# BENEI MITZVAH HANDBOOK

*version 5 – updated 10/19/2026*

**CONGREGATION BETH SHALOM**

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# 1. Beginning the Journey Towards Benei Mitzvah

**Community - Connection - Family**

At Congregation Beth Shalom, a benei mitzvah is a moment for both the community at large and your family to celebrate this auspicious and incredible milestone for your child. Our synagogue community is thrilled to joyously celebrate another adult joining our *kehillah* as part of the regular Shabbat morning service.

The benei mitzvah process also is an opportunity for your child to engage in Torah learning that they will share with the community in the form of a *devar torah* (a short 'sermon') in addition to all the learning they will do to lead or chant part of the service. That year-plus experience will both be a challenging rite-of-passage and an opportunity to create their own personal connection with God, Torah, and Israel as they express who they are as a person and as a Jew.

Lastly, this is a moment for your family to celebrate this amazing coming of age lifecycle event. Our community will *shep* much *naches* (yiddish for 'take great pride and joy') along with your family on this special day.

## 1.1 - Frequently Asked Questions

### 1.1.1 - What is a Bat/Bar/Benei Mitzvah?

When a Jewish person turns 13, they reach the age of majority - an age at which all 613 of the sacred obligations and opportunities of the Jewish people, which we call 'mitzvot' - are incumbent upon them. Bat mitzvah is the name of the ceremony for girls, and bar mitzvah is the name of the ceremony for boys. The plural is benei mitzvah. The non-gendered term is benei mitzvah. A Benei mitzvah is marked by receiving an aliyah to the Torah and reciting the blessing. Additionally, the bat/bar/benei mitzvah will chant a Hebrew passage from the prophets, called a haftarah, read from the Torah, and lead a part of the service.

### 1.1.2 - What religious education is required before a benei mitzvah?

If your child is enrolled in JJEP and your family are members at Beth Shalom, then some of the preparations for the benei mitzvah take place in the regular process of the JJEP program.

If your child is enrolled at a local Jewish day school such as Community Day or Hillel Academy, Hebrew instruction, Judaic studies, and regular prayer education will serve as the foundation of the skillset they will need for their benei mitzvah.
In both cases, for training of the specific benei mitzvah prayers and the haftorah and torah portions, your child will need a benei mitzvah tutor.
If your child is not currently enrolled in JJEP or a local day school, contact Rabbi Adelson for further instruction. For more details, see section 2.2.2 and 2.2.7.

**1.1.3 - When should we sign up for a date? And how?**

Dates for benei mitzvot are assigned up to two years prior to a benei mitzvah. When your child is 11 years old, contact Marissa Tait at mtait@bethshalompgh.org for a benei mitzvah date.

**1.1.4 - When should we start preparing, and how does that work?**

In addition to continuing their Jewish education at JJEP, CDS, or another local day school, and in addition to preparing for the Hebrew prayer elements of the service with a tutor, your child will work with a rabbi at Beth Shalom to help them prepare for helping lead prayers, and for the dvar torah ('sermon') that they will give at their bar or bat mitzvah. For a list of our recommended benei mitzvah tutors, see section 2.2.7. You should start working with a benei mitzvah tutor approximately one year in advance of your benei mitzvah.

You will be contacted by a Beth Shalom staff person about a one-on-one meeting approximately four to six months before your child's Benei Mitzvah date to go over key logistics and the final timeline leading up to the big day. If you would like to meet earlier, contact our office by calling 412-421-2288.

**1.1.5 - What might my child be asked to lead at Beth Shalom on the day of their benei mitzvah?**
Shabbat begins on Friday night. Your family will have the honor of leading kiddush at Friday night services. We would love to see your entire family at Friday night. Some families also arrange for Friday night dinner for family and out of town guests in the adjacent room.
Benei mitzvah kids come in all types, from those with a modest level of skill and experience with the traditional Shabbat morning service to those with tremendous background and language skills and a desire to lead in front of a crowd. Beth Shalom provides a warm and affirming benei mitzvah environment for a wide variety of leadership levels. Below are three suggested lists of the components of the service a young person might choose to do.

| Shabbat Morning Service A | Shabbat Morning Service B | Shabbat Morning Service C |
|---|---|---|
| •Blessings before and after Torah<br><br>•Reading from the Torah - One aliyah of 4-10 lines<br><br>•Blessings before and after haftarah*<br><br>•Reading from the haftarah - a selection from the Prophets in Hebrew<br><br>• Dvar Torah - (A brief 5 minute sermon)<br><br>• the Ashrei prayer - (may also be given as an honor or to a sibling)<br><br>• Adon Olam - (often led by a b. Mitzvah's JJEP or CDS classmates) | • Everything in Shabbat Service A<br>PLUS<br><br>• Leading the Torah service (in Prayerbook Lev Shalem from 168-184)<br><br>• Aleinu prayer | • Everything in Shabbat Service A<br>PLUS<br>• Everything in Shabbat Service B<br>PLUS<br>• The Shacharit and/or the Mussaf Service; prayers including but not limited to the Hatzi Kaddish, Avot V'Imahot, Gevurot, Kedusha, and Kaddish Shalem** |

* For more on Haftarah, click here: 'Is a haftarah like a half-torah?' by Audrey Glickstein
** A benei mitzvah might also elect to do what is known as a 'full repetition' of the Amidah, which includes Avot V'Imahot, Gvurot, Kedusha, Tikanta, Yismehu, Eloheinu-retzei-sabeinu, Retzei, Modim, and Sim Shalom.

**1.1.6 - I hear there's a benei mitzvah retreat. What is that?**

Every May, Beth Shalom benei mitzvah youth and their families gather for a Shabbaton (retreat) where we spend time learning about what it means to mark ones benei mitzvah. We

experience the Shabbat evening, morning and afternoon services together, eat a lot of great food, take hikes, do activities, have discussions, play games, and generally create community. This is one of the highlights of the Benei mitzvah program, and something we strongly encourage every family to take advantage of.

**1.1.7 - What else might be really important to know?**

Your family's celebration is a great opportunity to demonstrate your values. As part of this, some families make a donation to the Squirrel Hill Food Pantry and display gift baskets of food on the bima in lieu of flowers. Other families give tzedakah - righteous donations - to organizations that help those in need in our community, nationally, and globally. A benei mitzvah is also a good time to do gemilut hasadim - acts of lovingkindness/volunteering - with your child. For ideas on what you might want to do, Rabbi Adelson can be helpful.

