

# Bnai Mitzvah Handbook



Everything you need to know  
(logistics, tutoring, planning, requirements,  
& whom to contact with questions)  
for your child's upcoming Bar/Bat Mitzvah

Congregation Neveh Shalom  
2900 SW Peaceful Lane  
Portland, Oregon 97239  
503-246-8831

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<http://nevehshalom.org/bar-bat-mitzvah/>

*Whoever teaches his children teaches not only his children, but also  
his children's children, and so on to the end of generations.*

Talmud Kiddushin 10a



# CNS Bnai Mitzvah Process—Timeline

## Scheduling Bar/Bat Mitzvah:

- Dates are scheduled as a group according to birth year (not by grade). For example, in **December 2019**, all families with students **born in 2009**, who are eligible for **Bnai Mitzvah in 2022**, will receive an email regarding date requests.
- This email will contain a link to a Google Form to make your date request
- Jan/Feb - Receive follow-up communications from Lisa/Cantor regarding date, if needed
- Receive letter confirming date by end of February

## Bnai Mitzvah meeting:

- Receive invitation in fall of 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grades from Mel
- October meeting with Fred, Clergy, Mel, parent-led Q&A by class
- Receive manual with all information at meeting; manual also available on website

## Tutoring:

- Receive communication from Cantor regarding tutoring 13 months prior to Bar/Bat Mitzvah. Cantor assigns tutor and provides family with Tutor contact info.
- Tutor connects with family and begins scheduling weekly meetings with student, provides binder with parsha/haftarah information. Tutor provides progress reports to family (and Cantor), schedules rehearsals for student in services, and decides, in consultation with family and Cantor, which parts of service student will lead.
- Mel & JoAnn administer payment for tutoring program in 5<sup>th</sup> & 6<sup>th</sup> grades, or 6<sup>th</sup>/7<sup>th</sup> grades for PJA families.

## Coordinating Event:

- 6 months before Bar/Bat Mitzvah, Lisa contacts family and walks through process, provides forms, discusses location of services, special requests, honors, order of service, catering, answers all questions. Use manual to refer to questions and policies.
- 6 months before Bar/Bat Mitzvah, Rabbi Posen meets with her families; Lisa sets up meetings for Rabbi Kosak's families. Lisa sends dvar Torah guidelines to families.
- 6 months prior to Bar/Bat Mitzvah, Lisa schedules student meetings with Cantor, including Friday rehearsal
- 6 weeks before, Lisa/Brian request all information for publication, catering, special requests with family.
- 1 week before, Lisa/Brian confirm all information for service.



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## Glossary

### Bar Mitzvah and Bat Mitzvah

--refers to either the person ("We call the Bar Mitzvah to come up to the Torah") or to the occasion ("I went to a lovely Bat Mitzvah last week").

--is not properly used in context as a passive experience ("I was Bar Mitzvated in 1985") but rather we talk about the transition of this rite of passage ("I became a Bat Mitzvah").

### Bnai Mitzvah

--the plural of Bar Mitzvah or Bar and Bat Mitzvah ("The twins will become bnai Mitzvah next year.")

### Bnot Mitzvah

--the plural of Bat Mitzvah ("They were the first Bnot Mitzvah at our synagogue")

### Simcha

--any joyous occasion ("The last simcha in our family was my sister's wedding")

### Bima

--the stage in the sanctuary which the Bar/Bat Mitzvah ascends to lead services or read Torah

### Dvar Torah

--literally "a word of Torah". Refers to the short talk (speech) the Bar/Bat Mitzvah delivers to the congregation on Shabbat

### Aliyah

--literally "to go up." Refers to coming up to the Torah or bimah for an honor such as blessings before and after a Torah reading or raising (hagbah) and dressing (gelilah) the Torah

### Gabbai

--individual who helps facilitate the Torah service and stands on either side of the Torah to assist readers. Plural: gabbaim

## Contacts at Neveh Shalom

Rabbi David Kosak  
503-246-8831 ext.143  
[dkosak@nevehshalom.org](mailto:dkosak@nevehshalom.org)

Rabbi Eve Posen  
503-246-8831 ext. 136  
[eposen@nevehshalom.org](mailto:eposen@nevehshalom.org)

Cantor Eyal Bitton  
503-246-8831 ext. 116  
[ebitton@nevehshalom.org](mailto:ebitton@nevehshalom.org)

Mel Berwin  
Director of Congregational Learning  
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Lisa Richmond  
Event Coordinator/Clergy Assistant  
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[lrichmond@nevehshalom.org](mailto:lrichmond@nevehshalom.org)

Brian Rohr  
Communications Coordinator  
503-246-8831 ext. 133  
[brohr@nevehshalom.org](mailto:brohr@nevehshalom.org)

Allen Levin, In-house Caterer  
503-849-2605  
[centurycatering@msn.com](mailto:centurycatering@msn.com)



## Who do I contact about...

Aliyot and Honors in the service	Your tutor or Cantor Bitton
Bar/Bat Mitzvah Rehearsal	Cantor Bitton
Catering for Bar/Bat Mitzvah	Allen Levin
Catering Space Options	Lisa Richmond
Ceremony	Your tutor, or Cantor Bitton
Date assignment	Lisa Richmond, or Cantor Bitton
Dvar Torah	With Rabbi Kosak, contact Lisa Richmond; With Rabbi Posen, contact Rabbi Posen
Educational requirements	Mel Berwin
Facility questions	Lisa Richmond
Fees for facilities	Lisa Richmond
Meeting with the Rabbi	With Rabbi Kosak, contact Lisa Richmond; With Rabbi Posen, contact Rabbi Posen
Order of Service (programs)	Lisa Richmond, or Cantor Bitton
Personalizing the service	Your tutor or Cantor Bitton
Special Needs	Your tutor or Cantor Bitton
Torah and Haftarah portions	Your tutor or Cantor Bitton
Tutor assignment	Cantor Bitton
Tutoring fees	Mel Berwin or JoAnn Bezodis

## What is the history behind Bar/Bat Mitzvah?

Bar/Bat Mitzvah signifies coming of age in the Jewish community, and readiness to take on the obligations (mitzvot, commandments) of Jewish adults. Traditionally this happened automatically for boys at age 13 and girls at age 12. It is still true that a Jewish person is considered a Bar/Bat Mitzvah at that age, whether or not a ceremony or celebration is held.

The earliest record of a specific blessing for Bar Mitzvah is a 5<sup>th</sup>-century rabbinic text which provides the language for a father thanking God for freeing him from responsibility for the deeds of his child, who is now accountable for his own actions. A 14<sup>th</sup>-century text mentions a father reciting this blessing in a synagogue when his son has his first aliyah. By the 17<sup>th</sup> century, boys celebrating this coming of age were also reading from the Torah, chanting the weekly prophetic portion, leading services, and delivering learned talks.

The Bat Mitzvah celebration is an innovation of egalitarian denominations. The first Bat Mitzvah in the United States was Judith Kaplan in 1922. Since then, the Bat Mitzvah has become common in non-Orthodox congregations, and more often than not, the Bat Mitzvah is celebrated at age 13 so that boys and girls in the same cohort can celebrate their Bnai Mitzvah year together.

The privilege of being a ritual adult in a Jewish congregation include being counted in a minyan (ten Jewish adults must be present for some prayers such as Mourners Kaddish to be recited), leading Kiddush and other parts of the service, being called to the Torah as an aliyah (to recite the blessings), and being able to read from the Torah and Haftarah.

Today there are a wide variety of ways for a young person to demonstrate his or her readiness to join the congregation as a ritual adult, and for the community to celebrate this moment with the family.

## What does a Bar/Bat Mitzvah mean at Neveh Shalom?

At Neveh Shalom, the Bar/Bat Mitzvah is both a joyous and a momentous occasion for our youth to celebrate their physical maturity, intellectual growth, moral responsibilities, and capacity to sanctify life and time. This occasion is an important milestone in the journey of Jewish learning and ritual practice, but certainly not the end-point.

In our congregation, all young people, both boys and girls, celebrate becoming Bar/Bat Mitzvah after their 13<sup>th</sup> Hebrew birthday. The preparation includes participating in the academic and social structure of our ALIYAH Jewish Learning Program from the early years through 7<sup>th</sup> grade, in order to gain a strong background in the foundations of Jewish culture and practice, including solid skills in Hebrew reading and comprehension, celebrating holidays and observances throughout the year, learning about the Jewish life cycle, gaining a foundation in Torah stories, and learning about important mitzvot such as giving tzedakah and helping those in need in our community. Most students also work with a private tutor provided by Neveh Shalom for the year leading up to Bar Mitzvah, to practice the particular prayers they will lead, learn Torah and Haftarah chanting skills, and personalize the service to the needs of their family.

Tutors help to prepare the students, and our Cantor and Rabbi also meet with the family and student during the year leading up to the ceremony. For each Bar/Bat Mitzvah at Neveh Shalom, yes, there is a template, but every celebration ultimately is unique to the child and family. Each young person participates in religious services in a way that demonstrates his or her skills and abilities to function as an adult member of the Jewish community. This generally includes reading from Torah and Haftarah (the Prophets), leading parts of the Shabbat or daily service, and giving a brief Dvar Torah (talk about the Torah portion).

The Bar/Bat Mitzvah is an important milestone not only in the life of a young person and his or her family, but also for the community. We celebrate when a young person steps before the congregation to lead the community in prayer and to teach Torah. The event is not a private family affair, but a rite of passage observed amidst the regular ritualized worship tradition of our community. As such, there will be times when other life cycle events will be acknowledged and celebrated during the worship service, such as aufrufs (when a bride and groom receive an aliyah), baby namings, and the recognition of birthdays and anniversaries.

In addition, our custom at Neveh Shalom is for the Bar/Bat Mitzvah family to invite the entire Bar/Bat Mitzvah class to the service and celebration, and to welcome the congregation to the Kiddush lunch following Shabbat morning services.

## What does a Bar/Bat Mitzvah mean in your family?

Although many of us share the “naches” (joy) when a child becomes Bar/Bat Mitzvah, every family has its own story, and every milestone has its own particular meaning in the life of that family. You are encouraged to consider and discuss as a family what that meaning is.

- Who in your family has had Bnai Mitzvah? Who has not?
- What is special about this child’s milestone in your family?
- What does this milestone mean to your child?
- What will change as a result of your child becoming a ritual adult?
- Will your 13 year old take on new responsibilities at synagogue or at home? What will these be?
- What do you as parents want to learn or know for your child’s bar mitzvah? Are there synagogue skills or Torah skills you would like to learn?
- Who are the people in your family that you would like to honor through this ceremony?

## Expectations & Preparation

### Membership & Educational Expectations

Becoming a Bar/Bat Mitzvah at Neveh Shalom is a privilege of membership and of participation in our ALIYAH Jewish Learning program. According to Board policy, students are expected to be enrolled from 1<sup>st</sup> grade through 7<sup>th</sup> grade unless they have created an alternative arrangement with our Director of Congregational Learning. All Bar/Bat Mitzvah families must be members in good standing in order to begin the Bnai Mitzvah tutoring program. Students whose lack of enrollment or attendance has caused lagging skills in Hebrew reading may incur additional tutoring fees prior to or during the year-long Bnai Mitzvah tutoring process.

