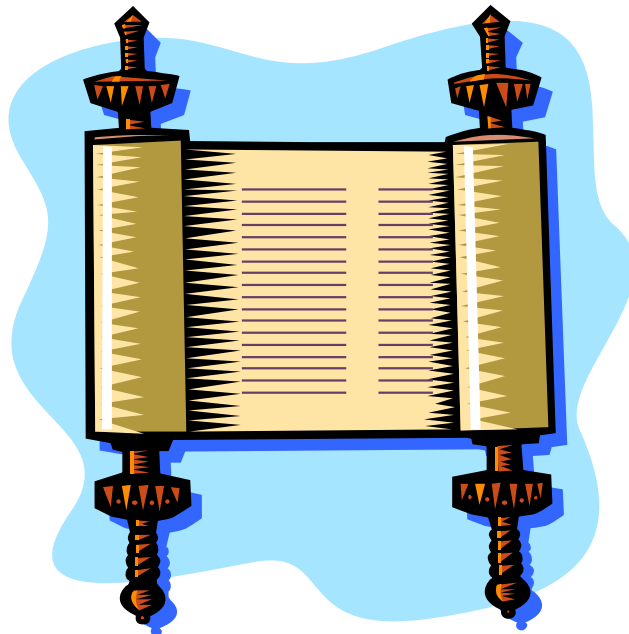


ברוך אתה יהוה אלהינו מלך העולם אשר קדשנו במצותיו וצונו להתעטף בציצת

CONGREGATION KOL EMET BAR/BAT MITZVAH MANUAL



Howard Cove
Rabbi

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TABLE OF CONTENTS

Section I: Basic Information

Contact Information	Page 2
Message from Rabbi Howard Cove	Page 3
Bar/Bat Mitzvah Glossary	Page 4 - 5
What is a Bar/Bat Mitzvah at Kol Emet?	Page 6
Bar/Bat Mitzvah Guidelines	Page 7
Timetable for Bar/Bat Mitzvah Preparation	Pages 8 - 9

Section II: Preparing For the Service

Frequently Asked Questions	Page 10
Basic Bar/Bat Mitzvah Information	Page 11
Bar/Bat Mitzvah Sentence Completion	Page 12
In Honor of My Bar/Bat Mitzvah, I Pledge . . .	Page 13
13 Mitzvot for a Bar/Bat Mitzvah	Pages 14 – 15
Kol Emet Mitzvah Project	Page 16
Bar/Bat Mitzvah Service Information and Honors Form	Pages 17 – 18
Suggestions for Supplemental Readings	Page 19
Protocol for Those Honored with an Aliyah	Page 20
Aliyah Blessings	Page 21
Kol Emet Service Etiquette	Page 22
The Role of the Ushers	Page 23

Section III: Practical Considerations

Facility Information	Page 24
Bimah Decorations	Page 24
Policy for Building Use	Page 25
Room Rental Fees	Page 26
Social Hall Rental Contract	Page 27
Vendor List	Page 28
Directions to Kol Emet	Page 29

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MESSAGE FROM RABBI HOWARD COVE

Sometimes the preparations behind a child's becoming Bar or Bat Mitzvah do not allow us as parents to pause long enough to think about the meaning of the day.

Of course the occasion is first and foremost about Jewish learning and renewal, about family and celebration. But it is also about that fleeting moment as our sons and daughters stand poised between childhood and adolescence, holding on and letting go.

Preparing for a Bar or Bat Mitzvah at Kol Emet gives your family the opportunity to make choices that will reflect your family's own values and the inspiration that you would like to offer your child and others in attendance at the service. Certainly you have transmitted your values in the preceding years by what you have allowed and what you prohibit. This is a time to piece it all together and wrap a gift of holy time and words for the children to carry into the future.

As each Bar and Bat Mitzvah tell me with their eyes and their expression, the service makes a difference in their lives. As you co-create the service, please realize that you don't have to be a writer or a rabbi to have a meaningful service. You just have to be Mom or Dad.

I look forward to working and sharing all of the joyous journeys with you!

BAR/BAT MITZVAH GLOSSARY

Aliyah (plural: Aliyot)

Literally means "going up," i.e., being called up to the Torah to say a blessing over the Torah reading. Whenever the Torah is read, several adults have an Aliyah. Bar/Bat Mitzvah is the first time a young adult receives this honor. On Shabbat, there traditionally are 7 Aliyot. At Kol Emet, the number of Aliyot varies based upon the occasion and the desires of the Bar/Bat Mitzvah family.

Bar Mitzvah

Literally, "son of the commandment," i.e., "subject to commandments."

Bat Mitzvah

Literally, "daughter of the commandment," i.e., "subject to commandments."

B'nai Mitzvah

Literally, "sons/children of the commandment," i.e., "subject to commandments" (in the plural).

Bimah

The dais or elevated platform where the service leaders stand and the Torah reading takes place.

Chumash

The Torah text in book form. The word is derived from the Hebrew word for "five" (*Chamesh*), because the Torah is also known as "The Five Books of Moses."

Haftarah

A passage from the prophetic books which traditionally is read along with a given Torah portion (*Parasha*).

Maftir

The last section of the weekly Torah portion which is read immediately prior to the Haftarah. The person who has the Maftir Aliyah chants the Haftarah. For this reason, the Bar/Bat Mitzvah always has the Maftir, or last, Aliyah.

Oneg

Literally, "delight," i.e., the wine and cake reception immediately following a Shabbat service.

Parasha

A portion of the Torah which is the weekly Torah reading. A different Parasha is read during the synagogue service each Shabbat morning and afternoon.

Simcha

A joyous occasion or celebration.

Tanach

An acronym which refers to the complete Hebrew Bible. It consists of 3 sections:

Torah (Five Books of Moses)

Nevi'im (Prophets)

Ketuvim (Writings)

Torah

Literally, “instruction,” or “teaching.” It consists of the first five books of the Bible, also known as the Five Books of Moses:

Beraysheet (Genesis)

Shemot (Exodus)

Vayikrah (Leviticus)

Bamidbar (Numbers)

Devarim (Deuteronomy)

Trope/Ta'amei HaMikrah

Symbols which denote the musical cantillation of the biblical text. Different melodies are used depending upon the text and the occasion:

Weekday, Shabbat, Festival Torah

High Holiday Torah

Haftarah

The Book of Echa (read on Tisha B'Av)

The Scroll of Esther (read on Purim)

Song of Songs, Ruth and Ecclesiastes (read on the festivals of *Pesach, Shavuot, and Sukkot*)

WHAT IS A BAR/BAT MITZVAH AT KOL EMET?

