

Chapel Hill Kehillah B'nei Mitzvah Handbook

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I. Setting the date

The B'nei Mitzvah student will lead Saturday morning services and may choose to also lead Friday night services. The B'nei Mitzvah date should be set shortly after the fifth grade workshop. All dates, including both Friday evening and Saturday morning, need to be confirmed with the B'nei Mitzvah coordinator so as not to conflict with religious holidays or Kehillah events. Note: The B'nei Mitzvah should be after your child's 13th Hebrew birthday. Exceptions need to be to be decided by the rabbi in the context of the ritual committee policies. You may also consider particular dates for which:

- The Torah portion and/or Haftorah portion is meaningful to your child.
- There is no major university event, such as homecoming/graduation, that could affect plans for hotel reservations and caterers.
- There is a public school break.
- The rabbi is available.

II. B'nei Mitzvah Requirements

Students will begin the B'nei Mitzvah program at the end of their fifth grade school year. At that time, parents of B'nei Mitzvah students will be charged a \$200 B'nei Mitzvah fee (this fee is in addition to regular religious school tuition and must be paid before a B'nei Mitzvah date is assigned). In return for this stipend, students will receive the following: 4-6 individual preparatory sessions and 6 class workshops with the rabbi, three workshops co-led by the B'nei Mitzvah coordinator and the rabbi, and ten small group (2-4 students per group) tutoring sessions during the sixth grade year. These and other requirements are detailed below. Note: All Kehillah dues and fees must be paid in full 2 months prior to the B'nei Mitzvah. In order to be eligible for B'nei Mitzvah your child must:

- A. Successfully complete a minimum of 3 years of religious school (immediately prior to the Bar/Bat Mitzvah), the last year of which must be at the Kehillah. Attendance at a Jewish day school is equivalent to attending religious school as long as the last 2 years of religious school are completed at the Kehillah. Questions regarding the number of years of attendance of religious school should be directed to the religious school director. Please contact the rabbi and religious school director if your child has special needs.
- B. Complete a mitzvah project 2 months prior to the B'nei Mitzvah. The project involves engaging in 18 hours of volunteer time (see Appendix D, page 11, for details).
- C. Attend a minimum of 12 adult and 6 family Saturday morning Shabbat services in the 2 years prior to the Bar/Bat Mitzvah.
 - Six dates of adult services will be mandatory for all B'nei Mitzvah students; all students will participate in those services. Parents should attend these services with their children.
 - Immediately prior to each of these 6 services, a class will be taught by the rabbi for both the parents and the students (from 9:30 a.m. – 10:15 a.m.).
- D. Participate with parents in the three family B'nei Mitzvah workshops.
- E. Attend ten group tutoring sessions, which will generally take place in the synagogue and will be scheduled outside of regular religious school hours, possibly as an extension of current religious school hours. The sessions will cover the Torah Service (7-8 sessions) and introductory trope (2-3 sessions).
- F. Participate in private tutoring with one's group tutor.

- G. Be prepared and able to participate in the Shabbat service in the following ways:
- Recite the blessings for the Torah reading and a portion of the week's parsha, (usually maftir) in Hebrew
 - Chant the Haftarah and its blessings in Hebrew
 - Prepare and present a d'var Torah (B'nei Mitzvah's thoughts and explanation about the Torah portion)
 - Lead portions of the Shabbat service to be decided upon by the student, the family, the rabbi and the director of the religious school
- H. Meet with the family and the rabbi to discuss:
- Choosing from 2 available prayer books used at the Kehillah
 - The parents', the student's and the rabbi's expectations of the Bar/Bat Mitzvah
 - Any special plans regarding the date or desires of the family
 - Parts of the service that the student or other members of the family will be leading
 - Home study of the Torah portion for the family in preparation for the B'nei Mitzvah
- I. Meet alone with the rabbi to:
- Study the Torah portion
 - Review and write the d'var Torah
 - Do a full run through of the service 1 week prior to the B'nei Mitzvah

III. Honors for Family or Friends

Possible honors for family or friends include:

- Handing out kippot and prayer books as people enter the sanctuary
- Opening and closing the ark
- Aliyot
- Reading of the Torah
- Hagbah and G'lilah (raising and wrapping the Torah)
- Leading a part of the prayer service
- Leading an individual prayer

Note: People under 13 years of age and non-Jewish relatives/friends may participate in the service. Please consult with the rabbi about which parts of the service are appropriate for such participation.

