



B'NEI MITZVAH HANDBOOK

updated July 2015

Shalom!

A Bar or Bat Mitzvah is one of the most exciting and fulfilling events in our lives. It is a powerful combination of a personal and communal celebration that begins at birth and resonates throughout our days. It is a blend of achievement, family gathering, communal celebration and sanctity.

A Bar/Bat Mitzvah is not a one-day experience. The preparations begin long before the actual day and as with all important events, there will be questions and even some worry. This handbook is designed to help alleviate those worries so that you may focus upon what really matters: the celebration of a glorious family simcha. As you make your way to and beyond that wonderful day, know that all of us in the OT community want to help deepen your joy and reduce your anxiety.

As the OT Rabbis, the two of us, along with the entire Olam Tikvah family, are here to help make your simcha as special as it can be. Feel free to give us a call at any time. Please send all questions about the B'nei mitzvah process or about your child's Bar/Bat Mitzvah to mbenson@olamtikvah.org.

Looking forward celebrating this sacred and joyous event with you...MAZAL TOV!!!

Rabbi David Kalender & Rabbi Evan Rauski



Congregation Olam Tikvah

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Introduction

Mazel Tov on your child's upcoming Bar or Bat Mitzvah! Your simcha is a big day for your family, as well as a significant event for the entire congregation, and we look forward to sharing this day with you.

These materials have been prepared to assist you in planning and preparing for the Bar or Bat Mitzvah. Please read them carefully, as they will provide you with an understanding of the religious and ritual expectations for your child and will provide you with guidance for your entire family on this important occasion. There are also appendices with online resources, the specifics of the aliyot and other blessings, synagogue policies, Kiddush lunches and Social Hall use, Sisterhood services, and information on Israel Quest. We hope you will find this reference to be useful in understanding all aspects of the upcoming Bar or Bat Mitzvah event.

The best overall advice we can give you is to remember to savor this important and joyful event in your child's life. Try not to let the many details and decisions associated with this experience overpower the religious importance of this day for you and your family. We in the Olam Tikvah office are here to help you in any way that we can. We want all of your memories of your child's simcha to be happy ones.

What if I still have questions?

Whenever you have questions, please call the office at 703-425-1880 or email us at mbenson@olamtikvah.org.

What do all these words mean?

If you encounter unfamiliar terms, please check the glossary provided in Appendix A. Call the office any time you need more of an explanation.

When do I need to do everything?

The following two pages provide timelines to help you plan for the Bar or Bat Mitzvah. The first provides you with a timeline relating to synagogue and ritual preparation requirements at Olam Tikvah. The other is a suggested timeline for planning your event, as dictated by your family's preferences and budget.

What services do Sisterhood volunteers offer?

Please remember that Sisterhood's volunteer-run Judaica shop – Jewish Treasures – and Simcha Catering, as well as a Sisterhood representative selling kippot and renting candelabra, are available to assist you. All profits benefit Olam Tikvah. We encourage you to take advantage of their services and expertise.

Synagogue and ritual preparation

(Each of the preparatory and educational components in this timeline is discussed in the Standards and Ritual Customs section below.)

2-3 years in advance	Introductory group meeting with rabbis and receive a Bar or Bat Mitzvah date
5 th and/or 6 th grade	Learn Torah trop
12 months before simcha	Plan Kiddush with Simcha catering or private caterer
3 – 9 months before simcha	Family education seminars with rabbis
9 – 10 months before simcha	Begin working with Olam Tikvah tutor*
6 months before simcha	Consult with rabbi if you wish family members to read Torah
4 months before simcha	Ensure financial obligations are in order
4 months before simcha	Meet with rabbi for skill assessment and to formulate goals*
3 months before simcha	Submit Kiddush and building-use forms
4 – 6 weeks before simcha	Parents and child meet with rabbi to discuss d'var Torah*
4 weeks before simcha	Notify rabbi if any aliyot will be given to Kohen or Levi
3 weeks before simcha	Provide honors form to rabbis' assistant
1 – 2 weeks before simcha	Rehearsal in sanctuary; receive gifts from Congregation, Men's Club and Sisterhood*
Week preceding simcha	Take photographs at synagogue (optional) Drop off optional personalized kippot and programs at OT office
Day of simcha	Arrive with family by 9:15am for service
Week after event	Pick up any floral arrangements or decorations

*The synagogue will contact you in advance of these dates to arrange scheduling

Personal event planning

12–15 months before event	<p>Decide on type of event, in accordance with family preferences and budget</p> <p>Decide if you will offer other events or meals over the weekend for visiting guests</p> <p>Estimate number of guests</p> <p>Reserve OT Social Hall for private celebrations, including Friday night</p> <p>Reserve location for private celebration</p> <p>Contract with Simcha Catering or private caterer, DJ, photographer</p> <p>Provide deposits as required</p>
6 months before event	<p>Develop guest list with current addresses</p> <p>Select and order invitations</p> <p>Decide on decorations, centerpieces, sign-in boards, party favors</p> <p>Arrange accommodations for out-of-town guests</p>
3 months before event	<p>Finalize menu for Kiddush lunch and any private events, decorations</p> <p>Make arrangements for clothing for family members</p> <p>Order kippot, flowers, tallit, decorations, and favors (optional; kippot and tallit may be purchased through Sisterhood)</p>
6 – 8 weeks before event	<p>Address and mail invitations (include directions, hotel information)</p> <p>Create candle-lighting ceremony (optional; candelabrum may be rented from Sisterhood)</p> <p>Coordinate sequence of ceremony, ritual, meals and entertainment at your event</p>
1 month before event	<p>Confirm all arrangements with service providers</p> <p>If a Jewish holiday falls during the week before the simcha, discuss delivery dates with OT office</p> <p>Develop a seating plan for private party</p> <p>Arrange for local transportation of out-of-town guests</p>
1 week before event	<p>Confirm final guest count with caterer</p> <p>If you have ordered flowers for the synagogue, confirm that delivery to Olam Tikvah will occur before noon on Friday/designated delivery date</p> <p>Adjust seating plan as needed for private celebration</p> <p>Assure that your child is well-rested and that stress is minimized for all family members</p>

I. Assignment of B'nei Mitzvah Dates

When will my child's Bar or Bat Mitzvah be?

At Olam Tikvah, we celebrate all B'nei Mitzvah at Saturday morning services, with rare exceptions. Because the observance of a Bar or Bat Mitzvah is to welcome the child into the adult Jewish community, it is essential the greater community be part of the celebration. If you have special circumstances that require you to celebrate at a time other than on Shabbat morning, please speak to one of the rabbis as soon as possible.

B'nei Mitzvah date assignment process:

In the spring that is between two and three years before your child's 13th Jewish birthday (often when your child is in fifth grade) you will receive a letter that tells you your child's Bar or Bat Mitzvah Shabbat. That date is the first available Shabbat following your child's 13th Jewish birthday. Some Shabbatot are reserved for different communal observances and there are times when a clumping of birthdates means that the oldest will get the most immediate available and appropriate Shabbat. Attached to the letter you will find a memo that contains a list of the open Shabbatot for that school year.

If you are happy with the date assigned to you, it is yours. At the B'nai Mitzvah Date meeting in the spring, simply confirm the date with the Rabbi. If you would like to change your date, that will be part one of the spring meeting. At the meeting, we will review the entire B'nai Mitzvah program here at Olam Tikvah and answer all of your questions. If you want to change your date, the process will proceed as follows:

There will be a series of drawings for open dates. We will start at the beginning of the year and review each open Shabbat. If there is only one family who would like to switch to that date, the date is theirs. If there is more than one family who would like to switch to that date, we will conduct a drawing to determine which family receives it. Then we will proceed in chronological order through the end of the Jewish year.

If your child's 13th birthday according to the Jewish calendar happens to fall in the month of September:

If your child's birthday falls during September and, because of the holidays, there is no available date for his or her Bar/Bat Mitzvah, then the first available date in October will be reserved for your child. If more than one child with a September birthday is affected by the holidays, October dates will be assigned in order of birthdates.

II. Learning and Preparation for Bar or Bat Mitzvah

What does my child have to know to celebrate a Bar or Bat Mitzvah?

The rabbis will review general expectations with you at the Family B'nei Mitzvah Seminars. Typically, students should be familiar with Shabbat services, able to read Hebrew from the siddur as well as from the Torah and/or Haftarah, and able to chant the b'rachot for an aliyah.

What if my child has special needs?

The rabbis, in consultation with parents, will develop appropriate goals for children with special needs.

How will my child learn Torah trop?

B'nei Mitzvah who read Torah need to demonstrate their preparation for this honor. They need to be able to read, chant and know the trop.

During the fifth grade at the Olam Tikvah Religious School and sixth grade at Gesher Jewish Day School, your child will learn Torah trop, which is the musical notation used to chant from the Torah. The B'nei Mitzvah tutors will reinforce what your child has learned and teach more as needed.

When does my child begin working with a tutor?

