



# TEMPLE BETH EMETH

## Bar & Bat Mitzvah Handbook

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## **Dear Bar and/or Bat Mitzvah Family,**

*Mazel tov as you begin this exciting journey!*

The celebration of a child becoming Bat or Bar Mitzvah is one of the highlights in the life cycle of a Jewish family.

Therefore, in partnership with members of our congregation, we have prepared this handbook to help make the process of study and preparation for the ceremony and celebration meaningful for your entire family.

We at Temple Beth Emeth seek to help you and your children feel a part of the ongoing tradition from generation to generation (*L'Dor VaDor*). Becoming a Bar or Bat Mitzvah represents a transition from childhood to adolescence. It is more than taking a step toward Jewish adulthood. It is about taking one's place as a fuller member of the Jewish community. It is about moral responsibility through connecting to Torah, to community and to God. As you begin the process, we invite and encourage you and your child to turn inward and ask yourselves, "Why are we doing this? What does it all mean?"

We hope and expect that the upcoming preparation and celebration that you and your family are undertaking will have enduring and lasting significance. All of the study and *mitzvah* opportunities outlined in this handbook are meant to serve as a guide during this important time in the life cycle of your family. The seriousness and commitment with which you undertake the process will help to shape your experience. As in so much in life, you get out what you put in.

We look forward to working with your entire family in the year to come. Please know that we will do all we can to make ourselves available to you during this process. Do not hesitate to contact us with any questions or concerns at any time during the journey ahead.

May this experience be filled with many meaningful opportunities for your entire family and lead to greater fulfillment in the years that lie ahead.

*L'shalom,*

Cantor Regina S. Lambert-Hayut  
Rabbi Josh Whinston  
Rabbi Daniel Alter, Director of Education  
Melissa Sigmond, Executive Director  
Joe Pollak, TBE Board of Trustees President

## Bar and Bat Mitzvah Brit (Covenant)

*Temple Beth Emeth is committed to creating a meaningful Bat and Bar Mitzvah experience that...*

- fosters rich relationships with Judaism, Jewish identity, the Temple Beth Emeth congregation, Torah, and God.
- enables lifelong Jewish learning beginning with religious school and Hebrew school and continuing through youth programs, adult education, torah study, and advanced Hebrew learning.
- offers opportunities to deepen the knowledge of the Shabbat service, prayers, and rituals, to lead the community in worship, and to demonstrate a growing understanding of Torah.
- is accessible to all learners and their abilities.
- engages the Bar or Bat Mitzvah in acts of tikkun olam.
- is welcoming and inclusive to all, beginning with friends and family of the Bat or Bar Mitzvah, extending to the congregation and broader community.
- builds strong relationships through positive and meaningful interactions between Temple Beth Emeth, the Bar or Bat Mitzvah, and their family throughout their preparation.
- supports participation, for the Bat or Bar Mitzvah and their family, in the Temple Beth Emeth community and the broader Jewish community before and after this experience.
- recognizes and supports the Bat or Bar Mitzvah's emerging adult role within the community.

*We, the Bar or Bat Mitzvah and family, are committed to creating a meaningful experience that...*

- builds upon the Bar or Bat Mitzvah's commitment to Judaism, Jewish identity, the Temple Beth Emeth congregation, Torah, and God.
- develops the habit of lifelong learning through religious school, Hebrew school, and other learning opportunities prior to, during, and following their Bar or Bat Mitzvah service.

- develops further knowledge of the Shabbat service, prayers, and rituals through regular attendance at evening and morning services and leadership in worship.
- exemplifies the Bat or Bar Mitzvah's growing understanding of Torah.
- challenges the Bar or Bat Mitzvah to reach their fullest potential.
- engages the Bat and Bar Mitzvah in acts of tikkun olam through a meaningful mitzvah project.
- is welcoming and inclusive to all, beginning with members of the religious school class and extending to the congregation and broader Jewish community.
- fosters positive interactions and strong relationships with Temple Beth Emeth clergy, staff, and the community.
- demonstrates ongoing participation, of the Bar and Bat Mitzvah and our family, in the Temple Beth Emeth and the broader Jewish community beyond this experience.
- recognizes and supports the Bat or Bar Mitzvah's emerging adult role within the community.

*We have read the above Brit. We are excited about and committed to this partnership.*

\_\_\_\_\_  
Bat or Bar Mitzvah

\_\_\_\_\_  
Bar or Bat Mitzvah Parent(s) or Guardian(s)

\_\_\_\_\_  
Bar or Bat Mitzvah Parent(s) or Guardian(s)

\_\_\_\_\_  
Rabbi Whinston

\_\_\_\_\_  
Cantor Hayut

\_\_\_\_\_  
Joe Pollak, TBE President

## What is a Bat or Bar Mitzvah?

Bar or Bat Mitzvah means "Son or Daughter of the Commandments." An individual shows their readiness to become Bat or Bar Mitzvah by participating in the Shabbat morning service. The process of working toward becoming Bar or Bat Mitzvah offers an opportunity to foster a richer relationship with Judaism, their Jewish identity, the Temple Beth Emeth congregation, Torah, and God. It enables each person to share and deepen their knowledge of the Shabbat service, prayers, and rituals, to lead the community in worship, and to demonstrate their growing understanding of Torah. It is a celebration of the Bat and Bar Mitzvah taking their place in a millennial long tradition of religious participation. The Bar or Bat Mitzvah service recognizes that a Jewish boy (Bar) or girl (Bat) has reached a step along their path toward religious maturity.

### **Mazel Tov! Becoming Bat or Bar Mitzvah is a big step.**

At Temple Beth Emeth, we recognize that becoming a Bar or Bat Mitzvah is a significant moment representing a transition from childhood to adolescence. There are several important components to ensure that the journey of becoming Bat or Bar Mitzvah is a meaningful time in each student's life.

Building on a foundation of religious and Hebrew education, studying to become Bar or Bat Mitzvah prepares a student to participate more independently in the Jewish community. Our goal is for students to be comfortable leading and actively participating in all Jewish services, including Shabbat and holidays. In becoming a Bat or Bar Mitzvah, students gain experience studying Judaism's sacred texts including the Torah (Teachings), Nevi'im (Prophets), and Siddur (prayer book) and connecting these teachings to each student's own life.

It is the hope of the Temple Beth Emeth community that the collective elements of the Bar or Bat Mitzvah help provide each individual the tools they need to approach their own transition towards adult participation in Temple Beth Emeth and the broader Jewish community.

# **The Brit (Covenant) Explained: *TBE Commitment***

## **Bat or Bar Mitzvah Service Preparation**

Temple Beth Emeth is committed to ensuring that each individual is provided with the tools to fully prepare to become a Bar or Bat Mitzvah.

## **Jewish Education Program**

Temple Beth Emeth has a rich and multifaceted education program beginning in preschool and extending to high school and adult education opportunities. This commitment to lifelong learning provides a stimulating environment through which our students become literate, confident, and engaged Jews, with an understanding of Jewish religion, language, culture, and history. A comprehensive Jewish education including Hebrew decoding skills is a necessary component in the preparation to become a Bat or Bar Mitzvah. It is truly once a young person becomes a bar or bat mitzvah that they are ready to access more nuanced learning and issues in our tradition. TBE hopes that each family continues to engage in Jewish learning, thus deepening their experience and making Jewish life more meaningful.

## **Engagement during Temple Beth Emeth Shabbat Services**

The Bar or Bat Mitzvah signifies the transition from childhood to adolescence. Regular Shabbat service attendance, particularly in the year leading up to Bat and Bar Mitzvah, helps each young person and their family become familiar and knowledgeable with our worship service. Familiarity helps develop comfort, and the more comfortable one is in Shabbat services, the greater the chances one can be emotionally and spiritually present during their own Bar or Bat Mitzvah. Therefore, monthly participation in Shabbat evening and morning services is important.