Our tradition tells us that upon his/her thirteenth birthday, with or without a ceremony, a Jew becomes responsible for following the commandments and thus becomes a "Bar or Bat Mitzvah," that is "subject to Mitzvot." This rite of passage, whether celebrated at age 13 or thereafter, can be a most significant event in the Jewish life cycle. It not only demonstrates a certain level of Jewish knowledge and facility with synagogue ritual, it also marks acceptance of Jewish obligations before the congregation, the local Jewish community, and the Jewish people.

Reconstructionists define a person as Jewish if he/she shares a sense of belonging to the Jewish people, identifies with its common past, and is committed to creating a Jewish future. Thus, becoming a Bar/Bat Mitzvah reflects a young person's active identification as a Jew and expresses his/her desire to explore what that means to him/her over the course of his/her lifetime.

As Pirkei Avot (the Mishnah's "Chapters of the Ancestors") teaches, "The world stands on three things: on Torah, on Avodah (service/prayer), and on G'milut Hasadim (acts of loving-kindness)." In that spirit, the Bar/Bat Mitzvah participates in each of these three areas. Torah implies learning; Avodah suggests deepening of one's prayer and spiritual life; and G'milut Hasadim points to Tikkun Olam (repairing the world) through direct service to those in need and through commitments to political and social change. The Bar/Bat Mitzvah, his/her parents, and the Rabbis and tutors, along with our Educational Director and the religious school staff, form a team to help shape a student's program of preparation in these three important areas.

The Bar/Bat Mitzvah ceremony traditionally focuses upon the Bar/Bat Mitzvah having an Aliyah; that is, being called to the Torah to recite the blessings over the Torah reading. Over time, additional rituals have been added to the ceremony. At Kol Emet, a Bar/Bat Mitzvah reads from the Torah portion and Haftarah for that service, delivers a D'var Torah (short talk about the weekly portion), and presents his/her Mitzvah project.

Reconstructionists advocate the creative development of Jewish rituals and ceremonies. In 1922, Mordecai Kaplan, the founder of Reconstructionism, was the first rabbi to conduct a Bat Mitzvah ceremony for a girl, his daughter Judith. Reconstructionists are also mindful of the psychological and spiritual power such rites of passage have in the lives of individuals, families, and communities. We recognize that the Bar/Bat Mitzvah process is not limited to the specific Jewish teachings and skills which are highlighted at the ceremony but also deals with broader adolescent developmental issues. For this reason, the Kol Emet Bar/Bat Mitzvah ceremony seeks to balance two different goals: to assure the integrity of the Bar/Bat Mitzvah in the eyes of Jewish tradition and in accordance with communal expectations; and, to allow and encourage personalization of the service to reflect the commitments and inclinations of the Bar/Bat Mitzvah and his/her family.

To be sure, the Bar/Bat Mitzvah ceremony at Kol Emet is a celebration not only of the child but of the family and the community as well. Families will gain an increased sense of connection and meaning by regularly participating in weekly Shabbat services, Bar/Bat Mitzvah family meetings and Family Education programs. We hope that affiliation with Kol Emet builds and strengthens your family's commitment to Judaism, to Jewish life, and to this community.

BAR/BAT MITZVAH GUIDELINES

The following are general guidelines for recognition as a Bar/Bat Mitzvah at a Kol Emet service. For a more detailed listing, please refer to Rules and Regulations of Kol Emet Bylaws, Section 5-1-E, which can be found at Kol Emet's website, www.kolemet.org.

1. Each student should have four years of a formal Jewish education and be a member of Kol Emet for two years.
2. Each student generally begins formal Bar/Bat Mitzvah tutoring approximately ten months prior to his/her Simcha (celebration).
3. Parent(s)/caregiver and student should attend Bar/Bat Mitzvah family meetings held the year of the Bar/Bat Mitzvah. Attendance ensures understanding of the process and helps create a greater sense of confidence and comfort in the entire Bar/Bat Mitzvah experience.
4. Each student should commit to completing the Hey class and to maintaining a good attendance record throughout the year.
5. During the religious school years of Bet, Gimel, and Daled, students should attend a minimum of seven Shabbat services per year. During the Hey school year, students should attend at least two Shabbat services per month. The service can be on a Friday night or Saturday morning and can be at Kol Emet or another congregation. Attendance at Shabbat services not only enhances a student's education and spiritual life, it also creates a greater sense of confidence and comfort in the entire Bar/Bat Mitzvah experience.
6. Parent(s)/caregiver and student should attend three of the family education programs held through Kol Emet's Religious School each year. This includes grade level family education, holiday programming, and grade level Shabbat services.
7. Each student should perform a community Mitzvah project as part of his/her preparation. The project will be discussed with the student's parent(s) and submitted to the Bar/Bat Mitzvah committee through Rabbi Cove for approval. The Mitzvah project will be presented in some way at the Bar/Bat Mitzvah service.
8. Students should be able to lead parts of the Shabbat morning service, Shabbat afternoon service, Shabbat evening service, or Havdalah service, as appropriate to their Bar/Bat Mitzvah day and time. They most likely will lead the following prayers: Tallit blessing, Birchot Hashachar, Barechu, Yotzer Or, V'shameru, Ahavat Olam, Shema V'ahavta, Torah service, and Saturday morning Kiddush. Students will be encouraged to lead all prayers familiar to them. They also will introduce prayers with a script prepared with the help of the Rabbi.
9. Students will be encouraged to chant approximately nine verses from the Torah scroll. All students will chant the blessings before and after the Torah reading.
10. Students will chant the blessings before and after the Haftarah as well as verses from the Haftarah (if a Haftarah is to be read at that particular service).
11. It is a Kol Emet tradition for each family to serve as an usher at a Bar/Bat Mitzvah service other than one's own child's service. The assigned date will be sent to you in advance so that you can make arrangements to attend. Guidelines for ushering are found on page 23 of this handbook.
12. Kol Emet is a largely volunteer run synagogue. We ask that you help set-up/clean-up the Oneg at of one of the many services you will be attending during the Bar/Bat Mitzvah year.

