



2013 Kol Shofar B'nei Mitzvah Handbook
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Mazel Tov!

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Your child is beginning the process of becoming a Jewish adult - of entering into a committed relationship with the Jewish people and God. You don't "have" a Bar/Bat Mitzvah; you "become" a Bar/Bat Mitzvah, a person responsible for doing mitzvot, or sacred duties. The Bar or Bat Mitzvah day is the moment that celebrates this transition and is a sacred event for your family. Please read this manual carefully so that you will have everything you need to prepare for this day.

Timeline of Preparation

At least one year before Bat/Bar Mitzvah	<ol style="list-style-type: none">1. Attend orientation with Rabbi Levy2. Arrange meetings with your teacher (see list on p. 2)
3 months before	<ol style="list-style-type: none">1. Call Marcy Levey Klassen at the synagogue office (388-1818 ext. 100) to schedule drash preparation appointments.2. Call the Ritual Coordinator (*TBD*).
6 weeks before	<ol style="list-style-type: none">1. Arrange rehearsal with Yetta Robinson (454-0802).
2 weeks before	<ol style="list-style-type: none">1. Return Honors form to the office2. Rehearse with Yetta Robinson, usually on Thursday afternoon. Families are responsible for compensating her. This is also when photos or video taping can be done3. Call the office to let us know how many people to expect at Thursday minyan and breakfast.
Thursday before	<ol style="list-style-type: none">1. Attend Kol Shofar's Thursday morning minyan at 7:00 am to lay tefillin. You and your family are invited to stay for breakfast.

List of Bar/Bat Mitzvah Instructors

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All B'nei Mitzvah work with an instructor to prepare for the service. Instructors are paid directly by families on a sliding scale of \$45-65/session. Please speak to one of the rabbis if you need financial assistance.

Fred Cherniss	892-1488
Stella Farael	336-6155
Marilyn Goodman	305-3566
Craig Jio	883-8856
Alona Rafael	461-0614
Yetta Robinson	454-0802
Ginni Saunders	492-1064
Susan Schneider	891-8325
Sandy Stadtler	460-5464
Eli Welber	454-9752
Shiriel King Abramson*	380-8191
<i>*teen instructor, charges \$30/session</i>	
Illana Zauderer Parker**	735-7299
<i>**charges an extra fee that includes voice training</i>	

Any other teachers not on this list *must* be approved by the rabbi to ensure that they are familiar with our melodies, customs, and practices.

Other Fees

Facility Fee	\$360
Rehearsal Fee	\$150 (\$75 per family for doubles)
Dues	Congregational policy established by the Board of Directors requires that a family be current in their financial obligations to the synagogue (including dues and school fees) at the time of the B'nei Mitzvah. Should this present a hardship, please make special provisions with our Executive Director six months prior to the year of the Bar/Bat Mitzvah.

Requirements

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Required Synagogue Skills	Lead the Torah service Chant the blessings for an aliyah Lead the Musaf service Lay Tefillin Chant Torah* <i>*Please note that tropes will be learned for chanting, giving you the ability to chant Torah in the future. Recordings of your portion will not be used for memorizing the portions.</i>
Optional Synagogue Skills	Chant the Haftarah blessings Chant the Haftarah portion
Education	You must be currently enrolled in a Jewish educational program
Tikkun Olam Project	Let Rabbi Chai know what you're doing
Shabbat Service Attendance	Minimum of 12 Services in the year before Bar/Bat Mitzvah (Parents and students)
Drash	Rabbi will help you prepare your teaching

Service Attendance and Tikkun Olam Project

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Student's Name: _____

B'nei Mitzvah Date: _____

	Date	Where you attended services	Which Parent accompanied you	Teacher's Initials
Shabbat 1				
Shabbat 2				
Shabbat 3				
Shabbat 4				
Shabbat 5				
Shabbat 6				
Shabbat 7				
Shabbat 8				
Shabbat 9				
Shabbat 10				
Shabbat 11				
Shabbat 12				