Individual tutoring generally begins approximately 9 – 10 months before the simcha. It consists of weekly 30-minute sessions. You and the tutor will arrange for the day and time of the tutoring. All tutoring takes place at Olam Tikvah.

The rabbis will assign an individual tutor to your child. The Olam Tikvah tutors are experienced and dedicated, and are an integral part of the B'nei Mitzvah process.

What does the tutor do?

The tutor will provide your child with materials such as the Haftarah, Maftir reading, the b'rachot, and a recording (e.g., an MP3 file) that your child can use for home practice. The tutor will work with your child to help them first learn the Haftarah and its b'rachot, and the b'rachot for an aliyah. After that is mastered, the tutor will help your child apply his or her knowledge of Torah trop to reading some of the week's Torah portion, beginning with the Maftir reading. The tutor will help your child practice leading the Torah service.

The tutoring will only be effective if daily practice is part of the program. In addition to the time spent with the tutor, you and your child should plan to set aside 15 minutes **EACH** day for practice.

The cost of this standard amount of tutoring is included in your B'nei Mitzvah fees and is included on your regular statement when your child is in sixth grade, or in seventh grade if not previously billed. The tutor is paid by the synagogue. If you are interested in having your tutor begin early and/or teach a number of additional sessions, you must reach a private agreement with them to pay them for their extra time. For more information, see the section on Financial Policies in Part IV.

Can my child lead more than the Torah service?

Bar/Bat Mitzvah students are welcome and encouraged to learn to lead the Musaf (concluding) service once they can demonstrate mastery over Haftarah trope and have learned most of the Haftarah. Parents or the tutor should contact the rabbis to schedule an assessment approximately 4 months prior to the Bar or Bat Mitzvah.

What is the D'var Torah?

The Bar or Bat Mitzvah prepares a D'var Torah, approximately 4 – 7 minutes in length. S/he will present the D'var Torah to the congregation following the Torah processional and before the first Torah reading. This provides the child with an opportunity for leadership through teaching the congregation. The child will add his/her insights based upon Jewish tradition.

The skill of writing a D'var Torah will be addressed during the B'nei Mitzvah seminars. Please encourage the Bar or Bat Mitzvah to speak slowly and clearly. Congregants look forward to hearing the words and thoughts offered by the Bar or Bat Mitzvah. This learning and teaching experience adds to the meaning and spirituality of the experience.

Why is the 5th/6th Grade Shabbat morning program important?

The 5th/6th grade minyan is a new Shabbat morning offering for 5th and 6th graders, intended to increase an understanding of different parts of the Shabbat service. It is held most Shabbat mornings throughout the school year. This program is overseen by the Director of Education and Youth Activities in consultation with the rabbis.

In the 5th/6th grade program, your child will engage in study of the meaning of the prayers that comprise the Shabbat morning services, as well as develop the necessary skill and confidence to lead others in prayer. Regular participation in the program significantly enhances your child's appreciation of the depth of the prayers and his or her ability and comfort in leading the congregation. Attendance is critical for all B'nei Mitzvah at Olam Tikvah no matter which school your child attends for Jewish education.

What are the Family B'nei Mitzvah Seminars?

The rabbis lead a series of four seminars for groups of B'nei Mitzvah children and their parents. These required seminars provide both excellent guidance on the major aspects of becoming a Bar or Bat Mitzvah as well as providing an opportunity for you and your child to meet with the rabbis and raise general questions. BOTH parents are STRONGLY encouraged to join their children at the Family Seminars. These seminars are organized according to the date of your simcha and meet on Sunday afternoons. With the rabbis, you and your child will explore the possibilities for Tzedakah, Gemilut Chasadim, and Torah study in the context of Jewish adulthood and its privileges and responsibilities. The rabbis will also provide guidance and resources for preparation of the D'var Torah, as well as in-depth instruction in putting on a tallit and tefillin. Finally, one session will focus upon the sacred logistics of the morning.

Can parents learn along with their children?

Absolutely! There is no better example that you can set for your children than to demonstrate your commitment to life-long Jewish learning. For adults who want to learn more about Shabbat services before your simcha date, Olam Tikvah offers a variety of classes ranging from study of particular

prayers to reading the Siddur. Please check with the synagogue office to learn what classes are currently offered or planned. The synagogue's Adult Education committee also offers trop classes for adults who wish to learn to read Torah.

Where can I find more information about the parashah or Haftarah?

United Synagogue of Conservative Judaism, <http://www.uscj.org>

My Jewish Learning, <http://www.myjewishlearning.com>

Union for Reform Judaism, <http://www.urj.org/torah>

Hillel, <http://www.hillel.org>

G-dcast, <http://www.g-dcast.com>

III. Ritual Customs at Olam Tikvah

Olam Tikvah follows the general customs and rituals of the Conservative movement. Within those very broad parameters, OT has developed our own minhagim (customs) as well. Please be a regular part of our service and ask one of the rabbis if you have any questions about the way the service proceeds at OT.

How can we get ready for the big day?

The best way to prepare for the various rituals and to be comfortable with the service is to simply be present on Shabbat morning. B'nei Mitzvah families are expected to attend Shabbat services regularly before the date of the simcha. This will give you time to understand the flow of services, as well as the ways in which simcha families and other congregants participate. Don't wait until three months before your simcha date to become familiar with the service.

As an aid to the Bar or Bat Mitzvah and his or her family, the tutor will generally meet with the family in the sanctuary about one or two weeks before the event to run through the service and ceremonial aspects.

When do we meet with one of the rabbis?

You will have several opportunities to meet with the rabbis in anticipation of your simcha. This will include group meetings, especially the Family B'nei Mitzvah Seminars. You and your child will also meet with one of the rabbis about four to six weeks prior to the event. At that meeting, you will have the opportunity to discuss the religious significance of the moment as it pertains to you and your family, any concerns you might have, and focus upon the D'var Torah. If you have concerns before that meeting, please contact the office to make an appointment to meet with one of the rabbis.

Where's the mitzvah in B'nei Mitzvah?

We expect that the Bar/Bat Mitzvah child will look beyond the service and the party to truly begin to assume Jewish adult obligations. As will be addressed in the B'nei Mitzvah seminars, each Bar or Bat Mitzvah is encouraged to initiate a mitzvah project. There is always a need in our community and throughout the metropolitan area and in Israel for helping others. Working with the Rabbis, you will be able to find the appropriate avenue for your family.

In what ways will our family participate in the service?

The simcha family is expected to be seated by the time services start. The section next to the bimah is saved especially for you. For information on the order of the service, please see Appendix B.

Your family also is encouraged to participate in the service through the assignment of special honors, which are described in Part IV.

What presentation is made to my child?

During the service, an officer from the Board of Directors will welcome the child to the bimah and acknowledge several gifts to your child. This will include a Chumash (which you will have received in the Family Seminars), a pledge of access to funds from the Stahl Family Experience Israel Fund

(see Appendix C), a commemorative certificate, and candlesticks and a Kiddush cup. These will be given to you at the rehearsal.

What if there's a baby naming or aufruf that day?

Shabbat morning services are the occasion for Jews to observe various personal events as part of the Jewish community. Although OT schedules only one Bar or Bat Mitzvah on a given Shabbat, other s'machot (simchas) may occur on the same date as your Bar or Bat Mitzvah. Because B'nei Mitzvah dates are assigned years in advance, the synagogue office does not know then what else may fall on your scheduled date. These s'machot add to the joy of the occasion for your family and the entire congregation.

Examples of other s'machot include baby namings and aufrufs (the calling of a bride and groom for an aliyah before the wedding). Baby namings include a gift presentation and aufrufs generally include candy tossing; both include a misheberach and a few words spoken by a Rabbi as well as the singing of *Simin Tov u Mazal Tov*. For information about how this affects the Kiddush, see the section in Part V on Sponsoring a Kiddush.

What should I tell my guests about our Shabbat observance?

It is important to maintain the atmosphere of Shabbat both in the synagogue **and** on the grounds. We encourage you to share these guidelines regarding Shabbat observance with your guests who may be unfamiliar with our customs. Electronic devices may not be used on the synagogue grounds on Shabbat. Physicians on call who need to take emergency calls should set their cell phones or pagers to a silent/vibrate function, and take or make calls outside the sanctuary. Drawing and writing are not permitted on Shabbat and smoking is not permitted anywhere on the synagogue grounds. More detailed information is provided in Appendix D, Sample Guidance for Guests.

Is there a dress code?

Men must wear a head covering (kippah) during services and women are welcome to do so. Jewish adult males (over the age of 13) also wear a tallit and Jewish adult women are welcome to do so.

Women must wear a head covering when participating in the service as a Sh'lichat Tzibur (prayer leader), reading Torah, or receiving an aliyah, opening or closing the Ark, and binding the Torah. Women are encouraged to wear a tallit during services.