Beth Shalom's director of communications will also collect information about your child and create a handout on your child so that our congregants can learn a little about them. This handout will also contain information that will help folks unfamiliar with the Beth Shalom Shabbat Morning service to orient themselves to the Shabbat morning service. For a sample copy of what some past families have done, check with Tika Bonner, Administrative Assistant or with Marissa Tait.

**1.1.8 - I heard there's something called a kiddush as part of this thing. What is that, and who do I contact to help arrange it?**

On Shabbat after services, the community gathers to bless the day with a cup of grape juice and wine, and light refreshments. It is customary for those experiencing a simha - a joyous occasion - to sponsor the kiddush. For more information about this, contact Jason Friedman,

Events Coordinator, at jfriedman@eedgecatering.com.

These are the most essential and general pieces of information regarding benei mitzvah. For more specific details, read on.

# 2. A Timeline for Planning Your Benei Mitzvah

## 2.1. Timeline overview

**3 YEARS PRIOR (4th grade year)**

· Spring Orientation Meeting with all the 4th grade families. Agenda items to be discussed: · The *bat/bar/benei mitzvah*: a spiritual overview of what your family will take away from the experience.

· Selection of a date. We will tell you what goes into picking a date. After this meeting, Beth Shalom will email all families a link to an online form to fill out to request a date.

· Brief overview of service structure and key terms including *parashah*, Torah, *haftarah*, *maftir*, *aliyot*, etc. and discussion of what your child might lead.

· The tutoring process.

· Event rental and catering options over the course of the weekend.

**2 YEARS PRIOR (5th grade year)**

· Attend the Pre-*Benei Mitzvah* Family Retreat in the spring, generally for families of fifth and sixth-graders.

**1 YEAR PRIOR (6th grade year)**

· Family Retreat.

· Three *Benei Mitzvah* Family Workshops (held in the winter/spring), generally for sixth graders and parents. Two are held on Sundays; one of these will be a shabbat dinner.

· Fill out values questionnaire (in the first *Benei Mitzvah* Workshop session).

· Arrange tutoring.

**8-12 MONTHS PRIOR**

· Tutoring begins.

· Meet with representative from catering to begin conversation about your *bat/bar mitzvah* celebration.

· Choose and start a *volunteering/hesed/ tzedakah* project.

· Student and parent come to Shabbat services regularly.

**4-6 MONTHS PRIOR**

· Honors: review of honor sheet and what role the *bat/bar mitzvah* and his/her family have in the congregation during the event.

One or more parent/guardians meets with Marissa Tait to check in and discuss honors, logistics, and ask any questions needed.

**4 MONTHS PRIOR**

*Bat/bar mitzvah* student meets with Rabbi Adelsonto work on the *devar Torah, three to four half-hour sessions*

Submit publicity information to Rabbi's Assistant: kid-approved photo and bio, along with the information needed for the benei mitzvah program in section 5.7.

**6 WEEKS BEFORE**

· Communicate with Beth Shalom's Torah reading coordinator to request for any friends or relatives you would like to have read from the Torah.

**3 WEEKS BEFORE**

· Complete online Benei Mitzvah Honors Request Form.

**1 MONTH BEFORE**

· Schedule rehearsal and photo session (if desired) with your tutor and coordinate with the synagogue calendar coordinator through the Rabbi's Assistant.
· Submit program information to Beth Shalom's communications director.
· Submit parental prayer to Rabbi Adelson for approval.

**1-2 WEEKS BEFORE**

· Hold rehearsal with tutor and photo session with photographer (if desired). (Don't forget to record your student for posterity.)
· Deliver candy, *kippot*, programs, and flowers or food baskets to synagogue office by 12:00 p.m. Thursday; flowers by 12 p.m. Friday.
· Family meeting with the Rabbi.

**1 WEEK AFTER (and the rest of your life!)**

Come back to synagogue! What a wonderful way to demonstrate that your *bat/bar mitzvah* was not the culmination of your Jewish studies, but a step in your lifelong Jewish journey. Repeat your Torah Reading and/or *Haftarah* every year (when possible).Get on the regular schedule of readers. Come to youth activities! JLine! etc.

## 2.2 Timeline In-depth

Becoming a *benei mitzvah* is most often celebrated in our congregation during the Shabbat morning service. In order to have a Shabbat morning *benei mitzvah* ceremony, each student and family must follow the following steps.

### 2.2.1 - DATE SELECTION

If this Handbook is in your hand or on your screen, it is likely that you have filled out the online date selection form and received a date from a CBS staff person. The date selection should occur three years prior. If you do not yet have a date, email mgoodman@bethshalompgh.org.

By or on the date selected, the student must have achieved the age of 13, either by the Hebrew calendar or by the English calendar. Some consider the length of the Torah reading and the *haftarah* for that date. Others consider time of year or family considerations. You should select six potential date options. We prioritize based on prompt submission, and we take note of any considerations indicated. Rabbi Adelson holds the final say on the date selection.

### 2.2.2 - JEWISH EDUCATION

Benei mitzvah is considered a celebration and a marker of the transition from a child successfully completing their elementary-level Jewish education and moving on to adolescent and adult-level learning and connection with the Jewish community. Thus, in order to celebrate a Benei Mitzvah at Beth Shalom, the student must be currently enrolled in a Jewish education program. The student must have completed at least three years of formal Jewish education. This may include the Joint Jewish Education Program (J-JEP), Jewish Day School program (Community Day School or Hillel Academy), or other option approved by the Rabbi three years in advance.

### 2.2.3 - MAKING A DIFFERENCE - Tzedakah and Ma'asim Tovim

We live in a world that is wonderful and imperfect - lovely and broken. As we approach this moment of joy and excitement that comes with a lot of commitment of time, we should not only turn that work inward, but outward as well.

Two important mitzvot to pass along to our benei mitzvahs is the mitzvah of ***tzedakah*** - charitable giving - and of ***ma'asim tovim*** - good deeds.

We encourage your benei mitzvah and family to do something good for others as part of this benei process; either by making a small but meaningful donation of time or money to a cause your family cares about. Consider a donation to a local Jewish organization like NCJW, Squirrel Hill Food Pantry, Friendship Circle, or Repair the World. Think about volunteering as a family. Consider arranging a visit with seniors at a local senior care program. Spend an afternoon selling lemonade and donate all the proceeds to an environmental charity. Volunteer for an afternoon river-cleanup. Find a physically disabled neighbor and mow their lawn all summer. Signup for the city's 'snow angel' program. If you are a CDS family, contact the head of community engagement and outreach for ideas or to collaborate with another family. A family I know created their own walk/run-a-thon for a charity they liked. Be creative. It doesn't have to be big. It can just be a one-time thing if that's what you can manage. But please use this moment to engage with and display your values to your child. Those should extend beyond 'we learned a lot of Hebrew and then we had a party.'