### Bnai Mitzvah Meeting:

All families in 5<sup>th</sup> and 6<sup>th</sup> grades will be invited to our annual Bnai Mitzvah meeting, usually held in October, which allows upcoming Bnai Mitzvah families to share information, meet with the Clergy, and meet other recent Bnai Mitzvah families happy to mentor those new to the planning process.

### Synagogue Attendance:

The best preparation for your family's special occasion is to join the community by participating as a family regularly at Shabbat morning, Friday evening, or daily morning minyan services during the years and months leading up to your child's Bar/Bat Mitzvah. Your participation in religious services says something very powerful to your children about the importance of community, tradition, and life-long learning. Also, there is no such thing as "crashing" a Bar/Bat Mitzvah service or Kiddush lunch! Come as a family to as many Bnai Mitzvah as you are able to—it will be a huge help as you discuss what you imagine for your own child's ceremony and celebration.

### PJA Families:

Members with children at PJA must be enrolled for the 6<sup>th</sup> grade Judaics program (Sunday mornings 9-12) and 7<sup>th</sup> grade Tichon program (Wednesday evenings 6:30-8:30pm).

### Special Needs:

We have a commitment to work and celebrate with every family and child. If you have concerns about your child's ability to learn the traditional parts for Bar/Bat Mitzvah, please be in touch with Mel Berwin or Cantor Bitton to discuss your concerns. Our Bnai Mitzvah tutors are very experienced at working with all types of learners (two are professionally trained in Special Education), and there are a number of alternatives to the traditional Shabbat Bar/Bat Mitzvah ceremony if you feel that a different environment would be more appropriate.

## Scheduling a Date

Bnai Mitzvah at Neveh Shalom are scheduled approximately two years in advance.

- A full year of Bnai Mitzvah are scheduled as a group according to birth year (not by grade). For example, in **December 2019**, all families with students **born in 2009**, who are eligible for **Bnai Mitzvah in 2022**, will receive an email regarding date requests.
- At this time, families are offered the chance to request a particular date. This is also a good time to let us know if there are any particular concerns you have about your child's or family's special circumstances, whether regarding special needs, date requests that differ from a traditional Shabbat service, a conversion that needs to happen before this occasion, etc.
- Cantor Bitton, in consultation with other Neveh Shalom staff, assigns dates based on those requests, as well as on Clergy availability, Jewish holiday considerations, and also the best fit for each family (for example, not assigning the longest Haftarah of the year to a child who has difficulty with Hebrew).
- A confirmation letter with your assigned date will be sent to you by the end of February. At this point, your date is confirmed on the Neveh Shalom calendar—tell your friends and family to save the date!

## ALIYAH: Educational and Social Preparation

### K-6<sup>th</sup> Grade as Preparation for Bnai Mitzvah

While our ALIYAH program's primary aim is to help Jewish kids feel at home in Judaism throughout their lives, there are many aspects of the program that helps prepare kids for Bnai Mitzvah, beginning in Kindergarten. In our Hebrew program, students learn Hebrew language (decoding, fluency, and comprehension) and participate in our youth-led prayer community. We teach how the service is structured, the meaning of the prayers, and the choreography of the service. In addition, our Judaics program provides students with an excellent overall understanding of important Jewish traditions, including holidays, lifecycle rituals, religious concepts, and values such as giving tzedakah and caring for those in need. In short, they learn and experience the value of participating in the Jewish community, so that their Bar/Bat Mitzvah is all the more meaningful as they commit to engaging in Jewish life as a ritual adult.

### The 6<sup>th</sup> Grade Program

The 6<sup>th</sup> grade curriculum is geared toward Bnai Mitzvah preparation.

- In Hebrew, the students learn the prayers of the Torah Service, including the songs that accompany the taking out and returning of the Torah to the Ark, and the blessings before and after reading from the Torah during an Aliyah.
- The Judaics curriculum focuses on Leadership, from many perspectives: leadership of the synagogue (meeting with the president of the synagogue and the teenage president of our USY group); tzedakah as a form of leadership, and thinking about a tzedakah- or volunteer-focused Bnai Mitzvah project; inclusion as a form of leadership; and their own leadership, as they facilitate the Chanukah, Purim, and Lag BaOmer celebrations for the younger children in ALIYAH.
- 6<sup>th</sup> grade is also when our PJA students join their classmates if they haven't already, and it is a fun and important bonding year for the class as they head into an exciting year of celebrating together.
- Perhaps most importantly, we host a 6<sup>th</sup> Grade Family Program, a monthly program for 6<sup>th</sup> graders and their parents on Sunday mornings designed to bring our pre-Bnai Mitzvah families together for learning, discussion, and social time. These are the families that will attend your child's Bar/Bat Mitzvah and we want everyone to have a chance to meet and to become more invested in this important community!

### The 7<sup>th</sup> Grade Program

7<sup>th</sup> grade is also a required part of the Bnai Mitzvah program. Students have graduated from Sunday mornings and attend only on Wednesday evenings (6:30-8:30pm); many enjoy coming to our optional Wednesday evening dinner (6:00-6:30). This year of gathering continues the teens' learning and growing as a community. The focus of their 7<sup>th</sup> grade seminar is the many ways that Jews express their commitment to, and involvement in, the Jewish community over time. Our 7<sup>th</sup> graders meet monthly with older adults from our congregation to share stories while engaging in Jewish projects from art to text study to cooking in an intergenerational context.

## Bnai Mitzvah Tutoring Program

Students enrolled in our ALIYAH Program with a confirmed Bar/Bat Mitzvah date work with one of our professional tutors in weekly sessions for the year leading up to the Bar/Bat Mitzvah. These one-to-one sessions are scheduled for one half hour per week at a mutually agreed upon time between you and the tutor. If you have a request for your child to work with a specific tutor, or if you would like to tutor your child yourself, please be in touch with Cantor Bitton.

Our tutors follow a template for the service, but also individualize the experience based on the student's skills and interests. Among the parts of the service that students can learn are:

- Torah tropes and the recitation of their Torah portion
- Haftarah tropes and the recitation of their Haftarah portion
- Blessings before and after the Torah and Haftarah readings
- Shabbat morning Torah service
- Shabbat morning Shacharit or Musaf service
- Other selected prayers such as Ashrei, Ein Keloheinu, and Aleinu
- Kiddush and other Friday night prayers

One month before the Bar/Bat Mitzvah, students transfer to Cantor Bitton from their prior tutor. Cantor then works with the students through their final rehearsal on the Friday morning of their Bar/Bat Mitzvah weekend.

### **A Note About Tutoring Fees**

The fees for the year-long tutoring program are in addition to annual ALIYAH tuition. The total cost of the tutoring program is \$1400. Families are charged \$700 along with 5<sup>th</sup> grade tuition and \$700 with 6<sup>th</sup> grade tuition so that by the Bar/Bat Mitzvah year, the tutoring fees are already taken care of. Requests for a different payment plan can be discussed with Mel Berwin.

### **A Special Opportunity: Morning Minyan and the Tefillin Program**

A generous family in our community has made this offer: any 6<sup>th</sup> grader who attends a weekday morning minyan (Sunday-Friday morning) on a regular (weekly) basis for a year, is granted a set of tefillin at his or her Bar/Bat Mitzvah. This incentive is meant to encourage our young daveners to join a hidden gem of our congregation—a warm and welcoming community of our most committed prayer participants. Many of these morning “minyanares” are of an older generation, and the relationships that our young people build with them is priceless. In addition, families who have participated in the tefillin program remark that a weekly service (and maybe breakfast out) before school was cherished quality time for both parent and teen.



## Planning the Ceremony—General Information

### Meeting with the Rabbi & Cantor

Our rabbi, whether David Kosak or Eve Posen, is looking forward to meeting your family, and will do so as you begin your year of intensive Bnai Mitzvah preparation. He or she will guide the students through the studying of the Torah portion and writing a Dvar Torah (short speech teaching a lesson about the portion). The rabbi is designated based on the date of your child's bar/bat mitzvah. Rabbi Posen officiates on the 2<sup>nd</sup> Shabbat/Saturday of each month. Rabbi Kosak officiates at all others. Lisa Richmond schedules appointments with Rabbi Kosak. Rabbi Posen keeps her own schedule. **NOTE: Rabbi Kosak & Cantor Bitton keep rigid schedules and are only available to meet with students on Mon, Wed, and Thurs.** Thank you in advance for your flexibility.

### Friday Morning Rehearsal

The morning of the Bar/Bat Mitzvah weekend, families usually meet with Cantor Bitton from 10:30-11:30am for a final rehearsal. Family members reading Torah or coming up for an Aliyah should also plan to attend this rehearsal. Many families have photographs taken before or after the rehearsal. Candid photos taken **during** rehearsal should **NOT** interrupt or disturb the rehearsal session.

### Photography

Flash photography is prohibited on Shabbat (both Friday night and Saturday) and Festivals. This includes the time during our services, your kiddush luncheon, and anytime on the premises before Shabbat is over. Photography without flash is permitted on Shabbat at your kiddush luncheon/reception only. For video recording via our live-stream broadcast, please contact Lisa Richmond. If you plan to use a professional photographer for family photos before Shabbat, please inform Lisa so that time in the sanctuary or chapel can be scheduled. Many families schedule a photography session on Friday morning, before or after rehearsal.

### Which Sanctuary Will Our Services Be Held In?

Most services are held in Stampfer Chapel, which holds up to 185 people, or in the Main Sanctuary, which is suited for up to 400 people. Service location subject to availability.

- See Location of Services in the "Resources" section

### Bnai Mitzvah are Community Events

Bnai Mitzvah are a very special part of our community, and are considered community events. Other occasions may coincide with your simcha such as baby namings, special synagogue events, or aufrufs (calling a bride and groom to the Torah), and may include honors during the service. Lisa Richmond will inform you in advance. When planning your services, plan for at least 60 "regular" congregants in addition to your invited guests.

### Gifts to the Bar/Bat Mitzvah

During the Bar/Bat Mitzvah ceremony, your child will receive a certificate of Bar/Bat Mitzvah and a copy of the Tanakh presented by the congregation. Your child will also receive a Kiddush cup, given jointly by the Men's Club and Sisterhood. It is appropriate for your child to acknowledge the presentation of these gifts with thank you notes.

**Babysitting**

Babysitting for Saturday morning services is available between 9:30 and noon by reservation only. Reservations must be phoned in to the office (503-246-8831) by Wednesday at noon preceding the Bar/Bat Mitzvah weekend. This service is available at no charge unless the hiring of an additional sitter is necessary for your family and guests. You will be charged for the additional sitter at the rate paid by the synagogue that morning.

**Throwing Candy**

The tradition of throwing candy after the reading of the Haftarah is a sweet one! If you like this option, the synagogue will provide you with a couple baskets of soft, kosher candy wrapped individually for friends in the front rows to throw gently, and younger kids to come collect and enjoy. Please do not provide candy purchased on your own. The Rabbi or gabbaim will see that the baskets are distributed to the family in advance of the throwing moment.