Appropriate, modest dress by adults, teens, and all others is expected. Men should at least wear a collared shirt and slacks or khakis. Tank tops or sleeveless clothing are inappropriate, as are low cut clothing. Mini-skirts are unacceptable, as well. Please share these guidelines with your guests, so they will not be in the uncomfortable position of being inappropriately attired.

What if some of my guests have special needs?

The entrance to the sanctuary through our new wing is wheelchair accessible. An usher can show your guests where a ramp is located (near the rabbis' lectern) for access to the main seating area in the sanctuary and to the bimah. Please speak to one of the rabbis if you wish to give an honor to someone with a mobility impairment. Please contact the office if your guests have other needs.

We also provide assisted-listening devices for the hearing impaired. These are located inside the sanctuary entrance doors every Shabbat morning. The ushers can provide large print siddurim and magnifying page readers to anyone with vision difficulties.

Do our guests have to sit still for the whole service?

Some of your guests may find Saturday morning services challenging, both due to the length of the services and the extensive use of Hebrew. It is a good idea to let guests know in advance the length of the service and the decorum involved. A sample letter with helpful explanations is attached at the end of this section.

If you expect many out-of-town guests who have not seen each other for a long time, we encourage you to arrange a reunion, such as a Friday night dinner, before the day of the simcha. It is very exciting for family and friends to get together for a happy occasion, and it is often hard to restrain enthusiastic greetings which may be disruptive to others.

It is acceptable to go in and out of the sanctuary during the service, except during a few parts of the service, when the ushers will keep the doors closed. These include:

- when the Ark is open
- during the *Mourner's Kaddish*
- during a D'var Torah (by one of the Rabbis or by anyone else) and other presentations
- during the *Shema* and the three following paragraphs (pages 112-113)
- during the first two pages of the reader's chanting of the *Amidah* (page 116 in *Shacharit*, page 157 in *Musaf*).

During the Haftarah, people may enter the sanctuary but are asked to remain standing quietly near the door until the completion of the chanting of the Haftarah.

Please note that if you have guests with special needs (e.g., parents with young children, elderly relatives, etc.) who need to enter or leave the sanctuary during these times, they should advise an usher and every effort will be made to accommodate them.

What about young children?

If your guests have small children, please let them know that the synagogue has babysitting services available every week for children 18 months to pre-Kindergarten, beginning at 10:00am. On most Shabbatot, there are age-appropriate services for children that begin at 10:45am. The children's services last until the end of services. Please let the synagogue office know if many people will be using these services, so we have enough babysitters and helpers available.

Guests wishing to keep small children in the Sanctuary should be asked to bring Shabbat-appropriate toys or books (that do not make noise and do not involve writing or coloring). They should also be informed that no food may be brought into the sanctuary. Parents with restless children are welcome to take them into the lobby during the service, or to accompany them to the babysitting area, which is equipped with toys and activities.

IV. Honors

Your simcha is both a family affair and a regular Shabbat service for the congregation. Some of the honors are therefore reserved for your family and guests, while others are reserved for the general congregation.

How can we honor family and friends?

You may assign the following ritual honors to your family members and other guests. Because these particular honors are ritual actions performed on behalf of the congregation, all of the people performing these honors must be Jewish. For information about including non-Jewish family members and non-Jewish spouses, please see the later section entitled “How can my non-Jewish family members participate?”

1. Opening and closing the ark when the Torah is removed or returned. Two people are needed to open the ark when the Torah is removed and again when it is returned. Ark openers may be younger than 13, but should be tall enough to reach the door knobs on the ark. You may choose two different pairs of people to have this honor (one pair for removal of the Torah, another pair for returning it). If Anim Zmirot will be part of the service that day, there will be an additional ark opening opportunity.
2. Being called to the Torah for an aliyah – reciting the blessings before and after the reading. The simcha family may assign up to four aliyot, including any for the parents. In addition to the four aliyot, one aliyah is reserved for your child. Aliyot are individual honors for people over the age of 13, although a married couple is considered as a single unit and may share an aliyah if both spouses are Jewish (and married to each other).

For the four aliyot, there are rituals guiding the order, depending on those from whom the people being honored with an aliyah are descended. Please ask those you have chosen to receive aliyot if they are a Kohen or Levi. When you fill out the Torah honors form, you will need to indicate if any of your honorees receiving aliyot is a Kohen or a Levi. (If anyone is a Kohen or a Levi, please speak to one of the rabbis four weeks in advance, in addition to submitting the honors form. Changes to the Torah reading on the day of your simcha may be necessary, and congregants reading Torah on that day will need advance notice of the changes. This will not add or subtract to the number of honors you will receive.

3. Serving as G’leelah. G’leelah is the honor of binding and dressing the Torah after it has been read and after the Hagbah has held up the Torah. This individual must be over 13 years of age.
4. Holding the Torah during the chanting of the Haftarah. This individual may be of any age.
5. Because it is a congregational honor to serve in any of the roles listed above and there are relatively few for the entire congregation, it is considered inappropriate to assign more than one to any particular person.

Can we give an aliyah to someone who doesn't read Hebrew?

The people you honor with aliyot should be able to pronounce the Hebrew blessings before and after the Torah reading. At the end of this section are sheets with the blessings both in Hebrew and transliteration, as well as instructions on when to say each blessing. You may send copies of these

pages to your honorees so they can review them in advance. There will be a large card with the same blessings and transliteration on the reader's table during the Torah readings.

There is a video on the Web site which demonstrates how to have an Aliyah at Olam Tikvah (<https://olamtikvah.org/content/bnei-mitzvah>).

Is anything different for women?

A female who acts as a Sh'lichat Tzibbur (prayer leader), has an aliyah, opens the Ark, or has any other honor associated in any way with a Torah scroll must wear a head covering. Women should wear a tallit if it is their custom to do so.

When do I tell the office about the honors?

You will need to provide the completed Torah honors form (available at the end of this section) to the rabbis' assistant three weeks before your simcha. The form should identify the Hebrew names and parents' Hebrew names of those receiving aliyot.

Can other family members read Torah?

If you wish to have a family member read from the Torah, please consult with the rabbis well in advance of the simcha date.

Our Shabbat morning services often approach three hours in length; we do not have any opportunities for families or guests to add to the established liturgy with additional readings, speeches, or presentations during the service.

May other family members or friends lead part of the service?

If you wish to have a family member or fellow congregant lead a portion of the service—Pesukei d'Zimra (the opening blessings), Shacharit, or Musaf—please consult with the Olam Tikvah ritual chairs, George Billinson and David Yergin-Doniger, well in advance of the simcha. These roles are usually assigned two months in advance and are reserved for those who know how to lead.

How else can my family participate?

Olam Tikvah encourages immediate and extended family, and even friends, to participate in a number of other ways that have become customary at Olam Tikvah.

1. The parents may present and hold the tallit while the Bar or Bat Mitzvah recites the blessing for the first time and then drape the tallit around the shoulders of their child. Some assign this to grandparents.
2. The parents should follow their child around the sanctuary while the Bar or Bat Mitzvah carries the Torah both at the beginning and at the end of the Torah service.
3. Young family members or friends may distribute candy to the congregants for tossing at the Bar or Bat Mitzvah after the Maftir Torah reading, as a wish for a sweet life ahead.
4. All family members, both immediate and extended, are included in the invitation to rise for the recitation of the *Shehecheyanu*, the blessing of thanks for reaching this special occasion. Close friends who consider themselves family may also participate. A copy of the prayer, in

Hebrew, transliterated, and translated, is at the end of this section. We encourage you to distribute copies to family members in advance.

5. Siblings, relatives and/or friends may recite Ashrei, if the Bar or Bat Mitzvah is not leading the prayer.
6. Siblings, relatives and/or friends may lead Anim Z'mirot, if the Bar or Bat Mitzvah is not leading the prayer.
7. Siblings and/or friends may join the Bar or Bat Mitzvah at the amud (reader's table) to sing *Adon Olam*. Please remember that our Tot Shabbat children will also come up to help sing.
8. Parents and siblings of the Bar or Bat Mitzvah may come to the wine table at the end of the service when the blessings over the wine, the washing of hands, and the *Motzi* are recited.

How can my non-Jewish family members participate?

We do wish to honor the commitment that a non-Jewish parent has made in giving the Bar or Bat Mitzvah child a Jewish education. A non-Jewish parent is part of everything and should attend all of the family meetings and seminars, and is welcome to ask questions and become involved in discussions. Additionally, there are a number of ways and times to include non-Jewish family in the service.

1. Placing the tallit around the shoulders of the Bar or Bat Mitzvah.
2. Joining the child as he or she steps down from the Ark for the Torah processions through the sanctuary at the beginning and end of the Torah service.
3. Passing the candy to the congregation.
4. Rising and reciting *Shehecheyanu*.
5. Joining the Bar or Bat Mitzvah and the rabbi at the wine table at the end of the service for the recitation of the blessings over the wine, the washing of hands, and the *Motzi*.