TIMETABLE FOR BAR/BAT MITZVAH PREPARATION

3 years before the Bar/Bat Mitzvah service

March

- You will be invited to attend the initial Bar/Bat Mitzvah informational meeting at which time you will receive a packet that includes:

- This Kol Emet Bar/Bat Mitzvah Manual
- Service dates available for the year your child turns 13
- Torah portion descriptions for those specific dates and services, i.e. AM or PM
- A form for you to complete, requesting a 1st, 2nd, and 3rd choice of dates and services, i.e. AM or PM

Mid April

- You should complete the form, noting your date and service choices and return it to the office.

Mid May

- You will be notified of the date and service assigned to your child. All efforts will be made to accommodate your initial request.

End of May

- If needed, a voluntary meeting will be held to discuss date and service assignment issues.

June

- Once your child's Bar/Bat Mitzvah date and service is assigned, you may reserve Kol Emet's social hall by completing the necessary paperwork and paying a 50% deposit. The contract for room rental will be accepted on a first come, first served basis, as the facility can only accommodate ONE affair per day.

18 months before the Bar/Bat Mitzvah service

Kol Emet will allow non-congregants to book the Social Hall for dates not already reserved with a contract and a deposit by a congregant. An in-house affair will not be scheduled if it conflicts with your child's service.

10 months before the Bar/Bat Mitzvah service

Your child's Bar/Bat Mitzvah instruction begins with the tutor assigned by Rabbi Cove. For eight (8) months your child will improve his/her reading skills, prepare relevant prayers and learn his/her Torah portion and Haftarah. Families should begin to identify blessings and readings that will be incorporated into the service.

At this time, you should notify Rabbi Cove as to the nature of your child's Bar/Bat Mitzvah project. Use the form found in this handbook on page 16.

6 months before the Bar/Bat Mitzvah service

If you are planning an in-house affair, your completed vendor list is due to the office.

4 months before the Bar/Bat Mitzvah service

The Executive Director will begin ongoing communication with you regarding the schedule for photographs, Oneg Shabbat, Kiddush and pertinent information for an in-house party (if applicable).

3 months before the Bar/Bat Mitzvah service

Preparation of a booklet or pamphlet to distribute at your service begins. This booklet is not mandatory. Sample booklets are available in the office.

2 months before the Bar/Bat Mitzvah service

Your child will begin weekly meetings with Rabbi Cove. During this time, he/she will prepare his/her D'var Torah. Parents are encouraged to attend these meetings, as you will discuss personalizing the service, putting together a service booklet, and assigning honors (Aliyot and readings) to family and friends.

30 days before the Bar/Bat Mitzvah service

The balance of all fees is due to Kol Emet, including membership dues, religious school fees, etc., for that fiscal year, as well as room rental fees, if applicable.

You should contact the usher(s) assigned to your child's Bar/Bat Mitzvah service for confirmation and to address any questions or concerns.

The booklet you are creating must be turned in to Rabbi Cove for approval (if applicable)

The list of honors for those participating in the service is to be submitted to Rabbi Cove.

Family members being honored with an Aliyah should be sent a copy of Kol Emet's service protocol for Aliyot. See page 20 in this manual.

1 – 2 weeks before the Bar/Bat Mitzvah service

Rabbi Cove will schedule a full rehearsal of the service with you and your child in the sanctuary.

Final arrangements must be made with the Executive Director, including scheduling of deliveries, vendors, photography sessions, and any last minute logistics.

****Bar/Bat Mitzvah informational meetings will be held twice each year, once in the Spring and once in the Fall. Exact times and dates and agendas will be announced.

FREQUENTLY ASKED QUESTIONS TO PREPARE FOR A KOL EMET BAR/BAT MITZVAH

Who will be officiating at the service when my child becomes Bar/Bat Mitzvah?

Rabbi Cove will be officiating at the service when your child becomes Bar/Bat Mitzvah.

Can Rabbi Schein, our child's tutor, and/or Susan Sacks have a role at the service?

Yes. You need to discuss their availability for that date directly with them. Since these are all part-time employees of the synagogue, their fees for participation in your service are not part of your Bar/Bat Mitzvah invoice. You will need to discuss payment arrangements directly with them. You should also notify Rabbi Cove that you are including any of these additional staff, so that he can coordinate the service with them. There is no fee for Rabbi Cove's participation in the service.

Does anyone else help out at the service?

Yes. If you do not invite Rabbi Schein or your child's tutor, then Rabbi Cove will invite a knowledgeable congregant to help during the Shabbat morning Torah service as your guests are called up for an Aliyah (Torah honor).

Is there a Kiddush or Oneg for my guests after the Shabbat morning service?

Kiddush is a continuation of our Shabbat joy and an integral part of the Shabbat experience at Kol Emet. As such, everyone attending the service will be invited to join your celebration Kiddush. The standard drinks and cake will be served regardless of your family's plans. The cost for Kiddush is included in your Bar/Bat Mitzvah fees.

What is an extended Kiddush following the Shabbat morning service?

Any food beyond pound cake, challah, juice and wine. Examples include platters of food, sandwiches, wraps, and kugels. Generally this involves outside catering and staffing.

Can I change the date of the service at which my child becomes Bar/Bat Mitzvah?

Yes. If the date you would like to have is now available, we will accommodate your desire to change. Please note: in order to be fair to all families, a date [e.g. a holiday] that was not available on the original calendar will not be added later.

When can I schedule pictures?

Pictures can be scheduled on the Wednesday before the Bar/Bat Mitzvah service and/or immediately following the Bar/Bat Mitzvah service.

What happens on the Friday evening preceding our Bar/Bat Mitzvah service?

All Bar/Bat Mitzvah students are encouraged to participate in the Friday evening service prior to their Bar/Bat Mitzvah service. Rabbi Cove will discuss with your child what parts of the Friday evening service he/she will lead. Please note that our service may include other celebrations or communal events which will necessitate the sharing of honors that evening.

What is the Kashrut (kosher) policy at Kol Emet?

