

B'MITZVAH INFORMATION BOOKLET

"Inspiring a Love of Jewish Life"

Revised January 2025

INTRODUCTION

This booklet is designed to be a resource guide for parents and students and is intended to answer your questions as your child becomes B'Mitzvah. Embarking on this journey may feel overwhelming at times but we assure you that you will always treasure the memories of the special day. Please read through the entire booklet to familiarize yourself with the B'Mitzvah process and then return to the individual sections as needed.

Required forms are attached at the end of this booklet.

Prayers needed for family and friends who are participating in the service are also included at the end of this booklet.

READ THIS BOOKLET (many times) - it will answer most questions. If you need additional help or have other inquiries, please contact Rabbi Perry (<u>rabbi@congregationshalom.org</u> or 978-251-8515).

If your family has any special considerations, you are encouraged to confer with Rabbi Perry as soon as possible. Additionally, if there are members of your family that are not Jewish and you wish to discuss any issues that may arise, please don't hesitate to reach out to her.

While you are planning your child's B'Mitzvah service please keep in mind that it is a part of Congregation Shalom's regular Shabbat service and is not a private ceremony for your family. We must balance your family's personalization of the experience with the needs of Congregation Shalom's ritual traditions and in such, it is important to consider certain parameters regarding ritual, music and appropriate dress.

REQUIREMENTS FOR BECOMING B'MITZVAH

- Regular attendance at religious school and five years of Hebrew Study in the Hebrew Program.
- An expectation of continuing in the religious school through Chai School and Confirmation (10th grade).
- Attendance at the B'Mitzvah workshops for 6th grade students and their parents. These workshops are
 led by Rabbi Perry and are an invaluable tool for families planning a B'Mitzvah. The series includes two
 to three sessions that focus on the history and significance of the B'Mitzvah, clarification of values and
 practical planning issues.
- B'Mitzvah candidates (and their parents) are required to attend a minimum of six Congregation Shalom Shabbat services during the year prior to becoming a B'Mitzvah. If attending services at another congregation, please confirm with Rabbi Perry. Plan to write about all of the Shabbat experiences in a Mitzvah journal.
- Each B'Mitzvah candidate must complete 13 mitzvot during the months preceding their B'Mitzvah.
 Mitzvot must be divided into these three categories. Rabbi Perry or the Education Director are available for guidance, if needed.
 - Torah Study and Knowledge
 - Avodah (observance)
 - G'milut Chasadim (Acts of Loving Kindness)

Each of the mitzvah experiences must be shared in a journal. Throughout the year Rabbi Perry may monitor journal progress and may wish to discuss journal entries. The journal should be shared with Rabbi Perry at the final dress rehearsal so that she can speak about the experiences at the service.

- Every 6th grader is required to attend a Kallah retreat in the spring. This will be an all-day, off-site event for 6th grade students only. There is a fee to attend the event, and scholarships will be available when needed.
- The family of a B'Mitzvah candidate must be in good financial standing with Congregation Shalom or have made appropriate arrangements with the president or the treasurer.

B'MITZVAH ROLE IN DETAIL

- The B'Mitzvah conducts the service by reading half of the liturgy as outlined in the service packet received with this booklet.
- After the Torah is handed down through the generations, the B'Mitzvah carries the Torah in a hakafa (circle) through the congregation.
- The B'Mitzvah reads or chants twelve verses of Torah in Hebrew and reads the English translation.
- The B'Mitzvah offers the Haftarah blessings, reads or chants eight to ten verses of Haftarah and reads the English translation of the Haftarah verses.
- The B'Mitzvah delivers a D'Var Torah about their Torah portion and Haftarah portion. This speech will introduce these two texts, teach about the lessons in the texts and apply those lessons to their lives.
- The B'Mitzvah will receive a certificate and gifts which will be presented by a representative of the Temple Board of Trustees.
- Following the closing song of the service, The B'Mitzvah leads the Kiddush and Hamotzi.

OTHER IMPORTANT SERVICE NOTES

- The wimple that your child made in 5th or 6th grade will be wrapped around the Torah at their B'Mitzvah service.
- The family must provide challah (one large or two small) for the Hamotzi at the end of the service.
- The B'Mitzvah or other appointed person must pick up all papers and gifts from the lectern following the service.
- It is the family's responsibility to remove any flower arrangements and collect any kippot or service booklets.

