

BETH EL SYNAGOGUE

BAR/BAT MITZVAH PARENT HANDBOOK

2018-2019 5778/5779



Beth El Synagogue
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Dear Parents,

Welcome to the B'nei Mitzvah process at Beth El! You are about to start on a very exciting family journey and we are thrilled to be a part of this special time in your lives. We know that a Bar/Bat Mitzvah comes with its fair share of details, questions, concerns and stresses—not to worry, we are right here beside you, helping you every step of the way! This Parent Handbook was designed to help facilitate the process of planning your child's Bar/Bat Mitzvah. Please read it thoroughly, even if your family has previously had a Bar/Bat Mitzvah at Beth El, since the handbook has changed over the years since its original creation by the fabulous Michele Pas and Diane Pozefsky. Of course you should all feel free to ask any questions about this handbook at future parent meetings or by contacting us at Beth El by phone, appointment or email.

The information in this Handbook is current as of November 18. Please note that if anything changes during this year or throughout the rest of your B'nei Mitzvah journey, we will notify you as soon as possible.

As the date of your *simcha* approaches, please do not hesitate to contact the Beth El staff with any questions that you may have. The office will play a key role in working out the logistics of your upcoming B'nei Mitzvah (more info on that later).

If you would like to add any comments, suggestions or information updates in the booklet, please feel free to contact us so that changes can be considered for the next printing.

B'shalom,

Elisabeth Gerson

Elisabeth Gerson
Education and Youth Director

Daniel Greyber

Rabbi Daniel Greyber
Rabbi

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I. SETTING THE DATE FOR YOUR CHILD'S BAR/BAT MITZVAH:

Members of Beth El, with children in 5th grade, will be invited to meeting to discuss the B'nei Mitzvah process. There they will receive the B'nei Mitzvah Registration Form which begins the date selection process. Typically, dates are chosen about 2 years ahead of time since the date selection process is the starting point for Bar/Bat Mitzvah preparation. Each family will fill out a **Bar/Bat Mitzvah Registration Form (Appendix A)** and within a few months, you will be contacted with a date for your child's Bar/Bat Mitzvah. At Beth El, you must be at least 13 according to the Hebrew calendar in order to celebrate becoming a Bar/Bat Mitzvah. We aim to schedule B'nei Mitzvahs within 3 months of the Hebrew birthday. B'nei Mitzvah dates do not always correspond with a child's English birthday. Keep in mind, holidays and leap years may affect the schedule and availability of dates. Go to <http://www.hebcal.com/converter/> to find out when your child turns 13 according to the Hebrew calendar.

Families who join Beth El after the initial date selection has taken place may have more limited options in choosing a date. If you are joining Beth El after the winter of your child's 5th grade year, please contact our Education & Youth Director ASAP to begin the date selection process.

Please note that you must be a Beth El member in good standing in order to secure and maintain a Bar/Bat Mitzvah date. Additionally, students must be enrolled in Beth El's Talmud Torah or The Lerner Day School in 5th grade and must continue in the Talmud Torah for 6th and 7th grade.

Here are more things you may want to consider before confirming a date.

1. **The Parsha:** Your family might like to read through the available Torah portions and the corresponding Haftarot that accompany them to see if any of the portions are particularly meaningful to you and your child. You can also look at a Jewish calendar or ask someone at the synagogue office to help you find out which portions fall near your child's birthday.
2. **Jewish Holidays:** The Fall Holidays are not available for celebrating a Bar/Bat Mitzvah. Some other holidays have special Haftarot. We will help you with this during the scheduling process.
3. **Local Secular Events:** Graduation weekend for any of the local universities (in a worst case scenario - Duke, UNC and NCCU all on the same weekend!) can make reservations challenging with car rental agencies, airlines, hotels, restaurants and caterers. To a lesser extent, homecoming and other university events, including ACC basketball games, can affect these as well. It is advisable to check dates to avoid these problems if you can.
4. **Interfaith Families:** Around the time you set the date for your child's Bar/Bat Mitzvah it is important to discuss with the Rabbi any issues or concerns related to a child whose mother is not Jewish according to Jewish law as understood by the Conservative movement. Parents should initiate the scheduling of an appointment with the Rabbi. If the child has been attending the Talmud Torah for several years, the Rabbi can assist you in making appropriate and necessary arrangements for conversion. Please be aware that this conversation must happen early in the B'nei Mitzvah preparation process. For the role of non-Jewish relatives in your service, see Interfaith Discussions on page 9.
5. **Special Concerns or Needs:** If your family or child has any special concerns or questions please make contact with us early on in this process. These issues might include: how to involve non-Jewish family members in the Bar/Bat Mitzvah celebration, how to help a child with special needs, or other issues that may affect preparation for a Bar/Bat Mitzvah.

B'nei Mitzvah dates are confirmed 1-2 years in advance. When you have selected one of the dates offered to you, please confirm your plans with the Education & Youth Director, so that the date can be added to the synagogue master calendar.

II. CHILD'S PREPARATION FOR THE SERVICE:

1. **Advance preparation:** The most helpful activity to prepare in advance for the Bar/Bat Mitzvah is regular attendance services, especially Shabbat morning. Students who are familiar with the regular flow of the service will find that it makes learning easier and the Bar/Bat Mitzvah less stressful.

2. **Saturday Morning Class (B'nei Mitzvah Peer Tutoring):** Every student is required to begin attending the Saturday morning class with the B'nei Mitzvah Coordinator and other students in the Bar/Bat Mitzvah class about one year before his/her B'nei Mitzvah ceremony. You should receive an email from the B'nei Mitzvah Coordinator or the EYD when it is almost time to start attending Saturday mornings. If you feel like you would like to start attending earlier or need to start later, please be in touch.

The B'nei Mitzvah Peer Tutoring class takes place on Shabbat mornings from 9:00 AM to 9:45 AM in the main building throughout the school year (see the school calendar for exact dates). Students must attend these classes as they are the basis of their B'nei Mitzvah training. It is essential that students arrive by 8:55AM and are ready to BEGIN class at 9:00 AM sharp. We strongly recommend that students eat breakfast before attending, in order to allow maximum concentration and participation. During this class, parents are welcome to join the adult Mishnah class, held in the Freedman Center with Rabbis Greyber and Sager. Students are expected to stay afterwards for Saturday morning services in order to gain continued familiarity with services and the various events that happen throughout the year. Most families find that it is not feasible for students to be heavily involved in sports, academic teams, music activities, or other extra-curricular programs during this time. Please note that one on one tutoring sessions should *not* be scheduled during class time. If a student-tutor would like to work at Beth El on Shabbat, they may do so *after* B'nei Mitzvah Tutoring class has concluded for the day.

3. Attending Services:

a. **Requirements:** Students are expected to begin attending the main service regularly (both Saturday mornings as well as Friday evenings (when offered) about one year before their *simcha*. Note that every student (male and female) is required to wear a *kippah*/appropriate head covering during services. It is advised that students begin attending these services about a year and a half before their B'nei Mitzvah, slowly increasing the frequency of attendance and length of stay, to help them adjust to the pace of the service, and to prepare them for their year of regular attendance.

b. **Seating areas:** Students preparing for their Bar/Bat Mitzvah usually sit together in a section near the *bimah* to become more comfortable with being near the front of the sanctuary, interact with teachers who may be present, and to bond as a group. While our 7th grade teacher sometimes sits with the students, their supervisory responsibilities are limited to the area by the *bimah* only. ***This means that students are considered to be under the supervision of their parents (or adult designated by parents) in any other location of Beth El, including other parts of the sanctuary, bathrooms, parking lots, playgrounds, etc.*** Please support us by supervising your children when they are here for services, Shabbat meals, or similar activities, as well as helping students to participate as much as possible in these activities. In the event that the teachers are not present, parents should supervise their children.

c. **Saturday morning schedule:** Students will have a short break at about 9:45 am, after which they are expected to go into the sanctuary and remain there, at least until after the 3rd Torah reading. This way they become familiar with the *Shacharit* service, beginning of the Torah service and hear the introduction to the Torah reading for the week. During the Torah service, students may take individual breaks for bathroom, etc. They must always enter and exit the sanctuary quietly and discreetly, so as not to disturb the Torah reader or the flow of the service. If a student takes a break during this time, parents should ensure that he/she returns to the sanctuary before the 7th *aliyah*, in time to hear the Rabbi's Torah discussion. Sometimes there will be special sections of the Torah reading that students should not miss and they will be asked to adjust any breaks accordingly.

d. **Family involvement:** Families should attend Friday night services (when they are held) and Saturday morning services along with their child (we recommend parents attend a minimum of once a month). It is important to let your child know that you consider this a significant event and that you actively support his or her effort and hard work. Not only is your presence needed to supervise your child, but there are benefits for the family as well. You have the opportunity to learn from others, both through observation, and talking with fellow congregants. Most importantly, perhaps, is that you become more a part of the community and that makes the community celebration all that more special.

4. Class Gift: As part of the traditions at Beth El, the Bar/Bat Mitzvah class comes together to buy a “class gift” so that everyone receives the same present and families do not need to shop for each child. The price of this gift is included in the **B’nei Mitzvah fees (see appendix E).** In the past, this gift has been a mezuzah using wood made from a cherry tree that used to grow next to Beth El. The gift will be placed in the sanctuary with the other gifts from the community. At the Bar/Bat Mitzvah prior to your child’s *simcha*, your child will be asked to give a short speech and present the class gift to that Bar/Bat Mitzvah at the Friday night service.

