

INTRODUCTION

We are pleased to present you with the Adath Jeshurun Bar/Bat Mitzvah Manual that will guide you in the preparation for the celebration of your family's upcoming *simcha*.

This guide will provide answers to many of the questions that you might have in planning for the Bar/Bat Mitzvah. We have tried to anticipate your questions and concerns. If there are issues that have not been addressed, please let us know so that we can help make your experience a positive one. With patience, understanding and a sense of humor, we will work together to mark this significant milestone in your family's life.

If you have any questions or concerns about building use, catering etc., please call Bernie Goldblatt at 952.215.3903. If you have any questions about the educational component, please call the Education Office at 952.545.8694.

BECOMING A BAR/BAT MITZVAH

At what moment during the service does a child become a Bar or Bat Mitzvah? When the parent hands the Torah to the child at the beginning of the Torah Service? When the Haftarah is chanted, and the speech delivered? Or when the last family member gets on the plane to go home?

In its own way, each of these moments represents a part of the rich experience of becoming a member of the adult religious community. Passing the Torah from one generation to another is what the chain of Judaism is all about. To chant the words of the prophets, and to give thanks - in each of these ways children demonstrate their skills and sensitivities. And to say shalom to family and friends who came to celebrate with you is a sign that the weekend has been a true *simcha*.

There are many challenges associated with this important rite of passage. Perhaps it makes sense to say that they are tasks of knowledge and skill, and tasks of growth and development. Among the former, we would include the Adath traditions of knowing how to chant the Haftarah, and read the Torah, of preparing a talk and participating in the Friday evening and Shabbat Morning Service. And as for those aspects of human development associated with the pre-teen and teen years - we believe that becoming a member of the Adath community places certain responsibilities upon us - and you - responsibilities to help our children grow socially and emotionally and to assist our children in understanding themselves.

SOCIAL DEVELOPMENT

Bar/Bat Mitzvah can be a confusing, exhilarating, challenging and soul-stirring time. It is a time when the extended community of friends and family takes on a deeper, more special meaning. Attending the Shabbat Morning Program and belonging to the informal Youth Program will give the Bar/Bat Mitzvah the opportunity to share real pressures they may be feeling, and to compare and contrast individual experiences of having a Bar/Bat Mitzvah. Thus, if we encourage our children to develop a peer group within the synagogue *, we are giving them the key to much needed peer support for these important years, for future friendships, and strong synagogue ties.

The synagogue supports an active program for pre-teens and teenagers. Maccabees, Kadima, USY and the Kallah Program, in an informal setting, and the SMP program, somewhat more formally, present special opportunities for our children to grow in the healthy environment of caring staff people and many peers.

* (A complete list of peers during the Bar/Bat Mitzvah year, with addresses and phone numbers, is available to you from both the Youth Director and the Education Office who invite you to be inclusive in your invitations.)

REQUIREMENTS FOR BAR/BAT MITZVAH

Bar or Bat Mitzvah at the Adath Jeshurun is not only the celebration of an important milestone in your child's life. It also marks the achievement of a high level of preparation for adult Jewish life. To achieve this we expect any Bar or Bat Mitzvah to have fulfilled the following requirements in order to celebrate on Shabbat morning or Holiday Services:

- * Attendance at Talmud Torah or a Jewish Day School for 5 years **AND** current enrollment for the Bar/Bat Mitzvah year
- * Registration in SMP from 5th grade on with regular attendance

Any exceptions to these requirements must be approved in writing by the Senior Rabbi. A child who has not fulfilled these requirements is still welcome to celebrate by being called to the Torah at the Monday or Thursday morning service. We have had very positive experiences working with children with special needs and welcome the opportunity to work with families in creating meaningful Bar/Bat Mitzvah celebrations.

PREPARING FOR YOUR BAR/BAT MITZVAH

Preparation for your child's Bar/Bat Mitzvah begins with the assignment of a date for the celebration that occurs as early as three years in advance. Many families desire to celebrate during the best weather months. Unfortunately, there are simply not enough Shabbatot to accommodate everyone. For that reason, we must use the following procedure to be as equitable as possible: As a point of reference we will use your child's secular birthday. We will make every effort to assign a date within one month either side of the thirteenth birthday. There may be a need for families to share a Bar/Bat Mitzvah date. If this need arises we will discuss it with you before the final assignment is made.

THE EDUCATIONAL PROCESS

THE SHABBAT MORNING PROGRAM

The Shabbat Morning Program (SMP) is the cornerstone of the education of our young congregants for full participation in synagogue life. SMP is in session from 9:30am - 12:15pm approximately three Shabbatot a month – September through May. We require a respectful dress code, in accordance with principles of *Tzniut* – Modesty. Please make sure that the "5 B's of inappropriate dress" are not showing (no belly buttons, butts, breasts, bare shoulders and boxer shorts). We also ask that no blue jeans, tennis shoes or other inappropriate clothing be worn in keeping with the spirit of Shabbat. Most of the girls wear dresses or skirts. Most of the boys wear slacks, shirts and nice sweaters.

SMP services meet from 11:15am - 12:15pm in the Grossman Chapel. This prayer experience is an integral part of the SMP curriculum. You are welcome to attend the SMP service with your children. For the safety of all of the children we will not let kids leave services without a note from a parent or a guardian. As a matter of respect for the worship service and its participants, we ask that you not remove your child before the service concludes.