PREPARATION: TUTORING, D'VAR TORAH & REHEARSALS

Students begin their preparation for B'Mitzvah nine to eleven months prior to their scheduled service date. Congregation Shalom has a professional tutor who will work with your child and Rabbi Perry to prepare for the service. Tutoring prepares the student to chant (or read) their Torah portion, Haftarah portion, associated blessings and some other additional service components. Assignments will be mapped out to facilitate your child's steady progress and if needed, adjustments to assignments will be made.

GUIDELINES FOR TUTORING

- The B'Mitzvah tutor will contact you directly to organize the tutoring schedule and provide a set of tutoring guidelines.
- Each student will have twenty-two, thirty-minute sessions with the B'Mitzvah tutor.

- Tutoring may take place in-person or remotely according to the tutor's preference.
- Students are not allowed to miss regularly scheduled religious school classes for tutoring.
- For liability reasons, a parent/guardian must remain in the building or in the home during tutoring sessions.
- 24-hour notice is requested if you need to cancel a tutoring session.
- If appropriate notice is not given, you will be charged for missed sessions.

D'VAR TORAH

Approximately two to three months prior to the B'Mitzvah service your student and at least one parent will meet with Rabbi Perry to work on the D'Var Torah. The D'Var Torah is a reflection about the Torah and Haftarah portions and the student will write their interpretation of the portions with the assistance of Rabbi Perry. Typically, there are two meetings but if your student needs more support additional meetings may be necessary.

REHEARSALS

Once the student has completed work with the tutor, the next step is to rehearse in the sanctuary. At this point, a B'Mitzvah coordinator will work with the student to give them an opportunity to practice reading/chanting from the Torah scrolls as well as get a sense of what it will be like to be on the bimah. In the seven weeks prior to the B'Mitzvah service, there will be six weekly rehearsals at the temple.

During the final week before the B'Mitzvah date there will be additional rehearsals scheduled with Rabbi Perry. One of the final rehearsals will include all members of the nuclear family and will take approximately one hour.

FEES RELATED TO PREPARATION

The fee to cover all costs related to B'Mitzvah preparation is detailed in the fee schedule attached at the end of this booklet. This amount covers eleven hours of tutoring, rehearsals with the B'Mitzvah coordinator, music for the service and an administrative fee. If a student requires additional tutoring, the fee will increase by the cost of those additional sessions.

Each B'Mitzvah family will be billed for the total amount of these fees in four installments during the eight months leading up to the B'Mitzvah date, as detailed in the fee schedule. Please note that these fees are subject to change.

B'MITZVAH RITUAL AND FAMILY INVOLVEMENT IN SERVICES

FRIDAY EVENING SHABBAT SERVICE

On the Friday evening preceding a B'Mitzvah, the young person is invited up to the Bimah with their immediate family to lead the Kabbalat Shabbat blessings. Family members typically include parents, step parents and siblings. The B'Mitzvah leads the candle lighting blessing and lights the candles and then raises the Kiddush cup and leads the Kiddush. Families may wish to review the prayers ahead of time so that they are comfortable in front of the congregation; if you want a copy of the Shabbat blessings please ask.

