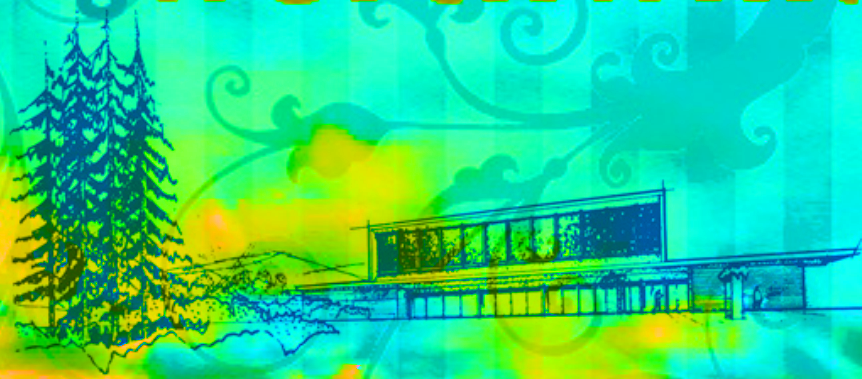


RESPONSIBILITY Making
MITZVAH community rite LIFE-LONG
Orientation ISRAEL Torah Global
respect Kavod CITIZEN FAMILY
Becoming worthwhile Practice
Doing



Herzl-Ner Tamid Conservative Congregation B'nai Mitzvah Handbook

3700 E. Mercer Way - Mercer Island, WA 98040
Office: 206-232-8555
www.h-nt.org

Herzl-Ner Tamid Conservative Congregation

Phone: (206) 232-8555

Bar/Bat Mitzvah Clergy and Staff

Rabbi Jay Rosenbaum

Senior Rabbi

rabbir@h-nt.org

Cell: 206-849-0918

Office Ext.: 211

Cantor Bradlee Kurland

Cantor

cantor@h-nt.org

Cell: 206-841-7554

Office Ext.: 214

Nadine Strauss

Executive Director

nadine@h-nt.org

Office Ext.: 203

Dr. Eliyahu Krigel, CJE

Director of Education

eliyahu@h-nt.org

Cell: 425-559-3739

Office Ext.: 220

**Administrative Assistant
to the Clergy**

carolr@h-nt.org

Office Ext.: 208

Linda Krisher

B'nai Mitzvah Scheduler

lrok7@msn.com

Parents will receive
contact information
closer to scheduling time.



Community strength and unity

B'ruchim HaBa-im / Welcome!

Shalom Parents,

Welcome to our updated B'nai Mitzvah Handbook! We are so thankful to partner with you in this sacred journey through the Bar/Bat Mitzvah experience. We are here for you every step of the way and we are looking forward to a fantastic experience with you. You are about to embark on one of the most exciting and rewarding experiences in your family's Jewish life, the Bar/Bat Mitzvah of your child. In this handbook, you will find suggestions for ways in which you can enhance and enrich the Bar/Bat Mitzvah experience for your child, yourself and your entire family as well as information regarding the entire Bar/Bat Mitzvah process. The Bar/Bat Mitzvah is a ceremony with so many levels of meaning. For your child, it represents a coming of age, an opportunity to recognize potential, develop leadership skills, connect to the larger community and shine in the presence of family and friends. For you, it is a time of reflection on thirteen years of parenthood, and an opportunity to anticipate new adventures in your child's future.

All of us at Herzl-Ner Tamid want to help you to make this most beautiful time in your life everything you want it to be. Please feel free to call upon our staff for advice, support and counsel. New additions to our program this year include:

- A "Becoming a Leader" Trip based on experiential education and developing leadership capabilities.
- Students donning tefillin and tallit at the Sunday morning minyan prior to their Bar/Bat Mitzvah experience.
- Torah reading date 3 months after becoming a Bar/Bat Mitzvah.
- Putting the "mitzvah" into the Bar/Bat Mitzvah experience with sustained social action projects.
- Interview a Holocaust survivor, Ethiopian Jew, or IDF soldier and present to the 7th Grade your findings. Work with the Director of Education in this process.

If you have any questions or concerns, please don't hesitate to contact us at your earliest convenience. The Director of Education is your first contact regarding anything related to the Bar/Bat Mitzvah process at HNT. All our best to you for a simchah full of great meaning and joy!

