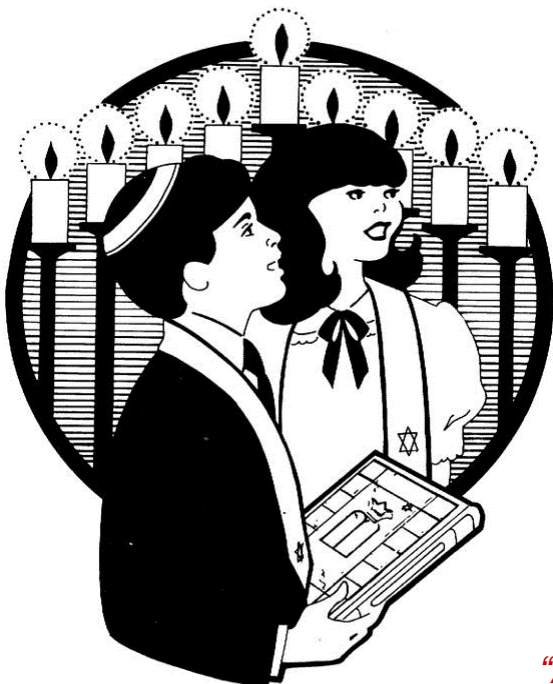


Bar/Bat Mitzvah Handbook



2018-2019

5779-80



*“As others have planted for you, so
will you plant for your children.”*

Leviticus Rabbah 28



Rabbi Ian J. Silverman, DJS

328 Elwood Road, East Northport, New York 11731

631-368-6474 www.enjc.org

Table of Contents

- I. Mazel Tov!!
- II. What is the Meaning of Bar/Bat Mitzvah?
- III. Scheduling of Your Child's Bar/Bat Mitzvah
- IV. What is Required of Us?
 - a. Education
 - b. Ritual
 - c. Financial
- V. Preparing For Your Bar/Bat Mitzvah
 - a. Bar/Bat Mitzvah Lessons
 - b. Bar/Bat Mitzvah Project and D'var Torah
 - c. Honors/Aliyot
 - d. Catering
 - e. Photography
 - f. Bima Floral Arrangements
 - g. Miscellaneous
- VI. Bar/Bat Mitzvah Shabbat
 - a. Service
 - b. Kiddush
- VII. Important Names and Phone Numbers
- VIII. Values / Mitzvah Project and Speech
- IX. Please Keep the Following in Mind (Synagogue Etiquette)

I. Mazel Tov!

You have reached a very important point in the Jewish Life Cycle. Your son or daughter is on the verge of Jewish adulthood. This is a time in your life and theirs that is exciting and exceptionally rewarding. We know you are looking forward to the Bar/Bat Mitzvah ceremony, and may have many questions.

The East Northport Jewish Center has created this handbook to make your experience a wonderful family journey, so read it carefully. We are honored to share this occasion with your family and ask that you do not hesitate to call us with questions or concerns.

It is a wise idea for the entire family to read and then discuss the information in this handbook so everyone can make the Bar/Bat Mitzvah the significant and joyous event it is intended to be. To help you prepare and organize for the Bar or Bat Mitzvah, we have placed a list of appropriate people to contact at the end of this handbook.

II. What is the Meaning of Bar/Bat Mitzvah?

When he/she reaches his/her thirteenth Hebrew birthday, a boy is considered a Bar Mitzvah and a girl is considered a Bat Mitzvah, and are considered adults in a religious sense. On the closest available Shabbat after the thirteenth Hebrew birthday, he/she is called to the Bima to lead part of the service, to recite blessings over the Torah, and to chant the Haftorah.

The ceremonies signify to the family, the congregation and the Jewish community that the Bar/Bat Mitzvah candidate has proven his/her ability to assume full religious responsibility. It symbolizes the beginning of a more active and more fruitful role in Jewish life.

III. Scheduling of Your Child's Bar/Bat Mitzvah

Scheduling of your Bar/Bat Mitzvah is the responsibility of the Bar/Bat Mitzvah Committee. Parents and candidates will receive a letter advising them of the date of their Bar/Bat Mitzvah no later than when the child is in the Gimmel class (5th grade) of our Religious School. The scheduling of dates are made according to the appropriate dates established by the Rabbi and the Ritual Committee for holding Bar/Bat Mitzvah services. **The Committee will assign the closest available Shabbat morning after the child's thirteenth Hebrew birthday.** Please note Bar/Bat Mitzvahs are not scheduled during the months of July and August.

