**Bar/Bat Mitzvah Manual**

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Temple Israel Bar/Bat Mitzvah Manual

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**Introduction**

This manual is designed to guide the Bar/Bat Mitzvah and his/her family through preparation for the celebration of this meaningful Jewish lifecycle event. Although this manual is fairly comprehensive, your family will be making individual decisions based on your child's current level of Hebrew proficiency and years of participation in Religious and Hebrew School. Temple Israel’s expectations include regular attendance in religious studies, starting no later than second grade, and regular attendance in Hebrew studies, starting no later than third grade. If circumstances prevent this and a student has not completed these requirements, it does not mean that he/she cannot celebrate a bar/bat mitzvah. What it does mean is that the family and Temple will work together to create an appropriate service experience.

Being a bar/bat mitzvah traditionally means that a Jewish individual has reached the age when he or she becomes obligated to perform the commandments. From a liberal Jewish context, we might regard the age of bar/bat mitzvah as the age at which a Jewish individual becomes responsible for developing his or her own relationship with Jewish tradition. In the Jewish public sphere, a Jewish individual who has reached the age of bar/bat mitzvah may be counted in a *minyan* (quorum) for public prayer, and may be called to the Torah for an *aliyah*. Even after bar/bat mitzvah, Temple Israel encourages continued Religious and Hebrew School participation through confirmation, as a further preparation towards lifelong Jewish learning and involvement.

According to traditional *halacha*, a boy attains the status of bar mitzvah automatically, simply by reaching the age of 13 and a girl attains the status of bat mitzvah automatically, simply by reaching the age of 12. The synagogue rituals and customs celebrating a boy reaching the age of bar mitzvah are of more recent origin (c. 16th century C.E.). In the 20th century, as most non-Orthodox synagogues embraced egalitarianism, these features came to be common for bat mitzvah celebrations as well. (In most contemporary egalitarian synagogues, including our own, the bat mitzvah celebration is delayed until age 13 and is identical in character to the bar mitzvah celebration.).

Thus, it’s important to understand that there is no such thing as a bar/bat mitzvah ceremony, per se. Bar/bat mitzvah is a status. The following rituals and customs don’t produce that change of status. Rather, they celebrate the fact that the change of status has taken place:

1. *Aliya*: The Bar/Bat Mitzvah is called up to recite the blessings over the *maftir* (the concluding Torah reading) and to chant the *haftarah* (the prophetic portion of the week). To the extent he or she is able to develop these skills, the Bar/Bat Mitzvah ideally also chants the *maftir* passage itself and possibly other Torah readings. We also expect that the Bar/Bat Mitzvah will be able to lead much of the Friday night and Saturday morning services.

2. *D'var Torah or Bar/Bat Mitzvah* *Speech*: The Bar/Bat Mitzvah delivers a speech concerning some issue or point of Jewish law learned from the week's portion. He or she will meet regularly with the Rabbi and/or another mentor during the months leading up to the bar/bat mitzvah date to work on the preparation of the *d’var torah*. The *d’var torah* typically would include a statement of what becoming a bar/bat mitzvah means to him or her personally, as well as reflections concerning a *mitzvah* project he or she has pursued -- along with expressions of thanks to those who have helped along the way.

3. *Se’udah* (festival meal):The family of the Bar/Bat Mitzvah traditionally sponsors the *kiddush* lunch following the Saturday morning service. The Friday evening oneg, generally, is sponsored by the Bar/Bat Mitzvah family or friends of the family. Another possibility is for families of the Bar/Bat Mitzvah’s classmates to take on the task of sponsoring onegs for each other.

At the back of this manual you will find several checklists to help you make your way through the many things to consider in the coming year. Refer to them often and please ask questions of those who have "been there and done that." They will be happy to share their bar/bat mitzvah wisdom with you.

