



BAR/BAT
MITZVAH
HANDBOOK

TEMPLE EMANU EL

Orange Village, Ohio

Temple Emanu El
The Place to Be... The Place to Belong
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Revised January 2012



Bar/Bat Mitzvah Handbook

TABLE OF CONTENTS

I.	A Message from Rabbi Denker.....	4
II.	A Message from Cantor Yomtov	5
III.	A Message from Renee Higer, Executive Director	5
IV.	A Message from Kate Milgrom, Education Director	5
V.	Assignment of <i>Bar/Bat Mitzvah</i> Dates.....	6
VI.	Requisites for <i>Bar/Bat Mitzvah</i>	6
VII.	Preparing for <i>Bar/Bat Mitzvah</i>	7
VIII.	Tutorial	8
IX.	Services and a Walk Through the Weekend	9
X.	Planning your <i>Simcha</i>	12
XI.	Fees	14
XII.	<i>Bar/Bat Mitzvah</i> Planning Timeline	15
XIII.	Important Contacts	17
Appendix		
I.	Publicity Notification	19

I. A MESSAGE FROM RABBI STEVEN L. DENKER

FIVE YEARS IS THE AGE FOR THE STUDY OF SCRIPTURE, TEN-FOR THE STUDY OF MISHNAH, THIRTEEN-FOR BECOMING SUBJECT TO COMMANDMENTS, FIFTEEN-FOR THE STUDY OF TALMUD, EIGHTEEN-FOR MARRIAGE...

~Mishnah Avot 5:21

Dear Parents:

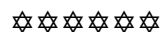
This statement from the early Rabbis is the basis for *bar/bat mitzvah*. While most of us would shrink from the idea of our daughter or son being married by the time they were eighteen, the notion of our children developing their own responsibility for keeping the moral and ritual commandments is not lost on us as they turn this significant corner into their teenage years and beyond.

While our jobs as parents are hardly (perhaps never) done, no doubt you have already seen your offspring start to find his/her way in the world and exhibit a budding Jewish identity along with a maturing moral and spiritual compass. This early adolescent awakening is what our sages mean when they say that the thirteen year old has become “subject to commandments.”

By putting *bar/bat mitzvah* in the context of earlier and later stages in our children’s development, our tradition also recognizes that it is only one step along the way. Neither a beginning nor an end, this milestone acknowledges both the learning that has taken place and the growth that is yet to come.

The Temple Emanu El family looks forward to helping you mark this important moment in your lives and the blessing of continuing our partnership in your child’s progress toward young adulthood.

~*Rabbi Steven L. Denker*



II. A MESSAGE FROM CANTOR DIANE YOMTOV

Dear Parents:

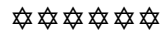
It gives me great pleasure to welcome you to Temple Emanu El’s *B’nai Mitzvah* program. This is a very exciting time in the life of your family and I want to assure you that I am there for you and your child, every step of the way, to guide you along your spiritual journey.

Your child will receive approximately six (6) months of private tutoring sessions where he/she will work on the *Torah* and *Haftarah* portions, as well as prayers and blessing. At our first meeting your child will receive the following materials: his/her chosen *Torah* and *Haftarah* verses, a copy of the *Torah* portion without vowels, English translations, a marked up printout of the *Bar/Bat Mitzvah* service from *Mishkan T’fillah*, our movement’s prayerbook, and two (2) CDs, one containing the *Torah* and *Haftarah* portion and the other containing the prayers and blessings. **It is expected that your child will practice a minimum of 30 minutes each and every day.** While I recognize that students have a great deal of homework and extra-curricular activities, I must stress that practicing for *bar/bat mitzvah* receive the greatest priority. Please encourage your

child to make his/her *bar/bat mitzvah* studies a regular part of the day, the same as homework, music lessons, and sports practice.

I look forward to meeting with you and sharing in this wonderful time in your lives. Together, we can help your child feel confident as he/she assumes the honor and privilege of becoming a responsible member of the Jewish people on the day of his/her *bar/bat Mitzvah*.