IV. Assigning Aliyot and Leining Honors

- A. Guidelines for assigning aliyot to family and friends are listed below. Aliyah is the honor for which someone is called to the Torah to recite the blessings before and after the Torah portions are read.
- The maftir (last section of the parsha) is reserved for the Bar/Bat Mitzvah student.
 - Parents may assign 6 aliyot to family members or friends.
 - One or more people may do one aliyah together (consult with the rabbi for group aliyot).
 - The 3rd Aliyah will be reserved for a community member.
 - Aliyot not assigned by the family will be given to congregants by the B'nei Mitzvah coordinator or gabbai.

- No later than six weeks prior to the Bar/Bat Mitzvah date, you will complete a form that specifies who will be honored during the service. Return this form to the B'nei Mitzvah coordinator.

Note: The rabbi is available to meet with family or friends receiving an aliyah to help them practice. The B'nei Mitzvah coordinator will supply each family with a tape and transliteration of the blessings to share with all family members receiving aliyot.

B. Guidelines for Assigning Family and Friends to Lein Torah are listed below. Leining is reading with cantillation from the Torah.

- Anyone assigned should be able to read with cantillation from the Torah or Chumash.
- Names of people assigned Torah portions to chant **MUST** be given to the B'nei Mitzvah coordinator **no later than 10 weeks prior** to the B'nei Mitzvah date.
- Torah portions not assigned by the family and communicated to the B'nei Mitzvah coordinator 10 weeks prior to the B'nei Mitzvah date will be assigned to community members.

V. What to expect when called to the Torah for an Aliyah

A useful guided tutorial is available at www.myjewishlearning.com. Search the site for "Torah Blessing."

- Our community embraces the wearing of tallit and kippot for both men and women. Those who are comfortable are encouraged to wear a tallit and kippah for an aliyah.
- Each person will be called to the Torah using his/her full Hebrew name, which includes his/her mother's and father's Hebrew names.
- When called to the Torah, stand between the gabbai and the Torah reader.
- The Torah reader will point to the Torah portion. A "yad", fringe of the tallit or prayer book may be used to touch the Torah.
- The prayers for before and after the Torah reading can be read or sung. The prayers are already on the bima in large print.
- After the portion is read, you may touch the Torah text with your siddur or tallit, kiss the siddur/tallit and recite the prayer for after the Torah reading.
- After the aliyah is finished, it is customary to shake hands with the gabbai and move to the right of the Torah reader.
- When the next person having an aliyah is finished, you may sit down.
- Hagbah (person who picks up the Torah) and G'lilah (person who dresses the Torah) will be called to the Torah by the gabbai to lift and redress the Torah.

VI. Simcha Options

The items listed below are options. Also listed are vendors that have provided services for Kehillah events and have been recommended by congregants.

- A. **Invitations:** Traditionally, invitations are sent out 6 – 8 weeks prior to the event date, allowing for RSVP's to be sent back in time. Consider including maps, hotel information and airport location with the invitation.
- Invitations by Design, 933-3164 or zenns@earthlink.net. Invitations by Design is operated by Susan Zenn and Cathy Stamler. They donate 10% of all orders to the Kehillah. They carry a full range of B'nei Mitzvah

invitation styles and personalized kippot. They can help with service programs, hotel guest bags, directions for the weekend, and many other details of the B'nei Mitzvah.

