

B'nai Mitzvah Family Guide

*The study of Torah is equal to all the other mitzvot,
because it leads to their performance.*
Mishnah Peah 1:1

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**BROOKLYN HEIGHTS
SYNAGOGUE**

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Mazel Tov! Congratulations! Your child will shortly be taking a wonderful step in Judaism, becoming a Bar or Bat Mitzvah!

The B'nai Mitzvah program at Brooklyn Heights Synagogue is very much student-driven. At the Friday evening service of your Shabbat, your family will be invited to light the Shabbat candles and your child will be invited to lead the congregation in the *V'Ahavta* and in the evening Kiddush following the service. At the Saturday morning service, your child will be leading the congregation in prayer, teaching and reciting the Torah and Haftarah portions. This is no little feat, and your child will begin preparing for this long before you begin worrying about your celebration plans.

In our congregation, there are several requirements for all B'nai Mitzvah. The child must:

- Be at least 13 years old.
- Complete at least four full years of Jewish study including the study described in this booklet.
- Attend **at least six Friday night and two Saturday morning services** with a parent at BHS in the year prior to the ceremony.
- Finish their 7th Grade year of studies with good attendance.

Please note that the Brooklyn Heights Synagogue reserves the right to postpone the ceremony if these requirements are not met.

What does it mean to become Bar or Bat Mitzvah?

Literally, Bar Mitzvah means "son of the commandment" and Bat Mitzvah means "daughter of the commandment." Jewish law does not require children to follow the commandments, though they are encouraged to do so. At the age of thirteen children become obligated to fulfill the *mitzvot*. Bar and Bat Mitzvah is not an event, rather it is a change in status. While we may perceive thirteen to be in the midst of childhood, Jewish law allows B'nai Mitzvah (plural of Bar or Bat Mitzvah) to count in a *minyan* (the minimum number of people necessary for some religious practices), to form binding contracts and to serve as a witness in religious courts.

A young person becomes Bar or Bat Mitzvah at their birthday; no ceremony is needed to confer adulthood. The celebration of Bar Mitzvah is fairly recent in Jewish history, dating back only five centuries (the first Bat Mitzvah did not occur until 1922). To show a community that a young man was now legally an adult, he would be called to recite the blessing before and after the reading of the Torah, a mitzvah and privilege reserved for adults. Over time, the ceremony was expanded to include the reading of the Haftarah (the additional reading from the Prophets chosen by the rabbis because it amplifies a theme found in the Torah reading or corresponds to the time of year) and often the leading of worship following the Torah service. Because certain Hebrew and liturgical skills were required for this, the connection between Bar Mitzvah and Jewish education arose.

Today it is the educational aspect, rather than reaching the age of majority, which is stressed. At the Brooklyn Heights Synagogue, B'nai Mitzvah demonstrate their ability to lead services, read Torah, participate in Tikkun Olam and social action projects, as well as teach the community.

Bar or Bat Mitzvah is not the endpoint of Jewish Education. We are all obligated to continue the study of Torah and the fulfillment of righteous deeds throughout our lives. B'nai Mitzvah celebrate their change in status and honor their new responsibility not only on the day of their ceremony but through ongoing commitments to our tradition and community.

The Bar / Bat Mitzvah Ceremony Shabbat: Overview

- Shabbat begins on Friday evening. At BHS, our Friday services begin at 6:30 PM. Please arrive no later than 6:15 PM. The Bar/Bat Mitzvah, his/her siblings, and parents are invited to light Shabbat candles in front of the congregation at this service. The Bar/Bat Mitzvah will be called up again during the service to chant the *V'Ahavta* paragraph (immediately after *Shema Yisrael*). The Bar/Bat Mitzvah will also join the Rabbi and Cantor in leading the *kiddush* at the *oneg* immediately following the service.
- We encourage musical accompaniment at your morning service. Piano accompaniment is automatically arranged. **If you specifically do not want piano accompaniment, speak with Rabbi Lippe ASAP.**
- During the service there are several Bimah Honors that may be given to family or close friends. The Torah **Aliyot**, recited before and after the Torah readings, should be given to a Jewish woman or man over the age of thirteen. They should be able to read the blessings in Hebrew competently. There are generally three aliyot, the last being your child's own.
- In addition to the Aliyot, you may choose to bestow **other honors**. They include opening and closing the ark, dressing the Torah, etc. The Rabbi will discuss the specifics at the 7th Grade Shabbaton /Seminar in the autumn of your child's 7th grade year. You can find a complete list on page 7 of this Guide, or by looking at the orange-highlighted sections of your child's blue book.
- It is customary for a representative of the Board of Trustees of the Brooklyn Heights Synagogue to present the Bar/Bat Mitzvah with a Kiddush cup. If you are friendly with a Trustee you are invited to ask him or her to make the presentation. Please let the office know if you have made this request, or if you would like a particular Trustee to be assigned this pleasant duty.
- **Parents may choose to make a brief speech at the ceremony.** The speech MUST be scripted and should last no more than three minutes (five minutes if only one parent is speaking), no matter how hard it is to fit in all the things you wish to share with family and friends.
- **The Rabbi will read aloud the names of your loved ones who have died in years past** (not only yahrzeits) before the Kaddish. Please write these names on the appropriate page in your child's blue binder, and review the names with Rabbi Lippe no later than Friday morning at the "dress" rehearsal. (*If you have not yet seen your child's binder, ask to see it right away!*)

