

BARMITZVAH GUIDE

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

RESPONSIBILITIES 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 multimedia 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 transition to adulthood. 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 is a two year program. It is customized to prepare the Bar Mitzvah boys 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 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 curriculum (Discovery II) focuses on Jewish Identity and Leadership. This course is a roadmap to guide your preteen in their journey after Bar 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.

TORAH READING

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 or as much as possible) for that week.

TUTORING - TORAH READING LESSONS/BAR MITZVAH SPEECH

The Bar Mitzvah boy must attend regular one-to-one tutoring sessions. There he will be taught the tune for the blessings and reading the particular Torah and Haftorah portions for the Bar Mitzvah week. The seesions 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 <u>not</u> included in the cost of the Bar Mitzvah. Discuss your tutoring with Rabbi Yishai.

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 (first time being called to the Torah) 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 Discovery Course I 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.

THE BAR MITZVAH

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.

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 the attached pages for the Honourees Form, which should be completed and submitted to the office at least a week before the event. 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 BOY'S 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 event must be discussed with the facilities coordinator well in advance. Please inquire in the office for details.

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.
- **Coat racks** The coatroom is located downstairs. For a large crowd, extra coat racks can be brought in at an additional charge.
- **Special Needs** Please contact the office if there are any special requirements.

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.

INFORMATION FOR INVITATIONS

For your information, the following is to be included in your invitation:

 Shabbat morning services begin at 9:30 a.m. and Kiddush luncheon will be served at approximately 12:00 p.m.. The Shul's BH

• 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 Bar Mitzvah boy's Hebrew name, Hebrew date and Parsha 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

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, acopella 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).

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.

MARKING THE ACTUAL 13TH BIRTHDAY

It is customary that the Bar Mitzvah boy mark the milestone of his actual 13th birthday with something special as befitting such a special and momentous day of his life (besides for the bigger Bar Mitzvah celebration and service which is held on Shabbat). Traditionally, great significance is placed on the first time the Bar Mitzvah boy will be called up to the Torah and get his first Aliya. The Torah is read during morning services every Monday and Thursday. Morning Services (Shacharit) is usually at 7:00 in the Minyan Room at The Shul (except for legal holidays when services start a little later at 8:30).

We therefore encourage you to mark the first Monday or Thursday after the Bar Mitzvah boy's Hebrew 13th birthday by joining the morning services, putting on Tefillin, and being called up to the Torah. The Bar Mitzvah tutor (Rabbi Yishai) will help prepare the boy for reciting the blessing by the Torah and with putting on Tefillin. Traditionally, we will have a small celebration breakfast after the services. Friends and family may be invited for this smaller celebration as well. There is a cost of \$5 per person for the breakfast (we generally have only 10 people on an average day).

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 Bar Mitzvah Kiddush starts at \$450.00 for Shul **members** if you choose to have an in-house Kiddush without a caterer, PLUS Set up/Clean up fees which is \$175.00. This provides a basic Shul Shabbos Kiddush for an average Shabbos attendance of approximately 100 people. If less people are expected, we can adjust the price accordingly and it may cost less. If more people are expected to attend, an expanded menu is requested, and/or a caterer or other outside contractors are used, and 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.

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

Catering costs should be paid directly to the caterer. (See page 8 for catering information.)

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.

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 Bar Mitzvah tutor is needed to train the Bar Mitzvah boy to chant the Maftir, Haftorah, and other parts of the Shabbat service. The Shul offers the services of Rabbi Yishai as the Bar Mitzvah tutor. The Bar Mitzvah tutoring usually ranges anywhere between 6 months and 1 ½ years depending on the individual needs and goals of each Bar Mitzvah student. The cost of tutoring is \$25 a session (even if the time is extended to one hour). After the first meeting, an estimated total cost and initial payment will be determined. Generally, the sessions are once a week and 45 minutes long. Periodically, Rabbi Yishai will re-evaluate the Bar Mitzvah boy's progress and estimate how many more sessions will be necessary until the Bar Mitzvah boy is sufficiently prepared. As the Bar Mitzvah day gets closer, Rabbi Yishai may need to schedule more sessions, and perhaps extend them to 1 hour, and more than once a week. Please contact Rabbi Yishai to schedule the tutoring sessions and for more information — (347) 563-5123.

