

Temple Emanuel



Bar/Bat/Brit Mitzvah Handbook

Temple Emanuel
Main Office: 301-942-2000
www.templeemanuelmd.org

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▪ INTRODUCTION ▪

“Upon three things the world stands: On Torah, on prayer, and on acts of loving kindness”
Pirke Avot 2:1

Dear *Bar/Bat/Brit Mitzvah* Families:

In the near future, your child will be called to the *Torah* to mark their entrance into adult Jewish life. When your child chants from the *Torah*, leads portions of the service, and delivers a *D’var Torah*, they will demonstrate, before God and this holy congregation, that they are worthy of being called a *Bar/Bat/Brit Mitzvah*, a child of the commandments, someone who can now fully participate in the religious life of our people.

The information in this Handbook is intended to make the experiences of that day more meaningful to you and your family. The Handbook also is designed to help plan your *simcha*, the celebration in honor of your child’s *Bar/Bat/Brit Mitzvah*. We suggest you read this Handbook thoroughly even if you have had an older child who became a *Bar/Bat/Brit Mitzvah* at Temple Emanuel. Temple policies change and current practices may differ from your earlier experiences.

The clergy and staff of the synagogue are eager to assist you. Having a child become a *Bar/Bat/Brit Mitzvah* is a joyous milestone in the life of your family; we want to make sure the planning is stress-free and joyous. If you have any questions or need assistance in planning your function, please contact the office staff by telephone at 301-942-2000 or by email at office@templemanuelmd.org.

L’Shalom,

Cantor Lindsay Kanter, Head of B’nei Mitzvah Program
Rabbi Adam Rosenwasser, Senior Rabbi
Laura Naide, Director of Congregational Learning
Snir Holtzman, Director of Youth Engagement
Dianne Neiman, Executive Director

▪ COURSE OF STUDY ▪

REQUIREMENTS

At Temple Emanuel, the process of becoming a *Bar/Bat/Brit Mitzvah* includes learning to read Hebrew from the prayer book, learning to chant *Torah* and *Haftarah* portions, leading the congregation in a *Shabbat* service, giving a *D'var Torah* (Words of *Torah*/sermon), as well as creating a Mitzvah Project. Becoming a *Bar/Bat/Brit Mitzvah* at Temple Emanuel means that your family has made a commitment to our heritage and to our congregation, that your child has attended Religious School, and is familiar with our Jewish traditions.

We welcome learners of all abilities. If your child has learning, physical, or emotional challenges, please let us know. Our Inclusion Coordinator will support your child throughout the *Bar/Bat/Brit Mitzvah* process.

To be eligible for *Bar/Bat/ Brit Mitzvah*, students must complete at least four years of formal Hebrew instruction. In addition, students must be active participants in the Religious School program, with the expectation that they will continue their Jewish studies through Confirmation, which takes place at the end of Tenth grade.

HEBREW

Hebrew instruction, an important part of *Bar/Bat/Brit Mitzvah* preparation, is integrated into the Religious School curriculum in the form of Hebrew vocabulary, prayer recitation, and letter recognition. This begins in Kindergarten and continues through Second grade. Starting in Third Grade, students add an additional Hebrew class either on Sundays or Tuesdays. Students intensify their Hebrew learning by acquiring the ability to read Hebrew and comprehend basic vocabulary. The goal of the Hebrew program is to read and understand the prayers that are used in both home ceremonies and synagogue services.

TUTORING

Bar/Bat/Brit Mitzvah tutoring begins approximately seven months before the date of the service. The Cantor will have a meeting with each family approximately 8 months before the date of the *Bar/ Bat/ Brit Mitzvah* to walk the family through the tutoring process.

