

Chapel Hill Kehillah B'nei Mitzvah Handbook

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Please note that the B'nei Mitzvah takes place in the Kehillah community and is an extension of the weekly Shabbat service. The Rabbi welcomes opportunities to add personal moments in the service, but the core of the service should not be altered for B'nei Mitzvah.

I. The B'nei Mitzvah Date

At the fifth grade family workshop, the Religious School Director will hand out a coordinated set of dates for all the children in the B'nei mitzvah class, with each date following the child's 13th Hebrew and/or secular birthday. If a family prefers to have the B'nei Mitzvah on another date, they can request another date that follows the student's 13th secular and/or Hebrew birthday. This age requirement is the same for both boys and girls due to the Kehillah's egalitarian values. If requesting a change, families may wish to consider which Torah portion and/or Haftarah portion is most meaningful to them, and whether there is a major university event, such as homecoming/graduation, that could affect plans for hotel reservations and caterers. Note: A request for exceptions to the 13th birthday policy must be submitted to the Rabbi in writing. An earlier date might be approved in an extreme situation, such as for an ill family member to attend.

II. B'nei Mitzvah Requirements

The B'nei Mitzvah requirements are detailed below. Note: All Kehillah dues and fees must be paid in full 2 months prior to the B'nei Mitzvah. The B'nei Mitzvah student will lead Saturday morning services and may choose to also lead Friday night services. In order to be eligible for B'nei Mitzvah your child must:

- A. Successfully complete a minimum of 3 years of religious school (immediately prior to the Bar/Bat Mitzvah), the last year of which must be at the Kehillah. Attendance at a Jewish day school is equivalent to attending religious school as long as the last 2 years of religious school are completed at the Kehillah. Questions regarding the number of years of attendance of religious school should be directed to the religious school director. Please contact the rabbi and religious school director if your child has special needs.
- B. Complete a mitzvah project 2 months prior to the B'nei Mitzvah. The project involves engaging in 18 hours of volunteer time (see Appendix D, page 10, for details).
- C. Attend a minimum of 18 Saturday morning Shabbat services (out of town B'nei Mitzvah may count for up to 5) in the 2 years prior to the Bar/Bat Mitzvah. Please note that five service dates will be mandatory for all B'nei Mitzvah students, as these are learning services with the Rabbi; all students will participate in those services. Parents should attend these services with their children.
- D. Participate with parents in the three family B'nei Mitzvah workshops: 1 at the end of the 5th grade and 2 during the 6th grade year.
- E. Participate in private tutoring with one's tutor.
- F. Be prepared and able to participate in the Shabbat service in the following ways (based on ability):
 - Recite the blessings for the Torah reading and a portion of the week's parsha, (usually maftir) in Hebrew
 - Chant the Haftarah and its blessings in Hebrew
 - Prepare and present a d'var Torah (B'nei Mitzvah's thoughts and explanation about the Torah portion)

- Lead the Torah Service
 - Lead other portions of the Shabbat service to be decided upon by the student, the family, the rabbi and the director of the religious school
 - Students may choose to lead part or all of the Friday night Shabbat service. Please note that the student's family is responsible for providing the student with a copy of the Friday night siddur.
- G. Meet with the family and the rabbi to discuss:
- The parents', the student's and the rabbi's expectations of the Bar/Bat Mitzvah
 - Any special plans regarding the date or desires of the family
 - Parts of the service that the student or other members of the family will be leading
 - Home study of the Torah portion for the family in preparation for the B'nei Mitzvah
 - Do a full run through of the service 1 week prior to the B'nei Mitzvah
- H. Meet alone with the rabbi to:
- Study the Torah portion
 - Review and write the d'var Torah
- I. Read a section of the Torah portion for an additional two dates in the year after the Bar/Bat Mitzvah.
- J. Ensure that the B'nei Mitzvah fee of \$500 has been paid. This fee has been added to the religious school tuition for the 5th, 6th and 7th grade years (\$100 in 5th grade and \$200 in both 6th and 7th grades). This fee covers the event facilities fee, a Saturday morning siddur, a Chumash, 4-6 individual preparatory sessions with the rabbi, 5 Shabbat class workshops with the rabbi, and three workshops co-led by the Religious School Director and the rabbi.

Note: When attending Shabbat morning services, students are encouraged to wear appropriate attire that respects the sanctity of both the sanctuary and the Sabbath. For example, sneakers and blue jeans are not appropriate attire.