## Overview of Shabbat Services

### Order of Friday Evening Service (6:15-7:15 pm)

- Opening prayers or songs
- Tallit (prayer shawl) Presentation (by parents or grandparents to bar/bat mitzvah)
- Kabbalat Shabbat (Welcoming the Sabbath) service
  - L'chu N'ranana
  - Lcha Dodi
  - Tov L'hodot
- Dvar Torah (short sermon) by Rabbi
- Ma'ariv (evening) service
  - Barchu
  - Ahavat Olam
  - Sh'ma
  - V'Shamru
  - Amidah
  - Kiddush
  - Aleinu
  - Mourners Kaddish
  - Yigdal or Adon Olam

### Order of Saturday Morning Service (9:00-12:00)

- Psukei D'Zimra (preliminary service)
- Shacharit (Morning service)
  - Barchu
  - Sh'ma
  - Amidah
- Torah service
  - Prayers for taking out the Torah (and Torah procession)
  - Blessings and Chanting of the Torah (7 sections plus Maftir, or last paragraph)
  - Wrap the Torah and put aside
  - Chanting the Haftarah with blessing before and after
  - Prayers while Torah is out (prayer for congregation, for peace, Ashrei)
  - Prayers for replacing the Torah scrolls (Torah procession)
- Bar/Bat Mitzvah's Dvar Torah (addressing the congregation)
- Rabbi presents to Bar/Bat Mitzvah
- Rabbi's Dvar Torah
- Musaf service (final service of Shabbat morning, including Amidah)
- Concluding prayers (Ein Keloheinu, Aleinu, Mourners Kaddish, Adon Olam)
- Kiddush and Hamotzi

# Friday evening and Shabbat Morning Services

## Friday Evening Service

The Bar/Bat Mitzvah is a participant in the Friday evening service, which begins at 6:15pm. Plan to arrive by 6:00, and leave extra time if the weather or traffic is a concern. The Friday evening service lasts approximately an hour. The Bar/Bat Mitzvah usually leads several prayers including the Kiddush for Erev Shabbat.

- Many of the blessings and prayers of the Friday evening service are on our website: (<http://nevehshalom.org/bar-bat-mitzvah/>)
- See sample Friday Order of Service in the “Resources” section

## Tallit Presentation

Many families choose to present their child with a Tallit during the Friday evening or Saturday morning service. At this time, a short presentation may be given by one or both parents about the significance of this moment in the life of your family, or the Tallit you are presenting. While this is an opportunity for parents to express their pride and love, it is not an occasion to review every detail of the child’s life. Your remarks should be no more than 5 minutes in length.

- See Parents’ Speech and Blessings in the “Resources” section for examples.

## Shabbat (Saturday) Morning Service—Overview

Services on Saturday morning begin at 9:00am and families are requested to arrive on time. Friends and family members who have an aliyah or another honor should arrive no later than 9:30, and sit in the front section so that they can be easily identified. The gabbai (service helper) may need your assistance to identify these individuals. This service includes several parts including the morning service, the Torah service, the Dvar Torah (an explanation by the Bar/Bat Mitzvah of the Torah portion and its personal relevance), and the ending service. The service concludes around noon, and it is traditional that the Bar/Bat Mitzvah family hosts a Kiddush lunch for their guests and congregants following the service.

- See sample Saturday Order of Service in the “Resources” section
- Many of the blessings and prayers of the Saturday morning service are on our website: (<http://nevehshalom.org/bar-bat-mitzvah/>)

## Friday Evening Order of Service and Saturday Morning Program

An Order of Service (one-page program) is printed for Friday night and Saturday morning. As the Bar/Bat Mitzvah family for the weekend, you are entitled to honor your family, guests, or friends by including them as participants in our service, and to personalize the program with a design or with your child’s name. Many families use a design similar to their invitations. Our graphic designer will help with this process. There are forms in the Resource Section and templates of the Friday Order of Service and Shabbat Morning Program.

- See the Resource Section for templates and forms for the Order of Service and the Shabbat Morning Program.

## Special Programming

Occasionally on Shabbat, we have special events that may impact your Friday evening service time and/or the number of people expected to attend the service. If your simcha falls on one of these event dates, we will be in touch with you well in advance.

## Honors

There are several opportunities for your relatives and guests to participate in our Shabbat morning service, and many families consider this a way to honor special people in their child's life. Those friends or family members who will be reciting a blessing or prayer may want to practice with your tutor or may be asked to attend the Friday morning rehearsal. Please let your tutor know of your wishes for any assistance your family members may need in order to fulfill their honor. Lisa Richmond will review the forms with you.

- The blessings for coming up to the Torah as an aliyah are on our website:  
<http://nevehshalom.org/bar-bat-mitzvah/>
- See the Honors worksheet in the "Resources" section.

Here are some more details on the honors that can be given out for your child's Bar/Bat Mitzvah:

Aliyah—coming up to the bimah during the Torah service to recite the blessing before and after one of the 7 Torah readings.

Reading Torah—chanting one of the seven sections of Torah in the traditional trope from the Torah scroll (without vowels or cantillation). This is an honor for those who have learned this skill. Torah readers not from our congregation should make sure to set a phone or in-person meeting with Cantor Bitton so that he can hear them rehearse the part. As early as you would like, you may contact Cantor to obtain a list of the Torah readings, request photocopies of the text, and/or an mp3 or CD recording (please allow two weeks to process your request). Cantor will help you with the reading assignment and will gladly send the information directly to your friend or family member if you provide him with the names, street and email addresses. ***Your complete list of Torah readers must be provided to Cantor no later than two months before your Bar/Bat Mitzvah date.*** If there are still Torah readings that have not been assigned, Cantor will confirm with you, then ask one of our regular Torah readers to read the unassigned portion(s).

Sitting on the Bimah-- If you plan to use the Main Sanctuary you may ask one family member, most often a parent or grandparent, or sometimes your tutor, to sit with your child. Honoring someone with "sitting on the bima" is not applicable in the Stampfer Chapel due to the configuration of the room.

The Prayer for Peace—This optional prayer is recited responsively in English, and therefore can be an honor for a family member or friend who does not know Hebrew or is not Jewish.

### Greeter Requirement

On weekends when there is no Bar/Bat Mitzvah, Neveh Shalom provides one or two Greeters to welcome our community to the synagogue. On Bar/Bat Mitzvah weekends, this is an honor for the family to perform. It is recommended that you ask 1-2 ADULT FRIENDS OR FAMILY MEMBERS who are familiar with CNS to fill this role. Parents of students in your child's Bar/Bat Mitzvah class are a good option.

- See "Shabbat Greeters" in the "Resources" section.

## **Participation of non-Jews in Bar/Bat Mitzvah Ceremonies**

We offer numerous avenues for non-Jews to participate in our congregational life. There are several ways in which a non-Jewish parent, grandparent, other relative, or friend can participate in the service. These include the Tallit presentation, sitting on the bimah with the child, leading the Prayer for Peace, and opening the ark. The non-Jewish parent of a bar/bat mitzvah is welcome to accompany the Jewish parent on the bimah when the Jewish parent recites blessings over the Torah during an Aliyah. This is our current policy but other ideas are being discussed by the Ritual Committee and leadership. Please be in touch with the rabbis or cantor for updated information.

## **Attire & Decorum**

### **Proper Attire**

It is customary to dress respectfully and modestly when in a sanctuary. Please remember that everyone, *especially the Bar/Bat Mitzvah and anyone else participating in the leadership of the service*, should dress in an appropriate and modest manner when participating in a religious service. Bare shoulders or midriffs are not considered appropriate, nor are short, tight or suggestive clothes. The ideal for all shul-goers is dressier than day-to-day clothes but nothing that calls attention to oneself or one's body.

### **Kipot and Tallitot**

All self-identified men must wear a Kipah or other head covering when entering the sanctuary. Self-identified women are encouraged to wear a head covering, especially if they will be on the bimah. Kipot are available in the foyer. Should you choose to purchase personalized Kipot, you may order them through the Sisterhood Gift Shop or several sites online. Allow six weeks for printing and delivery. Additionally, a talit and head-covering must be worn by the Bar/Bat Mitzvah and family members when reading from the Torah, having a Torah-related honor, or leading parts of the service. Covering our head acknowledges our entrance into a sacred space; the Tallit symbolizes our obligation as Jews to the mitzvot and to each other. Please direct any questions to Rabbi Kosak.

### **Synagogue Decorum**

When you step into the sanctuary on Shabbat, you are stepping out of everyday activities and into a sacred space. It is a time to enjoy the holiness of Shabbat as well as to show respect for the Rabbis, the Bar/Bat Mitzvah family, and the congregation. You will probably be inviting many adults and children who are unfamiliar with our customs and facility. In order to ensure security, decorum and enjoyment for all who come to worship and celebrate, we request that children be supervised at all times. Smoking is prohibited on synagogue premises at all times. Cell phones and other electronic devices should be turned off while at the synagogue. Writing is prohibited on Shabbat and Festivals. Applause is not appropriate at any time during the service. Instead, express appreciation with the phrase, “Yasher Koach” (strength be to you). Business attire is appropriate for all worshippers and guests. Many families choose to send a letter to guests before the occasion to explain these rules and also what the guests (especially those unfamiliar with our synagogue services and customs) might expect.

- A sample letter to guests is included in the Resource Section.

## Planning the Celebration

### Invitations & Chronicle Announcement

#### Invitations

Invitations can be as formal or informal as your family chooses. Both paper and email invitations are common. Here are some considerations when creating your invitation list:

- It is expected that *all students invite the entire Bar/Bat Mitzvah class to the ceremony and celebration*. Consider wording your invitation so that the families of the class also know they are invited to the ceremony. Some families handle this with a follow up email.
- It is a courtesy when sending invitations to include Rabbi David and Laura Kosak, Rabbi Eve Posen and Mr. Duncan Gilman, Cantor Eyal Bitton & Michèle Tredger, and any other Neveh Shalom clergy, staff, or teachers who have been meaningfully involved in your child's education or Bar/Bat Mitzvah process.
- Addresses for the Bar/Bat Mitzvah class and for teachers and staff can be requested from the Education Office. All other member addresses can be obtained from the synagogue directory (online).
- All invitations should indicate when your service begins on Friday at 6:15pm and on Saturday (9:00am).
- As mentioned above, some families choose to send an informational letter to guests to explain more of the customs of the Bar/Bat Mitzvah service and our synagogue. A sample can be found in the Resource Section.

#### CNS Chronicle Announcement

A form will be emailed to you a few months before the Chronicle deadline by Brian Rohr so that you may include information about your child in our synagogue publication. You may include a photo (either black and white or color, any size); names of parents, siblings, grandparents and great-grandparents; school name and grade; hobbies and interests.

- See Resource Section for samples.

# Luncheon, Cookie Table, and Challah

## The Kiddush Luncheon

The Bar/Bat Mitzvah family traditionally hosts a festive luncheon following the Shabbat morning service in honor of their child. This is held in Birnbach Hall, which can be decorated to fit the occasion. It is **strongly requested** that luncheon festivities be kept at the synagogue, to include the congregation and to maintain the Shabbat atmosphere. Allen Levin of Century Catering is the synagogue's in-house kosher caterer and will plan the menu with you. Our kitchen is strictly kosher. No food, other than cookies, may be brought in from the outside. Families are expected to plan on 60 congregants in addition to your count and cost for the luncheon. This communal luncheon is integral to the warmth and hospitality of Shabbat at Neveh Shalom.

