



2017 Kol Shofar B'nei Mitzvah Handbook

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Mazel Tov!

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Your child is beginning the process of becoming a Jewish adult - of entering into a committed relationship with the Jewish people and God. You don't "have" a Bar/Bat Mitzvah; you "become" a Bar/Bat Mitzvah, a person responsible for doing mitzvot, or sacred duties. The Bar or Bat Mitzvah day is the moment that celebrates this transition and is a sacred event for your family. Please read this manual carefully so that you will have everything you need to prepare for this day.

Timeline of Preparation

At least one year before Bat/Bar Mitzvah	<ul style="list-style-type: none">- Attend orientation with Rabbi Levy- Arrange meetings with your teacher (see list on p. 2)
4 months before	<p>Call Alona Shahbaz at the synagogue office (415-388-1818, ext. 100) to schedule 5 appointments:</p> <ol style="list-style-type: none">1. Ritual orientation meeting with Rabbi Levy for parent(s)2. 3 drash meetings with the officiating rabbi for student3. Final meeting and rehearsal with officiating rabbi for students and parents
2 weeks before	<ul style="list-style-type: none">- Return Honors form to the office- Rehearsal, usually on Thursday afternoon. This is also when photos or video taping can be done- Call the office to let us know how many people to expect at Thursday minyan and breakfast
Thursday before	Attend Kol Shofar's Thursday morning minyan at 7:00 a.m. to lay tefillin. You and your family are invited to stay for breakfast

List of Bar/Bat Mitzvah Instructors

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All B'nei Mitzvah work with an instructor to prepare for the service. Instructors are paid directly by families on a sliding scale of \$50-75/session. Please speak to one of the rabbis if you need financial assistance.

Fred Cherniss	892-1488
Marilyn Goodman	305-3566
Sharon Laveson	888-8038
Matt Mercurio	517-2153
Alona Rafael	461-0614
Yetta Robinson	454-0802
Sandy Stadtler	460-5464
Robert Greenberg	488-7054
Stella Farael*	336-6155

**available for Hebrew tutoring only (not synagogue skills for the service)*

Illana Zauderer Parker** 735-7299

***charges an extra fee that includes voice training*

Any other teachers not on this list *must* be approved by the rabbi to ensure that they are familiar with our melodies, customs, and practices.

Other Fees

B'nei Mitzvah Fee	\$360
Dues	Congregational policy established by the Board of Directors requires that a family be current in their financial obligations to the synagogue (including dues and school fees) at the time of the B'nei Mitzvah. Should this present a hardship, please make special provisions with our Executive Director, Kaia Burkett, six months prior to the year of the Bar/Bat Mitzvah

Synagogue Skills	Lead the Torah service Chant the blessings for an aliyah Lead the Musaf service Lay Tefillin Chant Torah* <i>*Please note that tropes will be learned for chanting, giving you the ability to chant Torah in the future. Recordings of your portion will not be used for memorizing the portions.</i>
Optional Synagogue Skills	Chant the Haftarah blessings Chant the Haftarah portion
Education	You must be currently enrolled in a Jewish educational program
Tikkun Olam Project	Monthly class Tikkun Olam projects are offered to 7 th graders. Students may choose individual projects in addition to the class projects.
Shabbat Service Attendance	Minimum of 12 Services in the year before Bar/Bat Mitzvah (Parents and students)
Drash	Rabbi will help you prepare your teaching

B'nei Mitzvah Prayer Recordings

Recordings of all of the prayers that b'nei mitzvah students need to learn can be found on our website here:

<http://kolshofar.org/lifecycle/bnei-mitzvah/bnei-mitzvah-prayer-recordings/>

Ideas for Tikkun Olam Projects

Kol Shofar provides monthly Tikkun Olam projects for our B'nei Mitzvah students to do together as a group during the school year. You will receive a letter with the dates of the projects at the beginning of the 7th grade school year.

In addition, students can choose to take on their own personal project.