OUTLINE OF WHAT EACH ADATH STUDENT LEARNS IN SMP

5th Grade (Adat Giborim - Powerful Ones): Focuses on learning prayers (*T'fillah*) of the Shabbat morning liturgy and beginning Torah reading, understanding what the prayers mean and learning Torah notes.

6th Grade (Adat Dorshim - Wisdom Seekers): Focuses on *T'fillah*, perfecting Torah Reading skills and discussing Jewish ethics. By the end of the year, each child is assigned a short Torah portion to chant at the SMP service. Parents are welcome to attend this significant milestone in their child's education. Approximately nine months before their Bar/Bat Mitzvah, they begin the actual preparation of their own specific Torah portion.

7th Grade (Adat Hadurim - Wonderful Ones): Students are given intensive individualized training in prayers and Torah Reading in anticipation of their Bar/Bat Mitzvah.

8th Grade (Adat Vatikim - Veterans): This program starts students on the road to becoming staff in SMP. They have a discussion group on Ethics - emphasizing the Ethics of Speech "*Shmirat Lashon*" that is a critical area of their interacting with young students when they become staff. They also have a class on leadership skills. In addition, they have a community component that involves speakers from various facets of the Jewish community talking about how Judaism impacts one's daily life. In addition, students will have the opportunity to learn to read *Megillat* Esther for the Rockin' Megillah Service on Purim.

KALLAH PROGRAM

One of the highlights of the school year is the Kallah Program in which SMP Adot attend a weekend retreat. These Kallot (retreats) begin on Friday before Shabbat and end on Sunday morning. During the Kallah, students experience a traditional Shabbat and have fun with their regular Adah staff. They engage in activities on a theme, participate in services, meals, singing and after Shabbat on Saturday night, a movie and other types of activities. The Kallah Program is an important part of the success of the SMP Program. The success of the Kallah Program depends on the participation of each child for the full weekend. Under no circumstances may anyone leave during the Kallah, or join a Kallah already in progress, unless it has previously been worked out with the Kallah Director and Rabbi Brusso.

There is an additional Kallah program for families. We invite the families of the Sixth Grade SMP Class to spend the weekend on a Family Kallah. This is an opportunity for the entire family to experience Shabbat and experience Judaism in an informal and fun camp setting. The Family Kallah Planning Committee has created a program that works for the sixth graders, their parents and siblings. We hope you will respond enthusiastically when you receive your invitation to join us.

TRAINING

HAFTARAH

All students will receive training for chanting the Haftarah. They will attend 10 classes taught by Adath personnel held at the Talmud Torah of Minneapolis on Sunday mornings. During these classes students will learn to chant the Haftarah *Trope* (the notes for singing), the meaning of the Haftarah and the blessings. After completing the classes each student will be assigned a tutor for individual lessons. In most cases this training begins about 18 months prior to the Bar/Bat Mitzvah date.

T'FILOT

The SMP staff and Hazzan help the students to prepare for the chanting of the following prayers:

- 1) *Kiddush* for Friday Night
- 2) Candle Blessing
- 3) *Tallit* Blessing
- 4) Ceremony for taking out the Torah
 - a. *Shema, Echad, Gadlu*
- 5) *Maftir* and Torah Blessings
- 6) *Ashrei*
- 7) Ceremony for Returning Torah
 - a. *Y'hallelu*
 - b. *Mizmor L'David*
- 8) *Kiddush* for Shabbat Morning
- 9) *Havdalah*
- 10) First Three Aliyot of the Torah (to be read at Services on Saturday afternoon before the Bar/Bat Mitzvah, Monday and Thursday mornings and on the Shabbat of the Bar/Bat Mitzvah)
- 11) *Birkat Hamazon* (Grace After Meals)
- 12) *Kabbalat* Shabbat (To be chanted on Friday evening of the Bar/Bat Mitzvah)
- 13) *P'sukei D'zimra* (Preliminary prayers of Shabbat Morning Service)
- 14) If the above is completed, students may learn additional material in consultation with the Hazzan.

D'VAR TORAH

The Rabbis and Rabbis' Associate meet with the Bar/Bat Mitzvah candidate and parents to help in the preparation of the D'var Torah and to discuss each family's personal concerns which may or may not include assistance with parent's personal comments to their child.

The Congregation's professional staff will determine the level of participation of each child in the Bar/Bat Mitzvah celebration. The Bar/Bat Mitzvah preparation must be completed 6 weeks before the Bar/Bat Mitzvah. This leaves the remaining weeks to polish all of the material for the Bar/Bat Mitzvah. Any concerns or questions about the training process should be addressed to Hazzan.

BAR/BAT MITZVAH YEAR

At the Yom Kippur Neilah Service, Havdalah is recited by this group who will celebrate Bar/Bat Mitzvah during the new year. This beautiful ceremony, at the conclusion of Yom Kippur, allows the entire congregation to rejoice in the upcoming B'nai Mitzvah.

On Sunday mornings prior to the High Holy Days all children whose Bar/Bat Mitzvah fall between this Rosh Hashanah and next Rosh Hashanah attend the Hazzan's Havdalah Class. At this time they are introduced to religious practices by the Hazzan and prepare to lead Havdalah on Yom Kippur.