## Cookies for Your Shabbat Luncheon

A sweet tradition at Neveh Shalom—the Cookie Tables. It is our custom that the Bar/Bat Mitzvah family, friends, and relatives bake sweets at home in advance for the Kiddush Luncheon. While this is not required, friends consider it an honor to bake for your simcha (joyous event), and to help assemble the sweets onto trays on the Friday morning of your weekend. While we understand that this tradition can cause angst among some families, we have found that often there are a couple of parents who volunteer to be “Cookie Captains” for the class and will help to coordinate this part of the celebration with you. Alternatively, or as a supplement to the home-baked items, our caterer can provide treats, or Kosher dessert can be bought from Safeway or other stores that sell kosher cookies.

- See the Neveh Shalom Baking Guidelines located in the “Resources” section.

## Challah for Saturday Morning

Challah will be provided by our caterer each week. It can also be baked by family or friends. The Challah is only needed on Saturday at the conclusion of services before the Kiddush luncheon.



## Decorations

### **Flowers for the Bimah (optional)**

Flowers for the bimah in the Main Sanctuary may be provided by the family and must be delivered on Friday, before or during the rehearsal. There are large glass vases available should you elect to create your own floral arrangement(s). Please coordinate with Lisa Richmond.

The Stampfer Chapel does not have adequate space allowance for large floral sprays so most families opt out.

### **Decorations and Centerpieces for the Kiddush**

You are welcome to decorate the tables in Birnback Hall as part of the celebration of your simcha. Decorations and centerpieces for Shabbat should be in keeping with the spirit of the day. Items that are inappropriate for use on Shabbat and Festivals (cameras, writing implements, money, and candles) should not be used in your theme or décor. When in doubt, check with Lisa Richmond. Mylar confetti may not be used as part of your decorations, upstairs and/or downstairs. Fresh cut flowers and kosher candy are popular choices.

## **Extending your Celebration & Gift Shop as Resource**

### **Extending your Celebration at Neveh Shalom**

Some families choose to host a Friday night dinner for their out of town guests, family, and friends following the service. This is a lovely way to begin your weekend of celebration. The dinner would begin around 7:15pm, shortly after the conclusion of services. Our Atrium is able to accommodate up to 50 people. Larger families might consider using the Birnbach Hall, Vestry, or Stampfer Chapel.

Families often choose to celebrate their Saturday evening party in the Birnbach Hall. The room is extremely versatile and can accommodate smaller or larger crowds with an accordion room divider. It “dresses up” beautifully with the rental of proper lighting, draping, festive balloons or romantic candles. Lisa Richmond can share photos of previous events held in the Birnbach Hall to give you some creative ideas.

### **Our Gift Shop**

Our Sisterhood Gift Shop, located across from the main office, has many items to help you celebrate your Bar/Bat Mitzvah, including tallitot, head coverings, jewelry, personalized Kipot, and beautiful Judaica gift ideas. We can also order kosher candy. We have a variety of items in stock and are happy to order for you from our trusted vendors. Call 503-246-8831 ext. 127 for our hours or call Dana Sirkin, Gift Shop Manager, at 503-680-5877.

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# Timelines

## CNS Suggested Timeline for Ceremony and Celebration

### **12-9 MONTHS**

Consider where on or off-site celebration will be held (if desired); some locations may need to be reserved up to one year in advance

### **9-6 MONTHS**

Meet with Lisa Richmond, [lrichmond@nevehshalom.org](mailto:lrichmond@nevehshalom.org), to discuss ceremony and celebration arrangements at the synagogue, including but not limited to:

- Location of your Shabbat morning service
- Order of Service/Program coordinating
- Details about Kiddush luncheon & additional weekend events (dinner, party...)
- Schedule remaining appointments with Rabbi Kosak & Cantor Bitton

Begin working on guest list

Begin working on invitations; may choose to send a “save the date” to out-of-town guests, be sure to get a current class list from the ALIYAH office so all students will be included

Purchase tallit

Contact family and friends if you would like them to read a Torah portion. If so...

Optional: Assign family/friends who wish to read Torah directly with Cantor Bitton and request text/CD/mp3 if needed.

Schedule your D’var Torah meetings with the Rabbi

### **2-3 MONTHS**

Submit information to Brian Rohr for **Chronicle**; Brian will contact you by email

Order kippot if desired from the Sisterhood Gift Shop or on-line

Send invitations

Consider options for table decorations for Kiddush if desired

### **4 WEEKS**

Submit information for Chronicle and Order of Service handouts to Brian Rohr including names of all honorees for both Friday and Saturday services.

Purchase or obtain appropriate clothing for Bar/Bat Mitzvah ceremony and celebration (please refer to Proper Attire section in this Manual)

Finalize plans with caterer AND other services such as florist, photographer, if desired

Contact family and friends to help with cookie baking and setup on the Friday morning of your simcha

### **2 WEEKS**

Finalize Saturday Order of Service with Brian Rohr

Submit names of those having Torah honors (both English & Hebrew names) to Lisa Richmond & Brian Rohr. Include parents' Hebrew names, e.g. *Baruch ben Moshe v' Sarah*. Keep a copy for yourself

Contact caterer & Lisa Richmond with final numbers for Kiddush lunch

**1 WEEK**

Finalize Friday Order of Service with Brian Rohr

Confirm delivery of any items from outside vendors for celebration for Friday morning.

Deliveries **will not** be accepted on Saturday/*Shabbat*

**FRIDAY**

Plan to be at the synagogue for final rehearsal; time is usually set for 10:30am. Exceptions must be coordinated with Cantor Bitton

**Bring shoes you plan to wear, kippah and tallit, siddur, 3 ring binder of study materials, and large font, well-spaced copy of speech.**

**Family and friends who are chanting Torah are encouraged to come and practice Friday morning**

Parent(s) tray cookies for the weekend

Morning plans may also include meeting with photographer and florist if you have made arrangements with any of these vendors, AND setting up table decorations for luncheon if you so desire

## Steffani's Sample Checklist for Bnai Mitzvah Planning

### 12 months out

- ☐ Book Venue
- ☐ Book DJ
- ☐ Book Caterer

### 6-9 months out

- ☐ Book hotel block for out of state guests
- ☐ Book photographer
- ☐ Meet w Lisa Richmond to discuss ceremony & celebration arrangements at synagogue incl. location of Shabbat morning service, Order of Service/Program

### 4-6 months out

- ☐ Finalize guest list – Get current class list
- ☐ Assign Torah readers w Cantor Bitton and request text/CD/mp3
- ☐ Order centerpieces and decorations for Sat. night dinner
- ☐ Order invitations
- ☐ Order yarmulkes
- ☐ Order food for Kiddush (Allen Levin)
- ☐ Rent linens, dishes, silverware, glassware & other items needed for Sat. night
- ☐ Schedule D'var Torah appointments with the Rabbi

### 3 months out

- ☐ Make hotel packet for out of towners
- ☐ Start clothes shopping
- ☐ Assemble invitations and buy postage
- ☐ Mail invitations

### 2 months out

- ☐ Submit information to office staff for Chronicle
- ☐ Order centerpieces for Sat. Kiddush
- ☐ Make up song list for DJ
- ☐ Submit Bar/Bat Mitzvah info to office staff
- ☐ Finalize plans with caterer
- ☐ Finalize plans with photographer
- ☐ Finalize plans with DJ

### 1 month out

- ☐ Make hair appointments, manicure, facial etc.
- ☐ Alterations for suits, dresses
- ☐ Shirts, ties, shoes, socks, stockings for Shabbat
- ☐ Schedule haircut reservations for family members
- ☐ Choose people for aliyot and honors –Collect Hebrew names
- ☐ Arrange guest seating
- ☐ Assemble centerpieces
- ☐ Write speeches
- ☐ Order cake for Party
- ☐ Finalize Saturday order of service w/Brian rohr
- ☐ Submit Aliyah list w Hebrew names to Lisa Richmond

- ☐ Contact Party venue with final numbers
- ☐ Contact caterer w final numbers

**The month of...**

- ☐ Finalize Friday Order of Service w Office staff
- ☐ Contact Allen Levin w final numbers for Kiddush
- ☐ Make cookies for Kiddush
- ☐ Order challah, Havdalah for Sat. night
- ☐ Welcome baskets for hotel guests
- ☐ Arrange transportation
- ☐ Stock bar

**Rehearsal Day**

- ☐ Bring shoes plan to wear, kippah & tallit, siddur, study binder, large font, well-spaced copy of speech
- ☐ Family & friends chanting Torah to practice
- ☐ Bring cookies for Kiddush
- ☐ Photographer for pics
- ☐ Delivery of flowers before or during rehearsal
- ☐ Set up table decorations for Kiddush

# Resources for the Ceremony

## Location of Services

### Use of the Main Sanctuary/Stampfer Chapel for your Erev Shabbat (Friday Evening)

#### Service:

- ALL Friday night services will occur at 6:15pm and conclude by 7:15pm.
- Most Friday evening services will take place in the Stampfer Chapel unless an unusually large crowd is expected OR the room will be used for your Friday dinner or Saturday luncheon, in which case the service will be in the Main Sanctuary.
- During the summer months Erev Shabbat services are held in the Upper Plaza outside, weather permitting.
- Occasionally on Shabbat, we have special events that may impact your Friday evening service time, service location and/or the number of people expected to attend the service. If your simcha falls on one of these event dates, we will be in touch with you well in advance.

### Use of the Main Sanctuary/Stampfer Chapel on Shabbat Morning

There are two factors to consider when making this choice; the first concerns your numbers, the second concerns the location of your luncheon.

1. If you are expecting less than 125 invited guests, you may prefer to have your service in the Stampfer Chapel. Room capacity for the Stampfer Chapel is approximately 185 comfortably; we always plan for at least 60 regular congregants every Shabbat morning. Please know that we **cannot add chairs** during the middle of the service as it would be very disruptive.
2. If you are expecting a larger crowd (over 125), then we will hold services in our Main Sanctuary on Shabbat morning.
3. If you plan to have your Friday dinner or Saturday luncheon in the Stampfer Chapel, then services will be held in the Main Sanctuary.
4. Final decisions regarding your use of space at this service must be made within 2 weeks of your simcha and discussed with Lisa Richmond (for scheduling purposes). **The final location decision belongs to our clergy.**



## **Parents' Speech and Blessings:**

### **Presenting the Tallit**

During the Erev Shabbat (Friday night) or Saturday morning service, we invite parents to present their child as a new leader into the community with the symbol of wearing a tallit for the first time. The parents are invited to share a few words expressing their family's joy, reflecting on their pride in their child's accomplishments, and their sincere commitment to passing on the ancient and sacred tradition of becoming a Bar/Bat Mitzvah.

Some items for your consideration:

- Please limit your talking time to five minutes or less.
- It's a good idea to write out your presentation and practice reading it a few times in advance. This can be a very emotional moment; preparation will boost your confidence.
- Please speak directly into the microphone. We all want to hear your words of pride and praise so speak slowly and clearly directly into the mic. Do not hesitate to make adjustments to the mic before you begin.
- This is a beautiful opportunity to express to your child and your guests, in the biggest picture, what this moment means for you and your family.