5. Other traditions: At the Shabbat morning services before your child’s *simcha*, he or she will be asked to carry the Torah at the conclusion of the Torah service. It is also customary for the Bar/Bat Mitzvah to address the congregation on Friday evening of their B’nei Mitzvah weekend, giving a short *D’var Torah*, and thanking those who participated in his/her Bar/Bat Mitzvah process.

6. Options for Leading at the Bar/Bat Mitzvah: While there is some flexibility in what a bar/bat mitzvah may lead during services, students are generally expected to lead the Shabbat morning *Shacharit* service, the Torah service, *Kabbalat Shabbat* and *Ma’ariv* services on Friday evening as core skills that translate to other areas of Jewish life. *Musaf* is a service reserved for community leaders. If need be, students and families can explore various options, and the final decision will be made in consultation with the rabbi and the Tutor Coordinator in order to create a meaningful experience. *See Appendix D for a detailed checklist of all of the prayers that Beth El B’nei Mitzvah are asked to learn and lead.*

7. Tutors: Each Bar/Bat Mitzvah student is assigned a well-qualified tutor who has had their Bar/Bat Mitzvah and who both the Rabbi and the B’nei Mitzvah Coordinator consider able to be a tutor. Parents should initiate a phone call or email to the B’nei Mitzvah Coordinator about 8 months before your child’s Bar/Bat Mitzvah so that they can assign an appropriate tutor for your child. (Study with individual tutor will begin about 6 months prior to your child’s Bar/Bat Mitzvah). Students will be expected to be able to read all Hebrew letters and vowels with some ease at the point that a tutor is assigned—the peer tutor arrangement is NOT for teaching basic Hebrew. If your child needs special assistance in this area, an alternate tutor will be needed as soon as possible—please contact the Education and Youth Director for referrals so that your child can be ready to begin peer tutoring on schedule. The B’nei Mitzvah Coordinator will make every effort to find your child a tutor in your general location, as well as try to make sure that the tutor and student are compatible. Students generally meet with their tutor once a week at a mutually convenient place and time for both the tutor and student. ****Tutoring or Tutoring-related meetings should NOT take place during Talmud Torah.** This arrangement is worked out between the peer tutor and the Bar/Bat Mitzvah’s parents. The B’nei Mitzvah Coordinator will assist you with the general procedures at the time of the tutor assignment.

Beth El has a long standing tradition of using Peer Tutors (students who have recently celebrated their B’nei Mitzvah and are eager and able to pass on their knowledge and skills to an upcoming B’nei Mitzvah student). Peer Tutors work with students at the Saturday morning classes and sometimes with students in one on one tutoring settings. In addition to Peer Tutors, there are other members of our congregation and community who offer tutoring services (local college students, graduates of Beth El’s Talmud Torah, adult congregants, etc.) All of our tutors are wonderfully skilled and appropriately vetted prior to starting tutoring.



Tutors are in regular communication with the B’nei Mitzvah Coordinator and/or the Education & Youth Director. Additionally, parents are strongly encouraged to do a quick check in with the tutor after each tutoring session. Not only does this create a nice rapport between parent and student, but it allows the parents to gain a better picture of what the student should be working on prior to the next tutoring session.

8. Tutor Payment: A contribution of a minimum of **\$360** is made to the **Rabbi’s Discretionary Fund** before the student becomes a Bar/Bat Mitzvah. The Rabbi uses this money to pay the tutors for 16-20 one hour sessions and to support the tutor’s ongoing learning. If your child needs to work with a tutor for more than 16-20 sessions, please speak with the Rabbi or Education Director first. It is generally customary for the family to pay the tutor directly for the extra sessions.

9. **Ashrei:** Prior to the Bar/Bat Mitzvah, students are encouraged to lead *Ashrei* (a responsive prayer) on Shabbat morning to practice leading in the main service. Your child will need to demonstrate their abilities in advance to the Education and Youth Director, a Gabbai, or other approved person (possibly your child's teacher) before being invited to lead for the congregation. After your child has successfully shown they are ready to lead, you can contact (in advance) the Gabbai assigned for a particular Shabbat to see if this option is available. Leading *Ashrei* is also a wonderful way for a B'nei Mitzvah's younger sibling(s) to participate in the *simcha*.

10. **Meeting with the Rabbi:** Approximately 6 weeks prior to the B'nei Mitzvah, parents and the B'nei Mitzvah student will meet together with the Rabbi. Subsequently, all students should plan to meet with the Rabbi privately in the weeks leading up to the Bar/Bat Mitzvah. This is an opportunity for the Rabbi and the student to get to know each other and to discuss and study the Torah portion and Haftarah together.

Parents are responsible for calling the synagogue office at least 3 months before the Bar/Bat Mitzvah to schedule these sessions with the Rabbi (though the Congregational Services Coordinator will often initiate a phone call or email to arrange these meetings). These sessions can take place at a variety of different times, but students are **not** permitted to schedule these sessions during Talmud Torah. Typically, Rabbi Greyber schedules appointments on Tuesday, Wednesday, or Thursday afternoons.

In the week before the B'nei Mitzvah, parents and the B'nei Mitzvah will meet one final time with Rabbi Greyber to prepare for the big day and answer any last minute questions. On the Friday morning, the week prior to the B'nei Mitzvah weekend, Rabbi Greyber will conduct a final run through of the service from 9:00-11:00 AM with the B'nei Mitzvah student only.

11. **The Bar/Bat Mitzvah Class - Parents and Children:** There are many ways to make this year a successful and relatively easy one. In addition to 7th grade "parent classes" with Rabbi Greyber, the students and their Talmud Torah teacher, we encourage parents to find opportunities to talk to each other and help and support each other. One way to do this is to have one of the 7th grade parents host a dinner or dessert party in their home. In this relaxed environment parents can get to know each other and discuss issues and ways of helping each other and their children through this important year.

III. SERVICE PARTICIPATION:

See Appendix C for the full list of honors available.

1. Ways to Participate: There are many ways that family members can participate in the service, with a commensurate range of skills and preparation required. If there are special needs or skills that your family has, ask the rabbi for suggestions. Some of the most common ways of participation are:

- * handing out *kippot* and prayer books as people enter the sanctuary
- * opening and closing the ark
- * *aliyot* (see appendix A for *aliyot* procedures)
- * reading of the Torah
- * *hagbah* and *g'lilah* (raising and wrapping the Torah)
- * leading an individual prayer.



On the occasion of a *simcha*, Beth El will allow a “couple” to be called for an *Aliyah*/honor. A “couple” consists of two people who are married or who have a relationship equivalent to that of marriage. The reasons have to do with the circumstances under which it is appropriate for two people to share a single *bracha* for the honor of being called to the Torah. Should you have any questions about the applicability of this policy in any particular situation, please contact the Rabbi or the Chair of the Ritual Committee.

2. Ark Opening: There are multiple opportunities to have people open and close the ark. This is a good opportunity for people not particularly familiar with the service or ritual to participate. Note that only Jews as defined by the Conservative movement can open the Ark and everyone who goes up on the *bimah* must wear an appropriate head covering (such as a *kippah*). If the Ark opening is during the morning service, a *tallit* must also be worn. There are two Ark openings and closings associated with the Torah service and it is optional to open and close the Ark for *Aleinu* on both Friday evening and Saturday morning. The one thing that makes Ark openings a bit more complex is that there is no announcement as to when the ark opening will occur, so people who are to open the ark need to be aware of when they are supposed to go up. It is also a good idea to show your guest where the cord is for opening the Ark, and to be sure that they know what direction to face at different times. The simple rule to tell people is that they should always be facing the same direction as the person holding the Torah.

3. Additional Prayers: There may be prayers that have a special significance to your family that are not part of the weekly Beth El service or are done differently here. For example, a number of families have added the responsive *Ashrei* or *Ani 'im Z'mirot* to the Saturday morning service, often led by a sibling. If you have special requests of this sort, they are often possible, but you need to discuss them with the rabbi.

4. Gabbai: We are thankful that Beth El has a number of lay leaders that coordinate our Shabbat and Holiday morning services. The person fulfilling this role is called a **Gabbai**. Planning for *aliyot*, service leaders and other aspects of the morning service are responsibilities of the Gabbai, in addition to the rabbi, and therefore it is important to also consult the Gabbai in advance of your *simcha*. As the Bar/Bat Mitzvah approaches, visit the Gabbai rotation list at <https://betheldurham.org/gabbaim/> to find out which Gabbai will be working with your family.

Shabbat services are an intrinsic part of the rhythm of the Beth El community life. A large service with many visitors will always change the tenor of the service, but remembering the role of the service in the community will help you avoid unnecessary problems. In addition, it is not unusual for community life cycle celebrations to coincide with your child's Bar/Bat Mitzvah. This celebration may involve others participating in the service. This also will be worked out with the Gabbai. You will complete the **Honors Form found in Appendix C** and review this with your designated Gabbai in advance of the Bar/Bat Mitzvah.

5. Torah Readers: Beth El utilizes a full *kriah* in the main sanctuary service. If you would like to assign Torah readers, please speak to Jeff Derby (Torah Reading Coordinator) approximately 6 months prior to the Bar/Bat Mitzvah. Feel free to invite family members or friends to read Torah. You may also want to ask members of the community who are regular Torah readers. Readers should be finalized/confirmed at least 6 weeks prior to the date. Torah readers should be vetted by a Gabbai or the Rabbi.

6. Interfaith Discussions: Beth El welcomes interfaith families to be a part of our community's traditions and services. While a non-Jewish member of the family cannot participate in the ritual portion of the service, there are ways in which they can be brought into the celebration. For example, a non-Jew may be given the honor of leading the Prayer for Peace from a prayer *shtender* (lectern) on the bimah at Beth El, subject to approval by Rabbi Greyber. When doing so s/he must wear a kippah or appropriate head covering and should not wear a *tallit* because the *tallit* is a ritual garment related to a *mitzvah* that is incumbent upon Jews only.