~*Cantor Diane Yomtov*



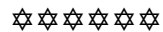
III. A MESSAGE FROM RENEE HIGER, EXECUTIVE DIRECTOR

Dear Parents:

On behalf of Temple Emanu El, I wish you a hearty *mazal tov* on your child's future *bar/bat mitzvah* celebration. We look forward to working with you to make your experience a most enjoyable and memorable one.

We hope that you will consider holding your Shabbat dinner, Shabbat luncheon or evening reception at Temple Emanu El. Should you wish to begin your event with a cocktail hour, the Marcy R. Horvitz Atrium has a lovely, airy and open feeling. The Bernice and Ernest Laks Social Hall is an attractive venue for your affair, accommodating up to 275 people. We have a garden terrace attached to Laks Hall that can be used seasonally. For a tour of our facility, please contact me at 216-454-1209.

~*Renee Higer*



IV. A MESSAGE FROM KATE MILGROM, EDUCATION DIRECTOR

Dear Parents:

Your child's upcoming *bar/bat mitzvah* marks a wonderful event in your lives and in the Jewish life cycle. The faculty of the Religious School has worked diligently to provide our students with knowledge of *Torah*, *Hebrew* and *T'filah* skills to assure a successful ceremony. We hope that both you and your child recognize that this ceremony is only a part of his/her Jewish education as learning is a lifelong journey of discovery.

Your child's *bar/bat mitzvah* is more than just the ceremony and the party. It is about becoming a responsible Jewish adult where you learn about and follow the teachings of Judaism.

We forward to having the opportunity to continue learning together with you and your child. We will make every effort to help you feel comfortable during the entire *b'nai mitzvah* process.

~*Kate Milgrom*

V. ASSIGNMENT OF *BAR/BAT MITZVAH* DATES

Bar/bat mitzvah dates are assigned three (3) years prior to the *b'nai mitzvah* year, usually when the student is in the fourth grade. By June of your child's fifth grade year, you must make a final commitment as to which service (Shabbat morning or afternoon) your child will become a *bar/bat mitzvah*.

Every attempt is made to assign the date for *bar/bat mitzvah* as close to your child's 13th birthday as possible. It is the policy of Temple Emanu El that the *bar/bat mitzvah* shall occur no earlier than 30 days prior to the child's 13th birthday.

When you receive your date, if there is a problem, immediately contact the *B'nai Mitzvah* Coordinator.



VI. REQUISITES FOR BECOMING *BAR/BAT MITZVAH*

To be eligible for *b'nai mitzvah*, students must be enrolled in our Religious School program, including both midweek or Parent/Child Hebrew and weekend classes for a minimum of three (3) years, or attend an approved equivalent, through the seventh grade. Prior to having a date assigned, students new to the Religious School or with special needs will be evaluated by a staff member.

Bar/bat mitzvah does not mark the conclusion of a young person's religious education at Temple Emanu El. Following seventh grade, **all students are expected to continue their Jewish education through our High School program.**

It is the policy of Temple Emanu El that the account of any member using the temple and its facilities must be in good standing. Final confirmation of any arrangements made may be withheld unless all dues, fees and assessments are paid up-to-date.



VII. PREPARING TO BECOME BAR/BAT MITZVAH

*Al Sh'lo-sha d'va-rim ha-olam o-meid:
Al Ha-Torah, v'al ha-a-vo-da, v'al g'mi-lut cha-sa-dim*

עַל שְׁלֹשָׁה דְבָרִים הָעוֹלָם עוֹמֵד
עַל הַתּוֹרָה וְעַל הָעֲבוּדָה וְעַל גְּמִילוּת חַסְדִּים

**The world depends on three things:
On *Torah*, worship, and acts of loving-kindness.**

In preparation for your *bar/bat mitzvah*, each student will be required to participate in the *mitzvot* of *Torah*, *Avodah*, and *G'milut Chasadim*.