The Hazzan offers Education classes on Sunday mornings from 9:30am – 10:30am. On those Sundays when there are no Family Education classes, free tutoring is offered for those students who need extra help. Sign up sheets for tutoring times are available at the family education sessions. You will receive a letter from Hazzan Buckner with the details of the Sunday classes and tutoring.

In the fall of 5th, 6th, and 7th grade, students start classes in the Shabbat Morning Program (SMP).

We expect parents to be attending services regularly in order to become familiar and comfortable with Shabbat services. The Bar/Bat Mitzvah should attend the service in the main sanctuary with the parents on the Saturday that there is no SMP in order to learn the rhythm of the

Shabbat Service in which they will participate. This is extremely important in their over-all preparation and education. We strongly encourage parents to participate in the Shabbat Morning Learners' *Minyan*, Bat and Bar Torah Program and other valuable adult learning opportunities to build their skills and enrich their experience of Shabbat.

In place of the individual parent meetings that were held four to six months before the Bar/Bat Mitzvah, you will now be invited to a group orientation meeting for parents in September or in February. If you have individual questions please call the Adath Education Office at 952.545.8694.

Make sure you discuss your plans for the *simcha* with the Executive Director who will help you coordinate your plans.

- * Attend Sunday Family Education classes with Hazzan
- * Determine with Hazzan if your child should attend Sunday tutoring sessions

Seven-Ten Months before the Bar/Bat Mitzvah

- * The Bar/Bat Mitzvah Coordinator will contact each student for a check in. At this point each student will review their Haftarah, *Maftir*, *Aliyot* and anything else they have mastered

Four Months before the Bar/Bat Mitzvah

- * The Bar/Bat Mitzvah Coordinator will contact each student to review their torah readings, Haftarah, and *t'fillot*.

Eight Weeks before the Bar/Bat Mitzvah:

- * Begin meetings with the Rabbis and the Rabbis' Associate according to a schedule established in coordination with the Rabbis' Assistant.
 - Review progress
 - Begin working on D'var Torah
 - Discuss future Jewish education

Parents will receive sheets that outline the honors to be designated for the service. Return these forms to the Rabbis' assistant three weeks prior to your *simcha*.

Six to Eight Weeks:

- * Begin individual meeting with the Hazzan to:
 - Review of all prayers and Torah Readings
 - Review of Haftarah
 - Bring *Tikkun* and *Siddur* to all meetings with Hazzan

Two Weeks:

- *
 - Practice delivery of D'vah Torah on the Bimah Meet with Rabbis
 - Parents are asked to submit their brief remarks to their child to the Rabbis' Assistant for clergy comment or suggestion

The Shabbat Preceding the Bar/Bat Mitzvah:

Later afternoon or early evening the Saturday before the Bar/Bat Mitzvah, the child will participate in the Mincha (afternoon) Service (consult the Hazzan for the time). At *Mincha*, your child reads the Torah portion and leads *HaMotzi* and *Birkat HaMazon*. At the time of year when Shabbat ends early, your child will also lead Havdalah (consult Hazzan). Your family is asked to sponsor the light meal known as *Seudah Shelisheet* which follows the service. The cost of the *Seudah* is (\$20.00) which is included on your bill from the Adath Food Service Director and Adath Catering provides all the food.

The Week Preceding the Bar/Bat Mitzvah:

A full rehearsal is held with the family members, usually on Tuesday afternoon. Make an appointment with the Hazzan. Your child is asked to read Torah at morning minyan on Monday and Thursday (7:20am - 8:00am) in the Grossman Chapel (Please bring *Tallit* and *T'fillin*).

Friday Night:

The Kabbalat Shabbat service begins at 6:00pm all year long in the Chapel. During certain weeks each month we have an alternative style service. The **Carlebach Minyan** offers a wonderful opportunity for spirited participation and even dancing, while the **Friday Night Live** service offers contemporary music with instrumental accompaniment. Due to the special musical liturgy during these unique style Friday evening services, your child's participation may differ from the traditional type of service offered during on all other weeks.

Shabbat Morning:

The Bar/Bat Mitzvah usually participates in the early portion of the Service (*P'sukei D'zimra*), leads the Torah service, reads Torah (usually the first *aliyah* divided into three parts and the *maftir aliyah*) and Haftarah, gives a *D'var Torah* after the *Musaf* service and leads the *Kiddush* and *Motzi* at the conclusion of the service.

YOUR PARTICIPATION AS A FAMILY

1) **Friday Evening**

During the Shabbat Evening Service, family members may join the Bar/Bat Mitzvah in reciting the blessing over the Shabbat candles and the Kiddush over the wine. There are English readings which may be assigned by the Rabbis to honor family or guests.

2) **Shabbat Morning**

Before the Torah Service, Bar and Bat Mitzvah parents are called upon to present a *Tallit* to their child. Before the presentation, the parents may choose to speak briefly. We ask that the parents speak no more than 5 minutes combined. After making the presentation, the child recites the blessing over the *Tallit*. The parents then recite *shehechyanu* in Hebrew thanking God for enabling them to witness this joyous moment.

One important area of family involvement in the Shabbat Morning Service is in the Torah Service. There are many honors available to the family. These include an *aliyah* to the Torah to recite the blessings in Hebrew, the reading of the Torah, the honors of opening and closing the Ark, lifting and raising the Torah, holding the Torah and leading the congregation in English readings.

