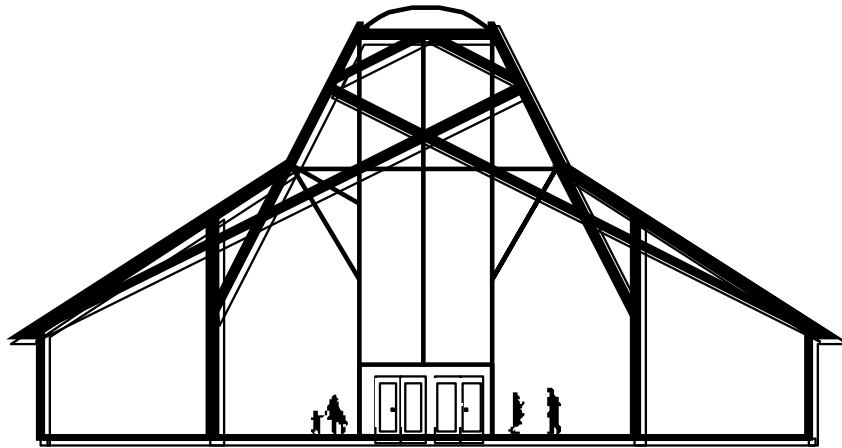


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# ◆ THE SHUL ◆

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# *BAT MITZVAH GUIDE*

Dear Bat Mitzvah Parent,

Thank you for choosing The Shul to lead your beautiful young lady on an odyssey of spiritual growth and discovery. We are confident that she will make you proud.

In Judaism, the Bat Mitzvah marks a most significant stage in the life of a young woman. As she grows older, she will constantly reflect on this momentous occasion as a major part of her maturing process. It is this turning point at which a mere little girl is suddenly transformed into a Jewish adult: feeling the pride of being a full-fledged member of the oldest religion in the world... identifying with her essence in a strong and positive manner... realizing she is an integral part of our beautiful traditions and rich heritage. This feeling and commitment ultimately serves to inspire one to constantly recognize one's privilege and responsibilities to one's self, one's fellow human beings and, above all, to G-d.

At The Shul, the Bat Mitzvah celebrations are faithful to the beauty and authenticity of Jewish tradition. We are proud to present you a variety of options to personalize your service and make this day, one to remember for years to come.

This Bat Mitzvah Guide and application form will outline the aspects of, options, and policies for, The Shul's Bat Mitzvah ceremonies. Consulting with the rabbi can often accommodate adjustments in the program.

You can rest assured that a Bat Mitzvah with us is destined to be one of true joy and festivity, as well as an event that your daughter will fondly cherish for the rest of her life.

Yours truly,

Spiritual Leader and Executive Director, The Shul

## THE BAT MITZVAH SERVICE

The following is a description of a typical Bat Mitzvah Service, which is approximately forty-five minutes to one hour, and includes readings from the Torah portion and D'var Torahs (speeches). Nine months of practice is typically necessary.

- ❖ Welcome & Introduction
  - ❖ Special Prayer & Explanation
    - ❖ Rabbi's Comments
  - ❖ D'var Torah and Torah Readings
    - ❖ Shehecheyanu
    - ❖ Parents' Greeting
    - ❖ Yivarechicha Blessing
  - ❖ Candy Throw and Congratulations from Everyone
- This custom signifies our wish for the young lady to be showered with sweetness and mazel throughout her life.
- ❖ Mazel Tov sung and played by..
    - ❖ Reception

Optional Candle Lighting Ceremonies: The Bat Mitzvah girl may choose to honor family members and friends by inviting them to light a candle. She may have as many as 13 candles.

## **CEREMONY OPTIONS**

### **FRIDAY NIGHT CANDLE LIGHTING SERVICE**

In a Friday evening service, the Bat Mitzvah girl leads the women and girls in a heart-warming, intergenerational Shabbat Candle Lighting and recitation of the Blessing.

The Bat Mitzvah Service (as detailed on page 3) is followed by the Friday night service for all guests to attend, conducted by Rabbi Shemtov. After the service, the Kiddush is recited by the Rabbi or father/grandfather of the Bat Mitzvah girl. The family of the Bat Mitzvah girl then hosts a Shabbat Dinner family and friends.

Please note: In the winter the candle lighting will be at the very beginning of the ceremony, and in the summer, the candle lighting will be after the Bat Mitzvah Service but before the Shabbat evening service.

There will be separate seating and a Mechitza during the actual Shabbat service.

### **HAVDALAH SERVICE**

In a Havdalah Service, the Bat Mitzvah girl welcomes everyone and speaks about the Havdalah ceremony. She honors close family members by having them participate in parts of the service. Havdalah is recited by the Rabbi or the girl's father or grandfather, etc. and the Bat Mitzvah girls recites special Saturday night prayers. The ceremony continues as described on page 3. All guests are then invited to the social hall for a reception.

Please note: The service can begin anywhere from one hour after Shabbat ends  
Separate seating is not necessary.

### **SUNDAY MORNING OR EVENING CEREMONY**

A Sunday Bat Mitzvah Ceremony takes place as described on page 3. The service can be followed by a brunch or a reception.

### **BOOKING A DATE**

Before booking a date, a meeting is set with the rabbi to discuss the Bat Mitzvah event. The Bat Mitzvah should be preferably scheduled following the Bat Mitzvah girl's 12<sup>th</sup> Hebrew birthday, or soon thereafter. A Bat Mitzvah registration form should be completed and submitted to the office. Your date will not be confirmed until receipt of the signed Bat Mitzvah registration form.

### **INFORMATION FOR INVITATIONS**

For your information, Shabbat morning services begin at 9:30 a.m. and Kiddush luncheon will be served at approximately 12:00 p.m. Times for Friday night or Saturday night Services must be determined with the Rabbi once the date is confirmed. For the invitation to effectively convey the spirit of the event and prevent errors, a proof is to be shown to the rabbi before printing.

### **When to Bring Things to Shul**

For all Friday or Saturday events everything that must be brought to The Shul for the Bat Mitzvah is to be delivered on Friday before sunset. Arrangements should be made with the office to ensure that the building will be open for delivery on Friday and pick-up on Saturday night (if necessary).

### **Entertainment**

Due to the sanctity of Shabbat, music is not permitted. However, accapella male vocalists are more than welcome to provide Jewish entertainment; please feel free to arrange this. Please call the rabbi for more information.

### **Photographers**

While we gladly welcome the family and photographer and/or videographer for a weekday photo session, due to the sanctity of Shabbat, photography/videography is not permitted. However, in the event of a late Saturday afternoon service, or an early Friday Service, photographers and music are welcome until the onset of Shabbat or after the Havdalah Service (nightfall).

### **Bat Mitzvah Receptions at Other Venues**

If you are planning an evening reception, we ask that in keeping with the spirit of the invaluable lessons incorporated in our Bat Mitzvah program, any reception outside The Shul be catered kosher.

## REQUIREMENTS FOR THE BAT MITZVAH GIRL

### Bat Mitzvah Discovery Course

All Bat Mitzvah girls must complete the Bat Mitzvah Discovery Course, our program on basic Jewish traditions and Bat Mitzvah training. The course includes stimulating discussions and presentations on intriguing areas of Jewish life that the Bat Mitzvah girl will not have encountered in Hebrew School or Jewish Day School. These sessions provide the child with valuable information that will prepare her for a most meaningful Bat Mitzvah. It will ignite in her a love and pride for her Judaism, and will help her define who she is as a Jew.

The Bat Mitzvah girl will be paired up with a special tutor who will provide personal instruction.

- In depth learning of her Torah portion including selected commentaries
- Comprehensive review of the Haftorah and that historical period
- Famous Biblical Women Chapter 13 of Psalms
- 13 principles of faith or Eishet Chayil
- Research and discussions on the 3 “women’s mitzvot” and their importance to Jewish survival.
- Translation and history of her favorite prayer

### Bat Mitzvah Speech

After the majority of the studying has been accomplished, the Bat Mitzvah girl and her tutor will prepare a speech and Hebrew readings from her Torah and Haftorah portions, favorite prayer, and more.

### Shul Attendance

The Bat Mitzvah girl must attend Shabbat/Holiday morning services at least eight (8) times prior to her Bat Mitzvah. This will give her the confidence and knowledge to fully appreciate her Bat Mitzvah day and gain the most out of it.

### Keeping Track

The Bat Mitzvah girl will receive a booklet to help her keep track of her responsibilities. Parents should encourage their daughter to meet all requirements in a timely fashion.

### Please Note

The Bat Mitzvah girl must attend Jewish Day School or Sunday School program as well as private Bat Mitzvah lessons.

The Bat Mitzvah girl should be modestly dressed, with her skirt to her knees and her shoulders covered for the Bat Mitzvah Service.

## BAT MITZVAH REGISTRATION FORM

### Child's Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Full Hebrew Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Bat Mitzvah: \_\_\_\_\_

Hebrew Birth date: \_\_\_\_\_ Date of Celebration: \_\_\_\_\_

### Parents' information (if contact information for parent/s is different than above please attach):

Father's Name: \_\_\_\_\_ Work phone: \_\_\_\_\_

Father's Full Hebrew Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mother's Full Hebrew Name: \_\_\_\_\_

Is the natural mother of the child Jewish? Yes/No

Any conversions within the family Yes / No Please specify \_\_\_\_\_

### Agreements/conditions (Check each box to indicate acceptance)

We understand that our daughter must attend and pass the Bat Mitzvah Discovery Course as well as attend the Shabbat/Holiday morning services for at least 8 weeks prior to the Bat Mitzvah.

We hereby agree that any reception outside The Shul in conjunction with the Bar Mitzvah will be catered kosher, and will not take place on Shabbat.

We hereby certify that our daughter is Jewish by birth or by conversion in accordance with Orthodox Jewish standards (Halachah).

The Shul reserves the right to cancel a Bat Mitzvah if guidelines are violated.

*Note: please feel free to contact us to discuss any of these items.*

### Payments

\*An itemized statement will be sent listing all Bat Mitzvah charges\*

We agree to pay The Shul 50% of all fees 6 months prior to the Bat Mitzvah

We agree to complete all fee payments to The Shul 1 month prior to the Bat Mitzvah

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Details** Please circle one: Visa / MC / Amex / Check

Credit Card No. \_\_\_\_\_ exp \_\_\_\_\_ Signature \_\_\_\_\_

**Please return this form to our office to confirm your Bar Mitzvah Date.**

### For office use:

Name: \_\_\_\_\_ Billing: \_\_\_\_\_

Bat Mitzvah \_\_\_\_\_ Bar Mitzvah prayer: \_\_\_\_\_

Celebration Date: \_\_\_\_\_

### **The Shul – Schedule of Fees**

A non-refundable \$25.00 deposit fee for members is required to secure your chosen date.

Bat Mitzvah fee for Shul **members** is \$500.00.

The Bat Mitzvah Reception /Kiddush price dependent upon families choice and amount of people.

The Discovery Course (18 classes) and individual instruction (5 – 10 hours) with the Discovery Course Instructor is \$200.00 for Hebrew School Students, and \$360.00 for non-Hebrew School Students. This required course provides the young person with an essential understanding of their Bat Mitzvah ceremony as a Jewish life cycle event and prepares them to discuss its significance during the Service. If additional hours of individual instruction are needed, a per/hour fee will be charged.

### **Additional Services and Fees**

A Bar Mitzvah tutor is needed to train the young person to read her special prayer and prepare her Dvar Torah. The Shul can help to coordinate this service with you. The costs will vary depending on the tutor and the individual needs of each Bat Mitzvah student.

All outside contractors (e.g. caterers, equipment rental companies, etc.) must be approved by The Shul. All agreements and contracts with outside contractors are between the family and the contractor. The Shul is not responsible for any costs incurred through services rendered by outside contractors.

### **Summary of The Shul Bat Mitzvah Costs**

	<b><u>Member Cost*</u></b>
Date Reservation Fee	\$25.00
Bat Mitzvah Fee	\$500.00
Set Up/ Clean Up Fee	\$175.00
Discovery Course	\$200.00/\$360.00
Bat Mitzvah Tutor (starting at)	<u>\$250</u>
<b>Total (starting at)</b>	<b>\$1,350.00</b>

\*Shul family membership required, see forms attached.



## RECEPTION INFORMATION

*Please fill out with Facilities Coordinator at least a week prior to the Bat Mitzvah.*

Caterer: \_\_\_\_\_ Contact number: \_\_\_\_\_

Approximate number of guests coming to shul:

Men: \_\_\_\_\_ Women: \_\_\_\_\_ Children under 11: \_\_\_\_\_

Setup:

Number of 60" round tables needed: \_\_\_\_\_

Number of straight 6' x 2' tables needed: \_\_\_\_\_

Number of chairs needed at Kiddush luncheon: \_\_\_\_\_

Menu	Set-up

Name of Bat Mitzvah: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR MISHEBERACH PRAYERS

	Name:	Hebrew name, Mother's Hebrew name:
Bat Mitzvah girl:		
Bat Mitzvah's mother:		
Matrilineal grandmother:		
Patrilineal grandmother:		
Family member:		
Family member:		
Family member:		
Family member:		
Family member:		
Family member:		

### At Kiddush/Ceremony

Honor	Relationship to child:	Name:	Hebrew name; father's Hebrew name:
Kiddush: blessing on wine			
Hamotzee: blessing on bread			
Birkat Hamazon: leading the Grace after Meals			

Name of *Bat Mitzvah*: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED TO THE OFFICE  
AT LEAST A WEEK PRIOR TO THE *BAT MITZVAH*.**

**Bar Mitzvah Preparation Schedule**

**Name:** \_\_\_\_\_ **Bar Mitzvah Date:** \_\_\_/\_\_\_/\_\_\_

<b><u>Date</u></b>	<b><u>Timeframe</u></b>	<b><u>Description of Preparation</u></b>	<b><u>The Shul Contact</u></b>
	1 Year + Before	A date is chosen; Registration Form turned in; Deposit made; Bar/Bat Mitzvah preparation and payment schedules reviewed.	Rabbi Shemtov; Itty Shemtov; Alan Pearlstein
	1 Year Before	Make a schedule to regularly attend services on Shabbat and weekdays.	Itty Shemtov
	1 Year Before	Bar/Bat Mitzvah family meets with Rabbi Shemtov to discuss the service and other important details.	Schedule a meeting with Rabbi Shemtov
	2 Year Before	Sign up for Discovery Course; Tutoring; Discuss payment schedule	Alan Pearlstein
	6 Months Before	50% Payment due on all Shul fees	Alan Pearlstein
	3-6 Months Before	Parents meet with Building Facilitator to discuss amount of people to attend; rooms and setups; Kiddush and deliveries	Alan Pearlstein
	3-6 Months Before	Meeting with the caterer or in-house Kiddush with Itty	Itty Shemtov; Alan Pearlstein
	3-6 Months Before	The Bar/Bat Mitzvah invitation must be approved by Rabbi Shemtov	Schedule a meeting with Rabbi Shemtov

<u>Date</u>	<u>Timeframe</u>	<u>Description of Preparation</u>	<u>The Shul Contact</u>
	3-6 Months Before	Bar/Bat Mitzvah booklet finalized; Kippah order placed.	Alan Pearlstein
	1 Month Before	Final Payment due of all Shul fees	Alan Pearlstein
	1 Month Before	Practice in Shul - 2/3 times to see how the voice projects; 1 time with the Itty	Schedule a meeting with Itty
	1 Month Before	Plan out schedule - Shul Staff: Ushers; Stanchions; Children's Program;	Alan Pearlstein; Itty Shemtov
	1 Month Before	Bar / Bat Mitzvah day arrangements - Contractors: Open Sanctuary; Day Porter; Set up/Breakdown	Alan Pearlstein
	1 Week Before	Pictures in Shul	Schedule a meeting with Rabbi Shemtov
	1 Week Before	Misheberach prayers; Kiddush information/Honors;	Alan Pearlstein
	1 Week Before	Reception Information confirmed	Alan Pearlstein

<b>The Shul Contact Information</b>	<b>Phone Number</b>	<b>Ext</b>	<b>Fax Number</b>	<b>E-mail Address</b>
The Shul - Main Line	(248) 788-4000		(248) 788-3230	
Rabbi Kasriel Shemtov		103		<a href="mailto:Rabbi@theshul.net">Rabbi@theshul.net</a>
Itty Shemtov	dir line 2487612765	108		<a href="mailto:Itty@theshul.net">Itty@theshul.net</a>
Alan Pearlstein		142		<a href="mailto:Alan@theshul.net">Alan@theshul.net</a>
				<a href="mailto:Steindov">mailto:Steindov</a>