SATURDAY MORNING CEREMONY

- At the beginning of the service there are four opportunities to read opening prayers or other readings. There are many sources available from which to choose the readings and Rabbi Perry will direct you to those sources and give approval (for content and length) for your choices. Please note that if a reader is not Jewish, the reading should not identify them as a Jew or refer to the covenantal relationship with God.
- If the B'Mitzvah will be receiving a tallit as a gift from the parents or grandparents, the B'Mitzvah may choose to wear the tallit from the beginning of the service or can receive the tallit in a short presentation at the beginning of the service. If there will be a presentation, Rabbi Perry will review the process with you at the rehearsal.
- The B'Mitzvah will lead the service beginning with the Chatzi Kaddish and ending with an introduction to the Tefillah. These parts of the service will be reviewed with the B'Mitzvah tutor and coordinator during sessions and rehearsals.
- When the Torah is taken out of the ark, parents, step parents and Jewish grandparents will come up to the
 ark, together with the B'Mitzvah. Rabbi Perry will take the Torah from the ark and when the music
 concludes she will talk about passing the Torah down through the generations. The Torah will then be
 physically handed down through the generations to the B'Mitzvah.
- After the Torah is handed down through the generations, the B'Mitzvah will carry the Torah in a hakafa (circle) through the congregation. Parents, grandparents and/or siblings may join this procession.
- During the Torah service, it's our congregation's ritual policy to have three Torah Aliyot. These blessings can be given to any Jewish relative or friend and multiple people may participate in each Aliyah. Since the blessings identify oneself as a Jew, it is only appropriate for a Jewish person to lead the prayers on behalf of the congregation. The B'Mitzvah typically has the third Aliyah and this can be done alone or with other family members or friends. Please complete the Aliyah Information Form (included at the end of this booklet) and deliver it to Rabbi Perry no later than the final rehearsal. Anyone saying these blessings should review them ahead of time to be familiar with chanting or reading them; the blessings can be found at the end of this booklet.
- When it's time for the Torah to be returned to the ark, two people can be given the honor of dressing the
 Torah and opening the ark doors. This honor should be given to family or friends that are Jewish, including
 other children if deemed appropriate.
- After the Torah is returned to the ark, the B'Mitzvah will read or chant their Haftarah portion and deliver their D'var Torah. Rabbi Perry will then speak to the B'Mitzvah. When she finishes her remarks, parents may choose to speak to their child or offer blessings. Remarks should focus on their child's character and connection to Jewish life in the context of a worship experience and be no longer than two to three minutes each. Rabbi Perry will review parent remarks one week prior to the ceremony and is available to assist with parental remarks in advance of the ceremony if requested.
- Once all blessings and remarks are complete, the generational family (B'Mitzvah, parents, stepparents, grandparents and siblings) will gather in front of the ark for a family blessing.
- Any changes to these guidelines remain within the final discretion of Rabbi Perry.

SERVICE INFORMATION & LOGISTICS

SATURDAY MORNING REHEARSAL

Anyone that has a part in the service (aliyot, blessings, readings, etc.) must be in the sanctuary at 9:25am for a short rehearsal with Rabbi Perry.

PHOTOS

Photos may be taken on Saturday morning between 9:00am and 9:25am, or earlier by special arrangement. The Torah will not be open for photographs on Saturday* due to limited time before the service. Anybody that needs to be in these photos should be strongly encouraged to arrive on time.

The Torah will be taken out of the ark at approximately 9:20am to allow for a few posed photo opportunities which are typically 1) B'Mitzvah holding the Torah, 2) Rabbi & B'Mitzvah with the Torah and 3) B'Mitzvah with parents and the Torah.

Rehearsals for aliyot and handing down the Torah begin at 9:25am and the photographer is welcome to take candid shots at that time, but there will not be an opportunity for additional posed shots.

Photography must conclude by 9:35am so that the sanctuary feels like a space for worship as guests begin to arrive for the service.

Please share these guidelines with your photographer in advance of the B'Mitzvah. No photography is allowed during the service.

*If you wish to have photos taken with the Torah open, you may arrange to do so at the-family rehearsal. Please make sure that Rabbi Perry is notified in advance of the rehearsal date.

PROGRAMS

Each family has the option to create and share programs at the service. The congregation has a standard template that can be downloaded and personalized for your ceremony; this format is required to ensure accuracy and consistency. The cover page of the program lists the name of the B'Mitzvah and the Torah and Haftarah portions (ask Rabbi Perry if you need help completing any of the information). Within the booklet you will find a description of many parts of the service and the sanctuary. If you'd like to, you may add the text of the portions and the names of people who have honors within the service. Please note that only poetry or song lyrics that we have in our prayer book or that are in the JLicense.com library can be printed in the program. Otherwise you will need to obtain permission from the author or composer.

Rabbi Perry must approve the final program so please make sure you share it with her before you print or copy. The template can be found at: https://congregationshalom.org/life-cycle-events/ under the B'Mitzvah heading.

SEATING

Please let the office know at least two weeks before the service how many people will be attending. You should plan to add an additional 25 seats to accommodate members of the congregation that choose to attend the service. The sanctuary has (tight) seating for 150 people when the wall to the social hall is closed. If you need more than 150 seats, the wall to the social hall will be open and more chairs will be set up in the social hall space.