You will receive an Honors Sheet before the Bar/Bat Mitzvah from the Rabbis' Assistant. Recipients of an honor should know the correct blessings and etiquette of the pulpit (e.g. head covering is required for everyone on the pulpit, *Tallit* is required for men and encouraged for women). Each family is permitted three aliyot in addition to the Maftir Aliyah that is recited by the Bar/Bat Mitzvah. The Rabbis or Hazzan will be happy to discuss these honors with you prior to the occasion. If you have non-Jewish family members or friends you would like to honor, please contact one of the Rabbis to discuss appropriate ways that they can participate in the Service.

Speak to Harlan Brand, our Torah Reading Coordinator 952.215.3932 or at 612.926.7871, if you wish to have family members read Torah. Harlan must be contacted at least 8 weeks before the event. All those who ask to read Torah must be experienced and capable of preparing a reading. We do not provide tapes of Torah reading. Adult Torah Reading classes are offered yearly in the winter, on Shabbat Mornings, through the Adult Learning Department. The Adult Learning Director can also refer family members to qualified congregants for assistance in the preparation of Torah Readings. There may be a charge for tutoring, depending upon the individual tutor and the extent of the assistance provided.

The Education Office will gladly provide, upon request, Hebrew texts and transliterations of all prayers that are recited by the family.

ADULT LEARNING AND PARENTS' GROUPS

Parents are urged to see the period surrounding their child's Bar/Bat Mitzvah preparation as an opportunity to bond with other parents and to enrich their own knowledge of Judaism as well. To this end, the synagogue offers many adult education programs, including:

Seasons of the Jewish Family Parents' Programs: Programs of varied format and themes will be offered for parents of fifth and sixth graders through seventh graders. Orientation is given for SMP and Kallah. For seventh grade families, parent and family education sessions are integrated into the Hazzan's Sunday Morning pre-Bar/Bat Mitzvah class. All parents are urged to participate.

Hebrew and Siddur Skills and Bar/Bat Torah Program: For those who want to fill in basic gaps in their synagogue skills while growing spiritually. Several levels of Hebrew and a course on Finding Meaning in the Jewish Prayer are offered. Classes meet Sunday mornings, October through May. The Bar/Bat Torah Program ends with a group celebration on the festival of Shavuot. A Hebrew Class especially for Russian Speakers is also offered on Shabbat mornings.

Basics of Jewish Practice: Single-session mini classes to help parents and others to better understand and participate in key elements of Jewish life are offered on an occasional basis.

Adult Torah Reading: Shabbat mornings in the winter, and some tutors also available.

Learners Minyan: This informative Shabbat Service combines learning and prayer, including explanations of Shabbat prayers and elements of spirituality and meditation. There will be hands on demonstrations of how to perform an Aliyah and other Torah honors with the goal of feeling confident on the Bimah. Geared especially to parents and other family members, it is offered on Shabbat mornings in the winter.

Tuesday Torah Study Group: This lively group discusses aspects of the weekly Torah portion every Tuesday at noon, with our Rabbis and other teachers.

For further information on these and other adult programs, speak to the Adult Learning Director, Nina Samuels at 952.215.3904.

THE SYNAGOGUE FAMILY AND THE CELEBRATION OF YOUR SIMCHA

The Bar/Bat Mitzvah of your child is an important milestone in the life of your family. It is also an important part of the celebrations that take place on Shabbat. On a typical Shabbat there are children being named, couples anticipating their weddings and others celebrating important anniversaries. We also serve to comfort those who are dealing with illness, recovering from bereavement and observing *yahrzeits*. We are fortunate to have a committed congregation that attends services regularly whose involvement brings the full spectrum of life to the synagogue. We hope that you will have the greatest joy at your *simcha* with the understanding that your family is part of the larger congregational community that we foster here at the Adath. We ask that you therefore be respectful of the rules and expectations of the synagogue.

The celebration of the Bar/Bat Mitzvah is a *Seudat Mitzvah*, a meal celebrating the observance of a religious obligation. It is essential that such a celebration be in keeping with the spirit of Jewish tradition. Following the service on Friday evening there is an opportunity for a Shabbat Dinner for your guests and on Shabbat morning there is a Kiddush after Services. If you wish to have a party in celebration it is important that it reflect the values of our tradition in order to enhance the meaning of this milestone.

The following comments reflect the standards and norms of the Adath. They are provided to help you in your planning. For more details, please ask the Executive Director.

The rules of *Kashrut*, as interpreted by our Rabbis, are observed for all events. Only Adath Catering or a caterer from our list of approved Kosher Caterers may be engaged to prepare food for your Bar/Bat Mitzvah celebration that is held at the synagogue.

In the spirit of Shabbat, anything delivered to the synagogue for your weekend celebration must be brought into the Adath building on Friday before 3:00pm.

If entertainment is planned at the Bar/Bat Mitzvah reception after Shabbat, an effort should be made to avoid any kind of entertainment that would mar the beauty and spiritual significance of the occasion.

If you are having a private dinner at the synagogue, *HaMotzi* should be recited before meals. The Bar/Bat Mitzvah has been prepared to recite *HaMotzi* and to lead the *Birkat Hamazon* (Grace After Meals). The booklets for these prayers are provided by the synagogue.

Hard Liquor: The Adath Jeshurun policy is that no hard liquor or beer is permitted at the Bar/Bat Mitzvah celebration because of our concern for the many unsupervised children who will attend your celebration. No red wine is ever permitted in the Social Hall.