NAME: \_\_\_\_\_ BAR/BAT MITZVAH DATE: \_\_\_\_\_

PARENTS' NAMES: \_\_\_\_\_ PARSHA: \_\_\_\_\_

dkosak@nevehshalom.org lrichmond@nevehshalom.org

DATE	APPOINTMENT	TIMELINE (AT LEAST...)	EXPECTATION
		1 WEEK BEFORE FAMILY APPOINTMENT	<ul style="list-style-type: none"><li>• ACTIVELY READ ENTIRE PARSHA AND COMMENTARIES 1</li><li>• EMAIL RK 7 POTENTIAL SPEECH TOPICS/QUESTIONS ABOUT PARSHA 2</li></ul>
	FAMILY APPOINTMENT	6 MONTHS BEFORE BM	<ul style="list-style-type: none"><li>• RK HELPS SELECT TOPIC</li><li>• RK REVIEWS PROGRESS EXPECTATIONS WITH FAMILY</li></ul>
		1 WEEK BEFORE APPT 1	<ul style="list-style-type: none"><li>• EMAIL RK A ROUGH DRAFT OF YOUR SPEECH</li></ul>
	APPT 1	2 MONTHS BEFORE BM	<ul style="list-style-type: none"><li>• REVISE DRAFT WITH RABBI KOSAK</li></ul>
		1 WEEK BEFORE APPT 2	<ul style="list-style-type: none"><li>• EMAIL RK A 2ND DRAFT OF YOUR SPEECH</li></ul>
	APPT 2	1 MONTH BEFORE BM	<ul style="list-style-type: none"><li>• FINE-TUNE 2ND DRAFT</li></ul>
		1 WEEK BEFORE APPT 3	<ul style="list-style-type: none"><li>• EMAIL RK FINAL DRAFT OF YOUR SPEECH</li></ul>
	APPT 3	2 WEEKS BEFORE BM	<ul style="list-style-type: none"><li>• REHEARSE SPEECH</li></ul>

**D'VAR TORAH:** The speech given during your Bar/Bat Mitzvah ceremony, teaching the congregation about the Torah portion (Parsha) and your interpretation thereof.

- 1 Parsha commentaries can be found in your tutor binder. You may want to read that first to help you get an overview. Active reading means that you should be able to tell someone else—like Rav D—what your Parsha is about. He will ask you to tell him about it when you meet.
- 2 While reading, or after, write down 7 things that catch your attention. These can be a theme, a passage that doesn't make sense, a concept that bothers you or an idea that interests you. For most students, we can identify a topic from these that will become the subject of your D'var Torah.

MESSAGE FROM RAV D

HI THERE. I'M EXCITED TO WORK WITH YOU ON YOUR D'VAR TORAH. THIS IS A SPECIAL TIME FOR YOU AND A REAL MILESTONE IN YOUR LIFE. SOME PEOPLE LOOK FORWARD TO WRITING THEIR SPEECH, WHILE OTHERS FEEL OVERWHELMED OR UNMOTIVATED. SOME STUDENTS WORK WELL INDEPENDENTLY, OTHERS SEEK HELP AND ADVICE FROM PARENTS, OTHER TEACHERS AND FRIENDS. THAT'S OK. AS LONG AS YOU TAKE SERIOUSLY THE STEPS ABOVE, YOU WILL BE OFF TO A SOLID START. I'LL SEE YOU SOON!

We are committed to making the D'var Torah process accessible to all Bar/Bat mitzvah students. Please speak with Rabbi Kosak if you have concerns about challenges your child may face in meeting these expectations.

### Writing a D'var Torah with Rabbi Eve Posen

Rabbi Posen is regularly scheduled to officiate Shabbat Services on the 2<sup>nd</sup> Saturday of each month. Rabbi Kosak officiates all others. Please schedule your D'var Torah appointments with the Rabbi who will officiate on the Saturday of your child's bar/bat mitzvah.

#### How To Write a D'var Torah

##### 1. Read the text all the way through

- a. As you're reading jot down concepts, questions or thoughts you have and not which verse inspired it.

##### 2. Narrow down your topic

- a. Decide which concept or question you want to focus on
- b. Never pick more than 2 questions or 2 related concepts |

##### 3. Outline your thoughts

- a. How will you grab the audience's attention?
  - i. Quote?
  - ii. Story
  - iii. Joke
  - iv. Evocative statement
- b. Summarize the section of text you're speaking about- this gives the context
- c. Introduce the verse or verses you will focus on
- d. State your question or concepts
- e. Introduce commentary
- f. \*\*Repeat C-E if you have a second verse to use
- g. Close with your final lesson- what is the take away from this section of text.
  - i. What action does this inspire
  - ii. What purpose does this text bring to us

##### 4. Title: Every piece of writing deserves a proper title

##### 5. EDIT

## Shabbat Greeters

Being welcomed upon arrival at simcha and having [Shabbat Greeters](#) is a very important part of the Friday night and Saturday morning service for your B'nai Mitzvah. Your synagogue member friends and family at the door are a great way to welcome your out of town guests, child's friends from school and family to the synagogue.

[Coordinate Greeters as you would your cookie bakers](#). Offer to greet for other families and ask them to greet at your event. This can be a powerful way to feel connected to the families in your child's class.

Here are the responsibilities of the Greeter:

- Stack and hand out the Friday night Siddur (blue prayer book) or the Etz Hayim (red prayer book) and Siddur for Saturday, along with a copy of the Order of Service (and any additional handouts).
- Smile and direct guests to the worship space we will be using for the service, as well as bathroom locations.
- Hand out kippot (see policy, page 18)
- Full instructions for greeters can be found in the cabinet labeled "Shabbat Greeters" in the foyer of the Main Sanctuary.

Check out two videos:

1. "A Guide for Visitors to Neveh Shalom," <https://tinyurl.com/cns-visitors> is viewable on the CNS homepage. This video will help orient guests to CNS and our customs. To sign up to greet, go to: <https://tinyurl.com/cnsgreeters> This is a Sign Up Genius site. It's easy to use and automatically generates reminders.
2. Next watch the "Greeter Guide" video for all of the best tips for greeting!  
<https://tinyurl.com/greeter-guide>

Review the written [handouts](#) for more information inside the cupboard (labeled Shabbat Greeters) in the Main Sanctuary (where you will also pick up a [name tag](#)).

Remember, you not only help your b'nai mitzvah class, but also the kehilla (community) by allowing the clergy to focus on the important job of assisting the b'nai mitzvah.

Thank you!

Membership Services Committee  
Jennifer Kalenscher, Chair

## Program Information &amp; Honors List (sample of fillable form)

# Bar/Bat Mitzvah

Please fill out this form at least **FOUR WEEKS** before your big day. You can fill it in electronically (this word document is fillable) and email it to Brian [brohr@nevehshalom.org](mailto:brohr@nevehshalom.org) or Lisa [richmond@nevehshalom.org](mailto:richmond@nevehshalom.org) OR return the completed form to the office. Please only fill this out ONCE - if you have changes, let the staff know.

Bar/Bat Mitzvah info		
Bar/Bat Mitzvah English Name		
Bar/Bat Mitzvah Hebrew Name (Please include parents' Hebrew names)		Ben/Bat
Is your family Levi or Kohein?		
Date of Bar/Bat Mitzvah		
Parents' English Names		
Parents' phone number(s)		
Parents' E-mails		
How many guests are you estimating to have? *Please add 60 regular congregants to your numbers	Guests on Friday: _____ + 60 = _____ (total) Guests on Saturday: _____ + 60 = _____ (total)	
Tallit Presentation	Friday? <input type="checkbox"/> Saturday? <input type="checkbox"/>	
Name of Person(s) Presenting the Tallit		
Friday Evening Service		
Names of Candle Lighters (ONLY when sundown is AFTER start of services)		
Ark Opener #1 (During "Ma Tov")		
Ark Opener #2 (During "Ma Tov")		
Sitting on Bima (ONLY if in Main Sanctuary, one person only)		
Adon Olam		
Shabbat Greeters (Refer to pg. 32 in B/BM Manual)	Name: _____ Email: _____ Please sign up at: <a href="http://www.tinyurl.com/shabbatgreeter">www.tinyurl.com/shabbatgreeter</a>	
Saturday		
Sitting on Bima (ONLY if in Main Sanctuary, one person only)		
Shabbat Greeters (Refer to pg. 32 in B/BM Manual)	Name: _____ Email: _____ Please sign up at: <a href="http://www.tinyurl.com/shabbatgreeter">www.tinyurl.com/shabbatgreeter</a>	
Prayer for Our Country Prayer for the State of Israel Prayer for Peace		
Special Prayers		

<b>Ashrei</b>		
<b>Musaf Service</b>		
<b>Eyn Keloheynu</b>		
<b>Aleinu</b>		
<b>Adon Olam</b>		
<b>Candy Throwing?</b> (CNS will Provide)		
<b>Names of Ark Openers</b> (Beginning of Service)		
<b>Names of Ark Openers</b> (End of Service)		
<b>Hagbah</b> (Lifting the Torah) - English Name		
Hebrew Name		
<b>Glilah</b> (Dressing the Torah) - English Name		
Hebrew Name		
<b>HONORS/ALIYOT</b> <b>FOUR MAXIMUM</b> per family, <b>including parents</b> . Customarily, <u>ONE OR TWO PEOPLE</u> per Aliyah. *Please note: this may not necessarily be the order of the Aliyot.		
1	English Name	
	Hebrew Name	
	English Name	
	Hebrew Name	
	English Name	
	Hebrew Name	
2	English Name	
	Hebrew Name	
	English Name	
	Hebrew Name	
3	English Name	
	Hebrew Name	
	English Name	
	Hebrew Name	
4	English Name	
	Hebrew Name	
	English Name	
	Hebrew Name	
EXAMPLE: Hebrew name should include parents' names if possible		Miriam Rachel bat Yitzhak v' Deena

<b>For the Program</b> We only need the "About" and "Thank you" part of the program. The rest of the program may only edited by clergy request.	
<b>Cover</b>	Graphics or photos should be in digital format. You may also give Brian a copy of the bar/bat mitzvah invite to scan (popular option). To create a similar style, please reach out to Brian. The cover is vertical (portrait) - please keep that in mind. It will be printed in color on high quality white paper.
<b>About (140-170 words)</b> Please write a paragraph about your child to include in the Program - You can either type it in here or submit another file via e-mail. If you would not like to use what you have given for the Chronicle, please let us know.	
<b>Thank You (150-160 words)</b> Please write a thank you paragraph to include in the program	

## **Chronicle Announcement— Sample email from Brian Rohr**

Dear Parents of an upcoming Bar/Bat Mitzvah for (month, year),

My name is Brian Rohr and I am the Communication Coordinator at Neveh Shalom. I am in charge of putting together The Chronicle, our bi-monthly (every two months) community newsletter. The Chronicle is sent to members and will be up on our website. Each issue, we have a special section featuring those having a Bar/Bat Mitzvah. We are excited to feature your child, as I understand their Bar/Bat Mitzvah is in (month/year).

