



# Bar/Bat Mitzvah Handbook

2017-2018

5777-5778



| for all the days of your life

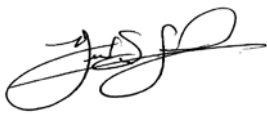
Dear Friends:

Welcome to the Anshe Emet Bar/Bat Mitzvah program. As you embark on this special journey, we want you to know that the entire staff of our synagogue is here to assist your family in every way. Our goal is to make every aspect of the Bar/Bat Mitzvah as meaningful and enriching as possible. At Anshe Emet, we believe that a child reaching the age of Jewish adulthood presents an opportunity for the whole family to learn together through study, discussion, and Jewish experiences with your synagogue community, enhancing the meaning of the day and of your life journey.

Please, take a few moments to read the contents of this guide carefully and to mark your calendars in advance. Think of this guide as a road map leading to your family's *simcha*. It is important that every Bar/Bat Mitzvah candidate fulfill all the requirements to be given the opportunity to fully experience all that this program offers. If you have any questions regarding the program, please do not hesitate to call the synagogue. You will find a list of emails and direct dial numbers on the back page of this guide.

We are so excited for the privilege of sharing this significant Jewish journey with your entire family.

Mazel Tov,



Rabbi Michael S. Siegel  
*Norman Asher*  
*Rabbinic Chair*



Hazzan Alberto Mizrahi  
*Arnold H Kaplan MD*  
*Cantorial Chair*



Barbara Haworth  
*Executive Director*



D'ror Chankin-Gould  
*Rabbi*



Naomi Weiss  
*Ritual Director*



David Russo  
*Rabbi*

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## I. Participation Guidelines and Requirements

### A. Religious School Enrollment / Synagogue Membership

We are so happy to share this special time in the life of our members. Membership in good standing at Anshe Emet Synagogue is required to begin the Bar/Bat Mitzvah journey. Membership must be maintained at least until the student completes the eighth grade, and the student must be enrolled in an approved religious school or day school program. For membership information you can contact our *Director of Engagement and the Malkin Family Program Director, Amy Karp*, at (773) 868-5139 or [akarp@ansheemet.org](mailto:akarp@ansheemet.org) or our *Executive Director, Barbara Haworth*, at (773) 868-5115 or [bhaworth@ansheemet.org](mailto:bhaworth@ansheemet.org).

*Enrollment in Jewish Religious Schools or Day Schools other than those at Anshe Emet must be approved by Rabbi Michael Siegel. A child whose Hebrew skills are deficient may still qualify for Bar/Bat Mitzvah through an approved program of special tutoring by one of our approved tutors.*

### B. KADIMA

The Anshe Emet Synagogue's Department of Youth Activities offers young people of all ages a variety of programs: social, athletic, religious and educational. We believe that the sixth grade is an ideal time for youth who have not yet enrolled in our programs to become more involved especially in our synagogue youth group, KADIMA, for sixth to eighth graders. KADIMA directly involves our youth in the Jewish community. Meeting once a month, this dynamic program synthesizes learning and fun, through its social, religious, and social action components.

### C. Journey to Mitzvot (J2M)

#### Sixth Grade:

*All sixth grade Bar/Bat Mitzvah candidates and their parents (or other significant adults) are required to attend all J2M program sessions.* J2M meets eight times during the academic year 2017-2018. Each program begins at 9:30 a.m. on Sunday mornings and concludes at noon. As part of the learning process, students and parents (both male and female) are expected to bring their own *tallit* and *tefillin* to each J2M session and don them before the *tefillah* (prayer) begins.

The Journey to Mitzvot program began in memory of Felicia Levy as a tribute to her love and concern for Jewish family education. The purpose of the program is to assist our Bar/Bat Mitzvah students and families in becoming full participants in adult Jewish life. Our goals are:

- 1) To develop a sense of pride and connection to Judaism that will last for many years to come.

- 2) To create a sense of community between and among the Bar/Bat Mitzvah families and to facilitate relationship building between students and parents from Anshe Emet Synagogue's various communities.
- 3) To study the nature and structure of prayer and ritual, and to provide a comfort level through practical instruction and experience.
- 4) To emphasize our Jewish commitment to improving the world (*Tikkun Olam*) through social action/social justice work.
- 5) To encourage serious Torah study by helping students to grapple with commentaries that enrich our sacred texts and the Bar/Bat Mitzvah experience.

The J2M Curriculum is anchored by the three pillars of Judaism that rest upon full participation in adult Jewish Life: Prayer, Torah Study, and Acts of Loving Kindness (*Gemilut Chasadim*).

#### D. Youth Shabbat Service Attendance

##### Sixth Grade:

All sixth grade candidates for Bar/Bat Mitzvah celebration trained at Anshe Emet Synagogue are required to attend **at least five Anshe Emet *Shabbat* services** throughout the year. Shabbat Services are held every Saturday morning in the Sanctuary and Malkov Chapel at 9:30 a.m. to approximately 12:00 p.m. Ruach Services are held from 10:45 a.m. to approximately 12:00 p.m. in the Reich Room. The service is designed to be a family experience and parents are encouraged to attend.

(Students enrolled in the Joseph and Belle Braun Religious School may fulfill the school's service attendance requirement by attending J2M sessions.)

##### Seventh Grade:

Seventh graders **are required to attend synagogue *Shabbat* services at least once a month** with their parents in the main Sanctuary or Malkov Chapel at Anshe Emet. Additionally, seventh graders are invited and encouraged to attend Youth *Shabbat* services, where they are invited to lead *davening*. Once they have completed their Bar/Bat Mitzvah they may be invited to read Torah in the adult services.

## II. Planning Process

### A. Fees/Membership Requirement

Before the student is assigned a Bar/Bat Mitzvah date, the family must first have submitted a completed registration form along with ***one-third*** of the Bar/Bat Mitzvah fee. The student's family must also be members in good standing at Anshe Emet. ***If these conditions are not met, the student will not be assigned a date, unless special arrangements have been made with Steven Strien, the Director of Finance and Administration, or Barbara Haworth, Executive Director. Scholarships are available.*** The Bar/Bat Mitzvah fee

includes the cost of J2M, Naomi's Haftarah trope class and other administrative costs. Tutoring and Kiddush Luncheon costs are additional.

1. Membership Fees. Contact Amy Karp, Director of Engagement and the Malkin Family Program Director, for details and options at [akarp@ansheemet.org](mailto:akarp@ansheemet.org) or (773) 868-5139.
2. Bar/Bat Mitzvah Fee - \$1800. A deposit of \$600, one-third of the Bar/Bat Mitzvah fee, must be received before a date is assigned. The balance of the fee, \$1,200 will be billed in two installments over the next two years before the date of the Bar/Bat Mitzvah.
3. Tutoring Fee - \$1500. The synagogue fee for private tutoring by Naomi Weiss is \$1500. Tutoring begins approximately one year before the Bar/Bat Mitzvah date. This fee covers 30 - half hour lessons. If additional lessons are needed they will be billed at the rate of \$100/ hr. Naomi cannot tutor all the Bar/Bat Mitzvah candidates. Therefore, outside private tutors are used. Their fees may vary and are paid directly to tutor. Contact Naomi at [nweiss@ansheemet.org](mailto:nweiss@ansheemet.org) or (773) 868-5113 to discuss all options. ***This \$1500 fee will only be billed if Naomi Weiss tutors your child.***
4. Kiddush Fee - \$1400. It is the custom at Anshe Emet for the family of the Bar/Bat Mitzvah to sponsor the *Kiddush* luncheon with a contribution of at least \$1,400 toward the Kiddush Luncheon Fund. This fee covers only a portion of the community cost, the remainder of which is subsidized by the synagogue. Additional costs apply to guests and menu upgrades. Families should contact Kim Carter, Director of Hospitality, at [kcarter@ansheemet.org](mailto:kcarter@ansheemet.org) or (773) 868-5119, after your date for the Bar/Bat Mitzvah has been confirmed. Kim will review and discuss your catering options with you. (Please see page 11 for additional details.)