## **Torah and Haftarah Tutoring**

Every lifecycle event has a seminal moment. For a Bat or Bar Mitzvah it is when they stand before the congregation, recite the Torah blessing publicly for the first time, and fulfill that blessing by chanting an Aliyah of Torah. Each student chants a different set of verses. Therefore, each young person will have the opportunity to work one on one with a tutor who can help them prepare these verses for that sacred moment. The relationship between the student and the tutor is an important one and one that the Temple Beth Emeth community values. Students are matched thoughtfully with one of TBE's experienced tutors for individualized instruction so that the process is as engaging and meaningful as possible.

## **Studying with the Clergy**

The Bar or Bat Mitzvah will study with Rabbi Whinston and Cantor Hayut to develop a deeper understanding of the service liturgy, text study, and the specifics of their Torah portion. Parent(s)



will also work with our clergy to enrich their understanding of the role of family in the Bat or Bar Mitzvah Shabbat service and to develop their parental blessing.

## **Preparation Calendar**

### During the student's 5th grade year:

*Families receive their Bar or Bat Mitzvah service date.*

### During the student's 6th grade year:

*Bat and Bar Mitzvah Experience:* In this all day event, 6th grade students and families attend, then discuss, a Bat or Bar Mitzvah service. During this exciting all day event students and families will explore the meaning behind becoming a Bar or Bat Mitzvah including the transition between childhood and adolescence.

### About one year before the date:

*Initial meeting with Cantor Hayut:* Cantor Hayut will meet with individual students and their parent(s) for approximately one hour to begin preparing for the Bat and Bar Mitzvah service. All relevant tutorial materials will be distributed, including the Torah portion booklet. The timeline for future meetings with Cantor Hayut will be discussed during this initial meeting. Tutor assignments will also be discussed during this meeting.

*Meeting with Rabbi Alter:* Rabbi Alter will meet with individual students and their parent(s) for 30-45 minutes to discuss the Mitzvah Project and how to best engage the Bat and Bar Mitzvah in acts of tikkun olam through a project that is personally meaningful to them.

### 4-6 months before the date:

*Planning meeting(s) with Melissa Sigmond, Executive Director:* Family members will discuss logistics including the congregational kiddush, Erev Shabbat oneg, bima flowers, newsletter announcement, use of TBE facilities for family events, etc.

### 2-4 months before the date:

*Meeting with Cantor Hayut:* Families discuss service honors and other specific details of the worship experience. This will include discussion of which parts of the Shabbat service will be led by the Bat or Bar Mitzvah.

*Initial parent-only meeting with Rabbi Whinston:* Parent(s) spend a half-hour with Rabbi Whinston to discuss family history, ways of working well with their child, and issues of having a teenager in the home. Rabbi Whinston will also spend time answering any lingering questions parents might have.

*Student meetings with Rabbi Whinston (approximately every other week):* Parents are always welcome in student meetings, though many students request that their parents are not present. In the initial meeting, the student meets with Rabbi Whinston in order to get to know each other better. In subsequent individual appointments students explore their portion in depth and work on their d'var Torah.

4-6 weeks before the date:

*Weekly rehearsals with Cantor Hayut:* The Bat or Bar Mitzvah meets to practice reading their portion from the Torah scroll and, if they've elected to, the Navi scroll.

Week of the Bar or Bat Mitzvah service:

*Final rehearsal:* Both the Bat or Bar Mitzvah and their families will practice the various components of their service aloud during this final walk-through of the service. Please note that this rehearsal is pre-scheduled in the sanctuary for the Thursday before the Bar or Bat Mitzvah service at 5 pm. Families are welcome to invite a small number of guests and service participants to attend, if desired.

**Tori Klein, TBE Executive Assistant will contact your family to schedule your appointments with Cantor Hayut and Rabbi Whinston. Please note that all time frames are approximate.**

## ***The Brit (Covenant) Explained: Bat or Bar Mitzvah Commitment***

Our temple community embraces several expectations that ensure that this important milestone is meaningful and aligned with Temple Beth Emeth's values articulated in the Brit (Covenant). Cantor Hayut and Rabbi Whinston will discuss these expectations with each Bar and Bat Mitzvah and their family. Above all, TBE's primary goal is for each Bat and Bar Mitzvah to have a positive experience.

### **Involvement in Temple Beth Emeth Religious and Hebrew School Education**

The Bar or Bat Mitzvah is expected to be enrolled in religious school and Hebrew school prior to, during, and following their Bat or Bar Mitzvah.

### **Service Components**

The Bat or Bar Mitzvah will be expected to prepare for the following as part of their service:

- Lead several key prayers during the service including V'ahavta and Amidah
- Recite approximately 12 verses of Torah and the blessings before and after reading the Torah
- Recite approximately 8 verses of Haftarah and the blessings before and after reading the Haftarah
- Prepare and deliver a d'var Torah that expresses the Bar or Bat Mitzvah's personal understanding of their Torah portion

### **Shabbat Service Attendance**

Each Bat and Bar Mitzvah is expected to regularly attend Shabbat morning and evening services during the year prior to their Bar or Bat Mitzvah. Monthly participation helps the student and the family become knowledgeable and comfortable with our worship service. As part of building strong relationships through positive and meaningful interactions within the TBE community, the Bat or Bar Mitzvah is strongly encouraged to attend their classmates' (typically 7th grade) Shabbat morning services throughout the entire Bar or Bat Mitzvah year.

Each Bat or Bar Mitzvah is expected to greet Rabbi Whinston or Cantor Hayut either before or at the end of the Shabbat service. This allows Rabbi Whinston and Cantor Hayut to recognize and acknowledge the Bar or Bat Mitzvah student's participation in Shabbat services. Attendance at classmates' services that occur prior to the Bat or Bar Mitzvah's service date can be used to fulfill the service attendance expectation.

### **The Mitzvah Project**

Each Bar and Bat Mitzvah is expected to engage in a mitzvah project in connection with becoming a Bat or Bar Mitzvah as part of creating a meaningful experience that engages him or her in acts of

*tikkun olam* (acts of kindness performed to perfect or repair the world). The Bar or Bat Mitzvah is encouraged to find a project that is personally meaningful.

An initial discussion of the mitzvah project will take place at a meeting with Rabbi Alter approximately one year before the service date utilizing the "Torah in Action" section of the Torah portion booklet. Additional mitzvah project ideas and local resources are listed in Appendix D.

The mitzvah project can be shared with the community in one or more of the following ways:

- A one paragraph summary for the newsletter and the Shabbat service brochure
- A speech, on a bulletin board or as an additional presentation at the Kiddush
- A presentation to outside communities such as the Bat or Bar Mitzvah's school, clubs, or associations

### **Shabbat Service Ushering**

Each Bar and Bat Mitzvah and their family are asked to usher for at least three (3) Shabbat morning services, two prior and one following the student's service date. Ushers at TBE are responsible for welcoming worshipers, handing out prayer books and Torah commentaries, and maintaining a respectful service environment. Ushering dates are arranged with Tori Klein, Executive Assistant.

### **Accessibility**

As stated in the Brit (Covenant) section, TBE is committed to creating a meaningful Bat or Bar Mitzvah experience that is accessible to all learners and their abilities. Individual circumstances should be discussed with Cantor Hayut and Rabbi Whinston.

# The Bar and Bat Mitzvah Services

The following description is intended to give a general overview of what the Bat and Bar Mitzvah services will include.

## Friday Night Shabbat Services

The Bar or Bat Mitzvah observance begins as our TBE community welcomes Shabbat. Erev Shabbat is an important time when the TBE community comes together to celebrate this milestone. A member of the Bat or Bar Mitzvah's family will be invited to light the Sabbath candles and the Bar or Bat Mitzvah is invited to lead the Kiddush (wine) and the Motzi (challah) prayers.