At the family meeting, your child will receive a *Bar/Bat/Brit Mitzvah* binder containing *Torah* and *Haftarah* verses and a Dropbox link containing recordings of the required prayers and

assigned Torah and Haftarah verses. All recordings should be downloaded to a computer, phone, or tablet. Each student must bring their *Bar/Bat/Brit Mitzvah* binder and Mishkan T'filah prayer book to every tutoring session. Students will spend several weeks reviewing the assigned prayers on their own, using the recordings for support. Students should be able to fluently recite these prayers, which were taught in Grades 4-6, before tutoring begins.

7 months before the *Bar/Bat/Brit Mitzvah*, your child will have a "Prayer Check" appointment with Cantor Lindsay, checking to see that the assigned prayers are comfortably learned. Tutoring will begin the following week.

Weekly tutoring sessions will be conducted by one or our B'nei Mitzvah tutors. Cantor Lindsay will also conduct monthly check-ins to monitor progress. If your child needs extra support in Hebrew, please speak to Cantor Lindsay about additional tutoring options.

Homework is essential and is expected of all students. Each student should study for at least 20 to 30 minutes per day, five days a week, once they begin the tutoring process. It is imperative that each student works on very small parts of their assignments, each day, OUT LOUD. When learning a new verse, press pause on the recording after each word, and chant the word back. After going through the recording one word at a time, repeat this process several times. When the student feels more comfortable, then go through the recording two words at a time.

Parent(s) should listen to their children practice several times a week. While you may not be able to help your child with Hebrew, it is helpful to sit with your child to monitor progress and to simply observe the amount of time your child is dedicating to practice.

GUIDELINES FOR EXTRA HEBREW TUTORING

Students may need additional tutoring if the Rabbi, Cantor, or Director of Congregational Learning decides that it is necessary because (1) there is a disability or challenge which might prevent the child from participating in a regularly scheduled Hebrew class; or (2) a child has moved from another area or school and needs to catch up to the level of Hebrew their classmates have achieved. Extenuating circumstances must be discussed with the Rabbi, Cantor and Director of Congregational Learning.

D'VAR TORAH

Students will meet 3 times with Rabbi Adam over the 8 month *Bar/Bat/Brit Mitzvah* process to work on crafting their *D'var Torah*/sermon. Below are some guidelines for understanding the portion and the format of the *D'var Torah*.

A. General Understanding of the Parsha (Torah portion)

1. Read the whole Torah portion in English, and the attached commentary pages.
2. Have a good understanding of the story or content within.
3. Think about how this portion can connect to your life. What can you learn? What can you teach us (the congregation, your guests) about it? What do you like or dislike, think is fair/unfair – disagree with or appreciate about this idea?

B. Writing your D'var Torah

1. Write about the story or stories found in your parsha (Torah portion) along with a summary of key events.
2. Briefly describe the major themes.
3. Select one idea, theme or story you want to focus on.
4. Make a connection to your life as a teen, to the changes to come, to your world and your family/friends/experience – it will be more meaningful when it is personal.
5. Make a connection to your future and your Jewish future.
6. Share your Mitzvah Project if it is connected to the theme of the *D'var Torah*.

MITZVAH PROJECT

Each *Bar/Bat/Brit Mitzvah* student will select a Mitzvah Project. This entails participating in an active volunteer project, i.e., in a nursing home, homeless center, or children's hospital. Our Director of Youth Engagement (DYE) will contact each student to discuss possibilities. Mitzvah Projects may start up to a year prior to the service, but usually six months in advance. Students and families should spend time thinking about possible Mitzvah Projects before meeting with the Director.

The DYE will explain the mechanism of the Mitzvah Project, including timing, supervision and approval. Rabbi Adam and Cantor Lindsay also are happy to help brainstorm ideas. A list of ideas is in Appendix 2.

A Mitzvah Project should be at least four months in duration and must be completed by the date of the *Bar/Bat/Brit Mitzvah*. The Project should relate to something the student enjoys – it should combine the student’s interests, loves, concerns for the care of people and the world into something active and altruistic. We encourage students to avoid Projects aimed solely at raising funds. We want our students to build relationships and create Projects that involve more than a one-time collection or single visit. The whole family may engage in the project together – as long as most of the vision, preparation, and implementation of the project comes from the student.