Whatever you choose, make sure to publicize your mitzvah, and encourage others to do the same, by noting the donation or service project in the 'about us' section of your child's benei mitzvah info pamphlet.

### 2.2.4 - *BENEI MITZVAH* WORKSHOP

In the 18 months or so before the child is called to the Torah as a *bar/bat/benei mitzvah*, the child and at least one parent are expected to participate in the *Benei Mitzvah* Workshop facilitated by the rabbis at Congregation Beth Shalom. This will consist of three sessions on Sunday afternoons in the winter/spring, with a light lunch included. These sessions are creative and inspiring for children and adults, and will feature the following topics:

· The true meaning of *Bat/Bar Mitzvah*.
· What does it mean to be Jewish?
· Connecting Jewish values to your *bar/bat/benei mitzvah* journey
· What makes Beth Shalom different from other synagogues?
· How do we understand God?
· Why do I need community?
· Essential synagogue: the insider's guide.

These sessions will also be an opportunity to get to know each other and create connections among the cohort of upcoming *benei mitzvah*, between families, and with the rabbis.

### 2.2.5 - PRE-*BENEI MITZVAH* RETREAT

This family retreat, offered in the spring to families of 5th and 6th graders, is a weekend set aside to build relationships: with each other as individuals, as families, as a cohort of those preparing to become inheritors of our tradition, and as a community. We'll play games, eat meals, pray as a family, learn, and relax together, and there will likely be s'mores as well. We hold this offsite, and all those who participate thoroughly enjoy and benefit from the weekend. Programming is offered for all family members from any religious background; you will receive information when the time comes.

### 2.2.6 - Regular Engagement and Participation at CBS

*bar/bat/benei mitzvah* is about becoming a responsible, participating member of our community. Another goal is to help students feel comfortable with Congregation Beth Shalom as a "second home." This commitment should be modeled by the family as part of the *benei mitzvah* process. We ask that at a minimum families demonstrate this through the following:

· **At least three years of membership prior** to the *bar/bat/benei mitzvah* date at Congregation Beth Shalom.

· The best way to prepare a child for benei mitzvah is if your family **regularly attends Shabbat morning services (**with the benei mitzvah, obviously) as often as possible prior to the big day. Benei mitzvah kids will receive opportunities to get comfortable on the *bimah* with things like ark openings and leading prayers like ashrei, ein keiloheinu, and adon olam in the months preceding their bar/bat/benei mitzvah day.

· The family must be current with all fiscal responsibilities to Congregation Beth Shalom at the time of the celebration.

· Students will learn and participate in some aspect of the service as recommended – see section 1.1.5

· Families celebrating this lifecycle event at Beth Shalom commit to remain active members of Congregation Beth Shalom following the benei mitzvah celebration, including the student's ongoing participation in Jewish life and learning.

### 2.2.7 - WORKING WITH A TUTOR

Students preparing to become *benei mitzvah* typically start working with a tutor to

begin preparation approximately 8-12 months prior to the *simḥah* (joyous event). These meetings last for thirty minutes to an hour. Here is our list of approved tutors:

**RECOMMENDED TUTORS**

Leah Ackner – leah.ackner@gmail.com, 412-725-3574

Hannah Kobe-Thompson – hannahktf@gmail.com

Barbara Barnett – sasmom1@gmail.com

Phillip Barnett –psbarnett35@gmail.com

Manny Theiner – aestheticparlour@gmail.com

Hal Grinberg – hal.grin@verizon.net, 412-242-6335

Parents and educators will decide if additional time is required and arrangements will be made. The tutor is responsible for teaching the basic skills required for the student to participate in the congregational service. If the hiring of a tutor is cost-prohibitive to the family due to financial hardship, parents should discuss this with a Beth Shalom rabbi.

Parents may propose another tutor, including a parent, and discuss with a CBS rabbi for approval before starting the tutoring process.

Families may arrange with their tutor one or more rehearsals in the Sanctuary during the weeks before the *bar/bat/benei mitzvah* date. Rehearsals should be arranged through the Rabbi's Assistant, 412-421-2288 x112.

### 2.2.8 - ***DEVAR TORAH***

The *devar Torah* (literally, "a word of Torah") is an essential piece of the *bar/bat/benei mitzvah* experience. Writing and delivering a *devar Torah* connects the *benei mitzvah* with Jewish
tradition in a way that brings together our ancient Jewish stories with who we are and how we live today.

Rabbi Adelson will meet with the student beginning about three months in advance of her/his date, and the student will be expected to read the entire *parashah* (weekly Torah reading for that Shabbat) in English. When the student has settled on a topic, the rabbi will help guide the composition of the *devar Torah* by pointing the student to appropriate commentary and sources, and providing a rough outline. The guidelines for a *devar Torah* are as follows:

· One to two pages, typed, double spaced, 12-point font.
· Not a summary of the *parashah*, but a commentary on it which shows that the student has thought about what it means to her/him/them.
· Written by the student, in his/her own words.
· The rabbis will aid the student in finding a concise and clear message, as well as supporting ideas from Jewish commentators throughout the ages.
· Includes a brief, simple thanks to *small* group of family and teachers at the end (*e.g.*,"Thank you to my family and my teachers for all their help, love, and guidance.").

This will usually require about 3-4 meetings with one of the rabbis. When the student has arrived at a final draft, they will practice reading it in the main sanctuary.

### 2.2.9 - **Jewish Status**

All persons who are to be called to the Torah as *benei mitzvah* must be halakhically Jewish, that is, Jewish according to Jewish law ("*halakhah*") as understood by the Conservative movement. This means that the candidate is either the child of a Jewish mother or has been converted to Judaism by a *beit din* (a panel of three rabbis), including mikvah and (for male-identified children) hatafat dam brit. If you have any questions or concerns about this, please contact Rabbi Adelson as soon as possible.

### **2.2.10 - ONGOING EDUCATION AND PARTICIPATION - JEWISH LIFE AFTER *BAT/BAR MITZVAH***

The highest *mitzvah* of Jewish life is learning, and that learning should go on throughout our lives.

The extraordinary efforts that each student undertakes in preparing to celebrate becoming a *bat/bar mitzvah* are also intended to grow the student's involvement in the congregation and Jewish communal life. That means not only ongoing Jewish learning, but also a continued commitment to synagogue participation.