III. Honors for Family or Friends

Possible honors for family or friends include:

- Handing out kippot and prayer books as people enter the sanctuary
- Opening and closing the ark
- Aliyot
- Reading of the Torah
- Hagbah and G'lilah (raising and wrapping the Torah)
- Leading a part of the prayer service
- Leading an individual prayer

Note: People under 13 years of age and non-Jewish relatives/friends may participate in the service. Please consult with the rabbi about which parts of the service are appropriate.

IV. Assigning Aliyot (Blessing the Torah Reading) Honors

- A. Guidelines for assigning aliyot to family and friends are listed below. Aliyah is the honor for which someone is called to the Torah to recite the blessings before and after the Torah portions are read.

- The blessing of the maftir (last section of the parsha) is reserved for the Bar/Bat Mitzvah student.
- Parents may assign 6 aliyot to family members or friends.
 - The blessing of the 7th aliyah is usually reserved for the parents so that they may be next to the students while she/he chants the Maftir blessing and reading.
 - One or more people may do one aliyah together (consult with the rabbi for group aliyot).
 - The 4th Aliyah will be reserved for a community member.
 - Aliyot not assigned by the family will be given to congregants by the Religious School Director or gabbai.
- No later than three weeks prior to the Bar/Bat Mitzvah date, please complete and return (to the RS Director) the Honors Form, which specifies who will be honored during the service..

Note: The rabbi is available to meet with family or friends receiving an aliyah to help them practice. The Religious School Director is able to supply each family with a CD and transliteration of the blessings to share with all family members receiving aliyot.

B. Guidelines for Assigning Family and Friends to Lein Torah are listed below.

- Leining is reading with cantillation from the Torah. Anyone who will be leining at a Bar/Bat Mitzvah must be able to read with cantillation (using trope) directly from the Torah scroll. The people who are given this honor must also be in touch with the Religious School Director to confirm the correct verses and the ability to read directly from the Torah with trope.
- Names of people assigned Torah portions to chant must be given to the Religious School Director **no later than 5 weeks prior** to the B'nei Mitzvah date.
- Torah portions not assigned by the family and communicated to the Religious School Director 5 weeks prior to the B'nei Mitzvah date will be assigned to community members.

V. Hosting a Friday Night Oneg and/or a Saturday Kiddush

Families having B'nei Mitzvah are assigned to host the Kiddush and/or Oneg for the Kehillah on the day or days of the event. This would be in addition to any other celebration a family may be hosting for invited guests. Families may decide to cater their event or do it themselves.

Generally the Friday night oneg is a dessert. The Saturday morning kiddush is a luncheon. All food and drink should be consistent with the Kehillah's kashrut policy.

A. Facilities Form

Please turn in your facilities form to the Kehillah administrator at least three weeks before the event so that she can arrange for the appropriate set up. The charge for the custodian is included in the B'nei Mitzvah fee except in extreme circumstances in which the required set-up is much more time consuming than usual.

The caterer may have access to the Kehillah during office hours (Monday–Friday, 8:30 a.m. – 3:30 p.m.).

B. Kehillah Supplies

25 six foot long tables, 500 chairs, 4 eight-foot tables.

C. Families or Caterers will need to supply:

round tables, cutlery, dishes, linens, glasses, serving platters

All leftover food from your event must be removed from the Kehillah refrigerators by Monday after your simcha. It is customary to take leftover foods and drinks to the Interfaith Council Homeless Shelter. A donation of food can be made 7 days a week from 8 a.m. – 6 p.m. Feel free to call the shelter directly at 967-0643 for additional information.

- D. Parking:** The parking lot at the Kehillah can accommodate 100 cars. If more spaces are needed, you may contact the Community Church (942-2050) across the street to arrange overflow parking. Please inform guests of the two options. There is no parking allowed on Mason Farm Road.

VI. Kashrut Policy

(for a more detailed version of the policy, please contact the Kehillah Administrator)

- A. Non-Catered Events:** All non-catered Kehillah community events or programs are to be dairy (food made with milk or milk products) or pareve (foods that are neither meat nor dairy). Fish that have both fins and scales (i.e., salmon, tuna) are considered kosher. No meat, poultry, non-kosher foods or foods containing meat, poultry, or non-kosher foods may be served. Food can be prepared at the Kehillah or at home. Also, all wine and other beverages may be used.

All cheeses are permitted unless there is an obvious addition of a non-kosher substance added to the cheese. Rennet is considered to be pareve.