Would you please help by:

- 1) Sending in the information outlined below
- 2) Sending a high-res head photo, also detailed on the post below

I will need this information no later than next (day, date), though earlier is preferred!

Many blessings and Mazel Tov!

Brian Rohr

### **Neveh Shalom Chronicle Information for Upcoming Bar/Bat Mitzvah:**

Congratulations on the upcoming Bar/Bat Mitzvah! This is a wonderful, exciting and very busy time.

I am attaching a check list to help you gather the necessary information for an announcement we are doing in The Chronicle. You can see an example by clicking here and going to page 6-7. Please submit the announcement as text in an email, or attach as a separate word processing document, and return it to [brohr@nevehshalom.org](mailto:brohr@nevehshalom.org). The photo you submit should be a head shot only (school picture, formal portrait, etc.) Please give us call if you have any questions 503-246-8831

### **Bar/Bat Mitzvah Chronicle Check List**

- \_\_\_\_\_ Name of Bar/Bat Mitzvah student
- \_\_\_\_\_ Date of Event
- \_\_\_\_\_ Names of Parents
- \_\_\_\_\_ Names of Siblings
- \_\_\_\_\_ Names of Grandparents
- \_\_\_\_\_ Name of School & Grade
- \_\_\_\_\_ Hobbies/Interest of Bar/Bat Mitzvah student

### **Size of edited write-up**

Because there will be six bar/bat mitzvah students featured, we are trying to keep the write-up to about 75 words for each child. So if some information gets cut, that is the reason. Please do your best to keep it to this length. If anything is critical, please make a note of it.



**Photograph** (Head shot, like a school photo, family portrait, etc.)

Please email the photo, making sure it is a high resolution photo .jpg or .tif about 2 MB.

Email the file to: [brohr@nevehshalom.org](mailto:brohr@nevehshalom.org). If you submit a copyrighted professional photograph, please obtain written permission from the photographer for its publication in the Chronicle. If you are sending an image taken on a phone, please choose the “Original Size” or “Actual Size” when sending.

**Sample Announcement**

**Gabriel Brown | July 27**

Gabe Brown is the son of Deborah and Hugh Brown, brother to Raya Brown, Kalin Emerson, and Neil Emerson, and grandson to Carole and Fred Gorin (Sarasota, FL), Greg Smith (Pear Blossom, CA), Elaine Brown (Beaverton, OR), and Delbert (Bus) Brown (z’’l). He goes to school at Odyssey Middle School, having just finished the 7th grade. Gabe enjoys adventures with the Boy Scouts, paddle boarding, kayaking, reading, playing with his dog and cats, and playing video games.

You can also view an example of the page by clicking the link and going to page 7:

<https://nevehshalom.org/wp-content/uploads/2019/06/July-August-2019-Chronicle-FINAL-small.pdf>

## Letter to Guests about Bar/Bat Mitzvah

### #1 Jenn's Letter to Family & Friends

Hello family and friends,

We're so glad you're considering joining us for Hayley's bat mitzvah!

This letter attempts to answer many questions and/or provide information about the bat mitzvah/Shabbat service about which you may not know. Here is my preemptive effort, and please be in touch if you need/want greater clarity. **503-452-0219**.

First, Hayley's invitation says the bat mitzvah starts at 9am. That's only sorta true. On every Shabbat (which is every Saturday of the calendar year), synagogues conduct a Shabbat service. In the case of a bar or bat mitzvah, it's mainly the child—rather than the clergy—who leads the second and third parts of a three-part service. (The ceremony for a boy is called a "bar mitzvah"; for a girl it is a "bat mitzvah." "Bar" in Hebrew means boy, and "bat" means girl. "Bat" is pronounced "baht.") The first part of the service which starts at 9am consists of preliminary prayers that are conducted by a lay leader and are nearly entirely in Hebrew. Most people arrive closer to 9:30am or 9:45am, when the core of the service – the Torah service – begins.

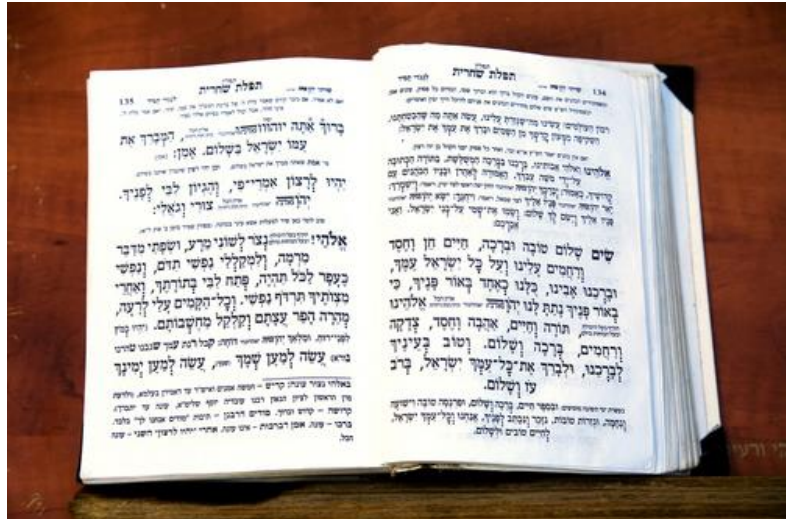
"The Torah service" means the congregation observes Hayley taking the Torah (Hebrew Bible) from the Ark (in which it is stored) and carrying it throughout the synagogue. (Ever seen a "Torah parade"? This is your chance!) This ritual gives congregants an opportunity to touch a garment to the Torah – considered the words of God as expressed to Moses – and then to their lips. *This is not a ritual done by everyone!* Indeed, many regular congregants simply stand by and observe this act, which symbolizes the Torah's importance and that a portion of it will be read momentarily.

Once the parade returns to the pulpit (or *bimah*, pronounced "bee-mah"), the Torah readings commence; eight different people will chant short portions from the scroll (which has no vowels nor punctuation); the final two portions are chanted by Hayley. She'll then chant what's called the *HafTarah* (pronounced "Hof'Tar'ah"), which is a portion from the Prophets. If you'd like to read in advance what Hayley will be chanting in Hebrew, her Shabbat morning Torah portion will be from Deuteronomy 24:14-25:19; her *HafTarah* will be from Isaiah 54:1-10, 54:11-55:5. (There are similar themes between a week's Torah portion and its coincident *HafTarah*.) Upon Hayley concluding the *HafTarah*, kids get to (gently) throw candy at her (provided by the synagogue), symbolizing the sweet conclusion of the hardest part of the entire service. Yes, you can eat whatever Hayley doesn't catch!

Hayley then comments (all in English!) on her readings and gives thanks (we hope) to those who've helped prepare her to conduct this service. Following her comments and then the rabbi's, the third and final section of the service gets underway. The Torah is returned to the Ark (after another "Torah parade") and then there is a series of prayers that conclude rather rapidly. It will be about 11:45am before the service wraps up.

About the prayer book: Hebrew reads from right to left, as opposed to English, read from left to right. Therefore the prayer book "opens backward," as does the Bible (which is a thick red book called "*Etz Hayim*," which means "a tree of life") in which you can follow along in English during the Torah service. Hebrew's "backwardness" can be hard to get used to and includes a lot of paper-shuffling. DON'T WORRY ABOUT IT AT ALL!!!

In the prayer book, you'll find that the right-hand pages are entirely in Hebrew, and that the left-hand pages have everything translated word-for-word into English. Sometimes, key prayers also are "transliterated," which means, for example, the Hebrew word "שְׁמַע" will have this on the opposite page: "sh'em'a." If you'd like to get a visual, a page in the prayer book might look like:



Regarding clothing: As long as you dress "nicely," you're appropriate for synagogue! The only "rules" are the following: Girls and women are expected to dress "modestly," which means no cleavage; no bare shoulders or midriff; no skirts too high above the knee; and men and boys are expected to cover their heads. Girls and women most certainly can wear pants. There always are myriad *kippot* (head coverings/skull caps/yarmulkes) available in a container outside the sanctuary for anyone to don. Women can cover their heads if they'd like, but there is no requirement or expectation. For example, Hayley will be wearing a *kippah* (skull cap), as it's proper to do so while reading from the Torah. Jenn chooses to cover her head in synagogue, too; she wears a hair band that's about 3" thick. Some women wear scarves, hats, and even doily-like items. Many Jewish folks wear a prayer shawl called a *tallit*; Jenn chooses to wear one; Jenn's dad does not. You will not stick out if you're not wearing one. They look like this:

Please note that because the service is long, people get up, use the restroom, wander around the hallways or the back of the sanctuary... it's never, ever looked upon as rude! Rather, it's expected. Even the rabbi and cantor (who leads the chanting) will do that; it's just what you do in longer services. (Some kids bring their "pleasure reading books"; doing so also is not rude. Anything to keep the natives not restless.)

However, the following are not allowed anywhere in the synagogue on Shabbat:



- Cell phones (keep them in your purses/pockets in “off” or “vibrate” mode)
- Taking pictures
- Writing/drawing
- Placing the prayer books on the floor (there are little cubbies either in front of your seat or beneath the seat in front of you in which to place them)

Following the service, there will be a *kiddush* lunch (“kee-doosh”), the shared, celebratory meal following Shabbat services. It’s for all who attend the bat mitzvah and takes place elsewhere in the synagogue. It usually runs from about noon to 1 pm.

Our best,

Jenn and David/Charley

*For even more about what to expect upon entering a synagogue, there’s a rather funny video the synagogue produced for visitors just like you. You can access it here, and enjoy:*

<https://www.youtube.com/watch?v=n50Dlyd2E08>

## Sample Letter to Guests about Bar/Bat Mitzvah

#2 Mel's Letter to Family & Friends

### Dear Friends,

We trust that you have received the invitation to Lev's bar mitzvah, and we thank you for your responses! Here are a few more details about the bar mitzvah weekend that might help you plan:

### Friday evening:

Friday evening Lev will help lead the service starting at 6:15. All are welcome for this service, but if you want to prioritize one, come on Saturday morning.

### Saturday:

The Saturday service starts at 9:00am. Lev will start leading at 9:45am and you do not need to arrive prior to that unless you want to.

The service ends around 12:00 and the lunch that follows will last for an hour or so.

### Customs at Neveh Shalom:

The dress code at Neveh Shalom is anything from business-casual to dressy. Lev will be wearing a shirt and tie but no jacket; a polo shirt and khakis is perfectly acceptable for men. Most women wear skirts or dresses but nothing immodest—shoulders and midriffs should be covered-- and nice pants are also fine.

All men are requested to wear a head covering and kipot (yarmulkes) are provided for this purpose. Women are welcome to wear a head covering but are not required to. Jewish men and women are welcome (but not required) to wear a tallit. If you are coming up to the *bimah* for an honor, please do plan to wear a kippah and tallit if you have one.

All electronics are turned off at our synagogue for the duration of Shabbat (Sabbath—from Friday at sundown to Saturday after sundown). Please plan not to bring (or be responsible about turning off) your phone or camera while in the synagogue.