Kol Emet's Kashrut policy states that congregants may bring dairy or vegetarian items into the building. Meat or poultry products can only be served if they are brought in by a caterer who is certified Kosher and has a Kashrut Certificate on file with our office. Please remember that all shellfish, food containing lard, and meat mixed with dairy products are not kosher and therefore may never be brought into Kol Emet or served on the premises. Check the labels of packaged products to make sure they adhere to these guidelines.

CONGREGATION KOL EMET
BASIC BAR/BAT MITZVAH INFORMATION

NAME _____ PARENT(S) _____

ADDRESS _____

The English date of my Bar/Bat Mitzvah is _____

The Hebrew date of my Bar/Bat Mitzvah is _____

The name of my Sedra or Parasha (Torah portion) is _____

It is found in the Book of _____

My Haftorah comes from the Book of _____ Chapter _____

My Hebrew name is _____

The following are the Hebrew names of my family members:

My Mother _____

Her Father _____

Her Mother _____

My Father _____

His Father _____

His Mother _____

My Sister(s) _____

My Brother(s) _____

Bar/Bat Mitzvah Sentence Completion

(To be submitted to Rabbi Cove at your first lesson with him)

When I think of Bar/Bat Mitzvah, I _____

What I like best about Bar/Bat Mitzvah is _____

What I like least about Bar/Bat Mitzvah is _____

At the last Bar/Bat Mitzvah I attended, I liked it when _____

I did not like it when _____

At my Bar/Bat Mitzvah, I wish I could _____

The thing I worry about most is _____

At the Bar/Bat Mitzvah I will need _____

I would like my friend(s) to _____

I hope the Rabbi will _____

I hope the congregation will _____

IN HONOR OF MY BAR/BAT MITZVAH, I PLEDGE TO OBSERVE THE FOLLOWING MITZVOT: (check all that apply)

- Begin every meal with the Hamotzi blessing.
- Light Shabbat candles on Friday evenings.
- Recite Kiddush on Friday nights.
- Attend Shabbat Services
 - every week.
 - twice per month.
 - once per month.
- Refrain from speaking ill of another person.
- Refrain from eating non-Kosher meat and shellfish.
- Give Tzedakah every week.
- Give a percentage of my Bar/Bat Mitzvah money to MAZON, an organization which feeds the hungry.
- Phone or visit a sick or lonely person every week.
- Read one book of Jewish interest each month.
- Put on Tefillin
 - One time.
 - Once a week.
- Continue my Jewish education after my Bar/Bat Mitzvah.
- Other _____

Signed: _____

IN HONOR OF MY CHILD'S BAR/BAT MITZVAH I PLEDGE TO OBSERVE THE FOLLOWING MITZVOT: (check all that apply)

- Begin every meal with the Hamotzi blessing.
- Light Shabbat candles on Friday evenings.
- Recite Kiddush on Friday nights.
- Accompany my child to services at least once per month.
- Refrain from avoidable work on Shabbat.
- Refrain from speaking ill of another person.
- Refrain from eating non-Kosher meat and shellfish.
- Serve Kosher food at the Bar/Bat Mitzvah.
- Participate in the synagogue's annual appeal.
- Contribute a portion of the cost of the Bar/Bat Mitzvah to MAZON, an organization which feeds the hungry.
- Phone or visit a sick or lonely person every week.
- Read one book of Jewish interest each month.
- Encourage my child to continue his/her Jewish education after Bar/Bat Mitzvah.
- Learn to read Hebrew.
- Other _____

Signed: _____

13 MITZVOT FOR A BAR/BAT MITZVAH

The following is a list of 13 Mitzvot the whole family can do to enrich the Bar/Bat Mitzvah year:

1. VISITING THE SICK

Bikkur Cholim, “visiting the sick,” whether at home, in a hospital or at a nursing home, lifts the spirits of the people you visit as well as your own. Do this as a group or on your own.

2. FEED THE HUNGRY AT HOME

Contact the Mitzvah Food Project, coordinated by the Jewish Federation of Greater Philadelphia. For more information, contact Drisana Davis, the project coordinator, at 215-832-0531 or ddavis@philafederation.org. A local Kosher Food Bank is housed at Congregation Tifereth Israel in Bensalem. Contact them by phone at (215)752-3468 or by mail at 2909 Bristol Rd., Bensalem, PA 19020.

3. FEED THE HUNGRY THROUGHOUT THE WORLD

MAZON: A Jewish Response to Hunger is a leader in this field, and Kol Emet participates in their efforts. MAZON suggests that a contribution of 3% of the Bar/Bat Mitzvah gifts be donated (tax-deductible) to them so that they can continue battling hunger throughout the world. For more information, contact MAZON directly at 1990 S. Bundy Drive, Suite 260, Los Angeles, CA 90025, (310)442-0020, or mazonmail@mazon.org.

4. BE A GOOD NEIGHBOR

Hachnasat Orchim, “hospitality.” Jewish Family and Children Service (JFCS) runs programs whereby your family can shop for an underprivileged teen or donate money for a child to attend summer camp. JFCS stipulates that this is a “family” project. For more information, contact Sandy Fryer, director of volunteer services, at 215-635-8909 ext. 103 or sfryer@jfcsp Philly.org.

5. PROTECT MOTHER EARTH

Shmirat Hateva, “protecting nature.” Recycle, pick up trash, reduce your family’s carbon footprint, or sponsor a litter-reducing party.

6. HONOR THE ELDERLY

Hiddur P'nai Zaken, “esteeming the elderly.” Arrange one-on-one or group visits to senior citizen homes. You can make crafts, bake cookies or challah, and then personally deliver them to the elderly.

7. BE A FRIEND

The AMIT Twinning Program creates a personal link between children in America and AMIT children. It enables your child to share the joy of celebrating with a less fortunate child in Israel while learning an important lesson in Tzedakah. The cost of the program is \$250, and the money goes towards sponsoring an Oneg Shabbat for your twin. For more information, call the National AMIT office at 800-989-AMIT, or send an email to info@amitchildren.org.

8. TORAH-THON

A great way to raise money for charity (Tzedakah). Ask people to sponsor the number of lines of Torah you will read. This can be done as a class and should be coordinated with the Bar/Bat Mitzvah teacher or Educational Director.