#### **B. Confirmation Letter and Refund Policy**

After receipt of your date confirmation letter, you may appeal the date selection by calling Naomi Weiss at [nweiss@ansheemet.org](mailto:nweiss@ansheemet.org) or (773) 868-5113 and explaining the conflict. A family may withdraw from the program within three months of receipt of the date confirmation letter, for a full refund of the registration fee. No refunds will be made for withdrawal from the program after your child has gone through J2M, learned trope in Naomi's Haftarah trope class or has met with the Rabbis to study their individual portions.

***Call Naomi Weiss immediately, at (773) 868-5113, if you have not received the confirmation letter.***

### **III. Preparation**

#### **A. Tutoring and Augmented Training Program**

Anshe Emet Synagogue is proud of our Bar/Bat Mitzvah Program. We have taken great care over the past number of years to insure the best instruction and family involvement possible.

With this in mind, we teach *Haftarah trope (cantillation)* in group classes beginning in October. This is a 10-week class taught by Naomi Weiss, our Ritual Director. We have found this to be a highly effective way to teach this necessary Bar/Bat Mitzvah skill in a way that makes it easier to learn and infinitely more fun. If your child is in the Joseph and Belle Braun Anshe Emet Religious School, it will be a part of their regular Thursday class. Students attending a different Jewish Day School are *not* required to attend these classes.

If your child is in Bernard Zell, the class will be offered at two different times and days for the scheduling convenience of the students. One class will meet after school on Mondays from 3:45 p.m. - 4:15 p.m., beginning on October 8<sup>th</sup>. The other class will meet before school on Tuesdays at 7:15 a.m. - 7:45 a.m., beginning on October 9<sup>th</sup>. It is required that your child come to one of these weekly classes so they can learn Haftarah trope before beginning their individual tutoring.

The *Haftarah trope* tutoring schedule for Bernard Zell students is as follows:

**Monday classes 3:45 p.m.-4:15 p.m. – Oct 8, 15, 22, 29, Nov 5, 12, 19, Dec 3 (and make up class in the case of a cancellation of one of these days will be Dec 10)**

**Tuesday classes 7:15 a.m.-7:45 a.m. – Oct 9, 16, 23, 30, Nov 6, 13, 20, Dec 4 (and make up class in the case of a cancellation of one of these days will be Dec 11)**

If a student misses a class on Tuesday, they can make it up on Monday and vice versa. If your child goes to a Jewish Day School where trope is taught (i.e., Schechter or CJDS), then they do not need to attend these classes, although they are welcome to attend if they wish.

Approximately 12 months prior to the Bar/Bat Mitzvah date, you will be called by Naomi Weiss for an initial intake session, assigned a tutor, and apprised about a tutoring schedule. There are numerous factors which are taken into account in assigning a tutor. If a family has a specific request, all efforts will be made to accommodate them.

Students are expected to master a *minimum* of 10-12 verses of *Haftarah*, and a *minimum* of three verses of Torah (*maftir aliyah*). Students are also expected to chant the blessings before and after the Torah and *Haftarah* readings, as well as *Ashrei*. If they are interested and capable, students will be encouraged to learn as many *aliyot* of their Torah portion as possible, and to chant the *Shacharit* and service. Our students will also be expected to lead the Friday night *Kiddush* and chant it at services the Friday night of their Bar/Bat Mitzvah weekend.

Tutoring, whether done “in-house” with Naomi Weiss or with one of our recommended tutors, will help the student to apply his/her general knowledge of Hebrew and trope to his/her individual Haftarah and Torah portion. In addition, he/she will learn the Torah

and Haftarah blessings as well as other required prayers for the Friday night and Saturday morning *Shabbat* services.

***Please note: Bar/Bat mitzvah tutoring is not permitted during services (Shabbat, holidays, or festivals). No tutoring of Religious School students is allowed during Religious School hours (Thursdays 4:15 p.m. - 6:15 p.m. and Sundays 9:00 a.m. - 12:00 p.m.).***

#### **B. Family Participation Prior to the Bar/Bat Mitzvah**

Prior to the Bar/Bat Mitzvah, the student and his/her parents are required to:

1. Serve as ushers for the Bar/Bat Mitzvah occurring directly before their own (typically the week before, but can be several weeks prior depending on scheduling). Please see page 9-10 for Usher's Guidelines.
2. Attend morning *minyan* service on Monday and Thursday the week of the Bar/Bat Mitzvah. The use of *tallit* and *tefillin* at these services is encouraged for men, women, boys, and girls.
3. Attend the Friday night *Shabbat* service the evening before their Bar/Bat Mitzvah. The student will participate by leading the Friday night *Kiddush*. At that time, they will receive a personalized *Kiddush* cup.

#### **C. Tallit and Tefillin**

One of the most special aspects of the Bar/Bat Mitzvah experience is receiving one's own *tallit* and *tefillin*. These ritual items are seen as the outward symbols of maturity in the Jewish community.

The *tallit*, which is made of a square cloth and has four fringes-one on each corner, symbolizes God's presence in the world. When we collect the four corners, we express the commitment of Jews from the four corners of the globe to the Land and People of Israel.

*Tefillin* have two major components, one for the arm and one for the head. These leather boxes and straps represent our commitment to Torah. With our heads, we will study and understand. With our arms and hands, we will practice the commandments and repair the world.

Children are encouraged to have their own pair of *tefillin* and will be asked to bring them to the first, and all subsequent J2M sessions.

While some children acquire the *tallit* and *tefillin* of their relatives, most purchase their own set. The Sisterhood gift shop at Anshe Emet Synagogue has a wonderful selection of *tallitot*,



*kippot*, and *yadaim* (Torah pointers). *Tallitot* and *tefillin* can also be found at Judaica stores in Chicago and elsewhere.

To make your purchase of quality *tefillin* easier, we have arranged with Rosenblum's World of Judaica to offer our students a pair of *tefillin* and a *tefillin* bag at the cost of the set. This includes having the *tefillin* fitted to your child. ***\*\* Show this booklet to Avi at Rosenblum's to receive a special price for a pair of tefillin and a tefillin bag. \*\**** You may contact Avi from Rosenblum's at (773) 262-1700. In addition, members of our clergy travel to Israel at various times throughout the year, and they would be happy to purchase *tefillin* for you while they are there. You may place a *tefillin* order with our clergy by calling Rabbi Siegel's Administrative Assistant, Antoinette Nunez, at (773) 868-5120 or email [anunez@ansheemet.org](mailto:anunez@ansheemet.org).