**Students will be asked to continue their involvement by using the skills they have learned to read Torah and lead services.** Students are encouraged to participate in the USY program, online learning and other informal educational and communal activities, *e.g.*, Jewish youth groups, camps, tutoring of younger children, and social action projects. Our congregational family hopes our students will see this celebration as a significant milestone in increasing their commitment to their Jewish identity and community.

# 3. Congregation Beth Shalom is a welcoming and inclusive community

Congregation Beth Shalom is a vibrant community because of our amazing members. We are a soulful, spiritual, musical community, committed to *tefillah* – prayer, *limmud* – Torah learning, and *kehillah* – community. Beth Shalom is proud to be a member of the United Synagogue of Conservative Judaism.

We are a welcoming, egalitarian, inclusive, LGBTQIA+ friendly synagogue. We are proud to be a welcoming synagogue to interfaith couples and families as well. When our members celebrate a benei mitzvah, it is a Jewish celebration that all members of the family can have a role in, regardless of religious status. For more details, contact Rabbi Adelson.

## 4. Shabbat Morning Service for a Benei Mitzvah

Celebrating the transition marked by *bat/bar mitzvah* is an essential life-cycle event, which we want all of our students to experience. All families meet with a CBS rabbi to discuss creating a service that allows your child to work to his or her full potential, and that will be tailored to the needs of your child. What follows is a basic overview of the various roles – mandatory and optional –for the *bar/bat/benei mitzvah* in our congregational services.

### 4.1 A SHABBAT MORNING SERVICE

Shabbat morning at Beth Shalom is comprised of four sections: Pesukei DeZimra, Shacharit, Torah Service, and Mussaf. In addition, after the Torah service is the rabbi's sermon. A benei mitzvah may take a leadership role in all four parts. However, the bulk of the bar/bat/benei/bet mitzvah's role will transpire in the 'Torah Service' section. For more on this, refer to section 1.1.5.

**4.2 SHABBAT *MINHAH/MA'ARIV/HAVDALAH*:** While we encourage families to

celebrate bat/bar mitzvah in the context of the Shabbat morning service, the Shabbat afternoon/evening service is also an option. The afternoon service is "*Minhah*" and is followed by the Saturday evening "*Ma'ariv*" service and *Havdalah*, the separation of Shabbat from the rest of the week. Participation by your child and family in the afternoon/evening service is flexible, allowing for a little or a lot of involvement.

This service does not include a haftarah.

#### 4.2.1 BASIC SKILLS FOR THE MINHAH SERVICE

(taught by a tutor beginning 8-12 months prior to the date): ·

- *Aliyah* to the Torah
- Torah Reading
- *Ashrei* (you will get to know this bit of liturgy when you attend Shabbat services)
- *Aleinu*

**4.2.2 ADDITIONAL OPTIONS:** The *bat/bar mitzvah* may lead these parts of the afternoon/evening service only after the child has mastered the minimum requirement and basic skills for the morning service: *Minhah* service, *Ma'ariv* service , *Havdalah* (can be given to a family member/friend/clergy)

### 4.3 SPECIAL NEEDS ACCOMMODATIONS

Every child that is engaged in Jewish life and has a sufficient education should be called to the Torah. If your child has significant physical or mental differences that make the standard requirements or activities in a benei mitzvah unworkable, we will work with you to craft an appropriate service. Contact the rabbis for more specific direction.

**4.4 ALTERNATIVE DAYS FOR A *BENEI MITZVAH*:** One can also be called to the Torah as a *bat/bar mitzvah* on any morning when the Torah is read, excluding major Jewish festivals. *Rosh Hodesh* (the first day of each Jewish month), Mondays and Thursdays, and all the days of Hanukkah are all suitable times when Torah is read in the morning. Families interested in these alternative times should speak to our Rabbi about specific service requirements.

**4.5 *TALLIT* AND *TEFILLIN*:** As is consistent with Beth Shalom religious policy, boys who are *bar mitzvah* and men are required to wear a *tallit* (prayer shawl) during morning services and when called to the Torah in the afternoon.

Girls who are *bat mitzvah* and women are strongly urged to consider taking this *mitzvah* upon themselves.

While *tefillin* ("phylacteries," although who on Earth knows what that means?) are not worn on Shabbat and holidays, they are worn every weekday of the Jewish year, traditionally by men; this is also a *mitzvah* that women may take upon themselves.

Parents are urged to purchase both *tallit* and *tefillin* for their *bar/bat/benei mitzvah* candidate. The rabbis happy to assist anybody who wants to learn how to apply *tefillin* properly.

### 4.6 *BAT/BAR/BENEI MITZVAH* AND COMMUNITY

On Shabbat morning, your child will be called to the Torah during the service. The congregation allocates to your family certain honors, including three *aliyot* and the *maftir aliyah* (see item 2 below), during the Shabbat morning service for your friends and family. (There is an Honors Sheet at the end of the handbook with suggestions.) While the opportunity of assigning those honors for the service is available to the family, assigning honors is not a requirement. Unassigned honors will be given to members of our congregation.

**Honors which are not listed are not available for family distribution. Leading sections of the service – *Pesukei Dezimra*, *Shaharit*, Torah Service, or *Musaf* – is limited to the bar or bat mitzvah. Otherwise, only qualified Beth Shalom members who already are among our regular lay leaders may lead these services, which will be assigned by the Religious Services Committee. If you know some of these leaders personally, you may request their participation by contacting Marissa Tait.**

Four to six months before the date, schedule a meeting with Rabbi Goodman for at least one parent to check in on the process and review honors and other logistical questions. Before the meeting, **please take a look at the Benei Mitzvah Honors Request Form. You can fill it out before your meeting with Rabbi Goodman, or wait till your meeting to discuss what it all means if you are unfamiliar with the many options.** You can also look at the possible options at the end of this handbook.

### 4.7 *ALIYOT* AND OTHER HONORS

All *benei mitzvah* families are allotted the same number of honors. On Shabbat morning, **four aliyot** (**three for the family** plus one for the student who will be called for the final, "*maftir*" *aliyah*), as well as the remaining honors (ark opening and closing, carrying the Torah, etc.), will be available to the family to designate. For a Shabbat afternoon/evening service, **two *aliyot*** are reserved for the *bat/bar mitzvah* child and family.

The remaining *aliyot* are meant to include and meet the needs of the rest of the congregational community. They may include congregants reciting *Birkat HaGomel* (the prayer after illness), the celebration of an *aufruf* for an upcoming wedding, a significant birthday, marking the *yahrzeit* (death anniversary) of a loved one, the celebration of a significant anniversary or the naming of a baby.