Most of the religious honors, however, represent an affirmation of faith that should be performed by someone Jewish. For this reason, there are some limitations on the level of participation in the Shabbat service by a non-Jewish spouse or family member.

1. All people approaching the Ark must be Jewish.
2. If a child has one Jewish parent, that parent may take out the Torah from the Ark and give it to the Bar or Bat Mitzvah. The non-Jewish parent will join them at the base of the bimah for the processional.
3. Although married couples may be called up together for a single aliyah, each spouse must be Jewish.

We encourage you to honor both Jewish and non-Jewish family members with presentations, speeches, or other roles, during your private celebration outside of services. This is also addressed in the family seminars.

For questions or concerns not addressed here, please request an appointment with one of the rabbis to seek individual assistance or guidance.

Honors Form

(Turn in to office 3 weeks before simcha.)

Kibbudim—Honors for Bat/Bar Mitzvah of _____

Hebrew name: _____ ben/bat _____

Provide the English names of those who will open and close the Ark

Removing Torah (page 139): _____ and _____

Returning Torah (page 154): _____ and _____

Aliyot to the Torah (Traditionally, an aliyah to the Torah is an honor given to an individual. Two spaces are provided if you are giving this honor to a married couple.) Please provide both the English and Hebrew names of those you will honor with aliyot. If you are giving an aliyah to a Kohen or a Levi, please circle the appropriate title and speak to a rabbi at least **4 weeks** in advance of the Bar/Bat Mitzvah.

A **English name:** _____

English name: _____

Hebrew name: _____ ben _____ Kohen/Levi?

Hebrew name: _____ bat _____

B **English name:** _____

English name: _____

Hebrew name: _____ ben _____ Kohen/Levi?

Hebrew name: _____ bat _____

C **English name:** _____

English name: _____

Hebrew name: _____ ben _____ Kohen/Levi?

Hebrew name: _____ bat _____

D **English name:** _____

English name: _____

Hebrew name: _____ ben _____ Kohen/Levi?

Hebrew name: _____ bat _____

Provide the English names of those who will serve as:

G'leelah (dressing the Torah): _____

Torah Holder: _____

Honors Instructions: Opening the Ark—Beginning of the Torah Service

Provide a copy of these instructions to two people who will open doors and curtains of the Ark at the start of the Torah service. People who receive this honor must wear a head covering.

At the start of the Torah service (page 139 in the Siddur), walk up to the front of the Ark (on the rust-colored step). Bring your Siddur with you.

When the service reaches the paragraph in the middle of the page (*Vabeyi Binsoah Ha'aron*), each person slides open one of the doors of the Ark. Each person then slides open one of the curtains, using the clear plastic rod hanging in the center.

Both people move to the sides of the open Ark (remaining on the rust step) until the Torah has been removed from the Ark.

Immediately after the Torah is removed from the Ark, the honorees close the curtain. Leave both doors open.

Follow the reader off the pulpit, and return to your seats. PLEASE WATCH THE STEPS!

Honors Instructions: Removing/Returning the Torah

These instructions are for the parent(s) or other person who will remove the Torah from the Ark and give it to the Bar or Bat Mitzvah. People who receive this honor must wear a head covering.

When the Bar or Bat Mitzvah walks from the Reading Table to the Ark, leave your seat and meet him/her there.

The Rabbi will show you which Torah to remove. It is usually, but not always, the second Torah from the left. There are several times each year when two Torah scrolls are used.

Remove the designated Torah from the Ark and carefully hand it to the child so that the Torah leans on the child's right shoulder. If we will read from a second Torah, that should rest on your own right shoulder.

When it is time to return the Torah to the Ark, follow the reader to the pulpit and stand on his left. When told to do so, take the Torah from the person carrying it and very carefully return it to the Ark. Make sure the Torah sits behind the raised wooden lip of its resting place.

Honors Instructions: Opening the Ark—End of the Torah Service

Provide a copy of these instructions to two people who will open the curtains of the Ark at the end of the Torah service. People who receive this honor must wear a head covering.

Walk up to the Ark toward the end of the *Ashrei* (pages 151 - 152).

Open the curtain when the reader begins the prayer to return the Torah (*Y'hal'lu et shem Adonai*), top of page 153.

Each person steps to the sides of the open Ark until the Torah has been returned to the Ark.

After the last lines on page 154, close the curtain. Leave the doors of the Ark open.

Follow the reader off the pulpit, and return to your seats.

Honors Instructions: Aliyot (Blessings before and after Torah readings)

Provide a copy of these instructions to four individuals or married couples (including parents) who will receive aliyot. People who receive this honor must wear a head covering. Men must wear a tallit; women should wear a tallit if to do so is their custom.

You will be called up to the Torah to recite the Hebrew blessings before and after the reading. A card on the reader's desk has the blessings in Hebrew and also transliterated into English letters. Nevertheless, we **STRONGLY** recommend that you review the blessings in advance. The blessings are on the following page in Hebrew and English transliteration. MP3 files of Torah blessings are available from the synagogue Web site.

When you are called by your Hebrew name for your aliyah, walk up to the *amud* (reader's table) and stand to the reader's right.

The reader will point to the spot in the Torah where the reading will begin. Touch this spot with your tzitzit (the long fringe on the corner of your tallit), and then kiss the tzitzit. If you are a woman who is not wearing a tallit, you will be given the Torah binding to use to kiss the Torah.

Roll the Torah closed with both hands (one hand on each eitz chayim, or spindle), and recite the first blessing while holding onto the rollers.

After the blessing, let go with your left hand. Roll the right side of the Torah open. Throughout the reading, hold onto the right eitz chayim and follow the reading.

After the reading, touch the spot in the Torah where the reading ended with your tzitzit or the Torah binding. Then kiss the tzitzit or binding, roll the Torah closed, and recite the blessing after the Torah reading.

Move to the right side of the reading table and remain there until the next person called to the Torah completes the same cycle. Return to your seat after the next person finishes the blessings.

Torah Blessings

Before the Torah reading, touch the fringe of the tallit to the spot shown to you by the reader. You then kiss the fringe and say:

בְּרָכוּ אֶת יְיָ הַמְּבָרָךְ:

Barchu et Adonai Hamvorach

The congregation will respond with the following line. Repeat it, then continue with the following lines:

בָּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד:

Baruch Adonai hamvorach leolam vaed.

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר בָּנוּ מִכָּל
הָעַמִּים וְנָתַן לָנוּ אֶת תּוֹרָתוֹ:
בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה:

Baruch atah Adonai Eloheinu melech haolam, asher bachar banu meekol ha'amim venatan lanu et Torah. Baruch atah Adonai, notain haTorah.

After the Torah reading, again, touch the spot shown to you by the reader and kiss it before reciting the following:

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר נָתַן לָנוּ תּוֹרָת
אֱמֶת, וְחַיֵּי עוֹלָם נָטַע בְּתוֹכֵנוּ:
בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה:

Baruch atah Adonai Eloheinu melech haolam, asher natan lanu Torat emmet, vechayay olam nata betochaynu. Baruch atah Adonai notain haTorah.

Honors Instructions: G'leelah (Dressing the Torah)

Provide a copy of these instructions to one person who will dress the Torah at the end of the Torah readings. People who receive this honor must wear a head covering.

When the gabbai says “ya’amod Hagbah, ya’amod G’leelah” at the conclusion of the Torah reading, go up to the center amud (reader’s table).

The Hagbah will lift the Torah scroll and display it to the congregation while the congregation chants, “*V’zot haTorah...*” When the Hagbah sits down, grasp the atzei chayim or spindles at the top of the Torah and roll it shut.

When it is rolled tightly, bind it with the strap provided by the gabbai in the front, which is the side of the Torah that opens (the side facing the lifter). Merely stretch the fastener around the scroll and touch the two Velcro edges together. The gabbayim will give assistance if needed.

Place the cover over the Torah, keeping the front of the cover to the front of the scroll. Do not replace the Torah crowns unless they are handed to you.

Return to your seat after the Torah is dressed.

Honors Instructions: Torah Holding

Provide a copy of these instructions to one person who will hold the Torah during the chanting of the Haftarah. A man must wear tallit and kippah. A woman must wear a head covering, and should wear a tallit if to do so is her custom. A child younger than 13 is not required to wear a tallit but must wear a head covering.

Hold the Torah during the reading of the Haftarah, which follows the binding. Hold the Torah so it rests on your right shoulder, not across your arms like a baby nor resting on the arm or the back of the chair. Return to your seat after the Rabbi takes the Torah at the conclusion of the reading of the Haftarah.

If the congregation rises while you are holding the Torah, you may stay seated if you are more comfortable that way. If you are strong enough to rise while continuing to hold the Torah, you may do so.

Honors Instructions: Reciting Shehecheyanu

Provide a copy of these blessings to all family members who will rise to say Shehecheyanu.

