



◆ THE SHUL ◆
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BAR MITZVAH GUIDE

INTRODUCTION

Bar Mitzvah at The Shul

Dear Bar Mitzvah Parent,

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

In Judaism, the Bar Mitzvah marks a most significant stage in the life of a young man. As he grows older, he will constantly reflect on this momentous occasion as a major part of his maturing process. It is this turning point at which a mere boy 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 his essence in a strong and positive manner... realizing he 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 Bar Mitzvah celebrations are faithful to the beauty and authenticity of Jewish tradition.

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

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

Yours truly,

Rabbi Kasriel Shemtov

Rabbi Kasriel Shemtov
Spiritual Leader and Executive Director, The Shul

THE BAR MITZVAH

Traditional Services

The Shabbat services at The Shul are well known for their special blend of joy, warmth and tradition. Many sections of the prayers are sung aloud. The prayer books are Hebrew/ English and select prayers are recited in English. All announcements, talks and sermons are in English. Pages are announced regularly. Everyone is made to feel welcome and comfortable.

At The Shul, the Bar Mitzvah celebrations are faithful to the beauty and authenticity of Jewish tradition. Men and women sit separately during the prayer service, allowing them to focus on G-d and themselves.

During the Torah reading, special honors may be granted to male family members and friends of the Bar Mitzvah boy, giving them the opportunity to make a blessing on the Torah and to bless the Bar Mitzvah boy and his family.

We will try to accommodate as many honors as possible. Make sure all the honourees are notified in advance and given the appropriate blessings. See pages 7-8 for the Honourees Form, which should be completed and submitted to the office at least a week before the simchah. Should there be other simchahs or yahrtzeits in the congregation, we can only guarantee an aliyah for the father and grandfathers. Please inquire about this.

Candy Tossing

Kosher & pareve soft candies with a Kashrut symbol approved by the Rabbi are tossed at the Bar Mitzvah boy after he has read his Torah portion. This custom signifies our wish for the young man to be showered with sweetness and mazel throughout his life.

After the Torah reading, the Bar Mitzvah boy will deliver his speech. This is followed by a presentation to the Bar Mitzvah boy, and a talk from the Rabbi.

The Bar Mitzvah Boys Friends

The Shul offers a program where the Rabbi will engage the children during the Reading of the Torah by challenging them with questions they can answer by following the Reading. This keeps the children involved in the Service in an educational and fun way and prevents many of the behavioural issues many face at Services.

Children of Family and Friends

During Services, The Shul has a fun and educational Children's program run by experienced teachers. If you are expecting children for your Simchah, we will be happy to provide a fun and educational program during Services. Please be aware that for the safety of the children, they cannot wander the building unsupervised at all! Children are always welcome in the Service. Speak to The Shul staff about including your guests in our programs.

Kiddush Luncheon

After the services, the family sponsors a Kiddush luncheon to which the entire congregation is invited. Menus can range from simple to deluxe depending on the family's choice. Kiddush arrangements on the day of the simchah must be discussed with the facilities coordinator well in advance. Please inquire in the office for details.

Booking a Date

Before booking a date, a meeting is set with the Rabbi to discuss the Bar Mitzvah event. The Bar Mitzvah should preferably be scheduled for the Shabbat following the Bar Mitzvah boy's 13th Hebrew birthday, or soon thereafter. A Bar Mitzvah registration form should be completed and submitted to the office. Your date will not be confirmed until we receive the signed Bar Mitzvah registration form.

Things to know about our Building

- **Capacity** - The Shul's main sanctuary can seat 200 people. If you expect more than that we can open the side doors at an additional charge. The social hall can seat approximately 160 people. If you need more space we can discuss other options.
- **Special Needs** - Please contact the office if there are any special requirements.
- **Coat racks** – The coatroom is located downstairs. For a large crowd, extra coat racks can be brought in at an additional charge.
- **Ushers** - Our dedicated team of volunteers are available to act as ushers. Please discuss this with the Shul office to ensure we have the right amount of ushers for your needs.

Typical Bar Mitzvah Schedule

1 Year Before	Make a schedule to regularly attend services on Shabbat and weekdays.
1 Year Before	Bar Mitzvah family meets with Rabbi Shemtov to discuss the service and other important details of the Bar Mitzvah.
3-6 Months Before	Parents meet with Building Facilitator to discuss the building related issues in relation to the Bar Mitzvah.
3-6 Months Before	Meeting with the caterer.
3-6 Months Before	The Bar Mitzvah invitation must be approved by Rabbi Shemtov
1 Month Before	Practice in Shul - 2/3 times to see how the voice projects.
1 Week Before	Pictures in Shul.
On The Day	<p>9:30 Shacharit 10:30 Torah Reading Bar Mitzvah Boy will be reading from the Torah Aliyot to honorees Bar Mitzvah Boys Aliya Maftir Throw candies after Bar Mitzvah Boys Aliya 11:15 Rabbi's Speech with presentation to Bar Mitzvah Boy Bar Mitzvah Boy's Dvar Torah 11:50 Musaf 12:15 Kiddush, Hamotzi, Lunch, Program – remarks by family and friends Dessert</p>

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. 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. It is customary to write B”H (abbreviation of Boruch Hashem i.e. blessed is G-d) on top of all papers to remember G-d in all of our activities.