Gemilut Chasadim	Team Tzedek of Jewish Family and Children Services Read to the Blind Special Olympics The Redwoods Love is the Answer (visit a resident of a nursing home) Meals of Marin Drake Terrace–Kol Shofar’s service for Seniors
Hunger and Homelessness	Kol Shofar’s Hot Meal Program on 2 nd Sundays at 1pm Marin Emergency Shelter (REST) Marin Community Food Bank Saint Vincent DePaul
Education and Literacy	Reach Out and Read Drawbridge (Art for homeless and low-income children) Canal Alliance
Environment and Animals	The Junior Humane Society Audubon Society Environmental Education Council of Marin

B'nei Mitzvah Contacts

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What	Who	Contact Information
Appointments with rabbis and rehearsal	Alona Shahbaz	(415) 388-1818, ext.100
To sign up to lead a service or Ashrei	Nana Meyer or one of the rabbis	Nana: (929) 5830, ext. 212 nanameyer@aol.com
To read Torah	Maury Ostroff	(415) 381-9765 maury.ostroff@gmail.com
Thursday Minyan/Tefillin	Alona Shahbaz	(415) 388-1818, ext. 100
Director of Congregational Education	Jonathan Emanuel	(415) 388-1818, ext. 105
Youth Group/Teen Program/Madrichim	Jordan Hopstone	(415) 388-1818, ext. 101
To rent Kol Shofar for your party	Kaia Burkett	(415) 388-1818, ext. 103
Other concerns or questions	Rabbi Chai Levy	(415) 388-1818, ext. 100

1. Shabbat lunch is one of the holy meals of the Sabbath that includes kiddush (sanctifying the day over wine), hamotzie over challah, and birkat hamazon. Kiddush lunch is an important time for the Kol Shofar community to gather together for blessing, eating, singing, and connecting with each other. Every week, the kiddush is sponsored by a Kol Shofar family or individual. When there is a bar or bat mitzvah, the b'nei mitzvah families customarily sponsor the kiddush for the community and for their guests. For double b'nei mitzvah, the *Kiddush* must be jointly sponsored and the cost shared by the *B'nei Mitzvah* families.
2. Kiddush need not be a lavish spread, but it should be enough food for a lunch (bagels and cream cheese, salads, fruit and cookies).
3. In addition to your invited guests, please provide food for 60-70 people who regularly attend Shabbat Services. (70 in winter, 60 in summer).
4. If the cost of providing kiddush is a hardship for your family, please speak to the rabbi, and we will make arrangements to ensure a kiddush for your b'nei mitzvah day.
5. All food must be kosher in accordance with our kashrut policy, which can be found on our website, <http://kolshofar.org/about-us/rental-information/kiddush-kitchen/>
6. You have three choices for how to provide a Kiddush: (1) you may hire a caterer from the following list, (2) you may use our in-house caterer, or (3) you may do your own Kiddush—see next page.
7. We aim for a green, zero-waste Kiddush! Please plan to use our silverware (not plastic utensils) and to purchase biodegradable paper products which will be composted.

OPTION 1: Approved caterers:

Local Caterers who will prepare in our kosher kitchen:

Avi-ously Delicious	Avi Cohen	892-7685 or 883-8283
Delicious! Catering	Jan Goldberg	453-3710
Mangia Nosh	Robert Meyer	472-2894
Taste by Two	Susan Schatzberg	454-9979
Oracaters	Ora Schulman	205-5228

Regional Kosher Caterers:

Milk & Honey	Deborah Kelman	(650) 212-6455
Park Avenue	Bruce Riezenman	(707) 793-9645
Too Caterers	Wendy Kleckner	(650) 322-4189

OPTION 2 (new): Kol Shofar's in-house caterer

Kol Shofar now employs a part-time kitchen coordinator named Elena Tallerico. For 80-150 people (only), you may hire her to provide a simple Kiddush lunch, similar to that which is provided on non-B'nei Mitzvah days.