After reciting a blessing over the Bar or Bat Mitzvah, the rabbi will ask the extended family to rise to recite the blessing of thanksgiving for having reached this special occasion. This applies to all members of the family, from parents to distant cousins. Close friends that are “like family” may also rise. Non-Jews are included in this honor as well. Please let your family know in advance so they know what to say.

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
שֶׁהַחַיִּינוּ וְקִיַּמְנוּ וְהִגִּיעָנוּ לְזִמַּן הַזֶּה.

Baruch atah adonai elohaynu melech haolam,
shecheyanu v'kiy'manu v'higianu laz'man hazeh.

Praised are You, Adonai, Ruler of the universe,
Who has enabled us to reach this joyous occasion.

Honors Instructions: Passing Candy

Provide or explain these instructions to two or three children who will distribute the candy during the Torah service. The children passing the candy are not required to be Jewish.

The Olam Tikvah office provides the baskets of candy, which will be found under the simcha parents' seats at the start of the service.

Begin passing the candy after the fifth Aliyah. If there is another simcha that morning, please wait until after the other celebrant's aliyah. You can double-check the timing with the shammas that morning.

Walk down the aisles and pass a handful of candy at each row. There is enough candy for most of the people in the main (lower) part of the sanctuary.

V. Celebrations

The most essential aspect of the B'nei Mitzvah is the spiritual step forward by the Bar or Bat Mitzvah to assume his/her role and responsibilities as a Jewish adult. The community's welcoming of the Bar or Bat Mitzvah as a Jewish adult is also important, and for that reason it is our custom and policy for the family to host the congregation at a celebratory meal, the Kiddush, immediately following the service.

How do I sponsor a Kiddush?

The Bar or Bat Mitzvah family is responsible for sponsoring the Kiddush for regular Shabbat morning attendees as well as for guests of the family following Shabbat morning services. Currently, there are over 200 regular attendees every Shabbat, even when there are no special occasions being celebrated. For the exact number of regular attendees at the time of your simcha, please contact Rachelle Palley in the office.

Sponsoring the Kiddush means that you select the caterer, menu, style of service, and all the decorative aspects ranging from centerpieces to the plates, flatware, table cloths, and so on. It also means that you pay for the Kiddush. We urge families to keep this financial responsibility in mind when making plans for the simcha.

Who comes to the Kiddush?

Your family, friends, invited guests, and everyone attending services that morning share in the same Kiddush. The Shabbat morning Kiddush is a Seudat Mitzvah, a meal associated with a commandment, and is essentially a continuation of our morning worship. (That's why we say Kiddush over wine and Motzi over bread in the sanctuary before going into the social hall).

The simcha family is required to pay for the Kiddush for regular attendees and their invited guests whether or not their guests stay for the Kiddush. Conversely, the synagogue does not permit sponsors to provide for only their guests, since the Kiddush following services is a Seudat Mitzvah and a continuation of the service. Just as we worship together during the service, we celebrate together as a single congregation at the Seudat Mitzvah that follows.

What if there are other s'machot?

There will be one Kiddush for everyone, regardless of the number of s'machot or guests. If there is a second simcha, such as a baby naming or aufruf, occurring on the same date as the Bar or Bat Mitzvah, the Bar or Bat Mitzvah family chooses the caterer and the menu. The other family will be required to pay for their invited guests. They pay the office or the caterer directly.

Who can provide the food?

The simcha family must use either Sisterhood's Simcha Catering or an approved outside caterer. Call Leona Shoon in the office to discuss catering choices, and see the list below of approved caterers.

Approved Caterers

In addition to Sisterhood's Simcha Catering, the following caterers are approved to provide kosher food services at Olam Tikvah. Please check with the rabbis if you have any questions about using these or other caterers.

- Artful Party 202-362-0268
- Charles Levine Caterers 410-363-0900
- Dahan Caterers 301-294-8445
- Gourmet Catering..... 703-876-6760
- The Kosher Kitchen 703-227-7142
- Signature Caterers 240-290-0032
- Weiss Catering..... 800-459-0009
- Z-Tov 703-426-2777

How else can I celebrate my child's Bar or Bat Mitzvah?

Any celebration in addition to the Kiddush should be viewed as “icing on the cake.” A family should not feel pressured to focus solely or primarily on a party beyond a Kiddush lunch. The child's step forward into Jewish adulthood is what truly matters. However, everyone loves a party and the opportunity to celebrate with family and friends, and we would like to make your planning for your event as uncomplicated as possible.

There are many other sources from which to gather creative ideas and suggestions, such as Internet sources, *Washington Jewish Week's* special section on Bar or Bat Mitzvahs, one's friends and fellow congregants, and individual books on the subject. As a starting point, however, the following are examples of what might be considered:

- Saturday evening party, either beginning with Havdalah or starting one hour after sundown
- Party anytime on Sunday
- Kiddush at Olam Tikvah and an informal party at another time for the Bar or Bat Mitzvah and his/her peers.
- Sunday morning brunch for family and friends
- Friday night dinner for family and out-of-town guests
- Afternoon luncheon following Kiddush

Some families have questions about whom to include on their invitation lists. A helpful rule of thumb is to determine whether the invited persons are a part of your child's religious life or whether the persons are an important part of your child's life in other significant ways. You might want to think about those who will best appreciate your child's efforts and religious accomplishments and commitment as you make up your guest list. We strongly encourage you to invite either a few select and close friends of your child from his/her Bar/Bat Mitzvah class **OR** to invite your child's entire Bar/Bat Mitzvah class.

Are there guidelines about using OT's facilities?

The Social Hall is a wonderful venue for celebrating a Bar or Bat Mitzvah party. The synagogue has policies in place to address all aspects regarding use of the building covering conformance with Halakhah (Jewish law) such as Shabbat observances, kashrut, and maintaining the sanctity of the building; safety and security; and multiple demands for space allocation. Please check with the synagogue administrator, if you have any questions.

See the section on Sponsoring the Kiddush, above, for details about circumstances when there is more than one simcha occurring at the same time and how the Kiddush is to be handled.

For celebrations occurring after Shabbat, on Saturday night, the first party to make a deposit on the Social Hall will get to use it. If that person cancels more than nine months prior to the date reserved, the deposit will be refunded in full. If that person cancels nine months or less in advance, half of the deposit will be returned if the room is rented to someone else. If the room is not rented to someone else, none of the deposit will be returned.

Please see Appendix E for information regarding Kiddush Planning and the Social Hall Use Agreement, Kiddush Arrangements and Bimah Flowers, and Vendor forms to submit to the OT office.

When can deliveries be dropped off at OT?

All deliveries to the synagogue (food, flowers, balloons, etc.) must take place before noon on Friday. Please check with the office for specific delivery times, especially if there are Jewish holidays during the week before your simcha. If you wish to provide kippot and programs to congregants and guests, you are encouraged to bring these by Thursday before the simcha.

Due to Shabbat observances, you may not carry out any items until after Shabbat is over. This includes leftover food (if you have arranged for any with your caterer), which may be stored for you in the synagogue refrigerators, flowers and other decorations.

Do I need chaperones for my party?

If you are holding your private party at OT, the synagogue administrator may require security guards or chaperones depending on the size and nature of the celebration. The office will hire and provide the staff, and will charge you the fee that is in effect at the time of the simcha. See Part V for more information about finances.

Can I have a bus pick up my guests?

If you hire private transportation such as a bus or shuttle van to bring your guests to or from Olam Tikvah, please make sure the bus company makes plans to park the vehicle away from Olam Tikvah. Buses and large vans may not park in the parking lot during services; they may not stand at the curb in front of the synagogue except for immediate drop off or pick up. Please arrange for any buses that will pick up guests after services to arrive at Olam Tikvah at 12:15 p.m. or later. If you do plan to hold a private party on Shabbat afternoon at another venue, we suggest you set the start time at 2:00 p.m. or later, and to arrange for transportation accordingly. Buses must turn off engines while they are in front of the synagogue.

Do I have to provide flowers, kippot, or programs?

Several common expenditures are optional. Among these are decorations such as flowers, personalized kippot, and event programs.

Families may supply floral arrangements or potted plants in the sanctuary and/or Social Hall for s'machot. For reasons of safety and visibility during Shabbat services, floral arrangements and potted plants in the sanctuary are limited to the following locations:

- The base of the Rabbis' lectern and/or the wine table (not to exceed 12 inches deep, 29 inches wide and 32 inches high). Please note that from Pesach until Shavuot an Omer counter is placed in front of the wine table.
- The center amud on the low stone ledges behind the chairs (not to exceed 15 inches deep, 55 inches wide and 13 inches high). A space 24 inches wide must be left vacant between the arm of the chair and the gap in the stone ledge to allow room for a person to sit or to place the Torah reader's book.

Floral arrangements and plants may not be placed in any other locations in the sanctuary.

The office will be able to recommend florists who are familiar with Olam Tikvah. Note that some types of flowers have a very pungent smell and can be overwhelming for the congregation, please do not use Starglazer lilies. Floral arrangements must be delivered before 12:00pm on Friday and may not be removed from the building until after Shabbat.

