



Congregation Jewish Community North

# The B'nai Mitzvah Handbook

For our students and their families

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## **Introduction**

One of the great joys we share with our children is the celebration of becoming Bar or Bat Mitzvah, a person responsible for fulfilling the commandments of Judaism.

At CJC/N, the tradition is for our children to conduct the Saturday morning Shabbat service and conduct the Torah / Haftarah service. This requires a major commitment of time and energy. It is our desire to make this period of study and preparation – as well as the ceremony – meaningful and important to our children and their families.

To help our children feel a part of the ongoing tradition, *l'dor v'dor* (from generation to generation), Judaism has established certain requirements and expectations. These requirements and expectations will help our young people, their families, and our Temple maintain the highest standards at this beautiful moment in their lives.

This booklet provides you with CJC/N's requirements for this joyous occasion. Please, read these pages very carefully. If you have any questions or require further information, do not hesitate to call the Temple Office.

It is our greatest hope and expectation that the preparation for, and the celebration of, becoming Bar or Bat Mitzvah at CJC/N will have enduring significance and worth in our children's lives. The seriousness and commitment with which our children and their families undertake the experience will do much to shape the meaning of this celebration.

## **Student Responsibilities**

### **Religious School**

Maintain regular attendance at Religious School.

### **Midweek Classes**

Students are required to attend midweek Hebrew classes during 5<sup>th</sup> and 6<sup>th</sup> grade years. During the 7<sup>th</sup> grade year students will attend Bar/Bat Mitzvah training class. If you have any issues regarding attendance, please discuss with Rabbi and Principal. Students must demonstrate mastery of basic Hebrew reading skills to the satisfaction of the Rabbi before joining the Bar/Bat Mitzvah training class.

### **Attend Shabbat Services**

Attendance at Friday night Shabbat services is required for all students in Bar/Bat Mitzvah training class. Attendance at Saturday morning Bar/Bat Mitzvah ceremonies is required.

### **Study with the Rabbi**

Attend a weekly session with the Rabbi to learn a Torah and Haftarah portion. Rabbi will provide guidance in composing a brief *derasha* (sermon) concerning an issue within the Torah or Haftarah portion. Students are expected to master the entire Shabbat and Torah Liturgy before beginning studies with the Rabbi.

### **Service Requirements**

Each Bar/Bat Mitzvah student will lead the congregation in the Shabbat service, which will include a reading from the Torah and Haftarah. Even if a student is scheduled to conduct only the Saturday morning service, all candidates must master both the evening and morning liturgy.

### **Confirmation**

All Bar/Bat Mitzvah candidates are expected to commit to continuing their religious education through Confirmation in the 10<sup>th</sup> grade.

### **Mitzvah Project**

Students are required to perform a Mitzvah project during the preparatory year. This can take many forms: donating time or raising money to a worthy cause, doing something to benefit family, Temple, or greater community. Any good deed is wonderful.

Project needs to be pre-approved by Rabbi. Proof of completion is due prior to Bar/Bat Mitzvah. Anything that is deemed to be outside minimal standards (unless there are exceptional circumstances) will be handled by the Rabbi in consultation with either the Ritual Chair, Vice President over Education or the President.

### **Family Responsibilities**

#### **Choose Date**

Choose your date. You may choose a Bar/Bat Mitzvah date by contacting the Rabbi up to two years in advance of your child's 13<sup>th</sup> Birthday to insure availability and appropriateness. All dates must be approved by the Temple.

#### **Midweek Classes**

Please be sure your student attends midweek Hebrew classes and spends some time each day studying.

#### **Attend Shabbat Services**

The best way to learn is to do. By attending services, you will better understand our traditions and practices and your student will become comfortable with what will be required for the Bar/Bat Mitzvah ceremony. **Attendance at multiple Friday night Shabbat services is required for all students in Bar/Bat Mitzvah training class. Please check with Rabbi as to the minimum required for your student.**

### **Meet with Rabbi**

You will arrange a parent/child meeting with the Rabbi approximately twelve weeks before the date of the ceremony.

### **Classes with Rabbi**

Students will work directly with the Rabbi beginning approximately six weeks prior to their service. They will continue midweek classes during this time. Be sure to call the Rabbi if you cannot make a scheduled class.