Every February, our Men's Club participates in the FJMC National World Wide Wrap. As part of that program, we can purchase Tefillin sets at a deeply discounted price. If you would like to order a set, please contact Naomi Weiss before the Thanksgiving holiday and she will preorder a set for you.

#### D. Family Participation and Honors at the Bar/Bat Mitzvah

With regards to blessings (*aliyot*) over the Torah, for a single Bar/Bat Mitzvah, the family is allotted five out of eight *aliyot*, which includes the parent's *aliyah* and the Bar/Bat Mitzvah *aliyah*. For a double Bar/Bat Mitzvah, each family is allotted four *aliyot*, which includes the parent's *aliyah* and the Bar/Bat Mitzvah *aliyah*. The honors for raising and dressing the Torah will be distributed by the Bar/Bat Mitzvah families. These honors mentioned above are open only to members of the Jewish faith. If a parent of the Bar/Bat Mitzvah is not Jewish please refer to section E: *For Our Interfaith Families*.

In addition, the immediate family is invited to lead the congregation in the singing of *Ein Keloheinu*, *Aleinu*, and *Adon Olam* at the end of the service. It has become the custom of late to invite cousins or close friends of the Bar/Bat Mitzvah up to the *bimah* to help sing *Adon Olam*. This option is at the discretion of the family, but it does lend a festive air to the end of the service.

Please see an example of the Honors Sheet on page 16. This must be filled out and received one week before the Bar/Bat Mitzvah. If you have any questions, please call Naomi Weiss at (773) 868-5113 or email [nweiss@ansheemet.org](mailto:nweiss@ansheemet.org).

***Please note that the throwing of candy during services will be allowed only for couples celebrating an aufruf (special wedding blessing).***

#### E. For Our Interfaith Families

As a synagogue we commend interfaith couples who raise their children as Jews, and are sensitive to the unique challenges of parenting a child in a religion different than one's own.

We encourage both parents to participate in all parent meetings and programs of family education and to attend services together. Participation in these meetings, and the J2M program, can be particularly beneficial for those who have not grown up in the Jewish tradition to better understand Jewish teachings and the significance of Bar/Bat Mitzvah as a life cycle event.

During services, the parent of a different faith can participate in the following:

- Opening and closing the Ark.
- Stand next to the Jewish parent when he/she is called to the Torah for the parent's Aliyah.
- Join in reciting the Parent's prayer.
- Stand together as a family as the Rabbi addresses the Bar/Bat Mitzvah.
- Participate at the conclusion of services.

If you would like to give an honor to an extended family member, or friend who is not Jewish, he or she can participate by leading the responsive reading *Prayer for Our Country*.

#### F. *D'var Torah* and Chesed Project

Approximately 12 months prior to the Bar/Bat Mitzvah, your family will begin to meet with one of the Rabbis of Anshe Emet to discuss developing a Bar/Bat Mitzvah **Chesed Project** and the process of writing a *D'var Torah*. Students will be assigned to a Rabbi and notified by email. Subsequently, approximately 6-8 months prior to the Bar/Bat Mitzvah, students will meet 3-4 times with their assigned Rabbi. One or both parents must plan on attending each of these meetings along with the Bar/Bat Mitzvah candidate. **Appointments can be scheduled by contacting Brian Schmidt at [bschmidt@ansheemet.org](mailto:bschmidt@ansheemet.org) or (773) 868-5125.**

#### The Chesed Social Action Project

In preparation for becoming a Bar/Bat Mitzvah, each student is expected to engage in the mitzvah of *gemilut hasadim*, acts of loving kindness. To that end, students will be required to work on a personal social action project before their Bar/Bat Mitzvah. We will discuss project options during the J2M program. Please note, *Chesed* projects must focus on direct service with people. Students and families are encouraged to join together for their *Chesed* projects. The Bar/Bat Mitzvah student will describe and discuss his/her project in the final *D'var Torah*.

#### Writing the *D'var Torah*

Five to six months prior to the Bar/Bat Mitzvah date, the student and his/her parents will meet with their assigned Rabbi to pick a theme to develop, and outline the *D'var Torah* with an eye toward composing a first draft. Subsequent meetings with their Rabbi will be scheduled at this time.

This five-minute talk (roughly three typed pages) will explore and develop one theme of the student’s choosing, demonstrating research into traditional Jewish sources. The D’var Torah will also connect this theme to the Bar/Bat Mitzvah experience. The D’var Torah will be carefully limited to five minutes with only brief “thank you” remarks. Any extended remarks are more appropriate at the celebratory meal.

**G. Working With the Senior Rabbi**

Once the D’var Torah has been finalized, families will have a final meeting with Rabbi Siegel. This should occur 2-3 weeks prior to the Bar/Bat Mitzvah date. In order to best accommodate your schedule, please contact our office as soon as possible. *Please call Antoinette Nunez at (773) 868-5120 or email [anunez@ansheemet.org](mailto:anunez@ansheemet.org) to schedule an appointment with Rabbi Siegel.*

**H. Working with the Hazzan**

*Parents must contact Brian Schmidt at (773) 868-5125 or [bschmidt@ansheemet.org](mailto:bschmidt@ansheemet.org) to schedule an appointment with Hazzan Mizrahi once their student has learned their Haftarah (typically 3-4 months prior to the Bar/Bat Mitzvah).* The Hazzan will review the Torah and *Haftarah* portions and coach each student with an ear for elocution, diction and projection. If the candidate is assigned to lead the *Shacharit* service, Hazzan Mizrahi will give them their materials and make additional appointments as needed to complete the task.

**I. Rehearsals**

In order for each student to be well prepared for their Bar/Bat Mitzvah, we require them to come to the morning *minyan* service on Monday and Thursday the week prior to their Bar/Bat Mitzvah to get comfortable carrying the Torah, reading from the Torah, chanting *Ashrei*, and delivering an abridged version of their *D’var Torah*. Morning minyan begins at 7:00 a.m. and lasts approximately 45 minutes.

On the Thursday evening directly preceding the Bar/Bat Mitzvah date, the Bar/Bat Mitzvah family will have a one hour walk-through “rehearsal” with Naomi Weiss. During the rehearsal, you may have a videographer come in to film and you may have a photographer come in to take still pictures (See page 15, section D). The exact time will be scheduled with Naomi Weiss.