*Please arrange a time to speak with the Rabbi about the ways that non-Jewish members of your family may participate.

7. Additional Minyan: The opportunity for an additional *minyan* associated with the Bar/Bat Mitzvah is offered to all families. Many families opt to have a *minyan* on Thursday (or another day that Torah is read) so that they could be called to the Torah for the first time in a more intimate atmosphere. This additional *minyan* also provides an opportunity for the B'nei Mitzvah to lay *T'fillin*. Your child will explore the mitzvah of laying *T'fillin* as part of the 7th grade *minyan* experience.

As you think about your upcoming *simcha*, please remember that Beth El is a completely egalitarian congregation. If your daughter is interested in learning to lay *T'fillin* from a woman's perspective, one of our female congregants who regularly uses *T'fillin* would be more than willing to talk to her. If you are interested in learning more about this option, please contact the 7th grade teacher or the Education Director. We will work with your family so that the additional service will enhance the events of your special weekend.

8. Bar/Bat Mitzvah class: During a Bar/Bat Mitzvah, students are expected to attend the entire time to support their classmates. It is also recommended that they stay in the sanctuary during the whole Torah reading (short bathroom breaks and such by individuals are acceptable) in order to support the Bar/Bat Mitzvah. Students should not leave the sanctuary during times that the Ark is open, when the Torah is lifted, during the *Kedusha*, or other times of special sanctity.

The Bar/Bat Mitzvah is a lifecycle event and **not the end of a child's Jewish education. Students are expected to continue to attend their Talmud Torah classes, as well as the B'nei Mitzvah ceremonies of their classmates, even after they become Bar/Bat Mitzvah.

IV. MITZVAH PROJECTS:

It is customary for B'nei Mitzvah students at Beth El to take the responsibility of choosing what type of Mitzvah Project they would like to be involved in for their Bar/Bat Mitzvah. Ideas can be discussed with parents, teachers, or the Beth El Social Action committee. Taking on the responsibility of finding a meaningful mitzvah project and executing it is a very important part of becoming a B'nei Mitzvah. It is also customary for the child to mention their mitzvah project in their speech in Synagogue. It is recommended that students work on their project during the year prior to their B'nei Mitzvah date so that the 7th grade year is less stressful. Students do not need to have fully completed a Mitzvah project by the date of their B'nei Mitzvah. **[Please note that Beth El is involved in a process to create a new structure to aid B'nei Mitzvah students and families in their Mitzvah project. Until further notice, the information above is correct. We will update families with any new systems, tips, etc. as they come up].**

1. Possible Mitzvah Project ideas for you to discuss with your child:

- Volunteering at your local soup kitchen.
- Volunteering at your local animal shelter.
- Volunteering at your local vet.
- Volunteering time during the summer with the Federation's summer camp programs.
- Collecting soccer equipment (shoes, socks, shorts, T-shirts, shin guards etc.) to send to organizations that can distribute to the more needy.
- Collecting warm winter clothing and donating to a local shelter.
- Volunteering time to help an elderly person or people mow and take care of their yard.
- Volunteering time to read to an elderly person or young child.
- MAZON - Asks Jews to send 3% of the cost of the smirch to MAZON, a Jewish response to hunger – they then make allocations to hunger organizations around the country.

2. Ma'aser Society: In the fall of 2004 an anonymous donor in the Durham-Chapel Hill Community founded the Ma'aser Society. The donor's intent was to teach the children the concept of tithing. The donor has agreed to match – dollar for dollar – the donation of any student who agrees to contribute 10% of his or her financial Bar/Bat Mitzvah gifts to a charity that is chosen by the student, as long as the child agrees to continue to tithe his or her income from employment through the student's high school graduation. For more information on the Ma'aser Society, please contact Grace Kaplan, Jewish Community Foundation Program Manager at gkaplan@shalomdch.org.

V. SYNAGOGUE PREPARATION AND SET-UP:

**During the course of Beth El's renovation, please note that not all of the following is applicable.*

1. **Executive Director meeting:** Parents should meet with Executive Director about 2-3 months before the Bar/Bat Mitzvah to review all plans for the use of Beth El facilities, even if you are only hosting a Kiddush. This meeting can be in person or over the phone. Contact alan@betheldurham.org to set up the meeting.
2. **“Request for Building Use/Rental Agreement” Form:** This form is available in the office and must be completed and returned at least 3 months before the Bar/Bat Mitzvah. Currently, the rental fee for a private party in either building is \$300. This fee is subject to change.
3. **Keys, Kitchen Rules and Deposits:** Details about kitchen rules regarding *kashrut* and keeping the kitchens clean, scheduling the use of the kitchen, keys to the building and key deposit, can be obtained from the office. **Please be aware that these details should not be left to the last minute.** Scheduling the use of the kitchen for caterers or yourself must be done through the kitchen manager at least 6 weeks ahead of time. Call the Synagogue office (919-682-1238) or email info@betheldurham.org to make these arrangements. For kitchen use and information, please be in touch with our kitchen manager, Sandy Fangmeier, at kitchen@betheldurham.org
4. **Sanctuary Seats:** At the present time the sanctuary seats just over 250 people. If you think you need more seats in the sanctuary for the service, please contact the synagogue office and they will make arrangements with the custodian to set up additional rows in the back of the sanctuary.

VI. GENERAL INFORMATION - OPTIONS TO MAKE IT YOUR SIMCHA:

The most important thing to remember about these options is that they are just that--optional. The only requirement for a Bar/Bat Mitzvah celebration is that the child participates in the service. Yet, often, the Bar/Bat Mitzvah celebration is a significant event, with family and friends coming in from many places and we want to make the occasion special. There are many ways to put your own touch to the celebration, including service participation, the Kiddush, meals and parties. The topics covered here are the most common ways to personalize your event.

Beth El has created a working e-document that parents may use as a resource for vendor suggestions, etc. We encourage parents to update the document as they find/use various vendors.

You can access this document by visiting: <http://tinyurl.com/od5frff>

1. Kippot and Benchers: *Kippot* stamped with your child's name and the date of the Bar/Bat Mitzvah are a way to send family and friends away with a usable memento of the occasion. *Kippot* can be ordered through the Gift Shop. You can order *kippot* with an inscription of your choosing or none at all. Beyond the child's name and Bar/Bat Mitzvah date, the name of the *parsha* that is read that day is often included. There are many possible choices for *kippot*: different materials, different styles, and different colors. The gift shop is the right source for details of how to order *kippot*, quantities that can be ordered, and the time needed for delivery. You also might want to consider ordering *kippot* made by Guatemalan women (www.mayaworks.com) to incorporate Tzedakah into your celebration. You also may want to consider ordering benchers and placing your child's Bar/Bat Mitzvah information on the cover. Suggested benchers include *B'kol Echad* (<http://www.usy.org/resources/bkolechad/>) and *Yedid Nefesh* (<http://yedidnefesh.net/>). For *kippot* and everything else, think about ordering early to avoid the panic of a delayed delivery (at least 3 months in advance).

2. Flowers: While there is no requirement that there be flowers at the *bimah*, many people like to have some as decoration. Flowers can be delivered to the synagogue on Friday morning. You may also want flowers to decorate the Kiddush area. Many people have a concern with what happens to the flowers after the Bar/Bat Mitzvah. They can be given to a nursing home or other organization. Sometimes the caterer can help you with this delivery; in other cases you will have to arrange it yourself. Another alternative is to use a silk flower arrangement that can be a permanent fixture in your home. If you want to use plants rather than flowers, they can be rented for the occasion, or bought and then donated to a nursing home or hospital or planted in your garden. You may also want to contact the Durham/Chapel Hill Jewish Federation at 919-354-4936. They have a program called "Tzedakah in Bloom." Ask them about the silk flowers that they have available for rent. The money is donated to our local Food Banks as well as the JFS emergency fund. You can also find this information on the Federation website (www.shalomdch.org/page.aspx?id=129245) and in the Beth El bulletin.

3. Brochures: At many B'nei Mitzvah ceremonies, there are a lot of people who are not familiar with the service in general or the Beth El service in particular. To make the service more meaningful for these people, many families produce a small brochure to explain what is happening and how the congregants participate. There are a number of formats used for these brochures: single sheets, stapled booklets and tri-folds. The content also varies widely and depends in part on the guests who are attending your *simcha*. Many families use the brochure as a way to welcome their guests and may tell them about the child's Hebrew name and mitzvah project. The brochure may talk about the *parsha* and *haftarah* portions. If many of your guests are not from Beth El, you may want to include information about the facilities and customs (everything from where the bathroom is, to the fact that the children follow the Torah around the sanctuary when it is being returned to the Ark). If many of your guests are not familiar with the service, you may want to explain portions of it, and if many of them are not Jewish, you may wish to discuss such subjects as *kippot* and when it is appropriate to stand. Think of the brochure as a way to communicate with your many guests when you won't have the opportunity to speak to them directly. There is a collection of past brochures available in the office.