TORAH - Learning

As part of the *bar/bat mitzvah* service, students will read or chant in Hebrew verses from the *Torah* and *Haftarah*. These verses come from the portion of the *Torah* read on the specific week and will be determined by the Rabbi and Cantor. Students will translate their verses in their entirety in two blocks, one after the *Torah* portion and its blessings and the second after the *Haftarah* portion and its blessings. Students are also required to give a *D'var Torah*, an original teaching about the message and meaning of the *Torah* portion, which will reflect their knowledge of its contents and its relation to the *Haftarah* portion. The *D'var Torah* should include what the portion means to them and to others and how they will apply this to the rest of their lives. Mention should also be made of the *mitzvah* project in which the student has been engaged. The Rabbi will work with your child in preparing this talk.

AVODAH - Worship

In order for students and their families to feel comfortable on the day of their *bar/bat mitzvah* and in making *Shabbat t'filah* a meaningful and ongoing part of their lives, each child is expected to attend a minimum of six (6) services during their *bar/bat mitzvah* year, four (4) of which must be at Temple Emanu El. It is advisable for your family to attend one or more *bar/bat mitzvah* services as soon as possible to have a true "picture" of what will be expected.

G'MILUT CHASADIM – Acts of Loving Kindness

Part of the process of becoming a *bar/bat mitzvah* at Temple Emanu El is the performance of family *mitzvot*. During the calendar year, each student with his/her family will participate in the *Ma'asei Mitzvah* (*Mitzvah* Makers) Program. With the assistance of our *Ma'asei Mitzvah* Coordinator, each family will put their knowledge of *Torah*, *Avodah*, and *G'milut Chasadim* into action by completing thirteen (13) *mitzvah* projects. The *Ma'asei Mitzvah* Coordinator will assist each family individually in finding appropriate projects and places in the community in need of service.



VIII. TUTORIAL

Approximately six to eight (6-8) months before your child becomes a *bar/bat mitzvah*, you will be notified by the *B'nai Mitzvah* Coordinator to schedule several appointments: one with the Rabbi, one with the Cantor and one with the *Ma'asei Mitzvah* Coordinator. During the meeting with the Rabbi, you and your child will have the opportunity to talk about *bar/bat mitzvah*, its meanings and significance, and ask any and all questions to make sure everyone is feeling comfortable and confident.

Temple Emanu El is proud of the fact that we are the only congregation in the greater Cleveland area where the Cantor is the primary tutor for our children. At the initial meeting with the Cantor, which takes place after the meeting with the Rabbi, your child will receive all of the materials necessary for *bar/bat mitzvah*. **Please note that you will be charged a replacement fee for any lost materials.** Tutorials will be scheduled with the Cantor and your child to review and practice his/her material. Your child will receive tutorial for approximately a six (6) month period.

Please make sure that you do not send your child to lessons sick with coughs, colds and illnesses. Since *bat/bar mitzvah* preparations are 'vocal' by nature it is both difficult to teach a sick student (they can become frustrated) and, of course, we need to protect the health of other students and staff as much as possible.

Throughout your child's religious school education, he/she will be learning the components and order of service. The *b'nai mitzvah* tutorial program will reinforce this learning. The *bar/bat mitzvah* should be able to decode the following prayers:

<i>Sh'ma</i> & blessings	<i>Ashrei</i>
<i>Bar'chuu</i>	<i>Kiddush</i> for <i>L'eil Shabbat</i>
<i>V'ahavta</i>	<i>Kiddush</i> for <i>Shabbat</i> morning
<i>Amidah</i> (<i>Avot-K'dushah</i>)	<i>Seder K'riat Torah</i>
<i>Mi Chamochah</i>	<i>Torah</i> blessings
<i>Shirah Chadashah</i>	<i>Haftarah</i> blessings
<i>Tzur Yisrael</i>	<i>Tallit</i> blessing
<i>L'dor Vador</i>	English readings from the <i>siddur</i>

The *bar/bat mitzvah* will also learn his/her *Torah* and *Haftarah* portions through this tutorial.