The B'nai Mitzvah Timeline

Please Note: All times are approximate

Two or More Years Out

- Fall of 5th Grade year: Group parent meeting with the Director of Education and the B'nai Mitzvah Scheduler in December.
- Parents complete online Bar/Bat Mitzvah application and submit necessary information.
- Winter of 5th Grade Year: Singles lottery for single-Shabbat dates.
- Spring of 5th Grade Year: Distribution of class B'nai Mitzvah calendar.
- Student attends classes and synagogue for 5th grade, or is enrolled in a Jewish day school, or family makes arrangements with the Director of Education.
- Student continues attendance in Frankel Religious School during 6th and 7th Grades.
- B'Yachad parent learning at HNT.

12 Months Prior to Bar/Bat Mitzvah

- Parents/student meet with the Director of Education to discuss the Bar/Bat Mitzvah process, assign a Torah Tutor, discuss the mitzvah project, distribute Torah portion booklet, answer questions, and general orientation.
- Student maintains classroom attendance of at least 70%.
- Family and student participate in Friday evening and Saturday morning services at least once/month (ongoing).
- Continue with Mitzvah project, family preparations, synagogue attendance, classroom attendance, and B'Yachad learning.



10 Months Prior to Bar/Bat Mitzvah

- Administrative Assistant to the Clergy will contact family to schedule assessment with Cantor.
- Student meets with Cantor for Hebrew and prayer assessment, assignment of Torah and Haftarah readings.
- Student begins Torah Tutoring sessions.
- Continue with Mitzvah project, family preparations, synagogue attendance, classroom attendance, and B'Yachad learning.

9 Months Prior to Bar/Bat Mitzvah

- Parents meet with officiating Rabbi to get to know each other – 1 hour and 15 minutes.
- Parents and students have a conversation with the Director of Education about the direction and progress of the mitzvah project.
- Torah Tutor sessions continue.
- Administrative Assistant to the Clergy will contact family to schedule the parent meeting with the Rabbi, as well as three student meetings with the Rabbi to work on the D'var Torah.
- Meet with Facility Manager to begin planning synagogue celebration and options.
- Continue with Mitzvah project, family preparations, synagogue attendance, classroom attendance, and B'Yachad learning.

6-7 Months Prior to Bar/Bat Mitzvah

- You will receive a letter from the Administrative Assistant to the Clergy prompting you to contact her and schedule lessons with Cantor: Total - 22 lessons consisting of 19 sessions of 30 minutes and 3 sessions of 45 minutes. Also included in the packet is additional information about mitzvah opportunities.
- Student has first meeting with Rabbi to study the student's Torah portion and generate ideas for the D'var Torah (learning insight) that the student will prepare and share at the Bar or Bat Mitzvah.
- Continue with Mitzvah project, family preparations, synagogue attendance, classroom attendance, and B'Yachad learning.

6 Months Prior to Bar/Bat Mitzvah

- Weekly sessions with Cantor.
- 2nd D'var Torah meeting with Rabbi.
- Continue with Mitzvah project, family preparations, synagogue attendance, classroom attendance, and B'Yachad learning.

4 Months Prior to Bar/Bat Mitzvah

- Weekly sessions with Cantor continue.
- 3rd D'var Torah meeting with Rabbi.
- Schedule a Torah reading or alternative prayer leadership role with the Director of Education for three months after the B'nai Mitzvah ceremony.
- Continue with Mitzvah project, family preparations, synagogue attendance, classroom attendance, and B'Yachad learning.

3 Months Prior to Bar/Bat Mitzvah

- Letter from HNT office with:
 - o Hakol Form
 - o Family Participation Form
- Submit to HNT office the profile and photo of the Bar/Bat Mitzvah student by the first day of the month prior to the month of the Bar/Bat Mitzvah. Example: for a March Bar/Bat Mitzvah, the profile and photo must be submitted by February 1.
- Finalize celebratory details and forms.
- Bring HNT account up to date.
- Continue with Mitzvah project, family preparations, synagogue attendance, classroom attendance, and B'Yachad learning.

1 Month Prior to Bar/Bat Mitzvah

- Optional: Submit parent insert for the Shabbat brochure to the Rabbi for approval. Comments must be limited to ½ page (8.5"x 5.5"). Once Rabbi's approval is obtained, submit typed copies ready for Shabbat brochure to HNT office. Due in ½ page copied format one week prior to Bar/Bat Mitzvah date. (Note: Two families can share back-to-back sheet for a dual Bar/Bat Mitzvah).
- Any Torah readers (example: family) need to call the Administrative Assistant to the Clergy to schedule a time with Cantor to review their Torah portion either in person or over the phone.
- Continue with Mitzvah project, family preparations, synagogue attendance, classroom attendance, and B'Yachad learning.
- Finalize catering details with the Facility Manager.