- B. Use of a Caterer:** Different rules apply when an event is professionally catered, and kosher meat may be served at these events if the caterer is interviewed and approved by the Kehillah (to assure that the caterer will follow the Kehillah's Kashrut guidelines).

Dairy foods may not be served at the same event where meat or poultry is served. No dish may be served which contains both dairy products and meat or poultry ingredients. The kitchen may not be used by anyone, including a caterer, for meat or poultry products.

C. Private Events not at the Kehillah

The rules regarding the dairy or pareve restrictions and the restrictions against non-kosher ingredients for community events and private events at the Kehillah do not apply to private events held in members' homes or at other facilities.

Appendix A: B'nei Mitzvah Guidelines for Older Students

These guidelines are intended for children twelve and older who have had no prior religious school experience. Such students will be eligible for B'nei Mitzvah two years after joining the Kehillah and meeting the following requirements:

1. Complete a minimum of two years of private tutoring. Students will cover all subjects in the fifth through seventh grade broad curriculum, which will be provided by the religious school director.
2. Volunteer in the religious school for a minimum of one year—either as a classroom or office assistant.
3. Attend B'nei Mitzvah family workshops (depending upon the age of the student) led by the Religious School Director and the rabbi.
4. Attend a minimum 18 Shabbat morning services (depending upon the age of the student). The dates of five of these services will be determined by the rabbi, who will lead a teaching session prior to the start of the service.
5. Complete a B'nei Mitzvah project, which includes a minimum of eighteen hours of community service.
6. Meet with the rabbi to study the student's Torah portion and prepare the d'var.
7. Complete the other B'nei Mitzvah requirements as outlined in the B'nei Mitzvah handbook, including paying the \$500 B'nei Mitzvah fee.
8. Read Torah for two additional dates after the Bar/Bat Mitzvah.

Appendix B: B'nei Mitzvah Time Line

Note: The tasks that have a bullet point (•) are necessary for the ritual component of the Bar/Bat Mitzvah. All other tasks are optional.

One to One and a Half Years Ahead

- Accept the date of the Bar/Bat Mitzvah
 - Make sure you have been attending Shabbat Services at least once a month
 - Begin individual tutoring and learning Maftir and Haftorah
 - Meet with the rabbi for consultation about the Bar/Bat Mitzvah. At that time, review any special needs or desires for the service. Also, schedule times to study with the rabbi and the time of the dress rehearsal.
- Consider participating in the Ma'aser Fund (see enclosed brochure)
Make decisions about the Bar/Bat Mitzvah celebration (location, caterer, music, etc.)

Nine Months Ahead

- Decide which parts of the service will be led by the Bar/Bat Mitzvah student
- Purchase or make tallit
Plan hotel accommodations for out of town guests
Consider child care arrangements for young children
Begin looking invitations and planning the guest list

Six Months Ahead

- Make sure current Kehillah dues and other fees are paid in full
- Make arrangements for Friday dinner and Sunday brunch for out of town guests
Order kippot and benchers
Order/make program booklets or explanation of the service
Order invitations, including any maps, directions, and RSVP cards

Four Months Ahead

- Plan Aliyot, Hagbah (to lift the Torah), G'lilah (to dress the Torah), ark openers, Torah readers and other roles for family and friends
 - Read through the Torah portion in preparation for meeting with the rabbi
- Follow up on any party equipment needed (chairs, tables, linens, etc.)
Arrange for announcement/invitation to be placed in the Kehillah newsletter

Two to Three Months Ahead

- Submit draft of the honors form to the Religious School Director with the names of anyone you have assigned to read Torah.
 - Submit facilities form and fee to the Kehillah administrator
 - Begin series of 4 – 6 meetings with the rabbi to discuss and write the d'var Torah
- Send invitations (RSVP's should be returned no less than 3 weeks prior to the event)
Send information to out of town guests, including directions and hotel information
Complete catering menus, floral arrangements and centerpiece orders
Arrange for additional help with serving and cleaning for the Kiddush/Oneg

Plan any speech or special ceremony for the reception

One Month – 2 weeks ahead

- Submit final honors form to the Religious School Director
 - Create Bnei Mitzvah Program (Templates available from Religious School Director)
 - Submit Program to Religious School Director and Rabbi for review
 - Have kiddush cup, tallit, challah cover, and candlesticks for the ceremony
 - Confirm the final dress rehearsal with the rabbi
- If you want pictures of the student reading Torah, make arrangements with your photographer and the rabbi to have the Torah removed from the Ark
- Begin to get the final count of guests
- Plan seating arrangements and place cards

