

Congregation Ariel



Bar/Bat Mitzvah Handbook

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A family simcha is always a wonderful occasion. We at Congregation Ariel want to work with you to make your simcha an enjoyable and enriching experience. We have put together this booklet to help you make the most of this special time in your life.

TABLE OF CONTENTS

Bat Mitzvah Guidelines.....4

- Scheduling
- Suggestions for Preparation
- Service/Celebration

Bar Mitzvah Guidelines5

- Scheduling
- Suggestions for Preparation
- Service/Celebration

Bar/Bat Mitzvah Aliyot/Honors.....7

Scheduling of Multiple Simchas7

Parental Participation8

Meetings with the Rabbi9

Kiddush/Seudath Mitzvah Procedures9

Miscellaneous9

Costs10

Ariel Facility Rental Fees.....11

Bar/Bat Mitzvah Request Form12

BAT MITZVAH

Scheduling

When a girl reaches the age of 12, she begins her journey into Jewish adulthood. There are many ways to mark this time in her and her family's life that can be meaningful and that hopefully will be the continuation of her Jewish education. The Bat Mitzvah girl and her family may wish to consult with the Rabbi to discuss plans on how to make this significant life cycle event meaningful.

It is customary that the Bat Mitzvah girl should have her Bat Mitzvah service/celebration as close as possible to her 12th birthday, based on the Hebrew calendar. For assistance in determining your child's Hebrew birthday, go to www.hebc.com or consult with the Congregation Ariel office. They will be happy to assist you.

Any Bat Mitzvah services/celebrations to be held at the Shul should be scheduled with the Shul office at least one year in advance but not earlier than three years in advance. Dates are reserved on a first-come, first-served basis.

Suggestion for Preparation

Prior to her Bat Mitzvah, the Bat Mitzvah girl is strongly encouraged to learn either privately by a person selected in consultation with the Rabbi *and/or* in the Bat Mitzvah program offered through the Shul.

Bat Mitzvahs are a major event in the lifecycle of Ariel girls. Girls ages 11-12 are encouraged to participate in a unique educational series and celebration offered by the Rabbi and other community educators.

This series of study culminates in a major celebration held annually at the synagogue. At the celebration there will be a presentation designed by the students to showcase what they have learned and experienced in the program. Each participant will also deliver a d'var torah prepared in conjunction with one of the teachers showcasing what topics they learned that was of interest to them.

The families will join together in this moving celebration recognizing the significance of the milestone of becoming a Bat- Mitzvah. The participants are encouraged to invite friends and family to share in this special moment. The festivities will culminate with an event that is planned by the participants' family and in conjunction with the shul.

The group together will decide on invitations, music, photography and other details to personalize this celebration for the Bat Mitzvah girls, within the families' budget.

Service/Celebration

There are many opportunities available to celebrate a Bat Mitzvah. The Bat Mitzvah service/celebration in the shul can take the form of the community celebration which is held at the conclusion of the Bat Mitzvah program (described above), *and/or*

The family may decide to celebrate the Bat-Mitzvah individually in addition to the community event. Popular options include a Saturday night meleva melka, a Sunday morning brunch or a seudah shlishit

Other suggestions for Bat Mitzvah services/celebrations can be discussed with the Rabbi.

Any simcha taking place in the Shul should be discussed with the Rabbi in the early planning stages, approximately 6 months ahead of time.

Bat Mitzvah celebrations are seudot mitzvah and it is customary that d'verei torah are delivered at that time.

All d'verei torahs should be presented to the Rabbi for review at least two weeks prior to the date if taking place at shul (see Meeting with Rabbi below).

The Bat Mitzvah girl should be appropriately dressed in a dress or skirt of modest length (below the knees) and a top with sleeves and a modest neckline.

BAR MITZVAH

Scheduling

When a boy reaches the age of 13, he begins his journey into Jewish adulthood. There are many ways to mark this time in his and his family's life that can be meaningful and that hopefully will be the continuation of his Jewish education. The Bar Mitzvah boy and his family may wish to consult with the Rabbi to discuss plans on how to make this significant life cycle event meaningful.