The cost is \$13/person, and the menu is:

WINE AND JUICE, 3 CHALLOT

8 DOZEN ASSORTED MINI BAGELS

CREAM CHEESE

FRESHLY GARNISHED GREEN SALAD WITH DRESSING

FRESH SEASONAL FRUIT SALAD

GRAIN OR PASTA SALAD

TUNA SALAD AND EGG SALAD

ASSORTED COOKIES OR BARS

COFFEE AND TEA, CREAM AND SUGAR

KOL SHOFAR PAPER PRODUCTS AND PAPER TABLE COVERINGS

These two additions are possible:

LOX WITH CONDIMENT PLATTER AVAILABLE FOR AN ADDITIONAL \$6.00 PER PERSON

½ SHEET CAKES (SERVES 40 GUESTS) AVAILABLE FROM SWEET THINGS BAKERY: \$88.00

WRITING OR DECORATION ON CAKE CAN BE DONE FOR AN ADDITIONAL COST

No other additions or changes may be made to the in-house menu

OPTION 3: Self-Catered Kiddush

You also have the option of providing a Do-It-Yourself Kiddush. In the spirit of community, you can organize a group of families who will work together in our kitchen to provide Kiddush for each other. You can also hire Elena for \$25/hour to set up and clean up on the day of your bar/bat mitzvah. While this does involve some work, it is less expensive than hiring a caterer.

How? Tessa Cherniss and Barbara Schwartz have prepared a wonderful manual for how to do your own Kiddush, which can be found here: <http://kolshofar.org/wp-content/uploads/2014/06/KOL-SHOFAR-KIDDUSH-GUIDE.pdf>

What? Our complete kashrut policy can be found here: Please speak to one of the rabbis if you have any questions.

<http://kolshofar.org/about-us/rental-information/kiddush-kitchen/>

With what? All food must be prepared in the Kol Shofar kitchen, using Kol Shofar's utensils.

When? Food for Kiddush must be delivered and cooked before 3:00 pm on Friday. Please call Alona Shahbaz at (415) 388-1818, ext. 100 to schedule time to work in the Kol Shofar kitchen.

Bar/Bat Mitzvah Service Outline

You will get a copy of this page detailing your exact Torah and Haftarah portions

Name	
Date	
Hebrew Date	
Parasha	

Pesukei D'zimra	Congregant
Shacharit Service	Congregant
Torah Service	Bar or Bat Mitzvah
Ark Opening 2 people	Honorees of Family
Drash on Torah portion	Bar or Bat Mitzvah

Aliyah Number	English Name	Hebrew name of honoree	Honoree's father (or parent)'s Hebrew name	Honoree's mother (or parent)'s Hebrew name	Torah Reader
1	reserved for congregant				
2	reserved for congregant				
3 1 st honoree					
3 2 nd honoree					
4 1 st honoree					
4 2 nd honoree					
5 1 st honoree					
5 2 nd honoree					
6 1 st honoree					
6 2 nd honoree					
7 1 st honoree	usually parent				
7 2 nd honoree	usually parent				
Maftir*	Bar or Bat Mitzvah				Bar or Bat Mitzvah

*Please note: the maftir is always done by the person chanting the haftarah. If a child does not chant haftarah, he or she will do another aliyah and not the maftir. This means losing one of the aliyot that can be given out for an honor.

Hagbah raising the Torah. Honoree must be a Kol Shofar member who knows how	Honoree of Family
Gelilah dressing the Torah.	Honoree of Family
Haftarah and Blessings	Bar Mitzvah student
Rabbi's drash	Rabbi
English Reading #1: Prayer for our Country (found in the back cover of prayerbook)	Honoree of Family
(Optional)Hebrew Reading: Prayer for State of Israel	Honoree of Family or member of the congregation
English Reading #2: Prayer for Peace or another prayer of your choice may be done here or before Torah service	Honoree of Family
Ark Opening 2 people	Honorees of Family
Musaf Service	Bar or Bat Mitzvah

Optional Honors (after the service)	
Kiddush	Honoree of Family
Hamotzie	Honoree of Family
Birkat Hamazon	Honoree of Family

Services begin at Kol Shofar at 9:15 a.m., and your family should be seated by that time. While your guests are welcome to arrive in time for the beginning of the service, you may want to suggest that they arrive closer to 10:10 a.m. as services last for 3 hours.