- B. **Kippot:** You may order kippot stamped with your child's name and the date of the Bar/Bat Mitzvah through Invitations by Design (see above). The Kehillah gift shop carries Miaworks Crocheted Kippot, which benefit a Guatemalan women's cooperative.
- C. **Tallit:** Families may consider using a family tallit, making a new one or ordering a new tallit through the Kehillah Gift Shop.
- D. **Service brochures:** These are small brochures welcoming people to the event, explaining the service, noting which family member or friend will be leading which prayers, and describing the Torah and Haftorah portions or other honors decided upon by the family. Examples are available through the B'nei Mitzvah coordinator.
- E. **Caterers:** You may choose to host a luncheon or light Kiddush. Foods should be in keeping with the Kehillah kashrut policy. Arrangements will need to be made for the sexton to open and close the building for your caterer. There is a \$30 charge to the family. Please inform your caterer that the Kehillah's kitchen does not have a working and reliable sink. The following are a list of caterers used by congregants:
- A La Carte Catering, 969-7606
 - Marina's Ambrosia, 493-6785
 - Mediterranean Deli, 967-2666
 - Ninth Street Bakery (challah breads) 286-0303
 - Simcha Services, Sandy Fangmeier, 489-0433, simchaservices@earthlink.net
 - Sweet Jane's (cakes), 544-1313
 - The Catering Company, 929-4775
 - The Flour Shop in Morrisville, 319-8634 (Bar/Bat Mitzvah cakes)
 - Wellspring-Whole Foods (challah breads) –968-1983
- F. **Entertainment:** Make arrangements for your entertainment at least 9 months in advance of the event. Local DJ companies and musicians can be found in the phone book.
- Casey Lamonte, 401-4392, www.aceofmusic.com, musician/DJ/fire eater
- G. **Flowers and Centerpieces:** The rabbi is allergic to many flowers. We encourage you to consider participating in the mitzvah of Tzedakah in Bloom by renting silk flowers (see below). If you choose to have fresh flowers, please consult with the rabbi. All flowers must be delivered on Friday during office hours (8:00 a.m. – 3:00 p.m.).
- Tzedakah in Bloom of Jewish Family Services, silk flower rentals, 489-5335. Proceeds go to the Durham-Chapel Hill food banks and to purchase food certificates for the needy within the Jewish community.
 - Balloons and Tunes, 967-3433
 - Floral Expressions, 933-1505
- H. **Lodging:** If needed, arrangements for blocking rooms at local hotels can be made as much as 1 year in advance.
- I. **Photography:** Photography and videography are not allowed during Shabbat in the sanctuary or on the synagogue grounds. You may contact the rabbi if you would like to arrange photos to be taken with the Torah at another time.
- Barry Slobin, bslobin@yahoo.com, 933-4816

- Zeb Starnes, Creative Photography, (919) 477-6751, www.zebstarnes.com or sebstarnes@mindspring.com
 - Simcha Services, Sandy Fangmeier, 489-0433, simchaservices@earthlink.net
- J. **Sound Equipment:** If you are using the Kehillah sanctuary for a DJ or band after Shabbat, please contact Bert Chessin or Darryl Freedman for help with setting up the system.

VII. Hosting a Friday Night Oneg and/or a Saturday Kiddush

Families having B'nei Mitzvah are assigned to host the Kiddush and/or Oneg for the Kehillah on the day or days of the event. This would be in addition to any other celebration a family may be hosting for invited guests. Families may decide to cater their event or do it themselves.

Generally the oneg consists of light dairy hors d'oeuvres, baked goods, fruit and drinks. All food and drink should be consistent with the Kehillah's kashrut policy. If you will be serving red wine or purple grape juice, you must hold your Oneg or Kiddush in the Education Wing. If you are serving white wine or grape juice, you may use the blue carpeted area near the sanctuary.