### **Financial Obligations**

The family must be a member in good standing with CJCN. In order to secure a date, 50% of the Bar/Bat Fee must accompany your request. The balance must be paid in full no more than 120 days before the Bar/Bat Mitzvah.

### **Ritual Options**

#### **Kipah / Yarmulka**

You are not required to provide *kipot* for the entire congregation. They are always available at the entrance to the Sanctuary. The Bar/Bat Mitzvah is required to wear a kipah. Kipot personalized with the child's name and ceremony date may be ordered from our Sisterhood Gift Shop or you may choose from any vendor.

#### **Tallit**

Bar and Bat Mitzvah students are required to wear a *Tallit* during the service. A limited number are available in the Temple foyer. The Sisterhood Gift Shop carries a wide selection of *Tallitot* if you wish to order a new one for your child or you may choose from any vendor.

Often, the *tallit* is presented to the Bar/Bat Mitzvah child at the beginning of the Shabbat service. The honor of presenting the *tallit* may be given to either a parent or grandparent or even to that special person who has given the *tallit* to the child as a gift.

#### **Oneg Shabbat**

Your family is responsible for the Oneg Shabbat for the Friday evening of your ceremony weekend, even if your child is only leading the Saturday morning service. The family provides 2challahs, cakes, cookies, other sweets, coffee and tea service, and punch or lemonade or other soft drinks. Napkins and other necessary paper goods are also the responsibility of the host family.

## **Cantor**

If you are interested in engaging the services of our Cantor, please check with our Rabbi.

## **Chanting Torah / Haftarah**

Although chanting is not a requirement, some students are willing to take on the additional challenge. If you desire your child to learn chanting, notify the Rabbi, as special arrangements must be made.

## **Parents' Prayer**

The family is given an opportunity to say a special parents' prayer and/or express your feelings on this occasion. The Rabbi will provide guidance to those parents who wish to create their own prayers.

## **Details To Remember**

### **Temple Hours**

Please call CJCN to make sure the building will be open if you plan to make deliveries, bring supplies or just stop by to familiarize yourself with the layout.

### **Service Times**

Our Shabbat services customarily begin at 7:15 pm on Friday evenings and at 10:00 am on Saturday mornings.

### **Setting Up for Oneg**

Again, please call CJCN to make sure the building will be open. Any decorations you wish for the Oneg Shabbat – table skirting, centerpieces, etc. – are best set up by you, rather than by the janitorial staff. Our *shammash*s can set up cookie trays and keep them supplied and organized during the Oneg, but it is best if you provide the initial setup before the Oneg. Please give the staff specific instructions on how you would like this done. It is best to speak directly with them before the event.

Please contact [Calendar@cjcj.org](mailto:Calendar@cjcj.org) to reserve the time if you would like to make arrangements to set up. If you would like to set up after regular business hours, please contact [Security@cjcj.org](mailto:Security@cjcj.org).

### **Decorations**

Please note that taping objects to the walls is prohibited unless it is done with tape specifically made not to damage paint or finished surfaces. Decorations should be in good taste, and please do not use confetti. Decorations should be in accordance with the Jewish religion. Please check with the Temple office if you have questions about your decorations.

### **Accessory Items**

CJCN does not provide paper goods.

### **Photography**

Please make arrangements with Rabbi as to when he is available for still photos. Photography sessions must be completed 20 minutes before the service. **STILL PHOTOGRAPHY IS PERMITTED DURING THE SERVICE ONLY FROM THE BALCONY. THIS IS PERMITTED AS LONG AS THERE ARE NO FLASHES, MOVEMENTS, OR DISTRACTIONS AND SILENCE IS MAINTAINED.** Our worship service is a sacred time. Stationary videotaping from the balcony is also permitted. A TRIPOD MUST BE USED FOR BOTH STILL PHOTOGRAPHY AND STATIONARY VIDEOTAPING.

### **Kitchen Supplies**

The CJCN kitchen is stocked with numerous trays, punch bowls, coffee pots as well as other serving pieces and cooking utensils for your use. A supply of china, flatware and glassware is also available. Be sure, if you have a caterer, to keep our supplies separated.

### **Janitorial Service**

If you are having many guests for the Oneg Shabbat, it is customary to compensate our *shammash* in addition to his salary from the Temple. If you plan on renting the Social Hall for a Shabbat dinner before the Friday service or a Kiddush luncheon or evening celebration on Saturday, please refer to the rental contract for compensation guidelines.