My Tikkun Olam Project is: _____

Rabbi's Signature: _____

Please turn this form into one of the rabbis

Ideas for Tikkun Olam Projects

Gemilut Chasadim	Team Tzadek of Jewish Family and Children Services Read to the Blind Special Olympics The Redwoods Love is the Answer (visit a resident of a nursing home) Meals of Marin
Hunger and Homelessness	Marin Emergency Shelter Marin Community Food Bank Saint Vincent DePaul
Education and Literacy	Reach Out and Read Drawbridge (Art for homeless and low-income children) Canal Alliance
Environment and Animals	The Junior Humane Society Audubon Society Environmental Education Council of Marin

B'nei Mitzvah Contacts

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What	Who	Contact Information
Drash Appointments	Marcy Levey Klassen	388-1818 x 100
To order Kippot (allow 8 weeks)	Sharon Brusman	388-1818 x 106
To sign up to lead a service or Ashrei	Nana Meyer	929-5830 x 212 nanameyer@aol.com
To read Torah	Susan Schneider	891-8325 Susanschneider8@comcast.net
Rehearsal	Yetta Robinson	454-0802
Thursday Minyan/tefillin	Marcy Levey Klassen	388-1818 x 100
Director of Congregational Education	Jonathan Emanuel	388-1818x 105
Youth Group/Teen Program/Madrachim	Tracy Harding	388-1818x101
To rent Kol Shofar for your party	Hagar Ben-Eliezer	388-1818x111
Other concerns or questions	Rabbi Chai Levy	388-1818 x 100

1. Shabbat lunch is one of the holy meals of the Sabbath that includes kiddush (sanctifying the day over wine), hamotzie over challah, and birkat hamazon. Kiddush lunch is an important time for the Kol Shofar community to gather together for blessing, eating, singing, and connecting with each other. Every week, the kiddush is sponsored by a Kol Shofar family or individual. When there is a bar or bat mitzvah, the b'nei mitzvah families customarily sponsor the kiddush for the community and for their guests. For double b'nei mitzvah, the *Kiddush* must be jointly sponsored and the cost shared by the *B'nei Mitzvah* families.
2. Kiddush need not be a lavish spread, but it should be enough food for a lunch (bagels and cream cheese, salads, fruit and cookies).
3. In addition to your invited guests, please provide food for 70-80 people who regularly attend Shabbat Services. (80 in winter, 70 in summer).
4. If the cost of providing kiddush is a hardship for your family, please speak to the rabbi, and we will make arrangements to ensure a kiddush for your b'nei mitzvah day.
5. All food must be kosher in accordance with our kashrut policy, which can be found on our website, <http://kolshofar.org/KosherKitchen/>
6. You may hire a caterer from the following list or you may do your own Kiddush – see next page.

Approved caterers:

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Local Caterers who will prepare in our kosher kitchen:

Avi-ously Delicious	Avi Cohen	892-7685 or 883-8283
Delicious! Catering	Jan Goldberg	453-3710
Mangia Nosh	Robert Meyer	472-2894
Taste by Two	Susan Schatzberg	454-9979
Oracaters	Ora Schulman	205-5228

Regional Kosher Caterers:

Milk & Honey	Deborah Kelman	650-212-6455
Park Avenue	Bruce Riezenman	707-793-9645
Too Caterers	Wendy Kleckner	650-322-4189

Self-Catered Kiddush

Why?

In the spirit of community, you can organize a group of families who will work together in our kitchen to provide Kiddush for each other. While this does involve some work, it is less expensive than hiring a caterer.

How?

Tessa Cherniss and Barbara Schwartz have prepared a wonderful manual for how to do your own Kiddush, which can be found here:

<http://kolshofar.org/docs/KolShofarKiddushGuideOct2011.pdf>

What?

Our complete kashrut policy can be found here: Please speak to one of the rabbis if you have any questions.

<http://kolshofar.org/KosherKitchen#foodprep>

With what?

All food must be prepared in the Kol Shofar kitchen, using Kol Shofar's utensils.

When?

Food for Kiddush must be delivered and cooked before 3:00 pm on Friday. Please call Sharon Brusman at 388-1818x106 to schedule time to work in the Kol Shofar kitchen.