Parents are welcome to give their child his or her tallit in at the beginning of the service. If you need help with the blessing for putting on the tallit (found in the siddur), please speak with the rabbi. B'nei Mitzvah wear their tallitot during the entire service.

B'nei Mitzvah families may give aliyot to the Torah to their guests and family members. For double b'nei mitzvah (not twins in one family), each family is allowed 3 aliyot for individuals or couples. For a single bar/bat mitzvah or for twins in one family, each family is allowed 5 aliyot.

Kol Shofar is an egalitarian synagogue; both men and women called to the Torah wear a tallit and a head covering.

Those receiving aliyot are called by their Hebrew names (name ben or bat name of parents). Please return the aliyot/honors form to the synagogue two weeks before the service. Please make sure that all people receiving aliyot are able to recite the blessings in Hebrew. You are encouraged to direct your guests who will be having an aliyah to this page in our website for guidance on how to have an aliyah: <http://kolshofar.org/services/prayer-melodies/>

All guest Torah readers must use traditional Torah trope, just as the B'nei Mitzvah do. However, preparation of Torah reading by memorization from a recording is permitted (but not encouraged) for parents of the B'nei Mitzvah, provided they know how to read Hebrew.

Only two people may be called for a shared aliyah. They may recite the blessings in unison, or one person may recite them.

Non-Jewish friends and family are welcome in Kol Shofar services and may participate by reading English prayers.

English prayers may be included in the service. Each family may choose 2 readings to assign to people that you'd like to honor. The prayers may be selected from our prayerbook, Siddur Sim Shalom, pages 353-370, 392-393, and please make one of your English prayers Prayer for Our Country, found in the back cover of the siddur. You may also assign Prayer for the State of Israel (page 149) to be read in Hebrew.

Hagbah (Lifting the Torah) and Gelilah (dressing the Torah) are two honors that you may give to friends or family members. The person who does Hagbah must be a member of the Kol Shofar community so that we can assure that he or she knows how to do this difficult ritual. Both Hagbah and Gelilah need to wear a tallit and head covering.

Rather than “throwing candy” at the bar/bat mitzvah, which can get dangerous and unruly, we follow the *optional* (not required!) custom of “showering candy” in which an invited honoree/s drops a handful of candy on the bar/bar mitzvah as we sing “siman tov umazel tov.”

Decorum guidelines for you and your guests:

Kippot are worn by all males, Jewish and non-Jewish. Women are encouraged, but not required, to wear head coverings.

All Jewish men should wear Tallitot, and Jewish women are encouraged to do so. Women called to the Torah must wear a tallit and head covering.

Siddurim (prayer books) and Chumashim (Bibles) are holy books and should not be placed on the floor. Jews and non-Jews should stand when the ark is opened and when the Torah is carried.

On Shabbat, we do not create; we let the world and ourselves just BE. Therefore, during and after the service, including kiddush, we do not permit: videotaping, recording, cameras, cell phones, writing, handling of money. If you must keep your beeper on, please change it to vibrate mode.

Appropriate dress for the synagogue is modest and respectful – please no strapless dresses, spaghetti straps, short skirts, or exposed midriffs.

You can congratulate by saying “Yasher Koach” or “Mazel Tov,” but please do not applaud. It is appropriate to clap during the singing of Siman Tov u’Mazel Tov or prayers.

The Shabbat service has 4 parts: Psukei D'zimra, Shacharit, Torah Service, and Musaf.

Psukei D'zimra means "verses of song" and consists of blessings, songs, and prayers that express praise and gratitude and that are recited every day of the year. This part of the service prepares us for the central prayers of Shacharit.

Shacharit is the daily morning service, which begins with Borchu, the call to prayer. The main parts of Shacharit are (1) the Shema and the blessings before and after the Shema and (2) the Amidah, the standing silent prayer. The Amidah is also repeated aloud for the community.