### **Babysitting**

You may want to arrange for a babysitter if your guests include children under 5 years of age. You are responsible for cleaning up any rooms used for babysitting.

### **Flowers**

Many families provide floral arrangements to enhance the beauty of the Temple. Flowers can be added to the lobby, set on the large round table in the Sanctuary foyer and/or placed on the bimah as either one arrangement in front of the Torah table or one in front of each lectern. Flowers are not required.

### **Challah and Wine**

You must provide **two** challahs each for Friday night and Saturday morning, even if your child will only lead the service on Saturday morning. It is not necessary to provide wine. You may provide a special family Kiddush cup to be used or you may use the one provided by CJCN.

### **Renting the Temple**

The Social Hall is available for rental for your celebration for a fee. Please contact the Temple office to secure a contract. The Social Hall cannot be held until receipt of signed contract and appropriate check(s).

### **Gifts**

The family may want to thank the Rabbi in a personal way. A gift directly to the Rabbi, a donation to the Rabbi's Discretionary Fund and/or the temple are all appropriate.

### **Publicity**

All Bar/Bat Mitzvah students may be profiled in the CJCJN bulletin. Please submit your "story" to [EditorialBoard@cjcjn.org](mailto:EditorialBoard@cjcjn.org) no later than the 10<sup>th</sup> of the month prior to the month of your child's mitzvah. Please feel free to ask Rabbi for assistance. You may want to announce the event in the local newspaper or in the Jewish Herald Voice.

## **CJCJN Food Policy**

### **CJCJN Food Policy**

1. No shellfish or pork products may be used on or brought into the Temple building or grounds.
2. We do not specifically prohibit serving meat and dairy products simultaneously at the same meal, however they should not be mixed or presented on the same serving plate and where possible, a nondairy substitute should be used when meat dishes are served.

When dairy is served at a meat meal, it must be clearly labeled so those who wish to avoid mixing meat and dairy can do so.

Meat and dairy products, prepared separately, may be placed on the same table, but only the individual consuming the meal should mix the two.

3. Although we do not have a kosher kitchen (separate meat and dairy utensils, dishes, refrigerators, sinks, dishwashers, etc.) we honor our heritage and use every reasonable effort to keep kosher style. While not prohibiting mixed meat and dairy meals, we ask that all CJCJN groups using the kitchen consider the menu carefully and try to avoid them. This is strict CJCJN policy approved by the Ritual Committee.
4. If liquor is being served, please be aware of the level of consumption by your guests. No minors may consume alcohol on CJCJN grounds.

## **Security**

It may be necessary to hire private security for your event, especially if alcohol is being served. Please check with CJCN Security to see if this is necessary.

## **Organizing the Service**

### **Honors**

You will have the opportunity to honor family and guests during the Shabbat service. You must supply a list of names to the Rabbi at least one week before your child's Bar/Bat Mitzvah.

It is very important to inform any family member or guest who will be honored during the service, especially if the honor includes a Hebrew reading. Transliterations of several important prayers associated with honors are printed in this publication. Any others can be obtained by calling the Temple office.

*Aliyah* refers to the honor of reciting the blessings before and after the Torah reading. *Aliyot* are bestowed on Jewish individuals who are over Bar/Bat Mitzvah age. There can be a maximum of six *aliyot* during the Torah service, and the seventh must be the Bar/Bat Mitzvah child. You may have fewer than six during your service. You must contact the Rabbi if you desire to honor additional people with *aliyot*. It is advisable to give the transliterations of these blessings to any person asked to perform them before the congregation.

Please keep in mind that non-Jewish persons are not permitted to perform blessings specifically commanded for those of the Jewish faith – lighting candles, Torah blessings and other major prayers. Non-Jews, however, are welcome to participate with other honors such as opening and closing the ark.

If a family has a non-Jewish parent, this parent is welcomed, even encouraged, to sit with the child and Jewish parent on the bimah and to participate in most of the rituals, especially the parents' prayer. Please contact the Rabbi for clarification.

The family is given an opportunity to say a special parents' prayer and/or express your feelings on this occasion. A suitable prayer is found in the prayer book. The Rabbi will provide guidance to those parents who wish to create their own prayers.