- The B'Mitzvah will sit next to Rabbi Perry on the Bimah
- Immediate family members of the B'Mitzvah sit in the front row on either side.
- Anyone participating in the service should sit in the first couple of rows.

USHERS/SECURITY

The family of the B'Mitzvah should organize to have at least one adult serve as an usher at the service and another adult to act as security greeter. It's a good idea for the usher to be a member of the congregation as they are familiar with our service, rituals and building. The security greeter must be a Congregation Shalom member and have taken the online security training. Alternatively, families may request private security at their own cost. Contact the Education Director for the training link or more information.

The usher(s) need to be at the temple at 9:30am (thirty minutes before the start of the service). Sanctuary doors should remain closed until 9:40am (twenty minutes before the start of the service). As guests enter the sanctuary the usher(s) will hand out prayer books labeled "Shabbat" and the B'Mitzvah programs if there are any. At 9:50am (ten minutes before the start of the service, the usher(s) should invite guests that are still in the lobby into the sanctuary to be seated. After the service begins, the usher(s) should sit by the doors to assist any late comers. Ushers are also asked to monitor the following:

- Teen guests should each have their own prayer book, no book sharing.
- Teen guests should be seated in their own seat, no seat sharing.
- Any teens that are talking during the service should be reminded to be respectful of the service.

CHUMASHIM

Chumashim (a bound version of the Torah scroll) are available. If you would like them at your service, please let Rabbi Perry know at the dress rehearsal so they can be put out with the prayer books.

DRESS CODE POLICY

Clothing should be attuned to the occasion, suitable for the location, respectful of the other people participating, and reflective of our self-image. For services, we expect that all our attendees will choose clothing that, whatever its form, tells a story of being ready to enter a sacred space of prayer and community. We hope that clothing will enable participants to feel present in services comfortably and without distraction. We will be happy you are here, no matter what you choose to wear. When in doubt, think business attire.

For the B'Mitzvah student, extremely high heels and shoes without backs are not safe since they are a safety hazard when carrying the Torah up and down the bimah steps, and around the sanctuary.

KIPPOT & TALLIT

Religious garments are optional at Congregation Shalom kippot (yarmulkes) and tallot are available for anyone that wishes to wear them during the service.

FLOWERS

Families are welcome to provide a floral arrangement for the bimah. The arrangement must not exceed 30" high by 30" wide by 10" deep. Any flowers must be delivered during the day on Friday and the delivery time must be coordinated in advance with the office by contacting: office@congregationshalom.org or 978-251-8091. Flower arrangements must be removed by the family following the service.

MUSIC / LYRICS

Music truly enhances our worship services and one of the Congregation Shalom cantorial soloists will be at the Shabbat morning service. Soloists are pre-assigned based on their schedules, and we will not be able to take requests for a specific soloist for your service.

You will have the opportunity to work with the assigned soloist in advance to discuss the different versions and variations of prayers that are available to choose from for the service. There are some samples available for you to listen to on the website at: https://congregationshalom.org/audio-collections-2/.

Some students also choose an "anthem" for their service (a song that may have special meaning to them and/or their family). If you'd like to ask the soloist to learn a piece of secular music as the anthem, Rabbi Perry will need to approve the request and the soloist will need at least one month's notice to learn music outside of the regular repertoire.

LIVE STREAMING & RECORDING

Saturday morning B'Mitzvah services are streamed live and are password protected for your privacy. The camera will remain focused on the entirety of the Bimah throughout the service and there will not be anybody monitoring the video. The link to share is: https://congregationshalom.org/worship-2/. Contact office@congregationshalom.org for the password.

If you wish to have a recording of the service, the live stream is recorded and will remain available on the Congregation Shalom website for one month for viewing or download. These recordings are also permanently archived by the synagogue so you may reach out to the office to request a copy (you will need to provide a flash drive).

BABIES & YOUNG CHILDREN

In our experience, having infants and very young children at the service will detract from the B'Mitzvah's special day. It remains your choice who you invite but it is strongly recommended that you have a babysitter or caretaker available to tend to young children during the approximately two-hour long service. We are happy to provide a space for them in the building and will be able to provide a video stream of the service in that space. Please let Rabbi Perry know in advance if you would like to utilize this space.