The Jewish value of *Tikkun Olam* refers to various forms of action intended to repair and improve the world. As the student prepares for *Bar/Bat/Brit Mitzvah*, practicing *Tikkun Olam* is an important part in creating Jewish identity. Please take your time thinking and coming up with a project that is important and means something to the student - this makes the difference between “ticking a box” and having a meaningful and empowering experience.

▪ FAMILY RESPONSIBILITIES ▪

SERVICE ATTENDANCE REQUIREMENTS

Communal worship is an important part of our Jewish identity. While “prayer” is private, “worship” is communal and public. We want to encourage our young people to feel as though they are full members of the adult Jewish community.

When children attend services regularly, their own experience means so much more to them. If it is true that *Bar/Bat/Brit Mitzvah* symbolizes our children becoming adult members of the Jewish community, then it is imperative that our young people and their parent(s) develop a commitment to regular worship.

We strongly encourage that you attend several services each year with your child, both Friday night and Saturday morning to familiarize yourselves with the prayers, flow, and feel of our services. Becoming a *Bar/Bat/Brit Mitzvah* is a family experience, and symbolizes not only leading the service but becoming part of our Temple community.

REHEARSALS

Approximately 3 weeks before the *Bar/Bat/Brit Mitzvah*, the Cantor will lead a rehearsal in the sanctuary with the student. The week immediately preceding the *Bar/Bat/Brit Mitzvah*, there will be a dress rehearsal led by the Rabbi. **The child and his/her/their parent(s) are expected to attend.** During this rehearsal, the choreography of the service is explained to the family. The student will run through the entire service, including chanting *Torah* from the scroll, chanting their *Haftarah* portion, and reciting their *D’var Torah*. Other family members who will be participating in the *Bar/Bat/Brit Mitzvah* service may also attend this rehearsal.

USHERING

The Temple requires that one or more parents of a *Bar/Bat/Brit Mitzvah* child usher alongside their child at a *Shabbat* service prior to their child’s ceremony. This serves three purposes:

1. Adult ushers help keep proper decorum—especially among the younger guests—at the worship service.
2. By being there, you will see exactly what goes on and feel more comfortable with the choreography of the service on your own day.
3. Guests to our Temple will feel welcome when our own members greet them and are available to answer their questions. Naturally, as you will serve for others, you can expect parent(s) of other candidates of your child’s *Bar/Bat/Brit Mitzvah* class to usher for you.

The assigned ushering date will be sent to you at least two months prior to your child's date. At that time, you will also receive a list of names and phone numbers of other families who will be ushering that month. If you are unable to attend on your assigned date, you are responsible for contacting another family and arranging for an exchange of ushering dates. Don't forget to inform the Temple office (301-942-2000) of the new arrangement.

Ushering is an important element of the service, and it is imperative that each service be covered. Ushers help maintain the security of our congregation by greeting guests and directing questions or concerns to staff members. Please arrive approximately 30 minutes before the ceremony begins to greet guests and give out any handouts.

FRIDAY EVENING SHABBAT SERVICES BEFORE BAR/BAT/BRIT MITZVAH

The families of the Saturday *Bar/Bat/Brit Mitzvah* will have the honor of lighting the Shabbat candles. The *Bar/Bat/Brit Mitzvah* will chant the Friday evening "long" version of the *Kiddush* (Blessing over wine/ juice), chant the *V'ahavta*, describe their *Mitzvah* Project, and at the conclusion of the service, lead the *Motzi* (Blessing over bread).

▪ THE SERVICE ▪

THE TORAH SERVICE

Most of our children are doubled up for their ceremonies. The Rabbi and Cantor open the service with a welcome and a song, and then the *Bar/Bat/Brit Mitzvah* leads the congregation in the service. The student parts include: introductory prayers, the *Barechu*, the *Shema*, the *V'ahavta*, the *Avot*, and most of the English readings in between these prayers. The service is easily shared by two *B'nai Mitzvah* and their families.