When to Bring Things to Shul

Everything that must be brought to the Shul for the Bar Mitzvah is to be delivered on Friday before sunset. Arrangements should be made with the office to insure 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, a cappella 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, photographers and music are welcome after the Havdallah Service (nightfall).

Costs and tax receipts

A non-refundable \$25.00 deposit will be required to secure your chosen date.

There is a \$500.00* fee for a Bar Mitzvah PLUS cleanup fees.
(Scholarships may be available; inquire in the office.)

* This is subject to a maximum of 200 people. A higher fee is required for more people due to increased set-up costs.

Catering costs should be paid directly to the caterer.

ALL COSTS ARE PAYABLE IN ADVANCE.

This pricing schedule is for Shul members only – for membership packages please inquire in the office.

Since the entire congregation is invited to the Simchah, a tax receipt may be issued. Certain conditions apply. Please ask our office about this.

The Bar 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 Bar Mitzvah program, any reception outside The Shul be catered kosher.

KIDDUSH INFORMATION

Please fill out with Facilities Coordinator at least two weeks prior to the Bar Mitzvah.

Approximate number of guests coming to Shul:
(Please be as accurate as possible so we can prepare properly)

Men: _____ Women: _____ Children under 12: _____

Special program or supervision (e.g. guests with special needs or requirements)

The Shul has:

- 18 60" round tables
- 17 straight 8' x 2' tables
- 250 Sanctuary chairs
- 400 matching stacking chairs
- 400 Siddurim (Prayer Books)

Menu:

Name of Bar Mitzvah: _____ Date: _____

REQUIREMENTS FOR THE BAR MITZVAH BOY

Bar Mitzvah Discovery Course

All Bar Mitzvah boys must complete the Bar Mitzvah Discovery Course, our program on basic Jewish traditions and Bar Mitzvah training. The course includes stimulating discussions and presentations on intriguing areas of Jewish life that the Bar Mitzvah boy will not have encountered in Hebrew School or Jewish Day School. These sessions provide the child with valuable information that will prepare him for a most meaningful Bar Mitzvah. It will ignite in him a love and pride for his Judaism, and will help him define who he is as a Jew. The discovery Course (DC) is a two year program. It is customized to prepare the Bar Mitzvahs for this transition in their lives, and to make this life cycle event more meaningful.

The first year DC curriculum introduces the students to the meaning of becoming a Bar Mitzvah, knowledge of the Mitzvahs that will be relevant to them, and a familiarity with the concepts they will encounter as young adults - maturity, relationships, choices and much more.

The second year DC curriculum focuses on Jewish history, beginning with the post Biblical era, and covering major Jewish heroes, places and events, including the Temple, the Spanish Inquisition, European Jewry and Israel.

Our goal in this course is to imbue our students with the strength and pride of Jewish identity and awareness through an understanding of their Jewish heritage. The students will acquire the tools they need to begin their journey in today's Jewish environment.

Torah Reading Lessons/Bar Mitzvah Speech

When meeting with the Rabbi, the appropriate Torah portion should be verified. We suggest that the Bar Mitzvah boy read the Haftorah and Maftir (and, if possible, the rest of the Torah reading) for that week.

Tutoring

The Bar Mitzvah boy must attend regular one-to-one tutoring. There he will be taught the tune for the blessings and reading the particular Torah and Haftorah portions for the Bar Mitzvah week. It will also include assisting your child in preparing an appropriate Bar Mitzvah speech. The young man will be provided with an outline and guidelines with which to create his speech. Tutoring is not included in the cost of the Bar Mitzvah. Discuss your tutoring with Rabbi Shemtov.

Shul Attendance

The Bar Mitzvah boy must attend Shabbat/Holiday morning services at least eight (8) times prior to his Bar Mitzvah. This will give him the experience and knowledge to fully appreciate his Bar Mitzvah day and gain the most out of it. The Bar Mitzvah boy will also feel more confident giving his speech and having his Aliya in an environment that he is familiar with.

Keeping Track

The Bar Mitzvah boy will receive a booklet to help him keep track of his responsibilities. Parents should encourage their son to meet all requirements in a timely fashion.

Tefillin

A pair of tefillin for the Bar Mitzvah boy must be acquired before the Discovery Course begins. This will enable him to practice this tradition. Tefillin can either be purchased or inherited as long as they meet the standards of kosher tefillin. Since the market is unfortunately flooded with non-kosher tefillin, there is a very good chance that you can be a victim of this scandal. Only the rabbi or a scribe approved by the rabbi can approve tefillin's validity. Our local scribe is Rabbi Levi Kagan; he may be reached at (248) 968-7014.

Please contact the Rabbi with any questions in this regard. No Bar Mitzvah will be allowed without a kosher pair of tefillin approved by the Rabbi.