We ask that people not serve chewing gum to young guests at parties or have confetti, silly string or the like because of the damage that it may do to the building as well as cleaning issues.

A Saturday night party usually begins after Shabbat (which is 61 minutes after Friday's candle lighting time). This may present a problem to those whose Bar/Bat Mitzvah date is in the summer when Shabbat may end as late as 9:45pm. People have come up with creative ways of dealing with this that are respectful of the tradition. Please contact the Rabbis, if this affects you, for suggestions.

If a family feels it is necessary to celebrate outside of the Synagogue, we would ask that you still try to remember the spirit of the occasion. To the extent possible, the meal should be respectful of Jewish dietary laws. Having a luncheon at a restaurant on Shabbat presents many obstacles to preserving the spirit of Shabbat.

CELEBRATIONS AT THE ADATH

Getting Started:

We ask that you begin your event planning by speaking with the Executive Director and the Food Services Director at least six months before your Bar/Bat Mitzvah. At Adath we hold the Social Hall, on Friday night and Saturday, for the Bar/Bat Mitzvah celebration and will not schedule any other function in the Social Hall without first checking with you. It is important that we know your plans six months before your Bar/Bat Mitzvah so that we can schedule other synagogue programming.

The Saturday before your Bar/Bat Mitzvah weekend:

The *Seudat Shelisheet* (light supper) following the *Mincha* (Afternoon) Service is sponsored by your family. The food is provided by Adath Catering. A \$20.00 charge is included in your kitchen statement.

Audiotape:

If you wish to have the Service recorded, Adath provides an audio CD recording of the Shabbat Morning Service for a fee of \$10. A video taping is available for an equipment charge of \$40.00.

Rehearsal and Photography:

The final rehearsal is scheduled with the Hazzan and occurs during the week preceding the Bar/Bat Mitzvah. You may want to "dress-up" for this rehearsal and take pictures in front of the Ark or with the Torah. If you want to have a special photo session in the Sanctuary, please schedule it with the synagogue office at 952.545.2424. A rehearsal session for the D'var Torah presentation will be scheduled by the Rabbis' Assistant prior to the Bar/Bat Mitzvah date.

Flowers:

Flowers are limited in size by 2 feet high by 2 feet in diameter. Flowers must be delivered by 3:00pm on Friday.

Programs to hand out:

The Adath Jeshurun has a long standing tradition of the Bar/Bat Mitzvah families preparing a welcome letter giving an outline of the service as well as a list of honors. If you decide to create a welcome letter and honors list for your special Shabbat morning, please have them in the office by Monday morning. The office staff needs adequate time to collate the Shabbat material with your handout. If you have any problems getting your program in, please call the Rabbis' Assistant 952.545.2424. If you would like to see examples of previous handouts, please contact the Adath Education Office at 952.545.8694. Additionally, Adath has prepared a "Shabbat Morning Guide" to welcome visitors and is available from the ushers on Shabbat morning.

Friday Night Shabbat Dinner:

Many families choose to hold a Friday Night Shabbat Dinner in the synagogue on their Bar/Bat Mitzvah weekend. This is a unique opportunity to welcome out of town guests and make personal speeches that would otherwise exceed the time limitations on Shabbat morning. Adath Catering prepares lovely Shabbat dinners at reasonable prices. Our Food Services Director, Beth Mayerich, will meet with you and give you suggested menus and prices. You may also use one of the approved Kosher Caterers from our list. Contact Beth in the office, 952.215.3913.

Shabbat Kiddush:

At Adath Jeshurun, it is customary for the Bar/Bat Mitzvah family to sponsor the *Kiddush* following the Shabbat Morning Service. In this manner, the entire Synagogue family is included in your *simcha*. The Executive Director or the Food Services Director will help you estimate the number of congregants to anticipate on the Shabbat morning of your Bar/Bat Mitzvah.

The minimum traditional Kiddush includes: wine, grape juice, *kichel*, sponge cake, herring and challah. This minimum is always a part of whatever "more extended" Kiddush is selected. Adath Catering or an approved Kosher Caterer can prepare your *Kiddush*. The extended congregational *Kiddush* is very popular at Adath. People add to the minimum traditional *Kiddush* such items as bagels and cream cheese, salads, kugels, vegetables, soups and root beer floats. Occasionally people choose to have a "meat" *Kiddush*. Only your budget and your creativity limit you.

Occasionally families wish to have a private luncheon following the congregational Kiddush. When private luncheons are held, some restrictions apply. Private luncheons must be discussed with the Executive Director. Please make sure to have this discussion before you start making plans.

Wine for Kiddush:

You are responsible for purchasing kosher wine for the *Kiddush*. The wine must be white or blush. The Food Services Director will tell you which wine is acceptable. Three gallons of wine need to be delivered by 3:00pm on Friday.

Friends baking for your Kiddush:

Baked goods prepared in private homes may be brought into the Adath to be served at Shabbat Morning Kiddush, or for dairy meals under the following conditions:

- 1) All home-prepared baked goods must be prepared in new or disposable pans or in pans that are used only for kosher baking. **All ingredients must be kosher.** For example, cookies, crackers, and cake mixes may only be used only if they are certified kosher with a "U" or other symbol of rabbinic supervision approved by the Senior Rabbi.
- 2) No baked goods shall be allowed into the Adath if marshmallows and gelatin are used. (Although there are kosher marshmallows and gelatin, they are not always available and their use can present problems.)