Bar/Bat Mitzvah Service Outline

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You will get a copy in the mail detailing your exact Torah and Haftarah portions

Pesukei D'zimra	rabbi or congregant
Shacharit	congregant
English reading before Torah service	Honoree of FAMILY
Torah service	Bar or Bat Mitzvah
Ark opening and closing	Honoree of FAMILY
Drash on Torah portion	Bar or Bat Mitzvah
Aliyot (exact order of aliyot may change)	
1	member of congregation
2	member of congregation
3	Honoree of FAMILY
4	Honoree of FAMILY
5	Honoree of FAMILY
6	Honoree of FAMILY
7	Parent(s) of FAMILY
Maftir:	Bar or Bat Mitzvah*
Hagbah (raising the Torah. Honoree must be a Kol Shofar member who knows how)	Honoree of FAMILY
Gelilah (dressing the Torah. Honoree must know how to do)	Honoree of FAMILY
Haftarah and Blessings	Bar or Bat Mitzvah*
Rabbi's Drash	Rabbi
English reading after sermon	Honoree of FAMILY
Ark Opening and Closing	Honoree of FAMILY
Musaf service	Bar or Bat Mitzvah

*Please note: the maftir is always done by the person(s) chanting the haftarah. If a child does not chant haftarah, they will do another aliyah and not the maftir. This means losing one of the aliyot that can be given out for an honor.

Services begin at Kol Shofar at 9:15 am, and your family should be seated by that time. While your guests are welcome to arrive in time for the beginning of the service, you may want to suggest that they arrive closer to 10:15 as services last for 3 hours.

There is no public tallit presentation ceremony, but parents are welcome to give their child his or her tallit in a family ritual before the service. If you need help with the blessing for putting on the tallit (found in the siddur), please speak with the rabbi. B'nei Mitzvah wear their tallitot during the entire service.

B'nei Mitzvah families may give aliyot to the Torah to their guests and family members. For double b'nei mitzvah, each family is allowed 3 aliyot for individuals or couples. For a single bar/bat mitzvah, each family is allowed 5 aliyot.

Kol Shofar is an egalitarian synagogue; both men and women called to the Torah wear a tallit and a head covering.

Those receiving aliyot are called by their Hebrew names (name ben or bat name of father and mother). Please return the aliyot/honors form to the synagogue two weeks before the service. Please make sure that all people receiving aliyot are able to recite the blessings in Hebrew. You are encouraged to direct your guests who will be having an aliyah to this page in our website for guidance on how to have an aliyah:

http://kolshofar.org/Prayer_Melodies/

All guest Torah readers must use traditional Torah trope, just as the B'nei Mitzvah do. However, preparation of Torah reading by memorization from a recording is permitted (but not encouraged) for parents of the B'nei Mitzvah, provided they know how to read Hebrew. Yetta Robinson (454-0802) is available to make such a recording for you.

Only two people may be called for a shared aliyah. They may recite the blessings in unison, or one person may recite them.

Non-Jewish friends and family are welcome in Kol Shofar services and may participate by reading English prayers.

English prayers may be included in the service. Each family may choose 2 readings to assign to people that you'd like to honor. The prayers may be selected from our prayerbook, Siddur Sim Shalom, pages 353-370, 392-393, and please choose one of the English prayers from pages 148-149.

Hagbah (Lifting the Torah) and Gelilah (dressing the Torah) are two honors that you may give to friends or family members. The person who does Hagbah must be a member of the Kol Shofar community so that we can assure that he or she knows how to do this difficult ritual. Both Hagbah and Gelilah need to wear a tallit and head covering.

Decorum guidelines for you and your guests:

Kippot are worn by all males, Jewish and non-Jewish. Women are encouraged, but not required, to wear head coverings.

All Jewish men should wear Tallitot, and Jewish women are encouraged to do so. Women called to the Torah must wear a tallit and head covering.

Siddurim (prayer books) and Chumashim (Bibles) are holy books and should not be placed on the floor. Jews and non-Jews should stand when the ark is opened and when the Torah is carried.

On Shabbat, we do not create; we let the world and ourselves just BE. Therefore, during and after the service, including kiddush, we do not permit: videotaping, recording, cameras, cell phones, writing, handling of money. If you must keep your beeper on, please change it to vibrate mode.

Appropriate dress for the synagogue is modest and respectful – please no strapless dresses, spaghetti straps, short skirts, or exposed midriffs.

You can congratulate by saying “Yasher Koach” or “Mazel Tov,” but please do not applaud. It is appropriate to clap during the singing of Siman Tov u’Mazel Tov or prayers.