A. Facility Fees

Use of the Kehillah sanctuary for B'nei Mitzvah is free for Kehillah members. The family is charged for services provided by the sexton, including opening and closing the building (\$30) and setting up and/or cleaning up for the event (\$15/hour). Please turn in your facilities form to the Kehillah administrator at least four weeks before the event so that she can arrange for the sexton and the appropriate set up.

Please inform your caterer that the Kehillah's kitchen does not have a working and reliable sink. If you use a caterer who needs to have access to the Kehillah during non-office hours (outside of Monday–Friday, 8 a.m. – 3 p.m.), arrangements must be made for the sexton to open, re-lock and secure the building. There is a \$30 charge for this service.

B. Kehillah Supplies

20 six foot long tables, 100 folding chairs, floral linens, one 30-cup coffee pot

C. Families or Caterers will need to supply:

round tables, eight-foot tables, cutlery, dishes, linens, glasses, serving platters

All leftover food from your event must be removed from the Kehillah refrigerators by Monday after your simcha. It is customary to take leftover foods and drinks to the Interfaith Council Homeless Shelter on Rosemary and Columbia Streets. A donation of food can be made 7 days a week from 8 a.m. – 6 p.m. Feel free to call the shelter directly at 967-0643 for additional information.

- D. **Parking:** The parking lot at the Kehillah can accommodate 100 cars. If more spaces are needed, you may contact the Community Church (942-2050) across the street to arrange overflow parking. Please inform guests of the two options. There is no parking allowed on Mason Farm Road.

Appendix A

B'nei Mitzvah Guidelines for Older Students

These guidelines are intended for children twelve and older who have had no prior religious school experience. Such students will be eligible for B'nei Mitzvah two years after joining the Kehillah and meeting the following requirements:

1. Complete a minimum of two years of private tutoring. Students will cover all subjects in the fifth through seventh grade broad curriculum, which will be provided by the religious school director.
2. Volunteer in the religious school for a minimum of one year—either as a classroom or office assistant.
3. Attend B'nei Mitzvah family workshops led by the B'nei Mitzvah coordinator and the rabbi.
4. Attend a minimum of twelve adult and six family Shabbat morning services. The dates of six of these services will be determined by the rabbi, who will lead a teaching session prior to the start of the service.
5. Complete a B'nei Mitzvah project, which includes a minimum of eighteen hours of community service.
6. Meet with the rabbi to study the student's Torah portion and prepare the d'var.
7. Complete the other B'nei Mitzvah requirements as outlined in the B'nei Mitzvah handbook.

Appendix B B'nei Mitzvah Time Line

Note: The tasks that have a bullet point (•) are necessary for the ritual component of the Bar/Bat Mitzvah. All other tasks are optional.

One to One and a Half Years Ahead

- Select a date of the Bar/Bat Mitzvah
- Make sure you have been attending Shabbat Services at least once a month
- Begin group and individual tutoring and learning Maftir and Haftarah
- Meet with the rabbi for consultation about the Bar/Bat Mitzvah. At that time, review any special needs or desires for the service. Also, schedule times to study with the rabbi and the time of the dress rehearsal.
- Make decisions about the Bar/Bat Mitzvah celebration (location, caterer, music, etc.)

Nine Months Ahead

- Decide which parts of the service will be led by the Bar/Bat Mitzvah student
- Purchase or make tallit
- Plan hotel accommodations for out of town guests
- Consider child care arrangements for young children
- Begin looking invitations and planning the guest list

Six Months Ahead

- Make sure current Kehillah dues and other fees are paid in full
- Make arrangements for Friday dinner and Sunday brunch for out of town guests
- Order kippot and benchers
- Order/make program booklets or explanation of the service
- Order invitations, including any maps, directions, and RSVP cards

Four Months Ahead

- Plan Aliyot, Hagbah (to lift the Torah), G'lilah (to dress the Torah), ark openers, Torah readers and other roles for family and friends
- Read through the Torah portion in preparation for meeting with the rabbi
- Follow up on any party equipment needed (chairs, tables, linens, etc.)
- Arrange for announcement/invitation to be placed in the Kehillah newsletter

