Congregation Ansche Chesed
Guide to B'nai Mitzvah Ceremonies & Celebrations

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Mazel Tov!

Dear Parents,

As your child nears the age of B'nai Mitzvah, Ansche Chesed's professional and lay leaders are here to help you plan for this significant event. We hope that the attached guide will provide you with answers to many of your questions and will help reduce the undeniable stress associated with B'nai Mitzvah. This guide is also available online at AnscheChesed.org/BnaiMitzvahGuide.

We will work with you to plan an event that both works for your family and helps you feel a deep connection with the Ansche Chesed community. Planning involves practical questions, like catering choices and delivery schedules; educational questions, like guidance in tutoring; and religious questions, like how to make the process meaningful and enhance your child's Jewish identity.

Most important of all — congratulations on your upcoming *simcha*! We are here to answer your questions today and going forward. Do not hesitate to ask us.

Jeremy Kalmanofsky
Rabbi

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OVERVIEW

To become a Bar Mitzvah (literally, *Subject to the Commandments*), a Jewish boy must be at least 13 years plus one day old, according to the Hebrew calendar. To become a Bat Mitzvah, a Jewish girl must be at least 12 years plus one day old, according to the Hebrew calendar.

The Child's Role in the Service

No standard B'nai Mitzvah role exists. All of the different prayer services held at Ansche Chesed follow the guidelines of Conservative Judaism. Those guidelines, though, encompass a variety of options.

Typically, in the Sanctuary on Saturday morning, the B'nai Mitzvah children are called to:

- Recite the blessings over the Torah
- Chant the *maftir* portion from the Torah scroll (the final public reading from the Torah, usually five verses or less)
- Recite the blessings over the *Haftarah* (reading from the Prophets)
- Chant the *Haftarah*
- Deliver a five-minute *dvar Torah* (comment on the Torah reading)

Some children, however, choose to do less, and some choose to do more. Families are advised to consult with the clergy, or with the leaders of their minyan if involved with Minyan M'at, to discuss the options, and should make the decisions that are best for them!

Attendance

Your child's appreciation for the B'nai Mitzvah ceremony will be greatly enhanced by their comfort in the synagogue. Conversely, if the prayers and rituals are unfamiliar, feeling moved by the synagogue service will be difficult. (The same is true for adults!) Therefore, we recommend that you and your family attend synagogue weekly or every –other week over the six months prior to the event. This will help you and your child become part of the community and will give you enough familiarity with the Shabbat services to enable you to find meaning in them. Our rabbis would be happy to speak with you about rituals and their significance. Ansche Chesed also offers learners' services suitable for adults and teens, as well as adult Hebrew classes.

Other Faiths

At Ansche Chesed, we know that life is enriched when we learn from cultures and faiths different from our own. Still, religions are like languages: you can only speak one at a time. Our community is dedicated to Jewish identity, in richness, depth, and commitment.

At Ansche Chesed, therefore, children cannot celebrate B'nai Mitzvah (or attend the Ansche Chesed Hebrew School) if they regularly attend services or receive education in another faith. This statement is not intended to exclude enrollment at secular private schools (e.g. Trinity or Cathedral) that have chapel components, but does exclude enrollment in formal religious training (e.g. Bible study, catechism) analogous to that received in Jewish day schools or supplemental schools.

Emphasis on the *Mitzvah*

The term B'nai Mitzvah mean *Subject to the Commandments*. A B'nai Mitzvah is responsible for both ritual and ethical *mitzvot* — commandments. In other words, the child is responsible for their Jewish life and

moral choices as they mature. Ansche Chesed expects and hopes that your children will grow in their exploration and performance of Judaism.

Ansche Chesed also encourages each child to perform a specific project as part of B'nai Mitzvah preparation. Ideas include: volunteering through the AC Social Action committees, visiting senior citizens (through Dorot or another organization); or collecting food or volunteering at a food pantry. Our clergy and staff would be pleased to help your family find an appropriate project.

Sharing Your Joy

By tradition, when Jews celebrate, they always share their joy with those who suffer. As your family and guests enjoy plenty of good food after the B'nai Mitzvah ceremony, please consider the scope of hunger in America and the world, and consider contributing 3% of the cost of your party (or more, if appropriate) to an organization fighting hunger. Some excellent suggestions include:

- The Ansche Chesed Men's Shelter: If you're interested in learning more about working with our shelter, please reach out to ACSocialAction@AnscheChesed.org
- *Mazon*: A Jewish Response to Hunger (funds programs for Jews and non-Jews throughout the world): https://mazon.org
- West Side Campaign Against Hunger (our neighborhood's food pantry): www.wscah.org
- Leket Israel (Israel's version of City Harvest): www.leket.org/en

Not a Graduation

A B'nai Mitzvah should not be the end of anyone's Jewish education. The Torah is "wider than the sea," and can provide a lifetime of deepening, enriching, spiritual, and intellectual sustenance. What we learn as children is wonderful, but is not enough to sustain us through our lifetimes.

Please consider the next steps for your child's Jewish growth — and perhaps your family's growth as well. Ansche Chesed offers several programs for teens who have recently celebrated becoming a B'nai Mitzvah. The Hebrew School at Ansche Chesed has an 8th grade class called Halutzim which meets throughout the school year, as well as programming and learning for teens. For further information, contact the Hebrew School office at 212-865-0600 ext 217, or check the Ansche Chesed website.

Jewish summer camp can be another powerful Jewish experience. Our clergy and education staff will be happy to help with recommendations.

THE CEREMONY

Shabbat Begins on Friday

The Shabbat on which your child celebrates becoming a B'nai Mitzvah begins at sundown on Friday. We invite you to start this special Shabbat by joining Ansche Chesed's Friday night services. The approximately 60-minute service is joyful and spirited and will start your Shabbat in a holy way. The B'nai Mitzvah child or another representative of your family will be invited to lead kiddush, and could also take a larger role if desired. Please contact our clergy regarding your involvement in the Friday night service.

Saturday Shabbat Service

Prayer services on Saturday mornings are long, typically about two and a half hours. Therefore, guests who are unaccustomed to Jewish prayer may choose to arrive after services have begun. All Shabbat morning

services in the Ansche Chesed Sanctuary begin at 9:45am, but guests who arrive by 10:30am will certainly be sufficiently early to participate in the "highlights" of the B'nai Mitzvah ceremonies.

Honors

Family and friends of the B'nai Mitzvah child will have the opportunity to participate in the service. Appended to this guide is an explanation of roles and a form on which to indicate how your guests will participate.

The Child's Role

Please see the Overview section for a brief description of some of the options available. Most importantly, we want this occasion to be meaningful and not overly stressful for the B'nai Mitzvah child, so please discuss with us what makes sense for your family!

Throwing Candy

At a designated moment, the congregants throw candy at the B'nai Mitzvah child; the candy expresses the wish for a sweet life. Ansche Chesed provides soft, wrapped candies for throwing. Afterwards, children come forward to pick up the candies and enjoy them. Attendees should remember to throw candy in a gentle manner.

Good Wishes

The standard expression of appreciation for a well-done religious ritual is to say: *yasher ko'ah* (literally, *may you always be strong!*). When the B'nai Mitzvah child finishes reading the Torah and the *Haftarah*, the best way to show appreciation is to call out *yasher ko'ah*.

Kiddush

At the end of the service, we recite blessings over wine *(kiddush)*, over ritual hand-washing *(netilat yadayim)* and over bread *(motzi)*. Ansche Chesed will provide the wine (actually grape juice); the B'nai Mitzvah family provides the challah.

Reminder of Shabbat Policies

We request that you review and advise your guests regarding Ansche Chesed's policies, particularly our Shabbat practices, contained in the Policies and Practices Section.

Community

We request that parents of Hebrew School students invite all the students in their child's class to their child's B'nai Mitzvah ceremony, as a courtesy. Additionally, every B'nai Mitzvah family is expected to contribute to the communal Kiddush on the day of your child's Bnai Mitzvah. Please see more about this below.