THE PARTY

PARTY INVITATION GUIDELINES

We recognize that families have many decisions to make in relation to celebrating this important occasion including venue, number of guests, costs, etc. Congregation Shalom strives to be a caring and inclusive community and as such, we highly recommend the entire class be invited to your party to avoid any student feeling excluded.

FACILITY USE

Please contact office@congregationshalom.org if you would like more information about using the social hall for any part of your celebration. You will be provided with complete information about fees, food, alcohol and catering guidelines as well as a formal list of the House Rules. The fee schedule is available in the members section of the Congregation Shalom website, under the heading "House".

ADDITIONAL HELPFUL INFORMATION

NEWSLETTER NOTICES:

B'Mitzvah ceremonies will be announced in the monthly Keeping Connected newsletter and in the Weekly Updates. It's traditional to invite all congregants to the service by means of these notices.

ACCESSIBLE FACILITIES

There are two disabled parking spaces at the side of the building and a ramp for access to the sidewalk. The sanctuary is easily accessible to all. The restrooms and water fountain, located off the entryway, are designed to be accessible to those in wheelchairs.

Should you have a guest in a wheelchair please have the usher move chairs as necessary so that the guest does not need to be seated in an aisle.

In the event that someone is unable to come up onto the Bimah for any part of the ceremony, that portion will be done on the main floor of the sanctuary.

INFRARED HEARING DEVICES

Congregation Shalom has four infrared hearing devices available for guests who may need assistive audio. These devices amplify the sound and are available for use during services. If you know of a guest who needs this assistance, please notify the office in advance so that it can be ready and available for you at your service.

RESOURCES

Recent B'Mitzvah families are a valuable resource for information regarding celebration logistics. If you would like to be connected to a family that has already gone through the B'Mitzvah process and can offer advice or answer questions, please let us know.

DONATIONS

It is traditional for the family of the B'Mitzvah candidate to make a contribution to the congregation in honor of this important event in their life. Below is a list of funds along with their descriptions. Additionally, families are encouraged to donate to Mazon: A Jewish Response to Hunger (www.mazon.org) in honor of the occasion.

- Adult Education Fund donations are used to provide programming that encourages our vision of life long Jewish learning.
- **Building Fund** donations can only be used to make capital expenditures, which include repair, improvement, or purchase of property with a useful life greater than 1 year.
- **Chai Fund** donations are used to bridge the gap between membership dues and operating expenses, with flexibility of directing funds where the need is greatest.
- Education Fund donations are used to enrich our children's religious education.
- Endowment Fund donations are used to assure the long-term future of the Congregation.
- Enhanced Jewish Experience for Youths Fund donations are used to provide scholarships and support for children to participate in enhanced Jewish experiences, for example, Jewish camps, trips to Israel and confirmation trips.
- Gayle Friedlander Leadership Development Fund donations are used to fund programs to find our next Temple leaders.
- General Operating Fund donations help us run our temple in an efficient manner.
- Helping Hand Fund donations are used to provide financial support to member families who have emergency financial needs. This fund is administered by Rabbi Perry.
- Hessie Goldstein Library Fund donations are used to improve the quality of our Library.
- James and Carol Herscot Fund donations are used to enhance Jewish life in Greater Lowell.
- Martin Ames Social Action Fund donations provide monies for social action programming.
- **Music Fund** donations support musical programming throughout our Temple, including the adult choir, the children's choir and our Religious School music program.
- Prayer Book Fund donations are for the acquisition of prayer books for the general use of the Congregation.
- Rabbi Perry's Discretionary Fund donations are used by the Rabbi to augment the quality of life at our Temple programmatically, pastorally and in other ways.

- Rabbi Bard's Honorary Lectureship Fund donations are used to bring interesting topical speakers to our Temple.
- Shalomite Scholarship Fund donations are used by our high school age youth group.
- Susan Murray Youth Scholarship Fund donations are used to further the Jewish experience of our temple youth.
- **Temple Beautification Fund** donations can only be used for the acquisition of items that enhance the beauty of the physical facilities and grounds.
- Twenties Activities Fund donations are used to fund activities intended for the young adult segment of our temple community.
- Zelman Kamien Tree of Life Fund donations are made by ordering engraved leaves for the tree. At
 the end of the year, the remaining funds are divided evenly between the Endowment Fund and the
 Beautification Fund.