Six to eight (6-8) weeks prior to your child becoming a *bar/bat mitzvah*, you will be contacted to schedule the first of a series of meetings with the Rabbi. At these meetings, your child will be guided in the preparation of his/her *D'var Torah*, their original teaching about the message and meaning of their *Torah* portion. You will also be given a participants list to organize those who will participate in the service. At the final meeting, your child will have the chance to practice their *D'var Torah* from the *bema*. The Rabbi will also review the logistics for the weekend with the parents and student.

The *Ma'asei Mitzvah* Coordinator will discuss the *Ma'asei Mitzvah* Program in which your family will participate, and there will also be parent-learning sessions as part of the sixth

grade religious school curriculum. These programs will help to answer many questions and concerns you may have.



IX. SERVICES AND A WALK THROUGH THE WEEKEND

Friday Evening at Temple Emanu El

The family is expected to participate in the *Shabbat* evening service. Please check the time of the service and plan to arrive at least fifteen (15) minutes prior to the start of the service.

The *bar/bat mitzvah* and immediate family usually lead the congregation in blessing the *Shabbat* candles and making *Kiddush*.

Many families choose to host a *Shabbat* dinner for their family before the service and/or sponsor the *Oneg Shabbat* in honor of the *bar/bat mitzvah*. If you would like to have your *Shabbat* dinner at temple or sponsor the *Oneg*, please contact our Executive Director. (See page 13 for more information on sponsoring the *Oneg Shabbat*.)

By June of your child's fifth grade year, you must make a final commitment as to which of the following services your child will become a *bar/bat mitzvah*:

Saturday Morning – 10:30 a.m. or Saturday Afternoon – 4:30 or 5:30 p.m.

Shabbat morning and afternoon (*Mincha*) services are held at Temple Emanu El. Again, please arrange for all participants to be here at least fifteen (15) minutes prior to the start of the service.

The afternoon (*Mincha*) service begins at either 4:30 or 5:30 pm. depending on the time of the year. During Daylight Savings Time, the service begins at 5:30 p.m. If you are unsure of the service time, please contact the *B'nai Mitzvah* Coordinator.

The requirements for both the morning and afternoon service are similar with just slight variations in the liturgy and all students will read *Torah* and *Haftarah*.

B'nai Mitzvah families have priority in selecting those who are honored by being called to the *bema* during the service. When your child is preparing his/her talk, you will receive a form asking you to designate participants. The Rabbi and Cantor will work with you to help meet your family's needs in ways that are consistent with Jewish traditions, the practices of Temple Emanu El and the decorum of the service.

The *bar/bat mitzvah* will sit on the *bema* along with the Rabbi, Cantor and representatives of the congregation.

The *bar/bat mitzvah* will also read or chant *Torah* and *Haftarah* including corresponding blessings. Parents and honored guests will also have the opportunity to chant or read the *Torah* blessings. There are numerous other honors for family and friends.

At the Friday evening, *Shabbat* morning and afternoon services, representatives from the Board of Trustees, Brotherhood, and Women of Temple Emanu El may present certificates and/or gifts to the *bar/bat mitzvah*.

Please remember, all services are open to the entire community.

Worship Service Participants

Bar/bat mitzvah families usually designate the following honors. You do not *have* to fill all the parts and others may be added, if necessary. To avoid embarrassment, be sure that everyone you select is familiar and comfortable with the part you assign.

FRIDAY EVENING

Candles & Kiddush: The *bar/bat mitzvah* and immediate family usually lead the congregation in blessing the *Shabbat* candles and making *Kiddush*.

SHABBAT MORNING and AFTERNOON

Tallit Presentation: Parents, grandparents or other relative(s) usually present the *tallit*.

Open Ark for Torah Service: This honor may be individual, shared or omitted.