B'nai Mitzvah Training and Your Child's Study Responsibilities

The B'nai Mitzvah training program is a three-part process.

1. Beginning in the winter of your child's 6th Grade (in our Religious School) year, the entire class begins studying **trope**, the system of cantillation used for chanting the Torah and Haftarah (and other Biblical books). These musical notation systems are mastered through practice with sheets and tapes/CDs the cantor sends home with each student. Our trope curriculum is built on the textbook *The Art of Torah Cantillation: A Step-by-Step Guide to Chanting Torah* (Paperback) by Marshall Portnoy and Josee Wolff, published by the URJ Press. Practice and preparation are essential. Weekly quizzes as well as a mid-term and a final help to direct student focus to the work at hand. **If your child spends 10-12 minutes a night on the trope systems, they will learn their Torah and Haftarah portions with much greater ease.**

2. In their 7th Grade year, students continue their study of trope and also begin learning in depth about the weekly cycle of Torah readings, known as **Parashat HaShavuah**, with our Rabbinic

Intern. This helps prepare them for putting their own individual Torah portion into the context of their classmates' portions and the flow of the entire Torah, the Five Books of Moses. During approximately 30 sessions, the class is introduced to the characters, plot, and content of the 54 weekly portions, beginning with the Book of Genesis.

Hebrew proficiency is expected of students by this time in their studies. If your child cannot comfortably decode and read aloud all of the Hebrew letters and vowels signs by this point, we urge you to find additional outside tutoring. Perhaps a parent, older sibling, or neighbor who can read modern Israeli style Hebrew is available. There are a number of good computer programs available from Davka.com. Also, the Rabbi or Cantor can recommend Hebrew tutors-for-hire.

If your child has a special learning style, please communicate this to the Cantor and the Rabbi as soon as you are aware. Students with special learning styles are very often capable of achieving the same quality and quantity of material as their peers, given adequate time and learning help.

Attendance in class is mandatory and all absences must be made up by compensatory readings and written assignments. *Eight or more absences - excused or otherwise - may be considered sufficient grounds for delaying a Bar/Bat Mitzvah ceremony* in order to be sure that the student has sufficient understanding of the ceremony and his/her responsibilities to the ceremony. Parents and students are also expected to participate in the Saturday morning B'nai Mitzvah Shabbaton program scheduled each autumn, and the 7th Grade Class Shabbat B'Yachad (Friday Night).

3. B'nai Mitzvah **tutoring** is done one-on-one one day each week (which may or may not be the same day as religious school), initially with our b'nai mitzvah tutor, and later with the BHS Cantor who will officiate at the ceremony along with Rabbi Lippe. This individual tutoring may begin as early as the late winter of the 6th Grade year or as late as March of the 7th Grade year, depending on your child's ceremony date.

Your child will receive a printed packet and accompanying CD with all the required prayers and blessings. Further on, they will receive an mp3 with their Torah and Haftarah selections.

Your child's practice routine should be listening to the recording, pausing, repeating and then "rewinding" and repeating again after few words or a phrase. This is the most effective way to learn, unless your child has worked hard in the group class and can place the melodies into the text without hearing the Cantor. If this is the case, the child should check him/herself against the recording after doing their own work.

Most students are asked and are able to progress at least a verse or two a week. Your child should be working **20 to 25 minutes every evening** — preferably at the same time — with the recording.