**J. Month-by-Month Calendar**

Students in 4th grade	Membership in good standing at Anshe Emet Synagogue
	Payment of the first part of Bar/Bat Mitzvah Fee (\$600)
	Register for a date
Students in 5 <sup>th</sup> grade	Parents will be invited to an informational meeting in the spring
	Second payment of Bar/Bat Mitzvah Fee (\$600)

Students in 6 <sup>th</sup> grade	J2M - Fall and Winter ( <i>Parental attendance is required.</i> )
	Attend 8 Haftarah trope class sessions with Naomi Weiss (Bernard Zell)
1 year prior	Initial Meeting with Naomi Weiss and begin one-on-one tutoring
	Attend <i>Shabbat</i> services at least once a month
	Balance of Bar/Bat Mitzvah Fee (\$600) is billed
	If you are planning to have your celebration at Anshe Emet, contact the Director of Hospitality, Kim Carter, at (773) 868-5119 or <a href="mailto:kcarter@ansheemet.org">kcarter@ansheemet.org</a> .
	Meet with assigned Rabbi regarding the <i>Chesed</i> Project and <i>D'var Torah</i>
9 months prior	Continue to meet with tutor every week.
	Learn Torah and <i>Haftarah</i> portions and review Torah and <i>Haftarah</i> blessings.
	Review <i>Ashrei</i> .
	If not a student of Naomi Weiss, call for a "check-in" visit
6-8 months prior	Meet with Hazzan Mizrahi <u>once <i>Haftarah</i> is learned</u>
	Meet with Rabbi to begin work on <i>D'var Torah</i>
3 months prior	Meet with Naomi Weiss to review progress (if not already one of her students)
	Schedule the rehearsal time with Naomi Weiss
	Contact Kim Carter, to review the <i>Kiddush</i> Luncheon.
	Payment of \$1400 toward the <i>Kiddush</i> Fund
2 months prior	Call the Jewish Federation if you wish to sign up for the Gift of Israel program (see page 14 for details).
	Meet with Hazzan Mizrahi for follow-up (If necessary)
	Submit photo and caption for the synagogue bulletin to Brian Schmidt at <a href="mailto:bschmidt@ansheemet.org">bschmidt@ansheemet.org</a> - caption should include child's name and parents' or guardians' names <i>exactly</i> as you would like them to read in the bulletin.
	Review final draft of <i>D'var Torah</i> with Rabbi Siegel
1-2 weeks prior	Finalize numbers and payment for Kiddush Lunch.
	Complete Honors Sheet and return to Naomi Weiss
1 week prior	Families serve as <u>ushers for the Bar/Bat Mitzvah on the <i>Shabbat</i> directly preceding their own.</u> (Note: in some cases this may be weeks before your child's actual date)
	Attend and participate in Monday and Thursday morning <i>minyan</i>
	(chant Torah, lead <i>Ashrei</i> , deliver <i>D'var Torah</i> )
	Rehearsal/Photo Op in the sanctuary with Naomi Weiss
	Attend Friday night services and lead <i>Kiddush</i>

### K. Ushers' Guidelines

Families are expected to attend *Shabbat* morning services and to serve as ushers at the Bar/Bat Mitzvah immediately preceding their Bar/Bat Mitzvah. By attending services and

ushering that morning, you not only help the synagogue, but also help create a community bond between all the Bar/Bat Mitzvah families of our congregation.

1. Please arrive promptly to the Sanctuary entrance in the Cummings Gallery Hallway by the Grace St. doors at **9:00 a.m.**
2. Services begin at 9:30 am, therefore Ushers are asked to stand at the **Grace Street Lobby** door from 9am- 10am.
3. Ushers should make sure every person that enters has a **Siddur**, a **Chumash**, and a **Shabbat Bulletin**.

All males must wear a **kippah**. Women are encouraged to do so as well.

Please let everyone know where the **Tallitot** are kept.

4. At 10:00 a.m., you may take a seat in the sanctuary to participate in the Bar/Bat Mitzvah scheduled that day. Our weekly volunteers will take your place by the doors.

***Thank you for your help. You play a major role in making sure that everyone has a meaningful and comfortable morning at services.***

**L. Timetable of Shabbat Morning Services (times are approximate)**

- |                   |  |
|-------------------|--|
| <b>9:15 a.m.</b>  | The Bar/Bat Mitzvah family and the people to whom they have given honors should be in the sanctuary (8:45 a.m. on holidays).   |
| <b>9:30 a.m.</b>  | Service begins promptly  |
| <b>9:55 a.m.</b>  | Torah Service begins (processional)  |
| <b>10:05 a.m.</b> | The Bar/Bat Mitzvah student delivers his/her D'var Torah   |
| <b>10:15-</b>     | Torah reading begins   |
| <b>11:15a.m.</b>  | <b>Hagbah</b> (Torah lifting) & <b>Gelilah</b> (Torah dressing)<br><b>Haftarah</b> -Bar/Bat Mitzvah student<br><b>Ashrei</b> -Bar/Bat Mitzvah student<br>Rabbi's charge to the Bar/Bat Mitzvah student<br>Parents offer prayer of thanksgiving (see page 23) |
| <b>11:15 a.m.</b> | Conclusion of Torah Service (recessional)<br>Sermon  |
| <b>11:40 a.m.</b> | <b>Musaf</b>   |
| <b>12:00 p.m.</b> | <b>Eyn Keloheinu</b> prayer (Bar/Bat Mitzvah family leads the congregation)<br><b>Aleinu</b> - prayer (Bar/Bat Mitzvah family leads the congregation)<br>Mourners <b>kaddish</b>   |

Announcements

12:10 p.m. *Adon Olam* - prayer (Bar/Bat Mitzvah and friends lead the congregation)  
*Kiddush* and *Hamotzi* - Blessings over wine and bread led by Bar/Bat Mitzvah

12:15 p.m. Family escorted to the Blum Community Hall for start of *Kiddush* lunch.  
Guests will be received in the Blum Community Hall.

IV. **Additional Arrangements**

A. **Pulpit Decorations (Optional)**

Order 2 arrangements 3' by 3' with a flat back from the florist of your choice. ***Important: To avoid allergic reactions, lilies are not permitted.*** The pulpit may also be decorated with usable items that can be donated to charity (i.e., food baskets of kosher canned goods). All items must be *heckshered* with an Anshe Emet approved kosher symbol and approved by Kim Carter. Families may also share their celebration by making a contribution to Jewish causes including Anshe Emet Synagogue, Mazon, The Ark or American Jewish World Service.

B. **Kippot and Programs (Optional)**

If providing *Kippot* and/or programs for the day of the Bar/Bat Mitzvah, all materials must be brought to Anshe Emet no later than the Thursday prior to the *simcha*.

C. **Kiddush Luncheon**

A Bar or Bat Mitzvah is a powerful statement that a young adult wishes to be a responsible member of the Jewish community. At Anshe Emet, the Bar/Bat Mitzvah is a celebration for the entire community. Members of the congregation look forward to congratulating the Bar or Bat Mitzvah after the service at *Kiddush*. As a result, we ask that the Bar/Bat Mitzvah family plan to join the congregation for the *Kiddush* Luncheon with their guests. ***Tables may be reserved for friends and family in the Blum Community Hall.***

The custom of Anshe Emet is to have all, or a portion, of the cost of each *Kiddush* luncheon covered by our celebrating families. The cost of the basic Kiddush luncheon is heavily subsidized by the synagogue and each Bar/Bat Mitzvah family is expected to contribute at least \$1,400 to the *Kiddush* Luncheon Fund to help cover a portion of the community that will be joining.

Each family will also be expected to cover the cost for each of their invited guests as well as any other enhancements. Families should contact Kim Carter at [kcarter@ansheemet.org](mailto:kcarter@ansheemet.org) or (773) 868-5119, one year in advance of your Bar/Bat Mitzvah date. She will review and discuss detailed options with you.

Financial assistance may be available for those families for whom sponsoring the *Kiddush* lunch would be a hardship. Conversely, it would be a tremendous help to the synagogue if

those families who can afford it would forego the synagogue subsidy and contribute the full cost of the luncheon, to the *Kiddush* Luncheon Fund. Please contact Steven Strien for more information at [ssrien@ansheemet.org](mailto:ssrien@ansheemet.org) or (773) 868-5124.

