

## Shalom Bayit Bar and Bat Mitzvah Handbook

Welcome!

### **On Becoming B'nai Mitzvot**

“*Becoming* Bar/Bat Mitzvah”—that isn’t what I remember experiencing as a 13 year old girl. I “*had*” a Bat Mitzvah—actually it was a B’nai Mitzvah as I shared it with my sister, Evie. I remember carpooling with boys who teased us unmercifully 3 times a week so that we could go to shul in the evenings and try to memorize a lot of stuff we didn’t understand. I remember being *required*, in my speech, to promise to continue my religious education even though I had absolutely no intention of attending another class as soon as the party was over.

My shul was not a place I felt welcomed to, comfortable at or where I was valued as an “adult member”. Still, I managed to forge a sense of personal belonging by helping to make a minyon whenever they needed me for Kaddish and I sang in the choir for 12 years; but I certainly didn’t feel like a true member of my community.

Here in Central Oregon, my children *became* B’nai Mitzvot. They were excited for their opportunity to read from Torah, lead the prayers and become, in the eyes of this community, a son and daughter of the commandments. They have the amazing gift of knowing who they are, what being Jewish is about and that doing mitzvot rocks! For my children, and most of the children I have mentored, Shalom Bayit is their “home”. Becoming B’nai Mitzvot is not just learning some stuff in a language they don’t speak and having a party afterward. Here, our children are loved, respected and valued as members of our community.

For the past 16 years I have had the honor and privilege of helping our young people become bar/bat mitzvah. It has been such a joyous and meaningful process for me and hopefully not an arduous and meaningless task for our students. I know from my own experience that many of our young adults do continue to be invested in our community long after their “party” is over. They come back year after year to read from torah, lead prayers, visit friends and are welcomed as valued members of our community. Thank you, past and present members of the JCCO Community, for providing a place for me and our children to truly “Become” Bar and Bat Mitzvah.

~ Alice Shapiro Huskey, JCCO Board of Directors Member and B’nai Mitzvot Mentor

## The Ceremony

### The Timeline

**1-2 years before**-meet with Rabbi to discuss issues, determine date and parsha and arrange for subsequent meetings (*Please note that many families are more comfortable setting the date 2-3 years in advance in order to prepare for celebrations and out-of-town guests*) **Ideally the student has begun studying Hebrew at least 2 years prior to his/her intended celebration. See Religious Education Director for more information on Hebrew lessons and tutoring.**

**1 year before**- reserve a location for reception, if planning a party outside of Shalom Bayit. Determine whether or not you want to include back-to-back Friday Night/Saturday Morning services. This may involve an additional cost to Rabbi for his time and preparation. Otherwise, plan hosting an Oneg and having your student lead a Friday Service in the 2-3 weeks preceding their event.

**9-12 months**- begin work with mentor/tutor to continue weekly until event. Our mentors are extremely well-versed in the Friday night and Saturday services and will help prepare the student in specific liturgy (see pg. 2) and the Torah and Haftorah portions. Consider sending out a “save the date” to out-of-town guests who will need to make travel arrangements well in advance.

The student’s mentor, parents and/or Rabbi can be involved in guiding or overseeing the Mitzvah Project (more on the Mitzvah Project in the section “Expectations”).

**5-6 months**- meet with Rabbi to evaluate progress and have mentoring sessions once a month with Rabbi.

**3-5 months**-meet with Rabbi to assign possible Torah readings for family members and/or friends who will participate in the Friday and Saturday services. Record any CDs that are needed for any Hebrew parts including Aliyah Blessings.

**3 months**- meet every other week or so with Rabbi.

Submit an invitation to the J.C.C.O via email, web or newsletter if desired. (The community is invited to attend every service but an invitation with a request to R.S.V.P may be helpful if you are planning a luncheon OR would like to ask attendants to bring dishes for a potluck).

**2 weeks**- meet with Rabbi Jay twice per week to solidify service, assign Aliyot and English parts to family and friends participating in the Friday and Saturday services. Also, create a personalized program, if desired (please see below in “Personalizing Your Ceremony”)

## **Mentors**

The mentoring process is unique to the student. Mentors and students should meet to discuss weekly meetings which may take place at the student's home, the shul or the mentor's home, based on everyone's schedules. In the months preceding the Bar/Bat Mitzvah, it is not unusual for a student to take time off from other activities so he or she may devote the necessary time to becoming Bar/Bat Mitzvah. For more about the mentors, please see the section "Contacts" below.