A Description of Shabbat Morning Services at Kol Shofar page 11

The Shabbat service has 4 parts: Psukei D'zimra, Shacharit, Torah Service, and Musaf.

Psukei D'zimra means "verses of song" and consists of blessings, songs, and prayers that express praise and gratitude and that are recited every day of the year. This part of the service prepares us for the central prayers of Shacharit.

Shacharit is the daily morning service, which begins with Borchu, the call to prayer. The main parts of Shacharit are (1) the Shema and the blessings before and after the Shema and (2) the Amidah, the standing silent prayer. The Amidah is also repeated aloud for the community.

The third part of the service is the Torah service, which begins around 10:15 am. The weekly Torah portion, or parasha, is divided into 7 sections, which are read by members of the community. Family and friends who would like to read Torah should call Susan Schneider (891-8325) to make arrangements. B'nei Mitzvah usually read the final section called the maftir, but they have the option of reading additional aliyot. Again, contact Susan Schneider to sign up.

Kol Shofar reads the Torah on the Triennial cycle. This means we read one-third of the Torah portion each week. One year, we read the first third. The next year, we read the second third, and the third year, we read the third. After the Torah reading, the b'nei mitzvah chant the Haftarah, a selection from the prophetic books of the Bible that is connected by theme to the Torah reading or to the Jewish calendar.

Finally, Musaf is the "additional" service, done on Shabbat and holidays. It consists of an additional amidah.

After Musaf, there are announcements, Aleynu and Mourner's Kaddish. The service concludes with the rabbi's blessing to the B'nei Mitzvah and with the singing of Adon Olam.

Here are some guidelines to help you prepare your drash on either the Torah portion or Haftarah. (You will be assigned to speak about one or the other)

Getting started Before your first drash meeting, please read your Torah portion and Haftarah and think about what themes, passages, values, or concepts interest you from your portion. This is your chance to be creative, to think deeply about what your portion means to you, and to discover what it is that you want to teach your community as you become a bat/bar mitzvah.

Writing your drash Your drash should be about 5 minutes long and should be 2-3 typed, double-spaced pages long. Begin and end with "Shabbat Shalom" and make sure to mention the name of your parasha (portion) in the beginning of your drash.

Whether you are speaking about the Torah or Haftarah, your d'var Torah should have one central concept that you'd like to convey, one core idea that you'd like people to remember. If you are speaking on the Haftarah, you may discuss how it relates to your Torah portion. It is helpful to begin writing by creating an outline of your drash. Here is a suggested outline:

1. Introduction that includes a brief overview of your portion
2. Main body of your d'var Torah that raises the one question, issue, point, or teaching that is your message
3. Discuss and develop this point by using an example from your life or by explaining how it relates to our lives today
4. Conclusion that summarizes your main point

Please write your rough draft on your computer and bring it to your second meeting. Having it on the computer will make editing easier for you. You'll bring your final draft to your third meeting. If you need additional help, the rabbi is available to read e-mailed drashot.

Help from others We encourage you to learn and discuss your portion with your parents, siblings, friends, or teachers. However, this is your drash and preparing it is your chance to find your own insights and teachings about the parasha!

After the final drash appointment, please email a final copy of your drash to Marcy Levey Klassen at mlklassen@kolshofar.org so that we can have copies available for the hearing impaired.

You may also have your drash posted on the Kol Shofar website. Please email your final copy to webteam@kolshofar.org.

Invite your classmates	In the spirit of building an inclusive community, please invite children’s Beit Binah and Brandeis Hillel classmates to your family’s bar/bat mitzvah service. A list of all 2013 B’nei Mitzvah can be found at the end of the handbook.
Information Pamphlet	You may create a pamphlet for your guests. See the next page for an example. Kol Shofar provides a welcome booklet that explains our services, so you need not describe the service in your pamphlet.
Party at Kol Shofar	You may rent our Beit Am (social hall) with its sweeping view of the mountains, floor to ceiling glass doors, and sparkling bamboo floors perfect for dancing. Please contact Hagar Ben-Eliezer at (415)388-1818 ext. 111 or hben-eliezer@kolshofar.org to book your party or to get a list of recommended vendors such as musicians or photographers.