### Student Preparation

Beginning 9 to 12 months before the bar/bat mitzvah date, each student will begin meeting individually with the Rabbi on a regular basis in order to:

* Learn his or her designated *haftarah,* as well as the *haftarah* blessings.
* Learn the *aliyah* blessings and learn to chant his or her designated *maftir* passage from the *Sefer Torah* (Torah scroll).
* Review certain key Shabbat prayers so as to be able to lead them during the Shabbat of his/her bar/bat mitzvah.
* Develop a plan for a *mitzvah* project in connection with becoming a Bar/Bat Mitzvah. (We will try to match the student with a *mitzvah* project mentor from the Temple Israel social action committee or from among other members of the congregation.)
* Study the Torah portion and *haftarah* together in order to begin planning for the student to write his or her bar/bat mitzvah *d’var torah* (speech).

In some cases, a tutor or tutors might work with a student in addition to the student meeting with the Rabbi in connection with one or more of the above objectives.

A student who has achieved the above objectives also may be able to prepare to lead the entire service on Friday night and/or Saturday morning,

In some cases, a student who has achieved the above objectives also may be able to prepare to chant additional Torah passages.

In order for the Bar/Bat Mitzvah to achieve the level of understanding needed in order to be a *shali’ach/shelichat tzibur* (service leader, literally “emissary of the community”), it is important that you and your child attend services regularly. This should be a combination of Friday evenings and Saturday mornings, at least three times a month during the year leading up to the bar/bat mitzvah date. As the date grows closer, opportunities will be given to lead specific parts of the services to encourage and help the student gain confidence on the *bima*.

Sound files of the prayers and blessings the student needs to know can be found on the Temple Israel website at <http://www.jewishduluth.org/tunestest2> for the student to be able to download into an ipod or similar device. In addition the student will be provided individually with downloadable sound files of his/her *haftarah* and *maftir*. (The Temple can burn a CD if needed.)

The student also will be provided by Temple Israel with a booklet that contains the texts of the Torah portion, *haftarah* and accompanying commentary. URJ Books and Music formerly published these booklets which are now available through Behrman House Publishing <http://www.behrmanhouse.com/> and they are a great resource for families to be able to study together.

Parents may confer with the Rabbi or the Youth Education Director at any time should any questions or concerns arise.

**A To-Do List for Parents**

On or about your child's 12th birthday (or at least one full year before the anticipated date of the bar/bat mitzvah) you should be in touch with the Rabbi to select a date. During the summer months be aware of Grandma's Marathon and Bayfront Blues Fest. It is difficult to find housing for out-of-town guests on those weekends.

Begin to compile a list of people you would like to invite. You may wish to use a spreadsheet or use individual index cards for the information you will accumulate about each of the people/families you will invite. This may include address, phone number, Hebrew names for those being honored, which events they will attend, if they will require lodging, what gift they gave, how they helped you or your child for this *simcha* and if thank you notes have been sent.

Remember: the bar/bat mitzvah celebration is a part of the on-going Shabbat services of our congregation. Every service is an open service. You should anticipate that our members and additional visitors will attend in addition to your invited guests.

Reserve a block of rooms in the area at least six months in advance for your out-of-town guests. They can always be canceled, but talk this over with the manager of your selected location. In the summer, it is sometimes possible to obtain housing at St. Scholastica or UMD. Some families leave hospitality bags or baskets where the rooms are reserved.

Give plenty of time to select or design your invitations. You may wish to include an invitation to a Friday dinner, a Saturday evening event, Sunday brunch or maps to these locations. When designing your own invitations, keep in mind there are many different processes to reproducing invitations. Time, expertise and expenses should be considered. Prices vary so check around. You can also hand write invitations for a very personal touch. Remember to include a stamped RSVP to those events where a number count is important to you for planning (i.e. *kiddush* luncheon, evening event). You may want to design or purchase coordinated thank you notes.