You will be given a form to assign honors to your guests and family so that they may participate in the services. The rabbi will help you with this.

### **Tzedakah Opportunities**

Your family may wish to honor the Bar/Bat Mitzvah by purchasing a leaf on our Tree of Life. You may wish to donate to a CJCN fund: The Religious School Fund; The



Building Fund; The Operation Legacy Fund; The Prayer Book Fund; The Library Fund or the Rabbi's Discretionary Fund. Contact the Temple President for more information about giving opportunities.

### CONTACT INFORMATION

RABBI	<a href="mailto:RABBI@CJCN.ORG">RABBI@CJCN.ORG</a>
TEMPLE OFFICE	<a href="mailto:OFFICE@CJCN.ORG">OFFICE@CJCN.ORG</a>
SECURITY	<a href="mailto:SECURITY@CJCN.ORG">SECURITY@CJCN.ORG</a>
CALENDAR	<a href="mailto:CALENDAR@CJCN.ORG">CALENDAR@CJCN.ORG</a>
PRESIDENT	<a href="mailto:PRESIDENT@CJCN.ORG">PRESIDENT@CJCN.ORG</a>
PRINCIPAL	<a href="mailto:PRINCIPAL@CJCN.ORG">PRINCIPAL@CJCN.ORG</a>

*Important note: Please remember that this booklet is meant as a guide and is subject to approval and change at any given time. Please confirm with appropriate parties any and all arrangements. Thank you.*

## **B'nai Mitzvah Requirements**

**(based on ability)**

**ATTENDANCE AT 18 RELIGIOUS SERVICES (Friday or Saturday, or Holiday)  
IN THE PERIOD OF TWO YEARS PRIOR TO THE BAR OR BAT MITZVAH SERVICE,  
(12 SERVICES IN THE ONE YEAR BEFORE BAR OR BAT MITZVAH IS ALSO ACCEPTABLE)**

**THE DEVELOPMENT AND EXECUTION OF A COMMUNITY SERVICE PROJECT**

**ABILITY TO LEAD A REGULAR WORSHIP SERVICE**

**Prayers from the Siddur**  
*(pages from Mishkan Tefilah)*

## FRIDAY NIGHT

Items in **Bold** are considered mandatory and must be mastered to lead a service.

### Page                      Prayer

<b>5</b>	<b>Friday Night Kiddush</b>
<b>30</b>	<b>Maariv Aravim</b>
323	Shalom Aleichem

***Many of the prayers appearing on Saturday (i.e. Barchu, Shema, Veahavta, Avot, Gevurot) are also part of Friday night services and the student may, of course, lead these on Friday as well, though this is not currently a requirement.***

## SATURDAY MORNING

Items in **Bold** are considered mandatory and must be mastered to lead a service.  
*Items marked with an asterisk (\*) can be read or sung partially in English*

### Page                      Prayer

*Birkot Hashachar (morning blessings)*

170	Modeh Ani
171	<b>Blessing for Talis</b>
172	Mah Tovu
173	Asher Yatzar
175	Nisim B'Chol Yom (for Daily Miracles)*
<b>178-179</b>	<b>For Torah</b>
<b>181-182</b>	<b>Kaddish d'Rabbanan*</b>

*Psukei D'Zimra (Verses of praise)*

185	Mizmor Shir*
186	Ashrei*
<b>194</b>	<b>Hatzi Kaddish</b>

*Shema Uvirchotecha (The Shema and its blessings)*

<b>195</b>	<b>Barechu</b>
195	Yotzer Or
199	Last line (Baruch Ata part) of Ahava Rabbah
<b>200</b>	<b>Sh'ma</b>
<b>201</b>	<b>VeAhavta</b>

204 Last line of Mi Chamochah

*Tefilah (Prayer)*

**205 Adonai Sifatai Tiftach**

**206-207 Avot/Gevurot**

**208 Kedusha**

210 Vishameru

211 Yismechu

**219 Oseh Shalom**

*Torah Service*

**248 Torah Service and Sh'ma for Torah Service**

**250 Torah Blessings Before and After**

**Torah Maftir of a Torah Portion (Usually 3 or 4 lines)**

**254 Haftara Blessings**

**Haftara Section of Haftara Reading (varies in length)**

*Aleinu and Closing*

**Speech Short "Drash" (3 minutes) or speech on the Torah Portion and it's significance.**

**282 Aleinu**

**321 Adon Olam**

**MAZEL TOV!**

**LIST OF HONORS FOR BNAI MITZVAH SERVICES**

HONOR	NAME	HEBREW NAME
Candle Lighting (Friday Night)		
Open Ark for Torah Service		
Carry Torah		