Aliyot: (*Torah* Blessers – those who recite the blessings before and after the *Torah* reading.) The number of *aliyot* available depends on the number of *Torah* verses being read. The last *aliyah* is reserved for the *bar/bat mitzvah*. Parents are usually called up just before that. Temple Emanu El allows “group” *aliyot*.

Hagbahah & Gallilah: Lifting and wrapping the *Torah*. (At least two people)

Closing Ark after Torah Service

Open & Close the Ark for Aleinu

Other considerations:

- If desired, the names of your family’s deceased loved ones may be remembered on a special *Kaddish* list.
- Temple Emanu El permits non-Jewish relatives of *b’nai mitzvah* to participate on the *bema* in selected roles. Please consult with the Rabbi if this is a need for your family.

Ushers

As part of the *B’nai Mitzvah* program, there are many details to manage, one of which is ushering at a *bar/bat mitzvah* service immediately prior to your own. This gives each family the opportunity to participate in and familiarize themselves with the *Shabbat* morning or afternoon service. It will also give your child the opportunity to fulfill a service requirement as part of the preparation for becoming a *bar/bat mitzvah*.

As ushers, prior to the service, you will greet congregants and hand out prayer books and *B'nai Mitzvah* booklets (if requested by the family) to the guests. You will need to be at temple no later than fifteen (15) minutes prior to the start of the service and may leave at the conclusion of the service.

You will receive a schedule of the *b'nai mitzvah* families and the dates/times that have been assigned. If there is a conflict with your date or if you would like to choose another service to usher, please call another family on the list to switch dates and then notify the office of this change.

A Word about Parents' Words

The parents' opportunity to publicly address, congratulate and offer prayer on behalf of their child on the occasion of their becoming *bar/bat mitzvah* is a very special moment. Please note that you are speaking to your child at this time and not the congregation. In preparing your remarks, be mindful of the context as part of a worship service, along with the sensitivities of both the congregation and your son/daughter. Remember that your child will be standing and facing you, so you will want to tailor your speech to your child's attention span.

It is appropriate for you to point out your child's special positive qualities and attributes while telling them how proud you are of her/him. However, recounting your child's entire history from birth is not necessary.

The Rabbi or Cantor will be glad to help you compose your remarks and prepare a blessing for your child.

Use of *Kippah* and *Tallit*

As with all other personal observances, the congregation encourages the family to do what is meaningful to them. The *bar/bat mitzvah*, family, and guests, therefore, have the option to wear either or both. As *tallit* come in a variety of sizes, please make sure the *tallit* selected for the *bar/bat mitzvah* is of the appropriate fit.

The Irvan Gift Shop operated by the Women of Temple Emanu El will be happy to help you with these purchases.

Appropriate Attire

Temple Emanu El does not have a formal dress code for attendance or participation in worship services. We rely on your discretion and sense of propriety in making clothing choices that maintain the sanctity of our worship service. It is recommended that the *bar/bat mitzvah* student and others who will be on the bema wear "business attire." In other words, if you would not wear it to a job interview, it is most likely not appropriate for a synagogue service.

***B'nai Mitzvah* Service Booklet**

We will make available to you our *b'nai mitzvah* booklet, which is customized for the *bar/bat mitzvah*. This printed, stapled booklet is given to your guests and contains information about the service and the meaning of *b'nai mitzvah*. The booklet is printed

on white paper. If you would like a color cover or copy, you must supply your own paper. Paper left in the office after a week will be considered a donation to the congregation. **This booklet is available at no additional charge to you; however, you must request the booklet a minimum of one month prior to the date of the *bar/bat mitzvah* through our *B'nai Mitzvah* Coordinator.**

Young Children at Services

Temple Emanu El is always pleased to have young children with us at worship. However, in respect for the *bat/bar mitzvah's* hard work preparing for the service, worshippers should exercise discretion in supervising children and, if necessary, remove them from the sanctuary. Our Konigsberg Life Cycle Celebrations Room is located just off the sanctuary for your use.