Mail invitations to out-of-town guests six to eight weeks ahead of time and local guests four to six weeks. Include inserts (lodging, maps) when appropriate. It is customary to print a bar/bat mitzvah notice in the Temple Israel bulletin. Please be aware of the bulletin deadlines. Be aware July and August bulletins are combined so notices would be due mid-June.

A *tallit* may be purchased at Judaic shops in other cities or through Judaic websites or catalogs. For example, one excellent website to consider is [www.kolbo.com](http://www.kolbo.com) , the website of Kolbo Fine Judaica in Brookline, Mass. In addition, you may wish to purchase a special *kippah*, *tallit* bag or *tallit* clips for your child or *kippot* for the entire congregation.

Please meet with the Temple Administrative Assistant six to eight weeks prior to the bar/bat mitzvah date to discuss building use costs and other logistics. Many families choose to create a program brochure, but these are optional. If you wish to create a program brochure, please provide the Rabbi with the proposed text of your program booklet at least two weeks prior to the bar/bat mitzvah date so that the Rabbi can review it. The Bar/Bat Mitzvah family is responsible for designing and photocopying any such brochures. (The Temple Administrative Assistant or the Rabbi can provide you with some models of program brochures upon request.)

Please schedule a final run-through of the services with the Rabbi so that everyone can be sure to understand their jobs and expectations. You might choose to do this on the Thursday afternoon or Friday morning immediately prior to the bar/bat mitzvah Shabbat. Feel free to dress up and bring a photographer or videographer to the run through.

You may wish to order flowers for the *bima,* the *oneg* table and *kiddush* luncheon. You also may wish to have flowers for centerpieces at individual tables.

The congregation regularly has an *oneg* Shabbat after Friday services. This *oneg* is usually coffee, tea, punch and sweets (cookies, bars, fruit). The family is responsible for traying and wrapping the sweets prior to the *oneg*. Kitchen staff will re-tray leftovers for Saturday's lunch at your request. You need to have family or friends serve the coffee and tea. Depending on how many guests you anticipate, the *oneg* table will be set up with one or two coffee and tea sets.

The *kiddush* luncheon is typically challah, bagels, fish, sweets and beverages. It is not necessary to have a full meal or lavish dessert table. When planning, any food brought into the synagogue and/or prepared in the kitchen must comply with the current kitchen *kashrut* policy (posted in the Temple kitchen, available in the Temple office and on the Temple website at <http://www.jewishduluth.org/ritualmatters> ). It is easiest to do a dairy luncheon, as meat meals require extra effort and may involve extra charges for kitchen staff.

The Friday *oneg* and the Saturday *kiddush* luncheon are open to the entire congregation. You may want to count on about 30 Saturday "regulars," but consult with the Rabbi or office staff to help estimate attendance.

Tables can be set up for Saturday's luncheon on Thursday or Friday. This is your responsibility. Centerpieces for the tables are up to your discretion. Families have tied in their *mitzvah* project, color or seasonal themes. Vases and linens are available through the Temple (see Temple Israel building expenses). Napkins for the *oneg* and *kiddush* luncheon are the family's responsibility.

You need to provide containers for leftovers, which, the kitchen staff will help you box up. You also may want to reuse the containers you used to bring the sweets to Temple. We strongly encourage families to contact the Damiano Center, Union Gospel Mission or Second Harvest Food Bank if you do not want your leftovers. They are only able to accept certain items.

You may wish to make arrangements to pick up items from the *bima,* tables or kitchen at a later time. This must be coordinated with the office ahead of time due to other events in the building after the bar/bat mitzvah.

You may wish to tip those who are paid by the Temple for the extraordinary help they have provided not only during your *simcha* but through the many years of your child’s presence in the building.

Photography and videotaping in the building are not permitted on Shabbat, with the exception that the family of the Bar/Bat Mitzvah may arrange to set up a video camera to record the Friday night and/or Saturday morning service. If a video camera is used, it must be set up prior to the start of services and not adjusted in any way during the course of the service.