3) **Absolutely no home baked goods may be brought in and served with a meat Kiddush.**

In order to maintain an appropriate level of Kashrut; please see to it that anyone who bakes for your celebration is aware of these requirements.

Saturday Night Party:

We encourage families who decide to celebrate their Bar/Bat Mitzvah with a Saturday night party to have their party at the synagogue. Our Food Services Director is ready to assist you with your party planning, whether you use Adath Catering or an approved Kosher Caterer. Be sure that our Food Services Director knows if you are planning an event with an approved Kosher Caterer. Remember, any supplies (flowers, decorations, etc.) for a Saturday night party must be delivered to the building by 3:00pm on Friday or after Shabbat ends.

***Birkat HaMazon* Cards and Items for Havdalah:**

Birkat HaMazon cards and ritual items needed for Havdalah are available from the Food Service Director. We encourage families to have a *Havdalah* Service before beginning the Saturday night party and to chant the *Birkat HaMazon* after their meal.

Other fees associated with catering:

Beth Mayerich, Adath Food Services Director will explain the fees charged by Adath when an approved Kosher Caterer works in our kitchen. There is a per person fee, and fees for kitchen rental, and kitchen supervision.

Dance Floor, Risers, and Piano:

Adath charges a use fee for the piano (\$50.00), the dance floor - 15' x 24' - (\$100.00), and 8" high risers - from 4' x 8' to 16' x 24' - (\$10.00 for each 4' x 8' section). You can arrange for the piano, dance floor, and risers through the Food Services Director.

INFORMATION TO CONVEY TO YOUR GUESTS

Your guests will find it helpful to know the following information so that they can be comfortable at the Adath.

Non-Jewish Guests appreciate receiving an informal letter describing the Shabbat Service and decorum for the Synagogue. Sample letters are available from the Education Office.

Infants and Young Children: It is sometimes difficult for young children to attend a Service which last two and a half hours. There is a privacy room where families can sit together and can see and hear everything. Babysitting is always available on Shabbat Morning for children from ages eighteen months to three years. Children ages four to nine are welcome to attend the *Havaya K'tana* Program (a Jewish Educational Program). If your guests wish to have children attend either of these programs, please make reservations by calling the Education Office by the Wednesday of that week to ensure that there will be sufficient staff coverage. Even though there is no charge for babysitting, or for *Havaya K'tana* it is appreciated if those who attend the programs on a semi regular basis or after a large Bar/Bat Mitzvah that entailed extra staffing make a small contribution to the Adath.

Young Guests: It is crucial that children understand the need to be respectful of people, of property and of the service when they visit the Adath. Convey to your child's guests an understanding of what is respectful behavior (no running in and out the Service, no loud talking in the service or in the foyer/lobby, no gum chewing, no disturbing SMP classes that are in session). We ask that you assign several adults to serve as ushers during the Bar/Bat Mitzvah to see to it that the young guests behave appropriately.

Synagogue Honors: Check to make sure that your family and guests receiving honors understand their obligations and are capable of carrying them out. For example, one needs to be familiar with the Torah

blessings to receive an *Aliyah*. Keep in mind that the Torah scroll is heavy when you designate a person to lift it. A session in having an *Aliyah* and in lifting and dressing the Torah will be offered as part of the Shabbat Learners Minyan. For information contact the Adult Learning Director. Men and women are expected to have their head covered when they go up on the Bimah. Men are required and women are encouraged to wear a *Tallit*.

Gifts: The Bar/Bat Mitzvah is more than a birthday. It is most appropriate, therefore, that the child receive gifts that reflect the Jewish character and spiritual basis of this significant religious experience in the child's life. Examples of such gifts are:

- A Bible
- High Holiday *Machzor*
- Israeli Art Objects
- Albums of Jewish Music
- Membership in the Jewish Publication Society, which entitles recipients to select Jewish books
- Kiddush Cup
- Embroidered Kippah
- Books of Jewish Content

Gifts to the Bar/Bat Mitzvah should not be brought to Services under any circumstances.

TZEDAKAH

Jews traditionally mark all-important events in life with the giving of *tzedakah*. It is appropriate to mark the attainment of the milestone of a Bar/Bat Mitzvah. The ceremony thus assumes lasting significance by virtue of its association with our institution, while your gratitude is properly expressed for the joy a family feels when a son or daughter achieves Bar/Bat Mitzvah status.

Those who are seeking to enrich the meaning of the Bar/Bat Mitzvah have found new possibilities in table centerpieces. Instead of flowers, some have chosen to make the centerpiece from packages of food that are nicely decorated. After the affair this food is contributed to STEP, the St. Louis Park Emergency Shelter (952.925.4899) which has long worked closely with the Jewish community to provide Jews and non-Jews with food and clothing when needed. Some have chosen to use books purchased for the Synagogue or Talmud Torah libraries as their centerpieces. You may speak to the Synagogue librarian to find out about books that are needed.