## Saturday Morning Shabbat Services

### Private Reflection, Blessing, and Tallit Presentation

Before the service begins, families will gather for a time of quiet reflection and prayer. The Bat or Bar Mitzvah, their parent(s) or guardian(s), siblings, and grandparents, if present, will join Rabbi Whinston and Cantor Hayut in a private blessing. If a tallit is to be worn by the Bar or Bar Mitzvah, it will be presented privately at this time.

### Shabbat Morning Service

Attendance at Shabbat services over the course of the year prior to the Bat or Bar Mitzvah will familiarize the family with the flow of the service.

The Bar or Bat Mitzvah will sit with their family at the beginning of the Shabbat morning service as Rabbi Whinston and Cantor Hayut lead the community in welcoming prayers and liturgy. The Bat or Bar Mitzvah will be called to the bima to lead prayers.

### Torah Service

Parents and grandparents are invited to participate in the passing of Torah to the Bar or Bat Mitzvah, after which the grandparents are seated. The Bat or Bar Mitzvah then leads the Torah procession (hakafah) around the sanctuary, after which the parents are seated.

### *Torah Blessing and Reading*

The moment of public recognition of a Bar or Bat Mitzvah's transition into Jewish adulthood occurs when they publicly recite the Torah blessings, then fulfill them by reading from the Torah scroll, for the first time. By responding "Amen" to the Bat or Bar Mitzvah's Aliyah blessing, the community is accepting the Bat or Bar Mitzvah's transition into Jewish adulthood.

Members of the Bat or Bar Mitzvah family are honored with roles during this portion of the service. Our services are welcoming to all. The majority of Torah service honors can be assigned to anyone the family chooses. However, reciting the Hebrew blessings before and

after the Torah reading may only be led by people of the Jewish faith. An alternative English Torah blessing, provided by Rabbi Whinston or Cantor Hayut, may be read by a non-Jewish parent.

#### *Parent Blessing*

The Bar or Bat Mitzvah parent(s) or guardian(s) offer a special blessing to their child aloud in front of the congregation. Guidelines will be offered to the parents at the time of the Honors meeting.

#### *Haftarah*

The Bat or Bar Mitzvah next chants their haftarah portion and the associated blessings. The Torah is then returned to the ark.

#### D'var Torah

The Bar or Bat Mitzvah reads their D'var Torah that they prepared with Rabbi Whinston. This is followed by a short response by Rabbi Whinston.

#### Gifts and Blessings

Gifts and congratulations are presented on behalf of the congregation by a member of the TBE Board of Trustees. Rabbi Whinston offers a blessing to the Bat or Bar Mitzvah in front of the open Ark.

#### Aleinu and Kaddish

The Bar or Bat Mitzvah will rejoin their family in the congregation while Rabbi Whinston and Cantor Hayut lead Aleinu and Kaddish prayers.

#### Kiddush, Motzi, and Closing Song

The Bat or Bar Mitzvah and their family is called to the bima to lead Kiddush and Motzi, and the closing song.

### **Paired B'nai Mitzvah**

At Temple Beth Emeth, there are often two students who share a Bar or Bat Mitzvah service and thus also share the responsibilities for the Friday night and Saturday morning services. Each Bat and Bar Mitzvah will participate in the Shabbat morning service equally, leading prayers and preparing and reading their own Torah portion, Haftarah, and d'var Torah. Each family will receive a comparable number of opportunities for honors during the Friday night and Saturday morning services.

# After Your Bat or Bar Mitzvah

The Bar or Bat Mitzvah is not the end of the Jewish educational experience but rather a major milestone in a lifelong journey. As such, there are many ways for each Bat and Bar Mitzvah student to continue their exploration of Judaism and Jewish identity at Temple Beth Emeth.

## Learning

The members of Temple Beth Emeth expect that Bar and Bat Mitzvah students will continue their religious education studies through middle school, into high school, and beyond.

- TBE Religious School
- Jewish summer camps and leadership programs, such as URJ GUCI in Indiana
- Keshet Hebrew classes in High School
- TBE Adult Education
- Weekly Torah study at TBE or studying the weekly Torah portion
- Spend a high school semester in Israel at URJ Heller High (<https://hellerhigh.org>)

## Action

Temple Beth Emeth has a strong commitment to action. TBE provides many opportunities for making a difference within our congregation and throughout the broader community (e.g., Jewish Federation, Jewish Family Services).

- Youth groups (Kadima and AARTY)
- Serve as TBE Madrikhim
- TBE Mitzvah Day and other social action opportunities
- Back Door Food Pantry and other food security and homelessness activities
- Non-TBE Jewish youth groups and service organizations, such as B'nai Brith Youth Organization (BBYO)
- Travel to Israel (e.g., use your NFTY gift certificate or via the Ann Arbor Jewish Federation Israel/Nahalal exchange trip)

## Practice

There are a wide variety of ways to participate in Jewish religious practice throughout the year.

- Attend Shabbat and holiday services
- Read Torah at Shabbat, Simchat Torah, or other holiday services
- Lead and participate in youth group services
- Participate in TBE choirs, song leading, instrumental ensembles
- Lead and participate in Shabbat or holiday observances at home, including lighting Shabbat candles and leading a Passover seder

- Personal religious observance (e.g., saying blessings, observing Shabbat, keeping some form of kashrut, visit the sick, give tzedakah, wearing a kippah at services, wearing tallit at services, etc.)

## **Family**

Becoming Bat or Bar Mitzvah is a milestone for the whole family. This is a great time for parents and families to re-examine their engagement in Jewish life as individuals and as a family.

Consider the ways in which you...

- **Learn** and study.
- **Practice** Judaism.
- **Act** according to Jewish values.



# Shabbat Weekend Honors, Opportunities, and Obligations

It is traditional for the TBE community to honor family members and friends of the Bar or Bat Mitzvah during the Shabbat evening and morning services. Cantor Hayut will discuss service honors with each family.

Below are the honors typically available. In the instance of a paired B'nai Mitzvah, honors will be available for both families. *While our services are welcoming to all, lighting Shabbat candles and reciting the blessing before and after the Torah reading may only be led by people of the Jewish faith.*

## Weekend Honors

- Dedication of the flowers on the bima ("in honor of" or "in memory of" as desired)

## Erev Shabbat Honors and Opportunities

- Lighting the Shabbat candles
- Leading the Kiddush and Motzi
- Sponsoring the Erev Shabbat Oneg

## Shabbat Morning Honors and Obligations

- Passing the Torah from (great)grandparents to parents to the Bat or Bar Mitzvah
- Undressing the Torah
- Aliyot - Prayers before and after the Torah reading
- Hagbah - Lifting the Torah
- Dressing the Torah
- G'lilah - sitting with the Torah
- Opening and closing the ark after the Torah service
- Opening and closing the ark for Aleinu
- Sponsor the community Kiddush

Recently deceased members of the immediate family can be remembered during the service. Please discuss this with Cantor Hayut.

# Bar or Bat Mitzvah Logistics

There are many components to a Bar or Bat Mitzvah celebration which are logistical, rather than spiritual or religious. Below is a listing of the most common logistical items. Our clergy or Executive Director can assist you or connect you with someone who can better answer your questions, such as an experienced TBE Bat or Bar Mitzvah family or the relevant professional.

**TBE has a commitment to making the Bar and Bat Mitzvah process financially and educationally accessible to everyone.**

## Tutoring

Each Bat or Bar Mitzvah will have individualized instruction with a tutor who will help them prepare the Hebrew for their service. Cantor Hayut will help identify and arrange for an appropriate tutor. Tutors are paid independently from TBE - fees are arranged directly between the family and the tutor. If there are any questions or concerns about the fees, please contact Cantor Hayut.