Kosher Tefillin

The Shul recommends Rabbi Moshe Klein of Brooklyn, (718) 221-2222 to obtain kosher Tefillin. Tefillin can also be ordered through The Shul.

HONOREES DURING SERVICES

Honor	Relationship to child:	Name:	Hebrew name, Father's Hebrew name:
Opening the Ark 1:			
Opening the Ark 2:			
English Prayer: Brich Shmay			
1st Aliyah (Cohen):			
2nd Aliyah (Levi):			
3rd Aliyah:			
4th Aliyah:			
5th Aliyah:			
6th Aliyah:			
7th Aliyah:			
MAFTIR:	BAR MITZVAH		
Lifting of the Torah:			
Dressing the Torah:			
English Prayer: "Blessing of the Congregation"			

FOR MISHEBERACH PRAYERS

	Name:	Hebrew name, Mother's Hebrew name:
Bar Mitzvah boy:		
Bar Mitzvah's mother:		
Matrilineal grandmother:		
Paternal grandmother:		
Family member:		
Family member:		
Family member:		
Family member:		
Family member:		
Family member:		

At Kiddush

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 *Bar Mitzvah*: _____ **Date:** _____

This form must be submitted to the office
at least one week prior to the *Bar Mitzvah*

BAR 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 Bar Mitzvah: _____

Hebrew Birth date: _____ Date of Celebration: _____

Bar Mitzvah Parsha: _____ First Aliyah: _____

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 son must attend and pass the Bar Mitzvah Discovery Course as well as attend the Shabbat/Holiday morning services for at least 8 weeks prior to the Bar Mitzvah.
- We understand that we are expected to provide a Kiddush luncheon after the services to which the entire congregation is invited.
- 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 realize that a kosher pair of tefillin for the Bar Mitzvah boy (to the satisfaction of the rabbi) will be purchased prior to the Discovery Course.
- We hereby certify that our son is Jewish by birth or by conversion in accordance with Orthodox Jewish standards (Halachah).
- The Shul reserves the right to cancel a Bar 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 Bar Mitzvah charges

- We agree to pay The Shul 50% of all fees 6 months prior to the Bar Mitzvah
- We agree to complete all fee payments to The Shul 1 month prior to the Bar 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: _____

Bar Mitzvah _____ Bar Mitzvah portion: _____

Celebration Date: _____

The Shul – Schedule of Fees

A non-refundable \$25.00 deposit fee for members is required to secure your chosen date.
Bar Mitzvah fee for Shul **members** is \$500.00.

The Bar Mitzvah Kiddush fee starts at \$450.00 for Shul **members**. This provides a basic Shul Shabbos Kiddush for an average Shabbos attendance of approximately 100 people. If more people are expected to attend, an expanded menu is requested, and/or a caterer or other outside contractors are used, this fee will be adjusted accordingly. Additional equipment (e.g. stanchions, tables, chairs, etc.) may be required depending on the amount of people expected to attend the Bar Mitzvah – invited guests plus regular attendees.

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 Bar 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 chant the maftir, haftorah, and other parts of the Shabbos service. The Shul can help to coordinate this service with you. The costs will vary depending on the tutor and the individual needs of each Bar 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 Bar Mitzvah Costs

	<u>Member Cost*</u>
Date Reservation Fee	\$25.00
Bar Mitzvah Fee	\$500.00
Set Up/ Clean Up Fee	\$175.00
Discovery Course	\$200.00/\$360.00
Bar Mitzvah Tutor (starting at)	\$250
**Kiddush Fee (starting at)	<u>\$450.00</u>
Total (starting at)	\$1,350.00

*Shul family membership required, see forms attached.

This is a total cost for a basic Shul Bar Mitzvah of normal Shabbat attendance and a standard Kiddush. Please see **Additional Services and Fees above for other possible expenses.

Bar Mitzvah Preparation Schedule

Name: _____

**Bar Mitzvah
Date:** ___/___/___

<u>Date</u>	<u>Timeframe</u>	<u>Description of Preparation</u>	<u>The Shul Contact</u>
	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 Mitzvah family meets with Rabbi Shemtov to discuss the service and other important details of the Bar Mitzvah.	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 Bar Mitzvah 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 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 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 Rabbi	Schedule a meeting with Rabbi Shemtov
	1 Month Before	Plan out Shabbat schedule - Shul Staff: Ushers; Stanchions; Children's Program;	Alan Pearlstein; Itty Shemtov
	1 Month Before	Bar 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; List of honorees during service	Alan Pearlstein
	1 Week Before	Reception Information confirmed	Alan Pearlstein

The Shul Contact Information	Phone Number	Ext	Fax Number	E-mail Address
The Shul - Main Line	(248) 788-4000		(248) 788-3230	
Rabbi Kasriel Shemtov		103		Rabbi@theshul.net
Itty Shemtov	Dir. line (248) 761-2765	108		Itty@theshul.net
Alan Pearlstein		142		Alan@theshul.net