The American Jewish Community has recently become especially sensitive to the need to address the crisis of hunger that afflict so many. To show our concern, Adath has become a Partner with MAZON: A Jewish Response to Hunger. This nationally acclaimed organization is the American Jewish Community's response to the problem. We encourage our members celebrating life cycle events to donate three percent of the cost of the celebration to MAZON. These funds are used to provide grants to Jewish and non-Jewish agencies, here and abroad, that have proven successful in combating hunger. Tablecards are available from MAZON (Address as of 9/06: 1990 South Bundy Drive, Suite 260, Los Angeles, CA 90025-5232, 310.442.0020.) for your affair to promote knowledge of this cause.

There is a Genesis Mitzvah Fund opportunity available through the Minneapolis Federation. Contact Rachel Rosen at 952.593.2600 for more information on this.

LOOKING FORWARD

The Bar/Bat Mitzvah ceremony of your children does, indeed, mark a memorable milestone in their lives as Jews. It is a most meaningful expression of Jewish life and Jewish identity, for at this time young adults present themselves to the Congregation to receive official recognition as adults for worship purposes, and to accept certain Jewish responsibilities.

The attainment of Bar/Bat Mitzvah, however, should not culminate your child's Jewish education. We are hopeful that years spent at Talmud Torah or at a Jewish Day School have provided them with the

necessary foundation for further Jewish studies, for surely the thirteen-year-olds of today are still, by no means, adequately equipped to live as positive Jews in a non-Jewish society. To feel at home with Judaism, to be comfortable in today's complex world, to continue to identify with Judaism and to participate in Jewish living, it is necessary to know and understand Jewish history, Jewish tradition and the influence of Judaism upon the world.

Your child's Jewish identity is going into its most important formative years. Their Jewish experiences during these teen years will very much influence the Jewish choices they will make in the future. There are many important Jewish experiences you should think about for your child. Help your children achieve these goals by your example and insistence that they continue their Jewish studies in the High School Department of the Talmud Torah or the Twin Cities Jewish Middle School.

The Adath Shabbat Morning Program is an important aspect of your child's continued Jewish education. In the 8th Adah at SMP, they will perfect synagogue and leadership skills. Starting in 9th grade they join the staff of SMP. They will provide a great service to those children whom they tutor. In recognition of their services, the synagogue grants scholarship to encourage summer programs at Herzl Camp, Camp Ramah, Camp Chi, and in Israel. The programs sponsored by Camp Ramah are an outstanding means of enriching your children's Jewish commitments.

As part of a Jewish education, your child should learn about our homeland - The State of Israel. A trip to Israel between 10th and 12th grade has been shown to have a major impact on a teen's identity. All of our Bar/Bat Mitzvah students are presented with a certificate of eligibility for a Louis Herman Israel Experience Scholarship on their day of Bar/Bat Mitzvah. You can call the coordinator of the fund for more information at 952.593.2600. By continuing in Talmud Torah High School and Bet Midrash, your child is also eligible for an additional scholarship. For more information, please contact them at 952.381.3300. In November, post B'nai Mitzvah students receive a letter from the synagogue inviting them to apply to the Adath Scholarship Committee for significant scholarships based on service at the synagogue and on need.

We at the Adath Jeshurun are happy to plan this simcha with you. We hope that your child's Bar/Bat Mitzvah will be a never forgotten experience, and that it will prove to be a meaningful expression of Jewish identity and life. We pray that just as you brought your children to the study of Torah, you may be privileged to have a great deal of joy from them as they mature into adulthood and take their place in the world.

Much effort has gone into preparing this guide and we hope that you will find it helpful as you prepare for your child's Bar/Bat Mitzvah. As you use this guide, please take note of any questions that are unanswered or could use clarification. Please send an e-mail or write a note about your comments on the guide or on the Bar/Bat Mitzvah experience to the Rabbis. We welcome your feedback.

BAR/BAT MITZVAH TIMELINE AND CHECKLIST

The final section of this guide is a timeline and checklist for the Bar/Bat Mitzvah. Parents whose children have become B'nai Mitzvah at the Adath prepared it. They reviewed this Manual and added these comments with the hope that you will benefit from their experience. This timeline includes all kinds of options that people have chosen to incorporate into their celebrations. Depending on how you will be celebrating this occasion, some sections may be more or less useful to you.

If you have questions about your event, you may feel free to speak with the Executive Director, the Education Office, the Hazzan or the Rabbis.

2 - 3 YEARS BEFORE THE 13TH BIRTHDAY:

The Bar/Bat Mitzvah Chairperson in consultation with the Senior Rabbi assigns a date for your child's Bar or Bat Mitzvah. Make sure that your child is enrolled for Jewish education in one of our partner schools in the community.

3 YEARS BEFORE THE BAR/BAT MITZVAH DATE (The start of the school year):

- Start your child's participation in Shabbat Morning Program by registering him/her.
- Begin parent participation in Seasons of the Jewish Family parents and other adult education programs.
- Take advantage of the Hebrew classes, liturgy classes and Torah Reading classes offered by the Adath so you can fully participate in your child's Bar/Bat Mitzvah service.

18 MONTHS BEFORE THE BAR/BAT MITZVAH DATE:

- All students will receive training for chanting the Haftarah. They will attend 10 classes taught by Adath at Talmud Torah on Sunday mornings. During these classes students will learn to chant the Haftarah *Trope* (the notes for singing), the meaning of the Haftarah and the blessings. After completing the classes each student will be assigned a tutor for individual lessons.
- If you are considering ordering or making a needlepoint *kippah* or a hand-woven *Tallit* for your child, this is a good time to start the preparation.
- Make sure you have reserved the synagogue for any social function that will take place there.