CONGREGATION SHALOM FOOD POLICY

Many in our congregation have serious food allergies and as such, we want to do everything possible to help reduce the risk at Congregation Shalom.

Because even a trace of an allergen can possibly trigger an allergic reaction, it is our intent and policy to restrict peanuts and tree nuts from the entire building. This policy applies during school, oneg Shabbat celebrations and any social event that takes place in the synagogue, including parties for lifecycle events.

To assist with your party planning, we have included what you need to share with your caterer to guide you as you choose food for your special event.

No peanuts, tree nuts, peanut butter or foods made with nuts or nut oil are to be brought into Congregation Shalom (as opposed to foods which are "processed in a factory with nuts," which are allowed). Please check the ingredients list on all food labels to make sure such foods are nut-free. Our ability to provide our members and guests with a safe nut-free environment depends on your attention to and compliance with this policy.

It is important to underscore that although we try to provide as safe an environment as possible, we cannot say we are a completely nut and peanut free facility though we strive to make our building as safe as we possibly can.

B'MITZVAH PREPARATION FEE SCHEDULE

\$848	Tutoring
\$240	Rehearsal with Coordinator
\$650	Cantorial Reservation and Services
\$1,738	Total Fee
Payment #1 Payment #2 Payment #3 Payment #4	\$434.50 due upon receipt of invoice \$434.50 due 2 months after invoice date \$434.50 due 4 months after invoice date \$434.50 due 6 months after invoice date

B'Mitzvah fees must be paid in full prior to B'Mitzvah date.

Please note that these fees are subject to change.

BLESSINGS AND PRAYERS

Blessing For Shabbat Candles:

(The candles are lit before the blessing is recited.)

Baruch Atah Adonai, Eloheinu Melech haolam Asher kid'shanu b'mitzvotav v'zivanu l'hadlik ner shel Shabbat Blessed are You, Adonai our God, Sovereign of the universe, who hallows us with Your mitzvot, commanding us to kindle the lights of Shabbat.

Kiddush / Blessing for Wine

Baruch atah Adonai Eloheinu melech ha-olam borei p'rie hagafen

Blessing Before Torah Reading

בָּרְכוּ אֶת יְיָ הַמְבֹרָך בָּרוּך יְיָ לְעוֹלָם וָעֶד בָּרוּך אַתָּה יְיָ אֶלהֵינוּ מֶלֶךְ הָעוֹלָם אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִים וְנָתַן לָנוּ אֶת תּוֹרָתוֹ בָּרוּך אַתָּה יְיָ נוֹתֵן הַתוֹרָה

Bar'chu et Adonai ham'vorach. Baruch Adonai ham'vorach l'olam va-ed. Baruch ata, Adonai Eloheinu, Melech haolam, asher bachar banu mikol haamim, v'natan lanu et Torato. Baruch ata, Adonai, notein haTorah.

Bless Adonai who is blessed. Blessed is Adonai who is blessed now and forever. Blessed are You, Adonai our God, Sovereign of the universe, who has chosen us from among the peoples, and given us the Torah. Blessed are You, Adonai, who gives the Torah.

Blessing After Torah Reading

בָּרוּך אַתָּה יִיָ אֶלהֵינוּ מֶלֶךְ הָעוֹלָם אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת וְחֵיֵי עוֹלָם נָטַע בְּתוֹכֵנוּ בָּרוּך אַתָּה יִיָ נוֹתֵן הַתוֹרָה

Baruch atah, Adonai Eloheinu, Melech haolam, asher natan lanu Torat emet, v'chayei olam nata b'tocheinu. Baruch atah, Adonai, notein haTorah.

Blessed are You, Adonai our God, Sovereign of the universe, who has given us a Torah of truth, implanting within us

ALIYAH INFORMATION FORM

English name of B'Mitzvah:	
Hebrew name of B'Mitzvah	
For each Aliyah you can have up to three people. A Hellebrew names".	brew name is written "xxxx ben/bat their parents'
ALIYAH # 1	
English Name	Hebrew Name
1	
2	
3	
ALIYAH # 2	
English Name	Hebrew Name
1	
2	
3	
ALIYAH # 3	
English Name	Hebrew Name
1	
2	