Kiddush

At the conclusion of the service a standard *Kiddush*, which includes wine, grape juice, challah, pastries, set up, and breakdown, will be provided for you. Should you wish to extend your *Kiddush* or host a more elaborate *Kiddush*, please contact our Executive Director.



X. PLANNING YOUR *SIMCHA*

As soon as your date is confirmed, you should be thinking and planning for this occasion. We suggest that arrangements for the *bar/bat mitzvah* and its celebration be kept simple and dignified, fitting a religious occasion.

Community Among *B'nai Mitzvah* Families

The members of Temple Emanu El are a family. We help one another. As such, families who have been through the *b'nai mitzvah* process are here to help you. If you would like to be paired with a mentor family, please contact our *B'nai Mitzvah* Coordinator.

We encourage your child to invite the students in his/her religious school class to their *b'nai mitzvah* celebration. A list of students and addresses can be found in your child's *Ma'asei Mitzvah* notebook or the Religious School Directory. If necessary, you may request a list from the Religious School.

Caterers

Arrangements with a caterer should be made as far in advance as possible. Although Temple Emanu El will provide for your *Kiddush*, you may choose to do something more elaborate and have it catered. Please let the temple office know if you are hiring a caterer for your *Kiddush*.

Temple Emanu El is a lovely and convenient facility for hosting your *simcha*. We will, of course, help you in every way. Our social hall is available for your use for an extended *Kiddush*, luncheon or evening reception. A large selection of colorful linens is available. To make arrangements for the use of temple facilities and to order linens, please contact our Executive Director. A deposit will be required at the time of the booking.

Catering and Food Service: Self-catering is never permitted. Approved caterers are those who can supply a copy of their Certificate of Insurance and Food Service License to the Temple at least two (2) weeks in advance. Forms should be faxed to 216.454.1305 or emailed to rhiger@teeleve.org. Caterers are to leave the kitchen in the same order in which it was found.

All food and drink must be consumed in the room in which they are served.

Meals for custodial help are to be provided by the renter. Please take note of the number of custodians staffing your event.

Food Allergy

Temple Emanu El is a “nut-free” facility. No food containing nuts or peanut oil may be brought into the facility or served in any form.

Kashrut

No pork or shellfish products may be brought into or served in Temple Emanu El at any time.

Milk and meat cannot be served together at any time. The menu for a cocktail hour and the main meal may contain either permitted meats or dairy products but not both. If meat is served during the cocktail hour and/or the main meal, then food containing dairy products of any kind may be offered ONLY at a dessert course that is served afterward and separate from the main meal.

Temple Emanu El reserves the right to review and approve your menu. Questions may be referred to the Executive Director or Rabbi.

Other items to note:

- All evening receptions must end no later than 12:30 a.m.
- Only those rooms that are assigned for a reception or ceremony and for which a rental charge has been levied are to be used.
- You are responsible for providing chaperones for the youth within the building.
- The temple is not responsible for personal property left in an unattended checkroom.
- We are a non-smoking campus.
- Firearms are not permitted on the premises.

Publicity

It is temple practice to send out publicity announcing the *bar/bat mitzvah* to the Cleveland Jewish News. If you wish to have us submit a photograph, please send it to the temple office along with the release form at least 60 days prior to your date. Please refer to appendix I on page 19 of this booklet.

Oneg Shabbat

Immediately following the Friday evening Shabbat Service, the Women of Temple Emanu El provide the *Oneg Shabbat*. We hope that you will consider sponsoring the *Oneg Shabbat* with a minimum donation of \$450. Please contact our Executive Director if you would like more information on sponsorship.

Pictures

If you would like to arrange for your photographer/videographer to take pictures before your child's *bar/bat mitzvah* service, you may plan to arrive early. You may also arrange to take photographs earlier in the week. **Please inform the temple office one week in advance if you plan to use either of these options.** If photographs or a video are taken during the service, the equipment must be set up to the side and rear of the sanctuary so as not to be obtrusive. Under no circumstance is flash photography to be used during the service. Photographs may also be taken at or after the *Kiddush*.