1 YEAR TO 9 MONTHS BEFORE THE BAR/BAT MITZVAH DATE:

- Start thinking about all the social arrangements you may want. Some of the different options could: a caterer, a band, decorations, a photographer (still and/or video) and other options. Contact the Adath Food Services Director and the Executive Director to let them know what functions you plan to have at the synagogue. Contact hotels for out-of-town guests and begin looking for invitations.

7 TO 10 MONTHS BEFORE THE BAR/BAT MITZVAH DATE:

- The Bar/Bat Mitzvah Coordinator will have a meeting with your child to review Haftarah, *maftir*, *aliyot* and *t'filot*.

4 TO 6 MONTHS BEFORE THE BAR/BAT MITZVAH DATE:

- A conversation with the Bar/Bat Mitzvah Coordinator will be set for you to review your child's progress.
- Start to organize your guest list.
- Your child should be getting a notice from the Hazzan to start the Sunday Morning Class. This is the appropriate time to buy your child a *tallit* and a pair of *t'fillin* since they will be learning how to use them on Sunday Morning.
- If you were thinking about ordering *Birkat Hamazon* booklets imprinted with your child's name, or imprinted kippot for your guests. You can order personalized *B'kol Echad* Birkat booklets that we use from the Book Service of the United Synagogue of Conservative Judaism. There are places in New York for ordering *kippot*. Local Hebrew bookstores can also help you with this.
- Arrangements for out of town guests can be looked into at this point. Depending on the time of year, you may need the lead-time. Make arrangements for *Shomer Shabbat* guests.
- Consider the kind of invitations you will use. Allow 4 to 6 weeks to order printed invitations.
- Finalize social details at this point such as menus, centerpieces, and paper goods.

3 MONTHS BEFORE BAR/BAT MITZVAH DATE:

- Send a picture of your child to the Rabbis' Assistant for the Clarion.

8 WEEKS BEFORE BAR/BAT MITZVAH DATE:

- Start addressing invitations. The invitations for out of town guests should go out this week.
- Meet with one of the Rabbis for your child to start working on the D'var Torah. Get the Honors Sheet from the Rabbis' Assistant. Be sure that family and friends are capable of carrying out the honors that you assign them and understand their obligations. (e.g. head covering for men and women on the Bimah, *tallit* for men and encourage for women, *Hagbaah* - lifting the Torah should be given to someone capable of lifting it, time to arrive, etc.) If you have non-Jewish family members or friends

you would like to honor, please contact one of the Rabbis to discuss appropriate ways that they can participate in the Service.

- Periodic individual meetings with the Hazzan start.

5 WEEKS BEFORE BAR/BAT MITZVAH DATE:

- If you want to prepare a letter to your non-Jewish guests, see the Education Office for some sample letters.
- Parents can meet with the Rabbis' Associate for help on their parent talk if they wish.

4 WEEKS BEFORE THE BAR/BAT MITZVAH DATE:

- Finalize all the social details (phone all those who have not returned a RSVP, firm up all the decisions, make arrangements for transportation of the out of towners - map to synagogue or hotel if need be etc.).

3 WEEKS BEFORE THE BAR/BAT MITZVAH DATE:

- Set up rehearsal time with the Hazzan. Some people use this opportunity to have a photographer take formal pictures, since this will be the only chance you have to take any pictures of the ceremony in the sanctuary.
- Contact the Rabbis' Assistant to see if there are factors that could affect attendance (baby naming, anniversary blessing, and *auf ruf*).
- Aliyah forms should be given to Rabbis' Assistant.

2 WEEKS BEFORE THE BAR/BAT MITZVAH DATE:

- If you wish, send a written note and a clear picture of your child to the American Jewish World. It must arrive at least 10 days before the issue. It can be mailed with your name and phone number to 4509 Minnetonka Blvd., St. Louis Park, MN 55416. There is a \$10 charge for this notice. You must include a self-addressed stamped envelope if you would like the picture returned. If you would just like a written notice about your child there is no charge.
- Order the Kosher wine that you need and arrange to bring it to the Adath on the Friday of your Bar/Bat Mitzvah before 3:00pm (It should be marked with your name).

THE WEEK OF THE BAR/BAT MITZVAH!!

- Review final details for Shabbat with one of the clergy and submit parent's talk to Rabbis' Assistant.
- Bar/Bat Mitzvah and parent's rehearsal with Hazzan.
- Notify Bob Simon, Facilities Manager, 952. 215.3911, if you would like a CD audio recording (for a fee of \$10). A video taping is available as well for an equipment charge of \$40.
- Bring your handout to the Synagogue office by Monday morning.

THE FRIDAY OF:

- Deliver baked goods, *kippot*, etc. to the Synagogue before 3:00pm.

And now relax and enjoy!!!!

SOME FINAL THOUGHTS:

When all is said and done, please remember the importance of this milestone in your child's and your family's life. Do not get so bogged down in the social detail that you forget the spiritual. This is a teachable moment in your child's life. How you commemorate this lifecycle event sends an important message to your child as he or she becomes an adult Jew. If you only focus on planning the menu, without talking about the giving of Tzedakah to feed the hungry, it tells your child about your priorities. Use your time appropriately to teach your child about your priorities. Use your time wisely to teach your child that Jewish values should be central to your lives.