ANSCHE CHESED POLICIES AND PRACTICES

Feeling at Home in Synagogue

Different synagogues around the world have different social styles and different standards of decorum. Ansche Chesed is a relatively informal synagogue, especially in clothing styles. Some people come to services dressed in clothes that would be out of place in other synagogues. At the same time, the synagogue is a sacred space, devoted to worship and reflection, and the congregation attempts to behave in ways that befit the holiness of worship services, including the following:

Families are asked to sensitize their guests — especially the teens — to the need for decorum during prayers. Ansche Chesed's prayers are in some ways informal and are, we hope, joyful, but they remain prayers! Therefore, talking during services, unnecessary walking around, and repeatedly entering and leaving, will probably disrupt other congregants. The books used in the prayer services — the Bibles *(Humashim)* and prayer books *(Siddurim)* — are holy texts. Families are asked to treat these books with reverence by handling them gently. In addition, religious Jews do not place holy texts on the floor.

Kippot and Tallit

While customary for males to wear *kippot* (head coverings, known as *yarmulkes* in Yiddish) in the synagogue, all attendees are encouraged to do so. *Kippot* are placed near the entrance to the prayer space. Covering the head is considered a gesture of reverence and respect, not a formal ritual duty, and so wearing a *kippah* is appropriate for both Jews and non-Jews. *Tallitot* (prayer shawls or *talleisim* in Yiddish) are also available upon entering the prayer space. Wearing a *tallit* is a formal ritual practice, and as such is incumbent only upon Jews. At Ansche Chesed, Jewish men, women, and teenagers are encouraged to wear a *tallit*. Non-Jewish guests, however, should not wear a *tallit*.

Shabbat Policies

Public spaces and ritual services at Ansche Chesed are traditional in observing Shabbat customs. In the public spaces of the synagogue, Shabbat restrictions are observed from sundown on Friday to nightfall on Saturday. Ansche Chesed expects everyone in the building to adhere to these policies in public spaces and asks that members advise their guests accordingly.

Candle lighting: Candle lighting is not permitted on Shabbat.

Electronic devices: Cell phones, pagers, tablets, etc. are not used on Shabbat. Families are asked to advise their guests to turn off devices before entering the building or to set them to "silent" mode.

Money: Observant Jews do not handle money on Shabbat. Because B'nai Mitzvah gifts often include money, guests are asked to give their gifts outside the synagogue.

Music: Instrumental and recorded music are not permitted at public celebrations in the synagogue on Shabbat. A cappella singing is permitted.

Photographs/Videos: No photography or videography is permitted in Ansche Chesed's public spaces on Shabbat -- especially not during the service! In addition, no professional photography or videography is permitted in Ansche Chesed on those days. Ansche Chesed encourages families to arrange a "dress rehearsal" for photographs during the week before the B'nai Mitzvah ceremony.

Writing: Observant Jews do not write on Shabbat. Please advise your guests to compose their congratulatory cards outside of the synagogue.

PRACTICALITIES AND PLANNING

Date Assignments

The children of Ansche Chesed members are assigned dates for their B'nai Mitzvah ceremonies based on the dates of birth and on the family's preference. The B'nai Mitzvah ceremony takes place on days when the Torah is read as part of the prayer service, usually at a Saturday morning or afternoon service, or a

Monday or Thursday morning service. Other Torah-reading days include Rosh Hodesh (the first day of the Hebrew month), Hanukkah, and the immediate days of *Sukkot*.

Ansche Chesed always asks families for their preferred dates or their preferred Torah portions, and the office tries to give all families their first choice. When Ansche Chesed receives multiple requests for the same date, we try to prioritize the earliest received request.

Members of Ansche Chesed may choose a date as early as three years in advance. In mid-late November of every year, the Ansche Chesed office emails a form to eligible families with children ages 9 and 10, asking them to select three possible dates. Members select their requested dates and submit the form online. A few weeks later, the office schedules a date and emails a confirmation form to the families. The family is asked to complete that form and return it to the office as quickly as possible.

Families who join Ansche Chesed when their children are already ages 11 or 12 are encouraged to contact Reena Bromberg Gaber to choose an available date.

Membership and Financial Matters

Ansche Chesed members are expected to be in good financial standing at the time B'nai Mitzvah dates are assigned. All members are encouraged to fulfill their financial obligations to the synagogue as early as possible. At the latest, all fees and annual membership dues must be paid in full two weeks in advance of the B'nai Mitzvah date. Additionally, in order to host a B'nai Mitzvah ceremony at Ansche Chesed, families must be members of the synagogue.

Families who have questions about Ansche Chesed membership, or who are in difficult financial circumstance, are encouraged to speak with Amy Shapiro-Kessler or with Rabbi Kalmanofsky.

Tutoring

Much of the energy and anticipation of a B'nai Mitzvah centers on training and preparation, which generally begins about eight months before the event. Most families hire a tutor for the B'nai Mitzvah child. Those seeking a tutor can consult with Rabbi Kalmanofsky for recommendations. Additionally, Hazzan Hirschhorn can help oversee preparation for leading parts of the service, and serve as a resource.

The Sanctuary and Minyan M'at read Torah on an annual cycle. Tutors unfamiliar with Ansche Chesed customs should consult with the clergy before beginning their work with students. The Aliyot divisions for every student can be found at hebcal.com/sedrot.

Meeting with the Clergy

Rabbi Kalmanofsky will serve as your "point" rabbi. He will help the student clarify and research their dvar Torah, and practice the reading and the speech several times in the Sanctuary. The child's tutor is welcome to attend these practice sessions. In addition, Rabbi Kalmanofsky meets with each family to talk with parents and children about their hopes and anxieties about the B'nai Mitzvah day itself, as well as what this rite-of-passage signifies in a Jewish young person's life.

Kiddush

If your child's B'nai Mitzvah is in services on Shabbat morning, you're asked to contribute to the communal Kiddush served after. This may look different for all families and you can see more details about this in the next section.

Call on Us for Help!
Most families have many questions as they navigate this life-cycle event. Ansche Chesed is here to help you and to assure you that your ceremony and your celebration will be beautiful, appropriate, and full of meaning.

We look forward to celebrating with you!

COMMUNAL CELEBRATION AFTER THE CEREMONY

After the ceremony, everyone enjoys a meal together, which is called the Kiddush after the name of the Shabbat blessing said over wine. B'nai Mitzvah families are expected to sponsor this Kiddush for the Ansche Chesed community.

Some families purchase drop-off platters, and other families hire a caterer to provide a luncheon with wait staff. Alternatively, some families make a donation to the Kiddush Fund in honor of the B'nai Mitzvah. Some families choose to host a private Kiddush for their guests. In this case, families are still required to make the donation to the Kiddush Fund for that week's Kiddush. [The donation amount is noted in the Costs section.] Speak to Reena Bromberg Gaber in the Ansche Chesed office to discuss arrangements for Kiddush. While this looks different for every family,

Every caterer, and every family who sponsors a luncheon or party, is expected to leave the kitchen clean, so that it is ready for the next user. Please review the kitchen protocols, available at AnscheChesed.org/BnaiMitzvahGuide.

There will be a maintenance supervisor on site during the celebration. You will be introduced to the applicable maintenance supervisor and provided with contact info the week before your celebration.

Reminder of Shabbat Policies
Please review the Policies and Practices Section. In particular, please note that no photography, music, electronics, writing, or candle lighting is permitted in Ansche Chesed's public spaces on Shabbat.

Food
Families may use almost any kosher caterer at Ansche Chesed. The caterer must send the Ansche Chesed office a copy of the certificate of kashrut, a copy of the certificate of insurance (listing Ansche Chesed as the additional insured), and a refundable $500 deposit for the use of the Ansche Chesed kitchen. A list of pre-approved caterers who have experience working in the Ansche Chesed kitchen is available at AnscheChesed.org/BnaiMitzvahGuide.

Please note that only ONE caterer is permitted to be on premises per Shabbat. So, if there are morning and evening smachot, the same caterer must be shared by both families. Note that this restriction does not apply to ordering drop-off platters, only to caterers who will be preparing food in the AC kitchen.

If you would like to purchase your own food rather than using a kosher caterer, please consult our kashrut policy, including our guide to a kosher home, available online at AnscheChesed.org/BnaiMitzvahGuide.

Stay Long Enough to Celebrate!

A number of Ansche Chesed families have a reception outside of the synagogue after Shabbat services. If your family chooses this option, please plan to stay with us in the synagogue long enough to participate in the communal Kiddush. Synagogue members want to celebrate with you!

PRIVATE PARTIES AT ANSCHE CHESED

If your family would like to host a party for invited guests only, or if you choose a Saturday afternoon service or another private service, you will sign a space use agreement. Space use rental fees change from time to time, but once a contract has been signed, the specific dollar amount in the contract will remain the total amount due (assuming that the family's plans remain the same). Space use charges include the use of the space, setup and cleanup time (if applicable), chairs and tables (if applicable), and security at Ansche Chesed's 100th Street entrance. Charges for Hirsch Hall also include the use of Ansche Chesed's kitchen (either by the family or by the family's kosher caterer). A breakdown of costs is included in the following section of this guide.

In addition, all arrangements with caterers, florists, entertainment, etc, must be cleared with the Ansche Chesed office. Vendors will be asked for a Certificate of Insurance, listing Ansche Chesed as additionally insured and as a policy holder. Families who are celebrating on Saturday must inform everyone who is delivering food, flowers — or any other supplies — that all deliveries must be made either between 1 pm and 4 pm on Friday, or after Shabbat ends on Saturday night (check with the Ansche Chesed office for the specific time on the date of your event).

Shabbat policies for private parties

Ansche Chesed recognizes a long-standing tradition of distinguishing between private and public space. Accordingly, the Shabbat policies are more relaxed for private parties. We nonetheless ask families to respect the spirit of Shabbat and the traditional observance of it in Conservative Judaism, as well as to remember the possibility that other congregants may hear or see your guests. With that in mind:

- Electronic devices: Guests may use phones and other electronic devices within private party space.
- Music: Music may be played, but volume and selection should be carefully considered. Loud and persistent bass lines may not be the best choice! Please speak to Rabbi Kalmanofsky in advance if you are considering music for a private celebration on Shabbat.
- Photography: Photography and videography are allowed within the private space. Display of computerized photo montages or video is also permitted, if it is set up prior to Shabbat.
- Other: Candle lighting, handling money, and writing are frowned upon even at private events.

Families holding private parties on Saturday night (or other non-Shabbat times) are reminded that all sound equipment and other supplies must be coordinated with the Ansche Chesed office and delivered in accordance with our policy, generally between 1 pm and 4 pm on Friday.

Other Practical Information

For seating capacity, room dimensions, number of tables and chairs available and other logistics, please see our Party Practicalities guide, available at AnscheChesed.org/BnaiMitzvahGuide.

Flowers: Families usually provide flowers or plants to decorate the prayer space. A list of local florists (as well as hotels and parking garages) is available on our website at AnscheChesed.org/BnaiMitzvahGuide,

but any florist or friend can provide flower arrangements. **Please do not include lilies or eucalyptus in your arrangements, as our Hazzan is allergic!**

Kippot: Some families order personalized yarmulkes for their ceremony. This is by no means required! If you do choose to order kippot, we recommend only ordering the number that you think you will need for your personal guests: most regular attendees bring their own or borrow from our bins of kippot left over from prior celebrations.

Printed programs: Some families choose to provide programs explaining the ceremony and/or identifying the friends and family members participating in the service. Again, this is by no means required. Programs and kippot, if applicable, can be dropped off in the sanctuary the day before.

West End Avenue Doors: Families sometimes choose to pay for an additional guard so that the West End Avenue doors can be opened. If families expect to have 150 guests or more, **they are required to open** the West End Avenue doors and pay for an additional security guard ($250). However, even with over 150 guests, if the temperature is colder than 50 degrees, the doors will not be open. **Please note that we need at least two weeks' notice for the West End Avenue doors to be opened.** Again, temperature must be at least 50 degrees or warmer for the doors to be opened. The cost for having the West End Avenue doors open is noted in the Costs section.

ANSCHE CHESED B'NAI MITZVAH COSTS

Shabbat Kiddush Spaces

On most Saturday mornings, the Sanctuary Service uses the Sanctuary for services and Hirsch Hall, Upper Hirsch Hall Lobby or the 100th St Lobby for Kiddush; Minyan M'at uses the 5th floor for services and for Kiddush; the West Side Minyan/Minyan Rimonim occasionally uses the 6th floor for services. When Hirsch Hall is used for a member's private party, the 100th St lobby must remain available for the Sanctuary Service's Kiddush.

Ansche Chesed members of at least one year may reserve Hirsch Hall on a "first come, first served" basis up to three years in advance of their event. Non-members may not reserve or rent space on Shabbat.

Fees for Open Kiddush in Hirsch Hall on Shabbat

A Kiddush in Hirsch Hall open to everyone who has attended Shabbat services is a wonderful way to celebrate, and Ansche Chesed very much wants to encourage it! Consequently, the space-use fees for Hirsch Hall are sharply reduced when the reception is open to the community. Families are asked to cover the costs as follows:

<u>Arranging Your Own Caterer or Food Dropoff</u>

If the family makes their own arrangement for Kiddush food, either through hiring a caterer or purchasing drop-off food platters, there is **a $250 fee to cover incidentals**. This can include, but is not limited to, providing paper tablecloths and compostable plates, plastic cutlery, tea, coffee and seltzer water. If using a caterer, please remember that we will also need a certificate of insurance and **a $500 deposit** from the caterer and/or any outside wait staff.

<u>Sponsoring a Kiddush Through Ansche Chesed</u>

If the family would prefer for Ansche Chesed to arrange the Kiddush food, we require a donation of at least **$1800** to the Kiddush Fund to cover all expenses. If you expect a larger number of guests, you may be asked to contribute more. There is no additional fee for incidentals.

Fees for Private Party in Hirsch Hall
In addition to the above costs, any event that is open only to invited guests is subject to a space use fee, as follows:

- 2 hours **$1500**
- 3 hours **$1800**
- 4 hours **$2100**

Fees for Gym Use
A large luncheon or party that requires the use of the gym space adjacent to Hirsch Hall will incur a fee of **$1800** for moving the gymnastics equipment and **$250 per hour** for the usage of the gym space. Please note that the gym is only available for rental in addition to Hirsch Hall and cannot be rented by itself as a separate space. Interested families must notify us at least one month in advance if wanting to use the gym space.

Fees for Multipurpose Room
The Multipurpose Room can be rented **for $250 per hour** if it is not being used for other purposes.

Fees for Mincha/Havdalah Bar/Bat Mitzvah Service

Sanctuary service	**$660** if no reception held at Ansche Chesed
Sanctuary service	**$440** if reception follows service
Chapel service	**$330** if no reception held at Ansche Chesed
Chapel service	**$250** if reception follows service
5N service	**$400** if no reception held at Ansche Chesed
5N service	**$275** if reception follows service

Other
- Fee for opening the West End Avenue doors: **$250** (required for 150 or more guests when the temperature is above 50 degrees.)

General Notes
If the celebration incurs costs in multiple categories, please add the costs to arrive at the total due. All fees must be paid two weeks before the date of the celebration.

Families who cannot afford these costs are asked to speak with Amy Shapiro-Kessler.

All fees are subject to change. However, once a contract has been signed, Ansche Chesed will honor the dollar amount specified in the contract.

ANSCHE CHESED SANCTUARY SERVICE
B'NAI MITZVAH HONORS

Mazal tov! We look forward to celebrating your child's B'nai Mitzvah in the Sanctuary. It is customary to honor members of the B'nai Mitzvah family with roles in the service. This sheet describes the honors that you may assign to family members and friends.

Ark Opening and Closing

When the Torah is brought out of the ark for reading and then returned after, we give people the honor of opening and closing the ark doors. Please designate two to four people for each of the two occurrences of this honor. Children may accompany adults, and non-Jews may also be invited to take this honor.

Aliyot

An *aliyah* is the honor of being called to the *bimah* to recite blessings before and after the Torah is read. The weekly Torah reading is divided into seven sections (*aliyot)* plus an aliyah for the person who will chant the haftarah (usually the B'nai Mitzvah child). The B'nai Mitzvah family is entitled to assign up to four *aliyot* in addition to the one for the B'nai Mitzvah child. You may group people to share an *aliyah* if you like, although the *bimah* can get crowded if more than three people are called together. *Please note that we ask men who are given an aliyah to wear a tallit and kippah, and we encourage women to do the same. Both kippot and tallitot are available at the synagogue.*

On the form, please list the people you would like to have *aliyot* in the order you would like them called. Usually the parents of the B'nai Mitzvah child take the last of the family aliyot. Please list the honorees' Hebrew and English names, for example, *Yitzchak ben Abraham v'Sarah, Dina bat Ya'akov v'Leah.*

Please note: only Jews may be called for an aliyah. Non-Jewish parents (or other close relatives) of the B'nai Mitzvah child may accompany their Jewish relatives and stand beside them at the Torah. We have an English blessing non-Jewish parents can say at that time.

Hagbah/Gelilah

At the end of the Torah reading, one person lifts and displays (*hagbah*) the Torah and another person ties it and dresses it (*gelilah*). The Torah weighs 20-25 pounds; the one who lifts it needs some strength and experience. If the person you designate to lift the Torah has never done it before, we recommend that they arrive before the service to practice. *Note: these honors must be taken by Jews.*

Candy

Ansche Chesed provides soft candies for members of the congregation to toss at the B'nai Mitzvah after the haftarah reading, symbolically wishing them a sweet life. You may designate people – usually children –to distribute the candy to congregants.

Kiddush/Motzi

The B'nai Mitzvah family sponsors Kiddush following services. We ask that Kiddush (blessing over wine) and Motzi (blessing over challah) be made in the sanctuary at the end of services. Often families have the B'nai Mitzvah child, a parent, grandparent or tutor do this. Note that we say the full Kiddush for Shabbat afternoon, not only the *borei p'ri ha-gafen.* The rabbi or hazzan can give you a copy of the Kiddush if you need it to practice in advance.

B'NAI MITZVAH HONORS FORM

B'nai Mitzvah's English Name: _____ Date of BMtz: _____

Hebrew Name: _____

Opening/Closing the Ark before the Torah reading (2-4 people):

English Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

Aliyot (up to 4, not including the B'nai Mitzvah child). Please list the people to be called in the order they will be called.

Hebrew Name(s)	English Name(s)	Relationship

Hagbah (Lifting Torah): English name _____ Relationship _____

Gelilah (Dressing Torah): English name _____ Relationship _____

Opening/Closing the Ark after the Torah reading (2-4 people)

English Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

Kiddush/Motzi: Who is sponsoring Kiddush? _____

Who will say the blessings? (May be the same person for both kiddush and motzi)

Kiddush (over wine): _____

Motzi (over challah): _____

Who will distribute the candy? (2-4 children)_____

Members to help children with candy? _____

B'NAI MITZVAH CHECKLIST

A few things that we'll need to know...

1. Will Kiddush be open to the community? If not, you're expected to provide Kiddush for the community by donating $1800 to the Kiddush Fund.
    a. Will you choose to rent Hirsch Hall, the gym, or any other space for any part of this?
2. Will Kiddush be a catered event? Drop-off platters? Food you are personally supplying? A donation to the Kiddush Fund, if you'll be hosting a private Kiddush? (This applies only to B'nai Mitzvah celebrations held during Saturday morning services.)
    a. If you're using a caterer (whether on site or via drop-off platters, please submit the kashrut certification and deposit, and make sure the caterer is aware of all Ansche Chesed policies.
3. Are you renting Hirsch Hall for a Saturday evening or Sunday private party?
4. Are you hosting a Shabbat dinner on Friday night?
5. Are you planning on renting linens, silverware, non-electric games, chairs, or tables for the Kiddush?
6. Approximately how many guests will you be having (in addition to the regular 150 attendees)? Please also be prepared to provide a guest list to the office for security purposes.
7. Will you be bringing kippot, your own paper goods, or anything else to the synagogue? If so, please let the office know and they will coordinate drop-off with you a day or two before the celebration.
8. Did you submit 100-word bio, photo, and tzedakah choice for B'nai Mitzvah child? It is due the Wednesday before the B'nai Mitzvah

    Sample 100-word bio:
    "Gomez Adams has lived in New York all his life. Like his brother Fenster and sister Morticia, he attends Bank Street and the Hebrew School. He is a huge Yankees fan and, besides his Bar Mitzvah, Gomez' happiest moment was attending last year's World Series. He likes watching Family Guy, playing violin and listening to Kendrick Lamar, and hopes to become a rapper himself. He cares passionately about the homeless and will donate his tzedaka to the Partnership for the Homeless. Gomez' father Moshe serves on the Board of Trustees, and his mother Tzipora volunteers on the Bikkur Holim Committee."

9. Do you need to schedule rehearsal time in the sanctuary?
10. Do you need to schedule time to take photos in the sanctuary? (Usually on the Friday before)