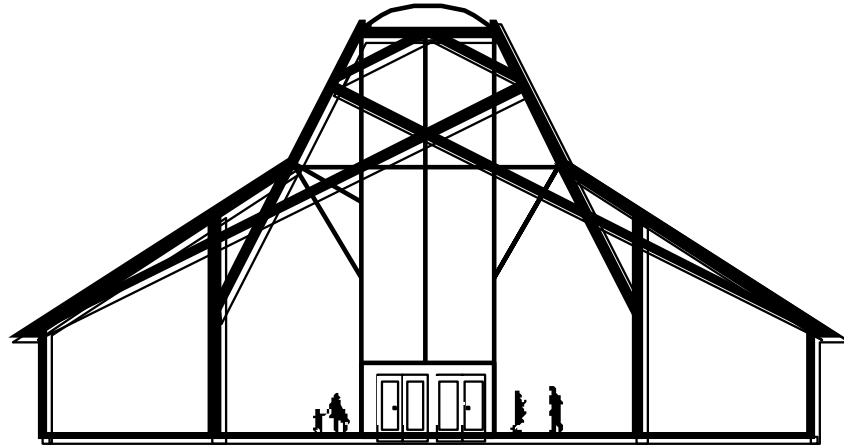


B"H



◆ 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,

Rabbi Kasriel Shemtov

Rabbi Kasriel Shemtov

Spiritual Leader and Executive Director, The Shul

RESPONSIBILITIES 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 Discovery Course is a two year program. It is customized to prepare the Bat Mitzvah girls for this transition in their lives, and to make this life cycle event more meaningful.

The first year curriculum (Discovery I) introduces the students to the meaning of becoming a Bat 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 curriculum (Discovery II) focuses on Jewish Identity and Leadership. This course is a roadmap to guide your preteen in their journey after Bat Mitzvah. It will include activities and discussions that will give your child tools to navigate social and internal challenges. The following are some sample topics of this course: Jewish Pride in all environments, The Value of Money, Confidence - finding your identity and worth, Leadership and Initiative, Israel- what every Jewish kid needs to know.

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.

TUTORING

The Bat Mitzvah girl will be paired up with a special tutor who will provide personal instruction in the following areas:

- In-depth studies project of any prayer the Bat Mitzvah girl chooses that has a special meaning for her. Suggestions include Eishet Chayil, Veyiten Lecha (for Havdalah service), Elokai Neshama, or the study of the 13 Principals of Faith by Maimonides
- Preparing Bat Mitzvah presentation of prayer and Dvar Torah, including rehearsal and tips for public speaking
- Thorough learning of her Torah portion including selected commentaries
- Comprehensive review of the Haftorah and that historical period
- Famous Biblical Women
- Chapter 13 of Psalms (This chapter corresponds to the Bat Mitzvah year – entering her 13th year of her life).
- Research and discussions on the 3 “women’s mitzvot” and their importance to Jewish survival.

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 Hebrew School in addition to 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.

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 for 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 honours 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 girl 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.

THE BAT MITZVAH

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 12th 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, the following is to be included in your invitation:

- Times for Friday night or Saturday night Services must be determined with the Rabbi once the date is confirmed.
- 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.
- Include the Bat Mitzvah girl's Hebrew name and Hebrew date on the invitation.
- It is necessary when writing The Shul as a location to add "The Jack and Miriam Shenkman Building".
- 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/PHOTOGRAPHY/VIDEOGRAPHY

Music entertainment with male vocalists, photography and/or videography is gladly welcome for a weekday session, or until the candle-lighting ceremony (by a Friday evening service) or after Havdalah (by a Saturday night service). Due to the sanctity of Shabbat, music/photography/videography is not permitted on Shabbat. Please call the rabbi for more information.

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.