Final Week

- Review ceremony and aliyot assignments with the rabbi at the dress rehearsal
- Confirm arrangements and final details with the caterer, musicians, helpers, hotel rooms, and party equipment companies
- **Relax and try not to stress. Enjoy this wonderful event!**

Appendix C: Opportunities to Contribute to the Kehillah for Life Cycle Events

Those experiencing life cycle events often ask how they may most appropriately show their appreciation to the Kehillah staff and community for their assistance and support. Friends and relatives may also desire information on suitable ways to commemorate a loved one or honor the special moments in a congregant's life. Below is a list of possible ways to make meaningful contributions towards supporting our synagogue in its service to the community:

Adopt-a-Month Program: Instituted upon the purchase of our synagogue building, Adopt-a-Month seeks to reduce some of the mortgage costs in our operating budget. The donor may select the month that they wish to adopt, in coordination with the event that they are commemorating. Donations may range from \$1000 to \$3000.

Pay-Down-The-Mortgage Fund: Donations in any amount to this fund are used to immediately and directly lower our mortgage principal balance.

Torah Fund: Managed by our Ritual committee, this fund is used to purchase prayer books and religious objects needed by the Kehillah community. Any donation amount is gratefully accepted.

Facilities Fund: This supports a number of much needed building improvements, capital and otherwise, planned for the Kehillah. General donations in any amount are welcome. Alternatively, the Kehillah office will be happy to provide a complete list of specific projects and their estimated costs for more directed giving.

Rabbi's Discretionary Fund: Rabbi Feldman maintains a private fund to assist any Kehillah member in need or to support any synagogue or community endeavor, at her personal discretion. Donations should be made out to "Rabbi's Discretionary Fund".

General Fund: Any donations not specifically designated for one of the funds outlined above will automatically be applied to this fund, which directly supports the Kehillah's operating budget. General fund donations afford the Kehillah maximum flexibility in pursuing its mission.

Yahrzeit Memorial Plaques: The Kehillah is proud of its particularly beautiful wall mounting for the traditional bronze plaques bearing the names of deceased loved ones. Located to the side of the bimah, individual plaques may be purchased for \$300.

All contributions to the Kehillah are deeply appreciated and are specially noted in the synagogue newsletter. Stock donations are also accepted.

Appendix D: B'Mitzvotav – An opportunity to do Mitzvot (Adapted from Bar/Bat Mitzvah Education – A Sourcebook, Chapter 27, by Janice Roger)

In Pirke Avot we read, “The world rests on three things: on Torah, on worship and on acts of loving-kindness.” Study of Torah encompasses your religious school training and preparation for B’nei Mitzvah. Avodah (worship) is done through attending services, leading the congregation in prayer at your B’nei Mitzvah and chanting your maftir and Haftorah portions and their blessings.

What about the other 600+ mitzvot? How can you do the mitzvot of Gemilut Chassidim, “Acts of Loving-Kindness?” To work towards this goal, all B’nei Mitzvah students will be required to volunteer for at least **18** hours: 15 hours in the community and 3 hours at the Kehillah. Below is a list of ideas of activities and local volunteer agencies. Please note that for this project, students should work with people who are in need in some way. Once a student has decided on what to pursue for the mitzvah project, s/he needs to e-mail the B’nei Mitzvah coordinator for approval. Once approved and completed, activities must be supervised and signed off on the Mitzvah Project Log by an adult. Be creative, pick a project that suits your interests and have fun!

Kehillah Opportunities (3 hours minimum)

- Help clean the kitchen for Pesach
- Set up for the Chanukah party
- Run kids’ games at an event
- Polish the silver for Rosh Hashanah

Community Opportunities (15 hours minimum; volunteer organizations are listed below)

- Volunteer at the Recreation Department helping with the Special Olympics
- Volunteer at the IFC Community Kitchen
- Visit the Elderly at a local nursing home or retirement community
- Volunteer at the Ronald McDonald House
- Tutor special-needs children after school
- Help an older adult who lives in your neighborhood by raking leaves, shoveling snow or running an errand.

