



ANSHE EMET SYNAGOGUE'S

Bar · Bat Mitzvah Handbook

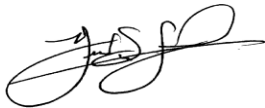
Dear Friends:

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.

This guide will serve as a road map leading to your family's simcha. Please take a few moments to read its contents and mark any important dates in your calendars. 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 page 15 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 Elizabeth Berke



Boni Fine
Executive Director



D'ror Chankin-Gould
Rabbi



Naomi Weiss-Weil
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 a religious school or day school program approved by Rabbi Siegel. 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 or our **Executive Director, Boni Fine**, at (773) 868-5115 or bfine@ansheemet.org.

If you are concerned about your child's Hebrew skills, please note that he/she 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)

All sixth grade Bar/Bat Mitzvah candidates and their parents or guardians are required to attend all j2m program sessions. j2m meets on six Sunday mornings from 9:30-11:30 during the academic year 2018-2019. The purpose of the program is to assist our Bar/Bat Mitzvah students and families in becoming full participants in adult Jewish life. Our 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**).

II. Planning Process

A. Fees

Before the student is assigned a Bar/Bat Mitzvah date, the family must first have submitted a completed registration form along with the first installment of the Bar/Bat Mitzvah fee (\$600). The Bar/Bat Mitzvah fee includes the cost of j2m, our Ritual Director Naomi Weiss-Weil's Torah trope class, and other clergy and

administrative costs. *In the interest of being fair to all families, we are not able to assign your student a date until we have received this deposit. Please note that because of the considerable time and work involved in scheduling dates, the deposit is not refundable.* Because we never want financial concerns to stand in the way of your family's Simcha, please feel free to contact Boni Fine, Executive Director for scholarship information or to make other financial arrangements.

The following fees are payable over the three years prior to the Bar/Bat Mitzvah date:

1. Bar/Bat Mitzvah Fee - \$1800. After the initial deposit of \$600, the balance of the Bar/Bat Mitzvah fee (\$1,200) will be billed in two installments over the next two years before the date of the Bar/Bat Mitzvah.
2. Tutoring Fee - We work with several qualified private tutors in our community whose fees may vary. These fees are paid directly to the tutor. During your family's intake, Naomi Weiss-Weil will determine which tutor is the best fit for your child's and family's needs. Contact Naomi at nweiss@ansheemet.org or (773) 868-5113 to discuss any questions you have.
3. 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 (additional costs apply to guests and menu upgrades). This fee covers only a portion of the community cost, the remainder of which is subsidized by the synagogue. Families should contact Kim Carter, Director of Hospitality, at 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.

B. Confirmation Email and Refund Policy

After receipt of your date confirmation email, you may appeal the date selection by contacting Hannah Schreiber at hschreiber@ansheemet.org or (773) 868-5143 and explaining the conflict. A family may withdraw from the program within three months of receipt of the date confirmation email, and any payments in excess of the \$600 non-refundable deposit will be refunded. No refunds will be made for withdrawal from the program after your child has gone

through j2m, learned trope in Naomi's Torah trope class, or met with the Rabbis to study their individual portions.

If you have not received the confirmation email, please contact Hannah Schreiber at hschreiber@ansheemet.org or (773) 868-5143.

III. Preparation

A. Tutoring and Augmented Training Program

In addition to tutoring, Naomi Weiss-Weil teaches an 8-10-week Torah trope class. In this class, your child will be introduced to the concept of cantillation, learn the most common Torah cantillation melodies, and learn basic prayers and blessings that all Anshe Emet B'nei Mitzvah will be expected to know. If your child is in the Joseph and Belle Braun Anshe Emet Religious School, it will be a part of their regular Thursday class.

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 15th. The other class will meet before school on Tuesdays at 7:15 a.m. – 7:45 a.m., beginning on October 16th. It is required that your child come to **one** of these weekly classes so they can learn Torah trope before beginning their individual tutoring.

The **Torah Trope Class** schedule for Bernard Zell students is as follows:

Mondays: 10/19, 10/26, 11/2, 11/9, 11/16, 11/23, 11/30, 12/7, 12/14

Tuesdays: 10/20, 10/27, 11/3, 11/10, 11/17, 11/24, 12/1, 12/8, 12/15

****Please note that these dates are subject to change, and you will be notified of any changes if you have recently provided us with your current and active email address.**

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-Weil 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. Tutoring 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.

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.

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 8 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. This is an opportunity for your student 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.
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 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 Judaic 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 complimentary tefillin bag with the purchase of a pair of **tefillin**. This includes having the **tefillin** fitted to your child. ****Show this booklet to Josh or Michah at Rosenblum's to receive a free tefillin bag with your purchase of a set of tefillin.**** You may contact Josh 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.