4. Invitations: Invitations can be as elaborate or simple as you wish. If you are primarily inviting the Beth El congregation and a few family members, you may choose to handle the invitation informally, through Bulletin announcements and personal contacts. If your invitation list is too extensive for that, you may consider written invitations. Invitations can be produced on a home computer or ordered. Some families opt to send electronic invitations via E-vite or Paperless Post. Many families have had a personalized calligraphy and paper cut invitation done by local artist and Synagogue member, Galia Goodman, (919-286-0085). The format and wording of the invitations varies widely. One thing to be aware of when using a commercial printer is that their facilities for printing Hebrew may vary-some will be able to produce printed Hebrew and others may use a handwritten version. Helpful hint - if you have return cards: people will sometimes forget to put their names on the return (or they may be illegible)-numbering the returns allows you to identify who sent it back. If you are asking for an RSVP in order to get a count of attendees, remember that some people may not be able to attend all of the services. It is helpful to include space on the invitation for your guests to check off which service or function they will attend, Fri. night/ Sat morning/Sat night. You might consider providing maps, driving directions, and local attraction information for your out-of-town guests.

5. Tallit and Kippah options for the Bar/Bat Mitzvah: The Bar/Bat Mitzvah marks the beginning of the time that your child will wear a *tallit* at services. Most families take this opportunity to give their child his or her own *tallit* and *kippah*. In some cases, there is a family *tallit* that will be passed to the child. More often, it will be a new *tallit*. There are a number of options for obtaining a *tallit*, but they basically come under the category of purchase or make.

(a) For purchasing a *tallit*, the gift shop is a nice option. They have a small selection of *tallitot* on hand, but a very wide selection that you can order through their catalogues. The gift shop is open during regular office hours Mondays-Thursdays from 9am to 5pm and Fridays 9am to 1pm.

(b) If you choose to make your own tallit, there are instructions in *The First Jewish Catalogue* or there is a copy of a *Shofar* article along with the other Bar/Bat Mitzvah resource materials. When making a tallit, there are three parts to consider:

- * the material,
- * the *atarah* (crown or neck band), and
- * the *tzitzit* (knotted fringes).

- There are rules about appropriate materials for a tallit, but the most important one is that it not contain any “graven images”—realistic depictions of people or animals.

-If you are interested in having a woven tallit, a synagogue member, Laura Brody Weaver, weaves *tallitot*.

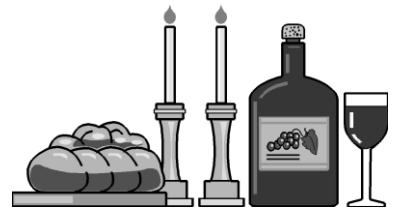
-The *atarah* is a decorative piece that provides a “right side up” for the tallit. Most purchased *tallitot* have the prayer to be said when putting on the tallit on the *atarah*, but this is not required. The *atarah* can be a needlepoint of your own design or simply a contrasting piece of material, or may be omitted.

-The *tzitzit* are ritually the most important piece to focus on and the references above give specific directions for tying them. You can buy kosher *tzitzit* at the gift shop.

The requirements for a tallit are fairly minimal; if you choose to make your own, you should feel free to create your own traditions. If you are purchasing a tallit, it will often come with a matching *kippah*. There are local people who will crochet a *kippah* to match the tallit (you can get names and phone numbers from the gift shop), or you may choose to make one of your own.

VII. FOOD/CATERING:

As with any *simcha*, food plays a major role in a B’nei Mitzvah celebration. Families at Beth El choose from a wide range of options when it comes to celebratory and ritual meals. Some families cook/bake themselves, some have friends help them, some do a combination of doing some of the work themselves with the help of friends or professional caterers, and some families choose to have the entire event catered. Remember to call the synagogue office in advance to arrange for space/kitchen use as well as to set times when you/the caterers will need to be in the building. Of course all food brought into Beth El must have appropriate heckshers and caterers must be approved by Beth El. All kitchen use (by families or caterers) must be arranged with the Beth El Kitchen Manager (kitchen@betheldurham.org).



1. The Friday Night Dinner: Many families have out of town friends and family who have come to celebrate the Bar/Bat Mitzvah with them. Shabbat dinner is a great opportunity to visit and start of the weekend together! Some families choose to prepare a meal ahead of time and have your family and friends come to your home for dinner, or you can have dinner catered in your home. Another option is to trade with a friend. Have them host your friends and family for Friday night dinner at their home and then reciprocate when they have their *simcha*. This way you have one less thing to worry about, as well as being out of your home. Some families will have a dinner at the hotel (in a hospitality or conference room) at which their guests are staying. Some families reserve the Beth El Social Hall and prepare a meal themselves/have a caterer prepare a meal at Beth El.

2. Candy throwing: It has become a common tradition to throw candy at the B’nei Mitzvah student at a predetermined time (don’t worry, Rabbi Greyber will give everyone ample notice). This gives the community a chance to *gently* loft their sweet wishes upon the B’nei Mitzvah. *****Candy must have an acceptable hecksher and be SOFT** (i.e. Sunkist Fruit Gems, kosher marshmallows, etc.). Hard candy and non-kosher candies are not permitted.

3. Saturday Kiddush Meal: It is Beth El’s expectation that the Bar/Bat Mitzvah family will sponsor Kiddush for the community in honor of the Bar/Bat Mitzvah. Once again this meal can take on many different forms, from a very simple *kiddush* lunch in the Synagogue social hall to a sit down lunch with linen table cloths. All options are completely acceptable. No one should feel uncomfortable in the choices that they make, because all kinds of combinations have been done in the past. However, there are several important things that do have to be taken into consideration. The kitchen which serves the synagogue social hall can serve either a dairy or a meat meal - not both simultaneously. Remember, all items must have an acceptable hecksher. The following are options that you should be aware of as you plan for you Saturday morning luncheon or kiddush.

(a) **Tables and Chairs:** The Beth El custodian will set up the room for your use. A map of your desired layout needs to be in the office no later than one week prior to your event.

(b) **Challah and Kiddush Wine:** Blessings are always made on challah and wine directly after services. This usually takes place in the synagogue social hall, but can take place outside on a sunny day. Kiddush wine should be ready to be served on trays when people gather in the social hall after services. Unless you bake large parve *challot* yourself in the synagogue kitchen for this purpose, you can order your challah from Whole Foods or another kosher bakery. Beth El can provide 2 regular sized *challot* and wine.

(c) **Clean Up:** The kitchen must be cleaned before Sunday morning. If you are using a caterer, he or she will be made aware of this rule. All leftover food must be removed from the refrigerators on Monday at 12:00 noon. Many people take the left over foods and drinks home or choose to donate it to a soup kitchen.

(d) **Catering:** Once again you have a range of options. You can try to do as much of the preparation ahead of time yourself (especially if you plan to do a smaller kiddush) and have friends help you do the serving and clean up. You can do the food prep yourself and hire someone to do the serving for you, or you can talk to a variety of different caterers and explore options with them. There are a variety of different approved caterers available ranging from reasonably priced to the more expensive. **Caterers who have not worked at Beth El before must meet with Rabbi Greyber and be approved before they can be hired for a function.** Information about approved caterers, can be obtained through the Beth El kitchen manager (kitchen@betheldurham.org)

VIII. DECORATION:

1. **Tablecloths/Paper Goods, etc:** If you are trying to do much of the planning and purchasing yourself, once again you have several different options. You can purchase plain white or colored paper or plastic tablecloths and matching napkins for your events, or at a greater cost you can meet with one of the rental companies to discuss your options for renting cloth tablecloths. If you decide to rent tablecloths make sure that they deliver them in enough time and that you count the items that you ordered. You would not want some of your tables to be uncovered! Also, please keep in mind that nothing can be delivered or picked up on Shabbat. Disposable napkins, plates, knives, forks and plastic cups can be purchased at any of the large party stores locally. Most of them have a good selection of colors. If you are using a full service caterer it may be cheaper for them to provide the paper goods for you.

Beth El also has a stock of white table cloths available for rental for your upcoming simcha. In order to preserve the table cloths, you must arrange for a colored overlay from Beth El, your caterer or another rental company. We will provide a plastic covering in between the overlay and tablecloth to help prevent stains. For a normal B'nei Mitzvah Kiddush we normally have 14 round tables set up in the Social Hall with the option of adding 4 more on the patio in front of the synagogue. We have a variety of rectangle tables as well to be used for buffet stations, drink and dessert tables. When using the Beth El table cloths and overlays we ask that you avoid placing wax candles on the tables, including tea lights, as they have a tendency to leave stains that are difficult to clean. The cost per table cloth is \$5/cloth or overlay. To arrange to use these table cloths please contact our Kitchen Manager at kitchen@betheldurham.org.

2. **Table Decorations:** You may choose to do something on your tables, but it is also completely acceptable to do nothing. Some people buy small potted plants and put them in baskets, or have small vases with flowers. A nice option if choose to have table decorations is to donate them after your event to a nursing home or local hospital - possibly a children's ward. This way you can share your event with someone less fortunate and do a mitzvah at the same time.

IX. PHOTOGRAPHY:

Many families like to have some memory of their child's Bar/Bat Mitzvah, however, it is important to remember that no photographs can be taken at Beth El on Shabbat or holidays. However, many families arrange with a photographer, family member or friend to meet them at the synagogue, to take a series of family photos in the sanctuary or synagogue grounds. This can be done on the Friday morning of the Bar/Bat Mitzvah, or on a weekday afternoon (not a Hebrew school day), or a Sunday afternoon about one week before the Bar/Bat Mitzvah. This can also be done the week following the event. Everyone gets dressed up for their photos but as time goes on it blends into the total experience and will be a wonderful memory. Be sure to check ahead of time that someone will be around to let you in and that nothing else is happening in the sanctuary during the time that you would like to be there.