You are welcome to schedule a photography or videography session during Temple business hours (Tuesday through Friday 8:30 a.m. to 1:30 p.m.) and are free to record the run-through rehearsal prior to Shabbat.

If you anticipate small children will attend the services, you may wish to hire babysitters. Please speak with the Temple Administrative Assistant should this be the case.

Following the bar/bat mitzvah weekend, please encourage your son/daughter to write his or her own thank you notes. As parents, you may wish to consider writing your own thank you notes. You might consider making contributions to Temple Israel to honor those who have helped shape your child's Jewish identity.

17 to help you. Always remember to ask questions of those who have "been there and done that."

**Synagogue Etiquette and Overview of Services**

**Electronic devices**

Cell phonesmust be turned off prior to entering the sanctuary**.**

Photos and videosmay not be taken in the Temple building on Shabbat (except for video taken by the Bar/Bat Mitzvah family as described above).

**Ritual Garb**

*Kippah* **(**yarmulke, skullcap): For purposes of education, we require the Bar/Bat Mitzvah and any other students in our Hebrew and Religious School to wear a *kippah* while in the Temple. For adults, regardless of gender or religious identity, we encourage the wearing of a *kippah* in the Temple, especially in the sanctuary, but leave it as a matter of individual choice.

*Tallit* (prayer shawl): A *tallit* traditionally is worn during morning services by Jews over the age of bar/bat mitzvah. It is not appropriate for someone who is not Jewish to wear a *tallit.* At the start of the Saturday morning service, parents or other family of the Bar/Bat Mitzvah present him/her with a *tallit*. At this time, short comments may be made to the child by those who are presenting the *tallit*.

#### Friday evening Shabbat service

Temple Israel holds its Shabbat evening services each Friday at 6:00 p.m. The first Friday of each month generally is a family service using the Reconstructionist *Siddur Kol Hano’ar: The Voice of Children* for our prayer book. On other Friday evenings, we use URJ’s *Mishkan T’Fillah*. For b’nai mitzvah Friday nights we would use *Mishkan T’Fillah,* even if the b’nai mitzvah Friday evening falls on the first Friday evening of the month. The service generally lasts about an hour and is followed by time for refreshments and socializing known as *oneg* *Shabbat* (delight of the Sabbath), recalling the words of Isaiah 58:14 -- *“v’karata lashabat oneg”/* “you shall call the Sabbath a delight.”

#### Saturday morning Shabbat service

Shabbat morning services begin at 10 a.m. We use the Reconstuctionist *siddur*, *Kol Haneshamah: Shabbat Vechagim* and the Reform movement’s chumash *The Torah: A Modern Commentary (2nd edition),* edited by Plaut and Stein. The service generally lasts about two hours and is followed by a *kiddush* luncheon.

**Participation in Shabbat evening and morning services.**

The Rabbi, Bar/Bat Mitzvah and his/her family will work together to plan the services and make decisions on service leadership, ritual honors and other participation by family and friends. Certain ritual leadership roles are reserved for Jews, but there are many opportunities for those who are not Jewish to do readings or have other honorary roles. Participant lists for deciding on ritual roles can be found on pages 15 and 16 of this booklet. These forms should be completed in consultation with the Rabbi.

The Shabbat morning Torah reading generally is divided into seven *aliyot,* though we occasionally add an eighth *aliyah* on a second Torah scroll for certain Shabbatot. Jewish family or friends age 13 or older may be chosen by the family for this honor. They will chant the blessings before and after the Torah reading. (Non-Jewish spouses of those being honored with aliyot may accompany their Jewish spouse to the bima but may not chant the blessings.) Please contact your honorees at least a month prior to the date to confirm, give them an opportunity to become familiar and comfortable with their parts, and to obtain their Hebrew names. Please note that the Temple reserves the right to call up other individuals with aliyot as appropriate, and the family is not required to fill all aliyah slots.