All people receiving honors involving the Torah must be Jewish. Non-Jewish family members and friends may be honored in equal but different ways – by reading the English Prayer for Our Country or the Prayer for Peace, for instance, or opening or closing the ark. Serving as "Gabbai Sheni" for the Torah reading is an honor often afforded to the tutor so that s/he may be near the bat/bar mitzvah during the reading. Please note that the "Calling Gabbai" (Gabbai Rishon) must be appointed by the Congregation, as it requires special training.

### 4.8 FAMILY/FRIENDS READING TORAH

Approximately six weeks from the date of your child's bar/bat/benei mitzvah, expect to be contacted by a Beth Shalom layperson or staff member (AKA the 'leyning coordinator') regarding Torah readings on the day of the benei mitzvah. Typically, your child will read either the maftir aliyah, or the 7th aliyah and the maftir aliyah. Some benei mitzvah kids read more; some do not read Torah at all. The Torah reading coordinator will want to know which aliyot your child is reading.

Additionally, if you have friends or family members who are experienced Torah readers, we would love for you to add to the simha of the day by inviting them to read. Our Torah reading coordinator will ask which aliyot your friends and family would like to read - **note that this is different from 'having an aliyah'; this is reading an aliyah from the Torah.** If the person has never read Torah before at Beth Shalom, they may receive a call the week of the benei mitzvah to be checked on their reading. If your friend/family member needs more than six weeks to prepare the reading, contact your child's tutor or a rabbi at Beth Shalom about the division of the Torah portion for that week.

Sometimes a parent, a grandparent, an aunt/uncle, or a sibling are adept Torah readers and want to take this sacred role. Other times a family won't have any friends/relatives that 'leyn Torah' - and that is totally normal.

On Shabbat Morning, there are eight Torah readings - seven readings and the maftir ("additional reading.") If your friends and family volunteer to read fewer than all eight readings (or none at all), our leyning coordinator will fill in the additional spots with experienced Beth Shalom Torah readers.

### 4.9. THE PARENTAL PRAYER

Parents of the *bat/bar/benei mitzvah* are encouraged to share with their children a special blessing before the congregation, if they so desire. Parents will be called upon following their child's *devar Torah*. Our Rabbi will provide a selection of prayers.

You will receive additional guidance on how to make this prayer its very best in your parental meeting with a rabbi.

### 4.10. CLASSMATES

In addition to your student's general friends and family, Beth Shalom strongly encourages the *bat/bar mitzvah* family to invite all of the candidate's J-JEP or CDS or Hillel Academy classmates to the service and the congregational *kiddush* immediately following services.

### 4.11. SENSITIVITY TO COMMUNAL NORMS OF JEWISH PRACTICE OF OTHERS:

We recognize that not all families are equally observant of *kashrut*, Shabbat and holiday traditions, practices and restrictions, and other Jewish matters. As a community, though, we strive to ensure that all are included and comfortable.

Families are asked to schedule any party *or bar/bat/benei mitzvah*-related event at a time and place that would not require observant individuals to drive, or participate in activities traditionally not allowed on Shabbat or *Yom Tov* (festival days). Families are also asked to be sensitive to those who observe *kashrut* when planning their celebrations. For these reasons, as well as for logistical concerns at the synagogue, no *benei mitzvah* dates will be scheduled on a Shabbat that falls on or adjacent to holidays and festivals including Rosh HaShanah, Yom Kippur, Sukkot, Shemini Atzeret / Simhat Torah, Purim, Passover, Shavuot and Tish'ah BeAv.

**4.12. DECORUM:** Appropriate and respectful behavior for our congregants as well as

our guests is requested in order to maintain decorum in the praying spaces as well as in all other parts of the building.

### 4.13. BENEI MITZVAH FAMILY AND GUEST GUIDELINES:

Wearing a *tallit* (a prayer shawl) on Shabbat morning is a positive, time-bound *mitzvah* (commandment) during morning services, and is also a visible symbol of accepting the obligation of *mitzvot*, both the obligations we have as an individual and our obligations to the community. Wearing a *kippah* (head covering) is a fundamental sign of respect.

· Please respect the sanctity of our worship space. **The use of electronic devices** such as cell phones and cameras is not permitted throughout the building on Shabbat and *Yom Tov* days, as it is contrary to our religious observance and may offend others.
· All men from all faiths must have their heads covered while in all areas of the synagogue. Women may also choose to wear a *kippah*, hat or head covering. · The *bar mitzvah* boy and all Jewish post-*bar mitzvah* men must wear a *tallit* during the service. The *bat mitzvah* girl is encouraged to do so as well. Non-Jewish guests should not wear a *tallit*.
· Post-*bat mitzvah* Jewish women may choose to wear a *tallit* during the service. · According to the Jewish principle of *tseni'ut* (modesty), and out of respect for others, appropriate dress is required for men and women everywhere in the Synagogue. Sleeveless clothing, shorts, and very short dresses are discouraged. Dress as would to give the impression that you respect yourself, others, and our community.

## 5. SERVICE LOGISTICS

### 5.1 TIME OF SERVICES:

Services on the Shabbat morning of a *bat/bar mitzvah* celebration **begins at 9:15 am**. In the event of an additional simcha (an aufruf, a wedding anniversary) or it is the sabbath preceding the new moon, the service may begin at 9 am.

The immediate benei mitzvah family **must** be at the synagogue for the start of services. Torah service typically begins on these days at 9:45 am; family with participating roles (ark opening, prayer for Israel, prayer for our country, aliyot) should be in the sanctuary by 9:30 am in order to receive any instructions for their role in the service. It is recommended to put both the overall service start time (9:15 am) and the start of the Torah service (9:45 am) on any invitations to properly advise guests of service timing.

Shabbat morning Services conclude around 12:10 pm.

Saturday afternoon (*minḥah*) services will begin approximately one and a half hours before *Havdalah* time, which is when three stars are visible and Shabbat is officially over.

**5.2 MICROPHONES:** We use microphones at our lecterns. During rehearsal, it will be good for your benei mitzvah to get the hang of how to use the mic properly.

**5.3 GIFTS AND PRESENTATIONS** The *bat/bar mitzvah* will be presented with a certificate and a gift of either candlesticks or a *kiddush* cup from the Congregation's Sisterhood and Men's Club. Other presentations to the *bar/bat/benei mitzvah* **may include** a certificate acknowledging participation in the Holocaust Center's twinning program (if the child participates), a certificate acknowledging participation in the Israel Bonding Program (see information below), a Jewish Federation of Greater Pittsburgh Israel Scholarship ($2,200 value), a gift from Beth Shalom's chapter of USY, and/or other items.