#### D. Friday Night *Shabbat* Dinner

Friday evening *Shabbat* dinner is a wonderful opportunity to begin your *simcha* weekend with family and friends. Anshe Emet has several options available to accommodate a small intimate dinner for 10, a larger celebration for 200, or any size in between. It is also customary to invite Rabbi Siegel, Hazzan Mizrahi, and our other clergy to attend this meal. Dinner can be held before or after *Shabbat* services. Anshe Emet is the ideal location for everyone to join together. Our Director of Hospitality, Kim Carter, is here to help with any planning needs and can be reached at [kcarter@ansheemet.org](mailto:kcarter@ansheemet.org) or (773) 868-5119.

#### E. Synagogue Policy Regarding Music during *Kiddush*

There are a variety of opinions regarding the playing of musical instruments on Shabbat in the Jewish community. At Anshe Emet, we allow the use of music of all sorts in our services. However, our congregation prides itself on being a pluralistic community. As a result, we have more than one service every Shabbat in order to address different approaches to our tradition. To ensure that our entire community has the opportunity to come together during the course of the morning we allow only one *Kiddush*.

It is of the utmost importance that all people who come to Anshe Emet are made to feel welcome joining together. *So that those members of our community who are not comfortable with the playing of musical instruments can take part in our Kiddush, we will not allow any instrumentation, including Klezmer bands, on Shabbat.*

#### F. Bar/Bat Mitzvah Celebration

It would be in keeping with the tradition of the Bar/Bat Mitzvah to hold your celebration in the Synagogue. Our Blum Community Hall and kosher kitchen facilities are available to accommodate your *simcha*. We will do our best to make your celebration suit your individual style. Please consult Kim Carter at [kcarter@ansheemet.org](mailto:kcarter@ansheemet.org) or (773) 868-5119 for information.

#### G. Synagogue Policy Regarding Clergy Attendance at Bar/Bat Mitzvah Functions

The Clergy of Anshe Emet are always appreciative of invitations to Bar/Bat Mitzvah parties. We pride ourselves on the relationships that are engendered with our congregation's families and feel privileged to participate in this important milestone. *Though we respect the diversity of our community, we believe that the celebration of a Bar or Bat Mitzvah is a continuation of a religious ceremony. As a result, our synagogue's policy is that our clergy may only attend functions that reflect the Kashrut (dietary) standards of the Conservative Movement.* This would include either a meal that is prepared by a certified kosher caterer or a fish/dairy meal for all of the invited guests.

#### H. Policy Regarding Invitations to Classmates

It is the policy of both Bernard Zell and the Joseph and Belle Braun Religious School that ALL classmates be invited to your child's Bar/Bat Mitzvah. If your child attends another school, please check the policy of that institution.

#### I. The Gift of Israel

The Gift of Israel enables relatives and friends to help young people save for an Israel Experience program during high school or college. Bar/Bat mitzvah celebrations are a wonderful time for friends and relatives to give a Gift of Israel. One way to notify guests that the celebrant is saving for an Israel Experience is to use special invitation insert cards provided by JUF/JF. For more information go to [www.juf.org/israel\\_experience/gift.aspx](http://www.juf.org/israel_experience/gift.aspx) or contact the Israel Experience Department at: (312) 444-2895 or [IsraelExperience@juf.org](mailto:IsraelExperience@juf.org)

#### J. Mazon

MAZON: A Jewish Response to Hunger is a national nonprofit working to end hunger among people of all faiths and backgrounds in the United States and Israel. MAZON, which means "food" or "sustenance" in Hebrew, was the first national organization to rally the American Jewish community around the issue of hunger, and remains the only national Jewish organization dedicated exclusively to that same cause: [www.Mazon.org](http://www.Mazon.org).

#### K. The Ark

The ARK provides free social and medical services to help distressed members of our Chicagoland Jewish family return to self-reliance: [www.arkchicago.org](http://www.arkchicago.org).

#### L. American Jewish World Service (AJWS)

American Jewish World Service (AJWS) is an international development organization motivated by Judaism's imperative to pursue justice. AJWS is dedicated to alleviating poverty, hunger and disease among the people of the developing world regardless of race, religion or nationality. Through grants to grassroots organizations, volunteer service, advocacy and education, AJWS fosters civil society, sustainable development and human rights for all people, while promoting the values and responsibilities of global citizenship within the Jewish community: [www.ajws.org](http://www.ajws.org).

#### M. Photo Sessions

In accordance with the standards of the Conservative Movement, *our Synagogue does not permit videotaping, audio taping, or photography on Shabbat.* You may have a photographer and/or videographer come in during the Dress Rehearsal (See page 8, section I.). Please contact Naomi Weiss at [nweiss@ansheemet.org](mailto:nweiss@ansheemet.org) or (773) 868-5113 a month prior to the Bar/Bat Mitzvah date to confirm whether you wish to have a photo session.



V. **Other Important Information**

A. **For Families with Physical Needs**

Please let us know if anyone in your family will need any special accommodations and we will try to meet their needs to the best of our ability. We have a handicap accessible entry into our main lobby, located by the Sukkah. Our main sanctuary is accessible via the ramp down the Hall of Memories. Please note the Malkov Chapel is not handicap accessible.

Large print Siddurim, and hearing enhancement devices, are available upon request for Shabbat morning services. Inquire about these items, and all points of accessibility, at our front desk.

B. **Inclusion of Children with Learning Disabilities**

At Anshe Emet we recognize that no two children are precisely the same. Each child has his/her own strengths and challenges. Though we do offer some base-line guidelines which are generally followed for Bar/Bat Mitzvah prep, we also know that not every child fits into the same box. It will be our honor and pleasure to learn from you what your child's gifts, challenges, and needs are. The rabbis of the synagogue can work with you to tailor our expectations to be appropriate for your child. For more questions, and to partner together in ensuring your child's success and joy, please contact Rabbi Chankin-Gould, [dcgould@ansheemet.org](mailto:dcgould@ansheemet.org)

C. **Proper Attire on the *Bimah***

- ✧ All men are required to wear a head covering and a *tallit*. Women are encouraged to do so as well.
- ✧ Men must wear a suit or sport coat and tie.
- ✧ All attire must be modest.
- ✧ Women may wear either a suit, dress, or a skirt and jacket. All attire must be modest; therefore, **no short skirts or sleeveless tops should be worn.**
- ✧ We suggest that a Bar/Bat Mitzvah wear comfortable (low-heeled shoes) since they will be carrying the Torah down stairs and around the sanctuary.

*\*Please Note: Anyone reading Torah must wear a Tallit during his/her reading.*

D. **Protocol for Being Called to the Torah**

- ✧ A Torah honor may be given only to a Jewish man or woman over the age of 13.
- ✧ The Torah blessings must be recited in Hebrew. (Those being honored with an *aliyah* should review the Torah blessings in advance (See page 20) ). Transliteration text is available on the bimah as well. Recordings of these prayers are available upon request from Naomi Weiss.