Additional Torah service honors include the *hagbahah* (lifting of the Torah scroll after the reading) and the *gelilah* (dressing of the Torah scroll before it is put away). These honors are given only to Jewish adults. The family might also wish to include an optional chain oftradition ceremony in which the Torah scroll is passed down through the Jewish generations of the family to the Bar/Bat Mitzvah when it is taken from the ark. (Alternatively, the standard procedure, as on every Shabbat morning, would be that one of the gabbaim would remove the Torah scroll from the Ark and pass it to the Bar/Bat Mitzvah.)

**The Bar/Bat Mitzvah Plan: Family Discussion to Look at "The Big Picture"**

Set a date/weekend for the Bar/Bat Mitzvah and confirm with the Rabbi

Set a family budget

 How much do we plan to spend?

Will our family have a private Friday evening dinner?

 Where? How many?

Friday *oneg* at Temple

Who will sponsor? Who will help bake?

Who will help us tray? When will we tray?

A cake to celebrate the 13th birthday?

Saturday *kiddush* luncheon at Temple

Who will cater?

Will it be dairy or meat?

Will we have a private Saturday evening celebration?

Where will it be?

How many will we invite?

Will our family have a special Sunday morning brunch?

Where will it be? How many?

Guest list

How many will we invite?

Who will we invite to each event?

Start your list for each event!

Lodging for out-of-town guests

Where will they stay? Reserve a block of rooms early!

Will we provide a hospitality gift?

Invitations

What kind? (see p.5) Will we have matching thank you notes?

Will they be part of a color scheme, Torah portion or *mitzvah* project?

*Tallit & Kippah*

 Will we purchase? Will we hand down?

Review Temple expenses/user responsibilities (see p.6)

What costs will there be for using Temple?

Flowers

Will we have flowers on the *bima* or as centerpieces for the *oneg*/luncheon?

Photography

Will we hire a professional for portraits?

Will we set up a stationary video recorder to record the service?

Will we schedule a photo/video recording session during the week prior to the bar/bat

mitzvah service and/or do so during the run-through rehearsal?

*Mitzvah* Project

What will it be?

Who can help us with this?

What is the timeline for completion?

Family Contribution

Will we make a contribution to a local/Jewish cause in honor of our child?

Will we complete an additional *mitzvah* project as a family?

Forms

 &

Checklists

**Student Requirements Checklist**

1. Read Torah portion and Haftarah and commentaries in English
	1. Torah portion/commentary readings completed (Date: \_\_\_\_\_\_\_\_\_\_\_ )
	2. Haftarah portion/commentary readings completed (Date: \_\_\_\_\_\_\_\_\_)
2. Mitzvah Project
3. My project is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. My project mentor is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Tzedakah organization(s) to which I will make a contribution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Why that (or those) particular organization(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attend Friday night services:

Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attend Saturday morning services:

Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Individual meetings with the Rabbi:

Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Individual meetings with other mentor(s) or tutor(s)

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Blessing before haftarah mastered (Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_)
2. Chanting of haftarah mastered (Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
3. Blessings following haftarah mastered (Date: \_\_\_\_\_\_\_\_\_\_)
4. Torah blessings learned (Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
5. Chanting of maftir mastered:
	1. From printed text: (Date: \_\_\_\_\_\_\_\_\_\_\_\_\_)
	2. From Torah scroll (i.e., vowels and tropes memorized) (Date: \_\_\_\_\_\_\_\_\_\_\_\_\_)
6. Required Saturday morning prayers mastered. (Date: \_\_\_\_\_\_\_)
7. Required Friday evening prayers mastered. (Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
8. Speech written
	1. Portions and commentaries discussed with mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Speech drafted \_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Speech completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Other Torah chanting objectives agreed upon and mastered (Date: \_\_\_\_\_\_\_\_\_\_\_)
10. Other service leading objectives agreed upon and mastered (Date: \_\_\_\_\_\_\_\_\_\_\_)
11. Thank you notes written (Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**SHABBAT EVENING LITURGY CHECKLIST**

Here is a checklist of the specific parts of the Friday evening service that each Bar/Bat Mitzvah is expected to be able to lead. Page numbers refer to *Mishkan Tefillah* .