**5.4 THE STATE OF ISRAEL BONDING PROGRAM:** The State of Israel Bonding Program is made available to all of our *bat/bar mitzvah* students through the generosity of our members, Sarita and Milton (z"l) Eisner. *bar/bat/benei mitzvah* parents agree to purchase for the student a State of Israel Bond in the amount of at least $100.00. The Eisner Family matches the first $100.00 of that bond in honor of the child. This program is an opportunity to both support Israel and enhance the student's connection to the land and people of Israel. For more information or to participate in this program, please contact the Israel Bond Office at 412-362-5154.

**5.5. *KIPPOT*** (head coverings): Families may choose to commemorate their child's *benei mitzvah* by purchasing *kippot* for use during services. They will be distributed by synagogue ushers to your guests and congregants as they arrive for services. A variety of *kippot* are available through the Sisterhood Judaica Shop. ***Kippot* must be delivered to the synagogue office by Friday before the bar/bat/benei/Bet Mitzvah by 12:00 p.m**.

**5.6. CANDY:** Families may choose to celebrate the sweetness of their child becoming a *bat/bar mitzvah* by gently showering their child with candy. This is a recent and modern practice, and in the past was generally only a custom at the *aufruf* preceding a wedding. **Only Sunkist Fruit Gems are acceptable for this purpose**. Candy is distributed to the congregation by family members and gently tossed at the conclusion of services after *kiddush* and *motzi* (blessings recited over wine and *ḥallah*). **Candy must be delivered to the synagogue office by the Friday before the bar/bat/benei Mitzvah by 12:00 p.m.**

**5.7. PROGRAMS:** Our members who do not know your child will want to learn a little about them. Your guests who may not be familiar with a Shabbat morning service may want a simple guide to the proceedings. To help both of these important groups, Beth Shalom will help your family create a program for the day using a stock template of info on the service combined with your child's bio and picture. They will be distributed by synagogue ushers to your guests and congregants as they arrive for services. If you want to craft a unique program that does not follow our template, please contact Marissa Tait, mtait@bethshalompgh.org. If you choose to go this route, you will be asked to submit the program for approval one month before the benei mitzvah.

**5.8 MAZAL TOV MESSAGE ON THE DIGITAL MESSAGE BOARD**

Your child's photo and a mazal tov message from Beth Shalom will be displayed in the lobby. If you would like a different format or picture on the DMB, contact Director of Communications Kristin Zappone, kzappone@bethshalompgh.org.

5.9. **SPEAKERS:** Some families wish to have speakers say a few words at the end of the service, from a charity organization with which the student has been working, from CDS if the student attends school there, etc. **There may be only one such speaker at the service.**

**6. OTHER INFORMATION**

6.1. **FRIDAY NIGHT SERVICE:** *Bat/bar mitzvah* families are invited to join our congregational Friday night service the weekend of their celebration. Opportunities are also available for the *bar/bat/benei mitzvah* to participate in the Friday night service; consult with your tutor and Rabbi Adelson.

6.2. **SHABBAT PRIOR:** On the Shabbat immediately preceding and immediately following your child's *bar/bat/benei mitzvah* celebration, we invite him or her to join us to participate in the service. This participation can take on different forms depending on what else is happening in the service. Please discuss this with Rabbi Adelson. If your child cannot attend services the Shabbat preceding or following the *bat/bar mitzvah* date and you would still like your child to have this opportunity, please contact the Rabbi for an alternate date.

**7. ADMINISTRATIVE DETAILS**

**7.1. DUES AND FEES:** Members must be current with all dues and fees in order to reserve

the synagogue for an event. All dues must be kept current prior to your *bar/bat/benei mitzvah* Shabbat. In addition, Religious School tuition, where applicable, must be current. Room rental fees and catering fees must be paid in a timely manner in accordance with the deadlines set by our billing department and Elegant Edge Catering.

**7.2. *KIDDUSH* AND/OR LUNCHEON:** The *benei mitzvah* family celebrating on a Shabbat morning is financially responsible for sponsoring the *kiddush* following the service. In addition to the basic *kiddush*, we have alternate choices that can enhance your event. Please contact Jason Friedman, Event Coordinator, for more information and ideas at 412-421-2288.

If a family is not able to afford dues and fees related to the *bar/bat/benei mitzvah* celebration due to financial hardship, they should discuss the matter with the Executive Director.

A Friday night Shabbat dinner is an excellent way to start the weekend you are planning. A traditional Friday night Shabbat dinner can also be arranged at the synagogue. There is a fee for the room rental for a private shabbat dinners. Please contact with Jason Friedman for additional information and suggestions.

**7.3. *BIMAH* DECORATIONS:** Some families choose to help beautify our main sanctuary on their child's special day. If you would like to provide a floral arrangement to decorate the bimah, please provide the florist's contact information to Robert Gleiberman, Executive Director.

**Flowers must be delivered on Friday by 12:00 p.m.** Flowers may be moved to the Samuel and Minnie Hyman Ballroom for *kiddush* and/or luncheon. They may not, however, be removed from the building until after sundown.

Instead of flowers, you may choose to decorate the *bimah* with a food basket from The Squirrel Hill Community Food Pantry. For more information, please contact The Squirrel Hill Community Food Pantry at 412-421-2708. All alternative *bimah* decorations will be considered on a case by-case basis and must be approved by our Executive Director.

## 8. GENERAL INFORMATION

**8.1. PUBLICITY:** Beth Shalom arranges for announcements of *bat/bar mitzvah* celebrations to appear in the following places: Beth Shalom's seasonal newsletter *Mishpachtenu*, the weekly Shabbat Bulletin, and *The Pittsburgh Jewish Chronicle*. We ask that you complete the publicity form and return it to Congregation Beth Shalom and also provide a brief bio along

with a picture of your child **no later than 4 months prior to the *bat/bar mitzvah* date**. (Both photo and bio should be kid-approved.) Your cooperation will help us to ensure that your event is a happy one and that your family, friends and acquaintances are aware as well.

Following is a sample photo and bio.



Audrey Glickman is the daughter of Eugene and Rosalie Glickman, sister of Scott Glickman, granddaughter of Harry and the late Sadie Levite, and the late Nettie and Adolph Glickman.

In the eighth grade at Allderdice, she plays oboe, sketches, and writes light verse. A member of Young Judea, she advocates for the Save Soviet Jewry cause. Audrey will celebrate becoming a bat mitzvah on January 2, 1970.