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

A Torah honor may be given only to a Jewish man or woman over the age of 13, and the Torah blessings must be recited in Hebrew. (Transliteration text is available on the bimah and recordings of these prayers are available upon request from Naomi Weiss-Weil.) The honors for raising and dressing the Torah will be distributed by the Bar/Bat Mitzvah families. Please note: If a parent of the Bar/Bat Mitzvah is not Jewish, please refer to section E: *For Our Interfaith Families*.

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**.

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 is

customary 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.

Please see an example of the Honors Sheet on page 13. This must be filled out and received one week before the Bar/Bat Mitzvah. The protocol for being called to the Torah is available on our website:

<http://tinyurl.com/ShabbatMorningServiceGuide>. If you have any questions, please call Naomi Weiss-Weil at (773) 868-5113 or email nweiss@ansheemet.org.

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.
- Stand together 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**.

**We ask all male guests of any faith to cover their heads while in the synagogue. A tallit, however, is a garment reserved for those of the Jewish faith, as it symbolizes our obligations to the mitzvot and living a life beholden to the commandments.*

F. D'var Torah and Chesed Project

Approximately 6-9 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** (to engage in the mitzvah of **gemilut hasadim**, acts of loving kindness) and the process of writing a **D'var Torah** (a five-minute talk exploring a theme of the student's choosing, demonstrating research into traditional Jewish sources). Students will be assigned to a Rabbi and notified by email. Subsequently, students will meet 4-5 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 Tamar Brooks at tbrooks@ansheemet.org or (773) 868-5125.**

G. Working with the Senior Rabbi

Once the D'var Torah has been finalized, families will meet with Rabbi Siegel. This should occur 2-3 weeks prior to the Bar/Bat Mitzvah date, after families have completed their meetings with their assigned rabbi. In order to best accommodate your schedule, please contact our office as soon as possible. **To schedule an appointment with Rabbi Siegel, please call Antoinette Nuñez at (773) 868-5120 or email her at anunez@ansheemet.org.**

H. Working with the Hazzanim

Once your student has learned his/her Haftarah (typically 3-4 months prior to the Bar/Bat Mitzvah, at the discretion of Naomi Weiss-Weil or your student's tutor), he/she will meet with Hazzan Berke to review the Torah and **Haftarah** portions and receive coaching on elocution, diction and projection. If the student is assigned to lead the **Shacharit** service, Hazzan Berke will give them their materials and make additional appointments as needed. **To make an appointment with either Hazzan, please contact Tamar Brooks at (773) 868-5125 or tbrooks@ansheemet.org.**

I. Rehearsals

On the Thursday afternoon directly preceding the Bar/Bat Mitzvah date, the Bar/Bat Mitzvah family will have a one-hour walk-through "rehearsal" with Naomi Weiss-Weil. During the rehearsal, you may have a videographer come in to film and you may have a photographer come in to take still pictures. In accordance with the standards of the Conservative Movement, ***our Synagogue does not permit videotaping, audio taping, or photography on Shabbat.*** Please contact Naomi Weiss-Weil at 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.

J. Ushers' Guidelines

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.

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.

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

At Anshe Emet, the Bar/Bat Mitzvah is a celebration for the entire community. 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.**

D. Friday Night Shabbat Dinner (Optional)

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 Berke, 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 or (773) 868-5119.

E. Synagogue Policy Regarding Music during 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. Synagogue Policy Regarding Alcoholic Beverages at Kiddush

Some families choose to do a l'chaim at Kiddush with alcoholic beverages. While we're happy for you to celebrate in this manner, please note that as part of our Safer Synagogues Initiative, all alcoholic beverages must be monitored by an adult at all times. Minors are not permitted to drink alcohol, and the monitor will be responsible for securing the alcohol in a locked area after Kiddush (or alerting maintenance staff to secure the alcohol).

G. 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 or (773) 868-5119 for information.

H. 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.

I. 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.

J. Suggested Donations (Optional)

a. 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:

juf.org/israel_experience/gift.aspx or (312) 444-2895/
IsraelExperience@juf.org

b. 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.org.

c. The ARK

The ARK provides free social and medical services to help distressed members of our Chicagoland Jewish family return to self-reliance: arkchicago.org.

d. American Jewish World Service (AJWS)

American Jewish World Service (AJWS) is an international development organization motivated by Judaism's imperative to pursue justice: ajws.org.

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. Malkov Chapel is accessible via ramp. Kim Carter will be glad to assist you with any accessibility needs: kcarter@ansheemet.org or (773) 868-5119.

Large print Siddurim, and hearing enhancement devices, are available upon request for Shabbat morning services. You may inquire about these items 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 baseline 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 at dcgould@ansheemet.org.

C. Proper Attire on the Bimah

- ✧ Men are required to wear a kipa and a **tallit**. Women are encouraged to do so as well.
- ✧ Acceptable attire includes: Suit, sport coat and tie, dress, or skirt and jacket
- ✧ All attire must be modest.
- ✧ 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. 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**.