The Bar Mitzvah boy should have his Bar Mitzvah service/celebration at the first Torah reading (which may be a weekday or a yom tov) or the first Shabbat on or immediately after, his 13th birthday. The date of his 13th birthday is based upon the Jewish calendar and often does not coincide with the Gregorian calendar. For assistance in determining your child's Hebrew birthday, go to www.hebcal.com or consult with the Congregation Ariel office. They will be happy to assist you.

Any Bar Mitzvah services/celebrations to be held at the Shul should be scheduled with the Shul office at least one year in advance but not earlier than three years in advance. Dates are reserved on a first-come, first-served basis.

Suggestions for Preparation

A Bar Mitzvah boy should be tutored by an instructor approved by the Rabbi. Please contact the Congregation Ariel office for a list of approved tutors. Tutoring should begin approximately one year before the Bar Mitzvah date.

Putting on Tefillin is a beautiful mitzvah which the Bar Mitzvah boy should start two months prior to his Bar Mitzvah. He is encouraged to come to Shul with his father for Sunday morning services so he can be part of this great tradition. The Rabbi can assist you with the purchase of Tefillin or provide instruction on putting them on.

Service/Celebration

The Bar Mitzvah service can take place whenever the Torah is read: Shabbat morning or afternoon, Monday or Thursday mornings, or during Rosh Chodesh or certain other Jewish Holidays.

The Bar Mitzvah boy is encouraged to write a d'var torah which can be delivered at the celebration.

Bar Mitzvah celebrations are seudot mitzvah and it is customary that d'verei torah are delivered at that time.

Any simcha taking place in the Shul should be discussed with the Rabbi in the early planning stages, approx. 6 months ahead of time.

All d'verei torahs should be presented to the Rabbi for review at least two weeks prior to the date they are to be delivered, if taking place at the shul (see Meeting with Rabbi below). The Rabbi is available to assist with any d'var torah.

In order to lead any portion of the prayer service, a boy must be appropriately dressed in Shabbat closing

If the service is to take place on Shabbat and the Bar Mitzvah boy intends to read from the Torah or daven musaf, he must be Shommer Shabbat the weekend of his Bar Mitzvah. If needed, the Rabbi and the community are happy to offer home hospitality to the Bar Mitzvah boy and his family. Please consult the Rabbi with any questions.

Bar Mitzvah boys are welcome to conduct as much of the applicable service as they would like as long as they can do so competently, such competence to be determined by the Rabbi.

BAR/BAT MITZVAH ALIYOT/HONORS

According to custom, the Bar/Bat Mitzvah family may wish to honor certain individuals during the services. The Bar/Bat Mitzvah family is customarily offered the opportunity to request that up to six family members or friends be given Aliyot to the Torah during the Shabbat morning service (the 5th aliyah is reserved for the use of the Shul if needed).

When assigning Aliyot:

- The first Aliyah goes to a Kohen
- The second Aliyah goes to a Levi

Kohanim and Levi'im may have other honors as well, except Aliyot 3-7. In selecting the order of the Aliyot, please note that brother may not follow brother, father may not follow son, and vice versa.

Other honors available include opening of the Ark, removing the Torah from the Ark, Returning the Torah to the Ark, Hagbah, Galilah, and opening and closing the ark during Anim Zemiroth. Aliyot, as well as the preceding honors, may only be given to Jewish men over the age of thirteen. Male children may be given the honor of closing services with Adon Alon, Ein Keloheinu and Anim Zemiroth.

Any honor not designated will be selected by the Gabbai of the Shul. Honors can be subject to change because of other congregants' life cycle events occurring in the same week, such as births, deaths, yahrzeits, weddings, etc.

All honors must be approved in advance by the Rabbi.

SCHEDULING OF MULTIPLE SIMCHAS

Occasionally because of various life cycle events, more than one congregant wishes to schedule their simcha for the same date.