*****As part of your communication with your guests, please remind them that photography and use of cell phones and all electronic devices are not permitted anywhere inside our synagogue buildings on Shabbat, including prior to, during and after services as well as during Kiddush.***

X. PARTY PLANNING:

The year of the Bar/Bat Mitzvah is a year of growing, maturing and coming together for the children in the 7th grade. Many of the children have known each other since Kindergarten at Beth El. During this exciting and sometimes stressful year the children have finally bonded and **it is very important that when you plan a party that you remember to invite all of the children from the 7th grade class.** It is not necessary or required to invite the parents to your evening or out of synagogue function, but it can be extremely hurtful to leave a few children off your invitation list when they have been as much a part of the class as everyone else. Once this happens, it sets a precedent for individual children to be hurt and left out, during what should be a fun way to end each *simcha*. Also, if you are not able to have the party on the weekend of the Bar/Bat Mitzvah, please check with the other B'nei Mitzvah families who may already have celebrations planned so that you can avoid scheduling conflicts.

Here are some options for you to consider if you plan to have some kind of celebration on the Saturday evening or some other time.

- (a) Casual relaxed evening at your home, serving dinner, or pizza or dessert. You can do the food preparation or have it catered.
- (b) Dessert and dancing in the Freedman Center, using a professional D.J. or a friend to organize the music. Have friends help you with light snacks and use leftover desserts, or have it catered. (This also helps support the synagogue)
- (c) Dinner or dessert and dancing at a local hotel or other event space.
- (d) Dinner with friends and family only on the Saturday evening - kids' party on the Sunday afternoon/evening.
- (e) The Morehead Planetarium and the Museum of Life and Science rent space for functions. Ask if the children can use the facility for part of the time.
- (f) Use your imagination and if it works, please update our online resource guide (<http://tinyurl.com/od5frff>).

TIME LINE IN PLANNING FOR YOUR CHILD'S BAR/MITZVAH AT BETH EL

1. **Middle of 5th grade year - Bar/Bat Mitzvah Date Selection:** There will be a Parent-only meeting where the rabbi, education director and B'nei Mitzvah coordinator introduce the B'nei Mitzvah process and hand out the B'nei Mitzvah Registration Form. You will have some time to look at various dates and submit the form with 3 date choices. Within a couple of months of turning in the forms, you will receive a letter confirming your date. Should there be any conflicts with all of your original choices, a member of our team will be in touch to discuss alternatives. We will not assign a random date to you without speaking with you first.
2. **One Year to Eighteen Months in Advance - Hotel Reservations:** One year to eighteen months prior to your child's Bar/Bat Mitzvah you may want to consider reserving rooms in one of the local hotels for your out of town guests. It is important to think about this in plenty of time, because at certain times of the year, due to university related activities (e.g. Parent's weekend, home coming, big football or basketball games and graduation), the hotels, restaurants and car rental places fill up quickly and at least a year ahead of time. Also begin to explore possible venues for any parties or celebrations.
3. **Beginning of Sixth Grade or One Year in Advance (whichever comes first):** Child should start looking for ideas for his/her Mitzvah project. Note: The Mitzvah project *does not* need to be completed prior to the actual date of the B'nei Mitzvah.
4. **Sixth Grade Year - Parent Meetings/Family Programs:** Bar/Bat Mitzvah Parent Meetings begin. Check the calendar for the specific dates. These meetings/programs are designed to give parents more information about the B'nei Mitzvah process and also dive deeper into the meaning of B'nei Mitzvah for each individual family. These sessions vary from parent-only meetings to movie-screening/text study-discussion to Shabbat dinners, etc. There will be 3-4 sessions total over the course of the 6th grade year.
5. **One Year in Advance - Saturday Morning B'nei Mitzvah Peer Tutoring Class:** Child should begin attending the Saturday morning B'nei Mitzvah Peer Tutoring class and staying for services. Contact the Beth El office at this time to pick up a Siddur for your child. When your student receives his/her Siddur, he should mark it clearly on the outside with either a book-cover or spine markings.
6. **One Year in Advance - Friday Evening Services:** Student should begin attending all Friday evening services. There will often be class for the 7th grade prior to Friday Evening Services. Student should begin sitting up front with his/her peers on both Friday evening and Saturday mornings at this time.
7. **One Year in Advance – Reserving Space for private events:** If you are planning to use the Beth El social hall or Freedman Center social hall for any of your events, please make sure that you reserve the space as soon as possible. Space is at a premium and you should not assume that the social hall will be available without early reservations. Please contact the office to reserve the space.
8. **Nine Months to One Year in Advance - Caterers:** If you plan to use professional caterers for any or all parts of your child's Bar/Bat Mitzvah it is time to start making inquiries about options and finding out if the caterer that you want is available. Don't forget to check with the kitchen manager for a list of pre-approved caterers or to get a new caterer approved.
9. **Approximately Eight Months in Advance – Mitzvah Projects:** Your child should have begun his/her Mitzvah project. **This is only a suggestion.** Timing can vary greatly depending on the nature of the Mitzvah project. Some projects might be time bound/take place on a specific day. Some projects might take more or less time. Some students' projects will continue after the actual date of the Bar/Bat Mitzvah.
10. **Eight Months in Advance - Tutors:** Approximately eight months before your child's Bar/Bat Mitzvah you should call the B'nei Mitzvah Coordinator to arrange a tutor for your child. If you feel that your child will need more time to prepare, please notify the B'nei Mitzvah Coordinator in advance. Pop into the office to pick up your Parashah booklet at this time. (We recommend making an extra copy of your booklet.)

11. **Six - Seven Months in Advance - Invitations:** Unless you are planning to design and execute your own invitations, you will want to begin to consider invitation options. One option is to work with Beth El member Galia Goodman. Galia can create a personalized calligraphy and paper cut invitation and she requires that you meet with her at least 6 months before your *simcha*. Some families create an online invitation through Paperless Post or other similar companies.

12. **Six Months in Advance – Torah Readers/Honors:** Start thinking about who you would like to assign honors to. If you will have special people reading Torah, this is the time to start to assign readers and coordinate with the Torah Reading Coordinator.

13. **Four - Six Months in Advance - Individual Tutoring:** Your student will be assigned an individual tutor and begin working with him/her weekly. Check with the B'nei Mitzvah Coordinator if your child's tutor has not been assigned. Please keep in mind, if the summer months fall in the middle of these 4-6 months, you will want to start tutoring earlier to account for missed time due to vacations/camp/etc. Students will work with their tutors for a minimum of 16 one-hour sessions and a maximum of 20 one-hour sessions (unless other arrangements are made).

14. **Four - Six Months in Advance - Parashah Study:** Your student should begin studying and thinking about his/her *Parashah*. He/she should begin preparing questions or observations to discuss with the Rabbi. This study is best done with a partner, such as a parent, relative, or family friend. Contact the Education and Youth Director if you need assistance in finding a study partner. There are many members of the Beth El community who would be happy to study with your student.

15. **Four Months in Advance - Kippot and Tallit:** At this time you will want to go to the gift shop and discuss with them your options for ordering *kippot* (if you are planning to order for your guests and family). Although this is optional, most people do order *kippot*. At this time, you will also want to consider selecting and possibly ordering a tallit for your child. You can purchase one from a small selection that the gift shop has, or order one from one of the many catalogs that the gift shop carries. You may want to consider making one or using a family tallit that has been handed down from one generation to another.

16. **Three Months in Advance – Meetings with Rabbi and Executive Director:** At least three months before your child's Bar/Bat Mitzvah you should call the synagogue office to set up a schedule for your child to meet with the Rabbi. Allow enough time for 6 weekly meetings. The first, 7 weeks prior to the Bar or Bat Mitzvah, will include the parent/s and the student. After that, meetings with just the student will be 5 weeks, 4 weeks, 3 weeks and 2 weeks prior. The final meeting, again with parents, will take place 1-week prior and is followed by a full walk-through of the service. All meetings are 45 minutes, other than the final meeting and walk-through – this is usually scheduled for a Friday morning – allow 2 hours. If another meeting is necessary, it can be added in 2 weeks prior to the Bar or Bat Mitzvah. If meeting times would normally fall during the summer, school breaks or Jewish holidays, it is important to take those into consideration and schedule further in advance. The Rabbi meets with students on Tuesday, Wednesday and Thursday afternoons between 3:00 and 5:00.

You must also schedule a meeting with the Executive Director, to review all plans for the use of Beth El facilities, even if you are only hosting a *kiddush*.

17. **Two Months in Advance - Florist:** If you plan to have flowers on the *Bimah* or elsewhere this would be about the time to make contact with a local florist to discuss what you want and when you want them to be delivered. Most deliveries take place on the Friday morning of the event when the synagogue office is open. Please let the office know to expect this delivery/any special instructions for the florist. Note that deliveries (of flowers, food, or other items) may not take place during Shabbat.

18. **One Month before the Bar/Bat Mitzvah Immediately Preceding Your Student's Bar/Bat Mitzvah:** It is a Beth El tradition for students to give a short speech as they present the class gift at Friday night services to the student with a Bar/Bat Mitzvah immediately before his or her own. The Kitah Zayin teacher will coordinate this schedule and help the students write and practice their speech. If you know well in advance that you will be absent at the Bar/Bat Mitzvah prior to your own, please let the Kitah Zayin teacher know so they can adjust the presentation schedule accordingly. In case of an unforeseen emergency absence, the speech can be delivered by a classmate.

19. **Six Weeks in Advance - Kitchen Reservations:** Contact the kitchen manager (kitchen@betheldurham.org) to reserve time when you or your caterer will need to use the kitchen. This needs to be put on the synagogue master calendar. You or the caterer may also need to reserve a key to the kitchen, depending on when you plan to prepare food.

