

TEMPLE BETH SHALOM
Bar and Bat Mitzvah Guidelines for Families

- A. Planning – when parents are contemplating event.
1. Parent(s), Rabbi, candidate, Ritual Committee Chair, and Education Director shall meet two years prior to the bnei mitzvah to review the requirements, plan the course of study and determine the date by which time the candidate should be ready.
 2. Follow-up: Parents of the bnei mitzvah candidates can expect regular contact regarding the progress of the student during the preparation process. To ensure that the candidate is meeting requirements; the Rabbi or primary tutor will offer an evaluation of the candidate's progress to the Ritual Committee, including an assessment of whether he/she can be reasonably expected to be prepared for the ceremony. This should occur 3-6 months out. There will be a monthly evaluation until the month before. If at either of these points there is a significant problem, the Rabbi and Committee should create an alternative plan that will facilitate a successful Simcha for the bar/bat mitzvah, the family and the synagogue.
 3. Ritual Committee Representative meets with parents two to three months before event to finalize plans.
- B. Basic Requirements for B/B Mitzvah
1. Attend religious services – attend a minimum of 54 Shabbat services, starting when the child is 10 years of age, up to the date of his or her bar/bat mitzvah. This can include up to four High Holiday services.
 2. Attend religious school for two years prior to the B/B Mitzvah, with 80% attendance at school.
 3. Certification of basic requirements by Rabbi, Ritual Committee, and Education Committee.
 4. Be sufficiently proficient to lead the Friday and Saturday Shabbat service with assistance of the Rabbi.
 5. Recite the Torah and Haftorah blessings and a portion of the Torah and Haftorah for the Shabbat of the B/B Mitzvah.
 6. Prepare and present a B/B Mitzvah teaching.
 7. Make a commitment to perform a community service project. (To be developed by the Ritual Committee.)
- C. Oneg Shabbat and Kiddush
1. The family of the B/B Mitzvah sponsors the Friday evening Oneg Shabbat. This is your time for joy and you should not have to be deeply involved with preparation and clean up of the oneg. We suggest that you speak to the parents of previous B/B Mitzvah children or those in your child's class for assistance. This cooperation has worked very well in the past. The Administrative Coordinator in the TBS office will have the oneg table set up with coffee, plates, cups, etc.
 2. The family of the B/B Mitzvah sponsors a Kiddush after the Saturday Shabbat service. All who attend the service are invited to this Kiddush. The Kiddush at the Temple, at a minimum, should include wine, challah and hors d'oeuvres. This

should be the case even when there is a social at another location following the service. We encourage the B/B Mitzvah family to use the TBS social hall for a Kiddush meal following the B/B Mitzvah.

3. When there is a “social” immediately following the B/B Mitzvah at synagogue, music or dancing should be appropriate to Shabbat.

D. Logistics

1. Two months prior, please provide a photo and write-up about your child to the TBS office for publication in the TBS bulletin and The Community Review.
2. You may use the downstairs kitchen and social hall for your Kiddush, however, we are limited to about one hundred and twenty persons. A key(s) to the building for you or your caterer may be obtained from the office. Please ask the caterer to be especially quiet so as to not disturb the sanctity of the service upstairs. Contact the House Chair regarding use of the kitchen, arrangement of the social hall, etc.
3. Kiddush or meal - Please remember the Temple requires that meals must be milchig (dairy) or parve. See Kashrut Guidelines.
4. Photography is permitted on Shabbat only in the social hall. You may arrange to have a video of the service. This video is made by a camera, fixed in place, mounted on a bracket in the sanctuary. It is the family’s responsibility to mount the camera the day before the service. Contact office person.
5. The temple sends invitations to each temple member inviting them to attend the B/B Mitzvah AND the kiddush that follows in the social hall. This is done to encourage congregants to attend Saturday Shabbat services and to emphasize that a B/B Mitzvah is a community event.
6. Fresh flowers are optional. If fresh flowers are to be used, choose flowers with little or no scent. Flowers must be delivered by appointment Friday morning during office hours.
7. MAZON – We encourage you to make a donation to MAZON in honor of this joyous event; hand out pamphlet.
8. Programs – If you want to provide a program to outline the course of the service, talk to the office.
9. Yamulkas – Some parents purchase embossed yamulkas as keepsakes for the attendees. These are commercially available and the office has catalogs.
10. **YOU WILL BE PROVIDED WITH TWO COPIES OF THE TBS BAR/BAT MITZVAH INFO SHEET. USE ONE AS A DRAFT AND THE OTHER AS THE FINAL VERSION. THE RITUAL COMMITTEE CHAIRMAN MUST HAVE THE FINAL VERSION BY MONDAY PRIOR TO THE B/B MITZVAH. PLEASE TRY TO OBTAIN THE HEBREW NAMES OF THOSE BEING CALLED UP TO THE TORAH. PLEASE NOTE THAT ALIYOT AND OTHER BLESSINGS CAN ONLY BE FULFILLED BY JEWS.**

- E. Fees – Bar/Bat Mitzvah and Kiddush Fees – Preparation process and use of building
- \$550 for long-term members
 - \$700 for members of two years or less
 - \$100 if TBS provides the kiddush
 - Donation to TBS Discretionary Fund – Highly recommended

F. Expectations from the family – involvement in life of the temple, community (to be developed by Ritual Committee)

Approved by the Ritual Committee _____

I have received and reviewed the Temple Beth Shalom Bar and Bat Mitzvah Guidelines and agree to abide and comply with these guidelines and have reviewed these with the Bar/Bat Mitzvah candidate.

(Name of B. Mitzvah) (Date)

(Parent or Guardian Signature) (Parent or Guardian printed name) (Date)

(Parent or Guardian Signature) (Parent or Guardian printed name) (Date)

(Parent or Guardian) (Date)

(Representative of the Ritual Committee) (Date)

Copies:

- Bar/Bat Mitzvah
- Parents/Guardians
- Ritual Committee
- School
- Rabbi

Updated: 1-24-07, 8-13-09, 3-17-10, 9-10