## **Expectations**

### Attendance at Religious School and Hebrew School

Students are expected to attend Religious School twice a month. In addition, a minimum of 2 years of Hebrew School attendance is expected of Bar and Bat Mitzvah students. A student must be able to read Hebrew. (See Religious Education Director if there are any special circumstances that may need specific accommodations)

### Attendance at Shabbat Services

Students are expected to attend as many services as possible as they prepare for their own ceremony. Attending services provides many opportunities for the student to become comfortable standing on the bimah and leading the congregation in prayer.

### Membership

Students and their families should be members in good standing in the J.C.C.O for at least a year prior to becoming Bar/Bat Mitzvah. We recognize that many families may arrive in our community less than a year prior and will certainly work with any families who are new to the J.C.C.O.

### Mitzvah/Community Service Project

Ideally, this project should be a part of the student's preparation to become Bar or Bat Mitzvah. Specific suggestions for possible projects connected to parsha can be found in "Teaching Torah" by Sorel Goldberg and Barbara Binder Kadden. Some examples of community projects include: collecting canned food, volunteering on a regular basis at The Bethlehem Inn, Ronald McDonald House, The Humane Society, Grandma's House, increasing level of observance of Kashrut and implementing regular observance of specific mitzvot. The project should be one that speaks directly to the student and one to which he or she can commit to completing before the Bar or Bat Mitzvah. In addition, a percentage of Bar/Bat Mitzvah gifts may be pledged to an Israeli children's charity, Project Mazon to feed the hungry or any other worthy charity.

**Liturgy**

The following are page numbers for the J.C.C.O's prayer book and the corresponding t'filah. The Bar/Bat Mitzvah student may purchase a prayer book for study.

**Friday Night T'Filah For Bar/Bat Mitzvah**

<u>Page:</u>	<u>Prayer:</u>
8	Mah Tov
16	Shalom Aleychem
50	Barchu
54	Shema
54	V'Ahavtah
58	...Emet
64	V'Shamru (optional)
66	Hatzi Kadish
69	Amidah
118	Aleynu
90	Friday Night Kiddush

**Saturday Morning T'Filah For Bar/Bat Mitzvah**

140	Mah Tov
220	Hatzi Kadish
224	Barchu
242	Shema and V'Ahavtah
255	Sifatai Tiftach and Amidah
312	Torah Service
320	Torah Service and March (Lecha Adoshem Hagadulah...)
322	Aliyah Before Blessing
-----	Maftir or other piece of Torah.....
322	Aliyah After Blessing
326	Haftarah Before Blessing
-----	Haftarah all or part. Can be some in Hebrew some in English
326-8	Haftarah After Blessings (negotiable)
-----	D'var Torah (Speech by Bar/Bat Mitzvah Student)
400	Ayn Kelochaynu (optional)
402	Aleynu
410	Mourners Kaddish

*\*Each student leads as many portions of the service as are appropriate and comfortable for them. More can be added, parts can be shared with others—The Rabbi will lead whatever additional parts are deemed necessary.*

### Personalizing your ceremony

Families are encouraged to introduce special prayers or music to make their ceremonies special. For example, some Bar/Bat Mitzvah students are musicians and may choose to present a musical piece or a parent or relative may want to read a special poem. Some families have opted to create a personalized program for the ceremony. Please discuss your plans with your tutor and the Rabbi in advance so you feel like you are participating in designing a program that is unique to you and your family. Every service can be a little different while still including the critical liturgy. Please see the titles below for help in finding readings which might be meaningful for you and your child.

Also, please be advised that because there are special concerns about including G-d's name in programs which can then not be thrown away or even recycled. To avoid problems, it is a good rule to avoid any photocopying of text which might have G-d's name in English or Hebrew.

### Suggested reading

“A Prayer Book for Spiritual Renewal” by David Zaslow, “Putting God on the Guest List” by Rabbi Jeffrey K. Salkin, “Make Your Own Bar/Bat Mitzvah: A Personal Approach to Creating a Meaningful Rite of Passage” by Rabbi Goldie Milgram, “Teaching Torah” by Sorel Godlberg Loeb and Barbara Binder Kadden (These books are available for check-out in our library)

