted to Cantor Shochet's voice.



The Kol Kore program is based upon a complete sensory experience that drastically improves the student's learning capability and absorption. The student can highlight the area s/he is interested in reading, from an area that spans one word up to the entire Torah portion. The segment is marked in color while its recording is sounded. This latent benefit allows the student to repeat any reading segment easily and endlessly, allowing non-musically inclined students to enjoy their learning experience as well.

Each word in the segment is highlighted in color as it is read aloud. The Hebrew punctuation and/or Trop, which can be shown in different colors, can be shown or hidden, thereby emulating the text as it is actually written in the Torah scroll itself. The

English translation can be seen highlighted as the Hebrew is highlighted.

Because the program is so simple and flexible, correct, yet traditional Torah reading habits are naturally instilled in the learner, from day one.

Kol Kore uses the melodies of Temple Rodef Shalom, with the voice of Cantor Shochet for the chanting of the Torah and Haftarah portions as well as the prayers. Once you choose to use the program, Cantor Shochet simply uploads your child's portion and prayers so that you can download it easily on your PC. (Not available at this time for Macintosh computers.)

HOW TO ORDER:

Contact Cantor Shochet, or use the form in the Parents Forms Section, and he will send you the email link to download the program. The cost is \$60 which you pay directly to the Kol Kore company when you open the program for the first time.

For more information about Kol Kore, please check out our web site at www.kolkoren.com.

This program is intended as a resource for students to supplement their tutoring. It is great for students who enjoy using computers to help in their at-home practicing. Neither Temple Rodef Shalom nor Cantor Shochet receives any remuneration from sales of this product. It is exclusively the property of Kol Kore.

USHERING

Over the years we have developed several traditions at Temple Rodef Shalom that encourage and enable families to prepare for their simcha. At the same time that you are learning about our practices, you will be helping other families on the day your child celebrates his/her Bar/Bat Mitzvah.

Ushering on Erev Shabbat and Shabbat Morning helps you become better acquainted with the Services at Rodef Shalom.

- Ushering: Families are requested to usher during one Shabbat **morning** service in the months preceding your family's celebration. Please take the initiative and call or email Kristen Esquivel, (703-532-2217 ext. 313 or KEsquivel@templerodefshalom.org) as early as four months before your Bar/Bat Mitzvah date to sign up for an ushering date.

FAMILY NEEDS

Our Rabbis and Cantors are sensitive to the many different family structures that exist within our congregation. Care is taken to ensure that each family member feels comfortable throughout the service.

If yours is a divorced or blended family, or there are other circumstances for which we should be aware, please take the time to meet with one of the clergy to share your concerns.

We encourage interfaith parents to meet with a clergy member early in the preparation process if there are questions regarding the Temple's policy on the participation of non-Jewish family members in both the Erev Shabbat (Friday evening) and Shabbat morning services.

BO'I SHABBAT AND PARALLEL SERVICE

For you and your child to prepare for his or her Bar/Bat Mitzvah, we suggest attending services at Temple Rodef Shalom. Your child should use these opportunities to fill out the service journal found in the Bar/Bat Mitzvah Handbook. In addition to the Temple's traditional services which take place on Friday night at 8:00 and Saturday morning at 10:30, here is a list of alternative services we think you will enjoy. Please note that all Friday night services from June through August begin at 6:30 PM. Family services on the first Friday of every month from September through May begin at 7:00 PM.

Bo'i Shabbat or "Welcome Shabbat" is an alternative to the 7 PM Family Service between September through May. Boi Shabbat begins at 6:45 PM. It is a traditional Friday night service with an emphasis on music and occurs the **first Friday of every month**.

The Parallel Shabbat Morning Service occurs the **third Saturday of every month**, from September through June, and is led by members of the congregation and includes a Torah reading, D'var Torah, and other personalized shared thoughts. A pot-luck vegetarian luncheon follows the service and all are encouraged to celebrate Shabbat in an intimate and informal way. Services are held in the Multi-Purpose Room at 10:30 AM.

ALIYOT TO THE TORAH

- A maximum of **two** people may come up to the bimah to bless the Torah before and after your child reads for the **first** and **second** aliyot. One of these two people for each set must be Jewish. The Jewish honoree completes the mitzvah by reciting the blessing before and after the Torah reading.
- If one of the honorees is not Jewish, that person will accompany the Jewish honoree and stand next to them during the aliyah. All people who are invited to participate in an aliyah must be over the age of Bar or Bat Mitzvah (13 and above). A total of 4 people may be given aliyah honors.
- Our website has a number of audio and video files to help you or the people you select to do the aliyot learn the proper Hebrew and method to perform this ritual. Pass this on to your family members - www.templerodefshalom.org/education/bnaimitzvah/foraliya.htm or follow the links under lifelong learning from our main website.