Two to Three Months Ahead

- Submit honors form to the B'nei Mitzvah coordinator
- Submit facilities form to the Kehillah administrator
- Begin series of 4 – 6 meetings with the rabbi to discuss and write the d'var Torah
- Send invitations (RSVP's should be returned no less than 3 weeks prior to the event)
- Send information to out of town guests, including directions and hotel information
- Complete catering menus, floral arrangements and centerpiece orders
- Arrange for additional help with serving and cleaning for the Kiddush/Oneg
- Plan any speech or special ceremony for the reception

One Month – 2 weeks ahead

- Have kiddush cup, tallit, challah cover, and candlesticks for the ceremony
- Confirm the final dress rehearsal with the rabbi

If you want pictures of the student reading Torah, make arrangements with your photographer and the rabbi to have the Torah removed from the Ark
Begin to get the final count of guests
Plan seating arrangements and place cards

Final Week

- Review ceremony and aliyot assignments with the rabbi at the dress rehearsal
Confirm arrangements and final details with the caterer, musicians, helpers, hotel rooms, and party equipment companies
- **Relax and try not to stress. Enjoy this wonderful event!**

Appendix C

Opportunities to Contribute to the Kehillah for Life Cycle Events

Those experiencing life cycle events often ask how they may most appropriately show their appreciation to the Kehillah staff and community for their assistance and support. Friends and relatives may also desire information on suitable ways to commemorate a loved one or honor the special moments in a congregant's life. Below is a list of possible ways to make meaningful contributions towards supporting our synagogue in its service to the community:

Adopt-a-Month Program: Instituted upon the purchase of our synagogue building, Adopt-a-Month seeks to reduce some of the mortgage costs in our operating budget. The donor may select the month that they wish to adopt, in coordination with the event that they are commemorating. Donations may range from \$1000 to \$3000.

Pay-Down-The-Mortgage Fund: Donations in any amount to this fund are used to immediately and directly lower our mortgage principal balance.

Torah Fund: Managed by our Ritual committee, this fund is used to purchase prayer books and religious objects needed by the Kehillah community. Any donation amount is gratefully accepted.

Facilities Fund: This supports a number of much needed building improvements, capital and otherwise, planned for the Kehillah. Examples of projects currently awaiting funding range from a new kitchen and landscaping to an improved sound system, movable sanctuary walls, bimah furniture, and vestibule talisim holders. General donations in any amount are welcome. Alternatively, the Kehillah office will be happy to provide a complete list of specific projects and their estimated costs for more directed giving.

Rabbi's Discretionary Fund: Rabbi Feldman maintains a private fund to assist any Kehillah member in need or to support any synagogue or community endeavor, at her personal discretion. Donations should be made out to "Rabbi's Discretionary Fund".

General Fund: Any donations not specifically designated for one of the funds outlined above will automatically be applied to this fund, which directly supports the Kehillah's operating budget. General fund donations afford the Kehillah maximum flexibility in pursuing its mission.

Yahrzeit Memorial Plaques: The Kehillah is proud of its particularly beautiful wall mounting for the traditional bronze plaques bearing the names of deceased loved ones. Located to the side of the bimah, individual plaques may be purchased for \$300, and proceeds support our General Fund.

All contributions to the Kehillah are deeply appreciated and are specially noted in the synagogue newsletter. Stock donations are also accepted.

Appendix D

B'Mitzvotav – An opportunity to do Mitzvot

(Taken from Bar/Bat Mitzvah Education – A Sourcebook, Chapter 27, by Janice Roger)

In Pirke Avot we read, “The world rests on three things: on Torah, on worship and on acts of loving-kindness.” Study of Torah encompasses your religious school training and preparation for B’nei Mitzvah. Avodah (worship) is done through attending services, leading the congregation in prayer at your B’nei Mitzvah and chanting your maftir and Haftorah portions and their blessings.