20. **One Month in Advance - Parent / Rabbi Meeting:** Parents meet with the Rabbi to discuss any issues or concerns that they or the Rabbi may have. This is a good time and way for both the Rabbi and parents to get to know each other on a more personal level. This meeting needs to be scheduled at least 3 months ahead of time through the synagogue office, along with your student's 3-4 meetings with the Rabbi during the 4 weeks prior to the Bar or Bat Mitzvah. If this meeting time would fall during the summer break, it is important to schedule it in advance of the summer break. Your student should prepare for the meetings by creating a list of questions and observations about his/her *Parashah*.

21. **Three - Four Weeks in Advance - Gabbai:** Find out from the office who the Gabbai will be for your child's Bar/Bat Mitzvah and send them the *aliyot* list (see Appendix C), listing the Hebrew names of your family members or friends who will be called to the ark for an *aliyah*. If any friends or family members would like to lead a service or read Torah, please check with the Gabbai. The Gabbai may need to assess his/her service leadership abilities.

22. **One Week Before - Building Key Sign Out:** If you need to be in the building outside of office hours/Shabbat, please call the office to arrange to pick up keys for the Synagogue and Freedman Center Buildings. These keys must be returned the week after your event.

23. **Friday Night of Bar/Bat Mitzvah Prior to Your Student's Bar/Bat Mitzvah:** Your student will give a short speech as they present a gift on behalf of the class to the student with a Bar/Bat Mitzvah immediately before his or her own. Your student should be dressed for the *bimah*. Gifts are put in the sanctuary prior to the Friday night service by Beth El Office staff. Students should bring a copy of their speech.

24. **Shabbat Morning One Week Before - Torah Procession:** Your student will be given the honor of carrying a Torah during the *hakafah* to return the Torah to the *Aron/Ark*, at the end of the Torah service. There are no prayers said, but your student should be dressed for the *bimah* and should move to a seat near the Torah before *Ashrei*.

25. **One Week Before/Final Week:** The Rabbi will meet with you and your child together Friday morning, the week prior to your *simcha* and then with the Bar/Bat Mitzvah alone to run through everything and to have any last minute discussions if needed. The final walk through lasts about 2 hours.

XII. WHO'S WHO

Beth El Synagogue
1004 Watts Street (between Green and Markham)
Durham, NC 27701
(919) 682-1238
www.betheldurham.org

NAME	POSITION	EMAIL ADDRESS	PHONE NUMBER
Daniel Greyber	Rabbi	RabbiGreyber@betheldurham.org	(919) 682-1238
Elisabeth Gerson	Education & Youth Director	Elisabeth@betheldurham.org	(919) 682-1238 Ext. 170
Alan Friedman	Executive Director	Alan@betheldurham.org	(919) 682-1238 Ext. 110
Sheri Hoffman	Congregational Services Coordinator (Main Office)	Sheri@betheldurham.org	(919) 682-1238 Ext. 100
Jessie Lunk	B'nei Mitzvah Coordinator	JMZLunk@gmail.com	(919) 619-1683
Sandy Fangmeier	Kitchen Manager	Kitchen@betheldurham.org	
Jeff Derby	Torah Reading Coordinator	jhderby@us.ibm.com	
Randi Smith	Haftarah Reading Coordinator	rbsmith.521@gmail.com	
Jonathan Wahl	Gabbai Scheduler	jmwahl@email.unc.edu	
Bernie Fischer	Gabbai Coordinator	Bernie.fischer@duke.edu	
Debbie Goldstein	President	goldebbie@gmail.com	
	Tutor		

APPENDIX A

B'NEI MITZVAH REGISTRATION FORM/DATE SELECTION FORM



1004 Watts Street, Durham, NC. 27701 919-682-1238. www.betheldurham.org

Bar/Bat Mitzvah Registration Form

CHILD INFORMATION

NAME: _____

HEBREW NAME (IN HEBREW AND/OR ENGLISH LETTERING): _____

IS YOUR CHILD: COHEN / LEVI / YISRAEL (CIRCLE ONE)

Date of birth: _____

HEBREW BIRTHDAY (GO TO WWW.HEBCAL.COM/CONVERTER): _____

SCHOOL: _____

DOES YOUR CHILD ATTEND BETH EL TALMUD TORAH? YES / NO (CIRCLE ONE) IF SO, SINCE WHEN? _____

OTHER JEWISH EDUCATION: _____

WAS YOUR CHILD BORN TO A JEWISH MOTHER? YES / NO (CIRCLE ONE) IF NOT, HAS YOUR CHILD BEEN CONVERTED? YES / NO (CIRCLE ONE)

IF YOUR CHILD WAS CONVERTED, PLEASE PROVIDE THE DATE AND LOCATION OF CONVERSION AS WELL AS THE OFFICIATING RABBI: _____

IS THERE ANY OTHER INFORMATION ABOUT YOUR CHILD YOU WOULD LIKE TO SHARE WITH US? (I.E. SPECIAL NEEDS, FAMILY INFO, ETC.)

PARENT INFORMATION

PARENT 1 NAME: _____

PARENT 1 HEBREW NAME (IN HEBREW AND/OR ENGLISH LETTERING): _____

IS PARENT 1: COHEN / LEVI / YISRAEL (CIRCLE ONE)

IS PARENT 1 JEWISH, ACCORDING TO THE CONSERVATIVE MOVEMENT? (BORN TO A JEWISH MOTHER/CONVERTED) YES / NO (CIRCLE ONE)

PARENT 1 HOME ADDRESS: _____

PARENT 1 PHONE NUMBER (HOME/CELL): _____

MEMBER OF BETH EL SINCE: _____

MEMBER OF OTHER SYNAGOGUES? (CURRENTLY OR IN RECENT PAST) IF SO, WHICH ONE(S)? _____

PARENT 2 NAME: _____

PARENT 2 HEBREW NAME (IN HEBREW AND/OR ENGLISH LETTERING): _____

IS PARENT 2: COHEN / LEVI / YISRAEL (CIRCLE ONE)

IS PARENT 2 JEWISH, ACCORDING TO THE CONSERVATIVE MOVEMENT? (BORN TO A JEWISH MOTHER/CONVERTED) YES / NO (CIRCLE ONE)

PARENT 2 HOME ADDRESS (IF DIFFERENT): _____

PARENT 2 PHONE NUMBER (HOME/CELL): _____

IS THERE ANY OTHER INFORMATION ABOUT YOUR FAMILY YOU WOULD LIKE TO SHARE WITH US?

(I.E. SPECIAL NEEDS, FAMILY INFO, ETC.—ALL INFORMATION WILL BE KEPT CONFIDENTIAL)

BAR/BAT MITZVAH DATE REQUESTS:

At Beth El, you must be at least 13 according to the Hebrew calendar, to celebrate becoming a Bar/Bat Mitzvah. We aim to schedule B'nai Mitzvahs within 3 months of the Hebrew birthday. B'nai Mitzvah dates do not always correspond with a child's English birthday. Keep in mind, holidays and leap years may affect the schedule and availability of dates.

1ST CHOICE: _____ 2ND CHOICE: _____ 3RD CHOICE: _____

(OVER)

ברית בני מצוה

Brit B'nai Mitzvah

B'nai Mitzvah Covenant

Parent(s):

I/We would like our child to celebrate his/her Bar/Bat Mitzvah at Beth El. I/We recognize that there is a mutual commitment between ourselves and the synagogue. We have read/will read the Beth El Bar/Bat Mitzvah handbook. Specifically, I/we agree to the guidelines concerning attendance at synagogue, Talmud Torah and other B'nai Mitzvah related meetings with the Rabbi and B'nai Mitzvah classes and programs.

I/We understand that we are expected to make a minimum contribution of **\$360** (made payable to the Rabbi's Discretionary Fund). This donation is used to pay the tutor(s) working with our child.

**Beth El understands that sometimes there are extenuating circumstances which make it difficult to contribute the full amount. If this is the case, please speak with Rabbi Greyber.*

(Parent signature)

(Date)

Bar/Bat Mitzvah Child:

I would like to celebrate my Bar/Bat Mitzvah at Beth El. I understand that the synagogue will make a commitment to work with me and share in my celebration. In turn, I will be a supportive of my community, especially my classmates as we go through this process together. I commit to attending synagogue services, Talmud Torah classes and other B'nai Mitzvah related meetings with the Rabbi and B'nai Mitzvah classes and programs. I understand that there is a lot of work and preparation that goes into celebrating my upcoming Bar/Bat Mitzvah and I am prepared to take on this exciting challenge.

(Child signature)

(Date)

A detailed handbook outlining the multi-year B'nai Mitzvah process at Beth El will be distributed to all families.

APPENDIX B

ALIYOT PROCEDURES

Anyone receiving an honor on the *bimah* must be Jewish as defined by Jewish law according to the Conservative movement.

On special occasions such as a Bar or Bat Mitzvah, a couple (nominally, a husband and wife) may be called for a single aliyah. In this case, both adults should recite the blessings together.

Every synagogue has their local customs and “choreography” for the Torah service. Click this link to see and hear the blessings as they are recited at Beth El: <https://betheldurham.org/tunes/>

The short description below will help familiarize you with the Torah service and choreography at Beth El.