Contributions

It is a well-established tradition to make contributions on occasions of a *simcha*. A donation to any one of the various temple funds including the Rabbi's and Cantor's discretionary funds in honor of your child's *bar/bat mitzvah* ceremony would certainly be appreciated and within the spirit of this practice.



XI. FEES

The *B'nai Mitzvah* fee of \$1700 will appear on your Temple Emanu El statement immediately following date assignment and is payable over the next 24 months. The fee covers the following costs: meetings and tutorials with the clergy including all related materials; contacts and materials provided by the *Ma'asei Mitzvah* Coordinator; Sanctuary and Atrium rental; administrative, custodial and server costs; and standard *Kiddush* following the service.

Final confirmation of any arrangements made may be withheld unless all dues, fees and assessments are paid up-to-date.

XII. B'NAI MITZVAH PLANNING TIMELINE (For Parents and Student)

As soon as your date is confirmed, you should be thinking and planning. This is by no means a complete timeline; however, it's a great place to begin. If you have questions at any time, please give us a call.

ONE TO THREE YEARS PRIOR TO BAR/BAT MITZVAH

1. Become familiar with your available choices of locales, caterers, photographers, DJ's or any other professionals you may be utilizing. Sign contracts as necessary. (Keep in mind that some of the top professionals get booked as soon as the date is assigned.)
2. If you will be holding any part of your celebration at Temple Emanu El (Shabbat dinner, extended *Kiddush*, luncheon, and/or evening affair), contact our Executive Director to confirm use of the room(s).
3. If you would like to work with a mentor family, now is the time to request one.
4. Contact our *Ma'asei Mitzvah* Coordinator to begin working on the *Ma'asei Mitzvah* project.

ONE YEAR PRIOR TO BAR/BAT MITZVAH

Make sure your *B'nai Mitzvah* fee is paid in full. All other fees, dues and/or assessments must be paid up-to-date before you can move on.

SIX TO EIGHT MONTHS BEFORE BAR/BAT MITZVAH

1. You will receive a notification from the Rabbi's office asking you to schedule an appointment with the Rabbi. After this appointment, your tutorial with the Cantor will be scheduled.
2. At six (6) months you may think about sending out a "SAVE THE DATE" letter to out-of-town family and friends (some send to everyone). This letter can discuss your schedule for the weekend and the hotel you have chosen for your guests to stay at with a phone number for them to make reservations ahead of time.

FOUR TO FIVE MONTHS PRIOR TO BAR/BAT MITZVAH

1. Etiquette requires invitations to be mailed six to eight (6-8) weeks in advance, so now is the time to select and order your invitations. This allows time for re-ordering in case of printing errors. HINT: Always order additional envelopes in case of addressing errors. The Women of Temple Emanu El have a lovely selection of invitations available for you to order.
2. Continue tutorial with the Cantor.
3. Practice, practice, practice!!!

THREE MONTHS PRIOR TO BAR/BAT MITZVAH

1. Continue tutorial and practice, practice, practice!
2. Order *kippot* (if choosing to use them) and a *tallit*. The Women of Temple Emanu El will be happy to help you with your purchase.

TWO MONTHS PRIOR TO BAR/BAT MITZVAH

1. Contact our Executive Director if you wish to sponsor the *Oneg Shabbat* on Friday night or are having your *Shabbat* dinner at the temple.
2. Contact our Executive Director if you wish to select a specific color scheme for your floral arrangement.
3. Continue tutorial and practice, practice, practice!

SIX TO EIGHT WEEKS PRIOR TO BAR/BAT MITZVAH

1. You will be contacted by the Rabbi's office to schedule an appointment to begin writing your *D'var Torah*.
2. If you haven't already done so, make sure you email or drop off a picture & release form to the temple office to be submitted to the Cleveland Jewish News and for the Temple Bulletin. (See page 19, Appendix I)
3. Contact our *B'nai Mitzvah* Coordinator to order your *Bar/Bat Mitzvah* booklet.
4. Continue to practice, practice, practice!!!
5. Mail invitations in the next two weeks. (Reminder... Etiquette requires invitations to be mailed six to eight (6-8) weeks in advance.)
6. If doing a video with pictures, gather pictures and give to videographer.
7. Discuss menu ideas with your caterer.