Undress Torah		
Aliyah (Torah Blessings) 1		
Aliyah (Torah Blessings) 2		
Aliyah (Torah Blessings) 3		
Aliyah (Torah Blessings) 4		
Aliyah (Torah Blessings) 5		
Aliyah (Torah Blessings) 6		
Aliyah (Torah Blessings) 7		
Lift Torah		
Dress Torah		
Open Ark, Close Ark		
Open Ark, Close Ark for Aleinu		
Kiddush and Motzi		

**Mishkan T'Filah – Shabbat Morning Service II (subject to change)**

<b>Who</b>	<b>Page</b>	<b>Prayer</b>	<b>Note</b>
Rabbi	169	Welcome Congregation	
<b>Student</b>	170	May my life	
<b>Birchot HaShachar – Morning Blessings</b>			
Honor/ Parents	171	Presentation of Tallit	Parents
Student		As I wrap Barchi nafshi	
<b>Student</b>		Tallit Blessing Hebrew / English	Put on Tallit
Rabbi	172	♫ Ma Tov	Short
Student	173	Asher Yatzar	English
Rabbi	174	♫ Elohai	
Rabbi and Student	175 -17 8	♫ Nissim B'Chol Yom	Antiphonally with Rabbi starting
<b>Student</b>	178	♫ La'asoak	Hebrew, Read English
<b>Student</b>	180	Eilu d'varim	English Reading
<b>Student</b>	181	Kaddish D'Rabanan	Read Hebrew
Student	182	Kaddish D'Rabanan	English?
<b>Psukei D'Zmira – Songs of Praise</b>			

<b>Who</b>	<b>Page</b>	<b>Prayer</b>	<b>Note</b>
Rabbi	183	Baruch She'amar	English reading after chanting
Honor Student	184 187 -18 8	Mizmor Shir ... David's Song of Praise	English reading English Responsively
Student	194	♫ Hatzi Kaddish	We continue on with the Hatzi Kaddish
<b>Shma and Blessings</b>			
Student	195	♫ Barchu	Please rise for the call to worship on
Student	195	Yotzeir	
Student	199	English Reading	English Reading
Student	200	♫ Shma	(Pik)
Student	201	♫ V'ahavta	Rabbi will seat congregation
Student	203	Sing the Song	Responsive reading on bottom of
Rabbi	204	♫ Mi Chamocho	
<b>T'Filah</b>			
Student	205	♫ Adonai, s'fatai	Please rise as we continue on with the T'filah (Taubman)
Student	206	♫ Avot v'Imahot	Segue
Student	207	♫ Atah Gibor	Segue

Who	Page	Prayer	Note
Rabbi	208-210	♪ K'dusha	Segue
	211	♪ Yism'chu	
	212	Rtzei	English reading
	214	Modim Anachnu Lach	English reading
	216	♪ Sim Shalom	reads 218, "I need strength"
	218	♪ Yih'yu L'Ratzon	We pause for a moment of silent prayer
<b>Torah Service</b>			
Rabbi	244	♪ Ein Kamocho	
Rabbi	245	Assemble the People	
Student	246	♪ Ki Mitziyon	
Honor		Opening the Ark	
Rabbi	246	In this scroll	
Family		Passing the Torah	
Rabbi	248	♪ Baruch Shenantan...	