## **The Celebration**

### Oneg and Kiddish

Please plan on coming to the shul during the day on Friday to check that tables are set up for Oneg and the Shabbat service. Your family should plan to arrive 45 min in advance to prepare for hosting the Oneg on Friday night (The Bar or Bat Mizvah student **must** be at the shul at least 15 minutes early for a microphone check with Rabbi Jay). Please plan on bringing paper and plastic products along with appropriate serving dishes and tablecloths. There are small plastic cups at the shul but you will need to bring kosher wine for your guests. Some families arrange for friends to help set-up OR come earlier in the day to do the set-up in advance. Depending on how many guests you are expecting, you may need *many* challahs. Some bakeries will do special order challahs including **Ida's Cupcakes** (1314 N.W Galveston, 541-383-2345) and **Great Harvest Bread Company** (835 N.W Bond, 541-389-2888). Hosting responsibilities include the set-up, bringing challah, wine, juice and desserts. **Because the Bar or Bat Mitzvah family is expected to be present during the entirety of each service, it is better to assign (or hire) other people to oversee the Oneg, setting out wine/juice, making and setting out coffee, arranging dessert and last minute food preparation.** Again, families may ask the community in the newsletter invitation to please bring desserts for a potluck.

## **Guests**

Many of your guests may never have attended a Bar or Bat Mitzvah or even Shabbat service in a synagogue. It is best not to assume that friends who've never attended a Bar/Bat Mitzvah or family members will automatically appreciate the deeply rooted traditions of this rite of passage. They will likely have questions about appropriate attire, conduct, gifts and expectations of the event. An invitation might include a brief supplement about the two services (if you have planned a Friday/Saturday weekend), their length, appropriate attire (business casual) and whether they can expect a luncheon or post-ceremony party or celebration and if so, where. Non-Jewish family members and friends who will be participating in either of the two services should be advised as to what they can expect their roles to be and what some of the differences between the Shabbat service and Saturday Torah service may include.

## **Havdallah**

Families should plan on celebrating Havdallah as part of your Saturday evening plans. Havdallah only takes around fifteen minutes and involves the Havdallah candle, wine and sweet spices. The Rabbi traditionally leads Havdallah, if present at the evening celebration. It is not a requirement, but it is a lovely tradition that involves all guests in an informal, joyous way.

## **Childcare**

If you are expecting young children and babies to attend the service, youngsters who will not be able to sit comfortably for the services, please plan on arranging childcare at the shul for Friday and Saturday. You may contact the Religious Education Director or Board President for assistance in hiring sitters to work in the kindergarten room at the shul. It is helpful to have a general number of children in mind when considering how many babysitters you might need for each service. You might purchase some coloring books and crayons and snacks (with limited mess) for your youngest guests to enjoy in childcare. Also, please note that the kindergarten classroom needs to be cleaned after the services so that Religious Education teachers do not have to clean up before teaching the next day. Thank you for your help.

### **Photography and video**

There is no flash photography allowed during the services. A video camera may be set up in a corner or the back of the room and allowed to film but it cannot be moved around during the services. Please note that the Rabbi will help “stage” any photographs in advance OR after the event, i.e pictures of the Bar or Bat Mitzvah student reading from the Torah, etc... But a moving photographer during the services is enormously distracting and thus discouraged.

### **Flowers**

It is not necessary to provide flowers for the bimah, but please keep in mind, that if you choose to bring flowers into the shul, they should be fragrance-neutral. Many people in our community are highly sensitive to scents and pollen.

### **Attire**

Dress should be modest, with clothing covering the shoulders. Because a small microphone needs to be attached somewhere below the mouth for the best audio, spaghetti or strapless dresses often don't work well. Students should be comfortable and respectfully dressed. Jeans are discouraged.

### **Luncheon**

While it is customary to offer lunch or refreshments after the Saturday service, it is by no means necessary to arrange an elaborate or expensive sit-down meal. There are many, many options for those even on the strictest budget and moreover, there are many in the community who are eager to help. The sisterhood, youth groups, board and committee members, Rabbi and Rebbetzin, mentors and volunteers can be called upon to help with food preparation in the form of a community potluck. Please remember: **All food brought into the shul must be vegetarian kosher, meaning no meat or meat products and only fish with fins and scales.** If you have questions, please contact the Rabbi. Also, if you wish to host a potluck, please include this information in the J.C.C.O newsletter so that guests can expect to bring a kosher dish. If you are hiring a caterer, please make sure he or she is aware of these restrictions. There are many excellent caterers in town and there are quite a few budget minded companies as well, including **Ray's Food Place** ( 210 S.W Century Drive, 318-7297), **Bend High's Culinary Program** (230 N.E 6<sup>th</sup> St., 383-6290 and **C.O.C.C's Culinary Programs** ( 2600 N.W College Way, 318-3780). Some families also choose to serve lighter fare after the service. The shul building can seat around 90 people for eating. *High top tables can be rented and accommodate more seating.* Some families have elected to erect tents outside in order to accommodate more people.