Three weeks before the ceremony, the student begins to chant from the Torah scroll itself during either the Cantor's tutoring session or at the rehearsal with the Rabbi, or both. This gives the student plenty of time to become comfortable with the actual Torah scroll they will be chanting from. Most students find this is a very easy transition.

NOTE: Parents may request a phone or in-person conference with any instructor on their child's individual progress at any time.

Meeting with the Rabbi

The Rabbi will meet with each student and his/her parents approximately six weeks before the ceremony to help review the planning for the ceremony. The rabbi will also meet with your child weekly during the month prior to the ceremony. **Prioritizing rehearsals during this period over other extracurricular commitments is essential and will help your child feel secure for his/her day on the bimah.**

The Blue Binder

This is your child's own personal prayerbook and guide, which he or she will use to lead Shabbat services on the morning of his or her Bar/Bat Mitzvah. It is created specifically for your child, and given to him or her at the first meeting with Rabbi Lippe. Your child will bring this book to every meeting with the Rabbi. **Ask to see it, and pay special attention to the places highlighted in the color orange!**

Key to color highlighting in the Blue Binder:

Yellow = Bar/Bat Mitzvah leads

Pink = Cantor and Bar/Bat Mitzvah lead

Orange = **Honors to be assigned to family & friends**

Honors in order as they occur during the service, and in the Binder:

Please fill in orange ‘blanks’ in your child’s Blue Binder with names of your honorees, in pencil!

1. Tallit presentation: several paragraphs in English, page 1 (*optional*)
2. English paragraphs “Eternal God.....and bless us.” page 14
3. Ark opening/ closing #1 – page 15/16 (*2 people*)
4. Torah passing: reading & ceremony – *grandparents, parents, child (optional)*
5. Undressing Torah – top of page 17 (*younger sibling?*)
6. Aliyot – readers of prayers before & after each section of Torah (*3 people or groups*)
(honorees must be Jewish and at least 13 years old; we'll need their Hebrew/Jewish names)
7. Torah translation readers (*1 person per aliyah*)
8. Hagba & G'lila - raising (*1 person*) and wrapping the Scroll (*1-2 people*) page 18
9. Parents' prayers/speeches (*3 minutes each*)
10. Ark opening/closing #2 – page 19 (*2 people*)

The Mitzvah Project

Another part of the B'nai Mitzvah requirement at BHS is your child's committing to and fulfilling a Mitzvah Project. Rabbi Person will discuss possible projects and distribute a list of ideas and resources at the Family Meeting in spring of the 6th grade year. Students are asked to write up a Mitzvah Project Description, signed by a parent, which is submitted to the Rabbi. The Mitzvah Project is extremely flexible, but should involve a volunteer commitment of at least one hour on at least 8 separate occasions (include preparation time). The project should be completed if at all possible prior to the ceremony, and will be shared aloud as part of your child's D'Var Torah (Bar/Bat Mitzvah speech). If your child already has a community service requirement at his or her secular school, that service project will usually count toward his/her Mitzvah Project requirement here at BHS.

Practical Matters

By the time the big day arrives, you and your child will clearly understand how the Saturday morning service is organized and exactly what is expected of each member of your family.

There are quite a few non-ritual items to think about, too; we've tried to cover the major ones here

and in the appendices at the end of this Guide. *Please let us know if we've missed something important!*

Date Assignments

Member children who have been studying in our Religious School for at least 4 years may celebrate their b'nai mitzvah in the Brooklyn Heights Synagogue Sanctuary. All of our b'nai mitzvah are at least 13 years old, by the Hebrew or the common calendar. **Please note that we do not schedule any b'nai mitzvah before January of the 7th grade year, regardless of the child's birthdate.**

Bar/Bat Mitzvah dates are scheduled during the 5th grade year. We always ask families for their preferred dates or Torah portions, and try very hard to give each family their first choice. But because of the complexity of synagogue life, we always ask that you choose two or three dates that will work for your family, so that we can make sure each family has its own comfortable day.

If it becomes necessary to change the date after it has been scheduled, please speak with Rabbi Lippe as soon as possible, and he will try to find another date that works for you and for the congregation.