9. PROTECT THE LAND OF ISRAEL

The Society for the Protection of Nature in Israel (SPNI) has centers in Eilat and Tel Aviv, each with its own youth program. The one in Eilat has an underwater facility for youth exploration, and the one in Tel Aviv has a zoo. Membership to ASPNI is \$36 per year, which includes a newsletter, wall calendar and discounts on SPNI hikes. All contributions are tax deductible. Contact robin@aspni.org.

10. PRACTICAL CENTERPIECES

Instead of flowers, decorate your party tables with food baskets put together by “Because We Care,” which is associated with the Mitzvah Food Project. You can call them at (215)635-4774, Monday through Friday, 9:30am-1:00pm.

11. PLANT TREES

To plant a tree in Israel, contact the Jewish National Fund (JNF) at (215)832-0690 or visit www.jnf.org to request a Bar/Bat Mitzvah Sample kit of ideas. Or, plant a tree at home to support the environment here.

12. INTERGENERATIONAL PROGRAMS

Make a small donation to Myriam's Dream to foster intergenerational programs in Israel, the US and other places. An example of their work is training and employing elderly Russian Jewish immigrants in Israel. For more information, go www.myriamsdream.org and click on “ways to contribute.”

13. DO-IT-YOURSELF MITZVOT

Possibilities are as varied as cleaning up the graves at a Jewish cemetery to helping a stay-at-home mom by watching the kids, washing the dishes, running an errand, etc.

KOL EMET MITZVAH PROJECT

Mitzvah projects are intended to provide help, support or assistance to our synagogue, the Jewish community or the wider world. At least ten months prior to the Bar/Bat Mitzvah service, proposals must be submitted to the committee. Through Rabbi Cove, please return this completed form to the assigned box in the office. A member of the committee will contact you if there are any questions.

Your Name: _____ **Bar/Bat Mitzvah Date:** _____

My project is:

Who will it be helping?

How will it be helping?

How will I present my project at my Bar/Bat Mitzvah service?

Parent Signature

Student Signature

Date

BAR/BAT MITZVAH SERVICE INFORMATION AND HONORS FORM

(To be submitted to Rabbi Cove)

Bar/Bat Mitzvah English Name _____ Date of Service _____

Bar/Bat Mitzvah Hebrew Name _____

Father's Name (English) _____ (Hebrew) _____

Mother's Name (English) _____ (Hebrew) _____

Name of person calling the Bar/Bat Mitzvah to the Torah _____

HONORS:

Presenting Tallit _____

1st Ark Opening/Closing _____

2nd Ark Opening/Closing _____

Hagbah (Lift the Torah) _____ Gelilah (Dress the Torah) _____

Presenting the congregational gift to the Bar/Bat Mitzvah (must be a congregant) _____

Pick 3-6 English prayers, poems or readings for the service and list below:

Reading

By Whom?

TORAH READING

At Kol Emet, the Bar/Bat Mitzvah family may determine the number of Aliyot at the service. This number generally ranges from 3-6. At Shabbat morning services, it is our custom to leave one Aliyah open for the congregation. Please keep this in mind when planning the number of Aliyot at your child’s Bar/Bat Mitzvah service.

Also, please make sure that the family and friends you honor with an Aliyah are familiar with and competent in reciting the Torah blessings either from the original Hebrew text or from the transliteration. Copies of the blessings are available in this packet. You can also find the traditional and Reconstructionist versions of these blessings on page 399 in our Shabbat prayerbook and on page 476 in the Machzor (High Holiday prayerbook) which you have at home.

Name of person(s) saying the blessings	Relationship of person to the Bar/Bat Mitzvah	Name of person reading the Torah portion
1.		

2.		

3.		

4.		

5.		

6.		

Suggestions for Supplemental Readings

<u>Author</u>	<u>Title</u>
Birnbaum	<i>Treasury of Judaism</i>
Brin, Ruth	<i>Harvest: Collected Poems and Prayers</i>
Buber, Martin	<i>The Way of Response</i>
Ginzberg, Louis	<i>Legends of the Jews</i>
Glatzer, Nachum	<i>Judaic Tradition</i> <i>Jewish Reader</i> <i>Language of Faith</i>
Green, Arthur	<i>Your Word is Fire</i>
Greenberg, Sidney	<i>Likrat Shabbat (prayerbook)</i>
Gross, D.	<i>Love Poems from the Hebrew</i>
Heshel, A.J.	<i>I Asked for Wonder - The Wisdom of Heshel</i>
Howe and Greenberg	<i>Treasury of Yiddish Poetry</i>
Jacobs, Louis	<i>Hasidic Thoughts</i>
Kushner, Lawrence	<i>Honey from the Rock</i>
Langer, J.	<i>Nine Gates to the Chassidic Mysteries</i>
Larson, James & Madge Micheels-Cyrus	<i>Seeds of Peace: A Catalogue of Quotations</i>
Salkin, Rabbi Jeffrey	<i>Putting G-d on the Guest List</i>
Sewell, Marilyn	<i>Crisis of the Spirit: A Celebration of Women's Spirituality</i>
*****	<i>The Penguin Book of Hebrew Verse</i>
*****	<i>Ethics of the Fathers (sayings from the Talmud)</i>

PROTOCOL FOR THOSE HONORED WITH AN ALIYAH

You have been given the honor of an Aliyah which means that you will be called up to the Bimah (dais) to recite blessings before and after the Torah reading. If you need, the family can get you a recording of the blessings prior to the Bar/Bat Mitzvah day.

On the day of your honor, a person, known as a Gabbai, will assist you while you are on the Bimah and ensure that the Torah reading proceeds smoothly. Please review the following protocol before your family's Bar/Bat Mitzvah service in order to be prepared for your Aliyah.

- You will recite two sets of blessings: one before the reading of the Torah and another after the reading.
- If you do not know the blessings, **please learn them prior to the service** and practice them until you are comfortable reciting them aloud. A large printed copy of these blessings will be available for your use on the reading table. **If you need help the day of the Bar/Bat Mitzvah, please let the Rabbi know before the service.** Someone from the congregation can help you say the blessings, if necessary. We don't want you to feel uncomfortable or to be embarrassed, and we want to maintain the sanctity of our service. Therefore, **be sure to let us know if you need help.**
- When your name is called by the Rabbi, approach the reading table from the LEFT and stand next to the person who will be reading from the Torah.
- If you are Jewish, you are strongly encouraged to wear a Tallit (prayer shawl) for your Aliyah. Please put it on before coming up to the Bimah. You will need to use the Tzitzit (fringes) of the prayer shawl to touch the Torah as part of your Aliyah.
- Before saying the blessings, the Torah reader will point in the Torah scroll to the first word of the passage for which you are reciting the blessing. Take your Tzitzit (the fringes of the Tallit) and touch that word. Then, kiss the Tzitzit you used to touch the Torah. This action shows your connection to the Torah. After the Torah reading, once again touch the passage in the Torah scroll with your Tzitzit and kiss them before reciting the after-blessing.
- If several people are called to the Torah at the same time, only one person needs to wear a Tallit. However, anyone may do so. Those not wearing a Tallit may use the Wimple (cloth belt used to wrap the Torah which will be available on the lectern) to touch the Torah passage.
- You will have an opportunity to meet with the Rabbi ½ hour prior to the service to go over any questions or concerns pertaining to the service and your participation.

ALIYAH BLESSINGS

Congregation Kol Emet offers **two versions** of the Aliyah blessing **before the Torah reading**. One is the traditional blessing that is used in most synagogues. The second is a Reconstructionist version that varies slightly from the traditional. Both versions are acceptable at Kol Emet. Before you begin to chant the blessing, the Gabbai (person who orchestrates the Torah reading rituals) will ask you which version you'd prefer and then point to a very large copy of that text for your use.

Blessings before the Torah reading:

You Say:

Barechu Et Adonai Hamvorach!

The Congregation responds:

Baruch Adonai Hamvorach L'Olam Va-ed

You REPEAT that response:

Baruch Adonai Hamvorach L'Olam Va-ed

You continue (choose one of the following):

- **Reconstructionist Version:** Baruch Ata Adonai, Eloheinu Melech Ha-Olam, Asher Kare-vanu La-avo-da-to, V'natan Lanu Et Torato, Baruch Ata Adonai Notane Ha-Torah
- **Traditional Version:** Baruch Ata Adonai, Eloheinu Melech Ha-Olam, Asher Bachar Banu Meekol Ha-Amim, V'natan Lanu Et Torato, Baruch Ata Adonai Notane Ha-Torah

The Torah reader will then read the designated Torah verses. After the reading, he/she will point to the last word that was read. You will once again take the Tzitzit or Wimple, touch that word and then kiss the Tzitzit or Wimple.

Now say the Blessing after the Torah Reading:

Baruch Ata Adonai, Eloheinu Melech Ha-Olam, Asher Natan Lanu Torat Emet, V'Chayey Olam Nata Bitochaynu, Baruch Ata Adonai, Notane Ha-Torah

After you conclude the blessing, walk **behind** the Torah reader and stand on the opposite side of the lectern until the next Aliyah is completed. At that time, the person who has just completed the Aliyah will take your place at the lectern, and you may be seated.

If you have the Aliyah immediately prior to the Bar/Bat Mitzvah's Aliyah, you will not be staying on the Bimah after you complete your blessing. Please take your seat as the Rabbi directs you.

KOL EMET SERVICE ETIQUETTE

Welcome To Congregation Kol Emet!

Our Bar/Bat Mitzvah has worked very hard to reach this day. Please encourage your guests to honor that hard work by helping us maintain the sanctity of our worship together:

- Please remember to turn OFF your cell phones and other electronic devices upon entering our sanctuary.
- Please do NOT take pictures in the sanctuary (with either cameras or cell phones).
- Please be respectful of fellow guests, and congregants by maintaining a sense of decorum and refraining from conversation during the service. This can be very disruptive to the Bar/Bat Mitzvah, congregants, and other guests.
- Please do not place prayerbooks on the floor. If one drops, please pick it up immediately. It is customary to kiss a prayerbook which has dropped on the ground.
- Young adults, in particular, should be attentive during our service and respectful of the Bar/Bat Mitzvah. Please remind young guests that they have been invited to celebrate a very important milestone in the life of the Bar/Bat Mitzvah and that they should honor him/her and our congregation with appropriate behavior.
- Please remove disruptive children from the sanctuary.

THE ROLE OF THE USHERS

It is a tradition at Kol Emet for the parents of a Bar/Bat Mitzvah to serve as ushers at a Bar/Bat Mitzvah service other than their own child's. Having an usher at each service reflects the warmth of and supportiveness within our community. Your role as an usher also is necessary and important to help ensure that the service runs smoothly. We all benefit, because as we provide this service for others it in turn is provided to us.

Ushers welcome guests to our synagogue; help to maintain the decorum of the service, and aid in the adherence to our rituals. In addition, ushering gives the parents and the Bar/Bat Mitzvah student the opportunity to experience the flow of the service.

A list of ushering assignments for the year will be sent to you prior to your scheduled service. Please mark the date in your family's calendar. If necessary, it is your responsibility to make arrangements to exchange your assigned date with another family. Please be sure to notify the office of any scheduling changes.

About four weeks before your scheduled date, you should hear from the family that will be celebrating on that day. If not, please contact them yourself in order to assure them that you will be there and to inquire as to any special needs. You also should confirm with them the time the service will begin.

The following instructions will guide you in serving as an usher at a Kol Emet Bar/Bat Mitzvah service:

1. On the day of the service, please arrive 30 minutes prior to the start of the service and introduce yourself to the Bar/Bat Mitzvah family. Plan on leaving about 30 minutes after the service ends.
2. Prior to the arrival of congregants and guests, check to see that Siddurim (red prayer books) and Chumashim (blue Torah books) are placed in the seat backs of every other chair in the sanctuary. Front row seats should have both a Siddur and a Chumash placed on the seat of every other chair. Chumashim are kept in the book cabinets along the wall next to the bimah; Siddurim are either in the cabinets or on the book cart in the lobby.
3. During the service, one usher should be stationed just outside the glass doors in the foyer, and the other usher should remain inside the sanctuary by the glass doors.
4. A board member also will be on-hand. He/she will be standing at the far door inside the social hall, directing late-comers to enter the sanctuary from the social hall.
5. Offer kippot (head coverings), tallitot (prayer shawls), booklets (if available) and any other items the family may request to hand to guests as they enter the sanctuary.
6. Remind guests to turn off beepers and cell phones prior to the service.
7. Politely inform guests, if necessary, that flash photography is not permitted during the service.
8. Please do not allow anyone to enter the sanctuary when the ark is open, during the Rabbi's sermon, when the parents are speaking, and when the Rabbi is addressing the Bar/Bat Mitzvah.
9. When necessary, remind the friends of the Bar/Bat Mitzvah to be respectful and attentive during the service.
10. Following the service, please collect any booklets and return them to the table in the foyer. Throw out any trash left in the sanctuary. If there will be a celebration directly after the service and sanctuary chairs need to be moved, please remove all prayer books from the seat backs and store them in the cabinets or book cart.
11. At the Kiddush following the service, the usher and the board representative should stay until a majority of the congregants and guests have left. Please assist in putting away all food items and paper goods. Our synagogue maintenance staff will vacuum later.

FACILITY INFORMATION

- Our sanctuary can seat 177 persons for the service.
- Our social hall can accommodate 10-11 round tables with 8 of our in-house chairs around each table. With the dividing wall between the social hall and sanctuary open, we can accommodate an additional 8 to 9 round tables with 8 of our in-house chairs. The synagogue can provide 19 round tables with 8 chairs around each table. Additional tables and chairs need to be rented from an outside vendor by the family.
- We have a dance floor which can be placed in the social hall.
- The lobby and outside patio can be used for food and bar service. A tent can be placed on the patio. The tent can be rented by an outside vendor and must be in compliance with fire codes.
- Our kitchen is able to provide the caterer with warming ovens and set up space. We do not provide linens, glasses, plates or eating/serving utensils. Your caterer will provide these items.
- The social hall and sanctuary may be decorated, however the sanctuary may not be changed or decorated until the religious service is over.
- Our classrooms are NOT available for use during an in-house party.
- Our administrative staff will work directly with your caterer, party planner and any other people you identify in coordinating the delivery, storage and setting up for your Simcha (celebration).
- Our staff will coordinate with your photographer to allow for portraits and other pictures prior to or after the service. Video cameras on a stationary tripod are permitted during the service in the sanctuary, as per Kol Emet's current policy.
- We are a fully non-smoking environment, and we do not encourage smoking on our grounds.
- Our building is fully air conditioned.
- Our parking lot is brightly lit.

BIMAH DECORATIONS

Many Kol Emet families provide decorative baskets to adorn the bimah (dais) during a Bar/Bat Mitzvah service. It is entirely optional whether you choose to do this.

If you select floral arrangements or plants for the bimah, please keep them tasteful and appropriate to the surroundings. You may order them from the florist of your choosing. Please keep in mind that delivery must be scheduled BEFORE 3:00pm the Friday before your Simcha (celebration).

You can make it a double Simcha by ordering Mitzvah Food Baskets to be donated to a local food bank after your service. For more information regarding these baskets, contact: *Because We Care* at 215-635-4774.

Jewish Family & Children's Service of Greater Mercer County has a program called *Centerpieces for Tzedakah*. They can be made bimah size or in multiple smaller sizes to use as centerpieces for your party. The money collected from these baskets is sent to the Emergency Food Assistance Fund. For more information, contact Debbie Gross or Beth Englezos at 609-987-8100 or bethe@jfcsonline.org.

If you are sharing the date (AM/PM), you may want to contact the other family in order to coordinate decorating the Bimah.

CONGREGATION KOL EMET POLICY FOR BUILDING USE

1. No smoking is permitted in any part of the building, including the lavatories.
2. Formal written application, along with a 50% non-refundable deposit, is necessary to book the social hall. The balance is due thirty (30) days prior to the event – NO EXCEPTIONS!
3. Families must provide a list of each vendor who will come into the building, including, but not limited to, caterers, photographers, florists and musicians. This list must include all pertinent contact information, supervisory information, as well as a VALID and CURRENT Certificate of Liability Insurance form. This is due six (6) months prior to the event.
4. The person(s) booking the room rental is ultimately responsible for any and all damage to synagogue property during the set hours of the affair as well as vendor set-up and break-down time.
5. All fees, past and present, must be paid no later than thirty (30) days prior to the event.
6. Booking the social hall is generally on a first-come, first-served basis and only occurs with submission of a written application and a 50% deposit. To be guaranteed, reservations must be made 18 months in advance of the function.
7. Non-congregant individuals and groups may only book the social hall within 18 months of an event in order to allow congregants ample opportunity to book their own events.
8. The Ritual Committee will determine all rules of Kashrut that will be observed within the synagogue. The decision of that committee is final.
9. The synagogue's liability, in the event the building is not available due to fire, flood, lack of utilities, and acts of G-d, is limited to a full refund of the booking fee ONLY.
10. Smoke machines may not be used in the building.
11. Tape may not be applied to any wall or floor surface in the building. This includes the use of colorful stickers as party favors, etc.
12. The Administrative and Rabbis' offices will be locked and unavailable during non-office hours.
13. The classrooms may not be used.
14. Sanctuary chairs may not be moved from the sanctuary unless prior arrangements have been made with the Kol Emet maintenance staff.
15. All fees are subject to change by action of the Board of Directors at any time.
16. Only those specific areas and facilities arranged for in advance may be used for the event. The room fee includes set-up and removal of tables, chairs, and other arranged equipment (microphones, podiums, etc.). It is the responsibility of the family to provide the set-up information, including any necessary floor plans and delivery schedules, to the Executive Director at least one week in advance of the function. Fees DO NOT include setting the tables, set-up of food, clearing the tables, or cleaning the kitchen. Table covers are not included. Please see our policy for caterers who use our space at the end of this packet. It is the responsibility of the family to insure that these guidelines are met.

My signature indicates that I have read the policy for building rules regarding the rental of Kol Emet and that I agree to abide by these rules.