## The Party

Not every Bar or Bat Mitzvah student wants a big bash. Decide with your student how he or she would like to commemorate this special occasion, offering options and outlining a reasonable budget. In the past, some families have hosted fun overnights at **The Inn at the Seventh Mountain** (18575 S.W Century Drive, 382-8711) for ice skating, held private family parties in their own homes or even headed out for a camping trip celebration or white water rafting (weather permitting!) For more ideas about alternative celebrations, please consult the reading suggestions above or the e-mail contact list below. However, if you are planning a larger evening party, it is important to reserve a location well in advance since there are a limited number of locales in Bend and wedding parties often reserve more than one year in advance. Shalom Bayit will always be available for gatherings during the weekend of your event. **We have listed some of the more popular locations here. Please note that many require that you use their own caterer:** **Broken Top** ( 61980 Broken Top Dr., 383-8200), **Aspen Hall** (18920 Shevlin Park Rd., 385-9902, **Bend Golf and Country Club** ( 61045 Country Club Dr., 382-3261) **McMenamins Old St. Francis School** (700 N.W Bond St., 330-8567) **Widgi Creek Golf Course** ( 18707 Century Dr., 382-4449, ext. 2), **Eagle Crest Resort** (1522 Cline Falls Road, Redmond, 923-2453) **High Desert Museum** (59800 S. Hwy 97, 382-4754), **Sunriver Resort** (593-1000), **Awbrey Glen Golf Club** (2500 N.W Awbrey Glen Dr., 385-6011) and **The Inn at the Seventh Mountain** (18575 S.W Century Drive, 382-8711), **The Riverhouse Convention Center** (2850 NW Rippling River Court, 389-3111).

## Logistics

### Invitations and announcements

Please see timetable above for guidelines about including an invitation requesting RSVPs in the J.C.C.O newsletter. It is helpful to know how many members of the local community plan on attending in preparing for food. Also, for out-of-town guests, it is enormously helpful to include some basic information about Bend with the invitation to the ceremony; for instance, information about airlines that service Bend, transportation options from Portland to Bend and hotel suggestions. The Visitor's Center on-line has excellent maps and general information about Bend which might be helpful to include with invitations for visiting guests OR to add to a welcome basket for their arrival here. Costco and The Dollar Store have other inexpensive items which might be included in a guest basket, for example, lip balm, healthy snacks, hand lotion, bottled water. Gift cards to local coffee shops or day passes to Juniper Swim and Fitness also make nice treats for a welcome basket for your guests.

### **Facility**

There is a \$100 cleaning fee to cover costs for the shul. \*\*Question about cleaning before and after should be discussed with either the Rabbi or Board President.

### **Tutor Costs**

Each student can work with one or both of our tutors and there is either a flat fee of \$1000 paid to the shul to cover Rabbi and Mentoring costs. Most mentoring begins around 1 yr to 9 months prior to the date of the Bar/Bat Mitzvah and traditionally meet once a week. Additional or preliminary fees of \$25 per hour of instruction should be paid directly to the mentor, or as per your arrangement with your tutor. Please clarify with your chosen tutor what his or her rates are before instruction begins. Financial support is *always* available to any family in need.

### **Gifts to the Shul**

At the end of the Bar/Bat Mitzvah process, some families choose to make a gift to the shul library in honor of their child's important rite of passage or some other acknowledgement of the event. In addition, many families have chosen to make a financial gift to the Rabbi and their tutor in appreciation for their work, although such a gift is not mandatory. If you want to make a special gift that is not customary, it is recommended that it be discussed with either the Rabbi or the Board President.

### **Contacts**

**Rabbi Jay Shupack:** [jshupack@juno.com](mailto:jshupack@juno.com), tele: 541-389-9854

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**Alice Huskey, Board President and mentor:** [ahuskey46@gmail.com](mailto:ahuskey46@gmail.com),  
tele: 541-815-4912

Alice Huskey has been a member of the J.C.C.O and has taught religious education at the shul since 1995. Alice holds an Oregon Teaching Certificate and is licensed for Elementary Education K-8 and has endorsements in Gifted and Talented and Special Education. Her son, Bailey, became Bar Mitzvah at Shalom Bayit in 2003. Her daughter, Ellysa, became Bat Mitzvah at Shalom Bayit in May 2010. She has mentored over 35 students here in Central Oregon as they worked toward becoming B'nai Mitzvot.

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