

Parent B'nei Mitzvah Handbook

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B'ruchim Haba'im—Welcome!

Welcome to your child's journey toward B'nei Mitzvah at Temple Ohabei Shalom!

We are a diverse community, coming to this journey from various places and experiences. Some of you are continuing a tradition spanning generations of your family. Some of you have chosen to join the Jewish people, and we are inspired by your commitment to a community that you have chosen. Some of you are not Jewish but have partnered in raising Jewish children, and we honor the love and devotion that brings you to celebrate a tradition that is not your own.

Together, you weave the fabric of this diverse and beautiful community. Individually, you are navigating the road to a fulfilling, meaningful and joyous occasion. The entire staff of Temple Ohabei Shalom is eager to help you find your own way on that road. Please let us know if there is anything we can do to further enrich the B'nei Mitzvah process.

Mazal tov. Throughout this journey, may you and your family go from strength to strength.



Rabbi Audrey Marcus Berkman



Rabbi Jenn Queen



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WHO'S WHO AT TOS

Clergy

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Ansin Religious School Office

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OUR VISION & VALUES

BECOMING A JEWISH ADULT AT TEMPLE OHABEI SHALOM

At age 13, Jewish children become *B'nei Mitzvah*, adults in the eyes of their Jewish community, who can think and act independently, and take on new responsibilities within and relationship with their Jewish identity. Choosing to become *B'nei Mitzvah* and be called to the Torah is a powerful opportunity to mark a new chapter in your child's Jewish story, a new way of connecting to their Jewish heritage and relationship to the Jewish people, and making intentional commitments to Judaism *on THEIR own terms*.

INCLUSION AND ACCESSIBILITY

The Hebrew word *mitzvah* means "commandment" meaning a sacred obligation or commitment, and the word *B'nei* means "children of." To become *B'nei Mitzvah* means becoming "a child of the commandment" - in other words, one who is obligated to fulfill a commandment. Traditionally, those who are male-identified become *Bar Mitzvah*, and those who are female-identified become *Bat Mitzvah*, but at Temple Ohabei Shalom, we use "*B'nei Mitzvah*" for everyone as a non-binary way to encompass all genders.

Recognizing that every person is created *b'tzelem Elohim*, in the image of God, each with their own unique gifts and challenges, Temple Ohabei Shalom is committed to helping every student meaningfully mark this important moment. TOS strives to create a supportive *B'nei Mitzvah* experience that meets each family and student where they are, as they transition to Jewish adulthood.

Every family is unique. If your child has specific learning needs, or your family has specific questions about the service or reception, the role of parents or other family members, please consult with our clergy at one of your meetings **well in advance of the date of the event**.

Our goal is to ensure that the day of the *B'nei Mitzvah* service is as joyous, meaningful, and stress-free as possible for your child and your family.

GUIDING PRINCIPLES FOR YOUR FAMILY'S B'NEI MITZVAH JOURNEY

Marking this lifecycle moment in community reaches beyond the day of B'nei Mitzvah. At TOS, we provide educational and community-building programs designed to help your family learn and reflect together, connect to the Jewish community, and create meaningful moments of spirituality and connection.

As you begin to think about the B'nei Mitzvah process, we encourage you to reflect upon the following questions:

- What will make this experience meaningful to me and my family? What will make it spiritually relevant?
- How will this experience be personal, honoring my family's structure and all of our learning styles?
- How might this experience help connect my family to our history?
- How might this experience connect my family to the various communities of which we are a part? To the Jewish community? The TOS community? Friends? Family? The greater Boston community?
- How will this experience root my family in Jewish learning that we/they can take with us/them through their lives?
- How will this experience prepare my child to be a Jewish adult?

WHAT IT'S ALL ABOUT

Jewish tradition teaches, "The world stands on 3 things: Torah, Avodah and Gimilut Chasadim – the teachings of our people, personal and communal prayer, and acts of kindness and compassionate service. From here, we learn that B'nei Mitzvah students must put their whole selves into living Jewish lives: their head, heart, and hands.

TORAH (LEARNING)



B'nei Mitzvah students reflect on the meaning of their Torah reading by sharing a d'var Torah, "a word of Torah," or a short teaching during the service. This is an opportunity for each student to bring their values, experiences, passions and perspective, to literally add their voice to the ongoing conversation of Jewish tradition. Out of this process, new and unique wisdom is created and then shared with the wider community.

AVODAH (PRAYER + SPIRITUAL PRACTICE)



When a worship service works, it touches the heart. In fact, worship is known in Hebrew as *avodat halev*, "service of the heart." The B'nei Mitzvah student brings their whole heart to leading us in prayer. Part of that includes reading and chanting in Hebrew from the prayer book and the Torah scroll (containing the Five Books of Moses). Hebrew itself is an expression of the heart. We refer to it as *lashon kodesh*, the holy language, and it has a power to move us beyond the meaning of its words. It connects us with Jews throughout history and with Jews throughout the world.

Your comfort with the synagogue experience will both enhance your celebration of the day and show your child(ren) how important you consider this time in their lives. We encourage each family to attend Shabbat services both on Friday nights and Saturday mornings as much as possible, to familiarize yourself with Shabbat services and connect with the TOS community.

GIMILUT CHASADIM, AKA TIKKUN OLAM (REPAIRING THE WORLD)



One can't live as a Jew without "doing" as a Jew. We ask our B'nei Mitzvah students not just to feel and to think, but also to act. They do this through their Mitzvah Projects, using their hands and their time to assist others and to help repair the world (*tikkun olam*). The Mitzvah Project should represent a substantial commitment of time and energy to a project of your choice.

KEHILAH (COMMUNITY)



B'nei Mitzvah is not just an individual or family celebration, but one for the entire community. As a community we welcome a new Jewish adult into our midst. We mark this lifecycle moment by having the B'nei Mitzvah lead parts of our regularly scheduled communal Shabbat service, so that the people who have been with your family at *Shabbat B'yachad*, who have rejoiced at your children's consecration during Simchat Torah, and who have worked side-by-side with your family at Mitzvah Day can be with you as your child becomes a B'nei Mitzvah.

As a caring community, the joy and responsibility of B'nei Mitzvah belong to all of us. We hope and expect that the ARS 7th grade class will be invited to each other's B'nei Mitzvah celebration. We believe that this is an important component of being a synagogue family.

Because B'nei Mitzvah is the beginning of what we hope will be a lifetime of Jewish learning and living, B'nei Mitzvah are expected to continue to be involved in Jewish learning and community through opportunities for Jewish learning and engagement at Temple Ohabei Shalom and in the broader community.

SPECIAL TEMPLE OHABEI SHALOM TRADITIONS

THE DOME

Part of celebrating the milestone of B'nei Mitzvah is becoming part of a long-standing tradition. At Temple Ohabei Shalom, this involves an escorted trip up to the Dome, where new B'nei Mitzvah are given letters written by their parents many years before at the Shul-in (*parents who did not write a letter; please let us know as there is still an opportunity to do so*). At this time, the new B'nei Mitzvah/new adult members of the community are also invited to sign their name on the wall of the Dome.

FURTHER OPPORTUNITIES FOR PARTICIPATION IN WORSHIP SERVICES

Students who have become B'nei Mitzvah have gained extremely valuable skills! Good Torah readers are always in high demand. Please speak with our clergy about opportunities to participate in synagogue worship such as chanting Torah or leading part of Shabbat services at Temple Ohabei Shalom.

EDUCATIONAL & COMMUNAL EXPECTATIONS

These expectations are designed to both challenge the student and set an attainable goal. Of course, each student is unique, and we do not believe in a one-size-fits-all model. While we have basic expectations of all B'nei Mitzvah students, we seek to adapt and individualize the B'nei Mitzvah preparation experience for each student, and we want each family to feel a sense of ownership over the celebration of this lifecycle ritual.

Expectations include:

- Enrollment in the Ansin Religious School (or an approved equivalent). Each year provides essentials skills including...
 - 5th Grade – Lays the Hebrew groundwork and biblical understanding for the B'nei Mitzvah service.
 - 6th Grade - Torah chanting skills (trope), learning and reviewing all blessings and prayers that students will lead during the service.
 - 7th Grade - Review Hebrew and Torah skills, explore Jewish identity and adulthood through the Jewish life cycle, and examining the Holocaust and Israel.
 - *If your family joins TOS after fourth or fifth grade, an educational plan will be created with the ARS Director and clergy*
- Attendance at B'nei Mitzvah Experience family programming in 5th, 6th, and 7th grade
- Regular attendance (**at least once per month**) at Shabbat services (Saturday mornings or Friday evenings) in the year leading up to B'nei Mitzvah. Students will receive a Service Log, and you can find a copy in the Resources section.
- Creation of a Mitzvah Project and Service to the TOS community. Students will receive detailed instructions on the Mitzvah Project, and you can find more information in the Resources section.
- Inviting all ARS classmates to your family's B'nei Mitzvah celebration
 - As a caring community, the joy and responsibility of B'nei Mitzvah belongs to all of us. We believe that this is an important component of being a synagogue family.
- A commitment to complete Hebrew school after the B'nei Mitzvah.
 - There is always more to learn, and continued participation in the class cohort is required.
- A commitment to continue with Religious School through Confirmation (usually 10th grade, but may be offered later).
 - B'nei Mitzvah is not the end of the journey, but a beginning, and one of many significant moments in a lifetime of Jewish engagement!

Though each student is different and their service is tailored to them, based on their skills and the tunes they love, at TOS, B'nei Mitzvah students are usually responsible for the following service elements (a sample B'nei Mitzvah Service Outline can be found in the Resources section):

- Candle Blessings, Kiddush and Hamotzi on Friday night
- Kiddush and Hamotzi on Shabbat morning
- Leading part of the Shabbat morning service and/or chanting Haftarah
- Torah service prayers
- Blessings before and after the Torah reading (*aliyah* blessing)
- Chanting ~15 verses of Torah
- *D'var Torah* (sharing wisdom about the Torah portion)

Our goal is that the service fits the student and family's needs, so this can be adjusted in consultation with educators and clergy.

FAMILY PARTICIPATION & PREPARATION AT HOME

Good preparation is the key to a successful and fulfilling B'nei Mitzvah experience. It requires a significant commitment of time - **about 2-3 hours a week**. Parental support in this process is invaluable. Here are some guidelines:

- 1) Schedule: The last 3-4 months of B'nei Mitzvah preparation are a time to focus on the work and significance of becoming a Jewish adult. If there is a way to cut down on extracurricular activities during this time, your child will be substantially more relaxed and more likely to enjoy the process and find it meaningful.
- 2) Practice with your child. If you know Hebrew and can help, great! If you don't, please listen to your child practice and share in the experience. It makes a difference. (Ask your child to teach you!)
- 3) D'var Torah. We encourage parents to engage in discussion of the issues and lessons raised in the Torah portion. In the weeks before the B'nei Mitzvah, parents should listen to their child practice their *d'var Torah* out loud, similar to any public speaking preparation – no specialized knowledge needed!
- 4) Parent Blessings and Optional Torah Reading. Rehearse Torah blessings in Hebrew and prepare a blessing in English to offer to your child.

GUIDELINES FOR PARENT BLESSING - Following the B'nei Mitzvah's *Aliyah* blessing, parent(s) are asked to offer a brief blessing. This affords parent(s) the opportunity to speak about their child's essence as a person, honor them for the wonderful, loving child that they are, and express the pride and joy they feel. Ideally, the blessing will include a Jewish text or teaching and a prayer oriented toward the future.

The blessing should be 1-2 paragraphs or 1-2 minutes in length, prepared in advance and put in writing. Please don't hesitate to ask the clergy if you have any questions.

OPTIONAL: TORAH CHANTING BY FAMILY MEMBERS

A very special way for family to participate in the B'nei Mitzvah process is by reading Torah. This can be an opportunity to refresh your chanting skills, or the motivation you need to learn to chant! Either way, you will be showing your child what it means to continue growing, learning and participating as an adult member of the Jewish community. We will be glad to provide a recording of the Torah reading and to help you in this process.

AT TOS, IN THE YEARS AND MONTHS PRIOR

RELIGIOUS SCHOOL

Our religious school curriculum is designed to provide students with the skills and knowledge necessary to participate fully in Jewish life. The academic prerequisite for B'nei Mitzvah is your child's completion of **three years of religious education and continued enrollment in our religious school throughout the B'nei Mitzvah year.**

Specific preparation for the B'nei Mitzvah service takes place both inside and outside of school hours. During religious school classes in 5th and 6th grades, students learn key prayers in the Shabbat morning liturgy and Torah chanting skills. This provides a good foundation to assist them in leading the service and chanting their individual Torah portion. Please consult the B'nei Mitzvah Timeline below for details.

B'NEI MITZVAH EXPERIENCE - FAMILY EDUCATION

Participation in our B'nei Mitzvah Experience family education programs will enrich your child's experience—and your own—marking the B'nei Mitzvah as a lifecycle tradition that leads to personal growth and positive communal connection.

We use a curriculum which connects Jewish wisdom to the interpersonal and social elements that accompany this coming-of-age ritual, and the sessions are designed to help you and your child explore what it means to

- Be a guest and a host,
- How to navigate peer pressure and social media,
- The experience of being the center of attention and what B'nei Mitzvah is all about,
- and other social-emotional challenges and joys associated with B'nei Mitzvah.

Additionally, these programs will cover the basics of the Saturday morning service, the mitzvah project, and what becoming B'nei Mitzvah is all about. These required programs help to create and sustain a community of B'nei Mitzvah families.

SHABBAT ATTENDANCE

Regular service attendance by the entire family remains the single most important factor in preparing for this day. We highly recommend that parents attend services with their child, including Friday night, Shabbat morning, Festival or weekday worship.

In addition to the **required six TOS Shabbat morning services**, students **must attend three services at a synagogue other than Temple Ohabei Shalom.** Not every service is the same and your family will learn a lot from seeing different customs! Use the log at the back of this handbook to track your progress.

AT TOS, IN THE WEEKS AND DAYS PRIOR

USHERING

Families are required to serve as ushers for the B'nei Mitzvah service directly preceding their own. By welcoming visitors, distributing siddurim and giving direction, ushers help to create a warm and participatory environment for our community worship experience. You will receive the ushering schedule via email. If you have any questions, please contact Daria Cohen (dcohen@ohabei.org). Guidelines for ushering can be found in the Resources section.

FRIDAY NIGHT

Erev Shabbat services typically run one hour, and at TOS, begin at 6 pm. Consult the Temple office to verify the time of service for the weekend of your celebration. **It is expected that the B'nei Mitzvah student and their family attend the Friday night service the evening before the B'nei Mitzvah.** The B'nei Mitzvah student leads the candle lighting at the beginning of the service, and the Kiddush and Hamotzi at the conclusion of the service.

SATURDAY MORNING: B'NEI MITZVAH DAY!

The immediate family will meet with the Rabbis at 10:00 am for a sound check to ensure our technology is ready, as well as a moment of meaning. At this point the family will present the B'nei Mitzvah with a *tallit* (a traditional Jewish prayer shawl, worn on Shabbat mornings). Families can either borrow, purchase or create a *tallit* for the occasion. Alternatively, the *tallit* might be passed down from a family member. A *tallit* is typically worn only by Jews who have become B'nei Mitzvah.

SERVICE HONORS

Temple Ohabei Shalom provides opportunities for the family and friends of the B'nei Mitzvah to participate in our weekly Shabbat service. After deciding which friends and family members you would like to include in the B'nei Mitzvah, **complete the Honors Form (found in the Resources section) and return it to the clergy or Daria Cohen at the first rehearsal.**

THE SERVICE ITSELF

Shabbat morning services at Temple Ohabei Shalom begin at 10:30am and conclude at approximately 12:15pm. Some families choose to list 10:15am on their invitations to minimize disruption to due to late arrivals. Services are usually held in the Sanctuary but the Chapel is also an option.

If desired, families may distribute customized programs explaining the service. We have templates that we are happy to share with you. Please allow the clergy to review your text at least two weeks before the ceremony.

If you have questions or requests regarding music for the service, please let us know well in advance. We usually have piano accompaniment, and Rabbi Queen often plays guitar, but this is not required; some families choose to have no instrumental accompaniment.

COHORT & FAMILY PROGRAMMING AND INDIVIDUAL PREPARATION TIMELINES

COHORT & FAMILY PROGRAMMING

When	What	Contact
4th Grade	Siyyum haSefer (<i>receiving your siddur/prayer book</i>)	Amy
5th Grade	Family Program: Date Assignments!	Amy
6th Grade		
Fall	Finding your place in Torah @ Simchat Torah services	Amy and Clergy
	6th grade Family Program: Mitzvah Projects 101	Amy and Clergy
Spring	Cohort meeting for students with B'nei Mitzvah next year	Rabbi Queen Scheduling: Daria
7 th grade/In the lead-up to B'nei Mitzvah...		
Winter	Cohort meeting for students with B'nei Mitzvah in the coming Fall	

DETAILED COHORT & FAMILY PROGRAMMING OUTLINE

GRADE FIVE YEAR

- In the fall of 5th grade, B'nei Mitzvah dates are distributed at a family program
- Attendance at B'nei Mitzvah Experience family meetings (usually 2 annually)
- Grade Five curriculum includes Hebrew finesse, prayer skills, and Biblical stories and history

GRADE SIX YEAR

- Attendance at all B'nei Mitzvah Experience family meetings (usually 4 annually)
- Grade Six curriculum includes Torah chanting skills (trope) and learning and reviewing all blessings and prayers that the B'nei Mitzvah will lead during the service.
- Digital audio files of all Hebrew learning will be made available.

GRADE SEVEN YEAR

WEEKLY ARS ATTENDANCE

- Attendance at B'nei Mitzvah Experience family meetings
- Grade Seven curriculum includes reviewing all Hebrew skills, as well as an exploration

of Jewish identity and adulthood through the Jewish life cycle and an examination of the Holocaust

COHORT MEETING

Approximately seven – nine months in advance of B'nei Mitzvah, our clergy host a group meeting for students and parents; this will give an initial overview of the B'nei Mitzvah preparation process. This cohort is based on the season of the year, and will encompass all of the B'nei Mitzvah students in the fall, winter, or spring. This meeting often occurs over Zoom. (For some students, this takes place in 6th grade.)

INDIVIDUAL PREPARATION TIMELINE

When	What	Contact
7 months prior	Family meeting	Rabbi Berkman Scheduling: Daria
6 months prior	Tutoring begins	Cantor Maayan
	Mitzvah Project Launch meeting	Rabbi Queen Scheduling: Daria
	Events Coordination Check-in (ushering, Shabbat sample programs, catering, décor, facilities etc.)	Stacey Boisvert
3 months prior	D'var Torah Prep begins (5-6 meetings)	Rabbi Queen Scheduling: Daria
1 month prior	Rehearsal #1	Rabbis Scheduling: Daria
~10 days prior	Rehearsal #2	Rabbis Scheduling: Daria
On the Tuesday prior	Chant portion at ARS tefilah	Amy Deutsch
<i>Post-B'nei Mitzvah</i>		
1-2 months after	Post-BM Check-in	Rabbis Scheduling: Daria
TBD, depending on availability	Dome Visits	Rabbi Queen & AMY

DETAILS ON INDIVIDUAL PREPARATION

INITIAL FAMILY MEETING

B'nei Mitzvah student and their parent(s)/guardian(s) meet with Rabbi Berkman approximately seven months before your B'nei Mitzvah date to reflect on how they are feeling about the process, address any concerns and answer any questions.

TUTORING & TORAH CHANTING PREPARATION

Individualized instruction begins approximately six months before B'nei Mitzvah date with weekly 30-minute lessons. Students will learn to chant their Torah portions and review all other Hebrew elements of the Shabbat morning service.

These sessions will be with B'nei Mitzvah Educator and Tutor, Cantor Maayan Harel, and are scheduled by parents with Cantor Maayan, who will reach out to families individually to begin this process. Students traditionally receive 26 30-minute lessons over this time.

MITZVAH PROJECT AND SERVICE TO THE TEMPLE OHABEI SHALOM COMMUNITY

A mitzvah project is one of the first responsibilities we ask students to assume as they become adults in our community. *Tikkun olam*, repairing the world, is central to who we are at Ohabei Shalom and completing a project such as this teaches our children that Torah “learning” and “doing” go hand in hand.

Service to the TOS Community:

Give back by donating 3+ hours of time to Ohabei Shalom. Volunteering at TOS is an investment in and demonstrates commitment to the community. Students can do this by... babysitting, assisting with mailings, yard work, library work, Mitzvah Day volunteering, etc.

Your student will receive more information to help them plan and execute their mitzvah project, which you can find in the Resources section. If you have any questions about your Mitzvah Project, please reach out to Rabbi Queen.

D’VAR TORAH PREPARATION

Students will prepare a *d’var Torah*, a teaching rooted in Torah, with guidance from the clergy. It will draw from traditional and modern interpretations of the Torah text as well as from their own life experience. The five 30-minute meetings with our clergy begin three or four months prior to the B’nei Mitzvah date.

REHEARSAL

You will have two opportunities to rehearse at TOS with our clergy. You will schedule these times in advance, when you have your family meeting with Rabbi Berkman (Daria Cohen, *Executive Assistant*, will help coordinate this). Parent(s)/guardian(s) should bring the completed Honors Form (see page 24) and their Blessing for Parents/Guardians (see page 12) to the rehearsal. At the rehearsals, we will also review all technological needs.

ARS PREPARATION

As an additional special moment, on the Tuesday before the student’s B’nei Mitzvah, they will have the chance to chant their Torah portion from the Torah at ARS tefilah. It’s both a chance for them to practice, as well as a chance for them to serve as an example to the rest of the community.

**** A ONE-PAGE OUTLINE COMBINING THE COHORT & INDIVIDUAL TIMELINES IS IN THE APPENDIX.**

LOGISTICS

TZEDAKAH

A *simcha* (joyous event) is an opportunity to share one's good fortune with others who are in need. We encourage families to consider ways in which they can do this, in addition to the B'nei Mitzvah student's individual Mitzvah Project. For example, families might consider decorating tables with "mitzvah centerpieces," constructed of products, equipment, or goods to be donated after the party to a particular cause or organization.

It is also customary to mark this wonderful occasion by making a donation to one of Temple Ohabei Shalom's funds in honor of your child and encouraging your family and friends to do the same. We suggest a contribution to a fund that will honor the experience of becoming a committed adult member of the community, such as the Fund for Lifelong Learning, the discretionary funds of our clergy, or the Circle of Giving.

FINANCIAL CONSIDERATIONS

All membership accounts (including B'nei Mitzvah fees, ARS tuition and Temple dues) must be paid in full six months in advance in order for your child to become a B'nei Mitzvah at Temple Ohabei Shalom. Additional costs associated with the B'nei Mitzvah are:

B'nei Mitzvah Fee: This fee covers tutoring costs, the B'nei Mitzvah Experience, and clergy meetings, and will be billed in two installments; one in the 5th grade year and one in the 6th grade year. In the 2023-2024 year, the cost is \$750 in 5th grade and \$850 in 6th grade. (As always, abatements are available if needed – please reach out to Shari Churwin, *Executive Director*, at schurwin@ohabei.org.)

B'nei Mitzvah Class Gift: A few years ago families asked TOS to coordinate a class gift - instead of all the students exchanging gifts as each B'nei Mitzvah approaches, you can make a one-time donation to TOS in honor of all of your ARS friends! Making a donation to TOS in honor of each student will help minimize any expectations to give each child an expensive gift, while at the same time you are making a meaningful contribution to the community. We will send out information about this at the start of the 7th grade year.

Kiddush/Luncheon: Families are expected to provide a small kiddush/snack after services for the community and in exchange, there are no rental fees for their B'nei Mitzvah kiddush celebration. Please be in touch with Stacey Boisvert, sboisvert@ohabei.org, 6 months prior to your simcha for more information.

Renting Space: Families are also welcome to rent our spaces for private events, such as an evening party the night of the B'nei Mitzvah. We have two beautiful social halls at TOS; Penn-Spero and Lissner Hall. Both are available for rental for private parties. Contact Stacey Boisvert, our Event Coordinator, for more information: sboisvert@ohabei.org.

TECHNOLOGY & ACCESSIBILITY

ZOOM: All services at TOS are on Zoom, in addition to in-person. Your family will receive a unique Zoom link and password which you can send to all attendees. After the service, you will receive a copy of the video, as well as the Zoom chat.

We have a high-definition PTZ Camera to capture every moment of the B'nei Mitzvah as well as high quality sound feeding to Zoom. There will always be a designated A/V person for your B'nei Mitzvah to take care of all A/V needs. At your rehearsal, we will review the names of anyone having an honor during the service so that we can ensure that we capture those special moments.

PHOTOGRAPHY/VIDEOGRAPHY: Photography must be completed before 10am on the morning of your service. Professional photography is not permitted during the service.

CELLPHONE USE: Please note that cellphones - including cameras for photos and videos, etc. - are NOT allowed during the service. Please advise your guests to refrain from using phones in any way during the service.

ACCESSIBILITY: Accessible entry to the Sanctuary is available through the Temple parking lot on Marshal Street. For accessible entry into the banquet halls, it is necessary to exit the Sanctuary and reenter through the TCEE/ARS entrance on Marshal Street.

Large print books and assisted listening devices are available.

PARKING: There is on-street parking available on Beacon Street and on side streets in the vicinity of the Temple. Please do not park in TOS parking lot, as your vehicle is subject to towing at your expense. Be sure to inform your guests of this parking and accessibility information.

HIDDUR MITZVAH – MAKING IT BEAUTIFUL

There is a Jewish concept called *hiddur mitzvah*, to beautify a sacred obligation. There are many ways in which we can participate in this important mitzvah and make the B'nei Mitzvah service even more special.

FLOWERS FOR THE BIMAH: Families often provide one (3-dimensional) 3 ½ - 4 foot flower arrangement for the Sanctuary. They will need to be delivered by 3 pm on the Friday preceding the ceremony.

CANDY THROWING: There is a custom of throwing (soft) candy at the B'nei Mitzvah student after they've completed leading the service, as we sing Siman Tov U'Mazel Tov, blessing the

B'nei Mitzvah student with sweetness. If you would like to do this, please purchase either Swedish fish (individually wrapped) or Sunkist fruit gems; they should be delivered on Friday before the service with other ritual items (like kippot or programs). The clergy will help you to know when it is time to throw the candy.

CHALLAH AND KIDDUSH: The Temple can provide challah and grape juice, but many families choose to bring their own, as well as ritual items, like candle sticks (for the Friday service the evening prior), a kiddush cup or challah cover that has personal meaning to their family to make the ceremony even more beautiful.

KIPPOT AND TALLIT: Many families choose to purchase kippot (also known as yarmulkes) to be used at the B'nei Mitzvah. These can be personalized with the name and date of the B'nei Mitzvah. (If you choose not to do this, TOS has enough to share.) It is customary to wear a kippah in a Jewish service, and all are welcome to do so.

As mentioned previously, the B'nei Mitzvah student wears a tallit on the *bima* (stage). Some families may have a tallit in the family which the student can wear; others may choose to purchase a new one. We are lucky here in Brookline to be able to purchase Judaica at Kolbo or at the Israel Book Shop, both on Harvard Street. Please ask the clergy or educators if you have any questions about purchasing a tallit.

Additionally, we ask that family members who are coming up to chant the Aliyah blessings wear a tallit, which we will have available at the bima for them, or if they'd like to wear one throughout the service, we have them available at the back of the sanctuary or chapel.





A NOTE ABOUT ATTIRE: Everything in a B'nei Mitzvah ceremony should reflect and enhance both the importance and the holiness of the occasion, including attire. Formal wear such as tuxedos or prom dresses is not appropriate, but everyone, including the B'nei Mitzvah student, should wear clothing that reflects that this is a special day.

Proper *bima* attire includes covered shoulders and pants or skirts at a length that is suitable for sitting on the *bima* facing the congregation. If you have questions about appropriate attire for your student(s), please ask.

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B'nei Mitzvah Preparation Timeline

	WORSHIP <i>Avodat halev</i> Service of the Heart 	LEARN  Share your own teaching, or <i>D'var Torah</i>	TAKE ACTION <i>Do Tikkun Olam</i> (repair the world) 	PLAN Your special day 
12+ Months Prior	Study of prayers and Torah chanting in grades 5 & 6 at ARS. Plan to attend 6 Shabbat services during the 6th grade year.	Attend all B'nei Mitzvah Experience family education programs.	Begin research and planning for your Mitzvah Project during 6th grade year.	If you know you'd like to have a celebration at TOS, reserve your space with Stacey Boisvert, <i>Event Coordinator</i> : sboisvert@ohabei.org
7 Months Prior	Continue to attend Shabbat Services, at TOS and at other synagogues to compare and contrast what Shabbat morning services are about.	Cohort Meeting with clergy and other students. Individual Family Meeting with clergy to connect, discuss Torah portion, answer questions.	Continue Mitzvah Project planning.	Connect with Stacey Boisvert, Event Coordinator for any in person arrangements.
6 Months Prior	Continue to attend Shabbat Services.	Student begins weekly learning sessions in preparation to chant Torah.	Continue Mitzvah Project planning. Begin active involvement in Mitzvah Project.	
3-5 Months Prior	Continue to attend Shabbat Services.	Continue Torah chanting lessons.	Continue Mitzvah Project.	Obtain <i>tallit</i> and <i>kippah</i> . If desired, order printed <i>kippot</i> .
2-3 Months Prior	Continue to attend Shabbat Services. Practice leading services at ARS tefilah.	Begin <i>d'var Torah</i> planning sessions with clergy. Continue Torah chanting sessions.	Continue Mitzvah Project.	Check in with Stacey Boisvert, <i>Event Coordinator</i> : sboisvert@ohabei.org Mail invitations, including the entire b'nei mitzvah class.
1 Month Prior	Attend Shabbat Services. Family attends B'nei Mitzvah rehearsal #1.	<i>D'var Torah</i> sessions have been completed. Continue Torah chanting sessions.	Plan to conclude your mitzvah project.	Provide all vendor information to Stacey Boisvert: sboisvert@ohabei.org .
2 Weeks Prior	Family attends B'nei Mitzvah rehearsal #2.	Continue Torah Chanting sessions.	Finalize and wrap up Mitzvah Project.	Confirm rehearsal time and arrangements with Stacey Boisvert: sboisvert@ohabei.org
1 Week Prior	Attend Shabbat Services. Read your Torah portion at ARS tefilah.	Continue Torah chanting sessions.		Make arrangements with Stacey for all deliveries (flowers, programs, etc) for the Friday before by 3pm at the latest.
Week of B'nei Mitzvah	<ul style="list-style-type: none"> • Bring a copy of the completed Honors Form • Bring a copy of the Parent Blessing • Attend Erev Shabbat Services on Friday night to lead Kiddush and Motzi. 			
Day of B'nei Mitzvah	REMEMBER TO BRING: <ul style="list-style-type: none"> • Your binder with the Torah text and your d'var Torah. • Your tallit and kippah, if applicable (bring bobby pins to keep it in place) TIMELINE OF THE MORNING: <ul style="list-style-type: none"> • Photos prior to service from 9:00—9:45am, if desired. • At 9:45am, family completes sound check for Zoom sound with our tech gurus. • At 10:00 am, family meets with the clergy for a special moment before the service. • Service begins at 10:30am. 			

STUDENT RESOURCES

SHABBAT SERVICE ATTENDANCE LOG

Your B'nei Mitzvah will be more fun and you will be more confident if you are comfortable with the content of Shabbat services. To achieve those goals, in the year before your B'nei Mitzvah, you will attend **at least six Shabbat morning services at Ohabei Shalom** and **three morning services at another congregation**. Please use this log to keep track of your progress and share it with the clergy.

<i>Date</i>	<i>Synagogue</i>	<i>Your experience ~ What surprised you? Other thoughts.</i>

MITZVAH PROJECT GUIDELINES

A mitzvah project is one of the first responsibilities we ask you to assume as you become an adult in our community. *Tikkun olam*, repairing the world, is central to who we are at Ohabei Shalom and completing a project like this allows us to live the value that Torah “learning” and “doing” go hand in hand.

- Your project should involve **at least 15 hours of community service**.
- Projects can be individual or completed in a small group
- Every project includes at least **three** of these key elements:
 - Hands-on work (time spent working) with an organization
 - Advocacy for the cause
 - Educating others about the issue
 - Collecting items or *Tzedakah* (money) for the cause
- Projects can be completed before the B’nei Mitzvah date, or can continue until the end of the school year. Please discuss your timeline with Rabbi Queen.

CHOOSING A MITZVAH PROJECT

There are SO MANY ways get involved in the local community, or with causes you care about. Be as creative as you like!!

Below you’ll find a 5-step process to help you choose a Mitzvah project that is meaningful and manageable for you: ¹

STEP 1: WHAT’S YOUR PASSION?

In deciding on a Mitzvah project, first think about...

What issue or challenge in the world makes you angry or bothers you? Turn that into Tikkun Olam and make a difference! For example...

- Are you tired of hearing that there are untold numbers of kids who go to bed hungry every night?
- Do you feel uncomfortable when you visit a nursing home and see so many people just sitting and staring into space?

What’s meaningful to you? What do you care about or feel connected to? For example...

- Your friends, family, community, animals, the environment...

What do you really like to do? What activities give you the most pleasure? For example...

- On your own.... Reading for hours? Being a computer whiz? Baking cookies?
- With others... Giving big hugs? Playing soccer? Talking on the phone?

¹ *Mitzvah project steps are borrowed with permission from Areyvut*

STEP 2: FIND AN ORGANIZATION

Now that you have identified your interest or passion, find an organization that works on what you care about. You can...

- Choose an organization that you or your family have worked with before,
- Google it!
- Ask Rabbi Queen for more ideas!

STEP 3: CHOOSING A PROJECT

Now it's time to think about how you can help! Most Students choose to volunteer, fundraise/run a collection drive, or both!

- **Volunteering:** Spending your time and energy at or working on behalf of an organization, helping them do their work.
 - o Sorting food/donated materials at a food pantry
 - o Park cleanup
 - o Playing music at ChaiLife or Hebrew Senior Life

*** PLEASE keep in mind, many organizations may have volunteer age limits, so please be sure to ask about their requirements.

- **Fundraising/Collection/Drive:** Raising money or collecting specific goods for a particular cause or organization.
 - o Fundraising efforts of past B'nei Mitzvah students include:
 - Basketball shoot-a-thon for Alzheimer's research
 - o Collection drives past B'nei Mitzvah students have done include:
 - Non-perishable/canned food for the Brookline Food Pantry
 - Books for More than Words
 - Gently used clothing for a hospital ER free clothing closet
 - Items for Cradles to Crayons

YOU CAN HAVE IT ALL!

Don't know which to choose? Why not do both? Consider donating your time AND running a collection drive/fundraiser.

STRENGTH IN NUMBERS

Amplify your efforts by getting your family, friends, ARS class or school class to volunteer and/or fundraise with you!

STEP 4: SET YOUR GOALS

After you've selected a topic, area of interest or cause, and an organization that works to support that cause, you need to set some goals. To ensure you meet those goals, make an

impact and feel successful, they must be SMART:

- Specific,
- Measurable,
- Achievable,
- Relevant
- and Time-bound

Let's start with a few questions in order to craft your goals:

- What does the organization you want to support need?
- How many hours do you plan to volunteer, and by what date?
- How many items or how much money do you want to collect?
- How many people will you recruit to get involved?

For example, let's say you care about food insecurity; you contact the local food pantry, and they tell you that they always need canned goods, so you decide to plan a canned goods drive! For this kind of project, a great SMART goal would be:

- "I plan to collect 200 cans, starting on March 1 and ending June 1, the week before my B'nei Mitzvah"
 - o This goal is...
 - Specific and Measurable – You give yourself a specific, measurable number of items you aim to collect - 200 cans
 - Achievable – 200 cans might sound like a lot, but if you ask each ARS student to bring in 2 cans, that's over 200 cans already!
 - Relevant – You're collecting cans (not fresh fruits and veggies, or sliced turkey or rubber duckies) because that's what the food pantry needs
 - Time-Bound – you also name a specific amount of time - 3 months, and are committing to finish your project before your B'nei Mitzvah.

STEP 5: SPREAD THE WORD

This is the final step – Letting people know about your project and asking for their help!

You can do this by...

- Including information in your B'nei Mitzvah invitation, asking your guests to bring donation items or contribute to your fundraiser
- Write a note to your community, and ask Rabbi Queen to include it in the Temple newsletter emails, or your teachers to include it in their communication with families
- Ask the clergy or your school principal to make an announcement about your project at the next service or assembly
- Ask your parents to post about your project on their social media

When you do this, be sure to include...

- A little background on your project: "I'm passionate about (cause) because (tell us a little about why) and wanted to do something to make a difference."
- A specific ask: "I'm raising money/collecting (items) for (Name of Organization) and I need your help! My goal is to raise/collect (\$ amount or # of items)
- A deadline
- A thank you

CREATING YOUR MITZVAH PROJECT

Below you will find some ideas for projects, according to areas of interest. These are just suggestions to help you brainstorm; this is not a comprehensive list, and you don't need to pick one from here! Feel free to mix and match anything below, or be creative!

Interest/Passion	Mitzvah Project Ideas
Animals	<ul style="list-style-type: none"> - Volunteer at a local animal shelter - Collect toys or pet supplies for a local animal shelter
Arts/Music/Theater	<ul style="list-style-type: none"> - Perform solo or with a group at a senior center or hospital - Plan a dance-a-thon to support a cause you love - Fundraise for a local arts/arts education organization
Children	<ul style="list-style-type: none"> - Plan and run a toy drive for kids in need - Decorate pillow cases for the children's hospital
Clothing	<ul style="list-style-type: none"> - Run a clothing drive! – Collect specific items to contribute to a particular organization, for example: <ul style="list-style-type: none"> o gently used winter outerwear, o new socks/underwear, o kids clothing, o professional attire
Education/Literacy	<ul style="list-style-type: none"> - Collect school supplies - Volunteer for an after school program, a literacy program or a program helping others learn English
Elderly	<ul style="list-style-type: none"> - Volunteer at a Senior center - Host a series of Bingo games/craft nights for a local senior center
Environment/Climate Justice	<ul style="list-style-type: none"> - Work on a community garden project, or re-start the garden at the Temple! - Plan a park or river clean up event - Help improve the recycling or composting at your school

Health/Medicine	<ul style="list-style-type: none"> - Contact a local hospital and see what kinds of materials they need donated – toys for kids, gift bags for patients - Plan and host a blood drive at the Temple or at your school
Hunger/Food Insecurity	<ul style="list-style-type: none"> - Volunteer for and/or plan a donation drive for a local food bank - Organize a group of friends/classmates to contribute to a Community Fridge
Israel	<ul style="list-style-type: none"> - Raise money for an Israeli organization that works on a cause you care about
Disability Awareness/Inclusion	<ul style="list-style-type: none"> - Volunteer or fundraise for an organization that supports people with disabilities
Housing Insecurity/Homelessness	<ul style="list-style-type: none"> - Volunteer at a local shelter - Contact a local shelter to find out what they need most and run a collection drive (shelters often need travel size toiletries, new socks or underwear)
Sports	<ul style="list-style-type: none"> - Create a tournament that raises money for a cause you care about - Collect sports equipment to donate to a community center or organization

D'var Torah Outline

This outline is meant to provide you with some help and ideas to structure and write your d'var Torah. At each meeting with Rabbi Queen, you will work from this document to help you brainstorm content work through each section, with the goal of completing of your D'var Torah by your first rehearsal (~1 month before your big day!).

Part I: The Torah Section

It is your chance to talk about the important lesson you think your portion can teach us. Your d'var Torah will contain the following sections:

Section 1: What does the text say? - *Give a brief summary of and context for your portion*

- What is happening?
- Who are the characters and what are their relationships to each other, to God?
- What comes right before or right after your portion, so we know how your portion fits into the larger biblical narrative?
- Do any significant events happen, or are there special laws given?
 - o Example: "My parsha is _____, in the book of _____ and it describes..."

Section 2: What does the text mean? - *Name and begin to explore the "Big Idea"*

Look at the verses you selected to read and share what they teach, and why you chose to focus on them. In this part, you should write about the thing that caught your attention most... Example: "One interesting part of my portion is..."

Section 3: What does the text mean to me? - *Show relevancy: What is the lesson for us today?*

Put yourself into your portion, and describe ways we can relate to the information in a modern context. Ask yourself...

- Is there a true story from your life that reminds you of the lesson from your portion?
- How can any of our traditional Jewish values be applied to society now?
- What comparisons can you make between our lives today and what was happening during the time of the Torah?
 - o Example: "A current example of this problem/concept is...";

Section 4: Conclusion of Torah Section - Sum up your point, emphasizing the most important "take away" message.

Part II: Making It Personal

Becoming B'nei Mitzvah is about more than reading Torah and learning prayers, *because being Jewish is about more than that*. In this section, you have the opportunity to share about your Mitzvah Project and what you have learned - about Judaism and yourself - during your B'nei Mitzvah preparation process, and what becoming a Jewish adult means to you. For example, helping to make the world a better place, caring about Jewish communities around the world, offering gratitude for the blessings you experience, and thinking about the role Judaism will play in your life.

Section A: The Mitzvah Project

Write a paragraph or two on where you chose to volunteer or donate, what you did and why you wanted to support that organization/cause, and how it aligns with your Jewish values.

Section B: The Thank You's

This section is your opportunity to thank a few special people who have helped you reach this important occasion. Please include: The Temple community (Rabbis, ARS teachers, Josh Cohen, David Sparr), family (parents, siblings, grandparents), friends and/or God.

Section C: Conclusion – What being a B'nei Mitzvah means to me.

This is your BIG, FINAL conclusion where you describe what this experience means for you.

- How does Torah teach us about life?
- What experiences or lessons are important to give to future generations?
- What do you love and cherish about Judaism?
- What do you hope your B'nei Mitzvah will mean to you as you look back on it in the years to come?
- How do you plan to continue your Jewish learning and involvement?

Examples: "My B'nei Mitzvah experience has taught me..." or "When I look back on today..."

Final Steps... Editing + Sharing

Now that everything is written, it is time to go back and edit!

1. Check for grammar, punctuation, spelling and transitional phrases that help the narrative move from one section to the next. If you need help with this, please ask Rabbi Queen or your family for some help.
2. Speaking of your family... NOW is the time to ask them to proof-read your d'var! If they have not already been helping, please ask them to read and edit it once.
3. E-mail Rabbi Queen (jqueen@ohabei.org) with your **downloaded** final draft as an attachment, with your full name and B'nei Mitzvah date in the subject line.
4. Please bring a final copy to your first rehearsal!

B'NEI MITZVAH SERVICE PREPARATION MATERIALS

SAMPLE OUTLINE

To give you a sense of a "typical" B'nei Mitzvah service at TOS, this sample service outline shows which parts of the service you can expect to lead (...and where to find them! The page numbers are from Mishkan Tefillah, our community's siddur).

The Shabbat morning service is split into 4 parts:

1. Birchot HaShachar (Morning Blessings) + Pesukei d'zimrah (Songs of Praise), designed to warm up our hearts and souls.
2. The Shema and its blessings, and the Amidah
 - Students are familiar with many (but not all) of these from ARS tefillah
3. The Torah Service
 - Students will work with their tutor to prepare them to lead this section
4. Concluding blessings + Closing Song
 - Also includes Announcements and Kiddush/Motzi.
 - The closing song can be chosen by the student... Common options include Adon Olam, Ein Keloheinu, Oseh shalom, Od Yavo Shalom Aleinu...

Students will be expected to lead highlighted items and may choose to help clergy lead or solo lead bold items.

***In addition to or instead of leading additional liturgy, students may choose to write kavanot (intentions to introduce prayer), or learn to chant Haftarah. Please let Cantor Maayan or Rabbi Queen know if you are interested in writing kavanot or learning Haftarah.

Pg	Prayer	Notes
<i>SECTION 1 – Birkot HaShachar + Nisim v'chol Yom</i>		
10	Hinei Ma Tov	Welcoming song
76	Asher Yatzar (English reading)	Blessing for the body/good health
78	Elohai Neshama	Gratitude for the soul
80	Nisim b'chol Yom	Blessings for Daily Miracles

100	Psalm 150 (Hallelujah)	Psalm praising God
106	Chatzi Kaddish	Transition out of <i>Psukei d'zimrah</i>
<i>SECTION 2 – Shema + Amidah</i>		
108	Barechu	Call to Worship
110	Yotzer Or (Optional)	Blessing over Morning Light
112	Ahava Rabah (Optional)	Blessing over God's Love
114	Shema	God is one
116	Ve'ahavta	Command to love and teach
122	Mi Chamocha	Song of Redemption
124	Adonai Sefatai	Opening of Amidah (Standing Prayer)
126	Avot v'Imahot	1st blessing of Amidah - Ancestors
128	Gevurot	2nd blessing of Amidah - God's might
130	Kedushah	3rd blessing of Amidah - Holiness
	Silent Prayer	
142	Oseh Shalom	Prayer for Peace
<i>SECTION 3 – Torah Service</i> <i>(Items in parenthesis indicates choreography)</i>		
244	Ein Kamocha	(Lead from podium)
244	Av HaRachamim	(At podium, walk up to ark, parents rise to stand at ark with student)
246	Ki Mitzion	(In front of open ark)
248	Baruch Shenatan	(Take out Torah)
248	Shema/Echad	(Sung responsively holding Torah)
248	Gadlu	(Bow facing the ark, close ark after)
248	L'cha Adonai + Processional	(Processional music sung by clergy while Torah is carried by student, joined by immediate family)

250	Aliyah Blessings ²	Blessings before and after Torah reading
	Torah reading	Weekly Torah portion
253	Mi Shebeirach	Prayer for Healing
252	Hagbah & Gelilah	Lift and Dress Torah
254	Haftarah Blessings	Blessings before or after Haftarah
	Haftarah ³	Selection from Bible, usually from Prophets, thematically connected to the Torah portion
	D'var Torah	Prepared by student
<i>The following prayers and blessings are led by the clergy, unless noted</i>		
299	Birkat Kohanim	Priestly Blessing
299	Shehecheyanu	Gratitude for having reaching this day
344	Siman tov u'mazal tov	Song of joy/congratulations (and of course, CANDY THROWING!)
256	Y'hallelu/Hodo/ Ki Lekach Tov/Etz Chayim	Returning the Torah
<i>SECTION 4 – Concluding Blessings + Closing Song</i>		
282	Aleinu	Hope for the future
287	V'ne'emar	Conclusion of Aleinu
294	Mourner's Kaddish	Remembering loved ones who have passed away
301	Kiddush/Motzi	Blessing over wine and challah
	Concluding Song	

² The Torah service at TOS generally includes three aliyot (an aliyah is a set of verses read from the Torah) and is interspersed with blessings - the MiShebeirach (a prayer for healing), for the parents by the rabbi(s), for the student to the parents, and of the student by the rabbi(s).

³ We hope students will focus on learning and leading additional prayers or chanting Haftarah

EXPLANATION OF HONORS AND HONOR SHEET

The following honors are usually assigned to family members and close friends, to participate in the Saturday morning service. Please complete the Honor Sheet below and bring it to your first rehearsal. Rabbis will take the opportunity to answer all honors questions then.

Ark Opening: There are two separate opportunities for up to three people to open the Ark (at the beginning of the Torah service and at the end of the Torah service.)

Undressing the Torah: This honor consists of removing the decorations, mantle, etc., before the Torah is placed on the table to be read.

Aliyot: One who is called to recite the blessings during the reading of the Torah receives an *aliyah* (plural = *aliyot*). The family is invited to participate in a total of three *aliyot* (blessings of the Torah). Recitation of the Torah blessings is an honor reserved for adult members of the Jewish community. A non-Jewish spouse and/or children under the age of 13 may accompany those who are reciting the blessings.

- The first *aliyah* is customarily for grandparents or other close relatives or friends.
- The second *aliyah* is usually for parents.
- The third *aliyah* is reserved for the B'nei Mitzvah.

The *brachot* (blessings) can be found below in Hebrew, transliteration and in translation, and will be available in large print on the *bima* during the Shabbat service. You can also listen to the blessings on our website: <https://www.ohabei.org/for-families/bnei-mitzvah/blessings-prayer-recordings/>

Hagbah (lifting the Torah scroll): After the Torah is read, it is lifted up and held high for the congregation to see. (The scrolls are heavy! Please assign someone strong; it is also easier if this person has some advance training in Torah lifting.)

Gelilah (rolling and dressing the Torah): This honor consists of rolling the Torah scroll, tying the sash around it, and putting on the mantle and the decorations/silver.

Blessing for Parents/Guardians: Parents are asked to prepare and read an individualized blessing for their child. More information is available in the Family Preparation section.

****** During the service, before each honor, the rabbis will call each honoree up by name******

Honors for B'nei Mitzvah Services Temple Ohabei Shalom 1187 Beacon Street Brookline, MA 02446 617.277.6610		
Student's Name:	Student Hebrew Name:	Date:
Torah Portion (& page):		
Haftarah Portion (& page):		
(I) Torah Service Ark Openers (1-4 people)		
(II) Torah Undressers (1-2 people)		
(III) 1 st Aliyah (Often grandparents)	English Name:	
	Hebrew Name:	
(IV) 2 nd Aliyah (Often parents)	English Name:	
	Hebrew Name:	
(V) 3 rd Aliyah (B'nei Mitzvah)	Hebrew Name:	
(VI) Hagbah - Torah Lifter (1 strong person)		CUE: After parent(s)' blessing.
(VII) Gelilah - Torah roller and dresser (1-2 people)		
(VIII) Returning the Torah Ark Openers (1-4 people)		
NOTES: <ul style="list-style-type: none"> Ark openers are an appropriate honor for either Jewish or non-Jewish family or friends. Please let us know if anyone you have selected will need assistance coming to the bima. You need not select someone for every honor listed. 		

ALIYAH BLESSINGS

Before the Reading

בְּרַחוּ אֶת-יְיָ הַמְּבֹרָךְ!
בְּרוּךְ יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד!
בְּרוּךְ אַתָּה, יְיָ אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
אֲשֶׁר בָּחַר-בָּנוּ מִכָּל-הָעַמִּים וְנָתַן-לָנוּ אֶת-תּוֹרָתוֹ.
בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Ba-re-chu et A-do-nai ha-me-vo-rach!

Ba-ruch A-do-nai ha-me-vo-rach le-o-lam va-ed!

Ba-ruch a-ta, A-do-nai E-lo-hei-nu, me-lech ha-o-lam,

a-sher ba-char ba-nu mi-kol ha-a-mim, ve-na-tan la-nu et To-ra-to.

Ba-ruch a-ta, A-do-nai, no-tein ha-to-rah.

Bless Adonai who is blessed.

Blessed is Adonai who is blessed now and forever.

Blessed are You, Adonai our God, Sovereign of the universe,
who has chosen us from among the peoples and given us the Torah.

Blessed are You, Adonai, who gives the Torah.

After the Reading

בְּרוּךְ אַתָּה, יְיָ אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת וְחַיֵּי עוֹלָם נָטַע בְּתוֹכֵנוּ.
בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Ba-ruch a-ta, A-do-nai E-lo-hei-nu, me-lech ha-o-lam,

a-sher na-tan la-nu To-rat e-met, ve-cha-yei o-lam na-ta be-to-chei-nu.

Ba-ruch a-ta, A-do-nai, no-tein ha-to-rah.

Blessed are You, Adonai our God, Sovereign of the universe,
who has given us a Torah of truth, implanting within us eternal life.

Blessed are you, Adonai, who gives the Torah.

Recordings of these blessings can be found at <https://www.ohabei.org/for-families/bnei-mitzvah/blessings-prayer-recordings/>

GUIDELINES FOR USHERS

B'nei Mitzvah families are expected to serve as ushers at the B'nei Mitzvah immediately preceding their own. By welcoming visitors, distributing prayer books and giving direction, ushers create a warm, welcoming environment and help to ensure a smooth, participatory worship experience. Your participation is truly a mitzvah. Please read below to familiarize yourself with understanding warm welcome instructions, accessibility questions, and security protocols.

- Stand at the sanctuary entrance by 10:10am.
- Please stay at this location until 10:45am and then feel free to sit in the last row for the remainder of the service. Keep one eye on the "door" and greet people as they come in.
- Welcome people as they enter. Use words like, "Welcome, Shabbat Shalom," "Welcome, Good Shabbos," "Good morning!" or similar greetings.
- Please ensure people are masked when entering the building and if not, offer a mask. If people refuse a mask, please indicate that masks are required in the building and they are welcomed to worship virtually if they choose not to wear one.
- Hand out the weekly bulletin (if applicable) and the Shabbat prayer book (*Mishkan Tfilah*). These are available at the back of the sanctuary by the interior doors. Large print books are also available.
- Know the locations of:
 - Bathrooms – Located on either side of the sanctuary and also down the stairs outside of Penn Hall. Two single stall/gender neutral restrooms are to the left of the sanctuary and a ladies room is located on the right just up a few stairs.
 - Kippot (Yarmulkes): located as you walk in the sanctuary in several bins.

At the end of the service please be at the doors to collect books and give a farewell greeting.

When in doubt about something, don't hesitate to ask one of our staff members. Thank you for contributing to the feeling of warmth and welcome that our community is known for.

SECURITY ROLE OF GREETERS AND USHERS

(Always with a smile)

If you are like most ushers, you have little or no background in protection or security activities. You may feel inexperienced interacting with people who are upset or question your

ability to engage in these types of situations. You may be friendly in a quiet way or assertively outgoing. You probably thought your role as a greeter or usher would involve smiling, shaking hands, directing guests, and helping during services. Fortunately, those will continue to be your primary tasks.

However, we all share responsibility for the safety and security of the congregation. You are not expected to do it all yourself or act as a security officer, but you are expected to continuously observe people and the environment, assess the situation to see if there is danger, and respond appropriately.

Your primary security tasks are to observe and assess, then get assistance or take appropriate emergency action. The best way for you to fulfill your role is to be aware, alert and ready to get assistance.

Be balanced in your approach. You should not be stricter or more lenient than appropriate or base your actions on your personal likes or dislikes about people or behaviors. Your actions can have an impact on the reputation and welfare of the entire synagogue. When in doubt, get another opinion and assistance, unless the matter is an emergency.

Get assistance if you have a concern: If you need to talk to someone whose behavior concerns you or if you are checking on a suspicious situation, do not confront someone on your own unless you have no other choice. Ask a facility person, lay leader or another guest to assist you. Stay alert to such situations so you can assist others quickly. **IF YOU SEE, HEAR, OR SMELL ANYTHING SUSPICIOUS SAY SOMETHING!**

If you need to, call 911 or Press Panic Button. We have a remote panic button that either the custodian/staff or usher will be wearing. Simply press and hold the button for 5 seconds and the alarm company will automatically call the police.