Financial Obligations

Your family's financial commitments to BHS must be up to date two months in advance of your child's bar or bat mitzvah service. In addition to your membership obligations and Religious School tuition, there is B'nai Mitzvah fee that covers the cost of preparing your child to do the best job he or she can do. This fee is currently \$1700, but is subject to change. *If meeting these commitments presents a problem for your family, it is very important that you speak with our Executive Director as soon as possible.*

Many members show their appreciation for the efforts of the Rabbi and the Cantor by making a donation to the Rabbi's Discretionary Fund, the Music Fund, or to the Synagogue's general fund. And often our custodial staff is given a gratuity reflecting their help in preparing the building and helping with special arrangements.

Welcoming Your Guests

Many of your guests will be visiting our synagogue for the first time. Please be sure to ask *at least two* adult friends, preferably members of the Synagogue, to act as usher/greeters on Saturday morning. One usher should be stationed near the front door to direct guests, and the second just inside at the door of the Sanctuary to pass out prayer books. They can direct people to the coat room, rest rooms, etc. They are also responsible for handing out wine and grape juice for the *kiddush*. And, if you are planning to throw marshmallows, they will also hand the marshmallow baskets around. **Ushers should arrive no later than 9:45 a.m.**

Security

A security guard is on duty at our front door on Friday evenings from 6 pm until the building is empty, and on Saturday mornings from 9:00 a.m. until 1 p.m. (If you are holding a celebration at the synagogue, the guard will be on duty for the hours specified in your contract, usually for the duration of the event). The guard's job is to screen people without being intrusive, and to assist the ushers/greeters in directing visitors into the Sanctuary after the service begins.

Accessibility:

The Brooklyn Heights Synagogue is fully accessible. Our outside lift can accommodate both the wheelchair-bound and those who have difficulty walking stairs. Inside the building, there is an elevator to move your guests from floor to floor. And in the Sanctuary, there is a ramp leading up to the bema, to give the wheelchair-bound the ability to participate in service honors.

Marshmallows (yes, marshmallows!)

There is a longstanding Jewish tradition associating learning with sweetness, and from that has come a custom of tossing candy at the Bar or Bat Mitzvah as they finish chanting the *Haftarah*. If you wish to observe this custom you may do so, using individually wrapped marshmallows that you provide for your guests to toss, gently, in the direction of your child. Some people have a small marshmallow-wrapping party in the week before the big day. You may wrap your marshmallows in gauze jewelry bags, colored saran or cellophane, tissue, or any other material that will guard our Sanctuary against sticky residue. After they're wrapped, seal them in an airtight plastic bag so that they remain soft, and bring them to the Synagogue on Friday morning, when you come for the final rehearsal. We will put them in baskets for you.

Flowers

Most families decorate the synagogue with flowers, usually two large bouquets on the *bimah* and sometimes a smaller bouquet or two in the reception room (where we gather for the Kiddush) or in the entry hall. If you're creative, and want to save money, the flower district in Manhattan (28th Street between 6th and 7th Avenue) has many treasures that can help to create beautiful bouquets or centerpieces inexpensively. (There are always several vases available in the Synagogue kitchen.) Or you might use a decorative food basket or cornucopia, which can be donated to a food drive or shelter after the ceremony. In any case, please be sure your flowers are in the Sanctuary by 3pm on Friday. Also, **please choose flowers that are low-odor and low-pollen** for the comfort of those on the *bimah*. Lilies are especially to be avoided.

If you'd like to make arrangements for your flower arrangements following your simcha, you might want to contact BloomAgainBklyn at <http://www.bloomagainbklyn.org/about>. They will accept your "used" arrangements and repurpose them for those whose day can be brightened by receiving a bouquet (hospitals, nursing homes, etc.)

Photography

Photography is *not permitted in the Sanctuary during services*, since it is highly distracting and will make it more difficult for your child to lead the service that he or she has been working at and looking forward to for so long. However, you can take all the pictures you like in the rest of the building, and you can take pictures in the Sanctuary on Saturday morning before the service, between 9 and 10am. (If you would like photographs with the Rabbi and/or with the Torah, please arrange for them to be taken around 9:45 am on Saturday morning.)

A single stationary video camera, on a tripod, preloaded with a single two-hour tape, is generally acceptable. *Please be certain to arrange this with Rabbi Lippe or the Executive Director before the event!* There are only one or two spots in the Sanctuary that are appropriate.

Music

We encourage musical accompaniment at your service. We always arrange for the accompaniment of our pianist unless you instruct us otherwise. **The current fee is \$350 (although it is subject to change), and should be paid directly to the synagogue; please bring a check with you on Friday morning.** If there is special music you would like included in the service, or if there is a musician in your family who would like to participate in services, please speak with Rabbi Lippe about this as early as possible.

Ritual Clothing

Brooklyn Heights Synagogue, like most Reform synagogues, comprises a wide array of ritual practices. Some of our members wear *tallit*, some wear *kipot*, some wear both, some neither. Please be sure that your guests know we are comfortable with many levels of observance.

Many families like to provide imprinted *kipot*, commemorating the day of the Bar or Bat Mitzvah. For samples of various kinds of *kipot*, please visit the Office or the Sanctuary. Some good sources are 1-800-kippot, www.kippah.com, www.mayaworks.org, and www.zaramart.com.

Some families also purchase a *tallit* for the Bar or Bat Mitzvah to wear on this occasion and to use in the future.

Celebrating Jewishly -- Oneg Shabbat/ Kiddush: Sharing your joy with the congregation

At the conclusion of services on Friday evenings and on Saturday mornings, we gather in the reception room just outside our Sanctuary, to say *Kiddush* (the blessing over the fruit of the vine) and *Motzi* (the blessing over bread) and to share a light repast.

At BHS, the B'nai Mitzvah fee covers red Kiddush wine, white grape juice, and challah for both the Friday evening and the Saturday morning *Kiddush*. We request that families also bring or send trays of cookies, fruit, cheese, or vegetables to extend the celebration. Alternatively, if you prefer the office to make arrangements for oneg refreshments, you may provide a contribution of \$180 for this Oneg Sponsorship. If there is a congregational Shabbat dinner on the evening of your child's *simcha*, you and your guests are welcome to participate; you might consider sponsoring that dinner, or providing dessert. Please contact the office for more details.

Celebrating Jewishly -- Sharing with the greater community

The Rabbi and Cantor do not accept fees for the performance of life-cycle, pastoral or personal services for members of the congregation. Throughout the ages, however, Jews have expressed thanksgiving for happy events by appropriate gifts in support of the synagogue. The Rabbis' and Cantor's Discretionary Fund help those in need and supports those causes which Reform Judaism has always valued. It is customary, therefore, to make a generous contribution to these funds. Through your *simkha* (your great joy), and by virtue of your *tzedakah* donation, others may be blessed by your blessings.

Some other possibilities you might want to consider:

Make a family commitment to volunteer at the *BHS Shelter*, cooking and serving dinner or staying over several times during the winter. (13-year-olds are welcome to stay over with a parent; this can be an especially rewarding way to celebrate a child's moral coming-of-age.)

Both The Jewish National Fund <http://www.jnf.org/get-involved/celebrate/> or 1.800.542.TREES and *Mazon: A Jewish Response to Hunger*, 310-442-0030 or www.mazon.org. can provide a variety of ideas and materials for combining mitzvah and celebration.

Lasting Commemorations – The BHS Tree of Life and Memorial Boards

Some families also choose to make a contribution to Brooklyn Heights Synagogue in the form of a Simcha Leaf commemorating the event, for the Tree of Life in our reception room. Others choose to add a memorial plaque for a loved one to our Sanctuary wall at the time of their child's bar or bat mitzvah. Either can be purchased through the office, using the appropriate form in this guide.

(If you would like your leaf or plaque in place at the time of the Bar or Bat Mitzvah, please order it at least 12 weeks in advance.)

If you'd like ideas about other possibilities, call Rabbi Lippe.

Celebrating at BHS

Many families choose to have a luncheon for their guests, here at BHS, immediately following services, or an evening party. The second floor party space offers sit-down room for about 80, or standup space for 100-125. The space is lovely and convenient, but it is essential that you reserve the space well in advance of the event. For a smaller group, or an additional group of children, the multi-purpose room on the lower level of the building holds about 40 comfortably.

Some families choose to hold a catered Shabbat dinner here on Friday evening before or after services, for the convenience of their guests. The second floor is available for this purpose as well.

Our tables (many rectangles and rounds) and folding chairs are included in rental costs. But tablecloths, any special tables, chairs, or place settings need to be brought in by you or your caterer. **Catering must follow our policy of serving kosher-style food: no pork or shellfish is permitted; milk and meat products can't be served on the same plate at the same time, and if you are serving meat, it must be kosher.**

If you are thinking about using our space, please speak to the office as soon as possible. You will need to submit the space rental contract.

Not a Graduation

Bar/Bat Mitzvah should not be the end of anyone's Jewish education. The Torah is "wider than the sea" and can provide a lifetime of deepening, enriching, spiritual and intellectual sustenance. What one learns as a child is wonderful, but is not enough to sustain us through an entire lifetime.

Every child must complete the 7th grade year. We also expect that all our students will continue their education here at Brooklyn Heights Synagogue through Confirmation in the 10th grade. Our post-confirmed are welcome to attend adult education events and classes, and of course the 11th & 12th grade class, which meets at Rabbi Lippe's house on Wednesday evenings, usually twice each month through the school year.

We also encourage our high school students to give BHGSY a try. BHGSY, the Brooklyn Heights Group of Synagogue Youth, is our self-governing youth group, advised by an enthusiastic young adult; BHGSY members create their own programs as well as participating in synagogue life and in the many programs and initiatives of the North American Federation of Temple Youth (NFTY).

Call on Us for Help

Most families have many questions as they navigate this passage together. We are here to help you and to assure you that your simcha will be beautiful, appropriate, and full of meaning.

To schedule an appointment with Rabbi Lippe, or for any question of a religious or ritual nature, call him at 718-522-2070 x129, or email to rabbi@bhsbrooklyn.org

For logistical questions, billing and financial matters, or to request a date change, speak with our Executive Director, at x122, or email to executivedirector@bhsbrooklyn.org.

We look forward to celebrating with you!

B'nai Mitzvah Time Line

5 TH Grade Year	Date is scheduled with Clergy Administrator
Fall of 6 th Grade Year	Rabbi Lippe's introduction to the history, customs, and development of the ceremony and its celebration.
January of 6 th Grade	Class meets with Rabbi Lippe/Parents meet with Executive Director
	Class begins learning cantillation (chanting)
	Rabbi Person's class: Embarking on the Bar/Bat Mitzvah Journey: A Mini-Class for Parents (& Grandparents)
May of 6 th Grade Year	First session of Rabbi Person's B'nai Mitzvah Program for 6 th Graders & Parents (Torah parasha booklets distributed)
Fall of 7 th Grade Year	Second session of Rabbi Person's B'nai Mitzvah Program for students & Parents
	B'nai Mitzvah Shabbaton – "Virtual" B/M Service typically on a Saturday morning with Rabbi Lippe
8 to 6 months prior	Tutorial arrangements are made and student begins meeting weekly with the B'nai Mitzvah Tutor
3 to 4 months prior	Students move from tutor to working with Cantor
6-4 weeks prior	Parents meet with Rabbi Lippe and with Executive Director
	Student meets with Rabbi and begins writing D'var Torah.
During the 4 weeks prior	Student meets Rabbi weekly for a one-hour rehearsal.
Friday, 9:10 a.m.	"Dress" rehearsal for child and immediate family with Rabbi
Friday, 6:30 p.m.	Friday night services begin (family and child participate)
Saturday, 9:00 a.m.	Building opens. Family arrives at synagogue, poses for pictures, etc.
Saturday, 9:30 a.m.	Rabbi arrives. If you would like posed pictures with the Rabbi and the Torah, please schedule them for 9:45AM.
Saturday, 9:45 a.m.	Ushers/Greeters arrive
Saturday, 10:00 a.m.	Rabbi and Cantor meet with the Bar/Bat Mitzvah
Saturday, 10:25 a.m.	Parents enter the Sanctuary and sit down
Saturday, 10:30 a.m.	Shabbat Morning services begin!
Saturday, 12:30 p.m.	Kiddush in Reception Room

Outline of BHS Bar/Bat Mitzvah Learning Progression

1. Hebrew Proficiency – Grades 3-7
2. Cantillation Course – 6th Grade (2nd half) & 7th Grade
3. Parashat HaShavuah Class – 7th Grade

INDIVIDUAL TUTORIALS:

3. Sing Barechu & Shema Yisrael
4. Chant V'ahavta
5. Sing Avot & G'vurot
6. Chant Torah b'rachot
7. Chant Haftarah b'rachot
8. Recite Havu Godel, Bayt Yaakov, & Y'hal'lu
9. Recite Tallit b'racha
10. Chant Torah portion with nikud & trope
11. Chant Torah portion from tikkun
12. Chant Haftarah

Familiarity with the following, acquired by participating in services:

13. Shabbat Eve kiddush
14. Shabbat morning kiddush (w/V'Shamru)
15. Ma Tovu
16. V'haeir Eineinu
17. Mi Chamocha (morning: Shira Chadasha)
18. Yismechu
19. Sim Shalom

Additional material for chanting/singing, as appropriate for the child:

20. Nisim b'Chol Yom
21. Chatzi Kaddish
22. Elohai N'shama
23. Shabbat Morning K'dusha (B. Shur)

Brooklyn Heights Synagogue Space Use Fees

Member Prices

Religious Celebrations (b'nai mitzvah, babynamings, weddings, brit milah)

Parlor Floor & Oneg Room (capacity 30 seated or 70 standing)	\$400
Library, Parlor Floor & Oneg Room (capacity 35 seated or 75 standing)	\$400
Lower Level Multi-purpose Room (capacity 30 seated or 50 standing)	\$400
2 nd Floor Social Space (Friday Evening Shabbat Oneg/Dinner, if private*)	\$400
2 nd Floor Social Space (capacity 75-100 seated or 125 standing)	\$800

Prices above are for 2 hours. Up to two additional hours will be billed at \$150 per hour. After that, a \$200/hr. charge will apply. Fees also include the use of our kitchen. Our tables and folding chairs are available for your use and are included in the prices above, but any additional items (such as tablecloths & flatware) are your responsibility to provide. For more information, please see rental section D below.

*Note: If everyone attending Friday night services is invited and expense is borne by host, then no rental fee applies. Should your event require extended custodial and/or security services, there will be an additional flat fee of \$200.

Prices above are for 4 hours. Each extra hour will be billed at \$150. Our tables and folding chairs are available for your use and are included in the prices above. Additional items may be rented.

B'nai Mitzvah Family Checklist

Requirements for all families:

- Attend services with at least one parent, during 12 months prior to ceremony:
 - 6 Friday evening services at BHS
 - 2 B'nai Mitzvah morning services at BHS
- Complete all financial obligations to BHS (dues, tuition and B'nai Mitzvah fee): at least 2 months before ceremony.
- Make arrangements for celebration: as early as possible!
- Invitations/Directions/Parking info: 3 months before the ceremony
- Choose Greeter/Ushers: at least 2 adults, preferably members of BHS, to arrive by 9:45am
- Musical Requests: please speak with the Cantor several weeks ahead of time
- Bring Kippot & Tallit if you are wearing them
- Friday Morning family rehearsal (usually 9:10am – 10:50am) with Rabbi in Sanctuary
- Pay synagogue for pianist for Saturday service: Please bring a check for \$350 payable to BHS to the Friday rehearsal, or before.
- Friday evening (arrive in Sanctuary no later than 6:15pm)
 - B/M responsibilities: Candlelighting, chant V'ahavta, Kiddush after services
 - Parent responsibilities: Oneg sponsorship (DIY or arrange for office to help order)
- Arrive on Saturday morning *no later than 9:45 am*, so 10:30 service can start on time.
- Finish 7th Grade – check out 8th Grade, 9th Grade Israel trip, 10th Grade Confirmation.

Optional, but most families also:

- Arrange for flowers to be delivered by 3 pm Friday– low odor/low pollen (**no lilies!**)
- Wrap marshmallows & bring them on Friday, well-wrapped to stay soft
- Order commemorative kippot (at least 3 weeks in advance)
- Arrange for photos – prior to service in sanctuary (9:00 – 10:00am)

Optional, some families also:

- Arrange for professional video recording – single stationary camera on tripod, available lighting only 2 hour tape, set up by 10:00am
- Livestreaming of our services: The default setting is TO broadcast. There is NO COST to livestream the service. Please let the office know if you wish to NOT broadcast the Saturday morning service, otherwise it will be streamed and accessible through our website at www.bhsbrooklyn.org. If you wish a copy of the livestreamed service, contact the Executive Director. The cost is \$10 per DVD. You must let us know no later than 2 weeks after your service; best is advance notice!
- Order Simcha Leaves for our Tree of Life (at least 8 weeks prior to ceremony)
- Order Memorial Plaques for Sanctuary (at least 12 weeks prior to ceremony)
- Bring in a morning pre-services buffet for family & guests – Coffee, Danish, Bagels, OJ
- Create program booklet for the service (give Rabbi Lippe to read before you print!)
- Arrange to use Parenting Center for child care and caregiver