PASSING THE TORAH FROM PARENT TO CHILD

- Prior to the reading of Torah, all grandparents, Jewish and non-Jewish, will be called up to the bimah, where they will stand with their families to witness the special passing of the Torah from parent to child. The grandparent(s) are honored at this time in the service, as they themselves have had a special role in their grandchild's growth.
- The Torah is placed into the arms of one parent from each family, who then places the Torah into the arms of their child. At this time of passing, the other parent will offer an English prayer that the clergy will give to him or her at the final rehearsal. If one of the parents is not Jewish, that parent will deliver the prayer while the Jewish parent holds and then passes the Torah.
- If there are no grandparents at the service, the family may request from the clergy that one other family member stand in for the grandparent's generation. Likewise, if there is only one parent, the family may request from the clergy that one other family member recite the prayer at the moment of passing the Torah.

POLICIES AND PROCEDURES

PHOTOGRAPHY/VIDEOGRAPHY POLICY

Please provide this information to your photographer.

[While there is no photography or videography allowed in the sanctuary during the B'nai Mitzvah service itself, this information is for photography and/or videography that will be used at the rehearsal and/or before and/or after the service.]

Please remember that the Bar/Bat Mitzvah service is first and foremost a religious service. Our goal is to create an atmosphere which is conducive to worship and to protect the spirit of the ceremony.

While we recognize that families wish to remember this significant occasion and photographers strive to provide an excellent visual record, it has become necessary for the Religious Practices Committee, with the full support of the Board of Directors, to provide this statement to each family celebrating a Bar/Bat Mitzvah in the sanctuary.

- Photography with the open Torah is permitted in the Sanctuary **ONLY** during the final rehearsal. (Feel free to come dressed for pictures.) Out of respect for the Torah scrolls please do not remove them from the ark for photography on Shabbat. Bema furniture should not be rearranged and the microphones on the podiums may not be removed. The photographer should understand that the Sanctuary is in use prior to 4:00 pm on Rehearsal Day, and should be considerate if he/she needs to set up prior to the 4:00 PM rehearsal.
- Family or individual portrait photography may also take place between 9:00-10:00 AM on the day of the Bar/Bat Mitzvah for the morning service and 3:30-4:30 PM for the afternoon service.
- There are no video cameras allowed in the sanctuary during the worship service. If you wish to have your service videotaped, please see the DVD Recording Request Form. Please advise your guests who may come with cameras that there are no pictures allowed in the sanctuary.
- Since only one clergy member leads the final rehearsal on the Tuesday/Thursday prior to your child's ceremony, we recommend taking pictures at the Certificate Signing in the Rabbi's office on Saturday morning. This will give you the chance to photograph the clergy team with your child on his or her special day.

SOCIAL HALL AND CATERING

Our building brings many options for using the Social Hall, other public areas and the kitchen facilities. Many rentals have already been arranged for this year and the next. If you are interested in holding your simcha at the Temple, please call Laura Rosh, Office Manager, to reserve the date as soon as possible.

Caterers must be in touch with Laura Rosh at least two months prior to the Bar/Bat Mitzvah date to review building and kitchen policies, provide a certificate of insurance and to request tables and chairs. All inquires should be made through the Office Manager, Laura Rosh by calling 703-532-2217, ext. 305 or email at LRosh@TempleRodefShalom.org)

When planning menus, please keep in mind that shellfish and pork products are not permitted in the Temple.

LIVE INTERNET STREAMING

Temple Rodef Shalom now has the ability to send a live feed of the Bar/Bat Mitzvah service over the internet so that it can be seen on our own website. This will allow your family and friends who can not make it to TRS, to watch the service live, as it happens, on their computer. They simply go to this page: www.templerodefshalom.org/live in their internet browser at the time of the service. The video stream will then appear on our video archive for the next 90 days. This option is only available when a family elects to have the service videotaped, and is included in that fee. See the DVD Request Form in the forms section.

BAR/BAT MITZVAH FEE

Regular Religious School tuition is due since Bar/Bat Mitzvah candidates are **required to attend school** during the preparation period.

The Temple's Bar/Bat Mitzvah fee of \$1,500 should be paid in two installments of \$750. We ask that you pay the first installment 8 months before your child's Bar or Bat Mitzvah ceremony and the second installment 2 months before. All payments are made directly to the Temple. **Please complete the Payment Remittance Forms and send them with your payments.**

This fee pays for 20 Bar/Bat Mitzvah tutoring sessions, materials, as well as some of the expenses associated with the costs of operating the synagogue for the Bar and Bat Mitzvah services. In addition, this fee contributes toward the Oneg Shabbat reception following Friday evening services.

In the event that tutoring needs to extend past 20 sessions, your tutor must have you sign an acknowledgement form, so that you know you will be billed for additional sessions. Each session is billed at \$40 per session beginning with the 21st session.

No child or family is denied the privilege of celebrating a Bar/Bat Mitzvah for financial reasons. If this is cause for concern, please contact the Executive Director, Beth Silver, at (703) 532-2217, ext. 300 well in advance of your simcha, and special arrangements will be made.

DRESS

Please be reminded that a service in the sanctuary is an occasion for appropriate dress for participants and guests. We suggest ties and jackets for the Bar Mitzvah student. Sneakers are not allowed. The Bat Mitzvah student's dress should similarly reflect a sense of respect for participation in a religious ceremony and for sitting on the Bimah.