The order of the *Torah* Service is:

1. The Rabbi conducts the beginning of the *Torah* Service in our prayer book, during which time the Ark is opened and the *Torah* is taken out. The Rabbi hands the *Torah* down through the generations. The Rabbi suggests grandparent(s) pass the *Torah* to parent(s), who then pass it to the *Bar/Bat/Brit Mitzvah*. Together the congregation recites the *Shema* and then the *Bar/Bat/Brit Mitzvah* carry the *Torah* around the sanctuary for the *hakafah* (procession). Each family does the passing with a separate *Torah*, thus each child will carry a *Torah* during the procession.
2. The second part of the ceremony includes the *Torah* introduction and the *Torah* blessings. If this is a double B'nei Mitzvah service, the "A Student" will deliver their *D'var Torah* before the *Torah* Service begins. Then the "A Student" chants *Torah*, calling three people or groups to the *bimah* for *aliyot* (the reciting of the *Torah* blessings). The *aliyot/Torah* blessings may be read or chanted by a sibling aged thirteen or older, grandparent, aunt, uncle or close friend. The third *aliyah* is usually chanted by the parent(s). The "A Student" chants the final, or fourth, *aliyah*. The Rabbi calls up the parent(s) to address and bless their child. This process is then repeated by the "B Student", with the reading of the *D'var Torah* following the chanting of *Torah* and the parent(s)' blessing of their child.
3. The Rabbi lifts the *Torah* and calls up the designated person(s) to act as *hagbah* (person who dresses the *Torah*). This is a particularly good opportunity for a younger sibling or family member to help with the *Torah* coverings and *yad* (pointer). The Rabbi then introduces the Haftarah portion, and then the *Bar/Bat/Brit Mitzvah* chants the blessings and their Haftarah verses.
4. The Rabbi asks the congregation to rise as the *Torah* is returned to the Ark.

5. The Rabbi joins the *Bar/Bat/Brit Mitzvah* at the podium for congratulations, gives brief words of Torah and presents a *Bar/Bat/Brit Mitzvah* certificate. The Rabbi calls a representative from the Temple who presents the *Bar/Bat/Brit Mitzvah* with gifts from the WRJ and the Brotherhood, as well as a one-year membership to KESTY, the Temple Youth Group. The WRJ gives each student a Kiddush cup, and the Brotherhood gives each student a *Tanach* (Hebrew Bible).

WAYS TO PERSONALIZE THE SERVICE

Parents have the opportunity to make the *Bar/Bat/Brit Mitzvah* experience a more individual one for their child by:

- Handing down the *Torah* from one generation to the next by passing the *Torah* scroll from grandparent(s) to parent(s) to child .
- Honoring friends or family by inviting them to have an *aliyah* during the Torah service. In addition to the *Bar/Bat/Brit Mitzvah's aliyah*, there may be three other *aliyot*. Each *aliyah* may be read by one or more individuals. The third *aliyah* is usually the child's parent(s). This honor is reserved for those aged thirteen or older. (A transliteration of the prayer, in large print, is on the *bimah*.)
- Honoring friends or family by asking them to open and/or close the Ark, or dress and undress the Torah.
- Having the parent(s) offer a brief personal blessing to their child after the chanting of Torah.
- Mentioning deceased family members during the Rabbi's reading of the *Kaddish*.
- Twinning with a Jewish child in Russia or Israel or in remembrance of a child who perished in the Holocaust. Please call the Religious School Office at 301-942-2000 for assistance in making these arrangements.
- Sharing the *simcha* by making a contribution to one of the Temple's funds.