## Shabbat Service Invitations

Each family is expected to formally invite all of their students' Bat and Bar Mitzvah classmates to the community Shabbat morning service and Kiddush.

## Flowers

Families are expected to provide flowers for the bima the weekend of the Bar or Bat Mitzvah. TBE recommends two florists in town who are familiar with arranging flowers for the abernathy pot on the bima (*please see Appendix C*). This typically costs roughly \$75 per arrangement, and is often shared between paired families. Dedications may be listed for both families. The flowers should arrive on Friday by 2pm and are expected to be left on the bima throughout the weekend for St. Clare's congregation to enjoy on Sunday morning. St. Clare's, in return, provides the flowers on other weekends.

## Kippot and Tallitot

TBE provides kippot and tallitot for services on the front table outside the sanctuary on Friday night and Saturday morning. Families may choose to provide personalized kippot from the Women of TBE gift shop (please contact Yuni Aaron at [yuniaaron@me.com](mailto:yuniaaron@me.com)) or from a vendor of their choice. If kippot are purchased, families might consider also purchasing kippot hair clips. While it is common for the Bat or Bar Mitzvah to wear a special tallit on the day of their service, TBE provides tallitot for use by congregants and guests.

## Streaming, Video Recording, and Photography

If your family would like to videotape the service, please contact Tori Klein, the Clergy Assistant to discuss the approved camera location options and guidelines. TBE provides webcasting of the

Shabbat morning service, on request.

Still photography is allowed up to 15 minutes before the service. No still photography is permitted during the service. On Saturday mornings, while religious school is in session, the sanctuary is not available for photographs until 9AM. However, you may begin taking photos earlier in other areas of the building such as the chapel or the courtyard.

Rabbi Whinston and Cantor Hayut are available during the week, by appointment, to take photographs with the Bar or Bat Mitzvah and their family. They will not be available immediately before the service, but may be available immediately following the service. Please contact Tori Klein, the Clergy Assistant to schedule an appointment for photos with the clergy if desired.

### **Parking at TBE**

There are two parking lots available for the TBE community, both with entrances on Eastover Place. There is additional parking across the street in the Eastover Professional Center lot, though congregants and guests are asked to not park in any reserved parking spaces for any of the businesses, including doctor's offices. There is a circle drive on the west side of TBE to facilitate drop off, pickup, and quick deliveries. Please be mindful of Saturday religious school and ask any vendors to avoid deliveries in the circle drive between 10:00 am-10:30 am and 12:15 pm-12:45 pm. Parking is never permitted in the circle drive, except for marked handicapped spaces.

### **Friday Night Dinner**

Families may be interested in hosting a Shabbat dinner at TBE before Friday night services. Please consult with Melissa Sigmond at the TBE office if you would like to arrange a dinner for your family.

### **Friday Night Oneg**

Families are encouraged to host an oneg after Friday night services during the weekend of the Bat or Bar Mitzvah, or during the month if not feasible during that weekend. Oneg sponsorship for a family is \$150. In lieu of the fee, families can provide the food needed for the oneg. You will be contacted in advance of your service to discuss your interest in sponsoring an oneg in honor of your Bar or Bat Mitzvah.

### **Saturday Kiddush**

The Bat and Bar Mitzvah celebration is a community event as each family is an important part of a larger Temple Beth Emeth community. Each Bar or Bat Mitzvah family hosts a congregational Kiddush immediately following services that includes congregants and invited guests in the reception area outside the gift shop or in the social hall. A typical congregational Kiddush lasts approximately 30-60 minutes. The Kiddush can range from providing challah, wine, and juice to a catered sit down lunch.

Hosting a congregational Kiddush includes providing refreshments, as well as hiring someone (either a caterer or server) to prepare and clean up afterwards. Some families ask friends to help bake for the event, some order trays from stores and hire a server to put them out, and some hire a caterer to do everything. When not using a professional caterer, a Kiddush coordinator from the Temple's list must be hired by the family to assure proper set-up and clean up. Melissa Sigmond, Executive Director, will work with you to answer your questions and facilitate this part of your simcha.

There is no rental fee for hosting a congregational Kiddush in the social hall. TBE will assume the custodial setup and cleanup costs for a public congregational Kiddush.

The family will be responsible for social hall rental fees and costs related to a private celebration or one that extends beyond the traditional Kiddush (e.g., dance floor setup, decorations, etc.). If the social hall is used for a private celebration, there is still an expectation that each Bar or Bat Mitzvah family host a congregational Kiddush in the reception area.

All final arrangements and the room set up plan for the Kiddush are due to the Temple office at least two (2) weeks prior to the service date.

*Please see Appendix A for a detailed list of items suggested for the Kiddush.*

## **Private Celebrations**

At TBE, all Shabbat services and the following receptions (Oneg on Friday night and Kiddush on Saturday morning) are always public community events. Some families may choose to have an additional private celebration. Temple Beth Emeth strongly encourages private celebrations to be inclusive. When planning these events please keep the value of welcoming others in mind, particularly when inviting Bar and Bat Mitzvah classmates. If you are planning to invite the majority of the Bat and Bar Mitzvah class, please be inclusive and invite everyone.

## **Private Family Celebration at TBE**

Families may want to rent the social hall for your private celebration. If you are interested in a private afternoon or evening celebration, please contact Melissa Sigmond, Executive Director, to check for availability and to reserve the room. If paired families desire the space at the same time, Melissa will work with both families to create an unbiased method to accommodate everyone. Since our building is shared by our Temple and St. Clare's congregation, the social hall is not always available. The room may be reserved as far as 12 months in advance of your service date.

*For more information, please see Appendix B.*

## Glossary

**Abernathy pot** - The Abernathy pot is a large ceramic flower pot on the TBE bima named after its creator, the well-known Ann Arbor potter J.T. Abernathy. Local flower shops that have worked with TBE in the past know the dimensions of our Abernathy pot and can make recommendations on appropriate flower choices. For a list of local flower shops, see Appendix C: List of Event Resources). For more information on J.T. Abernathy, see the following article:

<http://wemu.org/post/94-year-old-artist-has-participated-ann-arbor-art-fair-it-first-began>

**Aleinu** - Hebrew, “it is our duty.” The Aleinu is a short closing prayer for weekday, Shabbat, and festival services that dates to Babylon in 3rd century BCE. Its text speaks to faith and dedication to God. The Hebrew, English, and transliteration text can be found at:

<https://en.wikipedia.org/wiki/Aleinu#Text>

**Aliyah** - Hebrew, “to ascend.” During the Shabbat Torah services, it refers to the honor of being called to the Torah. Each Aliyah includes a blessing before, a blessing after, and the reading of Torah. These blessings may only be led by people of the Jewish faith. The Reform Jewish text, in Hebrew, English, and transliteration can be found at:

<https://reformjudaism.org/practice/prayers-blessings/worship-services-blessings-reading-torah>

**Amidah** - Hebrew, “standing.” The Amidah is the second major section of the Friday night Shabbat evening service and the Saturday morning Shabbat morning service. The Amidah consists of a series of 19 blessings and is the central prayer of the Shabbat liturgy.

<https://www.jewishvirtuallibrary.org/the-amidah>

**Ark** - English. (Also called the Aron HaKodesh, Hebrew “Holy Ark.”) The ark is a beautifully constructed chamber or box that holds Torah scrolls. It is positioned on the bima (see below) as the focal point of the sanctuary, such that the congregation sits facing the ark and east toward Jerusalem. In addition to the chamber, the Ark usually has a ner talmid (Hebrew, “eternal light”). The ner talmid is a lamp that hangs above the ark, symbolizing the fire that burned on the altar at the Temple in Jerusalem before it was destroyed.