1. All men **and** women called to the *bimah* **must** wear both a *kippah* and *tallit*. Appropriate clothing is also required.
2. You will be called to the *bimah* using your Hebrew name.
3. When called, go to the *bimah* and stand between the Gabbai (person who called you up who stands to the left, at “9 o’clock” when viewed by the congregation) and the Torah reader (who is in the middle, at “12 o’clock”).
4. The reader will locate the portion in the Torah and point at it with the “*yad*” (silver pointer shaped like a pointing hand). You kiss the fringe of your *tallit* and touch it to the Torah where the reader points. Many people wrap the fringe of the tallit around their finger when doing this.
5. Recite the prayer for “before reading the Torah”. (You may sing or speak the prayers).
6. You do not need to bring your siddur (prayer book) to the *bimah* because there will be a large print version of the prayers positioned directly in front of you on the *bimah* next to the Torah. You should hold the Torah handles as you recite the prayers before and after the reading.
7. After the reader finishes the portion, the reader will again point at the location in the Torah that he just finished reading. You kiss the tallit fringe again and touch the Torah at the designated point. Then you recite the prayer for “after reading the Torah.”
8. When you have finished the prayer, shake hands with the Gabbai and move to the other side of the Torah (between the reader and the second Gabbai, who is the person at “3 o’clock”).
9. When the person having the next *aliyah* finishes the “after reading the Torah” prayer, shake hands with that person(s), the Torah reader, and the second Gabbai (person at “3 o’clock”), then return to your seat.

Helpful Hints:

- It is a good idea to have an extra copy of the *aliyah* list with you on Shabbat morning. Because of the centrality of the Torah service and the likelihood that a number of those being honored are not Beth El congregants, it helps to assure that your guests are comfortable with what they should do.
- You may want to offer them a transliteration of the prayers or a tape with the tune. (It is not necessary that the prayers be sung; spoken is fine.) For non-Congregants, it is also helpful to explain the choreography used at Beth El.

The Rabbi, the Gabbai, and the Parent Educators are available to help and answer questions. If you would like to address your questions or concerns ahead of time, feel free to call the Parent Coordinators.

APPENDIX C

LETTER FROM THE RITUAL COMMITTEE & HONORS FORM

Dear B'nei Mitzvah Families,

The Beth El Ritual Committee offers congratulations on your child's upcoming Bar/Bat Mitzvah. It is a pleasure to see another one of our congregation's young adults reaching this milestone. The purpose of this letter is to guide you through the process of designating *aliyot* (Torah honors) and other honors that you may offer to family members and friends during your *simcha*.

Who's here to help me? The Gabbai!

At each Shabbat service there is a lead Gabbai who is responsible for assigning all honors and service leaders in advance of the service. On the day of the service, the lead Gabbai makes sure everything runs smoothly. About six months before your event you can contact the office to find out who the lead Gabbai will be at your child's Bar/Bat Mitzvah. While we have outlined the policies below, you can always contact your Gabbai with any questions or for additional information.

What honors are available?

Your *simcha* is both a family affair and part of a regular Shabbat service for the congregation. Some of the honors are therefore reserved for your family and guests, while others are reserved for the general congregation. Your family should not feel obligated to fill all of these honors; members of the congregation are interested in participating during the service. Please note that anyone receiving an honor must be Jewish as defined by Jewish law according to the Conservative movement.

Torah Service Honors

At Beth El, honors are broken into two types: Torah and Additional Honors. The Torah Service is the central part of the Shabbat morning service. The Bar/Bat Mitzvah family may distribute up to five of the eight Torah honors that involve reciting the blessings over the Torah. The *Maftit aliyah* is given to the person chanting Haftarah, which is often, but not always, the Bar/Bat Mitzvah. Of the remaining two Torah honors, one is reserved for your child's tutor who is honored for his/her role in preparing the child for this milestone. The last of the Torah honors is reserved by the Gabbai to offer to a member of the congregation. Two additional people are called up at the conclusion of the Torah reading, one (called "*Hagbah*") to lift the Torah scroll and one (called "*Gelilah*") to bind and drape it with its mantle after it is lifted. There are no blessings recited by *Hagbah* or *Gelilah*.

Preparing for Torah Service Honors

Participating in the service is a wonderful way to show *kavod* (honor) for Torah, Shabbat, and our community. Those receiving honors to the Torah are encouraged to practice prior to Shabbat. Please feel free to share the following website which provides a friendly tutorial on how to fulfill the different honors: www.sidduraudio.com. The copy of the blessings provided on the *bimah* has both Hebrew and English transliteration. Lifting the Torah (*Hagbah*) requires physical strength and coordination; those receiving this honor should have prior experience or arrange to practice with a Gabbai.

Please feel free to ask those who are important to your family to fill these roles. However, at the same time, know that the Gabbai usually gives congregants these honors and you should not feel obligated or pressured to fill the entire roster of Torah honors.

While traditionally only individuals say the blessings over the Torah (*Aliyah*), on special occasions such as a Bar or Bat Mitzvah, a long-term committed couple (married or otherwise) may be called for a single *aliyah*. In this case, both members of the couple are called to the *bimah* to recite the blessings together.

Additional Honors

There are also opportunities to honor people with an ark opening and closing. These honors involve opening the ark curtain before a specific prayer, standing quietly during the prayer and then closing the curtain. There are no blessings recited in connection with the ark opening. Ark openings can be done by a single person or several people together (i.e. siblings, cousins, friends). There are two ark openings and closings associated with the Shabbat morning Torah service. In addition, there is an optional ark opening for the Aleinu prayer at the end of the service on both Friday night and Shabbat morning.

After the reading of the Haftorah there are three prayers that can be designated as honors. First is the prayer for our country, which is read in English in unison with the congregation. Next is the prayer for Israel, which is read in unison in Hebrew. Last is the prayer for peace, which is read responsively in English. Often a different person is honored by leading each prayer. Some of these honors can be done by children. The Gabbai can provide you with more information about this possibility. These prayers are all listed on the Honors Form.

Additionally, you may want other qualified people to lead other sections of the service or to read from the Torah. Many Bar/Bat Mitzvah families ask the Gabbai to assign these roles in the manner s/he usually does. If you wish to ask others to serve in these roles please note that you must speak with the Rabbi or Gabbai approximately six months in advance. The Rabbi or Gabbai will likely schedule a time to hear these people in advance and confirm their readiness.

Beth El Traditions

Services at Beth El are egalitarian, and we call women as well as men for *aliyot*. Everyone who comes to the *bimah* for any honor at any time must wear a head covering. In addition, everyone who comes to the *bimah* for any honor on Shabbat morning must wear a *tallit*. Extra head coverings and *tallitot* are available in the synagogue lobby to use during the service. Please share this information with those who accept an honor.

About the Honors Form

Enclosed you will find an “honors form.” Please fill in the names in Hebrew and/or English transliteration of those to whom you are offering Torah honors including your child’s name. At Beth El each person receiving a Torah honor, is called by his/her Hebrew name including his/her father’s and mother’s Hebrew names. You should indicate if any of the people you have listed is a Kohen or a Levi. Note that we do not strictly follow the traditional assignment of the first *aliyah* to a Kohen and the second to a Levi when there is a special occasion. However, if a Kohen or a Levi is to be called, we make an effort to do so in the traditional order. Please return the *aliyah* list to the Gabbai assigned for your Shabbat **at least two weeks before** the Bar/Bat Mitzvah. The Gabbai will work with you to confirm the order in which those receiving *aliyot* will be called to the Torah.

On the honors form you will find spaces for the additional honors if you wish to ask people to fill these roles. For these honors only the person’s English name is needed.

If you have any questions concerning assignment of honors, contact the Gabbai assigned to your Shabbat. If you have any questions concerning the policies regarding honors, please feel free to contact Randi Smith, chairs of the Ritual Committee, by e-mail at rbsmith.521@gmail.com. The Beth El Ritual Committee wishes you much joy and happiness on the occasion of your child’s Bar/Bat Mitzvah.

Mazal Tov!

The Beth El Ritual Committee

HONORS FORM

The service includes two types of Honors: Torah Honors and Additional Honors. Torah Honors must be returned to your *Gabbai* at least two weeks before your child's Bar/Bat Mitzvah. Please provide Hebrew names or English transliterations, and indicate if any of those to be honored is a Kohen or Levi.

*If you will be assigning Torah readers and/or service leaders, you must speak with the Rabbi or Gabbai approximately 6 months prior to the Bar/Bat Mitzvah.

Your family should not feel obligated to fill all of these honors. The *Gabbai* can ask members of the congregation to participate in the service. If you have any questions, please contact the *Gabbai* assigned to your Shabbat.

Family name:	
Phone number:	
Email address:	
Bar/Bat Mitzvah Date:	
Honors for Bat/Bar Mitzvah of:	English name: _____ Hebrew name: _____ <i>ben/bat</i> : _____

Traditionally, an aliyah to the Torah is an honor given to an individual. Please provide both the English and Hebrew names of those you will honor with aliyot. If you are giving an aliyah to a Kohen or a Levi, please circle the appropriate title. If a couple is receiving a Torah Aliyah together, please list both of their Hebrew and English name. *(Must be a couple in a long-term committed relationship).*

Aliyah <i>(Blessings over the Torah)</i>	English name: _____ Hebrew name: _____ <i>ben/bat</i> _____ Kohen/Levi Relationship to Bar/Bat Mitzvah: _____
Aliyah <i>(Blessings over the Torah)</i>	English name: _____ Hebrew name: _____ <i>ben/bat</i> _____ Kohen/Levi Relationship to Bar/Bat Mitzvah: _____
Aliyah <i>(Blessings over the Torah)</i>	English name: _____ Hebrew name: _____ <i>ben/bat</i> _____ Kohen/Levi Relationship to Bar/Bat Mitzvah: _____
Aliyah <i>(Blessings over the Torah)</i>	English name: _____ Hebrew name: _____ <i>ben/bat</i> _____ Kohen/Levi Relationship to Bar/Bat Mitzvah: _____
Aliyah <i>(Blessings over the Torah)</i>	English name: _____ Hebrew name: _____ <i>ben/bat</i> _____ Kohen/Levi Relationship to Bar/Bat Mitzvah: _____
Maftir <i>(Blessings over the Torah; recited by the person reading the Haftarah)</i>	English name: _____ Hebrew name: _____ <i>ben/bat</i> _____ Kohen/Levi Relationship to Bar/Bat Mitzvah: _____
Tutor	English name: _____ Hebrew name: _____ <i>ben/bat</i> _____ Kohen/Levi Relationship to Bar/Bat Mitzvah: _____
Hagbah <i>(Lifting the Torah)</i>	English name: _____ Hebrew name: _____ <i>ben/bat</i> _____ Kohen/Levi Relationship to Bar/Bat Mitzvah: _____
Gelilah <i>(Dressing the Torah)</i>	English name: _____ Hebrew name: _____ <i>ben/bat</i> _____ Kohen/Levi Relationship to Bar/Bat Mitzvah: _____

Additional Honors and Opportunities for Participation in the Service

Usually these duties are filled by the Gabbai. Do not feel obligated to fill these slots.