The initial tutoring cost should be paid up-front to The Shul, and the cost for additional sessions should be paid after the Bar Mitzvah boy's progress is re-evaluated.

Summary of The Shul Bar Mitzvah Costs for Members*

Date Reservation Fee \$25.00 Bar Mitzvah Fee \$500.00

Discovery Course \$200.00/\$360.00

Bar 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 Bar

Mitzvah student.)

In-house Kiddush** (starting at) \$450.00

Set up/clean up fee (approximately***) \$175.00

Total (starting at) \$1,350.00 (EXCLUDING Tutoring cost)

*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. This may change depending on the menu served or if is catered and on the number of attendees expected. If it is catered, these costs do not apply, and the catering cost should be directly paid to the caterer.

*** 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

TYPICAL BAR MITZVAH SCHEDULE

Make a schedule to regularly attend services on Shabbat and weekdays.			
Bar Mitzvah family meets with Rabbi Shemtov to discuss the service and other important details of the Bar Mitzvah.			
Parents meet with Building Facilitator to discuss the building related issues in relation to the Bar Mitzvah.			
Meeting with the caterer.			
The Bar Mitzvah invitation must be approved by Rabbi Shemtov			
Practice in Shul - 2/3 times to see how the voice projects.			
Pictures in Shul.			
 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 Speech 11:50 Musaf 12:15 Kiddush, Hamotzi, Lunch, Program – remarks by family and friends Dessert 			

Bar Mitzvah Preparation Schedule

	Bar Mitzvah
Name:	 Date://

<u>Date</u>	<u>Timeframe</u>	Description of Preparation	The Shul Contact
	1 Year + Before	A date is chosen; Registration Form turned in; Deposit made; Bar 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 Mitzvah family meets with Rabbi Shemtov and Rabbi Yishai to discuss the service and other important details of the Bar Mitzvah.	Schedule a meeting with Rabbi Shemtov and Rabbi Yishai
	2 Year Before	Sign up for Discovery Course; Tutoring; Discuss payment schedule	Alan Pearlstein, Rabbi Yishai
	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>	Description of Preparation	The Shul Contact
	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, Rabbi Yishai
	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

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
Rabbi Yishai	(347) 563-5123			Rabbiyishai@theshul.net

THE ALIYA: STEP BY STEP (FROM CHABAD.ORG)

What you'll need:

In order to receive an *aliyah*, you must know your Hebrew name and your father's Hebrew name. (They will both be used to call you up to the Torah.) You also need to know whether you are a Kohen, Levi or Yisrael (this will determine which *aliyah* you will receive).

Step 1: Get called up

The *gabbai* (beadle) announces in Hebrew: "Arise, (your name) son of (your father's name)!" Upon hearing your Hebrew name called, rise and walk over to the *bimah* (reading platform) and stand to the right of the reader, facing the Torah scroll. It is customary to take the shortest route to get there, expressing an eagerness to approach the Torah.

Step 2: Prepare to bless

The reader will show you where the Torah reading begins and ends. Touch the beginning and end of the Torah reading with the corner of your *tallit* (or the Torah's sash) and kiss it. Close the Torah and hold both handles while reciting the blessing.

Step 3: The blessings

The blessings recited over the Torah thank G-d for choosing us as His nation and for giving us the Torah, His covenant with us.

Start by saying the following: בְּרְכוּ אֶת יִיָּ הַמְבֹרְך.

This is what it sounds like: Ba-r'chu et a-do-nai ha-m'vo-rach.

This is what it means: Bless the L-rd who is blessed.

The congregation responds: בָּרוּדְ יִיָּ הַמְבֹרָדְ לְעוֹלָם וָעֶד.

Repeat after the congregation: בָּרוּדְ יָיָ הַמְבֹרָדְ לְעוֹלְם וְעֶד.