Personalized kippot may be ordered from the Sisterhood volunteer representative or from other sources, such as through the Internet. Most families order them, but this is purely optional. Please allow ample time for your order to arrive.

Some families choose to prepare a program or pamphlet describing the synagogue, sanctuary and the order of service and sometimes listing the names of those given honors. This is optional and is the responsibility of the family to prepare and duplicate if desired. Sample wording for a program is on the next page. If you want to provide other explanations of our customs, you must check with one of the rabbis to verify accuracy. Please note that if you list honors on a program, there may be last-minute changes to the order of Aliyot depending on congregational needs. Also, please only list the honors that are outlined for you on the Honors Form. You must submit your program to one of the rabbis before you print them to avoid complications.

If you provide kippot or programs, please provide an adequate number to the office by the Thursday before the simcha. The office will put them in baskets by the front door for people to take as they enter.

Can I take pictures of my child's big day?

There are several ways to preserve the Bar or Bat Mitzvah memories for your family through photography, videos, taping, and other media. However, no taping or photography of any kind may take place on Shabbat.

What are the Shabbat photography and recording guidelines?

Please be sure that your guests are aware of these rules, so that there is no infringement of the spirit and atmosphere of Shabbat.

1. Carrying and placing equipment onto or within Olam Tikvah premises to prepare to perform photography or other visual or sound recordings is prohibited at any time during Shabbat (all references to Shabbat begin Friday at sundown and conclude with the end of the recitation of the *Amidah* in the evening service on Saturday). This includes cameras, tripods, cables, any electrical equipment, storage boxes, etc.
2. Operating cameras, including cell phone cameras, and/or using or testing equipment is prohibited on Shabbat.
3. Preparations to perform photography on Saturday night should be completed no later than 3:00pm on the Friday immediately preceding the beginning of the Shabbat on which the equipment is intended to be used. Once any equipment is in place, it may not be moved until Shabbat has concluded.
4. Photography at your event occurring on a day other than Shabbat is generally unrestricted. Please see synagogue policies for further details.

When can I schedule photo sessions?

Please contact the office if you want to schedule a formal photography in the sanctuary on a weekday afternoon or evening preceding the simcha. Pictures and video may not be done during the final rehearsal. This is the time for you and your child to concentrate on final preparations for the big day. If you want to take photos with a Torah, especially if it is opened, the office will provide an appropriate one for your use.

VI. Finances

Olam Tikvah maintains policies relating to membership and conducting of s'machot. The simcha of a member not in good standing (60 or more days in arrears) 6 weeks prior to the date of the simcha shall be canceled. Members not in good standing will be notified both 6 months and 3 months prior to the simcha. Special arrangements must be implemented at least 4 months prior to the simcha date. If you have concerns regarding any of the expenses associated with your B'nei Mitzvah, please talk to the Treasurer as soon as possible, or one of the rabbis can direct you to the appropriate person. The current Treasurer's name and contact information are in the Directory. All financial discussions with the Treasurer are completely confidential.

Please see the next page for details related to expenses.

What will this cost me?

It is always prudent to make a financial plan for the expenses associated with your upcoming simcha. It is a matter of your own family's judgment and finances as to what elements are needed. Families should not feel obligated to add on expensive elements to their events if it is a financial burden.

What are the minimum expenses?

- Bar or Bat Mitzvah training (billed automatically in the sixth grade)
- Catering expense of Kiddush (required)

What are optional expenses?

- Tallit and clip for the Bar or Bat Mitzvah
- Plants or flowers at Olam Tikvah
- Facility rental fee, for private celebrations held at Olam Tikvah
- Security deposit and guard, if applicable
- Tree of Life plaque
- Donation to Olam Tikvah and/or other appreciations (e.g., in honor of support from the rabbis)
- Clothing for the Bar or Bat Mitzvah and other family members as needed
- Personalized Kippot
- Programs
- Invitations and postage, including return postage on RSVP cards
- Stationery and postage for thank you letters
- Catering and/or rental expenses of celebration
- Challah for your private celebration
- Room, hotel or building fee
- Music and/or other entertainment at your celebration
- Plants/flowers, decorations and/or centerpieces at your celebration
- Group transportation to the celebration site, or from hotel to synagogue
- Favors for guests at celebration
- Candle holder for candle-lighting ceremony
- Expense to house, transport or feed out-of-town guests as needed

Fees Payable to Olam Tikvah

Following are some of the specific fees that you may incur. These fees are in effect through 2015. Please note that all fees are subject to change until you have either paid the fee or signed a contract or agreement.

Bar or Bat Mitzvah tutoring (included in annual bill)	\$780
Sanctuary use for regularly scheduled service	No charge
Sanctuary use for practice/photography sessions*	No charge
Social Hall use for Kiddush lunch	No charge**
Social Hall use for Friday night dinner	No charge up to 75 people**
Social Hall rental for private use***	\$1150 for up to 150 people \$1300 for over 150 people
Kiddush catering	See Simcha Catering information or private caterer for charges
Security guard for private functions, if required	Depends on cost; security deposit may be required

Notes:

*Be sure to schedule photography sessions with the office in advance.

**There is no room rental fee for B'nei mitzvah families for the Friday night before the simcha. Other charges may include catering, mashgiach, food/beverage, linen rentals and so on. See the Social Hall Use Agreement for more information.

***Saturday night or at other times. See the Social Hall Use Agreement for more information

VII. B'nei Mitzvah Submissions to the *Contemporary*

1. Write-up

*Please write it yourself, in Word, and e-mail it to the rabbis' assistant, Melissa Benson, mbenson@olamtikvah.org.

- Read the *Contemporary* B'nei Mitzvah column to get an idea of standard format and tone.
- Type in Word. A **125-word limit** works best. (Click "Tools" and "Word Count" to get the count.)
- Include information you feel describes your child. Check with your child. Most wish you to include only those topics that others include.
- All write-ups must be in prose (about two paragraphs are best; please no bullet lists). Use a slightly informal, warm tone. Please, no "in-jokes" or parodies of your child.
- If your child writes it, *please* read and edit it for suitability to a family-oriented newsletter before submission.

Obligatory information is:

- Child's full name & nickname (if she or he uses it regularly),
- School & grade,
- Parents' names (particularly last names where necessary),
- Names of siblings and, if desired, names and state of residence of grandparents attending. People unable to attend but whom you wish to honor will be described as completely as space permits.

Submit your write-up via e-mail. Send it to mbenson@olamtikvah.org, and write *Contemporary* in the subject line. **If the editor makes corrections**, the edited copy will be emailed back to you.

2. Photograph. Please provide either a hard copy or digital photo of your child. The editor has a full digital editing program. Let the editor know which to expect.

HARD COPY

- Provide a clear, clean, recent photo. Bigger is better—up to 8.5" x 11" is usable.
- School photos work well. *No wallet-sized photos, please!*
- Your child's face should fill at least one square inch of the photograph space.
- **Please do NOT scan your own photo.**
- Leave the hard copy photo in the *Contemporary* drawer in the OT office mailboxes. Label the back with your child's name. The photo will be returned to you after scanning it.

DIGITAL COPY

- **If you have a digital copy of a good, clear face shot**, please e-mail it as a high-resolution JPG.
- The larger the file the better. 150 dpi minimum; 300 dpi is better.

3. Timing. Please send your materials as soon as possible. You will be notified of the submission deadline approximately 2 months prior to your simcha.

4. Internet. The *Contemporary* is posted in its entirety on the OT Web site. By submitting your child's information to the *Contemporary*, you acknowledge that it will be available over the Internet. If you do not wish your child's information to be available on the Internet, please let the editor know that you will NOT submit material.

Appendix A: Glossary

Aliyah (pl. aliyot): Going up to the amud to say blessings before and after the Torah reading.

Amud: Reader's table in the center of the sanctuary at which the Torah is read and the Sh'liach Tzibbur leads the congregation in prayer.

Ark: The cabinet where the Torah scrolls are kept.

Aufruf: The occasion of a bride and groom receiving an aliyah on the Shabbat before the wedding.

Baal Kriah: Torah reader.

Bimah: Raised platform in front of the Ark.

Chumash: Book of weekly Torah readings interspersed with associated Haftarah readings.

D'var Torah: Speech or sermon explaining the significance of the weekly Torah portion.

Gabbai (pl. gabbayim): A person who performs various duties related to the Torah readings, such as calling people up to the Torah for aliyot and checking the reader's pronunciation and chanting and correcting any mistakes in the reading.

G'leelah: The person who binds or dresses the Torah at the end of the Torah service.

Hagbah: The person who displays the open Torah to the congregation at the end of the readings.

Kippah (pl. kippot): Skullcap or small headcovering required for all men and boys in synagogue as a sign of respect; optional for women except when participating in certain rituals. Also called yarmulke in Yiddish.

Maftir: An additional Torah reading.

Mazon: (Lit., "food" in Hebrew.) A Jewish nonprofit agency that allocates donations to alleviate hunger among people of all faiths and backgrounds.