E. Questions

Please reach out to us with any questions that arise throughout the process – we know it's a lot of information, and we want to help you in any way we can. If you are unsure who can best answer your question, please feel free to make the first call to Hannah

Schreiber at (773)868-5143 or email hschreiber@ansheemet.org. **Your questions are important to us and no question is too small or “silly” – don’t hesitate to call!**

F. What You Can Do to Assist Your Student 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.**

G. Website References

www.ansheemet.org/learn/onlinelearning/audiofiles/

Blessings and trope melodies.

Hebcal.com

Jewish calendar (including Torah portion, candle lighting times, Havdallah times and dates of Jewish holidays) and Hebrew birth date calculator.

bible.ort.org

Torah and Haftarah portions with and without trope markings; English translation; and transliteration.

myjewishlearning.com

Leading trans-denominational website of Jewish information and education.

H. 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: _____

I. 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.

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.

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. The tallit 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 – 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.

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.

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

J. Important Emails & Telephone Numbers (area code 773)

Senior Rabbi Michael Siegel

868.5110 · msiegel@ansheemet.org

Final Meeting with Bar/Bat Mitzvah

Candidate for preparation of D’var Torah.

Antoinette Nuñez, Executive Assistant to Sr. Rabbi Michael Siegel

868.5120 · anunez@ansheemet.org

Coordinates all Bar/Bat Mitzvah candidates/family Meetings with Rabbi Siegel.

Rabbi David Russo

868.5127 · drusso@ansheemet.org

Assists Bar/Bat Mitzvah candidates with D'var Torah, leads j2m.

Rabbi D'ror Chankin-Gould

868.5116 · dcgould@ansheemet.org

Assists Bar/Bat Mitzvah candidates with D'var Torah.

Hazzan Sheini Elizabeth Berke

868.5111 · eberke@ansheemet.org

Final coaching of Torah and Haftarah chanting.

Tamar Brooks, Clergy Administration Coordinator

868.5125 · tbrooks@ansheemet.org

Schedules all Bar/Bat Mitzvah meetings with Rabbis Chankin-Gould, Russo, and Hazzan Elizabeth Berke, Coordinates j2m.

Naomi Weiss-Weil, Ritual Director

868.5113 · nweiss@ansheemet.org

Initial intake session, assigns tutors, supervises tutoring progress, runs the rehearsal, leads morning minyan, coordinates Torah reading.

Hannah Schreiber, B'nai Mitzvah Coordinator

868.5143 · hschreiber@ansheemet.org

All questions regarding dates and logistics.

Boni Fine, Executive Director

868.5115 · bfine@ansheemet.org

Financial and membership-related questions.

Amy Karp, Director of Engagement & the Malkin Family Program Director

868.5139 · akarp@ansheemet.org

Membership-related questions.

Kim Carter, Director of Hospitality

868.5119 · kcarter@ansheemet.org

Catering, day-of needs, public/private reception needs, accessibility needs.

K. 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 5th grade	Parents will be invited to an informational meeting in the spring
	Second payment of Bar/Bat Mitzvah Fee (\$600)
Students in 6th grade	j2m - Fall and Winter (Parental attendance is required.)
	Attend 8 Torah trope class sessions with Naomi Weiss-Weil (Bernard Zell)
1 year prior	Initial Meeting with Naomi Weiss-Weil and begin one-on-one tutoring
	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 kcarter@ansheemet.org .
9 months prior	Continue to meet with tutor every week.
	Learn Torah and Haftarah portions and review Torah and Haftarah blessings.
	Review Ashrei .
	If not a student of Naomi Weiss-Weil, call for a “check-in” visit
6-8 months prior	Meet with Hazzan Berke <u>once Haftarah is learned</u>
	Meet with Rabbi to begin work on D’var Torah and Chesed Project
3 months prior	Meet with Naomi Weiss-Weil to review progress (if not already one of her students)
	Schedule the rehearsal time with Naomi Weiss-Weil
	Contact Kim Carter, to review the Kiddush Luncheon.
	Payment of \$1400 toward the Kiddush Fund
2 months prior	Call the Jewish Federation if you wish to sign up for the Gift of Israel program.
	Meet with Hazzan Berke for follow-up (If necessary)
	Submit photo and caption for the synagogue newsletter to Tamar Brooks at tbrooks@ansheemet.org – caption should include child’s name and parents’ or guardians’ names exactly as you would like them to read in the newsletter.
	Review final draft of D’var Torah with Rabbi Siegel
1-2 weeks prior	Finalize numbers and payment for Kiddush Lunch.
	Complete Honors Sheet and return to Naomi Weiss-Weil
1 week prior	Families serve as <u>ushers for the Bar/Bat Mitzvah on the Shabbat 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 minyan (chant Torah, lead Ashrei , deliver D’var Torah)
	Rehearsal/Photo Op in the sanctuary with Naomi Weiss-Weil
	Attend Friday night services and lead Kiddush