<https://www.myjewishlearning.com/article/synagogue-layout/>

**Bima** - Hebrew, “platform” (for reading Torah). The elevated pulpit in the sanctuary where Shabbat prayers and the Torah are read. The bima at TBE is handicap accessible.

**Bracha** - Hebrew, “blessing.” The saying of blessings is a common part of Jewish synagogue and home practice. During Shabbat, examples including the blessing over the candles, a parent’s blessing over their children, blessings over wine (the Kiddush) and bread (the Motzi), as well as the Amidah blessings.

**Brit (B’rit)** - Hebrew, “covenant.” An agreement with religious significance. Prominent examples

in the Torah and the Jewish tradition include God's covenants with Noah and with Abraham and the B'rit Milah, the covenant of the circumcision ritual.

**Decoding** - The ability to recognize and pronounce Hebrew text. The term "reading" implies comprehension. Hebrew language courses are available for high school students through the Jewish Federation's Keshet program. This program is available both for high school credit, or not, depending on the needs of the student.

**D'var Torah** - Hebrew, "a word of Torah." The d'var Torah is a talk or essay based on the weekly Torah portion (see below). The person who delivers a d'var Torah has the option of discussing the Torah portion as a whole or focusing on certain words or verses.

**Erev Shabbat** - Hebrew, "the evening before Shabbat." The Jewish calendar is a lunar calendar where new days start at sundown. Shabbat, and all holidays, therefore, start in the evening. Erev Shabbat begins Friday before sundown.

**Galilah (G'lilah)** - Hebrew, "to roll." Galilah is the honor of dressing the Torah after it has been read and, typically, the honor to sit with the Torah after it has been dressed.

**Haftarah** - The haftarah is a reading from one of the later writings of the prophets (such as Joshua, Ezra, Isaiah) that has similar, or complementary, themes to the week's Torah reading. Like the Torah reading, the haftarah reading has a blessing before, a blessing after, and the reading itself. The Reform Jewish text of these blessings, in Hebrew, English, and transliteration can be found at: <https://reformjudaism.org/practice/prayers-blessings/shabbat-morning-worship-services-blessings-reading-haftarah>

**Hagbah** - Hebrew, "to raise." Hagbah is the honor of lifting the Torah so that its writing is facing, and shared by, the community. Hagbah happens at the conclusion of the Torah service, just before g'lilah.

**Hakafah** - Hebrew, "encircle, round off, circle around, orbit." Hakafah is a procession of worshippers circling the sanctuary carrying Torah scrolls. Like hagbaha, above, hakafah reminds the congregation that the home of the Torah is with the people, not just with the clergy.

**Kaddish** - Aramaic, "holy." Inspired by Ezekiel 38:23, in the writings of the prophets, the Kaddish prayer focuses Jews on the magnification and sanctification of God's name. The Kaddish is recited in Aramaic, written using Hebrew characters. Variations of the Kaddish are recited in multiple places during Shabbat services. The most significant variation is the Mourner's Kaddish, which is recited after the conclusion of the Torah service. The Mourner's Kaddish is recited in memory of family members whose Yartzheit (anniversary of death) occurs during the prior week and in the memory of Jews who have no family members left to say Kaddish for them, such as Jews who died during the Holocaust. The Reform text, in Aramaic w/Hebrew characters and English, can be found

at: <https://reformjudaism.org/practice/prayers-blessings/mourners-kaddish>

**Kashrut / Kosher** - Hebrew, “fit (for consumption)”. Traditional Jewish restrictions on suitability of certain foods or food combinations. Since the degree of observance of Kashrut restrictions varies greatly among Reform Jews, planners of Bat and Bar Mitzvah celebrations should be aware that their guests may have different observance requirements than they do and plan accordingly. Also, there are specific expectations for food provided at celebrations held at TBE, which can be discussed with the TBE executive director.

**Kiddush** - Hebrew, “sanctification.” The blessing said over the wine on Shabbat and Festivals. Also, kiddush is used to refer to the social gathering at the end of Shabbat morning service. The Reform Jewish text for the Shabbat evening and Shabbat morning kiddush, in Hebrew, English, and transliteration can be found at:

<https://reformjudaism.org/practice/prayers-blessings/shabbat-evening-blessings-kiddush-blessing-over-wine>

<https://reformjudaism.org/practice/prayers-blessings/shabbat-morning-blessings-kiddush>

**Kippah** (Kippot, plural) - Hebrew, “dome or skullcap.” Also, yarmulke (Yiddish). Traditional Jewish religious head covering. Within the Reform Jewish community, the wearing of kippot is a choice made by individuals if they find the wearing to be meaningful. Many TBE members and guests, both male and female, wear kippot. Many do not. Kippot are always available on the table near the doorway to the TBE sanctuary. No blessing is required for wearing a kippah.

**Mitzvah** (Mitzvot, plural) - Hebrew, “a commandment.” Depending on the context, the term mitzvot can refer to the 613 commandments given by God through the Torah, to a set of actions that lead to a positive Jewish identity (such as becoming Bar or Bat Mitzvah), or, more generally, to good deeds. When used relative to a “Mitzvah Project,” mitzvah refers to acts intended to improve the world (see tikkun olam, below).

**Motzie** - Hebrew, “brings forth.” The blessing said over the bread. The Reform text, in Hebrew and English can be found at:

<https://reformjudaism.org/practice/prayers-blessings/shabbat-blessings-hamotzi-blessing-over-bread-meal>

**Navi Scroll** - Hebrew, “prophet.” A scroll, similar to a Torah scroll, that contains the writings of the prophets used for Haftarah readings. Unlike Torah readings, which must be done from a Torah scroll, haftarah readings may be done from either a Navi scroll or a printed book or page.

**Oneg Shabbat (Oneg)** - Hebrew, “joy of Shabbat” - a traditional Jewish social gathering that takes place after the Friday evening service to celebrate the coming of Shabbat.

**Tallit** (Tallitot, plural) - Hebrew, “fringed garment.” A traditional Jewish ceremonial garment with fringes (tzitzit) at each corner. Within the Reform Jewish community, the wearing of a tallit is a

choice made by individuals if they find the wearing to be meaningful. Typically, the wearing of a tallit begins once an individual becomes Bat or Bar Mitzvah. Many TBE members and guests, both male and female, wear tallit. Many do not. Tallit are always available on the table near the doorway to the TBE sanctuary. Before a tallit is worn, a blessing should be said. The Reform text of the blessing, in Hebrew and English can be found at:

*<http://www.jewishvirtuallibrary.org/blessing-for-putting-on-a-tallit>*

**Tikkun Olam** - Hebrew, "repair of the world." To strive to improve the world in which we live. Tikkun Olam encompasses *chesed* (Hebrew) "acts of loving kindness" and *tzedek(ah)* (Hebrew) "justice" and "charity." Working towards tikkun olam can take a wide variety of forms, depending on the needs observed and interests and abilities of the individuals who are able to do the work. While political social activism is often a focus of Tikkun Olam efforts for individuals within the Reform Community (visit the Religious Action Center <https://rac.org> for more info), deeply meaningful work (and potential Mitzvah Projects) can also be found in small tasks that better the community, such as collecting socks for the homeless, driving a neighbor to a doctors appointment, cleaning a stream, or meeting and learning with people of different backgrounds.

*<https://www.reformjudaism.org.uk/tikkun-olam/>*

**Torah** - Hebrew, "instruction, law." Torah, within the Reform community, usually refers to the first five books of the Hebrew Bible – Genesis, Exodus, Leviticus, Numbers, and Deuteronomy, which tell the story of God's creation of the world and the beginnings of the Jewish people.

**Torah Portion** - (also, Parsha) Jewish tradition divides the Torah into an annual cycle of readings. Each week of the Jewish year has its specific reading. All around the world, Jews read and study the same Torah portion at the same time. The Torah portion is often the subject matter for the d'var Torah (see above) during the Torah service. Because of this, there is a long history of written commentary that explains, expands on, and draws wisdom from each Torah portion.

**Tzedakah** - Hebrew, "charity", from tzedek "justice." The Jewish obligation to perform charity.

**V'ahavta** - Hebrew, "and you shall love..." The V'ahavta is part of the Shema, one of the only prayers in the Jewish liturgy specifically commanded in the Torah. Drawing on the text from Deuteronomy 11:13, the V'ahavta commits Jews to serve God with "all one's heart, soul, and might." The Reform Jewish text, in Hebrew, English, and transliteration can be found at:

*<https://reformjudaism.org/practice/prayers-blessings/worship-services-vahavta-read>*

**Webcasting** - Broadcasting live video over the internet. TBE has the capability to broadcast Shabbat services via the TBE website. This ability enables homebound TBE community members and distant family members to participate in TBE services, including Bar and Bat Mitzvahs. The webcasting service is not used for every service, but can be easily activated when requested.

**Yarmulke** - Yiddish. see Kippah



## Service- and Celebration-related Checklists

The checklists below are meant to be a helpful reminder of the various items related to planning a Bar or Bat Mitzvah. These lists are not meant to be exhaustive, but rather a starting point for your planning and progression towards the service date. The checklists are organized in a rough chronological order ending just after the Bat or Bar Mitzvah service date.

### Service-related:

✓	Service-Related Item	Page #
	Receive Bar or Bat Mitzvah date during the student's 5th grade year.	8
	Attend Bat and Bar Mitzvah Experience during the student's 6th grade year.	8
	Schedule initial meeting with Cantor Hayut about one year before the service date.	8
	Develop Mitzvah Project Plan with Rabbi Alter.	8, 10-11
	(if paired) Schedule a time to meet and discuss overall plans with paired family.	13
	Schedule weekly tutoring sessions with assigned tutor.	7, 17
	Develop Shabbat service attendance plan.	10
	Schedule Shabbat service ushering dates with Tori Klein, Executive Assistant.	11
	Schedule service-related meeting with Melissa Sigmond, Executive Director, about 4-6 months before the service date. Discuss initial plans for Friday night dinner (if desired), Friday night oneg, and Saturday congregational Kiddush.	8
	Schedule service details and honors meeting with Cantor Hayut 2-4 months before the service date.	8
	Schedule parent-only meeting with Rabbi Whinston 2-4 months before the service date.	8-9
	Schedule student meetings (every other week) with Rabbi Whinston beginning 2-4 months before the service date.	9
	Order Shabbat morning service and Kiddush invitations, or prepare electronic equivalent (e.g., e-invitations), for all Bat and Bar Mitzvah classmates 6-9 months prior to the service date.	17, 19

	Develop the parent blessing in consultation with Rabbi Whinston and Cantor Hayut.	8-9, 13
	Send Shabbat morning service and Kiddush invitations 6-8 weeks prior to the service date.	17, 19
	Order the flowers for the Bima.	17
	Complete Mitzvah Project. Consult with Rabbi Alter, as needed.	10-11
	Make appointment(s) with Cantor Hayut and/or Rabbi Whinston, if desired, for photographs.	17-18
	Order kippot, if desired.	17
	Order a tallis for the Bar or Bat Mitzvah, if desired.	17
	Schedule weekly rehearsal meetings with Cantor Hayut 4-6 weeks prior to the service date.	9
	Finalize Friday night dinner, Friday night oneg sponsorship, and Saturday congregational Kiddush plans and setup with Melissa Sigmond, Executive Director, one month prior to the service date.	8, 18
	Schedule final rehearsal family meeting during the week prior to the service date.	9
	Discuss ways to continue Jewish education and engagement as a family 2-3 weeks after the service date. Schedule a meeting with Rabbi Whinston or Cantor Hayut, if desired.	14-15
	Participate in post-Bar or Bat Mitzvah activities in the year following the service date (e.g., reading a portion of the assigned Torah portion during Simchat Torah).	14-15

## Celebration-related:

Each family celebrates a Bat or Bar Mitzvah in a way that is meaningful and comfortable for them. Some families celebrate by gathering at home after the service for lunch and conversation while other families prefer catered events at TBE or a banquet facility with the assistance of a party planner. The following checklist includes a variety of items that you may or may not choose to consider. These items are not expectations.

✓	Celebration-Related Item	Page #
	Set your budget about 18 months prior to the service date.	N/A
	Consider hiring a party planner 12-18 months prior to the service date.	31
	Book a band or DJ 12-18 months prior to the service date.	30
	Hire a photographer / videographer 12-18 months prior to the service date (note the stipulations in the handbook about pictures on Shabbat and with the clergy).	31
	Secure a location for your celebration (e.g., TBE, home, special event space) 6-12 months prior to the service date.	19, 29
	Schedule celebration-related planning meeting with Melissa Sigmond, Executive Director, 4-6 months before the service date (can be combined with service-related meeting).	8, 18-19
	Finalize decorations / balloons / centerpiece plans 9 months prior to the service date.	N/A
	Book a hotel block for out-of-town guests 6 months prior to the service date.	N/A
	Book a caterer about 6 months prior to the service date and discuss preliminary menu.	30
	Order invitations and thank-you notes 6-9 months prior to the service date.	31
	Order or design a sign-in board / guest book and other party favors 6 months prior to the service date.	30
	Finalize the guest list 3 months prior to the service date (note the recommendations in the handbook about inclusivity when inviting Bar and Bat Mitzvah classmates).	17, 19
	Send invitations 6-8 weeks prior to the service date.	N/A

	Finalize song / playlist for band or DJ 6-8 weeks prior to the service date.	N/A
	Finalize menu and special dietary requests with caterer one month prior to the service date.	N/A
	Confirm all TBE-related arrangements with Melissa Sigmond, Executive Director, one month prior to the service date.	18-19
	Complete seating arrangements 2-3 weeks prior to the service date.	N/A
	Confirm all decorations, special arrangements, etc. 2-3 weeks prior to the service date.	N/A
	Give final instructions for photographer / videographer 2-3 weeks prior to the service date.	N/A
	Confirm guest counts with party planner / caterer / others 1 week prior to the service date.	N/A
	Confirm travel arrangements with friends & family the week prior to the service date.	N/A
	Take formal pictures at TBE during the week prior to the service date.	17-18
	Begin writing and sending thank-you notes one week after the service date.	N/A

## **Appendix A: Hosting the Saturday Congregational Kiddush**

Each Bar and Bat Mitzvah family hosts a congregational Kiddush immediately following services that includes congregants as well as your invited guests either in the reception area outside the gift shop or in the social hall.

The reception area can accommodate roughly 75 people (standing) for a challah and juice / wine Kiddush. The social hall can comfortably accommodate about 200 people. TBE provides as many 5-foot rounds and chairs for eating and 8-foot rectangular tables for serving as needed, not to exceed the seating capacity of the social hall. The kitchen may be used to store some of your food the day before the service. Should you need to store any food or decorations at the temple prior to the Kiddush, arrangements must be made in advance with the TBE office.

**The following items that are necessary for hosting a Kiddush and are not provided by TBE are :**

- Small challah for the bima
- Large challah for the Kiddush
- wine and white grape juice, 1/2 oz. per person
- 1 oz. plastic wine cups (if not renting the glass wine glasses)
- napkins and plates
- table coverings

*Optional:*

- lemonade or punch
- coffee and tea
- cream & sugar
- hot and cold cups

For more detailed information or help in planning for your Kiddush, please contact the TBE office.

All final arrangements and the reception area / social hall set up plan for the Kiddush are due to the TBE office at least two (2) weeks prior to your service date. Please contact the office for assistance if necessary.

## **Appendix B: Hosting a Private Celebration at TBE**

The social hall is able to seat about 200 people at 5' round tables, seating 8-9 people per table (24 tables are available and 195 padded chairs). Serving tables and the use of the dance floor will reduce the number of guests that can be accommodated

The cost of renting the social hall for your private event is:

\$550 for an afternoon rental (noon to 4 pm)

\$650 for an evening rental (6 pm to midnight)

\$350 additional for installation and use of the dance floor

Chairs and tables will be arranged according to your specifications before your private event. After the event, the custodian will break down the tables and chairs and clean the floor. Genesis does not own dishes, tableware or linens, so the renter or caterer will need to provide these items. The renter is also responsible for supplying and removing all food service utensils, linens and equipment from the social hall and kitchen and leaving the facility clean. There is a special checklist for caterers and kitchen coordinators concerning kitchen inspection before and after the event. A custodian will be on site during your entire event from set-up to clean-up.

A deposit of \$100 is due at the time of reservation, when your contract is signed. The deposit is fully refunded for cancellation up to three (3) months before the event. Full payment for the room and/or dance floor rental is due 30 days prior to the event, payable to Genesis. The Genesis facility coordinator, Mike Wolf is the primary contact for all rental events in the building.

A \$350 security deposit is required for all rentals. The renter is responsible for any and all damages incurred during the event.

For more information, please visit [www.genesis2.org](http://www.genesis2.org), email the Genesis Facility Coordinator, Mike Wolf, at [genesis7890@icloud.com](mailto:genesis7890@icloud.com) or call the Genesis office at 734-665-8883

## Appendix C: Resources for Hosting a Bat or Bar Mitzvah Celebration at TBE

### Caterers Approved by Genesis \*

Amanda's Kitchen (Amanda Fisher)	734-332-8981	<a href="http://amandaskitchencatering.com">amandaskitchencatering.com</a>
Afternoon Delight Catering	734-665-7513	<a href="http://www.afternoondelightcafe.com">www.afternoondelightcafe.com</a>
Food Art Catered Affairs	734-320-7828	<a href="http://foodart.biz">foodart.biz</a>
Glass House Catering	734-272-6489	<a href="http://www.glasshouse.catering">www.glasshouse.catering</a>
Katherine's Catering	734-930-4270	<a href="http://www.katherines.com">www.katherines.com</a>
Simply Scrumptious	734-424-0500	<a href="http://simplyscrumptiouscatering.com">simplyscrumptiouscatering.com</a>
The Moveable Feast	734-428-9526	<a href="http://www.themoveablefeastcatering.com">www.themoveablefeastcatering.com</a>
Zingerman's	734-663-3400	<a href="http://www.zingermanscatering.com">www.zingermanscatering.com</a>

*\* If you would like to use a different caterer, please talk to Melissa Sigmond, TBE Executive Director*

### Decorations and Design

Designs that Matter, Yael Zoltan	734-891-6608	<a href="http://designs-that-matter.com">designs-that-matter.com</a>
Be Our Guest Events	734-668-6092	<a href="http://www.beourguestevents.org">www.beourguestevents.org</a>

### DJs

Electric Entertainment	248-417-6083	<a href="http://www.electricent.com">www.electricent.com</a>
Star Trax	248-263-6300	<a href="http://startrax.com">startrax.com</a>
Stealth DJ's	734-236-4637	<a href="http://www.stealthdjs.com">www.stealthdjs.com</a>
Tronix Entertainment	734-216-6792	<a href="http://www.tronixent.com">www.tronixent.com</a>

### Etiquette Lessons

Contemporary Etiquette Institute	734-709-2571	<a href="http://contemporaryetiquette.net">contemporaryetiquette.net</a>
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### Florists

Chelsea Flower Shop	734-662-5616	<a href="http://www.chelseafloreshop.net">www.chelseafloreshop.net</a>
Tom Thompson Flowers	734-665-4222	<a href="http://www.tomthompsonflowers.com">www.tomthompsonflowers.com</a>

### Food & Drink Vendors

Barry Bagels	734-662-2435	<a href="http://www.barrybagels.com">www.barrybagels.com</a>
Busch's	734-998-2666	<a href="http://www.buschs.com">www.buschs.com</a>
Jenn's Sweet Treats (Cookies)		<a href="http://www.jennssweettreats.com">www.jennssweettreats.com</a>
Kroger	734-213-2340	<a href="http://www.kroger.com">www.kroger.com</a>
Plum Market	734-827-5000	<a href="http://www.plummarket.com">www.plummarket.com</a>
Produce Station	734-663-7848	<a href="http://www.producestation.com">www.producestation.com</a>
Sweet Heather Anne (Cake)	734-913-2025	<a href="http://www.sweetheatheranne.com">www.sweetheatheranne.com</a>
Whole Foods	734-975-4500	<a href="http://www.wholefoodsmarket.com">www.wholefoodsmarket.com</a>

## Invitations

Designs that Matter, Yael Zoltan	734-891-6608	designs-that-matter.com
Invitations 4 Less	888-497-3581	barmitzvah.invitations4less.com
Paper Station	734-662-5075	paperstationinvitations.com
Pen in Hand	734-662-7276	www.peninhand.biz

## Kiddush Coordinators

Linda Sabolich	734-883-8230
Janis Miller	734-475-1616

## Party Planners / Personal Concierge

Who's Got the Time - Staci Kennedy	734-846-5104	whosgotthetime.weebly.com
Donna Hooper	734-341-6606	

## Photo Booths

Rock the Booth	734-237-1269	rockthebooth.com
ShutterBooth	248-545-6460	shutterbooth.com

## Photographers

Robert Bruce	248-336-9301	robertbrucephoto.com
Jay Dreifus	248-613-1109	www.jaydreifusphotography.com
Gregory Fox	734-677-6862	www.gfoxphoto.com
Lin Goings	734-395-6807	www.goingsphoto.com
Marc-Gregor Campredon (M.G.)	317-657- 6519	www.marc-gregor.com
Elli Gurfinkel	734-645-7634	www.elliphotos.com
John Hardwick	313-399-6854	johnhardwick.smugmug.com
Amanda Mae	734-330-3311	amandamaephoto.com
Melanie Reyes	734-408-1899	www.melaniereyesphotography.com
Kate Saler	248-722-0025	katesalerphotography.com
Leisa Thompson	734-649-3589	https://leisaphoto.com
Elena Weissman	734-657-1153	elena.weissman@gmail.com

## Rentals

A-1 Rental Inc.	734-663-0060	www.a1rental-annarbor.com
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## Videographers

Russell Video	734-213-0500	russellvideo.com
Video Source	734-973-0704	www.a2videosource.com



## Appendix D: Mitzvah Project Opportunities for TBE Bat and Bar Mitzvah Students

*It is not what one says, but one does, that makes all the difference in the world. (Pirke Avot 1:17)*

Below is a list of possible (nonexhaustive) mitzvah projects and related local resources. All mitzvah projects should be discussed and finalized with Rabbi Alter.

### Volunteer at an organization

- Many local organizations welcome teen or family volunteers. Some suggestions are: Alpha House, Jewish Family Services-Friendly Visitor Program, YMCA Youth Volunteer Corps, Food Gatherers, SOS, or the Humane Society.
  - Unfortunately, the Back Door Food Pantry (run by TBE, St. Clare's and Muslim Social Services) does not allow volunteers under 14 years old.
- Volunteer to tutor at the elementary school you went to or have siblings that attend.

### Pairing with a cause

- A Jewish child originally from Ethiopia who is now in Israel (NACOEJ Bar/Bat Mitzvah Twinning program).
- A child from our sister congregation, Tsur Hadassah in Israel.
- In the memory of someone who did not have a Bat or Bar Mitzvah as they perished in the Holocaust.
- Jewish National Fund B'nai Mitzvah pairing.
- World Union for Progressive Judaism-student makes a gift to support educational initiatives for Progressive Judaism in either Israel or the Former Soviet Union ([wupj.org](http://wupj.org)).
- See website for Areyvut, an organization which promotes various mitzvah opportunities for students-have several suggestions for Bar and Bat Mitzvah ([areyvut.org](http://areyvut.org)).

### Donate goods in connection with becoming a Bat or Bar Mitzvah

- Ask guests to bring a can of non-perishable food to donate to the Back Door Food Pantry. We have a basket which we can set out by the sanctuary entrance.
- Contact a local organization such as SOS, Alpha House or the Humane Society and ask what is on their "wish list". Use some of the money you receive as gifts or money you have earned to buy and donate items needed by the organization.

## **Create your own Mitzvah Project based on your interests.**

- Some examples include:
  - Bring a musical group you play in to a center for older adults.
  - Build and stock a Little Library with used books.
  - Restore a walking trail at a local park.

## **For more information:**

### Websites:

- [MyJewishLearning.com](http://MyJewishLearning.com)
- [areyvut.org](http://areyvut.org)
- [urj.org](http://urj.org) (Union for Reform Judaism)

### Books:

- *Putting God on the Guest List* by Rabbi Jeffrey Salkin
- *Danny Siegel's Bar and Bat Mitzvah Mitzvah Book*
- *The Kid's Guide to Service Projects* by Barbara A. Lewis

## Appendix E: Usher Instructions

The celebration of a child becoming Bat or Bar Mitzvah is one of the highlights in the life cycle of a Jewish family and the Jewish community and we need your help to assure that the service is as welcoming and runs as smoothly as possible. In addition, familiarity with the Shabbat morning service will help develop comfort for each family as they celebrate this milestone. The more comfortable each family is with Shabbat services, the greater the chances they can be emotionally and spiritually present during their own child's Bat or Bar Mitzvah.

To aid this goal, the TBE community expects that each Bar or Bat Mitzvah family will usher for three Shabbat morning services, at least two of which should occur before their student's service date. Usher dates will be assigned in consultation with the families and mailed to the families well in advance.

There is a job description at the Shabbat table that ushers can read when they arrive Saturday morning, and it will also be emailed to ushers the week prior to their ushering dates.

### Before the service:

- Ushers need to arrive at TBE no later than 9:30am.
- Review TBE's security protocols. The glass sanctuary doors are to remain locked and all congregants, guests, and religious school attendees should be directed to the wooden social hall doors for entrance into the building. Please provide additional assistance, including escorting guests to the wooden doors, as appropriate. If you have any questions, please ask the TBE Board of Trustees representative for your service.
- Service programs are found under the table, fold them in half and insert them with the tops sticking out in the prayer books. There are also a few large print prayer books and chumashim (the Torah in printed book form) are available on the cart if needed.
- If kippot (head coverings) and tallitot (prayer shawls) are not in a visible spot, you may want to move them closer to the door so people know they are available. Be ready to explain Temple Beth Emeth's expectations regarding kippot and tallitot wearing, if asked. Temple Beth Emeth, as Reform Jewish temple, has many congregants, of all genders, who wear kippot and/or tallit. We have many who do not. The choice is entirely up to the congregant and what they feel will aid their spiritual connection to the day.
- Review the list of other events of the day on the event sign near the front door. Be ready to refer visitors to the list, if they are here for other reasons and need guidance.
- Greet congregants and guests with "Shabbat Shalom." Help them feel welcome. Hand everyone a prayer book. Tell them where the coat room and restrooms are located, as appropriate. Gender neutral restrooms are available on the basement level.

- If there are young children, let the parents know that there is a family room to the left of the sanctuary for their use if they need it. Explain that they can see and hear the service from that room if they choose to be there with their children. Emphasize that this is for comfort of the child and at the discretion of the parent. Children are welcome at all TBE services.

During the service:

- If there are disruptions during the service, please use your discretion to solve the problem. The TBE community wants to ensure that the behavior of teenage Bat or Bar Mitzvah guests does not distract from the service. While this is a rare occurrence, it can happen. Simply sitting with the teens is often an easy way to settle them down.
- Close the wooden sanctuary doors five minutes after the service begins.
- Please sit near the back doors. If there are latecomers, show them what page of the service the congregation is reading.
- Please participate in the service. Learn. Grow. Be inspired. Today is for your family as well.

After the service:

- Collect books from congregants and return them to the cart.
- Remove programs from the prayer books and throw them in the recycle bin by the table.
- Check the sanctuary for prayer books and inserts left on benches and chairs and remove them from the room.
- Fold the returned tallitot and return them to the basket.

*Ushering is easy and fun. That said, we understand that many families have not ushered before and may be uncomfortable with the newness of this process. To make this process easier, every effort will be made to partner families who have not ushered with families who have.*

Thank you for ushering!

## Appendix F: Additional Resources

While the focus may be on the young person, the Bar or Bat Mitzvah is a moment for the whole family share and deepen their knowledge of Judaism, expand their Jewish literacy and enhance their Jewish identity. TBE is committed to making the Bar and Bat Mitzvah a meaningful experience for everyone. The following resources are good places to start.

### Activities at TBE

- *Torah study*. TBE offers a range of regular Torah study opportunities including a Shabbat morning study, a Men's study, and Women's study
- *Erev Shabbat and Shabbat Morning Services*
- *Adult Education*

### Books & Websites

#### About the Bar and Bat Mitzvah

*Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Child's Bar or Bat Mitzvah* by Rabbi Jeffrey Salkin.

Provides spiritual and historic context to the Bat and Bar Mitzvah.

#### About Torah and other Jewish Texts

*The Torah: A Modern Commentary* edited by W. Gunther Plaut and David E.S. Stein.

The definitive translation of the Torah and Torah commentary used by the Reform Movement, it offers deep observations into each Torah portion and is perfect for weekly study.

*Back to the Sources: Reading the Classic Jewish Texts* edited by Barry W. Holtz.

When we say “according to the Jewish tradition,” what do we mean? This book is an excellent way to approach that question. It provides history and guidance for reading Jewish texts, covering the Torah, Talmud, and Midrash, Torah commentaries and philosophy, Kabbalah, later Hasidic texts, and the prayer book.

*Torah for Tweens (Website)*. <https://reformjudaism.org/learning/torah-study/torah-tweens>

This resource from the URJ includes a summary and discussion of each weekly Torah portion. A section called *Table Talk* poses some questions to stimulate conversation between parents and children around the issues within the portion. There are also links here to additional resources.

*Torah Study (Website)*. <https://reformjudaism.org/learning/torah-study>

The Reform Movement's website includes a set of resources for the study of Torah including summaries of the weekly Torah Portion, targeted commentaries for adults and for children of various ages, complete texts of each portion, archives of Divrei Torah for each parsha and links to

blog and additional study texts. You can also sign up here for the daily *Ten Minutes of Torah* email offered by the URJ.

### **About Shabbat and the Holidays**

*Shabbat (Website)*. <https://reformjudaism.org/jewish-holidays/shabbat>

As the poet Ahad Ha'am once wrote, "More than the Jews have kept the Sabbath, the Sabbath has kept the Jews". This ReformJudaism.org site provides Shabbat history, religious practice ideas, activities and recipes.

*Jewish Holidays (Website)*. <https://reformjudaism.org/jewish-holidays>

Answering serious questions such as "Why do Jewish holidays happen on different days each year?" And "Why is there more than one Jewish new year?" to Passover and Shavout menu suggestions, this ReformJudaism.org site provides a great guide to Jewish holidays.