SPECIAL REMINDERS

Saturday Shabbat services begin promptly at 10:00 am. You will want to arrive early enough to greet your guests as they arrive. The *Bar/Bat/Brit Mitzvah* will have time to put all materials on the podium, and then join you in greeting family and friends who have come for the occasion.

Remind your guests that it is always good practice to be on time for services. Our Sabbath morning service is relatively brief, so latecomers are apt to miss part of the ceremony and may distract the *Bar/Bat/Brit Mitzvah* by walking in late.

To safeguard the sanctity of our religious services, those participating on the *bimah* should be dressed appropriately.

The *Bar/Bat/Brit Mitzvah* is a time for family celebration and should be marked by a joyous gathering of family and friends. The happiness of the occasion does not depend upon lavish gifts or extravagant parties. They may overshadow the sanctity of this occasion that marks religious attainment in the growth of the individual.

▪ PLANNING ▪

BAR/BAT/BRIT MITZVAH FEE

The fee is set by the finance committee and includes 7th grade tuition, tutoring, materials, and meetings with staff and clergy. When you receive your child's bar/bat/brit mitzvah date the amount will appear on your statement.

Forty five days before the ceremony, remaining *Bar/Bat/Brit Mitzvah* fees should be paid in full, and membership dues payments and/or payment agreements, as well as school tuition and fee payments, should be current. If you have questions or concerns about this policy, please contact the Executive Director or the Financial Secretary.

PROZDOR/ONEG SHABBAT

It is a Temple Emanuel tradition for the *Bar/Bat/Brit Mitzvah* families to sponsor pastries for the *Prozdor/Oneg Shabbat*. Sponsors are acknowledged in our newsletter, *Kol Kore*, and in our *bimah* announcements. To sponsor the *Prozdor/Oneg Shabbat*, please call the Temple Office.

RECEPTION

The Temple Social Hall and HaMakom are wonderful venues for *Bar/Bat/Brit Mitzvah* receptions. If you wish to rent either of these spaces, you should contact the Temple office as soon as possible after receiving the date for their child's ceremony. Rental fee information is available in the Temple office on request. In addition to rental fees, families will be required to pay for a security presence throughout the event. Information about specific costs and fees will be included with your rental contract.

The Social Hall and/or HaMakom and the kitchen may be rented for a *Kiddush* luncheon or party following a morning service. Most luncheons are scheduled for two hours, most parties are for 4 hours. If no Temple function is scheduled for the evening, the Social Hall and/or HaMakom and kitchen may be rented for a dinner reception. The usual time period for an evening rental is four hours, to end no later than 11:00 pm. The building must be vacated by midnight.

When there are two or more families scheduled for the same date, and one of them expresses interest in the Social Hall or HaMakom, the second family will be contacted to inquire if they are also interested in renting our facility. If both guest lists are short enough, the families may consider a joint reception. Another possibility is for one family to host a smaller, simpler reception in HaMakom, while the other family uses the social hall. If both families express an

interest in renting the same room, a coin toss will decide which family may reserve use of the room.

PHOTOGRAPHY and VIDEOGRAPHY

No pictures may be taken during services. Posed pictures are permitted before the service or just before and after the family rehearsal. If there are posed pictures scheduled on the date of the *Bar/Bat/Brit Mitzvah*, then the photographer must finish and have all equipment removed at least 15 minutes before the service is to begin.

A video recording of the service will be sent to *Bar/Bat/Brit Mitzvah* Families by our Temple Emanuel Tech Team.

APPENDIX 1

BAR/BAT/BRIT MITZVAH TIMETABLE

This suggested timetable may provide some guidance as you plan for your *simcha*.