This is what it sounds like: Ba-ruch a-do-nai ha-m'vo-rach l'o-lahm va-ed.

This is what it means: Blessed be the L-rd who is blessed for all eternity.

Now recite the following blessing:

בָּרוּדְ אַתָּה יְיָ אֶלהֵינוּ מֶלֶדְ הָעוֹלֶם, אֲשֶׁר בָּחֵר בָּנוּ מִכָּל הָעַמִּים, וְנָתַן לָנוּ אֶת תּוֹרָתוֹ. בַּרוּדְ אַתַּה יִיַּ, נוֹתֵן הַתּוֹרָה.

This is what it sounds like:

Ba-ruch a-tah A-do-nai Eh-lo-hay-nu meh-lech ha-o-lahm, a-sher ba-char ba-nu mi-kol ha-a-meem, v'na-tahn la-nu et Torah-toh. Ba-ruch a-tah A-do-nai, no-tayn ha-Torah.

This is what it means:

Blessed are You, L-rd our G-d, King of the universe, who has chosen us from among all the nations and given us His Torah. Blessed are You, L-rd, who gives the Torah.

The congregation will respond "Amen."

Step 4: The reading

While the Torah is being read, hold the handle of the scroll nearest you. If possible, follow the Hebrew words inside the scroll and read along silently.

When the reader concludes, touch first the end and then the beginning of the reading with the corner of your *tallit* (or the Torah's sash) and kiss it. Close the Torah, and holding both handles, recite the second blessing.

Step 5: The second blessing

בָּרוּדְ אַתָּה יְיָ אֶלהֵינוּ מֶלֶדְּ הָעוֹלֶם, אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת, וְחַיֵּי עוֹלֶם נָטַע בְּתוֹבֵנוּ. בַּרוּדְ אַתָּה יִיַּ, נוֹתֵן הַתּוֹרָה.

This is what it sounds like:

Ba-ruch a-tah A-do-nai Eh-lo-hay-nu meh-lech ha-o-lahm, a-sher na-tan la-nu toh-raht e-met, v'cha-yay o-lahm na-ta b'toe-chay-nu. Ba-ruch a-tah A-do-nai, no-tayn ha-Torah.

This is what it means:

Blessed are You, L-rd our G-d, King of the universe, who has given us the Torah of truth and planted eternal life within us. Blessed are You, L-rd, who gives the Torah.

Mazal tov!

During the bar mitzvah boy's aliyah, his family will distribute candies (preferably soft jelly candies) to the congregation. When the second blessing is concluded, the bar mitzvah boy is showered with candies, representing a shower of sweet blessings, as the congregation sings *Mazal Tov*. He has now officially become a bar mitzvah.

Step 6: After the *aliyah*

After the *aliyah*, stand on the right side of the *bimah* until the end of the following *aliyah* (or, if it was the last *aliyah*, until the Torah is raised). When returning to your seat, do not use the shortest route.

Note: To ensure that you're well prepared, it is advisable to review the procedure with your rabbi, and to attend synagogue services in the months leading up to the bar mitzvah.

The father's blessing

The father of the bar mitzvah boy should accompany him to the *bimah* for his *aliyah*, and stand to one side as the blessings are being recited. Following the *aliyah*, the father recites a special blessing thanking G-d for reaching this auspicious moment.

There are a few variations of the blessing. Here is the Chabad version:

ָבָּרוּדְ שֶׁפְּטָרַנִי מֵעֹנֶשׁ הַלָּזֶה.

This is what it sounds like:

Ba-ruch she-p'ta-ra-nee mei-o-nesh ha-la-zeh.

This is what it means:

Blessed be He who has released me from being punishable for this [boy].

The bar mitzvah boy is now a full-fledged member of the Jewish people, and as such, he is responsible for his own actions. Until this point, his parents could claim credit for his accomplishments, but they also had to take responsibility for his mistakes. Now that he is officially an adult, they are relieved of that responsibility. This blessing expresses that transition.