



BAY RIDGE JEWISH CENTER

Bar/Bat Mitzvah Guidebook Handbook

BAY RIDGE JEWISH CENTER

RABBI ROSENBERG

RABBI@BAYRIDGEJEWISHCENTER.ORG

Phone - 718-836-3103 • Fax - 718-745-4365

- Requirements
 - Membership
 - Family must be members of the synagogue
 - Education
 - Attendance at Hebrew School
 - Attendance at 4 Friday night and 4 Saturday Shabbat services with a parent during the 8 months prior to Bar/Bat Mitzvah
 - Tutoring
 - All students receive at least 8 months of tutoring. Tutoring sessions are 45-60 minutes.
 - Tikkun Olam Project
 - All Bar/Bat Mitzvah students are expected to complete a *social action project* as part of his/her B'nai Mitzvah preparation.
 - Approximately 6 months prior to the bar/Bat Mitzvah, students should make a 6 hour commitment to a community service project with an organization of their choice. Students often choose projects that coincide with personal interests and may involve either Jewish or secular organizations
 - Alternatively, students can participate in 6 hours of temple-sponsored Social Action programs or create a project of their own.
- The Service
 - Student Speech
 - Each Bar/Bat Mitzvah child is responsible for preparing a D'var Torah or a speech focusing on the Torah portion or Haftarah portion.
 - Speech preparation is part of the Bar/Bat Mitzvah training process and will be written in conjunction with Rabbi Rosenberg
 - Each speech is roughly one and a quarter pages and should be designed to instruct the congregation, and draw personal meaning from our sacred texts.
 - Student Service Material
 - Each Bar/Bat Mitzvah child will at least prepare the following
 - *Shema/V'ahavta*
 - *V'Shamru*
 - *Friday Night Kiddush*
 - *Tallit Blessing*
 - *Torah Blessings*
 - *Torah Portion (Maftir)*
 - *Haftarah Blessings*
 - *Haftarah Portion (from Prophets)*

- *Saturday Kiddush*
 - *D'var Torah*
 - Other opportunities to lead during services
 - *Vayomer*
 - *6 Aliyot from Torah*
 - *Torah Service*
 - *Amidah*
 - *Ashrei*
 - Parent Participation
 - Friday Night Candle Lighting and reading (depending on the time of year)
 - Saturday morning/Tallit Presentation
 - One page, double-spaced per parent
 - Saturday Aliyah (recitation of Torah blessings)
 - Torah reading opportunities for family members are also available
 - Sibling participation
 - (Optional)
 - Kiddush and Motzi
 - Leading any other prayers
- Family Meetings
 - Meetings that take place with Rabbi Rosenberg before the Bar/Bat Mitzvah date include
 - One year prior
 - Discuss your family's needs and the special significance of bar/Bat Mitzvah for your child, including brief educational assessment. Children receive study materials
 - 10 months prior
 - Overview of the tutoring process and administrative informal session
 - 2 months prior
 - Student Speech Review
 - 1 month prior
 - Parent and child speech review and overview of the Shabbat service and family honors
- Final Rehearsal
 - All families participate in a final rehearsal on the bima during the week prior to the Bar/Bat Mitzvah.
 - Final rehearsal is for parents and students only.

- Students and parents will have a chance to practice all service material.
- Photos
 - Families are welcome to use the sanctuary and synagogue facilities for family photographs taken during the week of the Bar/Bat Mitzvah (but photographs may not be taken during the B'nei Mitzvah).
- Purchases
 - A *tallit* for the B'nei Mitzvah child
 - *Kippot* – for all attendees of this simcha
- Kiddush
 - B'nai Mitzvah families sponsor the Oneg Shabbat (challah and desserts) following Friday evening services and the congregational Kiddush luncheon (including utensils, table cloths etc.) following the Saturday morning service.
 - A separate document will detail the catering options.
 - All food that is brought into the synagogue must be Kosher
 - Please contact the rabbi if you have questions regarding Kashrut
 - You also have the opportunity to decorate the Bima with flowers or a SOVA basket. SOVA fights hunger and poverty in our community providing free groceries and supportive services for over 10,000 people each month.
 - Contact Marnie , our office manager, to coordinate the food and flowers
 - Families are required to bring soft candy that can be thrown in celebration at the B'nei Mitzvah Child during the Saturday morning portion of the service.
- Conduct
 - Please note that in order to preserve the sanctity of Shabbat, the Bay Ridge Jewish Center prohibits the use of the following items on Shabbat
 - Cell phones
 - Pagers
 - Electronic Games
 - PDA's Cameras
 - Video equipment
 - Smoking
 - Candle-lighting ceremonies
 - Sign-in boards
 - Entertainment vendors such as tattoo artists, name painting, etc
 - Live musical instruments playing Jewish music (only) is allowed during the luncheon on Saturday after services

- Fees
 - All Synagogue membership fees must be paid in full before Bar/Bat Mitzvah training can begin
 - Families choosing to pay dues on a payment plan must be current at the beginning of the training
 - An additional \$350 fee is required and will cover synagogue costs in connection with facilitating the B'nei Mitzvah
 - Training with the rabbi costs \$90/hour
 - This fee includes all training materials, including CDs
 - Payment plans are available
- Tasks 3 weeks before B'nei Mitzvah
 - Please tell us the number of tables you require (8-10 people per round table – rectangular tables are also available) and if you have any particular set-up requirements in the ballroom during the Kiddush after Shabbat morning services (a floor plan is available for your convenience)
 - An event form must be submitted in with all details of the affair
 - All details regarding catering the event (delivery of food, set-up of food)
 - Arrangement for flowers or SOVA basket
 - All fees must be paid (including membership, Hebrew School, general B'nei Mitzvah)

We are available to assist you with all aspects of the B'nei Mitzvah and we look forward to celebrating this simcha with you!