<b>Who</b>	<b>Page</b>	<b>Prayer</b>	<b>Note</b>
Rabbi	248	♫ Shma/ Echad/ Gadlu	
<b>Student</b>	250	♫ Torah Blessings	
<b>Torah Service Honors</b>			
Honor		Aliyah 1	
Honor		Aliyah 2	
Honor		Aliyah 3	
Honor		Aliyah 4	
Honor		Aliyah 5	
Honor		Aliyah 6	
Honor		Aliyah 7	
<b>Student</b>		Maftir	
Honor		Lifting Torah	
Honor		Dressing Torah	
<b>Student</b>	254	♫ Haftarah Blessings	
Honor			Opening Ark for returning Torah
Rabbi	257		God's Torah is perfect
Honor	258		Prayer for Congregation
Honor	258		Prayer for Country
Honor	259		Prayer for Israel
Parents Rabbi Charge Student's Speech	262		Parents' Bar and Bat Mitzvah Blessing
<b>Closing Blessings</b>			



Who	Page	Prayer	Note
Honor	282	Opening Ark for Aleinu	
Rabbi	282	♪ Aleinu	
Rabbi	284	♪ Shehu noteh	
Rabbi	287	♪ V'ne-emar	
		Presentations from Congregation	
Rabbi	294	Kaddish	
Rabbi	321	♪ Closing Song	
			Closing Benediction
Student		Kiddush & Motzi	In Sanctuary

## **Suggested Timetable & Checklist**

### **18-24 Months Before**

- Reserve a date with CJC/N for the service and pay 1<sup>st</sup> half of Bar/Bat fee.
- If continuing your celebration at CJC/N:
  - Contact CJC/N for a rental contract for Social Hall
  - Contact hotels to secure group rates for guests

### **12-18 Months Before**

- Attend Shabbat services regularly, at least once a month, to make worship a part of your family life. Remember that attendance at Friday night Shabbat services is required at least once a month for all students in Bar/Bat Mitzvah training class. Try to attend Bar/Bat Mitzvah ceremonies to familiarize yourself with our tradition. The more you attend, the more the spiritual meaning of your ceremony will grow.

- Be sure your child is attending midweek Hebrew class regularly and studying 15-20 minutes each day.
- Decide if you are having a Shabbat dinner before the Friday night service.
- Decide on your *seudah* (celebration feast): luncheon or dinner.
- Decide if you will have music. Contact DJ, band, etc.
- Decide if you will host a Sunday brunch for guests.
- Reserve hotel or restaurant for party / brunch if not in your home or at CJCJN.

### **9-12 Months Before**

- Begin planning the Mitzvah project with your child.
- Make guest list.
  - How many people will you invite?
  - How many do you expect?
  - Collect addresses.
- Ask your child to think of a party theme.
- Contact a photographer/videographer:
  - Still photos (list of specific photos wanted)
  - Candid photos
  - Videotaping
- Plan your menus.
  - Refer to the CJCJN food policy.
- Coordinate use of CJCJN kitchen and hire custodian.

### **6 Months Before**

- Order invitations.

### **4 Months before**

If not already done, complete payment to Temple for 2<sup>nd</sup> half (or balance) of Bar/Bat Fee

### **3 Months Before**

- Order paper goods: personalized napkins, etc.
- Choose plastic tablecloths or rented linens.
- Contact florist to order flowers.
- Order personalized kippot
- Order tallit, special kippah for Bar/Bat Mitzvah.
- Order cake.
- Make maps to include in invitations:
  - Directions to CJCJN
  - Directions to other locations (if appropriate)
- Purchase suitable clothing for your family.

- The main purpose of becoming Bar/Bat Mitzvah is for the child to lead the congregation in worship. Appropriate clothing must be worn. Contact the Rabbi or Temple Educator for clarification.

## **2 Months Before**

- Mail out-of-town invitations.
- Create decorations.
  - These may be simple or as elaborate as you wish. Design centerpieces so guests can socialize easily. Please remember that no confetti or glitter may be used in the CJCN Social Hall.

## **6-8 Weeks Before**

- Mail local invitations.
- Make sure your child is on track with his/her studies.

## **1 Month Before**

- Create list of Honors for service
  - Remember to provide each person honored with a Hebrew reading the prayers and transliterations.
- Plan table set up and seating arrangements.
- Meet with representative from the Temple to "go over things"
- Create announcement
- Arrange for a babysitter
- Purchase a guestbook for foyer.
- Consider a photo display for foyer.
  - This can consist of several photos of the Bar/Bat Mitzvah collaged together, a photo board explaining the Mitzvah project or an enlarged photo for guests to sign.
- Thank you gifts for those who helped.
  - Rabbi, Cantorial Soloist, teacher, friends, family
- Consider creating 'welcome bags' for guests.

## **1 Week Before**

- Relax. It will all come together.
- Focus on your child: is he/she prepared? Relaxed?