* Lecha Dodi (pp. 20-21 [verses 1, 2, 5 and 9])
* Chatzi Kaddish (p. 26)
* Barechu (p. 28)
* Shema/Barukh Shem (undertone)/ V’ahavta/ Lema’an Tizekeru (pp. 34-36)
* Mi Chamochah (p. 40)
* Veshamru (p. 44)
* Adonai Sefatai Tiftach (p. 46)
* Avot/Imahot (p. 48)
* Gevurot (p. 50)
* Oseh Shalom (p. 62)
* Aleinu (pp. 282-287)
* Shalom Aleichem **(**p. 24)
* Shabbat Evening Kiddush **(**p. 5)

**SHABBAT MORNING LITURGY CHECKLIST**

Here is a checklist of the specific parts of the Saturday morning service that each Bar/Bat Mitzvah is expected to be able to lead. Page numbers refer to *Kol Haneshama: Shabbat Vehagim,* which is the siddur that we use for all Saturday morning services.

* Blessing for Tallit (p. 143)
* Mah Tovu (p. 141)
* Birchot Hashachar (pp. 153-161)
* Elohai Neshama (p. 165)
* Elecha (p. 175)
* Baruch She’amar (pp. 177-179)
* Psalm 150 (p. 231) Transition to Shacharit
* Shochen Ad (beginning) (p. 241)
* Chatzi Kaddish (p. 245)
* Barchu and beginning of Yotzer blessing (p. 247)
* Shema/Barukh Shem (undertone)/ V’ahavta (pp. 277)
* Mi Chamocha/Shirah Chadasha/Tzur Yisra’el (p. 291)
* Avot /Imot (pp. 295, 297)
* Gevurot (p. 299)
* Kedushah” (pp. 303, 305)
* Shema/ Echad/ Gadlu (p. 393)
* Torah blessings (p. 399 [alternative versions on p. 397])
* Haftarah blessings (pp. 409, 411)
* Shabbat morning Kiddush (p. 465)

**Friday Evening Service Participant List**

Bar/Bat Mitzvah Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hebrew Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English Date of Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hebrew Date of Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ushers (should be Temple members)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Blessing of Candles (should be Jewish)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Readers

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Ark Door Closers

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Music

Song choices\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Musicians\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coffee Servers

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Saturday Morning Service Participant List**

Bar/Bat Mitzvah’s English Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bar/Bat Mitzvah’s Hebrew Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English Date of Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hebrew Date of Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Torah portion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Maftir portion (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Haftarah: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ushers (should be Temple members)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tallit Presented by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Readers during Pesukey DiZimra section of service.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gabbi Rishon (one who calls names of aliyah honorees) [CONSULT WITH RABBI] \_\_\_\_\_\_\_\_\_\_\_\_

Gabbi Sheni (one who announces aliyah page numbers) [CONSULT WITH RABBI] \_\_\_\_\_\_\_\_\_\_\_\_

Chain of Tradition (optional) [CONSULT WITH RABBI]

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aliyot:

 English Name Hebrew Name Accompanied by (if applicable)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7\*. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(8\*.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Note: The final aliyah is also called the “maftir” (“concluding” reading). This honor is given to the Bar/Bat Mitzvah. Usually we use a single torah scroll and the maftir is the seventh aliyah. On certain Shabbatot, a special maftir (from a different section of the Torah than the weekly portion is from) is read from a second scroll. On such an occasion the “maftir” for the Bar/Bat Mitzvah will be that 8th reading from the second scroll.