**8.2. OUTSIDE CLERGY:** The participation of an outside rabbi or other clergy in any capacity must have the approval of the Senior Rabbi well in advance of the day.

**8.3. PHOTOGRAPHY:** Please make appropriate arrangements with your tutor and the synagogue office for the ark to be opened and the Torah removed for pictures **during normal business hours**. An appropriate congregational representative must be present to remove the Torah from the ark for pictures or for practice.

As a reminder, no pictures or video recordings are permitted during any religious service on Shabbat or festivals , and the use of electronic devices, such as cell phones and cameras, is not permitted throughout the building on Shabbat and festivals.

To schedule a time, contact Ashley Burse, Assistant to the Rabbis, at 412-421-2288

**8.4. SMOKING:** Congregation Beth Shalom is a non-smoking facility. This includes vaping.

If you are reading this Handbook and do not understand something please contact Marissa Tait at mtait@bethshalompgh.org. There is no question that is not worth asking.

# Appendix

## A. GLOSSARY

(Terms are Hebrew unless otherwise noted.)

*Aleinu* – The prayer found on page 205 in *Siddur Lev Shalem*, written in the 12th or 13th century, occurring near the end of the service.

*Aliyah* (plural *aliyot*) – Literally "going up," being called to witness the Torah reading, reciting blessings before and after. (Also refers to immigration to Israel.)

*Amidah* – Literally "standing," this is one of the silent prayers at the center of each service which is, in the presence of a *minyan* (a quorum of ten), repeated aloud.

*Amud* – Lectern, usually on the pulpit of the praying space.

*Ashrei* – From Psalm 145, found on page 181 in *Siddur Lev Shalem*, customarily chanted responsively.

*Aufruf* – (Yiddish) When a couple is called for an *aliyah* to announce their imminent wedding. *Avodah* – Work/service/prayer.

*Bar Mitzvah* – Literally, a boy who has inherited the obligation of *mitzvot* as a Jewish adult at age 13. Does <u>not</u> mean "son of the commandment."

*Bat Mitzvah* – Literally, a girl who has inherited the obligation of *mitzvot* as a Jewish adult at age 13. Does <u>not</u> mean "daughter of the commandment."

*Benei Mitzvah* – Plural of *bar/bat/benei mitzvah*. "*Benot mitzvah*" refers to a group of young women. *Bimah* – The pulpit, the (usually) raised area in front of the Ark.

*Birkat HaGomel* – Prayer after recovering from an illness, usually recited after a Torah reading.

*Devar Torah* – Literally, "word of Torah," a commentary on the Torah. In the case of *benei mitzvah*, this is the presentation by the bar/bat/benei mitzvah on Torah, written by him/herself, following the reading of the haftarah, on a relevant matter, usually connected to the Torah reading.

*Gabbai* – An individual who performs one or more of several tasks during a service, including distributing service honors and assisting the Torah reading.

*Floor Gabbai* – The member of the congregation who distributes honors, directs honorees to the right place at the right time, and otherwise takes care of service logistics. This person is designated by Beth Shalom.

*Calling Gabbai* – Also referred to as *Gabbai Rishon*, this person assists with the Torah reading, including calling (by Hebrew name with appropriate verbiage) those honored for aliyot. This person is designated by Beth Shalom.

*Daven* - Yiddish for 'pray'. Can also be used colloquially to mean the person leading the prayer service, AKA the *Sheliach Tzibbur.*

*Gabbai Sheni* – Literally "Second *Gabbai*," this person assists with the Torah reading, including covering and uncovering the *Sefer Torah*, and gently correcting reading mistakes when they happen. Usually, the bar/bat/benei mitzvah family assigns this honor to the student's tutor.

*Gelilah* – Tying, wrapping, and dressing the Torah after completing the reading. *Gemilut Hasadim* – Acts of loving-kindness.

*Haftarah* – Literally, "conclusion." The "dessert" after a Torah reading. Each week is assigned an additional reading from one of the Prophets to top off the day's scriptural readings, chanted after the Torah reading by the individual who was honored with the *Maftir Aliyah*. (**Note:** this word is **not** related to the word "Torah.")

*Hagbahah* – Ceremonially lifting and displaying the Torah after completing the reading. *Hallah* – Specially braided bread for Shabbat.

*Havdalah* – Literally, "separation." The ceremony ending the rest and peace of Shabbat and launching us into the work week.

*Humash* – The book containing the Torah, *haftarot* for each *parashah* or week, and commentary. We generally use the *Etz Hayyim* version. Derived from the Hebrew word *hamesh* ("five"), referring to the Five Books of Moses (*i.e.*, the Torah).

*Kashrut* – The fitness for consumption of food and drink under traditional Jewish law.

*Kehillah* – Congregation, the family of our synagogue and the broader Jewish community.

*Kiddush* – A blessing over wine, dedicating Shabbat and festivals. Also, often refers to a meal associated with that blessing after services.

*Kippah* (plural *Kippot*) – A skullcap, worn during prayer and study as a sign of respect. Also known in Yiddish as a *yarmulke*.

*Kohen* – Literally, "priest." A direct, male-line descendant of Aaron, the first High Priest. In some congregations, though not at Beth Shalom, the first *aliyah* to the Torah may be allocated to a *Kohen*.

*Levi* – A direct male-line descendant of the tribe of Levi, who traditionally performed ancillary services in the ancient Temple. In some congregations, though not at Beth Shalom, the second *aliyah* to the Torah may be allocated to a Levi.

*Leyn* – 'Read' in Yiddish, as in 'leyn the Torah'.

*Ma'ariv* – The evening service.

*Maftir* – The last individual honored with an *aliyah* to the Torah, who then is honored to chant the *haftarah* for that week. On a *bat/bar mitzvah* day, this honor is always reserved for the *bat/bar mitzvah*.

*Minhah* – The afternoon service. On Shabbat and on fast days it includes a Torah reading.

*Minyan* – A quorum of ten Jewish adults for purposes of prayer. At Beth Shalom we count both men and women age 13 or over toward a *minyan*.

*Mishpachtenu* – Literally, "our family." Congregation Beth Shalom's seasonal magazine.

*Mitzvah* (pl. *Mitzvot*) – A precept or commandment mandated by *halakhah*, Jewish Law. Rabbi Adelson likes to refer to *mitzvot* as "holy opportunities."

*Musaf* – The "additional" service following the Torah service on Shabbat, festivals, and other specific days. Follows the Torah service and the sermon.

*Pesukei DeZimra* – Recitation of psalms that serve as a meditative warmup to the essential parts of the service.