Optional Ark Opening (Erev Shabbat, Aleinu)	English name: _____ Relationship to Bar/Bat Mitzvah: _____
Ark Opening (Shabbat morning)	English name: _____ Relationship to Bar/Bat Mitzvah: _____
Ark Closing (Shabbat morning)	English name: _____ Relationship to Bar/Bat Mitzvah: _____
Prayer for Our Country (in English)	English name: _____ Relationship to Bar/Bat Mitzvah: _____
Prayer for the State of Israel (in Hebrew)	English name: _____ Relationship to Bar/Bat Mitzvah: _____
Prayer for Peace (in English)	English name: _____ Relationship to Bar/Bat Mitzvah: _____
Optional Ark Opening (Shabbat morning, Aleinu)	English name: _____ Relationship to Bar/Bat Mitzvah: _____

Six months prior to the Bar/Bat Mitzvah, the Rabbi or Gabbai must be consulted to determine that service leaders and Torah readers are ready for their honors. If you would like family members or friends to read the Torah, please speak with Jeff Derby, jhderby@us.ibm.com. Torah Readers should be finalized/confirmed at least six weeks prior to the date. For service leaders please speak to the Rabbi or your Gabbai six months before the date to discuss this possibility.

Ashrei	English name: _____ Relationship to Bar/Bat Mitzvah: _____
Musaf	English name: _____ Relationship to Bar/Bat Mitzvah: _____
Pesukei D'Zimrah	English name: _____ Relationship to Bar/Bat Mitzvah: _____
Torah Reading(s)	Torah Reader for the 1 st Aliyah: _____ Torah Reader for the 2 nd Aliyah: _____ Torah Reader for the 3 rd Aliyah: _____ Torah Reader for the 4 th Aliyah: _____ Torah Reader for the 5 th Aliyah: _____ Torah Reader for the 6 th Aliyah: _____ Torah Reader for the 7 th Aliyah: _____ Torah Reader for the Maftir Aliyah: _____

Reminders (See Appendix B in the B'nei Mitzvah Handbook for a complete guide to honors and aliyot procedures)

- Please be sure that everyone knows what time his/her honor will take place. Only those receiving Torah honors are called by their Hebrew names. Those receiving other honors simply go to the bimah at the appropriate time.
- On special occasions, a long-term committed couple (married or otherwise) may be called for a shared Aliyah.
- Anyone receiving an honor on the bimah must be Jewish as defined by Jewish law according to the Conservative movement.
- All men **and** women called to the bimah **must** wear both a kippah and tallit. Appropriate clothing is also required.

APPENDIX D

B'NEI MITZVAH STUDENT PROGRESS CHECKLIST

The following is a list of skills and prayers that B'nei Mitzvah will be asked to know and lead at their Bar/Bat Mitzvah. This is the general order of prayers in which tutors will review them. Beth El B'nei Mitzvah are expected to lead Kabbalat Shabbat and Friday Ma'ariv services, Shabbat morning Shacharit and Torah services as well as have an *aliyah* to the Torah and read at least one *aliyah* from the Torah. While students at Beth El typically also read the Haftarah for the day, it is not the centerpiece of the Bar/Bat Mitzvah service here the way it is at many other synagogues. Students will read some, all or none of the Haftarah at Beth El. Some students may read a Haftarah at a later date. Our goal is that the students gain as many skills as they can during their B'nei Mitzvah preparations, but we highly encourage learning to continue after the simcha.

B'nei Mitzvah Learning Goals		Page #'s in Siddur Sim Shalom
How to have an aliyah + appropriate brachot		400-402
How to put on tallit + appropriate brachot		4
Kabbalat Shabbat including:		
Yedid Nefesh		252
Lechu Neranenah (1st 2 lines)		254
Arbaim Shanah		254
Shiru L'Adonai (whole psalm)		254-256
Ohavei Adonai (last 4 lines of psalm 97)		256
Mizmor Shiru L'Adonai (whole psalm)		256-258
Rommemu		258
Mizmor L'David (whole psalm, Friday night melody)		260
L'cha Dodi		262-264
Tov L'Hodot (2nd and 3rd line)		266
Tzaddik Katamar (last 4 lines of the page)		266
Eidotecha Ne'emnu (last 2 lines)		268
Maariv, including:		
Barchu (Friday night melody)		279
El Chai V'Kayam		280
Ahavat Olam (whole paragraph)		282
Shema (1st and 3rd paragraph only)		284-286
U'Malchuto through Ga'al Yisrael (end of page)		290
Ufros Aleinu		292
V'Shamru (Carlebach melody)		294
Hatzi Kaddish (Friday night melody)		294
V'Yichulu		314
Friday Night Amidah Repetition		314
Kaddish Shalem		316
Kiddush for Friday Night Shabbat		318
Aleinu		320-322
Yigdal		326
Torah Service, including:		
Opening the Ark		394
Beh Ana		396-398
Removing Torah from the Ark		398

Ashrei		420-421
Returning Torah to the Ark (Procession)		422-424
Placing Torah in the Ark (Uv'nucho Yomar-Eytz Hayim)		426
Shabbat Morning Shacharit, including:		
Shochein Ad		336
Uv'Makhalot and Yishtabach		338
Hatzi Kaddish (Shacharit Nusach)		338
Barchu		340
Yotzer Or + first line of next paragraph, Hakol Yoducha)		340
Ein Kehrkecha (the box)		340
El Adon		342
La'el asher (first two sentences, through "HaShabbat")		342
Kulam Ahuvim through Baruch K'vod Mimkomo		344
Or Chadash		344
Ahava Rabah		346
Shema (1st and 3rd paragraphs)		346-348
L'dor VaDor		350
Malkeinu Melech Avoteinu through end of paragraph		350
T'hilot L'el Elyon through Ga'al Yisrael		350-352
<i>Amidah (full repetition including Birkat Kohanim on 362) see Rabbi Greyber if the Bar/Bat Mitzvah is on a holiday or Rosh Chodesh</i>		354-364
Hallel (only if Rosh Chodesh or Holiday)		380-388
Kaddish Shalem		392
Torah Trop		
Torah reading (Maftir)		
Haftarah, including:		
Haftarah Trop		
Blessings before Haftarah		410
Haftarah portion (minimum 1st 10 verses)		
Blessings after Haftarah		410-412
Torah reading (additional aliyot)--optional, starting with remainder of 7th aliyah		
Weekday Shacharit--optional		

APPENDIX E

B'NEI MITZVAH FEES INVOICE

Bar/Bat Mitzvah Fees Invoice

NAME:	
TOTAL ENCLOSED:	

Item/Service	Cost	Amount enclosed	Make check payable to:
B'nei Mitzvah supplies <i>(includes Siddur Sim Shalom*, Maftir/Haftarah book, Class gift, etc.)</i>	\$72		Beth El
B'nei Mitzvah Tutoring <i>Please consider making an additional contribution beyond \$360 to help further offset the cost of tutoring</i>	\$360		Rabbi's Discretionary Fund <i>(memo: B'nei Mitzvah tutoring)</i>

Mazal Tov on your upcoming simcha!

It takes a lot of learning, a group of people, a few supplies and tons of love & support to make a Bar/Bat Mitzvah happen. The fees listed above help Beth El create the most meaningful experience for your entire family. If you have any questions, please don't hesitate to be in touch.

-
1. A contribution of a minimum of **\$360** is made to the **Rabbi's Discretionary Fund** when one-on-one tutoring begins. The Rabbi uses this money to pay the tutors for 16-20 sessions and to support the tutor's ongoing learning. If your child needs to work with a tutor for more than 16-20 sessions, please speak with the Rabbi or Education Director first. It is customary for the family to pay the tutor directly for the extra sessions. Donations to the Rabbi's Discretionary Fund are tax deductible.
 2. If you have any financial concerns with regards to the Bar/Bat Mitzvah fees, please don't hesitate to speak with Rabbi Greyber.
 3. All fees are due approximately 4 months prior to the Bar/Bat Mitzvah or the start of one-on-one tutoring.
 4. Contact Elisabeth Gerson, Education and Youth Director (Elisabeth@betheldurham.org) with any questions.

*The version of Siddur Sim Shalom that Beth El uses in the main sanctuary is no longer in print. We will provide each student with a gently used copy of the Siddur. This siddur is for them to keep, mark up with notes, decorate, etc. as they see fit.

Please return this page, completed, with payment.

**Have a WONDERFUL and MEANINGFUL
BaR oR BaT MiTZvAH exPeRIENCE!**

Notes: