

CONGREGATION
KOL TIKVAH

B'NAI MITZVAH BOOKLET

*Yehuda ben Tema would say:
'Five years is the age for the study of Scripture;
Ten, for the study of Mishnah;
Thirteen, for the obligation to observe the mitzvot.'*

Pirke Avot 5:21

ה:כא הוא הָיָה אוֹמֵר בֶּן חֲמִשׁ שָׁנִים לַמִּקְרָא בֶּן עֶשֶׂר
שָׁנִים לַמִּשְׁנָה בֶּן שְׁלֹשׁ עֶשְׂרֵה לַמִּצְוֹת



CONGREGATION KOL TIKVAH
RELIGIOUS SCHOOL

TABLE OF CONTENTS

LETTER FROM CONGREGATION KOL TIKVAH	3
POLICIES	
1. Religious School Requirements and Special Needs.....	4
2. Hebrew Reading Requirements.....	4
3. Remediation and Fees.....	4
4. Assignment of Bar/Bat Mitzvah Date	4
BAR/BAT MITZVAH PREPARATIONS	
1. Bar/Bat Mitzvah Lessons.....	6
2. Torah Speeches.....	7
3. Haftarah Speeches.....	7
4. Shabbat Service Attendance	7
5. Mitzvah Project and Community Service.....	8
6. Voluntary Additional Mitzvah Opportunities	8
7. TNT (Teen Night at Temple)/PARTY (Parkland Area Reform Temple Youth)...	9
8. Confirmation Program	9
9. Financial Obligations	9
BAR/BAT MITZVAH AS A STEP TO BECOMING A COMMITTED JEWISH ADULT ...	10
PROCEDURES	
1. B'nai Mitzvah Liaison.....	11
2. At Home Preparation.....	11
3. Honors/ <i>Bima</i> Rehearsal.....	11
4. Afternoon/Mincha Bar/Bat Mitzvah Ceremony and Celebration	11
5. Invitations.....	11
6. <i>Bima</i> Decorations.....	12
7. <i>Kippot/Yarmulkes</i>	12
8. Sanctuary Customs/Behavior	12
9. Temple Newsletter/Publicity.....	12
10. Photographs.....	12
11. Brochure/Handouts.....	13
12. Friday's Erev Shabbat Service.....	13
13. Kiddush.....	13
14. Temple Attire.....	13
15. Meeting with Executive Director.....	14
HELPING NON-JEWISH GUESTS TO FEEL MORE COMFORTABLE	15
TORAH BLESSINGS	16
BAR/BAT MITZVAH CHECK LIST	17
HONORS FORM.....	19
TRIBUTE FORM.....	20

Please note all information contained here is subject to change.



Dear Parents:

It is a proud and exciting time in our lives as our children are preparing to be called to the Torah to become a Bar/Bat Mitzvah. It can also be stressful and confusing as we attempt to guide our children in their Judaic education, as well as plan for their special day and the celebration to follow.

We are here to answer questions that might arise as you embark on this life cycle journey. This booklet has been put together to explain the customs and various procedures that go along with the preparation for the services and celebration. While this should answer most of your questions, a B'nai Mitzvah Liaison from the B'nai Mitzvah Committee will be assigned to your family in the sixth grade to give you any individual attention you might require. Until then, please feel free to contact the Committee Chair, Barbara Feller (see below) or a member of the Kol Tikvah staff.

Congratulations on beginning this journey!

L'Shalom,

Rabbi Melissa Zalkin Stollman
Director of Lifelong Learning

B'NAI MITZVAH COMMITTEE

Barbara Feller, Chair (954) 753-1440 bgrinde@bellsouth.net

CONGREGATION KOL TIKVAH STAFF

Rabbi Bradd Boxman	Rabbi	hockeyrav@koltikvah.net
Cantor Malcolm Arnold	Cantor	cantor.arnold@koltikvah.net
Rabbi Melissa Zalkin Stollman	Director of Lifelong Learning	rabbi.stollman@koltikvah.net
Jennifer Levin-Tavares	Executive Director	jennifer@koltikvah.net
Heather Mesch	Assistant to the Clergy	heatherm@koltikvah.net
Rachel Horowitz	Controller	rachelh@koltikvah.net
Jill Ruddy	Event & Marketing Coordinator	jillr@koltikvah.net
Brandy Linz	Accounts Receivable	brandyl@koltikvah.net
Janis Deitsch	Congregational Office Coordinator	janisd@koltikvah.net
Lital Donner	Director of Youth & Family Programming	lital@koltikvah.net

C.K.T.'s exclusive caterers: VIP Caterers 954-575-7770

6750 University Drive Parkland Florida 33067
(954) 346-7878 Fax (954) 346-0881
www.koltikvah.net

POLICIES

1. Religious School Requirements:

The B'nai Mitzvah Program requirement is four years of Jewish schooling.

A student must be enrolled in the Congregation Kol Tikvah Religious School for a minimum of 1 year, including the year leading up to the B'nai Mitzvah. A student must also have 3 years of attendance either at a Jewish day school or another Jewish religious school, prior to the required one-year enrollment at Kol Tikvah, where your child should have been part of a comparable Hebrew language and Judaic program.

Any child entering our program beyond the fourth grade (from another religious or Jewish day school) must be evaluated and brought up to our expected standard for that grade. The student must then maintain the expected standards in subsequent grades.

Anyone who has no previous Jewish schooling will be reviewed on a case-by-case basis for acceptance into our B'nai Mitzvah program.

SPECIAL CASES: Parents are obligated to inform Congregation Kol Tikvah concerning any special needs or learning challenges that their child faces in meeting the requirements listed above. We will do everything we can to accommodate your child's inclusion in our religious school and moving into the B'nai Mitzvah Program. However, it is incumbent upon parents to notify us about special situations when they register their child for religious school and to work with us to meet the needs of their child.

Parents of children with documented learning disabilities may request up to two additional months of training for the Bar/Bat Mitzvah at no additional expense. Such a request should be submitted to the Cantor approximately 12 months before their child's ceremony.

2. Hebrew Reading Requirements:

Students are expected to read Hebrew with enough fluency to learn the prayers and the Torah and Haftarah portions.

During the sixth grade year, a member of the religious school staff will assess your child's readiness to enter the B'nai Mitzvah Program based on his/her Hebrew reading ability.

3. Remediation and Fees:

Parents may need to pay for additional tutoring to bring a student to the Hebrew language standard for their grade or for the B'nai Mitzvah Program.

Students' Hebrew levels are assessed prior to entering the B'nai Mitzvah Program. If an additional month or two of tutoring is deemed necessary prior to the seven-month tutoring period there is an additional fee of \$100 per month (four 30 minute lessons per

month) to bring the student up to the level required to start the B'nai Mitzvah Tutoring Program.

If students coming from other schools are already in our B'nai Mitzvah Program or the tutors determine that the child needs more tutoring than what we provide, parents may have to arrange for and pay for additional tutoring from a private tutor. This may happen when:

- Students are coming from another school
- Have not had 4 years of attendance in a Jewish school
- Have had a poor attendance record while enrolled in Kol Tikvah's Religious School.

Consistent attendance in the fourth through seventh grades is vital to Hebrew language acquisition and B'nai Mitzvah preparations.

4. Assignment of a Bar/Bat Mitzvah Date:

The Director of Lifelong Learning will assign your child's Bar/Bat Mitzvah date in the fourth grade. If joining the synagogue later than your child's fourth grade year, the date will be assigned after your child's Hebrew level is assessed. We will attempt to assign a date closest to your child's thirteenth birthday. However, exceptions sometimes occur, particularly with recently enrolled students. B'nai Mitzvah dates are not assigned from mid-June through mid-August.

Policies for Date Assignments:

- A child must be at least 12 years and 9 months old and be enrolled in our religious school in order to have a Bar/Bat Mitzvah service.
- All B'nai Mitzvah services take place in our Sanctuary on either Shabbat morning or Shabbat afternoon with Rabbi Boxman and Cantor Arnold. If you choose a Shabbat morning, you may be assigned a date that you will share with another Bar or Bat Mitzvah and family.
- If you choose a Shabbat afternoon, you will not have to share with another family, but all Saturday afternoon services require families to use our facilities and Kol Tikvah's exclusive caterer for their reception. No exceptions will be made.

BAR/BAT MITZVAH PREPARATIONS

1. Bar/Bat Mitzvah Lessons:

Bar/Bat mitzvah lessons cover review and instruction of the prayers that each student will lead during their service as well as the preparation of the Torah portion and Haftarah. Written and audio materials will be made available for each student.

Cantor Arnold assigns the Torah and Haftarah portions according to the Jewish calendar for your Shabbat date. The Torah portion is based on the Jewish calendar and includes a section from the Five Books of Moses (תורה *Torah*), the first section of the Hebrew Bible. The Haftarah portion is also based on the Jewish calendar and usually corresponds in some way to the Torah portion. It consists of readings from the Prophetic Books (נביאים *Nevi'im*), the second section of the Hebrew Bible.

The Cantor will notify each family at the beginning of the school year when Bar/Bat mitzvah lessons are scheduled to begin, and with which tutor. Most students begin individual tutoring 7 months prior to their Bar/Bat Mitzvah, either at the end of sixth grade, or within the seventh grade year. Around the same time, parents of all students whose lesson period includes the summer will be contacted to ascertain whether the student will be away for any of or all of the summer. Starting dates will be adjusted so that each student receives seven months of lessons. Parents are urged to respond quickly.

Tutors teach students the Torah and Haftarah readings with the Trope, the melodies chanted with the portions. The tutors will provide audio and additional printed materials for study on a prescribed schedule.

Assigned tutors will contact families two weeks prior to the approximate date lessons are scheduled to begin in order to set the exact meeting day/time for the weekly ½ hour lessons.

The assigned tutors will contact parents to set up weekly ½ hour appointments for their child during the seven months of preparation prior to the Bar/Bat Mitzvah event. Parents may be asked to attend these classes upon request. Please be respectful of everybody's busy schedules by arriving promptly. If unable to keep appointments, please notify your tutor in a timely way and re-schedule as necessary. In some cases, you may be asked to pay for missed lessons.

Parents are encouraged to attend lessons with their child as often as possible. The support of parents and the knowledge of their child's progress has a very positive effect on this process and makes it so much more meaningful. Parents should ensure that their children are studying regularly according to the tutor's recommendation.

2. Torah Speeches:

A Torah speech is known as a *D'var Torah* דבר תורה, literally “word of Torah”. Each Bar/Bat Mitzvah will give a *D'var Torah*, describing the contents of the Torah portion, its relevance to us today, and what it means to the student. The speech is crafted in conjunction with Rabbi Boxman over a period of three or four sessions. In these sessions, which parents attend with their children, not only will the Rabbi study Torah with the student, but he will also get to know the family and discuss the significance of this milestone. Parents may help their children to understand the portion, but the child should write the speech.

Families will be contacted by the Rabbi approximately six months prior to their service to attend an informational study session with other families, and then to set up individual appointments.

3. Haftarah Speeches:

Cantor Arnold will meet with groups of Bar/Bat Mitzvah students and their parents to discuss the derivation and significance of the Haftarah and its relevance. During that meeting, he will also distribute reference material and a rubric for each student so that they can prepare a brief speech about their Haftarah during their service. Following that meeting (several are scheduled throughout the season), students and parents are encouraged to engage in discussion about the Haftarah and the student is to draft a Haftarah speech and submit to the Cantor via email. The Cantor will provide input and editing suggestions and will request revised editions by email until a satisfactory speech is completed.

4. Shabbat Service Attendance:

Attendance at synagogue services is part of your child’s Jewish growth and development. To derive the full meaning and significance of their Bar/Bat Mitzvah, please do your best to attend services with your children and to give them experience and encouragement regarding synagogue engagement.

In the sixth grade, students are required to attend 12 Shabbat services. These can be Shabbat Morning or Afternoon services at Congregation Kol Tikvah or elsewhere. However, at least 8 of the 12 must be at Kol Tikvah. Students each have a card with their name on it that can be found outside of the sanctuary in file boxes, to keep track of the required 12 Shabbat Services to be completed by the time of their Bar/Bat Mitzvah. **We highly recommend that parents accompany their children to the services.** You should make sure that you and your child are familiar with the morning or afternoon services, corresponding to your Bar/Bat Mitzvah ceremony.

For students having a Shabbat *Mincha* (afternoon) Havdallah Service, please plan on attending at least one of those services. The Saturday afternoon service contains different songs and prayers than the Shabbat morning service.

NOTE: For parents, who do not know Hebrew and would like to be more involved in their child’s B’nai Mitzvah process, please discuss this with Rabbi Boxman or their B’nai

Mitzvah Liaison (see page 10). Attending Shabbat Services with your child is an extremely helpful way to learn what the service is all about and will make you more comfortable with the entire process/ceremony/services.

5. Mitzvah Project and Community Service:

All students are required to accumulate at least 13 hours of volunteer/community service. It may take the form of a project or it can be volunteering in one of many service opportunities in our community. These opportunities are described on our website under Social Action. The purpose of mitzvah hours is to help the student realize that by becoming a Bar/Bat Mitzvah, it is now his/her responsibility to be involved in the life of the community by giving back. It is the hope that this sets the example of a lifetime of doing *mitzvot*.

The Director of Lifelong Learning will discuss with each family to help the Bar/Bat Mitzvah select a Mitzvah Project or choose their community service. Once they have chosen a project or a set of service opportunities, the family and Bar/Bat Mitzvah will discuss it with Rabbi Boxman, who will approve the final mitzvah project or community service choices. Once approved the child will conduct their Mitzvah project or perform their community service and submit a brief essay to the Rabbi describing the outcome and their reflections prior to their Bar/Bat Mitzvah date. A paragraph describing how the 13 hours was accomplished is to be turned into Rabbi Boxman one week prior to the Bar/Bat Mitzvah.

6. Voluntary Additional Mitzvah Opportunities:

A *mitzvah* is not something that should be done because clergy and parents say so, but rather because it is simply the right thing to do. Thus, we give children an opportunity to complete an additional 13 mitzvot hours in the areas of Torah, *Avodah* (Worship) and *G'milut Chasidim* (Good Deeds), to deepen their experience in these areas. From a list found on-line at our website, your child may choose five *mitzvot* from the Torah category, three from the Worship category and five from the Loving Deeds category. As the child completes the mitzvot, he or she electronically submits a description of completion to the Director of Lifelong Learning, Rabbi Stollman, who keeps them in a file for the child. If the student completes the voluntary additional mitzvot by the time of the Bar/Bat Mitzvah, thereby going above and beyond what is required; he or she will be honored at the conclusion of the service with a special certificate celebrating this exemplary achievement.

7. TNT (Teen Night at Temple)/PARTY(Parkland Area Reform Temple Youth):

The conclusion of the B'nai Mitzvah year is really just the beginning of our Jewish education. Congregation Kol Tikvah strongly encourages its members' children to continue through the twelfth grade. Our teen initiative, TNT, is a program designed to meet the needs of our teens by creating a synergy between the formal and informal aspects of Jewish learning. On Monday evenings each week, the teens enjoy dinner as a community followed by *chuggim*, or electives. High school students also participate in a youth group session focused on leadership, socialization and personal growth.

Congregation Kol Tikvah Youth are affiliated with NFTY, the North American Federation of Temple Youth, which includes teens from Reform Congregations throughout the continent. Our involvement includes attendance at regional weekend conventions, an annual NFTY convention, the Union for Reform Judaism's Kutz leadership summer overnight camp, semesters in Israel and much more.

8. Confirmation Program:

All children who have become Bar/Bat Mitzvah are invited to join the Confirmation Program in tenth Grade, where they participate in special experiential learning sessions with the Rabbi and other staff. (They participate in the TNT and PARTY Programs as well.)

On Martin Luther King's Birthday weekend, they travel to New York City with Rabbi Boxman, Rabbi Stollman and Lital Donner, the Director of Youth and Family Programming, as part of their relational teen team building.

9. Financial Obligations:

Members must be in good standing. All financial obligations to Congregation Kol Tikvah in the fiscal year of the B'nai Mitzvah date must be paid no later than 90 days prior to that date. The B'nai Mitzvah fee is **\$1,500**. The fee includes the Bar/Bat Mitzvah ceremony, individual ½ hour lessons for seven months, the Bima rehearsal, all audio, online and printed materials as well as the sponsorship of the Oneg Shabbat Friday night prior to your event. It also includes the piano accompaniment at the service.

A deposit of \$400 is due within 14 days of receiving your child's assigned date. The remaining balance will be billed in increments of \$400 in each of the following 5th & 6th grade years with the final payment of \$300 due in the 7th grade year. Failure to pay in full will automatically cancel the Bar/Bat Mitzvah date. All B'nai Mitzvah fees are non-refundable and non-transferable. (If you have received a date after the 4th grade year, please contact our Controller for your fee schedule.) Please note that no child or family will be turned away due to financial need. If you need financial assistance, please contact the Executive Director who will make arrangements as needed. Please do not be embarrassed to ask for help.

If you are having a Shabbat afternoon service, you are required to pay an additional deposit of \$400 to Congregation Kol Tikvah's exclusive caterers within 14 days of receiving your child's assigned date.

If the above deposits to the synagogue and Congregation Kol Tikvah's exclusive caterers (if required) are not submitted within the 14 days of receiving your child's date, the date and time may be reassigned to another child.

BAR/BAT MITZVAH AS A STEP TO BECOMING A COMMITTED JEWISH ADULT

Failure by a student to put forth the effort to acquire the skills necessary for a meaningful Bar/Bat Mitzvah may result in the postponement or cancellation of your date. Your child must make a commitment to study at home, have a positive attitude, and be respectful of our congregation and its professional staff.

To become a Bar/Bat Mitzvah, a child agrees to take on the responsibility of being a young Jewish adult. We hope that you will encourage your child to complete his/her seventh grade studies at Kol Tikvah, as well as to continue in our TNT (Teen Night at Temple), after his/her Bar/Bat Mitzvah service.

The Bar/Bat Mitzvah service is another step on the journey of being a life-long committed member of the Jewish community. It is not an ending; it is a beginning.

PROCEDURES

1. B'nai Mitzvah Liaison:

You will be assigned a B'nai Mitzvah Liaison when your child is in the sixth grade. This representative is one of your best resources for information and answers to your questions concerning your child's Bar/Bat Mitzvah. Prior to that, if you have a question, please contact the B'nai Mitzvah Committee Chair, Barbara Feller, at 954-753-1440 or bgrinde@bellsouth.net. If you receive your date after the fourth grade, Rabbi Stollman will make sure that you are assigned a liaison.

2. At Home Preparation:

The importance of practicing at home cannot be stressed and encouraged enough.

Your child needs to prepare every day by reciting the prayers and reviewing his/her Torah and Haftarah portions with you. If you do not know Hebrew, you can follow along with the transliterations or help your child work with the online/audio materials.

3. Honors/Bima Rehearsal:

Traditionally, we include people in the ceremony who we want to honor as friends or members of our family, so we ask you to give us their names in advance. This includes the *Aliyot*, the honor given to the people who say the blessings prior to the Torah readings. (The people who have the *aliyot* and who lift the Torah, called *Hagba*, must be Jewish.)

An Honors Form is provided to you in this booklet. (The Form is also available on the Congregation website at www.koltikvah.net.) Please complete it and submit it to the Rabbi's Assistant two weeks prior to the Bar/Bat Mitzvah.

The Rabbi will schedule and conduct the rehearsal for parents and their children in the sanctuary at the *Bima* (the raised stage) where services and the Torah reading are held. At the rehearsal, you will have the opportunity to go over the Bar/Bat Mitzvah material as well as the honors and ask any remaining questions.

4. Afternoon/*Mincha* Bar/Bat Mitzvah Ceremony and Celebration:

For afternoon/*Mincha* Bar/Bat Mitzvah celebrations, families are required to use Kol Tikvah's facilities and exclusive caterer for their reception. No exceptions will be made.

5. Invitations:

Please notify your guests that services begin on time. Invitations for the morning *Shacharit* services should indicate that we begin promptly at 10:00 a.m. and for the afternoon *Mincha* services, 5:15 p.m. The afternoon services conclude with *Havdallah*, the ceremony that marks the end of Shabbat. Do not announce the time of the services earlier than they are scheduled. The synagogue's address is 6750 University Drive, Parkland, FL 33067.

6. Bima Decorations:

Parents are encouraged to provide flowers or food baskets for the *Bima* for the Friday evening Erev Shabbat service prior to the Bar/Bat Mitzvah. The arrangement must be flat on one side. Decorations must not obscure the view of the *Bima* from any seat in the sanctuary or interfere with the path of parading the Torah through the sanctuary.

These decorations will adorn our *Bima* for our Friday night Erev Shabbat service as well as Saturday *Shacharit*/morning or Saturday *Mincha*/afternoon for your child's service. Please arrange for delivery between 9:00 am and 2:00 pm on Friday.

If you choose food baskets as your *Bima* decorations, unless other arrangements are made, they will be donated to a local food bank. When sharing a Bar/Bat Mitzvah date, we recommend that you confer with the other family and coordinate the decorations for the *Bima*.

7. Kippot/Yarmulkes:

Ordering personalized *kippot*/head coverings is your responsibility. This is optional.

8. Sanctuary Customs and Behavior:

It is prohibited to:

- Throw candy.
- Chew gum, eat food, or smoke.
- Use cell phones for talking, texting or taking photos.

9. Temple Newsletter/Publicity:

Please send a photograph of your child and a brief biography to Jill Ruddy, Event and Marketing Coordinator, at jillr@koltikvah.net. This will be used for the congregation bulletin, *The Voice*, three months prior to your Bar/Bat Mitzvah event. Feel free to review past issues of *The Voice* for the format of the biography.

10. Photography and Videography:

Please advise your vendors that they may take video and still pictures with no flash and no clicking sound. They must be in the designated spot at the rear of the sanctuary and stay there for the duration of the service. No flash photography or lighting is permitted during services in the Sanctuary.

Please confirm the time of your photo session, or to coordinate photos beforehand, with Jill Ruddy (jillr@koltikvah.net), the Event and Marketing Coordinator, to ensure that the building is open and available.

If you are photographing the Torah, please use only the Torah with the dark blue cover with the needlepoint. Photographers must not unplug any microphones or move anything on the *Bima*.

Please make sure you have completed your family photography **prior to 9:15** for the morning service and **prior to 4:30** for the afternoon service. If you are sharing with another family, please coordinate the photography with the office.

During the service, the photographer may only take photographs in the Sanctuary from the rear center without a flash or shutter sound.

11. Brochures/Handouts:

Some families have decided to include an informational brochure/handout. This has proved very informative for non-Jewish guests. **The writing and printing of this optional brochure/handout would be your responsibility, but must be approved by Rabbi Boxman before it is printed.**

12. Friday's Erev Shabbat Service:

Your child and family are expected to attend and participate in Erev Shabbat evening services the Friday night before your child's Bar/Bat Mitzvah. We have many special services, such as: Rock Shabbat, Pot-Luck Dinner Shabbat, etc. If you are making plans before or after Friday night services please consult the Kol Tikvah calendar to determine the type of Erev Shabbat service and what time it begins. Keep in mind that the time and length of service may be different from a regular Friday night service.

Your B'nai Mitzvah fee includes sponsorship of the Erev Shabbat Oneg (refreshments after the Erev Shabbat service) prior to your Bar/Bat Mitzvah date. Please let the Congregational Office Coordinator, Janis Deitsch (x221 or janisd@koltikvah.net), know how many people you are expecting at services Friday night, so that we can order enough food for the Oneg after the service, and if you wish to further enhance the desserts served.

13. Kiddush:

If you would like to have a Kiddush (refreshments after a Shabbat service) following your Shabbat morning Bar/Bat Mitzvah service, please contact Congregation Kol Tikvah's exclusive caterer at 954-575-7770.

14. Temple Attire:

In order to honor the sanctity of Shabbat, appropriate attire is requested. We offer *tallitot* (prayer shawls) and *kippot* (head coverings) for both men and women who will be honored and participating in the service. (In keeping with the traditions of our congregation, the wearing of *tallitot* and *kippot* is a matter of personal choice.) *Tallitot* are not worn in the bathroom, so they should remain behind when visiting restrooms.

Modest attire for those coming up to the *bima* is necessary in order to maintain the sanctity of the occasion. Men generally choose to wear jackets and ties. Women should remember that short hemlines, bare shoulders, and low cut clothing are not acceptable. (Short skirts are awkward when walking up and down the stairs, and sitting on the

bima as well.) Pants or pantsuits are permitted. A jacket, sweater, or shawl can make a big difference between appropriate and inappropriate attire.

HELPING NON-JEWISH GUESTS TO FEEL MORE COMFORTABLE

AT YOUR FAMILY'S BAR/BAT MITZVAH

1. Talk to the guests in advance about the importance of the Bar/Bat Mitzvah as a Jewish life cycle event.
2. Have the Bar/Bat Mitzvah child write the guests a letter about how much the Bar/Bat Mitzvah means to them and how much the presence of the non-Jewish family members will mean to them.
3. Invite the non-Jewish guests or family members to visit the congregation for services with you sometime prior to the Bar/Bat Mitzvah, if possible.
4. Congregation Kol Tikvah wants non-Jewish spouses to feel as comfortable as possible during the service. In discussions with Rabbi Boxman and Cantor Arnold about the service, be sure to ask for ways the non-Jewish spouses can be involved.
5. Non-Jewish family members may have honors in the service such as opening the Ark or dressing the Torah. (Keep in mind that it is not appropriate for those who are not Jewish to lead certain portions of the service or to have some of the roles in the Torah service, the *Aliyot* and *Hagbaha*, lifting the Torah.)
6. Provide explanations of the service to non-Jewish guests. Many families have found it most useful to mail these in advance of the services, or to provide them at the services.
7. Inform the service's ushers that some or many of the guests will be non-Jewish and may need extra guidance in finding the prayer books and/or *kippot* (head coverings) and *tallitot* (prayer shawls). No one is required to wear either of these ritual objects. However, if someone has an honor on the *Bima*, they are requested to wear them, if they are comfortable doing so.
8. Transliterations of the Hebrew prayers can help those not familiar with Hebrew feel more comfortable. Please show the transliterations in the *siddur* (prayerbook) to anyone who does not read Hebrew.
9. At the reception, the custom of lighting the candles on the birthday cake is another opportunity to involve non-Jewish family members in the experience.
10. Be sure to give the non-Jewish guests special thanks for their support and for being a part of this important milestone for your family!

As you plan, use the tips that are right for your family. Mazel Tov – and Enjoy!

Torah Blessings

We recommend that everybody honored with an Aliya to the Torah be familiar with the necessary blessings. For your convenience here is a text and its transliteration.

Before Torah Reading:

בְּרַכּוּ אֶת-יְיָ הַמְּבָרֵךְ

(Congregation responds)

בָּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד!

(You repeat)

בָּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד!

בָּרוּךְ אַתָּה, יְיָ אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר-בְּנוֹ
מִכָּל-הָעַמִּים וְנָתַן-לָנוּ אֶת-תּוֹרָתוֹ. בָּרוּךְ אַתָּה, יְיָ, נוֹתֵן הַתּוֹרָה

Bar'chu et Adonai Ham'vorach!

(Congregation responds)

Baruch Adonai Ham'vorach l'olam vah-ed!

(You Repeat)

Baruch Adonai Ham'vorach l'olam vah-ed!

Baruch Atah Adonai Eloheynu melech
ha'olam asher bachar banu mi'kol ha-amim
v'natan lanu et torato, Baruch Atah Adonai
noten ha-torah.

After Torah Reading:

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

Baruch Atah Adonai Eloheynu melech
ha-olam, asher natan lanu torat emet
v'chayey olam natah b'tochenu. Baruch Atah
Adonai noten ha-torah.

BAR/BAT MITZVAH CHECKLIST **(Timeframe is approximate.)**

Kol Tikvah proudly recommends our exclusive caterers for all your celebrations!

4th GRADE

- ___ Parents attend Fourth Grade Meeting.
- ___ Receive and read B'nai Mitzvah Booklet.
- ___ Request and receive Bar/Bat Mitzvah Date.
- ___ Make first payment of \$400 payable to Congregation Kol Tikvah to hold your date.
- ___ If you are having an afternoon Shabbat service, make deposit of \$400 to Congregation Kol Tikvah's exclusive caterer to hold your date.
- ___ Service cards

5th GRADE

- ___ Make second payment of \$400 payable to Congregation Kol Tikvah.
- ___ Service Cards

6th GRADE

- ___ Make third payment of \$400 payable to Congregation Kol Tikvah.
- ___ B'nai Mitzvah Liaison is assigned by Barbara Feller.
- ___ The Religious School staff will assess the Bar/Bat Mitzvah child's Hebrew proficiency and fluency. If necessary, an enhanced tutoring plan will be discussed in consultation with Cantor Arnold. (Additional fees may be required.)
- ___ Bar/Bat Mitzvah candidates are required to attend 12 Shabbat Services. Please make sure your child attends these services, fills out the Shabbat Services Card, and submits it Rabbi Boxman when completed, before the Bar/Bat Mitzvah ceremony.
- ___ Service Cards

7th GRADE

- ___ Make final payment of \$300 payable to Congregation Kol Tikvah.

12 MONTHS PRIOR

- ___ If your child has special needs, please notify Rabbi Stollman and Cantor Arnold
- ___ If your child has a fall date and is going away for the summer, please notify Cantor Arnold.

9-7 MONTHS PRIOR (Depending on Summer Travel)

_____ Individualized tutoring begins. Receive preparation book and instructions on how to download audio materials.

_____ Remember, parents are encouraged to attend, with your child, three B'nai Mitzvah ceremonies in order to become more comfortable with the format of the service. (These should be either morning or afternoon, depending on your event.) Please visit our website for exact service times.

_____ If you are having difficulty deciding on a project discuss with Rabbi Stollman to discuss your 13 service hours or Mitzvah Project.

6 MONTHS PRIOR

_____ Families will be contacted to meet with Rabbi Boxman to begin the process of writing their *D'var Torah*. Rabbi Boxman will then schedule three additional private meetings with each student. Families will be contacted to meet with Rabbi Boxman to finalize the Mitzvah Project/Service Hours.

3 MONTHS PRIOR

_____ If you are enhancing the Oneg on Erev Shabbat, please contact Janis Deitsch, (954) 346-7878. Families will be contacted to meet with Cantor Arnold to discuss the meaning of their Haftarah.

4 WEEKS PRIOR

_____ Complete Honors Form. Make sure you have a list of persons to be given *Aliyot*, including their Hebrew names. Give completed form to Rabbi Boxman's Assistant, Heather Mesch.

Within 1 WEEK PRIOR

_____ *Bima* rehearsal with Rabbi Boxman or Cantor Arnold for the Bar/Bat Mitzvah and parents.

HONORS FORM

Name of Bar/Bat Mitzvah Child _____

Date of Bar/Bat Mitzvah _____

Parents Names _____

Siblings _____

Bar/Bat Mitzvah Hebrew Name _____

Aliyot (עליות) to the Torah: Blessing before the Torah reading

English Name

Hebrew Name

- | | |
|-------------|-------|
| 1. A. _____ | _____ |
| B. _____ | _____ |
| 2. A. _____ | _____ |
| B. _____ | _____ |
| 3. A. _____ | _____ |
| B. _____ | _____ |

4. Bar/Bat Mitzvah English/Hebrew Name

*Remember if you are sharing a date with another family, please plan accordingly.

Ark Opening (P'ticha פתיחה)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Ark Closing (S'gira סגירה)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Dressing the Torah (Gelilah גלילה)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

An Enduring Tribute

Celebrating simchas in our community make lifecycle events even more joyous and meaningful. Commemorating your special life cycle event on a leaf on our Tree of Life, a brick on our pathway, a Pew Plaque in our Sanctuary becomes an enduring tribute to a special person and moment in time. For more information, contact Executive Director, Jennifer Levin-Tavares at jennifer@koltikvah.net.



Each leaf can be dedicated for \$180.00 and each rock can be dedicated for \$1,800.00.



Each brick can be dedicated for \$180.00. The path will be entirely financed by your participation in our "Path of Generations". Each brick donated will carry your message to future generations and each person you honor will have a special lasting place in the memory of our Temple. (3 lines per brick - 20 characters per line)



Each seat can be dedicated for \$1,800.00. You may dedicate as many seats as you wish, however, understand that this is not a reserved seat in the Sanctuary, only a dedication.

Inscribing Our Legacy

Please consider these additional opportunities for dedications:

- Monumental Passages \$9,000
- Biblical Stories \$7,200
- Significant Verse \$5,400
- Weekly Torah Portion \$1,800

Please check one:

- Leaf Brick Pew Plaque Inscribing Our Legacy

Inscription:

Payment Method: Mastercard/Visa Check Check Number _____

Credit Card Information-

Name _____ Phone _____
 Address _____
 City _____ State _____ Zip _____
 Card Number _____ Exp Date _____
 Amount \$ _____

CONGREGATION KOL TIKVAH · 6750 UNIVERSITY DRIVE · PARKLAND, FLORIDA 33067
 (954) 346-7878 · www.koltikvah.net

Please contact Jennifer Levin-Tavares, Executive Director, for more information.