24 MONTHS AHEAD

- Notification of *Bar/Bat/Brit Mitzvah* date
- Return confirmation form with \$500 deposit
- Reserve reception site

12 MONTHS AHEAD

- Begin considering options for reception
- Photographer and/or video, reserve date

9 MONTHS AHEAD

- *Bar/Bat/Brit Mitzvah* family will be contacted to set up family meeting with Cantor

8 MONTHS AHEAD

- *Bar/Bat/Brit Mitzvah* family attends family meeting, receives *Bar/Bat/Brit Mitzvah* Binder
- Child begins reviewing their prayers using the Dropbox recordings provided by Cantor Lindsay
- Begin attending services as a family

7 MONTHS AHEAD

- *Bar/Bat/Brit Mitzvah* attends a Prayer Check with Cantor Lindsay, weekly 30-minute tutoring sessions then begin
- *Bar/Bat/Brit Mitzvah* reads through Torah Portion in English from their binder with their Family
- Students attends a Virtual Family Mitzvah Project Meeting with our Director of Youth Engagement

6 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Make sure Temple finances are current
- Plan guest list
- Inquire about hotel/motel reservations for out-of-town guests
- Select *tallit*
- Begin selecting invitations
- Submit plan for *Mitzvah* Project to Director of Youth Engagement
- Contract for decorations, make specific arrangements

5 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Family attends meeting with Rabbi Adam
- Order invitations or set up online invitation portal
- Order accessory items (napkins, *kippot*, thank you notes, party favors, etc.)
- Finalize arrangements for hotel/motel accommodations
- Parent(s) have a logistics planning meeting with Dianne Neiman

4 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Student meets with Rabbi Adam for Torah Study
- Order accessory items (napkins, *kippot*, thank you notes, party favors, etc.)
- Finalize arrangements for hotel/motel accommodations

3 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Student meets with Rabbi Adam for *D'var Torah* meeting
- Mail or email invitations (including hotel accommodations and directions)
- Complete plans for meals (either with caterer, own cooking, or assistance of friends)
- Fulfill final phase of service attendance requirements

2 MONTHS AHEAD

- Student has monthly check in with Cantor Lindsay
- Student meets with Rabbi Adam for *D'var Torah* meeting
- Honors Sheet sent to families to be completed, Select *bimah* honorees and contact them

1 MONTH AHEAD

- Student has Rehearsal with Cantor Lindsay in the Sanctuary
- Student writes short article for Temple Weekly Email
- Honors Sheet to be returned to Temple Emanuel

1 WEEK AHEAD

- Full rehearsal in the Sanctuary with *Bar/Bat/Brit Mitzvah* and their families
- Friday Evening Before *Bar/Bat/Brit Mitzvah*, families attend Shabbat Services, where they will light candles, child recites V'ahavta, discusses Mitzvah Project, and leads Kiddush and Motzi.

APPENDIX 2

SUGGESTED MITZVAH PROJECT OPPORTUNITIES

We encourage you not just to donate money, or a percentage of your gifts, but to volunteer time and put in the energy to a project that means something. Think of something, a hobby or cause you are interested in, and how you can translate that into giving back. Listed below are some suggestions.

Homelessness/Hunger

Manna Food Center	301-424-1130
Mazon – a Jewish Response to Hunger	800-813-0557
S.O.M.E. –So Others Might Eat	202-797-8806
National Alliance to End Homelessness	202- 638-1526
The National Center for Children and Families	301-365-4480
Blessings in a Backpack	
www.blessingsinabackpack.org	

Children

Volunteer at Summer Camp – City of Rockville Dept. of Recreation	240-314-5000
Collect New toys for children in Hospital	
Donate items to Children’s Inn at NIH	301-496-5672
Save a Child’s Heart Foundation	
www.saveachild sheart.org	
KEEN (Kids Enjoying Exercise Now)	1-866-903-KEEN
The Montgomery County Recreation Dept. (help with autistic or disabled children)	240-777-6810
Montgomery County Volunteer Center	240-777-2600
Leveling the Playing Field (collecting sports equipment)	
www.levelingtheplayingfield.org	
Special Olympics of Montgomery County	
www.somdmontgomery.org	