Whenever possible, only one Bar/Bat Mitzvah will be scheduled on a particular Shabbat. However, the synagogue reserves the right to schedule an aufruf, a baby naming, a yahrzeit and/or other simcha or religious ceremony on that same date.

All Bar/Bat Mitzvahs will be scheduled for Shabbat morning services. Requests for Rosh Chodesh or other dates must be made in writing to the Ritual Committee, including the reason for the request, and are subject to the approval of the Bar/Bat Mitzvah Committee. **We strongly advise not making any additional arrangements, such as signing a contract with a caterer, until you have received written approval of your request.** Be aware that on Rosh Chodesh dates there may be more than one Bar or Bat Mitzvah.

If the assigned date for your Bar/Bat Mitzvah presents a hardship, please contact Ed Isaac, the Ritual VP, and explain the problem(s) that necessitate your request for a change of date. **Please do not contact the Rabbi, since he cannot make any changes.** The Bar/Bat Mitzvah Committee will review all requests and make recommendations and, if appropriate, changes.

IV. What is Required of Us?

A. Education

- (1) Your child must successfully complete five (5) years of study, (the requirement for graduation from our Religious School), or be enrolled in the Hay class, or an equivalent, at the discretion of the Bar/Bat Mitzvah Committee.
- (2) Religious School attendance must be maintained at no less than seventy-five percent (75%) each year for Bar/Bat Mitzvah lessons to continue.
- (3) Attend annual Men's Club World Wide Wrap (Daled and Hay class). The event usually takes place on a Sunday morning in late January / early February.
- (4) **Parent's Responsibility:**
 - a. Parents must see that their children keep their appointments and are punctual for their Bar/Bat Mitzvah instruction.
 - b. One parent is required to accompany their child and be present for the duration of the lesson.

B. Ritual

- (1) In order that all Bar/Bat Mitzvah candidates become familiar and comfortable with our services, we require them to attend two Shabbat morning services at the East Northport Jewish Center each month for the six months prior to his/her Bar/Bat Mitzvah date.
 - a. Failure to comply with this requirement will result in cancellation of the Bar/Bat Mitzvah lessons and Bar/Bat Mitzvah date. Attending services at other synagogues does not count toward this requirement.
 - b. We encourage the whole family to attend services together while fulfilling this requirement. This will create a sense of family participation in the simcha and will result in the family becoming familiar with and comfortable at the service.
- (2) The month before his/her simcha we greatly welcome and encourage your child

to attend weekday evening and Sunday morning minyanim to learn the mitzvah of minyan.

(3) Parent's Responsibility:

a. Supply Bar/Bat Mitzvah candidate with:

- His/her own T'fillin at start of Hay classes. (Optional only for Bat Mitzvah)
- His/her own Tallit prior to Bar Mitzvah date.
- NOTE: Purchase of the above items as well as Kippot may be arranged through the Sisterhood Gift Shop.

b. Attend Shabbat services at the East Northport Jewish Center regularly

c. Serve as a Greeter (at least one parent or guardian) for the Bar/Bat Mitzvah immediately prior to your child's.

- The East Northport Jewish Center has an ushering plan in place for Bar / Bat Mitzvah services.
- This enhances the decorum of our services and makes guests feel welcome in our synagogue. It also affords you the opportunity to observe a simcha where you are not absorbed in the details.
- Several weeks prior to your assigned date, you will receive a letter from the VP of Ritual with the date of your assignment and guidelines for the greeter. If, for any reason, you cannot serve on the assigned date, please inform the VP of Ritual as soon as possible.