### What is a bar mitzvah, anyway?

A bar mitzvah (bat mitzvah for a girl) is the ritual that announces the coming-of-age of a Jewish child. Traditionally at age 13 for a boy and age 12 for a girl, the bar mitzvah leads certain rituals that show his readiness to be part of the adult Jewish community, including taking on responsibility for the commandments that apply to Jewish adults. (For a longer explanation:

[http://www.myjewishlearning.com/life/Life\\_Events/BarBat\\_Mitzvah/BarBat\\_Mitzvah\\_101.shtml](http://www.myjewishlearning.com/life/Life_Events/BarBat_Mitzvah/BarBat_Mitzvah_101.shtml))

For Lev, bar mitzvah does mean taking on new responsibilities as a Jewish adult. It also means demonstrating the learning he has engaged in through ten years of education at Neveh Shalom and honoring the community that has been so important to him. Lev will be presented with a Tallit (a prayer shawl worn by Jewish adults and by prayer leaders) by his parents, and he will lead some of the Friday service and most of the Saturday service (all in Hebrew), as well as chant Torah (the portion from "Yitro" which was read the week he

was born) and Haftarah (a section from the Prophets)—both of which have their own ancient tunes – and the blessings that accompany the reading of scripture. He will give a short “Dvar Torah”, literally “a word of Torah”, explaining the passages he read and their relevance today.

All of you who have known Lev for a while know that this bar mitzvah represents a very long path of growth and accomplishment for him. We couldn’t be happier to celebrate this joyous event with him—and with you.

--Mel & Michael

## Resources for the Celebration

### Facilities

**All Bar/Bat Mitzvah luncheons will occur in the Birnbach Hall**, unless another major synagogue event precludes this option.

Birnbach Hall and other spaces are available for your Friday dinner and/or Saturday party. We strive to provide a warm, welcome and comfortable environment for everyone while celebrating this joyous occasion with you. **See Facility Fee Schedule for additional information.**

#### Use of the Birnbach Hall

Birnbach Hall can accommodate anywhere from 100 – 300+ guests seated at tables. The large room offers great flexibility and setup options; it can be divided in two with our accordion curtains for smaller crowds and left opened for larger parties. The stage works well for bands and DJ's. The wood floor is perfect for dancing! You and the catering staff can decide which setup works best for your event.

#### Stampfer Chapel

This space, designed to be a multi-purpose room, can also be used for a larger family Shabbat dinner or your Saturday evening affair. Please note however, this may impact where you hold your services (see page 28). Please talk to Lisa Richmond if this option is one you would like to consider. Additional fees apply.

#### The Atrium

This is a lovely space to consider holding a family Shabbat dinner after services Friday night. Seating space is limited; 45-50 guest maximum depending on setup. Additional fees apply

#### Outside Upper Plaza (weather permitting)

Our Upper Plaza is a wonderful option to use if you are fortunate enough to have pleasant Pacific NW weather and blue skies on your side! If interested, talk to Lisa Richmond about details. Additional fees apply.

## Facility Fees for Kiddush Luncheon for a Bar/Bat Mitzvah celebration at Neveh Shalom

It is our intent to provide a cost-effective and comfortable environment for our families, guests, and regular worshippers who attend both the Shabbat morning service and the Kiddush luncheon following. To that end, our luncheons will all take place in the **downstairs Birnbach Hall** after every Bar/Bat Mitzvah celebration (unless a synagogue event precludes this such as the Auction). Seating at tables will conveniently be provided for all.

### Fees\*

#### **Plan 1: USE OF THE FRONT OF BIRNBACH HALL ONLY**

We will provide FULL seating for up to and not exceeding 100 of your family's guests and approximately 60 of our regular congregants for a total of 160. Buffet, cookie and drink tables are included in the setup: **\$360.00**

#### **Plan 2: USE OF BOTH THE FRONT & BACK OF BIRNBACH HALL**

This option must be used if your family guest count exceeds 100. Seating will be provided for all guests plus 60 congregants. There is no limit to your numbers. Buffet, cookie and drink tables are included in the setup: **\$480.00**

### **Additional Spaces and Fees (for events other than Kiddush Luncheon)\***

#### Atrium / Isaak Foyer

Up to 30 guests	\$200.00
30-50 guests (max. 50)	\$360.00
Stand up Only	\$140.00

#### Birnbach Hall

Up to 150 guests	\$360.00
150+ guests	\$540.00

#### Plaza (weather permitting)

Max 150	\$360
---------	-------

#### Stampfer Chapel

Up to 70 guests	\$600
70-180 guests	\$750

**\*Fees do not include linens, catering fees, additional time, or security if needed after hours. Please talk to Lisa Richmond about details.**

**\*Fees current as of 10/1/2019, subject to change.**

**\*Payment Policy:** A deposit of 50% is due at the time of Room Reservation. The remaining 50% is due by 1 week prior to your event. Unpaid fees after your event will be automatically charged to your autopay arrangement on file with the synagogue office.



## Facility Charge Agreement - Sample form



### FACILITY CHARGE AGREEMENT

*This fee covers the rental of Neveh Shalom facilities, which includes a basic set-up of tables & chairs and custodial services. Fees associated with catering, decoration, entertainment, etc. are not covered by this agreement.*

### Bar/Bat Mitzvah Kiddush Luncheon

Name \_\_\_\_\_

Date: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Hosted Kiddush Luncheon	<u>150 people or less</u>	\$ <u>360.00</u>
Birnbaum Hall	<u>More than 150 people</u>	\$ <u>480.00</u>

Program Fees \_\_\_\_\_ \$ 50.00

#### Additional Simcha Fees (see next page)

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL CHARGES** \_\_\_\_\_ \$ \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ \$ \_\_\_\_\_

Balance Due Date : \_\_\_\_\_ \$ \_\_\_\_\_

I have read and understand the facility charges for sponsoring an event at Neveh Shalom. I understand a deposit of 50% is required at time of reservation and the balance is due two weeks prior to the event. Any unpaid fees after my event will be automatically charged to my autopay arrangement on file with the synagogue office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Payment Method:  
\_\_\_\_\_ Credit Card \_\_\_\_\_ Check

## Facility Charge Agreement - Sample form cont'd.

### Bar/Bat Mitzvah Additional Simchas

	<b>Friday Shabbat Dinner</b>		
	<i>Atrium</i>	0-30	<u>\$ 200.00</u>
		30-50 (max. 50)	<u>\$ 360.00</u>
	<i>Birnbach</i>	0-150	<u>\$ 360.00</u>
	<b>Saturday Night Party</b>		
	<i>Birnbach</i>	0-150	<u>\$ 360.00</u>
		150+	<u>\$ 540.00</u>
*Fees apply to basic facility usage. Additional fees may be applicable for more extensive set-up.			
	<b>Security</b>		
	<i>Security is required for all non-peak hour events</i>	4 hour minimum	<u>\$45.00/hour 180.00</u>
	<b>Video Recording</b>		
	<i>(Unedited) Video footage is available on a USB drive several weeks after the Bar/Bat Mitzvah.</i>	Friday Service	<u>\$36.00</u>
		Saturday Service	<u>\$100.00</u>

## Catering your Simcha at CNS

This includes Bar/t Mitzvah, weddings, baby namings, private rentals, evening parties and anything that is NOT a synagogue sponsored event or program.

There are three options available to our congregants. They are:

1. **The “Basic Kiddush”**- This option provides a basic lunch for guests plus 60 congregants, and is provided by our in-house caterer. The Basic Kiddush includes bagels, cream cheese, tuna salad, fresh fruit platters, hot drinks, cold drinks, all paper goods, linens and labor/service for a set number of people, and a set price, which includes 60 congregants. There may be no modifications/ supplementing to this menu. The synagogue will bill the family separately for the use of the facility which includes banquet room space and kitchen use, in addition to the cost of the luncheon.
2. We encourage our families to **contract with our in-house caterer**, Allen Levin of Century Catering. The synagogue bills the family separately for the use of the facility which includes banquet room space and kitchen use. Catering fees are billed separately by Allen Levin.
3. The family may choose to use a **caterer who has been approved by CNS and has a licensed business (including a food handlers license) outside of Neveh Shalom**. There is a separate contract for both the family and the caterer which specifically addresses details such notifying staff, arrangement of kitchen space, and additional fees for the privilege of using our facility. Please contact Lisa Richmond for details.
4. NO FOOD, with the exception of home baked goods, may be brought into the facility for serving at a simcha-based event. Self- catering is not permissible.

**In the event the occasional off-site luncheon is also scheduled, the family must plan to provide the “Basic kiddush” (see #1) at a minimum. The family should inform their guests and plan to spend 15-20 minutes at the synagogue after services with the Neveh Shalom community prior to departing.**

This is our policy as of October 2019. Please consult the current Bnai Mitzvah Handbook for any policy updates or changes.

## Baking Guidelines for Cookie Bakers

Dear Home Baker,

Congregation Neveh Shalom has a long tradition of our members contributing baked goods they have lovingly created at home for various events. As Neveh Shalom maintains a strictly kosher kitchen, all food served at congregational events must be kosher and prepared according to the dictates of Halachah (Jewish Law).

The purpose of these guidelines is to provide you with the information you need to follow to enable you to bring baked goods to Neveh Shalom.

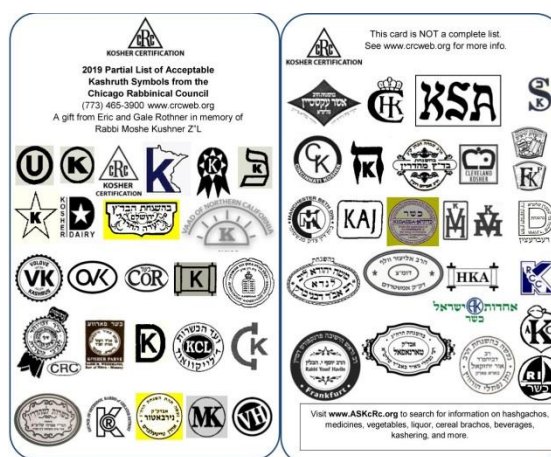
### UTENSILS

These guidelines apply to ordinary utensils, pots, and pans; serving dishes, and anything else which touches the food you bring to the synagogue.

- In a non-kosher home, it is ideal to use disposable utensils or glass (not Pyrex), or special utensils, which you have bought for, and use only for, preparing baked goods to bring to the synagogue.
- It is also acceptable to use metal or glass utensils by washing them very thoroughly and then rinsing by pouring boiling water over them. This must be done each time you prepare baked goods to bring to the synagogue. Wood and plastic utensils cannot be koshered in this way.
- It is also acceptable to cover utensils with aluminum foil in such a way that the food you prepare does not touch the utensil.

### INGREDIENTS

- Fresh fruit, vegetables, and nuts are kosher. **If you use nuts please label your cookies for people with nut allergies to avoid.**
- Basic ingredients such as flour, sugar, spices, corn starch, baking soda/powder are kosher
- Use only shortenings and cooking oils that are 100% vegetable with a kosher mark. Use margarine or butter with a kosher mark.
- Eggs are Kosher only if they do not contain a blood spot. Break eggs one at a time into a separate container. Discard any egg with blood spots and discontinue using the container.
- All other purchased/processed ingredients for baking, such as fruit filling, gelatin, chocolate, cocoa, marshmallows and baking mixes must be in a package with a kosher mark such as ®.