- ✧ When approaching the Torah ascend on the left side as you face the Ark (i.e. the *Hazzan's* side of the *Bimah*) and descend on the right side (i.e. the Rabbi's side of the *Bimah*).
- ✧ When called for an *aliyah*, stand on the Torah reader's right side.
- ✧ Hold **Sefer Torah** open for opening *bracha*.
- ✧ Touch the Torah with the *tzitzit* or the *chagorah* (the Torah binder), kiss the *tzitzit* or *chagorah*, and recite the blessing before the Torah reading (See page 20). [The Torah reader reads the portion.]
- ✧ Touch the Torah with the *tzitzit* or the *chagorah* in the place where the Torah reader ends the reading. Then bring the *chagorah* or *tzitzit* to your lips and kiss it/them.
- ✧ Hold *Sefer Torah* closed for the *bracha* following the *aliyah*.
- ✧ Recite the blessing after the Torah reading (See page 20), then move to the left of the Torah Reader.
- ✧ Remain on the *bimah* through the next person's *aliyah*. After the *aliyah*, shake the *Hazzan's* hand and walk across the *bimah* to greet the Rabbi(s) before taking your seat. *This information is available on our website:*  
<http://tinyurl.com/ShabbatMorningServiceGuide>. Please share this with your family.

#### E. Electronic Use

On *Shabbat*, Jewish tradition encourages us to power down from our everyday activities. Therefore, the use of electronic devices, including cell phones and cameras, on *Shabbat* is prohibited. We suggest adding notation to all invitations being sent to guests that no photographs may be taken and that the use of electronic devices is not permitted at Anshe Emet on *Shabbat*.

**F. Torah "Honors" Sheet**

For the Bar/Bat Mitzvah of \_\_\_\_\_ ON \_\_\_\_\_  
(NAME) (DATE)

*Please assign the following honors to members of your family or close family friends. Please refer to pages 14-15 of the Bar/Bat Mitzvah Manual for the Protocol for Being Called to the Torah before making assignments. If having 1 or 2 people for an Aliyah list both English and Hebrew names. If having more than 2 people list only English names. Continue on back if additional space is needed.*

**Ark Opening:**

Parents' of Bar/Bat Mitzvah Student, siblings: \_\_\_\_\_

**Aliyah #4**

English Name: \_\_\_\_\_

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

English Name: \_\_\_\_\_

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

**Aliyah #5.**

English Name: \_\_\_\_\_

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

English Name: \_\_\_\_\_

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

**Aliyah #6.**

English Name: \_\_\_\_\_

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

English Name: \_\_\_\_\_

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

**Aliyah #7. (Parents of Bar/Bat Mitzvah)**

Parent of Bar/Bat Mitzvah Student English Name: \_\_\_\_\_

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

Parent of Bar/Bat Mitzvah Student English Name: \_\_\_\_\_

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

**Maftir - Bar/Bat Mitzvah Student Name -** \_\_\_\_\_

**Hagbah** - (Torah Lifter): English Name - \_\_\_\_\_

**Gelilah** - (Torah Wrapper): English Name - \_\_\_\_\_

**Sibling Names:** \_\_\_\_\_

## G. Glossary of Terms

*Adon Olam* - (“Master of the World”) - Prayer that is usually sung at the conclusion of every service.

*Aleinu* - (“We rise to our duty to praise the Lord of all”) - Prayer that proclaims sovereignty and unity of God, recited towards the conclusion of every service.

*Aliyah/Aliyot* - plural - (“Ascent” or “to go up”). Although commonly used to refer to immigration of Jews to Israel, in the Synagogue context, it means to be called up to the Torah during worship. Once being called up, the person who receives an *Aliyah* chants the blessings before and after the actual Torah reading.

*Ashrei* - (“Happy are they who dwell in your house.”) Psalms 145 and 115:18 that is recited in the morning and afternoon services.

*Bar/Bat Mitzvah* - (“Son /Daughter of the Commandment”) Ritual marking a child’s passage into becoming an active member of the community by publicly reading Torah and into observance of the precepts of the Torah.

*Bracha* - A blessing that is recited at specific times during services and rituals.

*Chagorah* - The belt that wraps the Torah.

*Chesed* - The attribute of grace, benevolence, or compassion.

*Chumash* - The five books of Moses or Hebrew Bible.

*D’var Torah* - (Literally “a word of Torah”) Refers to the teaching of a text. Speech given by Bar/Bat Mitzvah about their Torah and Haftarah portions.

*Ein Keloheinu* - (“Who is like You, our God?”) Prayer that is sung towards the conclusion of the *Shabbat* morning service.

*Gabba/Gabbaim (plural)* - People who stand on either side of the Torah reader. They assist at a Bar/Bat Mitzvah ceremony by directing people who have *Aliyot*, telling them where to stand and helping with the Torah blessings. They also help the Torah reader keep their place in the Torah and announce corresponding pages to the congregation.

*Gelilah* - Refers to the honor of rolling up the Torah after it is read.

*Gemilut Chasadim* - (literally meaning "the giving of loving-kindness") is a fundamental Jewish value expressed through personal acts of kindness.

*Haftarah* - (Literally “completion”) Refers to the portion from the Prophets that corresponds to a particular Torah reading.

*Hagbah* - Refers to the honor of lifting the Torah at the conclusion of the Torah reading.

*Hamotzi* - A blessing which is said before eating bread. It is one of the most frequent blessings of the Hebrew blessings, used for *Shabbat* and Jewish Holidays.

*Havdallah* - (Literally “Separation” or “Distinction”) The ceremony that takes place at the conclusion of *Shabbat*, separating the *Shabbat* from the rest of the days.

**Hazzan/Hazzanim** – Cantor/Cantors. The musical director (leader) of the congregation.

**Hechshered** – The special marking found on the packages of products that have been certified as kosher.

**Honors** – Ways to participate in the service. To be assigned by Bar/Bat Mitzvah parents to family and friends. There are six honors to be assigned four *Aliyot*, *Hagbah*, and *Gelilah*. The parents of the Bar/Bat Mitzvah child usually take one of the *Aliyot*.

**Kaddish** – The Kaddish is a deeply meaningful prayer that expresses and reflects the values of the Jewish people. The Kaddish is in essence a prayer of praise for G-d.

**Kiddush** – (Literally “sanctification”). Refers to the blessing over wine also refers to the wine and foods that are served to the congregation following *Shabbat* and holiday morning services.

**Kippot** – The Hebrew word for the skullcap traditionally worn by Jewish men. It is also called a yarmulke in Yiddish.

**Maftir** – The person who reads the last Torah reading and then the *haftarah*. The Bar/Bat Mitzvah is honored with the *Maftir* aliyah.

**Mincha** – Afternoon worship service.

**Minyan** – A group of ten adults required for communal prayer. At Anshe Emet, it refers to the early morning service held on weekdays.

**Musaf** – The religious service celebrated by Jews in addition to and immediately after the morning service on the Sabbath and festivals.

**Parasha** – (Literally “portion or section”) Refers to a passage in the Torah or the weekly Torah reading.

**Ruach** – (Literally “spirited”) A spirited musical experience that engages our culture and draws our community together. This song-filled service is accompanied by meaningful and informative explanations on Jewish prayer.