The third part of the service is the Torah service, which begins around 10:10 am. The weekly Torah portion, or parasha, is divided into 7 sections, which are read by members of the community. Family and friends who would like to read Torah should call Susan Schneider (891-8325) to make arrangements. B'nei Mitzvah usually read the final section called the maftir, but they have the option of reading additional aliyot. Again, contact Susan Schneider to sign up.

Kol Shofar reads the Torah on the Triennial cycle. This means we read one-third of the Torah portion each week. One year, we read the first third. The next year, we read the second third, and the third year, we read the third. After the Torah reading, the b'nei mitzvah chant the Haftarah, a selection from the prophetic books of the Bible that is connected by theme to the Torah reading or to the Jewish calendar.

Finally, Musaf is the "additional" service, done on Shabbat and holidays. It consists of an additional Amidah.

After Musaf, Aleynu and Mourner's Kaddish, there are announcements. The service concludes with the rabbi's blessing to the B'nei Mitzvah and with the singing of Adon Olam.

Here are some guidelines to help you prepare your drash on either the Torah portion or Haftarah. (You will be assigned to speak about one or the other)

Getting started Before your first drash meeting, please read your Torah portion and Haftarah and think about what themes, passages, values, or concepts interest you from your portion. This is your chance to be creative, to think deeply about what your portion means to you, and to discover what it is that you want to teach your community as you become a bat/bar mitzvah.

Writing your drash Your drash should be about 5 minutes long and should be 2-3 typed, double-spaced pages long. Begin and end with “Shabbat Shalom” and make sure to mention the name of your parasha (portion) in the beginning of your drash.

Whether you are speaking about the Torah or Haftarah, your d’var Torah should have one central concept that you’d like to convey, one core idea that you’d like people to remember. If you are speaking on the Haftarah, you may discuss how it relates to your Torah portion. It is helpful to begin writing by creating an outline of your drash. Here is a suggested outline:

1. Introduction that includes a brief overview of your portion
2. Main body of your d’var Torah that raises the one question, issue, point, or teaching that is your message
3. Discuss and develop this point by using an example from your life or by explaining how it relates to our lives today
4. Conclusion that summarizes your main point

Please write your rough draft on your computer and bring it to your second meeting. Having it on the computer will make editing easier for you. You’ll bring your final draft to your third meeting. If you need additional help, the rabbi is available to read e-mailed drashot.

Help from others We encourage you to learn and discuss your portion with your parents, siblings, friends, or teachers. However, this is your drash and preparing it is your chance to find your own insights and teachings about the parasha!

Invite your classmates	In the spirit of building an inclusive community, please invite children’s Beit Binah/Tichon and Brandeis Hillel classmates to your family’s bar/bat mitzvah service. A list of all 2017 B’nei Mitzvah can be found at the end of the handbook.
Information Pamphlet	You may create a pamphlet for your guests. See the next page for examples. Kol Shofar provides a welcome booklet that explains our services, so you need not describe the service in your pamphlet.
Party at Kol Shofar	You may rent our Beit Am (social hall) with its sweeping view of the mountains, floor to ceiling glass doors, and sparkling bamboo floors perfect for dancing. Please contact our Executive Director at (415)388-1818 ext. 103 to book your party.

Bar/Bat Mitzvah Student Shabbat Service Attendance

Please complete the following form after attending Shabbat services and have your Bar or Bat Mitzvah teacher sign it. Doing so is also a good time to discuss the service with your teacher and ask questions. Remember 12 is only the minimum number of services! Please turn this form into one of the rabbis before your bar/bar mitzvah.

Student's Name:

Bar/Bat Mitzvah Date:

	Date	Where you attended services	Which Parent accompanied you	Teacher's Initials
Shabbat 1				
Shabbat 2				
Shabbat 3				
Shabbat 4				
Shabbat 5				
Shabbat 6				
Shabbat 7				
Shabbat 8				
Shabbat 9				
Shabbat 10				
Shabbat 11				
Shabbat 12				

Rabbi's Signature:
