



Congregation Beth Israel

B. Mitzvah Guide

(Revised 2022/5783)

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Glossary of Hebrew Terms

<i>Aliyah</i>	Literally, “going up”; the honor of being called up to bless the Torah before and after it is read publicly; can also refer to the Torah readings themselves.
<i>Bar, Bat, B’nai Mitzvah</i>	Son, daughter, plural for both son/daughter of the commandment.
<i>Chumash</i>	The Torah in book form; from the Hebrew for “five,” referring to the Five Books of Moses.
<i>D’var Torah</i>	Literally, “a word of Torah”; a talk about the weekly Torah portion.
<i>G’lilah</i>	The honor of re-dressing the Torah in its garments after it is read.
<i>Hagbah</i>	The honor of lifting up the Torah and displaying it to the congregation after it is read.
<i>Kashrut</i>	Jewish dietary practices (adj. <i>kosher</i>); see p. ____ for more information.
<i>Kiddush</i>	Prayer over wine (or grape juice) that sanctifies Shabbat and other holidays; can also refer to the festive meal that takes place after Kiddush is said.
<i>Mazal Tov!</i>	Literally, “good luck” or “good fortune”; a phrase said in response to good news or to celebrate a happy event or milestone.
<i>Minhag</i>	The custom(s) of a particular Jewish community (pl. <i>minhagim</i>).
<i>Minyan</i>	A quorum of ten or more Jewish adults (post-b. mitzvah), the minimum number required to perform some prayers and rituals, e.g., reciting the Mourner’s Kaddish. Sometimes also used to refer to any group of Jews that prays together, or to the prayer service itself.
<i>Mourner’s Kaddish</i>	An almost 2,000-year-old prayer, written in Aramaic (a hybrid of Hebrew and Arabic), traditionally recited in memory of the dead, words that praise life and never mention death
<i>Oneg Shabbat</i>	A post-Friday night service festivity with snacks; literally, “the enjoyment of Shabbat.”
<i>Parsha</i>	The weekly Torah portion.
<i>Shiva</i>	From the Hebrew for “seven,” a traditionally seven-day period of mourning observed following the death and interment of a loved one. During shiva, family, friends and Jewish community members often visit mourners at home to offer comfort, give gifts of food and pray for the deceased.
<i>Simcha</i>	A joyous occasion (like a b. mitzvah ceremony!).
<i>Tallit</i>	A prayer shawl with specially twisted and knotted fringes, called <i>tzitzit</i> , at each of its four corners, intended to remind the wearer of the mitzvot/commandments and to walk in God’s path: traditionally worn by adult Jews at morning services and on Yom Kippur.
<i>Torah</i>	A handwritten scroll containing the Hebrew text of the Five Books of Moses: Genesis, Exodus, Leviticus, Numbers and Deuteronomy.
<i>Yasher Koach!</i>	Literally, “be steadfast in strength”; used to congratulate someone on a job well done, i.e. after they have read from the Torah or given a d’var Torah; similar to the English expression, “more power to you”; or, “May the Force be with you!”

Welcome to Bar/Bat/B./ B'nai Mitzvah at Congregation Beth Israel!

Mazal Tov, congratulations! You are embarking on a remarkable journey, one that we hope enriches and adds deeper meaning to your lives. We've prepared this guide for CBI member families intended to familiarize you with details concerning your child's upcoming *simcha* (joyous occasion). It sets out some of the guidelines and traditions for our b'nai mitzvah at CBI and is intended to answer many of your questions. (See p. 15 to assess your child's readiness for entering our B'nai Mitzvah program.)

What is B. Mitzvah and Why the Term "B. Mitzvah"?

B. Mitzvah stands for bar/bat/b'nai mitzvah. We are using this abbreviation as a way of including all genders when we talk about this significant Jewish rite of passage. Traditionally, a male child is called to the Torah as a *bar mitzvah* (literally "son of commandment") at the first Shabbat after his thirteenth birthday. Since 1922, there has also been a custom of honoring female children when they turn twelve, the age of maturity for girls in Jewish tradition. A female child is called a *bat mitzvah* ("daughter of commandment"), and multiple children are referred to as b'nai mitzvah. B. mitzvah encompasses all of these terms. At CBI, we celebrate b. mitzvah at age thirteen and above, irrespective of gender, which reflects the practice throughout the Reform Movement.

What Does It Mean to Become B'nai Mitzvah?

We often say that to become b'nai mitzvah is to become a Jewish adult. What we really mean is that a b'nai mitzvah is capable of beginning to extend their awareness to include the needs of others which includes community and global concerns. It also means that a person is ready to make choices about Jewish belief and practice and take on personal and communal Jewish responsibilities, according to each student's path. This may or may not mean taking on any particular mitzvot as they are traditionally understood, but it does mean experiencing a change in status within one's Jewish community. Students approaching b'nai mitzvah should prepare for this change by exploring the new opportunities that will be open to them such as: wearing a *tallit*, being counted in a *minyan*, receiving an *aliyah*, and taking part in adult community activities such as visiting the sick and paying *shiva* calls. Mitzvot also include activities that better our larger-than-Jewish community of which we are a part.

Calling b'nai mitzvah to the Torah is a public way of announcing to the entire community that they are now part of the adult Jewish world and ready to take on a measure of more maturity and responsibilities. Rituals performed by our b'nai mitzvah at their ceremonies include having an *aliyah*, reading publicly from the Torah, and sharing a *d'var Torah* (also known as a speech); these are honors that only adult members of the Jewish community can take on. Our b'nai mitzvah demonstrate their "Jewish ritual adulthood" by doing things on behalf of the community that only more learned Jewish adults can do.

Setting a Date for B'nai Mitzvah

The date of the b'nai mitzvah ceremony is often timed to a student's birthday, but may also be connected to other factors, such as the availability of family, clergy and synagogue staff, a particular portion of the Torah, or other considerations.

CBI schedules B'nai Mitzvah dates a year ahead. Dates are offered on a first come, first served basis. All ceremonies are held on Saturday mornings (though exceptions can be made to allow ceremonies on other days when Torah is traditionally read, such as Mondays and Thursdays).

We ask that families requesting dates submit three choices in order of preference. Our goal is to give everyone their first choice.

"Blackout Dates"

The following are dates on which b'nai mitzvah ceremonies are **not** held*:

- During the month of July
- Any three-day weekend including a federal holiday (MLK day, Presidents' Day, Memorial Day, etc.)
- From Rosh Hashanah until Simchat Torah (dates vary)
- During *yamim tovim* (Jewish Holidays, dates vary), including Purim, Shavuot, the first and last days of Passover.
- From December 15th through January 2nd

Rescheduling

Sometimes, despite our best efforts, life surprises us. If you find yourself needing to change, delay or otherwise alter your date, we ask that you inform us as quickly as possible. We will do our best to accommodate changes within the available dates in a given year.

Exceptions **may be granted to these blackout dates at the clergy team's discretion.*

Requirements For Entering B'nai Mitzvah Class

Please see p. 14 to make sure your child is ready to enter our B'nai Mitzvah program. During the earlier years of Hebrew study, we encourage many of our students to use an additional Hebrew tutor in addition to Hebrew class on Sundays (see Cantor for a list of current tutors). Regular study is essential. Parents more familiar with our prayers and blessings are encouraged to also work with and support their children's learning and confidence.

For the last year of preparation before their B'nai Mitzvah service, our students must be enrolled in our 6th & 7th B'nai Mitzvah program at the start of the school year. To enroll in this class, students ideally should be able to "read" these prayers found in Mishkan T'fillah:

- Ma'ariv p. 148 (evening service)
- Yotzeir p. 228 (morning service)
- V'ahavta p. 154 & p. 234 (both evening & morning service)
- 1st part of Amidah pp. 164-168 or pp. 242-246 – Avot & Imahot, G'vurot & K'dushat Hashem (both evening and morning service)

Timeline and Tutoring

8-10 months prior to your b'nai mitzvah date, our b'nai mitzvah families should contact the cantor to schedule a weekly lesson time. This is a standing weekly appointment, except for Jewish and secular holidays. During these lessons, students will practice their assigned verses of Torah (to be determined in consultation with the cantor), the blessings for Torah chanting, and any other portions of the service they may wish to lead in Hebrew, including Haftarah (readings from the Book of Prophets that are paired with each Torah portion) and additional liturgy. If a weekly lesson time needs to be canceled, we request this be done within 48 hours of your session.

Torah & Haftarah Portion

Approximately 8 months before their B'nai Mitzvah date, your child will be assigned their Torah portion. 2-3 months prior, their Haftarah portion is assigned. Both Torah and Haftarah verses will be assigned by the cantor upon your child's first tutoring session. An ideal goal is for each student to chant a minimum of 3 aliyot (3 verses per aliyah) and a few verses of Haftarah in Hebrew. However, we adapt and modify our expectations for each student. More is not better! Our goal is to create a growth-based and meaningful Jewish experience for every student, as well as to teach them their prayers and blessings.

D'var Torah

2-3 months before the B. Mitzvah date, schedule a meeting with the Rabbi to discuss and begin writing student *d'var*.

Prayers To Be Learned for B'nai Mitzvah Studies

Prayers usually read or chanted in Hebrew by Bar/Bat/B Mitzvah

For Friday night: Candle Blessing	P. 120
Kiddush	P. 123
Motzi	P. 606
Barchu	P. 146/226
Ma'ariv Aravim	P. 148
Sh'ma	P. 152/232
V'ahavta	P. 154/234
Avot V'Imahot (Amidah)	P. 166/244
G'vurot (Amidah)	P. 168/246
K'dushat Hashem (Amidah)	P. 170/248
Tallit Blessing	P. 190 (bottom of the page)
L'asok B'divrei Torah	P. 204 (top of the page)
Yotzeir	P. 228
Torah Blessings	P. 368
Haftorah Blessings	P. 372

Prayers the students should recognize/read after the above

Mi Chamocha	P. 240
Kedushat HaShem (N'kadeish)	P. 248
Yism'chu	P. 250
Oseh Shalom	P. 260
Birkat Shalom (Sim Shalom)	P. 258
Torah Service	P. 362-366
Aleynu	P. 586-588
Kaddish	P. 598
Adon Olam	P. 625

Attending Shabbat Services

In the year prior to their B'nai Mitzvah date, we ask students to attend Shabbat services at least one Friday night per month and to attend all B'nai Mitzvah services so the children become familiar with the rituals, and flow of the prayer service. Attendance can be on Friday nights or Saturday morning B'nai Mitzvah services and can also include other synagogues. If you are attending services in other communities, please let Rabbi & Cantor know. Students are encouraged to attend these services and parents are encouraged to join them.

Summary of B'nai Mitzvah Schedule

1. Approximately one year before Bar/Bat Mitzvah
 - a. Select Bar/Bat Mitzvah Date with Rabbi and Cantor Alisa
 - b. Review Parent Manual
2. At the beginning of the summer before final year of Hebrew School
 - a. Assess readiness for B'nai Mitzvah Class
 - b. Engage private tutor for summer if needed
3. Approximately 10-12 months before Bar/Bat Mitzvah Date
 - a. Begin enrollment in B'nai Mitzvah Class
 - b. Attend services at least once a month on Fri. evenings or Sat. mornings
 - c. Attend all CBI B'nai Mitzvah services
4. Approximately 6-8 months before Bar/Bat Mitzvah Date
 - a. Meet with the Cantor to select Torah portion
 - b. Begin individual tutoring sessions with Cantor Alisa
 - c. Start practicing a **minimum of 20-30 minutes a day** on Torah portion, prayers and blessings
 - d. Plan student Mitzvah Project (discuss with clergy or CBI's social action team)
5. Approximately 2-3 months before Bar/Bat Mitzvah Date
 - a. Meet with Rabbi Greenbaum to discuss and begin writing a **d'var Torah** (speech)
 - b. Keep practicing at least **30 minutes a day aloud**.
 - c. If necessary, engage a tutor for final preparation.
6. Approximately 2 months before Bar/Bat Mitzvah Date
 - a. Know Torah portion well enough to begin learning without vowels
 - b. Begin learning Haftorah portion
 - c. Set up meetings with Rabbi Greenbaum to write and edit D'var Torah (speech).
7. 1 Month prior to B'nai Mitzvah
 - a. Schedule final walk-through with the Rabbi or cantor the week of B'nai Mitzvah
 - b. Parents should prepare their personal blessing they will give to their child.
(Note: This should be addressed to the child (not the congregation) and kept short and sweet!)

Writing Your D'var Torah

A *d'var Torah*—literally, a word of Torah—is the Hebrew term for what is often called the B'nai Mitzvah talk or speech. Each student is expected to share their thoughts about their Torah portion during their B'nai Mitzvah ceremony. This offers our students the opportunity to engage more deeply with the words of their Torah portions with clergy, teachers, and parents, explore the richness of Jewish texts and contribute their own insights to our interpretive tradition. All our students are expected to prepare a *d'var Torah* with assistance by our clergy and share during their B'nai Mitzvah ceremony. (See p. 16 for our *d'var Torah* outline)

Prior to your first *d'var Torah* meeting with the Rabbi, please take some time with your child to read through your Torah portion, together as a family, as well as the commentaries that are included in your Torah portion booklet (*Parashat Hashavua*). Please also complete the attached *d'var Torah* prep form at the end of this guide and have it ready for your first *d'var Torah* meeting with the Rabbi.

Mitzvah Project

Judaism provides a template for finding and creating meaning in this world, and for making this world a better place. Each B'nai Mitzvah student is asked to engage in the work of mitzvot by selecting a “mitzvah project” that speaks to them. Engaging in this project, as in all mitzvot, we want our children to feel connected to something bigger than themselves and to deepen their concern for the well-being of others, and in so doing, help them to understand what it means to become B'nai Mitzvah.

In their *d'var Torah*, students will discuss the mitzvah project they are engaged in and why they chose it. They **are expected to spend minimally five hours performing their selected mitzvah**. Students should meet with the Rabbi at least three months prior to their scheduled Bar/Bat Mitzvah date to discuss their Mitzvah projects. (Speak to Rabbi Greenbaum for more ideas or speak to members of our CBI Social Action Committee who run our I-HELP program. 831-624-2015)

When considering a Mitzvah Project, each student is asked to consider the following:

1. Their personal gifts or skills which they would like to share with others.
2. An area of concern that is personally meaningful to them. Where would they most like to engage in acts of *tikkun olam*- healing the world?

Some Mitzvah Project Ideas: (and www.ukyouth.org for inspiration)

- 1) Visit the elderly. Ask the Rabbi for names of congregants in nursing homes.
- 2) Climate Crisis Concerns: Plastics and trash pick-up, adopt a beach.
- 3) Learn about feeding the hungry and unhoused people in our community by volunteering with I-Help or other such organizations (Contact a member of our Social Action Committee).
- 4) Organize a food drive and help at the shelter where they are delivered.
- 5) Take CPR, a first aid class, or an emergency preparedness class at the Red Cross.
- 6) Help get out the vote for a politician, help register people to vote or start a petition for a cause such as a hate crime bill.
- 7) Volunteer to help a senior adult around their house with chores.
- 8) Work in a daycare, after school, or reading program.

Mazon

Because our B'nai Mitzvah ceremony is grounded in a display of commitment to better our world, our congregation joins with other congregations throughout the country to encourage B'nai Mitzvah families to make a 3% contribution of the cost of festivities to charity in honor of the occasion. Mazon (www.Mazon.org) is a national Jewish organization that distributes funds to Jewish and non-Jewish hunger projects throughout the world. Congregation Beth Israel is also a sponsor of I-HELP (www.ihelpmontereybay.org) that houses unhoused men and women once a month in our building. Contributions are tax deductible.

LAST BUT NOT LEAST!

- **B'nai Mitzvah families must be current members of CBI, and students registered in our school, Hesed Academy.**
- **During B'nai Mitzvah preparation, 7th grade B'nai Mitzvah students must attend Hesed Academy regularly on Sundays and practice commitment to their studies.**
- **If during this process the student falls behind for any reason, discussion of postponing the B'nai Mitzvah date with Rabbi & Cantor is necessary.**
- **Post B'nai Mitzvah, we encourage our students to continue their studies in our teen program, Aleynu, and/or become *madrichim*- teacher assistants!**

Security

Security will be provided for the Friday evening preceding the b. mitzvah ceremony, and for the Saturday ceremony itself, in accordance with Congregation Beth Israel's security policies. Please contact our Executive Director Julie Chase for further information. juliechase@carmelbethisrael.org

Oneg (Friday Night) And Kiddush (Saturday)

A challah and wine/grape juice will be provided for the Friday evening kiddush/oneg. Wine, juice and challah are provided by the b.mitzvah family for the Saturday *kiddush* of the b'nai mitzvah weekend. If you choose to sponsor a more elaborate *oneg* or *kiddush luncheon*, please notify our Office and Event Coordinator Abby King at least three months prior to the date of b. mitzvah. **Any *oneg* or *kiddush luncheon* held at Congregation Beth Israel is open to the entire community. If you wish to hold a private party you must make those arrangements at least 6 months in advance and will be required to pay hall rental fees, please plan accordingly.** (See Appendix for more details regarding Kiddush, lunch or party) abbyk@carmelbethisrael.org 831-624-2015 x10

Additional Notes

Tallit: A tallit is presented during the B'nai Mitzvah ceremony. This ritual item can be handed down from a relative or purchased through the CBI gift store, Temple Beth El gift store in Aptos or online.

Shofar Article: 2 months before the date of the B'nai Mitzvah, please send a photo and a brief description of your child to our Office and Event Coordinator Abby King for inclusion in our CBI Bulletin's "Shofar" so our community can rejoice in your *simcha*. abbyk@carmelbethisrael.org.

Post B'nai Mitzvah: Following the B'nai Mitzvah service, the b'nai mitzvah's journey has just begun! Students are highly encouraged to continue their studies in our teen program **Aleynu**, which meets every other Sunday throughout the school year. Students are also invited to become madrichim—teacher's assistants in our Hesed Academy—models and mentors for our younger children. They usually share the job with other madrichim, alternating weeks of work. This is a paid position.

Donations: In honor of the special occasion of the Bar/Bat/B Mitzvah it is customary to make a contribution to one of our many funds at CBI in your child's honor. Many families dedicate a leaf on the Temple's Tree of Life (ordered at least 4 weeks previously), which we acknowledge immediately following the service during the Kiddush and motzi.

Gift Certificate for Israel: At the Bar/Bat/B Mitzvah service, the student will be presented with a gift certificate from CBI offering \$360 towards a trip to Israel to encourage our students to visit Israel.

Honors for Friends & Family

There are several opportunities in the b'nai mitzvah service to honor family and friends. These include:

The *Tallit* Presentation

Tallitot may only be worn by Jews of b'nai mitzvah age, so many families choose to present the b. mitzvah with a *tallit* at the beginning of the service. On some occasions, it is a *tallit* passed down from previous generations; on others, it may be newly purchased for the b. mitzvah. Parents or grandparents are encouraged to present a *tallit* to the b. mitzvah during the ceremony and offer brief remarks about its meaning or how it was chosen.

Ark Openers: The ark is opened and closed once at the beginning of the Torah service, and once at the end, so two different groups can be assigned as ark openers if desired. There are no age or religious restrictions for ark openers, making this an excellent opportunity to involve younger or non-Jewish family members in the ceremony.

Torah Passing *L'Dor Va'Dor*—From Generation to Generation

In this ritual, the Torah is literally passed from one generation to the next within the b. mitzvah's family, and, ultimately, to b. mitzvah themselves in order to signify their personal acceptance of the Torah and Jewish tradition. Jewish parents and grandparents are welcome to participate in this ritual, as are non-Jewish parents and grandparents who have played a role in connecting b. mitzvah with Jewish tradition. Any participants with mobility or other physical limitations that might impede their ability to safely hold and pass a Torah scroll should inform clergy of their needs ahead of the service.

Aliyot: B'nai mitzvah services generally include between 3-4 *alliyot*, with each *alliyah* going to a different person or group who chants the Torah blessings before and after each *alliyah*. The penultimate *alliyah* is usually reserved for the parents, and the final *alliyah* is always reserved for the b'nai mitzvah themselves.

The text of the Torah blessings is essentially a declaration of the reciter's Jewishness and commitment to transmitting and fulfilling words of Torah. Consequently, it is reasonable that any group called up to the Torah for an *alliyah* must include at least one Jewish adult who is responsible for leading the blessings. Non-Jewish spouses, family members and friends are welcome to accompany those reciting the blessings, but do not lead the blessings.

When called up for an *alliyah*, honoree(s) face the congregation and stand to the right of the Torah chanter. The honoree responsible for leading the blessings wears a *tallit*, and before blessing the Torah, touches the *tzitzit* to the first word of Torah that will be read. After the honoree(s) recite the opening blessing and the Torah chanter reads from the Torah, that same honoree should touch *tzitzit* to the last word of Torah that was read and then lead the concluding blessing. After the *alliyah* is complete, all honorees move behind the Torah chanter and remain standing there throughout the next *alliyah*, after which they return to their seats.

APPENDIX

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-Kiddush: Snack, Lunch and/or Party	p. 19-21

Assessing Students' Hebrew Reading Ability Prior to Entering B'nai Mitzvah Program

- Read and write all Hebrew letters (Hebrew 1)
- Blending letter sounds (Hebrew 2)
- Able to read simple prayers (Hebrew 2)
- Demonstrate ability to sight read prayers in the Siddur (prayer book) (Hebrew 3)

B'nai Mitzvah Program

- Progress from reading to leading a Shabbat service
- Develop a deeper understanding of the Shabbat service including service order, rituals and meaning of prayers

Our teachers, clergy and tutors encourage student's self-motivation and study. Teachers assesses individual student progress and share with clergy in order to determine the specific help they require to move on to the next level. Parents' help and support is invaluable!

D'var Torah Prep Form (Before meeting with the Rabbi)

My *parsha* (weekly Torah portion) is Parashat _____

Read through your *parsha* and answer the following questions:

1. What is your *parsha* about? How would you summarize it?

2. What is most interesting or exciting or challenging to you in your *parsha*, and why?

3. How might your *parsha* relate to your life today?

4. What are three questions you have about your *parsha*?

1) _____

2) _____

3) _____

D'var Torah Outline (Writing your D'var!)

1. What is the name of your Torah Portion? (You can always “Google” if you forget – look up Torah portion for your date)
 - a. Which of the 5 Books is it in? (Genesis, Exodus, Leviticus, Numbers, Deuteronomy) Name the chapter and verses.
 - b. Read a translation of it from the T'NaKH (book of Torah). It is also available online. Here are some sources: Reformjudaism.org; Sefaria.org
 - c. Read about it and watch YouTube videos about it. Here are some sources: myjewishlearning.com; bimbam.com; reformjudaism.org; Wikipedia

2. What do YOU think and feel about your Torah portion? Discuss with parents, grandparents, family members, Rabbi, Cantor and teachers. Your thoughts and wisdom are actually YOUR “inner Torah”. What do you think the message of your Torah portion is for you?

3. How can you compare your Torah portion to something you've experienced in your own life? If your Torah portion was speaking personally to you, what do you think its wisdom would be? Maybe it is one phrase, or one word. You might have to stretch and struggle with it a little bit. Maybe you have a negative reaction to it, and if so, why? If you feel stuck, don't worry- we will help you.

4. Begin an outline (below). We will help you edit this later.
 - a. Welcome everyone with “Shabbat Shalom.” I'm so glad or thank you for coming.
 - b. Summarize your Torah portion for everybody and the lesson it is trying to teach us.
 - c. Relate your portion to your own life and experience and the personal lesson it has for you, for the world?
 - d. Extra credit: if wish to find out what other famous rabbis or commentators have to say about your Torah portion, ask the rabbi and cantor and we can help you.
 - e. Talk about your Mitzvah Project
 - f. Thank everybody warmly.
 - g. End with your own personal blessing: for your friends and family, community, and the world.

Bar/Bat Mitzvah/B. Mitzvah Honors List

B. Mitzvah English and Hebrew Names _____

Friday Night Lighting Shabbat Candles _____

Giving tallit to B. Mitzvah _____

Open/close Ark doors 3 times during the service– (2-6 people each time)

- 1.
- 2.
- 3.

Passing Torah from Generation to Generation

(Grandparents) _____

(Parents) _____

Aliyot (One member of each must be Jewish- please include English and Hebrew Names)

- 1.
- 2.
- 3.
- 4.
- 5.

Hagbah (lifting Torah-someone strong!) – _____

G'lilah (dressing Torah 2-4 people) – _____

Parents speaking to the B. Mitzvah: _____

Congregation Beth Israel (KASHRUT) Food Policy

Although Congregation Beth Israel does not keep the entire range of the laws of *kashrut*, it has been the practice of the congregation since its inception to avoid using non-kosher foods in the Temple as the communal way of marking this as part of our traditions. Below is a list of categories of foods that, according to a modern interpretation of the Torah, are not kosher, along with examples of each. Members of the congregation and those renting our facility are to keep the Temple's practice in mind with respect to foods brought into the Temple.

Milk and meat should be served on separate platters. Keep in mind foods such as butter, sour cream, and cheese are all considered "milk".

Shabbat dinners can be either meat or dairy. In keeping with rabbinic traditions (Talmudic teaching) we separate Meat and Dairy foods. They should not be cooked together or served in the same dish in the synagogue. Dessert served at immediately following the main meal, is considered to be part of the meal. At Oneg after Friday night services or Shabbat, dessert can be different because it is separate from the meal.

The following foods are *treif* and are not allowed in Congregation Beth Israel:

All foods from animals without split hooves or those that do not chew their cud:

Pork	Ham	Lard	Rabbit
Pork Ribs	Bacon	Bear	

Shellfish and fish that do not have scales and fins:

Shrimp	Oysters	Calamari (Squid)	Eel
Clams	Lobster	Catfish	Scallops
Crab	Monkfish	Prawns	Shark

Processed foods if they contain any of the following:

Lard:	Check baked goods	& baked beans	
Pork:	Sausages	Lunchmeats	Hotdogs
Shellfish:	Clam Chowder	Oyster Sauce	Bouillabaisse

The presence of non-kosher ingredients in processed foods can be checked in the following ways:

- Note the list of ingredients (e.g. if the shortening is not specified as being from a vegetable source, it usually contains lard).
- Ask your bakery if lard was used in preparing the item in question.
- the following symbols indicate that the product is kosher



Alcoholic Beverages – beer, wine and champagne may be served at social events. Hosts and sponsors need to provide a server or bartender to ensure that alcohol is not made available to minors and that guests do not consume to excess (State law, see below).

Celebrating at CBI

Oneg (Friday Night) Kiddush

CBI provides challah and wine/grape juice will be for the Friday evening kiddush/oneg. The Oneg Friday night is traditionally sponsored by the friends and family of the b. mitzvah in honor of the b. mitzvah. The family coordinates who will bring the Oneg treats to the synagogue on Friday evening. Some examples of Oneg treats include cookies, cake, fruit, nuts, humus, veggies, crackers. Please make the oneg your own with whatever you choose to bring. Typically, we plan for 25 to 35 for a regular Erev Shabbat service. If you have a large group visiting for your b.mitzvah plan for more.

Kiddush (Saturday)

Your first consideration is whether the Kiddush will be a short affair prior to your guests leaving CBI, or whether it will be a focus of your celebration and will include a nosh or light luncheon.

The kiddush will include wine, juice and challah provided by the b.mitzvah family . If you choose to sponsor a more elaborate *oneg* or *kiddush luncheon*, please notify our Office and Facilities Coordinator Abby King at least three months prior to the date of the b. mitzvah. **Any *oneg* or *kiddush luncheon* held at Congregation Beth Israel is open to the entire community. If you wish to hold a private party or evening event you must make those arrangements at least 6 months in advance and will be required to pay hall rental fees, please plan accordingly.**

Luncheon

CBI is happy to help facilitate a nosh or light luncheon after the Bar/Bat Mitzvah. If this is your choice of celebration please contact our administrative assistant and facility use coordinator at least 3 months prior to the b.mitzvah abbyk@carmelbethisrael.org 831-624-2015 x10. Plan to meet on site with our coordinator approximately one month before the event to go over details. Our coordinator is also available by phone and email for questions and planning.

Our social hall can comfortably accommodate our posted capacity of 110 persons for seated dining and 200 persons for assembly seating without tables. Social hall dining use will typically combine rectangular and round tables for larger events.

The social hall will be available to you from 8:00 a.m. to the start of the B'nai Mitzvah service. After service events typically start at 1:00 p.m. and end no later than 4:30 p.m.

In good weather we can accommodate up to 150 seated at rectangular tables out- doors on our paved basketball court.

Please keep in mind if planning an out-door event you are permitted to use only paper type products for food service outdoors. We suggest compostable or recyclable products for use. Paper products may also be used for indoor events.

Table Linens (limited colors) & More

Linens, service ware, chaffing dishes, and other banquet items are available at nominal cleaning and shelving fees for your use at CBI. Additional kitchen, serving and busing of tables help may also be arranged at your expense. You are encouraged to talk with our coordinator regarding use of any of these items or the need for kitchen cleaning and service help at least one month prior to the event for availability and cost.

Outside Vendors

If you choose to have a catered event and/or other outside vendors including photographers, videographers, photo booths, food trucks, entertainers, etc. please note that you will need to provide the name/type of vendor that will be on site, full contact information, and certificate of liability insurance of vendor prior to the 1 month on site meeting with our coordinator. Vendors including Event production companies must have all items removed from the synagogue no later than 4:30 PM on the Saturday of the b.mitzvah so that CBI can prepare the synagogue for the next event or program. Holdover of items left at the Synagogue will be subject to moving and storage fees.

Additional Fees

The following items will be charged for all Bar and Bat Mitzvah events. Current prices will be available at the time of your meeting with the coordinator:

1. Set up and breakdown of CBI tables and chairs. Outside vendors must remove their tables/chairs at the end of the event.
2. Cleaning after your event. In the social hall this includes, trash take out, broom swept floor & mopping, wipe down of hard surfaces and removal and washing of CBI linens if used. Bathrooms will be cleaned, sanitized, and made ready for CBI use. Kitchen cleaning will include swept and mopped floor, trash removal, wipe down of hard surfaces.

Please Note: Additional cleaning needs such as food prep clean up, washing of dishes, pots, pans, serving utensils, platters, food wrapping, food storage etc. should be discussed at least one month prior to your event. Additional cleaning will result in additional charges.

3. Staff personnel (typically our coordinator) to open and close the building, monitor bathroom cleanliness, safety and door security protocols and generally be of assistance to the b.mitzvah family.

Other Items to Keep in mind:

Once you have enrolled in the CBI B'nai Mitzvah program, please notify the CBI office via email of how you wish your child's name to be engraved on the Mishkan T'filah they will be using throughout the B'nai Mitzvah program.

Once you have your child's b.mitzvah date firmly on the calendar please notify the CBI office via email of exactly how you wish your child's name engraved on the kiddush cup and book plate that they will receive at their b.mitzvah service.

Access to the social hall prior to the b.mitzvah date, for planning, decorating or storage of event goods needs to be discussed with our coordinator.

If you would like your bar or bat mitzvah child's picture and a short bio and description of their Mitzvah project to be included in the Shofar addition the month of or month after their b.mitzvah date, please send picture and article copy to the CBI office at least 3 weeks prior to the Shofar publication date of the first of each month.

NOTES