MARKING THE ACTUAL 12TH BIRTHDAY

It is customary that the Bat Mitzvah girl mark the milestone of her actual 12th birthday with something special as befitting such a special and momentous day of her life (besides for the bigger Bat Mitzvah celebration and service). We suggest having a small service with only family and close friends at Itty Shemtov's house where the Bat Mitzvah girl will recite Chapter 13 of Psalms and have a small celebration meal. Another suggestion is to have a small party at Hebrew School with her Hebrew School class and recite Chapter 13 of Psalms there.

THE SHUL – SCHEDULE OF FEES

- A non-refundable \$25.00 deposit fee for members is required to secure your chosen date.
- The Bar Mitzvah fee for Shul **members** is \$500.00. (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.
- 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.
- The Bat Mitzvah Reception/Kiddush price (if it is being done in-house) is dependent upon the familie's choice of menu and amount of people. Or you may hire a caterer approved by the Rabbi. (See page 8 for catering information.)
- There is a set up/clean up fee of approximately \$175.00. This fee depends on how many attendees are expected.

Catering costs should be paid directly to the caterer.

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

ALL COSTS ARE PAYABLE IN ADVANCE.

Additional Services and Fees

A Bat Mitzvah tutor is needed to study with the Bat Mitzvah girl her special prayer, Torah portion, prepare her Bat Mitzvah Presentation and other pertinent subjects. The Bat Mitzvah tutoring can range anywhere between 6 months and 1 year depending on the individual needs and goals of each Bat Mitzvah student and the study projects she wishes to undertake. The initial tutoring cost is \$300 and includes 12 sessions (about 3 months). Generally, the sessions are once a week and 45 minutes long. After 10 sessions, Rochel Leah will re-evaluate the Bat Mitzvah girl's progress and estimate how many more sessions will be necessary. As the Bat Mitzvah day gets closer, she may need to schedule more sessions, and perhaps extend them to 1 hour and more than once a week. Each session is \$25 (even if the time is extended to one hour).

The initial tutoring cost of \$300 should be paid up-front to The Shul, and the cost for additional sessions should be paid after the 10th session when the Bat Mitzvah boy's progress is re-evaluated.

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 for Members*

Date Reservation Fee	\$25.00
Bar Mitzvah Fee	\$500.00
Discovery Course	\$200.00/\$360.00
Bat Mitzvah Tutor	\$25/session (The total cost will be determined by the first meeting with the Rabbi and varies depending on the individual needs and goals of each Bat Mitzvah student.)
Reception	Varies depending on whether it is catered, menu, and number of attendees.
Set up/clean up fee	(approximately**) \$175.00
Total (starting at)	\$1,350.00 (EXCLUDING Tutoring cost and reception)

*Shul family membership required, see forms attached.

** This fee may change depending on how many attendees are expected.

Food Stores & Caterers:

Bake Station / Southfield: 248-723-9000

Bake Station Too: 248-626-9000

29581 Orchard Lk Rd (& 13 Mile) F-Hills, MI 48334

Chef Cari Kosher Catering: 248-770-6521

Dish Kosher Cuisine - Paul Wertz: 248-539-8825

Jerusalem Pizza (at JCC WB): 248-592-1200

Jewel Kosher Catering: 248-968-1200

Milk & Honey (Epic) Catering: 248-661-2327

One Stop: 248-569-5000

Sara's Deli (@JCC Oak Park): 248-967-8681

BAT 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; Bat Mitzvah preparation and payment schedules reviewed.	Rabbi Shemtov; Itty Shemtov; Rabbi Yishai, Alan Pearlstein
	1 Year Before	Make a schedule to regularly attend services on Shabbat and weekdays.	Itty Shemtov, Rabbi Yishai
	1 Year Before	Bar/Bat Mitzvah family meets with Rabbi Shemtov and Rabbi Yishai to discuss the service and other important details.	Schedule a meeting with Rabbi Shemtov and Rabbi Yishai
	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 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

CONTACT INFORMATION

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	(248) 761-2765	108		Itty@theshul.net
Alan Pearlstein		142		Alan@theshul.net
Rochel Leah Eliefja	(773) 655-5978			Morahrochel@theshul.net
Rabbi Yishai	(347) 563-5123			Rabbiyishai@theshul.net