With regard to a simcha that can be planned in advance (weddings and Bar/Bat Mitzvahs), if the desired date is already reserved, the Shul will contact the family that has first reserved the date to see if the date can be shared and, if so, will work out the attendant details.

If the family that had originally reserved the date does not wish such a service format, the policy of the Shul will be on a first-come, first come first serve basis.

With regard to life cycle events that cannot be planned in advance (bris, baby naming), the first scheduled event has the right to sponsor the kiddush and designate the majority of the Aliyot and honors, with the second event having the 5th Aliyah and being acknowledged during the kiddush as "making a donation in honor of."

The second family may offer a cake or similar decorated item which commemorates the celebrant's occasion, plus they will be responsible for making a financial contribution based upon the number of additional people that will be in attendance at the kiddush at the per person price of the kiddush contracted for by the first family, at the first family's sole discretion.

PARENTAL PARTICIPATION

A father or other male family member of the Bar/Bat Mitzvah child may participate in the reading of the Torah if:

- He is Shomer Shabbat the weekend of the Bar/Bat Mitzvah
- He can read the Torah and/or conduct the service competently, such competence to be determined by the Rabbi. If the person is not already "Torah" proficient he, like the Bar/Bat Mitzvah child, should engage in meaningful learning with an instructor approved by the Rabbi during the year prior to the Bar/Bat Mitzvah.

In order to maintain the sanctity of the service, no more than three men, including the Bar Mitzvah boy will be permitted to read from the Torah at any one service.

Family members can lead services if Shomer Shabbat and approved by the Rabbi.

All gifts and presentations will be presented by Shul officers or the Rabbi.

MEETINGS WITH THE RABBI

Timing

Purpose

When the event is scheduled

The Shul will initiate contact with the family to set up a first meeting between the Bar/Bat Mitzvah child, his/her parents and the Rabbi to allow them to get to know each other and address mutual concerns/expectations.

Not later than one year prior to simcha

If not already discussed in the initial meeting, the Bar/Bat Mitzvah child and his/her parents will meet with the Rabbi to discuss specific learning plan and tutors. Structured learning should start at this point.

Not later than 6 months prior to the simcha

The Bar/Bat Mitzvah child and his/her parents will meet with the Rabbi to assess progress and discuss any open or new issues.

Not later than six weeks prior to the simcha

The Bar/Bat Mitzvah child and his/her parents will meet with the Rabbi to assess progress, discuss any open or new issues and assign Aliyot and other honors.

Not later than two weeks prior to the simcha

The Bar/Bat Mitzvah child and his/her parents will meet with the Rabbi to review the d'var torah and ensure that all outstanding questions or issues have been addressed.

KIDDUSH/SEUDATH MITZVAH PROCEDURES

On the day of the Bar/Bat Mitzvah service/celebration, it is customary for the family to sponsor the Kiddush after the morning services. This Kiddush is for everyone present including regular worshippers and guests.

Contact the Shul office for a listing of approved caterers that may be used. Only AKC caterers may be used.

MISCELLANEOUS

The Shul will provide the Bar/Bat Mitzvah family with wording for a brochure (if required) to explain the Bar/Bat Mitzvah service/ritual. It is the responsibility of the family to make copies for distribution to guests.

COSTS

Below is a summary of the various costs and fees the family of the Bar/Bat Mitzvah family might expect to incur:

- Members of the Shul are required to have all membership dues paid up to date prior to the Bar/Bat Mitzvah event. In cases where financial hardship exists, special arrangements can be made with the Shul.
- The Bar Mitzvah boy will be required to study and prepare for the ceremony with a tutor to be approved by the Rabbi. There is a fee for this service.
- The Bar Mitzvah boy should own his own Tefillin to be used during tutoring and following his Bar Mitzvah. The Shul can help identify where to purchase kosher Tefillin.
- The fee for sponsoring the congregational Kiddush following Shabbat morning services contains options and menus, and is based on the number of guests plus 140 people from the congregation.
- If a separate family function or celebration is planned at the Shul, a fee for the rental of the room will be required.
- It is customary for the Bar/Bat Mitzvah family to provide yarmulkes for the morning service. The Shul can help identify where to purchase these yarmulkes.
- It is customary for the Bar Mitzvah family to provide candy to throw at the Bar Mitzvah child, please make sure that the candy is completely sealed, individually wrapped and that it is soft candy. The candy also needs to be AKC approved kosher. Please do not bring Hershey Kisses.
- The Shul may require the hiring of security if deemed necessary.