International Mitzvah

NACOEJ (North American Conference of Ethiopian Jewry)	212-233-5243
Interns for Peace	914-288-8090
Israel Cancer Association USA	561-832-9277
Lifeline for the Old (Jerusalem)	011-972-2-628-7829

Magen David Adom (Israeli Red Cross) 866-632-2763
Tel Aviv Foundation 212-447-6070
JWB Jewish Chaplains Council 212-786-5099
(raise funds to support those serving in the armed services)
www.jcca.org/JWB

Environment

The Rainforest Alliance
www.rainforest-alliance.org
National Capital Park and Planning Commission 301-495-2504
(clean up trash in a local park or woods)
Green Peace www.greenpeace.org

Animals

Centerpiece Baskets: Have your guests bring or buy dog or cat toys to use in a centerpiece basket on the tables. Donate the baskets to animal shelters.
Israel Guide Dog Center For The Blind
www.israelguidedog.org
Dogs for Veterans: K9s for Warriors
<https://k9sforwarriors.org>

Twinning (in addition to a *Mitzvah* Project)

Sponsor a *Bar/Bat/Brit Mitzvah* child in the former Soviet Union or Israel through ARZA/World Union, NA 212-650-4280
Yad Vashem Holocaust Twinning
<https://www.yadvashem.org/remembrance/bar-bat-mitzvah-twinning-program.html>
AMIT – Bar/Bat/Brit Mitzvah Twinning 212-792-5690

Temple Emanuel

Consider organizing a fundraising event to raise money for the Rabbi's Discretionary Fund (which helps TE families in need), the Cantor's Music Fund (which supports musical events at TE), the Religious School Fund (which helps with Jewish education programming), or the Global Mitzvah Program (to build shelters, to educate women, or provide safe drinking water in third-world countries).

For additional ideas, contact Temple Emanuel's Director of Youth Engagement.

APPENDIX 3

D'VAR TORAH OUTLINE

Your D'var Torah (Words of Torah/ Sermon) is a chance for you to tell the congregation your interpretation of your Torah portion, including what you have learned and how you can apply it to your life. It also is a chance to thank the people who have helped you and who are important in your life. Feel free to be creative in writing it, using the following outline as a guide:

A. Welcome, Shabbat Shalom

B. Meaning of becoming *Bar/Bat/Brit Mitzvah*

1. In general, what does it mean?
2. What does it mean to you?

C. *Torah* portion

1. Summary of the whole portion, not just verses read.
2. Interpretation
 - a. Rabbinical/commentary
 - b. Personal: What do you think the message is? What questions do you have?
What do you disagree with? What do you like about it?
 - c. How does the portion relate to your life? What can you take away and share with the community?

D. *Mitzvah* Project description and why you chose it.

E. Thank you (teachers, clergy, family and friends).

APPENDIX 4

TEMPLE EMANUEL DONATION OPPORTUNITIES

Over the years, each generation of Temple Emanuel congregants has embraced the Jewish tradition of tzedakah giving to mark a *simcha* or memorial occasion for family and friends.

Donations to any of our Temple funds provides the blessing of a double mitzvah - honoring or remembering a special individual and providing support for a range of congregation tzedakah and special activities above and beyond the basic functions of our Temple, which are supported by annual dues, school tuition and designated fees.

The achievement of a *Bar/Bat/Brit Mitzvah* has traditionally been such an occasion. Many individuals are deserving of recognition for their special contributions to this milestone – our Rabbi, our Cantor, our Director of Congregational Education, and our Religious School teachers and tutors.

The Rabbi's Discretionary Fund enables support for Temple and community programs and causes deemed deserving by the Rabbi; the Cantor's Music Fund supports music and music-related programs designated by the Cantor; and the Lenore Cohen Religious School Fund provides support for special Religious School programs.

Each of these funds, or other Temple funds of your choice, may be particularly appropriate vehicles to continue Temple Emanuel's tradition of tzedakah giving as your family celebrates its special *simcha*!

Mazel tov to your family on your child's achievement!