Signature

Date

1 Copy to Kol Emet

1 Copy to Signer

**CONGREGATION KOL EMET
ROOM RENTAL FEES AND HOURS**

**Extended Kiddush/Oneg Shabbat after Bar/Bat Mitzvah –or-
Up to 2 hour Friday Night Dinner –or-
Up to 2 hour Saturday Kiddush Lunch**

Congregants	\$175
Anything over 2 hours	\$ 75 additional

4-Hour Luncheon / 5-Hour Dinner Receptions

Congregants	\$375
Non-Congregants	\$600
Additional hour/or part	\$100 additional

Meetings

Congregants	\$ 50/hour
Jewish Non-Profit Groups	\$ 75/hour
Other Non-Profit Groups	\$ 100/hour

***These fees apply ONLY to occasional usage of building.*

Saturday Hours for Building Use:

9:30am - 11:30am	Shabbat morning Bar/Bat Mitzvah Service
11:30am - 12:00pm	Oneg Shabbat/Kiddush
12:00pm - 4:00pm	Luncheon or Receptions
5:00pm - 7:00pm	Havdalah Bar/Bat Mitzvah Service
7:00pm - 12:00am	Dinner or Receptions

**CONGREGATION KOL EMET
SOCIAL HALL RENTAL CONTRACT**

Date of Affair _____ Date of Application _____

Name _____ Address _____

H-Phone _____ W-Phone _____ Email _____

Cell Phone #1 _____ Cell phone # 2 _____

Event: Bar/Bat Mitzvah _____ Wedding _____ Other _____

Name(s) of Celebrant(s) _____

Number of Guests _____ Start Time _____ End Time _____ Total Hours _____

(Check all that apply)

Type of Event	Fee	Total
_____ Oneg Shabbat/Kiddush	see schedule	_____
_____ Luncheon	see schedule	_____
_____ Dinner	see schedule	_____
_____ Meeting	see schedule	_____
	Total due	_____
	50% dep -	_____
	Balance 30 days prior	_____

All fees are non-refundable. Please complete the enclosed vendor list. The application along with 50% of all fees is due when the affair is booked. Final payment is due no later than 30 days prior to the affair. The vendor list is due 6 months prior to the affair. Any additional fees will be billed.

I/We have read and agree to abide to the attached Building Usage, Fee Schedule and Policy Statement.

Applicant

Date

Applicant

Date

Approved by

Date

**CONGREGATION KOL EMET
VENDOR LIST**

Date _____ *Type of Affair* _____

Booking Name _____ *Home Phone* _____

Address _____

Work Phone _____ Fax _____ Email _____

.....
Caterer _____ Address _____

Phone _____ Fax _____ E-mail _____

Caterer _____ Address _____

Phone _____ Fax _____ E-mail _____

Band/DJ _____ Address _____

Phone _____ Fax _____ E-mail _____

Florist _____ Address _____

Phone _____ Fax _____ E-mail _____

Photographer _____ Address _____

Phone _____ Fax _____ E-mail _____

Video _____ Address _____

Phone _____ Fax _____ E-mail _____

Decorator _____ Address _____

Phone _____ Fax _____ E-mail _____

Within six (6) months of the event, families must fill out and return the list of vendors who will be entering the building, including, but not limited to, caterers, photographers, florists, decorators and musicians. A current Certificate of Liability for each vendor also must be submitted. If the sole service provided is delivery of items already prepared (not on synagogue premises), no certificate is necessary.

DIRECTIONS TO CONGREGATION KOL EMET

1360 Oxford Valley Road, Yardley, PA 19067, 215-493-8522 www.kolemet.org

FROM THE NEWTOWN BY-PASS (ROUTE 332):

Take 332 East (from the Newtown area) to Stony Hill Road (at Shady Brook Farm). Make a right onto Stony Hill Road. At the traffic light, turn left, remaining on Stony Hill Road. Follow Stony Hill Road to Oxford Valley Road (the first light past the train tracks). Make a left onto Oxford Valley Road. The entrance to the synagogue is about ¼ mile on the left.

FROM I-95 (Philly Area):

Take I-95 North to Exit 46A (Oxford Valley/Morrisville Route 1 North). Follow exit ramp onto Route 1 North and go to the next exit (Oxford Valley). See “From Route 1 North” below for rest of directions.*

FROM PENNSYLVANIA TURNPIKE:

Take PA Turnpike to Exit 351 (old Exit 28) - Philadelphia. After tolls, follow signs to Route 1 North. See “From Route 1 North” below for rest of directions.*

FROM NEW JERSEY TURNPIKE:

Take NJ Turnpike to Exit 6 - Pennsylvania. Once in Pennsylvania, go to Exit 351 (old Exit 28) - Philadelphia. After tolls, follow signs to Route 1 North. See “From Route 1 North” below for rest of directions.*

FROM I-95 TRENTON AREA

Take I-95 South into Pennsylvania. Take Exit 49 (Newtown/Route 332). Turn left onto 332 East. Be in the right lane. Pass I-95 entrance. Make a right at the next light onto Mirror Lake Road (at Patterson Farm). Go through light at Langhorne-Yardley Rd./Rt. 432. The street changes its name to Heacock Road. Go through the light at Edgewood Road. Make a left at the next light, Stony Hill Road. Follow Stony Hill Road to Oxford Valley Road (the first light past the train tracks). Make a left onto Oxford Valley Road. The entrance to the synagogue is about ¼ mile on the left.

FROM TRENTON/MORRISVILLE VIA ROUTE 1 SOUTH

Take Route 1 South to Oxford Valley. Turn right onto Oxford Valley Road. Pass traffic lights at Big Oak Road (Kohl’s Dept. Store) and at Willow Pond/Tanglewood. At the next light, make a right, which continues as Oxford Valley Road. If you were to go straight, Oxford Valley Road becomes Heacock Road, and you would encounter a railroad crossing. If this happens, go back. After turning to continue on Oxford Valley Road, travel about 1/4 mile through the light at Stony Hill Road. The entrance to the synagogue is on the left.

***FROM ROUTE 1 NORTH:**

Exit at Oxford Valley. Make a left onto Oxford Valley Road. Pass traffic lights at Route 1 South, at Big Oak Road (Kohl’s Dept. Store), and at Willow Pond/Tanglewood. At the next light, make a right, which continues as Oxford Valley Road. If you were to go straight, Oxford Valley Road becomes Heacock Road, and you would encounter a railroad crossing. If this happens, go back. After turning to continue on Oxford Valley Road, travel about 1/4 mile through the light at Stony Hill Road. The entrance to the synagogue is on the left.