**Shacharit** – The daily morning prayer of the Jewish people, one of the three times there is prayer each day.

**Siddur** – Prayerbook. *Siddur Sim Shalom* is the one we use at Anshe Emet for most daily services. *Siddur Hadash* is used for Shabbat and festivals.

**Simcha** – (Literally “gladness” or “joy”) The term is used for any happy occasion, such as a wedding, Bar or Bat Mitzvah, Brit Milah or engagement.

**Tallit (tallitot)** – A shawl-like garment worn during morning services, with tzitzit attached to the corners as a reminder of the commandments. Sometimes called a prayer shawl.

**Tzitzit** – The specially knotted ritual fringes, or tassels of a four-cornered Jewish garment or tallit.

**Trope** – Musical and grammatical cantillations that direct the one chanting the Torah, *Haftarah*, and the Megillot.

**Yadaim** – An ornamented pointer used to mark one's place when reading out loud from a scroll of the Torah in a synagogue.

## H. Important Emails & Telephone Numbers (area code 773)

### **Senior Rabbi, Michael Siegel**

*Final Meeting with Bar/Bat Mitzvah candidate for preparation of D'var Torah.....* 868-5110  
[msiegel@ansheemet.org](mailto:msiegel@ansheemet.org)

### **Antoinette Nunez, Executive Assistant to Senior Rabbi Michael Siegel**

*Coordinates all Bar/Bat Mitzvah candidates/family meetings with Rabbi Siegel.....*868-5120  
[anunez@ansheemet.org](mailto:anunez@ansheemet.org)

### **Rabbi David Russo**

*Assists Bar/Bat Mitzvah candidates with D'var Torah, Coordinates J2M.....*868-5127  
[drusso@ansheemet.org](mailto:drusso@ansheemet.org)

### **Rabbi D'ror Chankin-Gould**

*Assists Bar/Bat Mitzvah candidates with D'var Torah.....*868-5116  
[dcgould@ansheemet.org](mailto:dcgould@ansheemet.org)

### **Hazzan Alberto Mizrahi**

*Teaches Shabbat Shacharit, final coaching of Torah and Haftarah chanting.....*868-5111  
[amizrahi@ansheemet.org](mailto:amizrahi@ansheemet.org)

### **Brian Schmidt, Administrative Assistant to Rabbi Russo and Rabbi D'ror Chankin-Gould & Hazzan Mizrahi**

*Schedules all Bar/Bat Mitzvah meetings  
with Rabbis Russo, Chankin-Gould, and Hazzan Mizrahi.....* 868-5125  
[bschmidt@ansheemet.org](mailto:bschmidt@ansheemet.org)

### **Naomi Weiss, Ritual Director**

*Initial intake session, assigns tutors, supervises tutoring progress, runs the rehearsal,  
Leads morning minyan, coordinates Torah reading .....*868-5113  
[nweiss@ansheemet.org](mailto:nweiss@ansheemet.org)

### **Megan Zimmer, Administrative Assistant**

*For Naomi Weiss & Cantor Liz Berke.....*868-5143  
[mzimmer@ansheemet.org](mailto:mzimmer@ansheemet.org)

### **Barbara Haworth, Executive Director**

*Financial and membership related questions.....*868-5115  
[bhaworth@ansheemet.org](mailto:bhaworth@ansheemet.org)

### **Amy Karp, Director of Engagement and the Malkin Family Program Director**

*Membership related questions.....*868-5139  
[akarp@ansheemet.org](mailto:akarp@ansheemet.org)

### **Kim Carter, Director of Hospitality**

*Catering, Day of needs, and public/private reception needs.....*868-5119  
[kcarter@ansheemet.org](mailto:kcarter@ansheemet.org)

### **Steven Strien, Director of Finance and Administration**

*Financial questions.....*868-5124  
[sstrien@ansheemet.org](mailto:sstrien@ansheemet.org)

H. Blessings before the Reading from the Torah

בְּרַכּוּ אֶת ה' הַמְּבָרָךְ.  
Barchu et Adonai ha-m'vorach.

The Congregation responds:

בָּרוּךְ ה' הַמְּבָרָךְ לְוָלָם וָעֵד.  
Baruch Adonai ha-m'vorach l'olam va'ed.

בָּרוּךְ אַתָּה ה' אֱ-לֹהֵינוּ מֶלֶךְ הָעוֹלָם,  
אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים  
וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.  
בָּרוּךְ אַתָּה ה' נוֹתֵן הַתּוֹרָה.

Baruch atah Adonai, Eloheynu melech ha-olam,  
asher bachar banu mi-kol ha-amim, v'natan lanu et torato  
Baruch atah Adonai, notain ha'torah.

Blessings after the Reading from the Torah

בָּרוּךְ אַתָּה ה' אֱ-לֹהֵינוּ מֶלֶךְ הָעוֹלָם,  
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת, וְחַיֵּי עוֹלָם נִטַּע בְּתוֹכֵנוּ.  
בָּרוּךְ אַתָּה ה' נוֹתֵן הַתּוֹרָה.

Baruch atah Adonai, Eloheynu melech ha-olam,  
asher natan lanu torat emet, v'chayai olam nata b'tochaynu.  
Baruch atah Adonai, notain ha'torah.

I. Prayers Offered by Parents

Transliteration Booklets are available for family and friends.

*This is the English transliteration of the Misheberach prayer that the Hazzan will chant after your child reads their final Torah portion. As parents, you will read this text after the Hazzan chants.*

May God who blessed our ancestors, Abraham, Isaac, and Jacob, Sarah, Rebecca, Rachel and Leah bless \_\_\_\_\_ who has come for an *aliyah* upon reaching the age of *mitzvot*. May the Holy One guard him/her and sustain him/her, helping him/her to be wholehearted in his/her faith, studying God's Torah, walking in God's ways and fulfilling God's *mitzvot*. May he/she find favor before God and all people.

And let us say: Amen

At this time of joy and thanksgiving, it is customary to praise God with the traditional words of the *Shechecheyanu*:

בָּרוּךְ אַתָּה ה' אֱ-לֹהֵינוּ מֶלֶךְ הָעוֹלָם, שְׁהַחֲיֵנוּ וְקִיְמָנוּ וְהַגְעָנוּ לְזִמְן הַזֶּה.

Ba-ruch a-tah Adonai Eloheynu melech ha'olam  
She-he-che-yanu v'kee-y'-manu v'hee-gee-ahnu lahz-man ha-zeh.

*Praised are you, Lord our God, Ruler of the Universe,  
for having kept us alive, sustained and enabled us to reach this day.*



## J. FREQUENTLY ASKED QUESTIONS

### **Who is in charge here?**

While the entire professional staff is involved with varying aspects of the Bar/Bat Mitzvah program, there are four people who oversee the main aspects of the program:

**Naomi Weiss:** Tutoring/overall monitoring of process

**Rabbi David Russo:** J2M (Journey to Mitzvot), Chesed project and D'var Torah

**Rabbi D'ror Chankin-Gould:** Chesed project and D'var Torah

**Kim Carter:** Kiddush Lunch, day of celebration needs

If you are unsure who can best answer your question, please feel free to make the first call to Naomi Weiss at (773) 868-5113 or [nweiss@ansheemet.org](mailto:nweiss@ansheemet.org). **Your questions are important to us and no question is too small or “silly”— don't hesitate to call!**

### **To what is the Bar/Bat Mitzvah fee applied?**

The fee is used to provide your child with Bar/Bat Mitzvah materials, enrollment in our eight week J2M program, Naomi Weiss' Haftarah trope class, and other staff and administrative needs.

### **When is the Bar/Bat Mitzvah fee due?**

The initial \$600 was paid when your child was registered for his/her date.

The second payment will be billed 2 years before your child's date.

The 3<sup>rd</sup> payment will be billed one year before your child's date.

### **Does Naomi Weiss tutor all students?**

No. Anshe Emet has a cadre of committed, talented and enthusiastic tutors who provide that service for our families. Tutoring fees to anyone except Naomi Weiss are to be paid directly to the tutor. If Naomi tutors your child, the synagogue will bill you for those hours.

### **How many Torah honors may I give out for that Shabbat morning service?**

We view all *Shabbat* morning services as opportunities to celebrate many lifecycle events, such as a Bar/Bat Mitzvah. But this is only one of the lifecycle events we might celebrate on *Shabbat*. We also celebrate baby naming's, *aufrufs* (when a couple gets married), special birthdays and anniversaries, and other significant events in the lives of our congregants. There are eight *aliyot* (sections of Torah) read on a *Shabbat* morning. Reciting the blessing before and after each *aliyah* is an honor and we reserve three of the eight *aliyot* for members of our community. The Bar/Bat Mitzvah family may have the remaining five *aliyot*. Of those five *aliyot*, one is for the Bar/Bat Mitzvah and one is for his/her parents. The remaining three *aliyot* may be given to family and friends and

multiple people can be honored at each *aliyah*. For including family that is of another faith, please see Section E.

Additionally, the Bar/Bat Mitzvah family may assign the honor of lifting the Torah (*hagbah*) and dressing the Torah (*gelilah*). If it happens that we use two Torah's on the morning of your child's Bar/Bat Mitzvah, you may assign Torah lifters and dressers for both *Sifrei Torah*. Please see page 6 for discussion of honors for a double Bar/Bat Mitzvah.

**Who can I talk to about financial accommodations relating to the Bar/Bat Mitzvah or the Kiddush lunch?** Please contact Steven Strien at [ssrien@ansheemet.org](mailto:ssrien@ansheemet.org) or (773) 868-5124.

### **What can I do to assist my child in preparing for their Bar/Bat Mitzvah?**

Take an active role in the Bar/Bat Mitzvah process. Add Jewish rituals to your family's life (i.e. lighting candles on Friday night, making Kiddush). Attend Shabbat services as a family. Make sure your child studies all assignments given to them by their tutor. Since your child is building "muscle memory" by learning so many new things, studying every day is critical. Support the tutoring process by communicating regularly with the tutor and finding out what else you can do at home to help your child. Encourage your child to chant regularly to you so you can hear what they are learning. Read the Torah and Haftarah portions together with your child and discuss them so you are all learning together.

*Most importantly, tell your child why Bar/Bat Mitzvahs matter to you. Give them your love, support, pride, encouragement, and walk the road with them.*

### **Website References**

[www.Ansheemet.org](http://www.Ansheemet.org) : Our synagogue website has the blessings and trope melodies that our Bar/Bat Mitzvah need to learn for their Bar/Bat Mitzvah. Simply go online and after bringing up our website, click on the LEARN tab. The next link to click on is ONLINE LEARNING and you will see *Resources for Torah Reading*. That link has all the trope melodies for Torah and Haftarah so your child can listen to them at any time as they learn their individual Torah and Haftarah. It also has directions for how to have an Aliyah and how to chant the Torah blessings.

[www.Hebcal.com](http://www.Hebcal.com) : A Jewish calendar for looking up your child's Jewish birthdate, Torah portion, candle lighting times, Havdallah times and dates of Jewish holidays.

[www.bible.ort.org](http://www.bible.ort.org) : A website that allows you to look up any part of the Torah or any Haftarah and see it presented with and without trope markings, the English translation, and transliteration as well. This can be helpful if a student wanted additional information about their Torah portion or Haftarah reading.

[www.myjewishlearning.com](http://www.myjewishlearning.com) : A website that is the leading trans denominational website of Jewish information and education. Offering articles and resources on all aspects of Judaism and Jewish life, the site is geared toward adults of all ages and backgrounds, from the casual reader looking for interesting insights, to anyone searching for a better understanding of Jewish culture, to experienced learners wishing to delve deeper into specific topic areas.

Students in 5 <sup>th</sup> grade	Parents will be invited to an informational meeting in the spring
	Second payment of Bar/Bat Mitzvah Fee (\$600)
Students in 6 <sup>th</sup> grade	J2M - Fall and Winter ( <i>Parental attendance is required.</i> )
	Attend 8 Haftarah trope class sessions with Naomi Weiss (Bernard Zell)
1 year prior	Initial Meeting with Naomi Weiss and begin one-on-one tutoring
	Attend <i>Shabbat</i> services at least once a month
	Balance of Bar/Bat Mitzvah Fee (\$600) is billed
	If you are planning to have your celebration at Anshe Emet, contact the Director of Hospitality, Kim Carter, at (773) 868-5119 or <a href="mailto:kcarter@ansheemet.org">kcarter@ansheemet.org</a> .
	Meet with assigned Rabbi regarding the <i>Chesed</i> Project and <i>D'var Torah</i>
9 months prior	Continue to meet with tutor every week.
	Learn Torah and <i>Haftarah</i> portions and review Torah and <i>Haftarah</i> blessings.
	Review <i>Ashrei</i> .
	If not a student of Naomi Weiss, call for a “check-in” visit
6-8 months prior	Meet with Hazzan Mizrahi <u>once <i>Haftarah</i> is learned</u>
	Meet with Rabbi to begin work on <i>D'var Torah</i>
3 months prior	Meet with Naomi Weiss to review progress (if not already one of her students)
	Schedule the rehearsal time with Naomi Weiss
	Contact Kim Carter, to review the <i>Kiddush</i> Luncheon.
	Payment of \$1400 toward the <i>Kiddush</i> Fund
2 months prior	Call the Jewish Federation if you wish to sign up for the Gift of Israel program (see page 14 for details).
	Meet with Hazzan Mizrahi for follow-up (If necessary)
	Submit photo and caption for the synagogue bulletin to Brian Schmidt at <a href="mailto:bschmidt@ansheemet.org">bschmidt@ansheemet.org</a> - caption should include child's name and parents' or guardians' names <i>exactly</i> as you would like them to read in the bulletin.
	Review final draft of <i>D'var Torah</i> with Rabbi Siegel
1-2 weeks prior	Finalize numbers and payment for Kiddush Lunch.
	Complete Honors Sheet and return to Naomi Weiss
1 week prior	Families serve as <u>ushers</u> for the Bar/Bat Mitzvah on the <i>Shabbat</i> directly preceding their own. (Note: in some cases this may be weeks before your child's actual date)
	Attend and participate in Monday and Thursday morning <i>minyan</i>
	(chant Torah, lead <i>Ashrei</i> , deliver <i>D'var Torah</i> )
	Rehearsal/Photo Op in the sanctuary with Naomi Weiss
	Attend Friday night services and lead <i>Kiddush</i>