What about the other 600+ mitzvot? How can you do the mitzvot of Gemilut Chassidim, “Acts of Loving-Kindness?” To work towards this goal, all B’nei Mitzvah students will be required to volunteer for at least **18** hours: 15 hours in the community, and 3 hours helping either the Kehillah or people from your everyday activities. Below is a list of possible activities and local agencies. Activities must be supervised and signed off on the Mitzvah Project Log by an adult.

Contacts in the community:

- Animal Protection Services (967-7383, Cara Rotondaro, caramaria_aps@hotmail.com)
- Volunteer Orange (929-9837, volunteerorange@mindspring.com): The volunteer center matches volunteers with opportunities that meet one’s skills and interests. Activities include helping with Festifall, Apple Chill, recycling projects and local schools.
- Interfaith Council for Social Services (929-8531, admin@ifcmailbox.org): Activities include putting together and donating food packages for a family, cleaning out your closets to donate clothes and helping at meal times at the shelter (with your parents).
- Working with the Elderly. “Adopt” an elderly person: send cards, visit and help with small tasks. Ask if someone wants to record his/her memories of childhood experiences, and help record the stories. Plan an activity for retirement center residents, or help during in-house activities, such as dance, arts and crafts, or lectures. Retirement Centers:
 - Carol Woods (918-3223, Judy Benjamin; 918-3357, Sue Swartz)
 - Carolina Meadows (942-4014, Beverly Miller, beverly@carolinameadows.net)
- Durham-Chapel Hill Jewish Federation (489-5335 x18, Lisa Prosnitz, lprosnitz@shalomdch.org): The monthly e-newsletter lists volunteer opportunities.

Helping the Kehillah:

- Contribute to one of the Kehillah funds in honor of or in memory of someone
- Pledge a part of your B’nei Mitzvah gift money to the charity of your choice
- Volunteer to help with the facilities, the religious school, or the administrative offices

Helping people in daily life:

- Show hospitality by inviting a new classmate or neighbor over for a meal
- Write, call or visit your grandparents. Send a card for a birthday, anniversary or just to say you are thinking of them.
- Comfort a mourner by paying a visit or sending a card.

Appendix E Facilities Policies

Note: Please fill out the facilities form on the following page and return it to the Kehillah administrator no later than four weeks prior to the B'nei Mitzvah. This form helps the Kehillah in planning for the event.

The following is excerpted from the full facilities policies for rental of the Kehillah. Only the parts of the policy that pertain to B'nei Mitzvah are included here.

1. A sexton is available to set up, clean up, or provide services during an event at a cost of \$15 per hour.
2. Each user must accept the Kehillah as is and leave the facility as it was found with all furnishings and equipment in place. Failure to leave space clean with all trash removed will result in an additional cleaning fee.
3. The Chapel Hill Kehillah is a smoke-free environment.
4. The Chapel Hill Kehillah is fully accessible to disabled persons, with ground level entrances in both buildings.
5. The user is responsible for all equipment and room damage, theft or maintenance resulting from the activity.
6. The Kehillah must approve in advance all decorations. Candles and crepe paper may not be used at any time in the facility.
7. The Kehillah cannot offer storage space for materials or equipment.
8. The Chapel Hill Kehillah is not responsible for any items left in the facility after an event.
9. The erection of outdoor tents is permissible with prior permission and must be coordinated with the Chapel Hill Kehillah.
10. No furniture, tables, or chairs are to be moved or taken outside the building without prior permission. Anything so removed must be returned to the interior by the end of the event.
11. If the event takes place outside Kehillah operating hours, the sexton will open and close the building at a charge of \$15 per hour (\$30 to open and close).

Caterer Information:

Name of caterer: _____

Phone: _____

Times that caterer will need access to the building: _____

Date: _____

Form for Facilities Use for B'nei Mitzvah

*This form must be returned to the administrator no later than four weeks prior to the event.