ONE MONTH PRIOR TO BAR/BAT MITZVAH

1. Make sure you have appointments scheduled to meet with the Rabbi to discuss your *D'var Torah*.
2. Complete the list of service participants you were given by the Rabbi. Make sure you have the Hebrew names necessary for anyone called up during the *Torah* service.
3. Continue to be in touch with your service providers.
4. Start putting your thoughts together for the parent's speech you might be giving during the service.
5. Continue to practice, practice, practice!!!

TWO WEEKS PRIOR TO BAR/BAT MITZVAH

1. If any of your celebration will be at Temple Emanu El, contact our Executive Director to finalize your plans. (i.e. decide on number and colors for tablecloths, napkins and complete set up sheets for reserved rooms at temple).
2. Contact caterer with final numbers.
3. Practice putting on your *tallit*.
4. Bring the shoes you will be wearing and your *tallit* to your final two lessons with the Cantor.
5. Optional extras:
 - a. Set up time with photographer to come in the week of the *bar/bat mitzvah* to have immediate family pictures as well as individual pictures of the *bar/bat mitzvah* done ahead of time (this helps reduce the stress level the morning of the service for the *bar/bat mitzvah*.)
 - b. Prepare hotel bags to welcome out-of-town guests (Place the schedule and directions to all necessary locations for the weekend, plus some goodies!)
 - c. Put together a basket of toiletries to put in ladies' restroom at temple.

XIII. IMPORTANT CONTACTS

Temple Emanu El216-454-1300.....www.teecleve.org

Rabbi Steven L. Denker216-454-1211 sdenker@teecleve.org
Cantor Diane Yomtov216-454-1215 dyomtov@teecleve.org
Renee Higer, Executive Director216-454-1209 rhiger@teecleve.org
Kate Milgrom, Education Director216-454-1214.....kmilgrom@teecleve.org
Beth Mann, *Ma'asei Mitzvah* Coordinator216-454-1220 bmann@teecleve.org
Judi Roseman, *B'nai Mitzvah* Coordinator216-454-1216.....jroseman@teecleve.org

Women of Temple Emanu El

Diane Zucker, Invitations.....330-425-1212
Pam Richards, Gift Shop.....216-215-1187



Please note: All information located herein is subject to change without notice.

TEMPLE EMANU EL
BAR/BAT MITZVAH PUBLICITY RELEASE FORM

Date _____

Temple Emanu El
4545 Brainard Road
Orange Village, OH 44022

Temple Emanu El will submit a picture of your child to the Cleveland Jewish News along with a *bar/bat mitzvah* announcement. We will also publish your child's picture and notice in our Temple Bulletin.

Please make sure that you have submitted a picture a minimum of 60 days prior to your date either by email (jpeg or tiff format only, high resolution) or US mail, along with this release form.

_____ Along with the *bar/bat mitzvah* announcement, I wish to have a picture of my child in the *Cleveland Jewish News* and *Temple Emanu El Bulletin*.

_____ I am requesting our *bar/bat mitzvah* announcement not be submitted for publication.

PARENT SIGNATURE _____

*BAR/BAT MITZVAH NAME: _____

DATE OF SERVICE: _____

TIME OF SERVICE _____

*PARENTS NAMES TO BE LISTED: _____

CITY: _____ PHONE NUMBER: _____

SECULAR SCHOOL HE/SHE ATTENDS: _____

*Please state exactly how names are to be listed.

THIS REQUEST MUST BE RECEIVED NO LATER THAN 60 DAYS PRIOR TO YOUR CHILD'S BAR/BAT MITZVAH DATE.

Office Use
Received _____
Sent _____
Initial _____

Appendix I