Volunteer Agencies

- **Chapel Hill Parks & Recreation Department**, 968-2784
Volunteer with the Special Olympics at the Chapel Hill Parks & Recreation Department.
- **Jewish Federation/Jewish Family Services**, <http://shalomdch.org/page.aspx?ID=129249>
jfs@shalomdch.org or 919- 489-5335
Adopt a senior who has no family in the area, visit people who are alone to celebrate Shabbat, or organize a toy drive for Chanukah
- **Triangle United Way**, <http://volunteer.united-e-way.org/triangle/volunteer/>
- **Volunteers for Youth**
Teen Court: 967-4511; <http://www.volunteersforyouth.org/>
Volunteers serve in key roles as bailiff, clerk, defense attorney and prosecuting attorney.
- **Volunteer Match**, <http://www.volunteermatch.org/bymsa/m6640/c/opp101.html>
Offers a variety of volunteer opportunities depending on your interests. Search by zip code!
- **YMCA**, Chapel Hill: 919-442-YMCA dgunn@chcymca.org; Durham: (919)956-9602
http://www.ymcatriangle.org/Contact_Us.aspx . Offers a myriad of volunteer opportunities

Appendix E: Facilities Policies

Note: The facilities form must be returned to the Kehillah administrator no later than three weeks prior to the B'nei Mitzvah. The form helps the Kehillah in planning for the event.

The following is excerpted from the full facilities policies for rental of the Kehillah. Only the parts of the policy that pertain to B'nei Mitzvah are included here.

1. Each user must accept the Kehillah as is and leave the facility as it was found with all furnishings and equipment in place. Failure to leave space clean with all trash removed will result in an additional cleaning fee.
2. The Chapel Hill Kehillah is a smoke-free environment.
3. No photographs may be taken at any Kehillah facility on Shabbat.
4. The Chapel Hill Kehillah is fully accessible to disabled persons, with ground level entrances in both buildings.
5. The user is responsible for all equipment and room damage, theft or maintenance resulting from the activity.
6. The Kehillah must approve in advance all decorations. Candles and crepe paper may not be used at any time in the facility.
7. The Kehillah cannot offer storage space for materials or equipment.
8. The Chapel Hill Kehillah is not responsible for any items left in the facility after an event.
9. The erection of outdoor tents is permissible with prior permission and must be coordinated with the Chapel Hill Kehillah.
10. No furniture, tables, or chairs are to be moved or taken outside the building without prior permission. Anything so removed must be returned to the interior by the end of the event.

The Facilities Form will be e-mailed to you 2 months before your son or daughter's Bar or Bat Mitzvah.

Appendix F: Taking the Anxiety out of the Aliyah

Having an Aliyah is not only a great honor, but it is also a wonderful way for family members to share in the joy and meaning of the Bar/Bat Mitzvah ceremony.

What is an Aliyah?

The word Aliyah literally means “ascending,” and refers to ascending the bimah (platform at the front of the sanctuary from which the services are lead) to take part in the reading of the Torah. Classically, a person would be given the honor of reading a selection from the Torah. The reader would pronounce *berakhot* (benedictions) before and after the reading. Since reading from the Torah is a highly specialized skill, the custom developed of inviting people to partake of the honor by simply reciting the *berakhot* before and after the Torah reading, leaving the reading itself to someone trained in that skill.

How do I know when to go up?

It's very simple. After the Torah has been removed from the *aron* (ark), marched around the sanctuary and returned to the bimah, the Rabbi will introduce the Torah reading. As the reading progresses, the Rabbi or Gabbai (one of the members of the congregation who stands beside the Torah's reading table and follows the reading) will announce in English which portion of the Torah is being read (“we are now on the first Aliyah, Chapter 1, vs. 3”). Next, the Rabbi or Gabbai will call up the person who has been assigned to say the blessing over that specific portion of the reading. You should therefore make note prior to the service of which number aliyah you have been assigned (first, second, etc.).

How will I be called?

Here you have to do a bit of research. You will be called by your Hebrew name. Each person will be called to the Torah using his/her full Hebrew name, which includes his/her mother's and father's Hebrew names. So, you might be called *Miriam bat Amram ve-Yocheved*: Miriam daughter of Amram and Yocheved. When you hear the *Gabbai* or Rabbi call your Hebrew name, it's time to move from the bench to the table where the Torah is read.

What do I do when I get there?