Hagbahah (lift and hold Torah): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gelilah (dress Torah): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Close Ark Curtains when Torah is returned to Ark (need not be Jewish) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Close Ark Doors during Aleinu (need not be Jewish): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nitty Gritty Checklist**

\_\_\_\_Bar/Bat Mitzvah date set

\_\_\_\_Budget set

\_\_\_\_ Tzedakah project

\_\_\_\_Project selected

\_\_\_\_Plan in place to complete

\_\_\_\_Child working toward completion

\_\_\_\_Friday evening service set

\_\_\_\_Friday evening service participation form completed

\_\_\_\_Copies of readings sent to participants

\_\_\_\_Order flowers (optional)

\_\_\_\_Saturday morning service set

\_\_\_\_Saturday morning service participation form completed

\_\_\_\_Copies of blessings, readings, duties sent to participants

\_\_\_\_Service booklets designed, drafted, printed and collated

\_\_\_\_Friday dinner plan set (optional)

\_\_\_\_Oneg organized

\_\_\_\_Helpers to bake

\_\_\_\_Helpers to tray baked goods

\_\_\_\_Flowers ordered for bima/table

\_\_\_\_Napkins purchased

\_\_\_\_Coffee/tea/punch/candles purchased/or ordered with Temple

\_\_\_\_Logistics discussed with Temple office

\_\_\_\_Kiddush luncheon organized

\_\_\_\_Caterer selected (approved by Temple)

\_\_\_\_Menu selected

\_\_\_\_Deposit made

\_\_\_\_Centerpieces made (optional)

\_\_\_\_Room arrangement determined

\_\_\_\_Helpers designated to set luncheon tables on Thursday or Friday

\_\_\_\_Beverages purchased/or ordered with Temple

\_\_\_\_Table linens (optional)

\_\_\_\_Napkins purchased

\_\_\_\_Wine ordered for Kiddush

\_\_\_\_Containers for leftovers

\_\_\_\_Leftovers going to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Logistics discussed with kitchen staff

\_\_\_\_Logistics discussed with Temple office

\_\_\_\_Saturday Evening Celebration

\_\_\_\_Location determined

\_\_\_\_Location reserved

\_\_\_\_Deposit made

\_\_\_\_Menu selected

\_\_\_\_Decorations purchased

\_\_\_\_Decorations made

\_\_\_\_Music/entertainment determined

\_\_\_\_Sunday morning plan set (optional)

\_\_\_\_Guest List compiled

\_\_\_\_Lodging

\_\_\_\_Location selected and block of rooms reserved

\_\_\_\_Extra rooms cancelled

\_\_\_\_Hospitality gifts delivered (optional)

\_\_\_\_Invitations

\_\_\_\_Selected/Ordered/Made (include those RSVPs)

\_\_\_\_Thank you notes purchased

\_\_\_\_Maps made for locations

\_\_\_\_Invitations addressed

\_\_\_\_Invitations for out-of-towners mailed

\_\_\_\_Invitations for in town mailed

\_\_\_\_RSVPs organized as they are returned to you

\_\_\_\_ Tallit and Kippah acquired

\_\_\_\_Child's Friday attire set

\_\_\_\_Child's Saturday attire set

\_\_\_\_Temple's building fees reviewed with Temple administrative assistant

 \_\_\_\_Linens

 \_\_\_\_Coffee (or bring your own)

 \_\_\_\_Kitchen help

 \_\_\_\_Overtime for custodian

 \_\_\_\_Other?

\_\_\_\_Photographer/Videographer selected

\_\_\_\_Review Temple policy on photos/videos on Shabbat

\_\_\_\_Arrange with Rabbi prior to service if you wish a photo with your child

\_\_\_\_Contributions (optional)

\_\_\_\_Temple contributions to honor educators/staff

\_\_\_\_Other contribution to\_\_\_\_\_\_\_\_ to honor Bar/Bat Mitzvah

\_\_\_\_ Written thank you notes

\_\_\_\_Child notes completed

\_\_\_\_Parent notes completed