ARIEL FACILITY RENTAL FEES (Effective 6/1/06)

Facility	Members & Jewish Organizations	Associate Members	Non-Member
½ Social Hall <i>Seats up to 150* people. Includes use of kitchen and pre-function foyer*</i>	\$250 Includes up to 8 man-hours set-up and clean up. Each additional hour to be billed at \$20 per hour.	\$375 Includes up to 8 man-hours set-up and clean up. Each additional hour to be billed at \$23 per hour.	\$500 Includes up to 8 man-hours set-up and clean up. Each additional hour to be billed at \$25 per hour.
½ Social Hall for smaller events	Call office for pricing	Call office for pricing	Call office for pricing
Full Social Hall <i>Seats up to 400* people. Includes use of kitchen and pre-function foyer*</i>	\$450 Includes up to 12 man-hours set-up and clean up. Each additional hour to be billed at \$20 per hour.	\$600 Includes up to 12 man-hours set-up and clean up. Each additional hour to be billed at \$23 per hour.	\$900 Includes up to 12 man-hours set-up and clean up. Each additional hour to be billed at \$25 per hour.
Kollel Dome <i>Seats up to 100* people.</i>	\$250 If food is served requires additional \$75 for carpet cleaning.	\$375 If food is served requires additional \$75 for carpet cleaning.	\$500 If food is served requires additional \$75 for carpet cleaning.
Outside Tent <i>In addition to rentals above</i>	Call office for pricing	Call office for pricing	Call office for pricing
House and/or Youth Center	Call office for pricing	Call office for pricing	Call office for pricing
Damage Deposit**	N/A	N/A	50% of rental
Security***			

* Seating determined by room arrangement and will be less with dance floor and/or stage.

** Any damage to the property is the responsibility of the Renter. Members do not have to put up a deposit, but will be billed accordingly. Non-members are still responsible for the full cost of the repairs even if they exceed the amount of the damage deposit.

*** Security for any event, if required, is for a minimum of 4 man-hours at \$120. Each additional man-hour is \$30.

SPECIAL NOTES:

- Rental fees must be paid two weeks prior the event.
- When sponsoring Shabbat kiddush or seudah shlishit there is no room rental fee if the same basic room setup is used. If the full social hall is used the rates above less 40% apply.
- All use of the kitchen facilities must be approved by the Ariel Sisterhood.
- To maintain the proper decorum in the Shul, we do not allow mixed dancing.

It is very important to us that our facility be available to the community for their use. If special circumstances exist, contact us confidentially for special consideration. We do not want to turn anyone away.

BAR/BAT MITZVAH REQUEST FORM

Child's Name: _____

Parents' Names: _____

Address: _____

Home Phone: _____ Work Phone: _____

English Birthday: _____ Hebrew Birthday: _____

Type of Celebration Planned: _____

Date/Time of Celebration: _____

Meetings with the Rabbi

Timing/Purpose	Actual Date/Time Scheduled
When the event is scheduled Purpose: Address mutual concerns/expectations	
Approximately one year prior to simcha Purpose: Discuss specific learning plan and tutors	
Approximately 6 months prior to the simcha Purpose: Assess progress and discuss any open or new issues	
Approximately six weeks prior to the simcha Purpose: Assess progress, discuss any issues and assign simcha honors	
Approximately two weeks prior to the simcha Purpose: Review the d'var torah and ensure all outstanding issues are addressed	

Notes/Comments