Temple Emanuel Donation Opportunities

___ **ARZA:** The Association of Reform Zionists of America (**\$50 annual membership or specify donation amount**)

___ **Bereavement Fund:** Donations are used to provide meals of comfort to a family who has experienced a recent death

___ **Brotherhood:** A service arm of the Temple, open to all men of the congregation (**\$40 annual membership or specify donation amount**)

___ **Byer Jewish Enrichment Fund:** To support Jewish programming and visiting scholars, artists and performers

___ **Cantor's Music Fund:** For music and music-related programs as designated by the Cantor

___ **Early Childhood Center Fund:** Supports additional needs of the Early Childhood Center

- ___ **General Operating Fund:** Supports ongoing Temple operations
- ___ **Global Mitzvah Project:** Supports international charitable projects
- ___ **Henry Bluestone Cultural Arts Fund:** Supports Temple Emanuel cultural programs
- ___ **Irma Marks Youth Group Activity Fund:** Supports Temple Emanuel youth group programs
- ___ **Jacob Bello Rabbinic Humanities Fund:** Funds are used for speaker fees and diverse Judaic programs selected by the Rabbi
- ___ **Joyful Shabbat Kiddush Lunch/Oneg Shabbat Sponsorship:** Provides for the reception following services (\$325 minimum donation)
- ___ **Lenore Cohen Religious School Fund:** Funds are used to enhance Religious School programs
- ___ **Library Fund:** For the purchase of books and library improvements
- ___ **Marion Glass Capital Fund:** Maintenance, repair and improvement of the Temple Emanuel building
- ___ **Mark Mann Pavilion/Playground/Landscape Fund:** Funds are used to enhance and maintain the Pavilion and Playground
- ___ **Memorial Plaques:** Bronze plaques displayed in the Sanctuary (**\$450 minimum**)
- ___ **Michael Flax/Leon Adler Mitzvah Fund:** Funds are used to provide immediate help to any Temple member in need
- ___ **Miriam's Cup:** Funds are used for speaker fees and special programming related to the goal of the Rosh Hodesh Group, supporting Jewish feminist causes
- ___ **Nanette Dembitz Berman Judaism & Social Issues Fund:** Funds are used to sponsor lectures and presentations on Judaism and social justice
- ___ **Paul Shnitzer Ethics Fund:** Supports programs relating to Judaism and ethics
- ___ **Prayerbook: Mishkan T'filah:**— Bookplate will list your name and in whose honor/memory (**\$36 per book minimum**)
- ___ **Prayerbook: The Torah Commentary:** Bookplate will list your name and in whose honor/memory (**\$72 per book minimum**)
- ___ **Rabbi's Discretionary Fund:** For Temple, community programs, and causes as deemed deserving by the Rabbi
- ___ **Sanctuary Enhancement Fund:** Funds are used for maintenance of and special items for the sanctuary
- ___ **Sid Berger Israel Fund:** Funds are used to subsidize travel to Israel by Temple Emanuel youth
- ___ **Torah Fund:** Funds are used for the maintenance of the Torahs
- ___ **Tree of Life:** Honor or memorialize a loved one with a leaf or stone in the lobby's Tree of Life. Leaf: \$180.00, Stone: \$1800.00
- ___ **Wall of Honor and Remembrance Plaques:** A display in the Sanctuary of small brass plates honoring a special person/occasion or memorializing a loved one (\$200 minimum donation)
- ___ **Warren G. Stone Rabbinic Endowment:** Provides for the long-term financial security of

Temple Emanuel by providing funds to underwrite the Rabbi's salary in perpetuity

___ **Women of Reform Judaism:** Supports a wide range of social justice and women's issues.

___ **Yahrzeit Remembrances :**To commemorate loved ones on the anniversary of their passing

___ **Zhava Friedman Torah Study Fund:** Supports the Temple Emanuel Torah study group

All donations to Temple funds are tax deductible.