Misheberach: Prayer for the welfare of a person, whether due to illness or due to meriting a special blessing because of being called up to the Torah for an aliyah. Often said when a person is called to the Torah as part of a life-cycle celebration, such as a naming, aufruf, or Bar or Bat Mitzvah.

Motzi: Blessing over bread

Seudat Mitzvah: A meal associated with a commandment, usually consumed after a religious ceremony or celebration. Considered to be a continuation of the service.

Shammes: A synagogue volunteer who helps with the organization of the services, such as identifying the people called up for aliyot.

Shaliach/Sh'lichat Tzibbur: Prayer leader.

Siddur: Prayer book.

Simcha: A celebration; a joyous occasion; plural: s'machot.

Tallit: Prayer shawl worn by Jewish men over age 13, and by some Jewish women; plural: tallitot.

T'filah: Prayer, religious services.

Trop: cantillations or inflections when singing from the Torah

Tzitzit: fringes on tallit

Appendix B: Ritual Sequence of the Service

The following list provides the complete order of the service. Please consult the rabbis if you have any questions.

<u>Service/Prayers</u>	<u>Pages in <i>Sim Shalom</i></u>
<i>Pesukei d’Zimra</i> , Preliminary Prayers and Blessings.....	65–105
<i>Shacharit</i> , Morning Service.....	105–138
Rabbi’s Introduction of Bar or Bat Mitzvah	
Placing of Tallit, with blessing (optional)	
Torah Service.....	139–154
Torah processional.....	141
D’var Torah of the Bar or Bat Mitzvah	
Torah reading	found in Chumash
Prayers before/after Torah readings	142
<i>Hatzji Kaddish</i> before Maftir aliyah.....	146
Prayer for Healing.....	144
Maftir aliyah and reading.....	found in Chumash
Hagbah (lifting and display of Torah)	146
G’leelah (dressing of Torah)	
Torah Holder seated with Torah	
Rabbi’s misheberach for the Bar or Bat Mitzvah	144
Candy throwing	
Haftarah reading.....	found in Chumash
Rabbi’s remarks to Bar or Bat Mitzvah, with b’racha	
<i>Shebecheyanu</i> (Rabbi and family).....	provided in Honors section, above
Prayer for our country	148
Prayer for Israel	149
<i>Ashrei</i>	151
El Malei Rachamim	
Torah recessional.....	153
Rabbi’s sermon	
Presentation of Congregational Gifts to Bar or Bat Mitzvah	
Musaf service	155–161, 181–187
<i>Amidah</i>	156–161
<i>Kaddish Shalem</i>	181
<i>Ein Kelobeinu</i>	182
<i>Aleinu</i>	183
Mourner’s <i>Kaddish</i>	184
<i>Anim Z’mirot</i> (sometimes).....	185–186
Announcements	
<i>Adon Olam</i>	187
Kiddush at wine table	
Prayer over wine	
Handwashing	
<i>Motzi</i>	
Kiddush in Social Hall	

Appendix C: Experience Israel Program

Congregation Olam Tikvah presents our B'nei Mitzvah with a pledge to provide funding towards a teen peer-based trip to Israel. The amount available may vary, but we are always as generous as possible thanks to contributions from our congregants. The amount of funding provided depends on the length of the program, and is supported by donations to our Stahl Family Experience Israel (formerly IsraelQuest) fund. The following provides some information about the grant program. More detailed information is available on the website.

Basic Requirements:

1. Travel must be part of a peer (teen) program.
2. A minimum of 3 weeks (19 days excluding travel) must be spent in Israel.
3. Travel must take place any time from the summer following ninth grade through the summer following twelfth grade, or as a gap year program in the first year after high school graduation.
4. The program must be sponsored by a Jewish or Israeli organization and provide for the observance of Shabbat and kashrut.
5. The family unit/parent must have been a member in good standing for a minimum of 3 years.
6. Funds will be paid directly to the program.

FAQs

What's a peer trip? A program where the primary participants are all teens of a similar age.

Are only summer programs eligible? No, summer programs are just one type of peer trip. Other programs take place during the school year.

When do I need to begin planning? It's a good idea to look at summer programs during the previous autumn. School year programs should be considered the year before. Think about gap year programs by the fall or winter of senior year.

What's a gap year? A gap year is a year in between finishing high school and starting college when a student chooses to explore new experiences.

I've picked a program. What do I do next? Confirm with the OT administrator that the program is eligible for funding. Talk to your guidance counselor as soon as you begin considering a school-year program. Once you have applied and your child has been accepted, submit your application for OT's Experience Israel subsidy.

Appendix D: Sample Guidance for Guests

The following may be printed as an insert in your invitations to help your guests feel as comfortable as possible at your simcha.

Dear Friends,

We hope that you will be able to join us at CHILD's BAR/BAT Mitzvah. Even if you have attended similar celebrations elsewhere, there are a few things about the service that you might find helpful to know in advance.

1. **What to wear to the service:** Modest skirt or dress for girls and women, and collared shirt for boys and men. Many men wear jackets and ties. When inside the building, all boys and men are requested to put on a kippah, a small head covering that shows respect. These will be provided in the lobby.
2. **Length of the service:** Services begin at 9:30am and generally conclude around 12:15pm, with a light lunch afterwards. Please try to arrive by about 10:00am and enter the sanctuary quietly. You may go in and out of the sanctuary during the service, except during a few parts when the ushers will keep the doors closed. Please arrange for unaccompanied children to be picked up around 1:00pm.
3. **Things to avoid:** Please help our community to preserve the Sabbath atmosphere by refraining from using the following inside the synagogue and on synagogue grounds:
 - Electronics—cell phones, cameras (including phone cameras and video cameras), recording or playback devices (mp3 players, iPods, etc.), electronic games. Please ensure these items are turned off before entering the building.
 - Writing/coloring implements. Picture books and toys that do not make noise are appropriate to keep small children occupied.

We look forward to celebrating with you!

Appendix E: Sample Program Wording

If you wish to provide optional programs, you may include what you wish from the following sample. Feel free to omit sections, but if you want to add other explanations, you must check with the rabbis. Please note that the following has reference to a BAR mitzvah and appropriate substitutions should be made for a girl and her bat mitzvah. See the B'nei Mitzvah Web page for an MS Word versions for a Bar or Bat Mitzvah of this optional program.

Shabbat Shalom.

We are happy that you have joined us as CHILD celebrates becoming a bar mitzvah. Bar mitzvah literally means “son of the commandment.” Upon becoming a bar mitzvah, CHILD is held responsible for his actions and is obligated to observe the commandments of Jewish law. Today CHILD will wear a tallit (prayer shawl) for the first time as a symbol of his new obligations. In addition to being held responsible for his actions, CHILD has now reached the age where he has the right to lead religious services and count in a minyan (the minimum number of people needed to say certain prayers as a community).

The Synagogue: Olam Tikvah (World of Hope) was built in 1972 with masonry reminiscent of Jerusalem stone. As in traditional European synagogues, the amud (reader’s table) is in the center of the sanctuary. This brings the service closer to the congregation and allows the leader to face the Aron Kodesh. The Aron Kodesh is on the eastern wall, directing our attention toward Jerusalem. The outside bronze panels of the Aron Kodesh represent the Ten Commandments, which God gave to Moses on Mount Sinai. The first two words of each commandment appear in a stylized script. The Aron Kodesh contains the Torah scrolls, the Five Books of Moses handwritten on parchment. Our Aron Kodesh holds five Torah scrolls, each covered with a mantle designed to represent one of the Five Books, and topped with silver crowns to decorate the scroll handles. Above the Aron Kodesh is the Ner Tamid (eternal light).

The Service: Olam Tikvah is fortunate to have many talented and committed congregants who lead prayers and read from the Torah. You will see several different people participate in today’s service. The Shabbat morning service is divided into four major sections.

Pesukei D’Zimra: The preliminary service consists of blessings, psalms, and prayers of praise and gratitude to God. It establishes the mood for the rest of the prayers that follow.

Shacharit: The morning service includes some of our oldest and most significant prayers to God. The Barchu, a call to prayer, is followed by the Shema, the oldest fixed daily prayer in Judaism, which expresses Judaism’s belief in the oneness of God. Another is the Amidah, a quiet personal series of prayers said while standing and facing east. Congregants sit down as they finish the prayer at their own pace; we stand again when the reader repeats the Amidah aloud.

Torah Service: The public reading from the Torah is the central part of our morning worship. CHILD will lead the congregation in the Torah service. Accompanied by his parents, CHILD will carry the Torah through the sanctuary. Jews show their devotion by reaching out to touch the Torah mantle with the fringes of their tallitot or the edge of a prayer book and then kissing whatever they used to touch the Torah. We remain standing until the Torah is placed on the reader’s table. Before the Torah reading, CHILD will speak about the meaning of this week’s parsha (portion). The Torah has been divided up into 54 parshiyot (portions), one of which is read each week.