### PURCHASED BAKED GOODS

If you decide to purchase your cookies, you can find kosher marked items at the bakery of the Safeway on Barbur Blvd. and at most Trader Joe's. When purchasing baked goods, make sure there is a U in a circle ®, or a K in a triangle. A partial list of acceptable kosher symbols is in the figure above. Many bakeries, like Elephants, are not kosher. Ask before purchasing.

Thank you for taking the time to bake! We look forward to sharing your delicious cookies at Neveh Shalom.

## Sample Order of Service: Friday Evening



**Young Families: Shoresim Tryon Creek Shabbat Hike (ages 0-5), Saturday, Aug 12, 3:00pm** Join other families for a fun Shabbat hike at Tryon Creek State Park. FREE and snacks will be provided. More info: [eposen@nevehshalom.org](mailto:eposen@nevehshalom.org).

**Calling all Neveh Shalom Knitters! Tuesday, August 15, 7-9pm** Help make a welcome blanket as a gift to a new immigrant to the United States. Bring your knitting needles and a goodie to share. We will have the patterns, yarn, wine and lots of fun. All levels welcome, we will meet at Debbie Plawner's home. Please RSVP to [Iwoloshin@nevehshalom.org](mailto:Iwoloshin@nevehshalom.org)

**NEW! Meditations of the Heart, each Thursday thru November, 7:30pm** Join Sarah Rohr as she guides you through physical movements and practices to explore, compliment and exalt your heartfelt prayers. For both beginners and students with experience. \$10 sliding scale, a portion of the proceeds will benefit ALIYAH. More info: [sarah.e.rohr36@gmail.com](mailto:sarah.e.rohr36@gmail.com).

**Tefilla Lab Service, Saturday, Aug 26, 9:00am** During Tefilla Lab services, we will introduce the community to different melodies, niggunim and other innovations. The goal is to provide a space for experimentation where we can try out what prayer forms might deepen our kehilla's experiences. Our hope is that some of these experiments will yield results that we can incorporate more regularly into our communal Shabbat spirituality. We hope you will join us!

**CNS Book Club, Sunday, August 27, 4pm - 5pm Feldstein Library** For this initial installation of our new book club, we will be discussing "Songs for a Butcher's Daughter," by Peter Manseau. For more information, contact our librarian, Kaiya Goldhammer, [kgoldhammer@nevehshalom.org](mailto:kgoldhammer@nevehshalom.org)

#### Welcome to Congregation Neveh Shalom

The following reminders are offered to enhance your enjoyment of the service and ensure that certain protocols supporting the holiness of Shabbat are observed. It is our tradition for all men to wear a kippah (head covering). Tallit (prayer shawls) are worn by Jewish men. Jewish women are encouraged to observe these traditions. The Rabbi will ask the congregation to stand several times during the service. This punctuates the important portions of the service and shows respect for the Torah. These practices are not consistent with the sanctity of Shabbat:

- \* Putting prayer books on the floor
  - \* Smoking, taking photos, applauding or writing
  - \* Having an electronic device on in the sanctuary unless it is for health reasons
- Thank you for your consideration. Shabbat Shalom!



Congregation Neveh Shalom  
2900 SW Peaceful Lane, Portland, OR, 97239 503.246.8831  
Find us: [facebook.com/CongregationNevehShalom](https://www.facebook.com/CongregationNevehShalom)  
[www.nevehshalom.org](http://www.nevehshalom.org)

**ORDER OF SERVICE**  
**FRIDAY EVENING, AUGUST 11, 2017**

**Rabbi David Kosak**

- 
- |                               |  |
|-------------------------------|--|
| 16                            | Shalom Alayhem                                 |
| 22                            | L'hu N'ranena                                  |
| 36                            | Mizmor L'David                                 |
| 40                            | L'ha Dodee                                     |
| 44                            | Condolence Prayer - Rabbi Stanley Meisels, z"l |
| 46                            | Mizmor Shir                                    |
| 48                            | Tsodik Katamar                                 |
| D'var Torah Rabbi David Kosak |  |
| 54                            | Bar'hu   |
| 56                            | Ahavat Olam                                    |
| 60                            | Sh'ma Yisrael / V'ahavta                       |
| 64                            | Mi Hamo'ha                                     |
| 66                            | Hashkivenu                                     |
| 68                            | V'shamru                                       |
| 72                            | Hatsi-Kaddish                                  |
| 76-86                         | Amida  |
| 86                            | Oseh Shalom                                    |
| 90                            | Magen Avot                                     |
| 94                            | Kaddish Shalem                                 |
| 98                            | Kiddush  |
| 104                           | Aleinu   |
| 114                           | Mourner's Kaddish                              |
| 130                           | Adon Olam                                      |

**Tonight we recall our dearly beloved whose  
Yahrzeit is observed this Shabbat Eve:**

Paul Ail	Lazar Gurevich	Alice Miller
Ruth S. Allen	Dora Halpern	Irving Mills
Annette Barde	David Horenstein	Murielle Oxman
Morris Becker	Everett Hyde	Shirley Perlstein
Lillian Bernstein~	Klara Kaban	David Perry~
Elaine Bletstein	Gerald Kandel	Henry Raiton~
Michail Buzinover	Deborah Kanter	David Raskin
Michail Chernobelsky	Edith Kaplan~	Robert Rayer
Morris Cohen	Hugo Kern	Earl Rosenthal
Ruth Cooper	Raquel Krivoy	Marcy Sher
Boris Diner	Nellie Levenson	Benjamin Sherman~
Norman Fields	Harold Levy	Mona Sherman~
Philip Finkelstein	Al Lewin	Louis Sirkin
Ida Rodinsky Gilbert	Martha Ann Liberman	Bertha Stern
Charles Goldberg	Barney Liebreich~	Polya Veytsman
David Goodman	Gladys Peyser Louke	Sigmund Weisser~
Florence Goodman	Arlene Malen	Pauline Wieder
Dora Greenshpoon	Samuel Markiz	Eugenia Yalonetsky
Cecilia Gregory	Aaron Matza	Golda Zaltsman
Morris Gross	Laurence Meyer	Sara Zisman
Betty Gundell		

Those names followed by an ~ are memorialized in the Sanctuary

**Weekend Schedule**

**Saturday**

9:00am: Shabbat Morning Service, Main Sanctuary  
9:30am: Downstairs Minyan, Zidell Chapel  
12:30pm: Women's Torah Study, Room 111  
3:00pm: Shoreshim Hike, Tryon Creek State Park

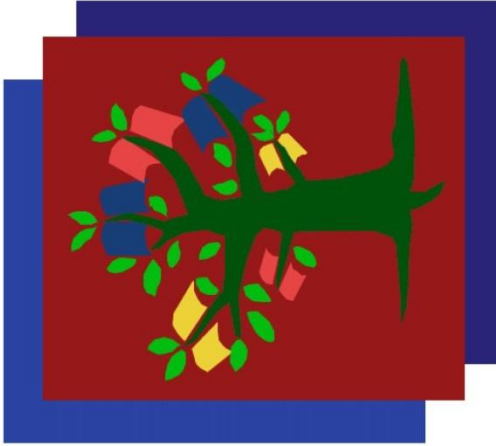
**Sunday**

9:00am: Morning Minyan, Zidell Chapel



## Sample Order of Service: Shabbat Morning

# The Bar Mitzvah of Gabriel Brown



## Parashat Pinchas

July 27, 2019 | 24 Tamuz 5779

Welcome to Congregation Neveh Shalom

The following reminders are offered to enhance your enjoyment of the service and ensure that certain protocols are observed.

In this congregation, it is our tradition for all men to wear head coverings in the sanctuary. Tallit (prayer shawls) are worn by Jewish men on Saturday mornings. Jewish women are encouraged to observe these traditions.

The Rabbi will ask the congregation to stand several times during the service. This punctuates the important portions of the service and shows respect for the Torah. When the Ark is opened, when the Torah is raised, or when we wish to emphasize a prayer, you will be asked to stand.

In respect to our Shabbat observance, we ask that you please refrain from:

- ... Putting prayer books on the floor
- ... Taking photos
- ... Applauding and writing
- ... Smoking on synagogue property
- ... Text messaging, playing digital games and/or talking on your cell phone. Please make certain your cell phone is off.

Thank you for your consideration.

Shabbat Shalom!

CONGREGATION  
**NEVEH SHALOM**  
2900 SW PEACEFUL LANE PORTLAND, OR 97239  
(503) 246 8831  
[WWW.NEVESHALOM.ORG](http://WWW.NEVESHALOM.ORG)

**ORDER OF SERVICE**  
**Saturday Morning, July 27, 2019**  
**Rabbi David Kosak**                      **Cantor Eyal Bitton**

**BAR MITZVAH OF GABRIEL BROWN**

p. 103-147	Preliminary Service - Mark Sherman
p. 147-166	Shaharit
p. 168-171	Taking Out the Torah
*p. 931	Torah Chanting - Parashat Pinchas
*p. 936	Maftir - Numbers 29:35 - 30:1
**p. 968	Haftarah - Jeremiah 1:1 - 2:3
Bar Mitzvah Address	Gabriel Brown
p. 176	Prayers for the Congregation/Community
p. 177	Prayer for Our Country - Greg Smith
p. 178	Prayer for the State of Israel - Raya Brown
p. 178	Prayer for Peace - Cindy & Tim Katzenberg
p. 180	Announcing the New Month
p. 181	Ashrei
p. 183-184	Replacing the Torah Scroll
p. 184	Etz Hayim
Presentations	Rabbi David Kosak
p. 184	Hatzi Kaddish
p. 193-202	Musaf
p. 203	Kaddish Shalem
p. 204	Ein Keloheinu
p. 205-206	Aleinu
p. 207	Mourner's Kaddish
p. 211	Adon Olam
p. 77	Kiddush/ Ha-motzi

\*In Etz Hayim

\*\*After Gabriel finishes chanting the Haftarah some members of the community will shower him with candy.

**HONORS**

First Ark Opening	Stephen & Sherry Plotkin, Maureen & Dave Brown
First Aliyah Numbers 28:16 - 28:25	Carole and Fred Gorin <i>read by Deborah Freedberg</i>
Second Aliyah Numbers 28:26 - 28:31	Shabbat Assignment <i>read by Arden Eby</i>
Third Aliyah Numbers 29:1 - 29:6	Noah Gorin, Marjory & Walter Tolub <i>read by Holly Eby</i>
Fourth Aliyah Numbers 29:7 - 29:11	Shabbat Assignment <i>read by Eric Oslund</i>
Fifth Aliyah Numbers 29:12 - 29:16	SaraHope Smith <i>read by Mel Berwin</i>
Sixth Aliyah Numbers 29:17 - 29:28	Shabbat Assignment <i>read by Cantor Eyal Bitton</i>
"Mi shebeirach for those who are ill" ( <i>text on inside of back cover</i> )	
Seventh Aliyah Numbers 29:29 - 30:1	Deborah Brown <i>read by Cantor Eyal Bitton</i>
Maftir Numbers 29:35 - 30:1	<i>read by Gabriel Brown</i>
Hagbah	Hal Nevis
G'iliah	Chana Weiss
Second Ark Opening	Nancy Plotkin, Kelly & Liz Brown
Gabba'im	Priscilla Kostiner and Mylen Shenker