C. Financial

- (1) **Financial obligations must be current.** No candidate for Bar/Bat Mitzvah may begin lessons or become a Bar/Bat Mitzvah until all financial obligations are met to the satisfaction of the Financial Secretary.
- (2) It is our practice to bill along with the regular dues payments. We bill 10 payments starting with the double billing for July/August and the balance monthly through April. We start the billing the fiscal year before the fiscal year of the Bnai Mitzvah (e.g. the billing for a 2019 Bnai Mitzvah begins July/August 2017).
- (3) The Bar/Bat Mitzvah fee of \$1,400 is set by the Congregation Board and includes the individualized course of instruction, the cost of materials and a deposit for the Shabbat Kiddush after Shabbat morning services.
 - a. The Bar/Bat Mitzvah family is required to sponsor a Shabbat Kiddush that includes the entire (present) congregation. Shabbat morning Kiddush must be open to all congregants attending services. The deposit (\$500) covers the sponsoring of the Kiddush for 25 “regulars” and 50 guests. Anything above your 50 guests number is done at a per person cost basis. Fruit and additional dessert is an additional charge depending on your choices.
 - b. All catering functions must be done through approved caterers in conjunction with the VP-House Administration. Congregants may not bring any food substance into the Synagogue, whether homemade or store bought.
 - c. You are welcome to arrange your own Kiddush, subject to our catering requirements, for your guests. Please note that it is required to include the 25 regular congregants. In those instances, your deposit will be refunded.

Excessive absences or failure to comply with the educational, ritual and/or financial requirements will result in termination of the Bar/Bat Mitzvah lessons and cancellation of the Bar/Bat Mitzvah date by the Ritual Committee.

V. Preparing For Your Bar/Bat Mitzvah

A. Bar/Bat Mitzvah Lessons

- (1) Bar/Bat Mitzvah lessons taught by the Bar/Bat Mitzvah tutor will start approximately six to eight months prior to the Bar/Bat Mitzvah date. Lessons will be scheduled during the summer.
- (2) The Bar/ Mitzvah tutor will meet with the Bar/Bat Mitzvah candidate at least once per week for 30 minutes, independent of religious school hours. It is essential that parents show an interest in this wonderful experience by encouraging their child and overseeing homework and practice assignments. It is expected that much of the preparation for the Bar/Bat Mitzvah take place at home. Practice is a necessity for the most successful results and in general 15-20 minutes a day of practice time is sufficient.
- (3) The Bar/Bat Mitzvah tutor is the authority and dictates the methodology for all the Bar/Bat Mitzvah lessons.
- (4) One parent is required to be present for the entirety of each lesson, either in the room or immediately adjacent to the room.
- (5) In the event that the Bar/Bat Mitzvah candidate has a learning challenge or other problem, please meet with the Bar/Bat Mitzvah tutor before lessons begin to discuss.
- (6) The Bar /Bat Mitzvah tutor will prepare the Bar/Bat Mitzvah candidate to:
 - i. Chant the Friday night Shabbat Kiddush and various other prayers, i.e., L'Cha Dodi, Shma, V'Shamru, etc.
 - b. Recite blessings before and after the reading of the Torah
 - c. Read some Torah

- d. Chant the Haftorah with the appropriate blessings before and after the Haftorah.
 - e. Chant various prayers from the Shacharit and Musaf services.
- (7) Your child may be able to chant additional prayers or Torah readings depending on available time.

B. Bar/Bat Mitzvah Project and D'Var Torah

- (1) The Rabbi will prepare the Bar/Bat Mitzvah to formulate a Bar/Bat Mitzvah project and help compose a D'var Torah for the project.
- a. The Rabbi will contact the Bar/Bat Mitzvah candidate approximately six months prior to Bar/Bat Mitzvah to formulate a Bar/Bat Mitzvah project and help compose a D'var Torah for the project.
 - b. You are free to contact him to schedule approximately 10 sessions for his guidance for the project from research to presentation and assist your child in connecting it with Jewish values. These sessions also include learning about Tallit and T'fillin including reciting the blessings for the use of Tallit and T'fillin

C. Honors/Aliyot

- (1) The Rabbi will give parents an Honors list which contains virtually all of the honors available in the individual service. The Rabbi will also discuss the flow of the service and the special ceremonies involved in a Bar / Bat Mitzvah service.
- (2) **A list of family members and friends you would like to be honored must be submitted to the Rabbi for review and approval at least 10 days prior to your simcha.**
- a. It is your responsibility to provide the Rabbi with each honoree's English

name, relationship to the Bar / Bat Mitzvah, and Jewish status.

- b. Also, for aliyot, (reciting the Torah blessings), hagbah (lifting the Torah) and gelilah (rolling and dressing the Torah, you must also provide the honoree's Hebrew name and Kohen / Levi status. .
- (3) Please understand that as a member of the United Synagogue of Conservative Judaism, the East Northport Jewish Center must comply with the policy that only Jewish people as defined by Conservative halakhic authorities, may have ritual honors on the Bima.
- a. This policy also applies to parents of the Bar/Bat Mitzvah. Please contact our clergy for advice and suggestions on how to involve non-Jewish relatives and guests in your simcha.
- (4) In consultation with our Rabbi, the Ritual Committee has made it the policy of the ENJC that joint aliyot are to be reserved only for married couples.
- a. If a non-married honoree is uncomfortable or nervous about ascending the bima alone, it is permissible to bring along someone for “moral support.” This person must be Jewish and must stand slightly behind and to the side of the honoree.
 - b. Only the honoree may recite the blessings or touch the Torah with tallit, and the honoree only is called up by his or her Hebrew name.
- (5) Be aware that honors (including aliyot) may be given to congregants celebrating other simchas, observing yahrzeit, or have another reason entitling them to an honor. A few well- placed “holes” in the honors schedule can make the service flow much more smoothly in the event unanticipated honorees need to be fit in.

D. Catering

- (1) Parents are to contact the VP—House Administration, as soon as possible after

receiving their date to discuss catering options.

- (2) All catering functions must be done through approved caterers in conjunction with the VP—House Administration

D. Photography

- (1) No music, photography, or video-taping will be permitted on Shabbat.
- (2) Arrangements can be made for mid-week taping and/or photography.
- (3) Please contact the Ritual Committee VP approximately two months in advance to set up a date and time, and then verify your date with the Synagogue Office so it can be put on the calendar for Ritual and custodial scheduling.

E. Bima Floral Arrangements

- (1) Fresh flowers are always festive and add a great deal to your simcha. Floral arrangements for the Bima should be ordered (at your cost) through our Sisterhood Floral Chairperson. Beckman's' Florist and Flowers By Fred are our official florists.
- (2) You may contact the florist directly. Be sure to mention the order is to go through the ENJC Sisterhood. If there is more than one simcha on a Shabbat, the cost of the flowers may be shared.
- (3) As an alternative to flowers, fruit baskets or other baskets may be ordered and placed on the Bima. These baskets may be donated to a local charity of your choice .

F. Miscellaneous

- (1) If you intend to supply kippot, please give them to our custodian prior to 4pm on the Friday afternoon before your simcha. No delivery is accepted after 4pm

on Friday. He/She will keep the basket in a safe place and put it out on Saturday morning.

- (2) If your reception is planned for after services on Saturday at a location outside the East Northport Jewish Center, and this information is printed on the invitation, please do not display the invitation in the Synagogue. The Synagogue cannot endorse a reception that involves travel on Shabbat except for Synagogue services. If this policy is disregarded, the invitation will be removed from display.
- (3) If you plan to provide transportation, inform the company its vehicles must be parked in the rear parking lot, and they must wait there for your guests. Buses will not be allowed to pick up anyone in the driveway.

VI. Bar/Bat Mitzvah Shabbat

(1) Shabbat Service

- a. **Shabbat morning services start promptly at 9:15 AM.** Please state 9:15 AM on your Bar/Bat Mitzvah invitations to ensure that your family and friends arrive on time. The Torah service begins at approximately 9:30 AM. All guests receiving honors must be present at that time.
- b. Please inform your guests there is to be NO:
 - smoking anywhere on Synagogue premises, indoors or outdoors.
 - cameras, tape recorders, MP3 players, cellular/smart phones, iPad, iPod, pagers and packages (gifts) in the Synagogue on Shabbat.
- c. Also, please advise them that a complete Synagogue Etiquette sheet is included in this handbook and should be consulted frequently. The Etiquette information has been designed to make guests comfortable and at home in our House of Worship.
- d. As befits the sanctity of Shabbat and the sanctuary, modest attire is required. Bare shoulders and backs, low necklines, short skirts and shorts are inappropriate.
- e. All men are required to wear a kippah throughout the building at all times.
- f. Jewish men of post Bar Mitzvah age are encouraged to wear a tallit in the sanctuary and required to do so when ascending the bima. Jewish women of post Bat Mitzvah age are permitted to wear a tallit and are encouraged to do so, especially when receiving an aliyah. A woman is never required to do so.
 - A non-Jewish person should not wear a tallit as the tallit symbolizes the 613 mitzvot the Torah commands the Jewish people.

- g. Some enjoy the tradition of “showering” the Bar/Bat Mitzvah with candy to symbolize a life to be filled with sweetness. **Bags of candy must be purchased from our Youth Group at a nominal charge. The candy ribbons will be pink for girls, blue for boys, and white for baby naming. Please contact our Vice President of Youth, for further details.**
- h. Traditionally, gifts from the Congregation, Men's Club, Sisterhood and Youth Group are presented to the Bar / Bat Mitzvah during the service. The family may request that a particular member of the Congregation, Men's Club or Sisterhood Boards make this presentation. In the absence of this request, the presentation will be made by a Board member designated by the President. Remember that these gifts cannot be carried out of the Synagogue on Shabbat. They will be kept in the office to be picked up after Shabbat

(2) Shabbat Kiddush

- a. **Sharing a joyful Shabbat on the occasion of a Bar or Bat Mitzvah with your congregational family is an important part of the Jewish experience.** One of the traditional aspects of Shabbat is to join together in a Shabbat meal following services.
- b. For those who desire a catered Kiddush, please contact our VP– House Administration for a list of all approved caterers.(see page 17) Before making any arrangements for a catered Kiddush, you must have approval from our VP– House Administration.
- c. The entire congregation must be invited to all catered Kiddushes. The Bar or Bat Mitzvah family as well as another family celebrating an additional simcha on that day must share the cost of the Kiddush for the congregation and guests.

- d. On Shabbat when there is more than one family sponsoring the Kiddush, the cost must be shared.
- e. Please be accurate in counting your guests so we can be certain there is enough food for the congregation and your guests. You must include the number of people attending, both your guests and congregants.
- f. Congregants may not bring any food substance into the Synagogue, whether homemade or store bought.

VII. Important Names and Phone Numbers

Name	Position	Number
Lisa Maron	Bar/Bat Mitzvah Instruction	
Rabbi Ian Silverman	Bar/Bat Mitzvah Instruction	631-741-5344
Ed Isaac	VP Ritual	631-786-1742
Brad Becker	VP Education	
Allan Berman	VP Youth	516-652-9220
Wendy Isaac	VP House Administration/ Catering	631 804-5278
Approved Caterers <ul style="list-style-type: none"> • Bagel Boss • Pastrami & Friends • Hunkis • Cosmopolitan Caterers 		631-462-3922 631-499-9537 516-870-0435 631-824-6830
Sisterhood Gift Shop <ul style="list-style-type: none"> • Halley Garten • Linda Pollack • Elaine Wurmbrand (tallit, kippot, t'fillin) 		631-513-3655 516-857-3734 631-499-4238
Sisterhood Floral Chairperson <ul style="list-style-type: none"> • Audrey Hardy • Beckman's Florist • Flowers By Fred 		631-368-2939 631-368-8610 631-757-0008
Bar/Bat Mitzvah Scheduling <ul style="list-style-type: none"> • Ed Isaac 		631-786-1742

VIII. Values / Mitzvah Project and Speech

- (1) Becoming a Bar or Bat Mitzvah is not a conclusion. It is the beginning of being responsible as a Jewish person to perform mitzvot and to express Jewish values. It is the beginning of being a participant in “Tikkun Olam”, “fixing the world,” making our personal contribution to helping others, and making the world at least a little bit better. The most important value in Judaism is that all of us are a reflection of G-d, and so have an inner worth, a preciousness, a holiness. A second value is “seek peace and pursue it.” A third is “justice and justice pursued.” All of these lead to the conclusion that we must work to refine ourselves and the world, and help those in need.
- (2) As a result, as part of our Bar/Bat Mitzvah requirements, Rabbi Silverman asks our students to study and express a mitzvah or Jewish value. With Rabbi’s help, students will choose a project based on his/her interest and inclination. Some examples are: respecting the environment, raising money for medical research, animal cruelty, care for the elderly, hunger, visiting the sick, etc.
- (3) The student will pursue his/her project topic on four levels: the subject or value in general, the Judaic view, the project and “what I learned from it. The project needs to have a practical dimension of approximately 3 to 4 hours minimum of concrete involvement such as visiting the elderly in a nursing home or doing a walk-a-thon, etc.
- (4) The presentation of the project will be given after the Haftorah. It includes a speech as well as a poster board display. Since your child’s project display is meant for guests and congregants to enjoy, it should be set up in the front lobby, prior to the beginning of Shabbat on the Friday evening of your simcha.
- (5) Preparing Your Bar/Bat Mitzvah Speech
 - a. The purpose of your *Bar/Bat Mitzvah* speech is:

- To describe the topic or issue you have chosen in general terms i.e.: Medical Research, Development and Poverty, Ramifications in education, etc.
 - To describe your topic and how it relates to Jewish tradition
 - The value of your topic
 - The Halachic dimension of your topic
 - The connection of your topic to either the Torah portion or the Haftorah.
 - The project you chose.
 - What you did
 - When, where and with whom you did it
 - How long you spent on this project
 - The reaction of those you helped
 - What you learned from your experience, doing and completing this project. (This information, including photos, and explanations of research, etc. should be mounted on a poster board to be placed outside the entrance to the Sanctuary for all to see and enjoy during the kiddush or luncheon following the Bar/Bat Mitzvah.)
 - Thank you section for family, teachers, friends, etc.
- b. Start your speech by saying, “*SHABBAT SHALOM*,” and welcoming family, friends and congregation members to your *Bar/Bat Mitzvah*. Then, go on to the other sections, (1, 2, 3, 4,) and end with “THANK YOUs.” End your speech with “*SHABBAT SHALOM*.”

- Your speech should be approximately 1-2 typed pages and around 5-7 minutes long. Rabbi Silverman will work with you on your speech. Remember to try to speak slowly so your audience can follow.
- A few weeks before your Bat/Bar Mitzvah, you will read your speech out loud on the Bima to become more comfortable with it.
- Rabbi Silverman will make suggestions on style to help make your presentation a more polished product.

MAZAL TOV!



Synagogue Etiquette

Welcome to our synagogue.

We're pleased to have you with us!

We want you to be comfortable and at home in our House of Worship. To help us in this sacred community, we ask you to keep the following in mind:

- All men are required to wear a *yarmulke/kippah* (head covering) while in this building. All Jewish men are asked to wear a *tallit* (prayer shawl) in the sanctuary during *Shabbat* and other services where appropriate. Women are required to wear a head covering and are requested to wear a *tallit* when called to the Torah. If you borrowed a *tallit*, please return it to the rack in the lobby. Head coverings are available in the lobby.
- Please do not enter or leave the sanctuary when the Ark is open, when the congregation is standing in prayer, when the Rabbi is delivering his sermon, and when the Bar/Bat Mitzvah is chanting the Haftorah or giving his/her speech.
- Please turn off all cell phones and paging devices prior to entering the sanctuary. These and all other electronic devices, including tape recorders, cameras, iPods, video cameras and game players, may not be brought into our building on Shabbat.
- Children under 10 years old may not be left unattended in the building.
- Electronic toys, games and writing materials should not be brought into our building on the Sabbath. Children may play with books or quiet toys while in the sanctuary. A box of toys is available in the lobby. Children should be seated with parents during services. Please accompany them when they must leave the sanctuary. We ask that you keep children from standing on our seats/benches.

- Smoking is not allowed anywhere on Synagogue property.
- Photography and/or videography is not allowed on synagogue property on the Sabbath or on Holidays.
- Eating and drinking are not permitted in the sanctuary at any time. Feeding infants is acceptable.
- Please refrain from greeting friends or relatives, chatting, or applauding during services.
- Help us achieve a heightened and spiritual *Sabbath* and Holiday. If your children are crying or being disruptive...Please take them out of the sanctuary.

We deeply appreciate your observance of these customs and traditions and wish you and yours a very peaceful Shabbat.

Notes

Notes

Notes