The weekly parsha is divided into short sections, one or more of which is chanted by different Torah readers. Each Torah reader must chant the section accurately without relying on vowels, punctuation, musical notation, or separation of paragraphs, none of which are included in the Torah scroll. Before the reader chants a section, a person will be called by his or her Hebrew name for the honor of an aliyah (going up) to recite the blessings before and after the reading. After the last section of the Torah is read, a congregant will hold it up for all to see.

One of our rabbis will pronounce a blessing over CHILD, and the congregation will respond by singing congratulations and tossing soft candy at CHILD, symbolizing the wish for a sweet life of learning.

After the Torah reading, CHILD will chant the Haftarah (additional reading), a selection from the Prophets. When ancient oppressors prohibited Jews from reading the Torah, Jewish leaders read a section from the Prophets' writings containing a theme or lesson that usually echoed the themes of the week's Torah reading. In modern times, we read both the Torah portion and the Haftarah. After CHILD chants the Haftarah and the blessings following it, he/she will carry the Torah through the sanctuary to return it to the Aron Kodesh.

Musaf: The final part of the service, Musaf (additional), includes a repetition of the Amidah prayer. At the end of the Musaf service, CHILD and our family will join the rabbi at the wine table to say the traditional blessings over wine, hand-washing, and bread, that precede the Kiddush luncheon following the service.

We invite the congregation to join CHILD and our family following services at the Kiddush in honor of CHILD's bar mitzvah.

HONORS*

Opening/Closing the Ark
Aliyot – [Three, plus parents]
Aharon Aliyah – CHILD'S parents
Maftir Aliyah – CHILD
G'leelah (binding Torah)
Holding Torah
Opening/Closing the Ark
Candy distribution

*Honors will vary depending on the events of that Shabbat. Please consult with the rabbis before printing programs.

Appendix F: Kiddush Planning and Social Hall Use Agreement



Congregation Olam Tikvah

3800 Glenbrook Road
Fairfax, Virginia 22031
www.olamtikvah.org
(703) 425-1880

Fall 2014

Dear Simcha Family,

Mazal tov on your child's upcoming bar or bat mitzvah. Here are some guidelines to help you plan your Kiddush luncheon. The simcha family hosts the Kiddush for the congregation. We celebrate together as the Olam Tikvah community welcomes your child as a Jewish adult. The Shabbat morning Kiddush is an extension of our morning worship.

When you provide a count of the number of people attending the Kiddush it must include your guests, others who come with your guests (such as parents of invited children), and 200 Shabbat regulars. Shabbat regulars are members who come to Shabbat services each week. If you think your guest list includes Shabbat regulars, please review your list with me. All who will attend services in the morning are counted, even if you have an off-site party that afternoon.

If there is another simcha on your bar/bat mitzvah date, such as a baby naming or aufruf, you do not need to worry about the other family's guests. The other family will pay for their invited guests directly to the office or the caterer.

We hope you will consider using Sisterhood's Simcha Catering. Simcha Catering's revenues are used for the benefit of the synagogue. This sample agreement does not reflect any cost; for the actual cost of your simcha, please consult the office. There is no difference in fee for children, but there is no charge for children under age 3. The cost is subject to change based on the current cost of food items. The basic fee includes:

- Tablecloths, plates, flatware, napkins, cups, serving platters and utensils
- Challah
- Wine/grape juice
- Egg salad
- Green salad
- Bagels/cream cheese
- Coffee/tea/punch
- Brownies and cookies
- Young children's table with cookies, crackers, butter, jelly

If you wish to expand the Kiddush, you may add the following items listed below at a stated per/person price. Prices for other items such as quiche, a deli lunch, chips, or soft drinks will be provided on request. All extra items must be provided for the full number of guests. The prices are subject to change based on the current cost of food items.

- Lox with tomatoes/onions
- Tuna fish salad
- Kugel
- Fruit
- Salad greens
- Upgraded desserts

Please note that all prices quoted are for the food served during the Kiddush lunch. They do not include “leftovers” or “extras.” Also, food and other items may not be brought into or taken out of the synagogue on Shabbat. Please contact Leona Shoon in the office to discuss your catering choices.

If you do plan to hold a private party on Shabbat afternoon at another venue, we suggest you set the start time at 2:00pm or later.

If you would like to reserve the Social Hall for an evening event in celebration of your child’s simcha, please let me know as soon as possible and turn in the completed social hall contract along with your deposit.

If you would like to host a Shabbat Dinner at Olam Tikvah there is no cost for the use of the social hall. There are many different options for catering the dinner. If interested please call or email me.

If you have any financial concerns, please let me know. Olam Tikvah is committed to ensuring that every bar and bat mitzvah child enjoy celebrating with the community at a Shabbat Kiddush lunch.

Please see the B’nei Mitzvah Handbook for other matters related to your child’s bar or bat mitzvah. It is available online at www.olamtikvah.org/bnaimitzvah.html. Also do not hesitate to call or email me with any questions or concerns.

Wishing you all the best as you plan for this special occasion,

Rachelle Palley
Administrator
(703)425-1880
rpalley@olamtikvah.org

member will be 60 or more days in arrears (i.e., not in good standing) at any time between signing this agreement and the date of the event.

5. Be fully responsible for any and all damages to synagogue property caused by the member, the member's contractors/vendors, or the member's guests or agents during the function, preparation time, or post-event clean up. The user agrees to indemnify and hold harmless Congregation Olam Tikvah against any and all claims arising from actions or omissions by the user of the facility or the user's guests or agents during the use of the facility.
6. To abide by Shabbat restrictions, including:
 - a. No deliveries will be made after 3:00pm on Friday, nor at any time during Shabbat.
 - b. No food, supplies, decorations, or other materials will be brought into or taken out of the synagogue during Shabbat.
 - c. No instrumental music will be used on Shabbat.
 - d. No photography, whether still or video, or any form of recording will be permitted on Shabbat.
 - e. For further information regarding activities permitted on Shabbat, the times that Shabbat starts and ends on a particular date, or setting up for a Saturday night event, please consult the Executive Director.
7. To use only an accepted kosher caterer, with an approved Olam Tikvah mashgiach, if not using the synagogue's services or Sisterhood's Simcha Catering.
8. To provide the synagogue with the completed vendor list no later than two weeks before the event date.

I understand that my deposit will hold my reservation. If I cancel more than nine months prior to the date reserved, the deposit will be refunded in full. If I cancel nine months or less in advance, half of the deposit will be returned if the room is rented to someone else. If the room is not rented to someone else, none of the deposit will be returned.

Signature

Date

Printed name

Member's Name:	Event date:
----------------	-------------

Vendor List for Social Hall Use

Caterer _____ Phone number _____

Contact person _____

Florist _____ Phone Number _____

Contact Person _____

Decorator _____ Phone Number _____

Contact Person _____

Band/DJ _____ Phone Number _____

Contact Person _____

Photographer _____ Phone Number _____

Contact Person _____

Videographer _____ Phone Number _____

Contact Person _____

Appendix G: Sisterhood Services

Simcha Catering

Sisterhood's Simcha Catering can provide for all your Kiddush needs. Revenues raised by Simcha Catering are used for the benefit of the congregation. Call Leona Shoon in the main office at (703) 425-1880 for menu information and pricing.

Judaica Shop - Jewish Treasures

Sisterhood's Judaica Shop – Jewish Treasures – located in the New Lobby, has an extensive selection of tallitot, tefillin, and kippot. It is an excellent source for simcha gifts such as jewelry, a yad, or tzedakah box. Jewish Treasures is open Monday - Thursday from 9:00am to 5:00pm, Friday from 9:00am to 3:00pm and, when Religious School is in session, on Sunday from 9:00am to 12:00pm. The OT office can open the shop for you any time Jewish Treasures is not staffed.

Kippot Ordering

Sisterhood will gladly help you with bulk orders of kippot for your simcha. For more information, please contact the office and leave a message, a Sisterhood representative will get in touch with you. Please note that it can take 3-6 weeks for orders to arrive.

Candelabrum Rental

The Sisterhood of Congregation Olam Tikvah can provide, for a rental fee, a black, acrylic candelabrum, with 15 long white taper candles to fit into the attached holders. Mirrored letters will be affixed to the front of the candelabra with the Bar/Bat Mitzvah person's first name along with the words Bar/Bat Mitzvah affixed underneath it. Contact the office and leave a message, a Sisterhood representative will get in touch with you.

Appendix H: Directions to Olam Tikvah

From the Capital Beltway, I-495

1. Take Exit 52A West toward Fairfax
2. Merge onto Route 236, Little River Turnpike
3. Drive approximately 2 miles until you come to Glenbrook Road on the right
4. Turn Right on Glenbrook Road
5. Drive 1 ½ long blocks until you come to the synagogue on your left (first left after Denise Lane)

From other directions

Please check Internet sites such as maps.google.com or mapquest.com for specific directions.