You take your place at the table just to the right of the person who is reading from the Torah, between the gabbai and the Torah reader. Our community embraces the wearing of tallit and kippot for both men and women. Those who are comfortable are encouraged to wear a tallit and kippah for an aliyah. If you are wearing a Tallit, grab a corner of your Tallit with one hand. If you are not wearing a Tallit, one of the Gabbaim (plural for Gabbai) will give you the cloth tie for the Torah that rests on the reading table, or you can use the corner of your prayer book. The Torah reader will point to the Torah portion. What you have to do is touch the Torah scroll with your Tallit (or the tie for the Torah or your prayer book) at the spot where the reader will begin reading. The reader will point to the spot. You then kiss whatever it was you used to touch the Torah. You will then recite the blessing before the Torah reading. These prayers for before and after the Torah reading can be read or sung and they are already on the bima in large print. Torah reader will then proceed to read from the Torah. When the reading is completed, the reader will point to the spot where he/she ended. Again, you will touch the spot with your siddur

or tallit, kiss the siddur/tallit, and recite the blessing after the Torah reading. After the aliyah is finished, it is customary to shake hands with the gabbai and move to the right of the Torah reader.

Then what do I do?

Since every Jew would like to spend as much time in the presence of the Torah as possible, you get to stay up there while the next Aliyah is called and the next section of Torah is read. When the next Aliyah is called, move around to the right and stand next to the Gabbai along side of the table. When the next section of Torah has been read and the *berakhah* after the reading has been recited, it is time for you to descend the Bimah. You may shake hands with the Gabbai and return to your seat.

You will notice that when you shake people's hands, they may utter an expression that sounds like "*yasher ko-ach.*" The actual phrase is "*Yeshar Ko-ach,*" which means something like "more power to you." You may respond in two ways: reverse the expression – "*koach yeshar*" – or, to a man say "*Barukh Tihyeh,*" and to a woman say "*Berukhah Te-hi,*" both meaning "May you be blessed."

An audio of the blessing as well as the text in Hebrew, transliteration and English is available on our website www.chkehillah.org in the "Ritual Links" section.

A CD of the blessings is available from the b'nei mitzvah coordinator by request.

Appendix G: B'nei Mitzvah Contract

I, _____, son/daughter of _____ understand that in order to have a Bar/Bat Mitzvah at the Chapel Hill Kehillah, I will need to:

1. Successfully complete a minimum of 3 years of religious school (immediately prior to the Bar/Bat Mitzvah), the last year of which must be at the Kehillah. Attendance at a day school is equivalent to attending religious school as long as the last 2 years are completed at the Kehillah.
2. Attend a minimum of 18 Saturday morning Shabbat services in the 2 years prior to the Bar/Bat Mitzvah. Five dates of adult services will be mandatory for all B'nei Mitzvah students, as the Rabbi will lead a learning session with the students during this service; all students will participate in those services. Parents are requested to attend with their children.
3. Participate with my parents in the three family B'nei Mitzvah workshops.
4. Be prepared and able to participate in the Shabbat service in the following ways:
 - a. Recite the blessings for the Torah reading and a portion of the week's parasha, (usually maftir) in Hebrew
 - b. Chant the Haftarah and its blessings in Hebrew
 - c. Prepare and present a d'var Torah
 - d. Lead the Torah service
 - e. Lead other portions of the Shabbat service to be decided upon by the student, the family, the rabbi, and the director of the religious school
5. Complete the mitzvah project 2 months prior to the B'nei Mitzvah date.
6. Have my current Kehillah dues, building assessment and religious school tuition paid in full 2 months prior to the Bar/Bat Mitzvah date.
7. Read the Torah for two additional dates in the year after the Bar/Bat Mitzvah.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Appendix H:

Appendix H: The B'nei Mitzvah Program

The program is given to guests by the ushers as the guests arrive at a B'nei Mitzvah. It is created by and printed by the Bnei Mitzvah child's family. It usually includes the following information:

- Name of B'nei Mitzvah child
- Date of B'nei Mitzvah
- The Chapter and Verse of the Torah and Haftorah portions to be read
- List of people receiving honors
- Information about the service
- Information about the child's mitzvah project
- Explanation of B'nei Mitzvah traditions
- Reminder that clapping is not appropriate during the worship service
- Reminder that all guests may wear yarmulkes, but only Jewish guests are to wear a tallit
- Reminder that there is no photography at the Kehillah on Shabbat

Program templates and sample programs are available from the Religious School Director.

The program must be submitted to the Religious School Director two weeks before the B'nei Mitzvah to be reviewed by the Religious School Director and the Rabbi and returned to the family in plenty of time to print for the event.