*Pirkei Avot* – Chapters of the Fathers (sometimes called Ethics of the Fathers or Chapters of Fundamental Principles), a part of the Mishnah, the 2nd-century rabbinic commentary dealing with ethics, interpersonal relationships, and studying Jewish text.

*Rosh Hodesh* – The first day (or sometimes two days) of the new Hebrew month, carrying with it certain obligations which may differ from those of other days.

*Shabbat* – The seventh day of the week, on which God rested after Creation and on which Jews also now rest.

*Shaharit* – The morning service, just after *Pesukei DeZimra*, which includes the *Shema* and the *Amidah*, the central pieces of the morning liturgy.

*Sheliah Tzibbur* – Literally, 'the representative of the community,' but understood best as the prayer service leader. There are typically three *Shlihei Tzibbur* on Shabbat morning at Beth Shalom - a person to lead Shaharit, a person to lead the Torah service, and a person to lead Mussaf.

*Shulhan* – a large lectern, usually placed in the center of the praying space, often used for Torah reading.

*Siddur* – Literally, "order." The prayer book used to follow the order of praying. We generally use the *Siddur Lev Shalem* for *Shabbat* services.

*Simhah* – A happy occasion, such as a wedding, *berit millah* (circumcision), baby naming, *aufruf*, *bat* or *bar mitzvah*, etc.

*Tallit* – A prayer shawl, each corner of which contains special fringes known as *tzitzit*.

*Tefillin* – Leather boxes containing biblical passages, with straps for binding around the head and hand. They are used every morning, but not on *Shabbat* or festivals.

*Tikkun Olam* – Repairing the world, *i.e.*, doing good works.

*Torah* – The Five Books of Moses, the first five books of the Bible. They are inscribed on a *sefer* Torah, a Torah scroll, which is handwritten on parchment from a kosher animal. "Torah" can also refer to all the commentary and interpretation that comes from the Five Books of Moses.

*Yom Tov* – A festival or holiday. We have three festivals in the calendar (*Pesah*, *Shavu'ot*, and *Sukkot*), and also the High Holidays (*Rosh Hashanah* and *Yom Kippur*).

## B. FINDING MEANING AS A FAMILY THROUGH Bar/Bat/Benei MITZVAH

You may want to consider these questions as you prepare as a family for celebrating a *bar/bat/benei mitzvah*.

1. What does it mean to be Jewish today?
2. What makes involvement in Jewish life meaningful to you, as an individual and as a family?
3. What does it mean to become *bat/bar mitzvah*?
4. What are the Jewish values that are most important to your family?
5. Who is important to you as a part of this experience, beyond your immediate family?

Why? What do you want them to experience?
6. How does the *bar/bat/benei mitzvah* experience fit with the larger Jewish community?

## C. HONORS AVAILABLE FOR A BENEI MITZVAH SERVICE

**Honors Available for Shabbat Morning**
**All honors must be approved by CBS staff.**
**(Page numbers refer to pages in *Siddur Lev Shalem*.)**
**Submit the honors online by going to**
**https://bethshalompgh.org/benei-mitzvah-honors-form/**

**Available Honors:**

- Two Greeters who are members
- Open Ark - beginning of Torah Service (page 168)
- Remove Torah from Ark (page 171)
- Remove 2nd Torah from Ark - available **only** on days when this applies - ( please consult one of the rabbis
- Close Ark - beginning of Torah Service (page 171)
- Carry Torah - Processional [sometimes reserved for the Benei Mitzvah themselves]
- *Aliyot* - People who are honored by reciting *berakhot* (blessings) as the Torah is being read. You may call multiples, couples, etc. **Maximum of three.** [*Maftir Aliyah* is always reserved for the *bat/bar mitzvah*.]
- Lifting the Torah - *Hagbahah*
- Binding Torah - *Gelilah*
- English Prayer for our Country (page 177)
- Hebrew Prayer for Israel (page 178)
- *Ashrei* (page 181) - [often led by sibling or young cousin - leader does not need to be 13

yrs old]

- Open Ark - End of Torah Service (page 183)
- Carry Torah - Recessional [sometimes reserved for Benei Mitzvah]
- Close Ark - End of Torah Service (page 184)
- *Ein Kelohenu* (page 204)
- *Aleinu* (page 205) [often led by benei mitzvah or person leading *Mussaf*
- *Adon Olam* (page 211) - Often given to JJEP or CDS classmates - honorees may be joined by small children from Jr. Congregation/Manny's Service.
- *Kiddush*/Handwashing/*Motzi* (page 77)

**Honors not listed here are not available for family distribution.**

**Leading sections of the service – *Pesukei Dezimra*, *Shaharit*, Torah Service, or *Musaf* – is limited to the bar or bat mitzvah, working with the tutor. Otherwise, only qualified Beth Shalom members who are among our regular lay leaders may lead these services, which will be assigned by the Religious Services Committee. If you know some of these leaders personally, you may request their participation by contacting RSC Chair Sheldon Catz.**

**Honors Available for Minhah**

If your child is celebrating their benei mitzvah at minhah , either 1) print this form and drop it off at Beth Shalom, or 2) convert it to a pdf and send it to Marissa Tait.

Date: _____ Torah Portion: _____

English Name of *Bat/Bar Mitzvah*:_____

Hebrew Name of *bar/bat/benei Mitzvah*:

_____ Format: (Child's Hebrew name) ***ben/bat*** (father's Hebrew name) ***ve***-(mother's Hebrew name) (*Hakohen/Halevi if applicable*)

Parent #1 Name: _____ Phone: _____

Parent #2 Name: _____ Phone: _____

**Please provide names of individuals for this section:**

Open Ark (page 218): _____

Remove Torah from Ark (page 218): _____

Carry Torah from Ark: _____

Close Ark: _____

Honorary *Gabbai*: _____

(stands next to Torah as it is read and listens for accurate Torah reading)

*Aliyot* (people who are honored by reciting *berakhot*/blessings as the Torah is being read. Multiples / couples may be called. One *aliyah* of the three is reserved for the congregation, and the third is for the *bat/bar mitzvah*.)

1. _____ Third *Aliyah* (*shelishi*) is reserved for *bar/bat/benei mitzvah*.

*Hagbahah*:_____
(Ceremonially lifting the Torah- preferably someone who has done so before)

*Gelilah* (binding Torah):_____
Carry Torah/Return to Ark: _____
Open Ark (page 221): _____
Close Ark (page 222):_____
Other honors, including leading parts of services, calling *gabbai*, etc., are not available for distribution by the family. The Religious Services Committee will do the distribution.