Name of B'nei Mitzvah Student: _____ Date of event: _____

Name of Parent(s): _____

Phone numbers: Home _____ Cell _____

Email(s): _____

Siddur to be used: Kol HaNeshamah Sim Shalom

Service(s) time(s):
 Friday night Saturday morning

Service(s) location(s):
Friday night: Sanctuary Fireside room N/A
Saturday morning: Sanctuary Fireside room N/A

Number of people expected for Friday night: _____ Saturday morning: _____

Oneg/Kiddush location(s):
Friday: Sanctuary wing* Fireside room* Education wing N/A
Saturday: Sanctuary wing* Fireside room* Education wing N/A
*Please note that unless kiddush/oneg is held in the education wing, only white wine and grape juice may be used.

Florist delivery needs: _____

Services needed from sexton:
 Opening and closing the synagogue for the caterer (\$30 fee)
 Special set up (\$15/hour fee) _____
 Other _____

Other concerns/needs: _____

			of Person Saying Blessing	Relationship to B'nei Mitzvah
# 3 Shlishi			<u>Reserved for Community Member</u>	
# 4 Revii				
# 5 Chamishi				
# 6 Shishi				
# 7 Shivi'i				
Maftir Torah reading & blessing reserved for B'nei Mitzvah				

Hagbah: _____

Person who lifts the Torah

Relationship with B'nei Mitzvah

Gelilah: _____

Person who dresses the Torah

Relationship with B'nei

Mitzvah

Haftorah Portion (B'nei Mitzvah):

Book and Verses

Prayer for Israel: _____

Person's Name

Relationship with B'nei Mitzvah

Prayer for Peace: _____

Person's Name

Relationship with B'nei Mitzvah

Prayer for our Country: _____

Person's Name

Relationship with B'nei Mitzvah

Ein Keloheinu: _____

Person's Name

Relationship with B'nei Mitzvah

Person's Name

Relationship with B'nei Mitzvah

Adon Olam: _____

Person's Name

Relationship with B'nei Mitzvah

Person's Name

Relationship with B'nei Mitzvah

Kiddush: _____

Person's Name

Relationship with B'nei Mitzvah

Motzi: _____

Person's Name

Relationship with B'nei Mitzvah

Additional Honors made be added. Please discuss these with the rabbi.

Appendix G B'nei Mitzvah Contract

I, _____, son/daughter of _____ understand that in order to have a Bar/Bat Mitzvah at the Chapel Hill Kehillah, I will need to:

1. Successfully complete a minimum of 3 years of religious school (immediately prior to the Bar/Bat Mitzvah), the last year of which must be at the Kehillah. Attendance at a day school is equivalent to attending religious school as long as the last 2 years are completed at the Kehillah.
2. Attend a minimum of 12 adult and 6 family Saturday morning Shabbat services in the 2 years prior to the Bar/Bat Mitzvah. Six dates of adult services will be mandatory for all B'nei Mitzvah students; all students will participate in those services. Parents are requested to attend with their children. Immediately prior to each of these 6 services, a class will be taught by the rabbi for both the parents and the students from 9:30 a.m. – 10:15 a.m.
3. Participate with my parents in the three family B'nei Mitzvah workshops.
4. Attend the ten group tutoring sessions and participate in private tutoring.
5. Be prepared and able to participate in the Shabbat service in the following ways:
 - a. Recite the blessings for the Torah reading and a portion of the week's parasha, (usually maftir) in Hebrew
 - b. Chant the Haftarah and its blessings in Hebrew
 - c. Prepare and present a d'var Torah
 - d. Lead portions of the Shabbat service to be decided upon by the student, the family, the rabbi, and the director of the religious school
6. Complete B'Mitzvotav, the mitzvah project, 2 months prior to the B'nei Mitzvah date.
7. Have my current Kehillah and religious school dues paid in full 2 months prior to the Bar/Bat Mitzvah date.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____