2 Weeks Prior to Bar/Bat Mitzvah

- Parents submit Family Participation Form and parents' remarks/speech (300 word limit) to Rabbi.

- Before the Monday prior to the Bar/Bat Mitzvah, all Torah readers must meet with or call Cantor to review their Torah portion chanting.
- Havdalah at home with your family (see the Director of Education for assistance)
- Continue with Mitzvah project, family preparations, synagogue attendance, classroom attendance, and B'Yachad learning.

1 Week Prior to Bar/Bat Mitzvah

- Sunday: Attend Sunday morning 9:00 am minyan and don Tefillin.
- Monday: Prior to this day, all Torah readers must have met with or had a phone conversation with Cantor regarding their Torah portion.
- Tuesday: Shabbat brochure insert and Kippot due to the Administrative Assistant to the Clergy (Optional).
- Tuesday: Final meeting and practice with Rabbi for a walk-through of the service and review of any last minute items. Bar/Bat Mitzvah child needs to be accompanied by at least one parent.
- Thursday: Final “dress” rehearsal with Cantor - should include any family members or friends who will be participating in the service or reading Torah. Photos with the clergy are taken during the rehearsal when the Ark is open and the Torah taken out. Opening the Ark and removing the Torah may happen only when the clergy are present. Family photos, not including the clergy, can be taken before or after the rehearsal.



After the Bar or Bat Mitzvah Experience at HNT

Madrichim Training Program (8-12th Grade):

The Madrichim Training Program hopes to provide all our students with the pedagogic tools to effectively contribute to the learning experience at FRS. The class will cover:

- Training for teaching assistants at FRS
- Shabbat leadership prayer opportunities
- Discussing and learning about Jewish hot topics
- Leadership skills

Texts: The Madrichim Manual

Masa Leadership Program (9-12th Grade)

- 1. Madrichim Program: Our youth work in the religious school assisting teachers. In addition, students are Torah Tutors for b'nai mitzvah students. Our Madrichim program includes a study component each Sunday while the FRS students are in the family service.
- 2. United Synagogue Youth (USY) is our youth group for our high school students, which includes chapter, regional, and international programming. We have a thriving USY chapter called Seattle Achim led by the following USY board members: Ariela Ikezawa, Josh Kittay, Evan Sigmon, Shayna Wagner, Sadie Younker, Isaiah Krigel, Sam Raskind, and Risa Wagner. Michaela Covner is our incredible USY advisor.
- 3. High School Trips: Students can participate in the Gwenn and Dean Polik and Valerie Polack sponsored trips to experience Jewish life in various cities across North America. These trips aim to broaden the Jewish experiences of our teens, create lifelong connections between teens, and connect our students with the larger Jewish people. There is also a monthly Tuesday evening class in which students gather to understanding, plan, and learn about where they are visiting on their trip.



Highlights of the post B'nai Mitzvah program at HNT include

Becoming a Bar/Bat Mitzvah signals a personal commitment to continue Jewish learning on a more mature level. Throughout the Bar/Bat Mitzvah process, students develop a strong Jewish identity, increased understanding of Jewish ideas, and a positive connection to the Jewish community – all of which can be bolstered and deepened as they grow into young adulthood. Here are some ways our students continue the journey:

- The Becoming a Leader Trip during the summer with HNT friends and the Director of Education.
- 8-12th Madrichim Training Program
- Jewish Youth programs: Kadima, USY, Camp Solomon Schechter, Camp Ramah, BBYO, and more.
- Participation in HNT services, either leading parts of the service or in some other fashion.
- Student can apply to work as a Torah Tutor for younger B'nai Mitzvah students or as a Teacher's Assistant in the Frankel Religious School (paid work for children age 14 years and older).
- Scheduled Torah reading or alternative prayer leadership role on Shabbat morning three months after Bar/Bat Mitzvah service.
- Yearly Haftarah readings on anniversary of Bar/Bat Mitzvah ceremony if there is not a Bar/Bat Mitzvah already scheduled for that day.
- Masa Leadership Program
- Experiential trips on a two-year rotation based on informal education during February break for 9th - 12th Graders with the Director of Education.

The Jewish Journey Preparing Two or more Years Out

The Jewish journey begins long before a Bar/Bat Mitzvah and continues for a lifetime! Everything you do as Jewish parents helps prepare your child to mark the first 13 years of his/her Jewish journey by demonstrating leadership and celebrating with confidence.

Below are two important guidelines to follow to lay a solid foundation of educational background for the Bar/Bat Mitzvah experience:

1. For the greatest success of each student, we request that the student attend and successfully complete a structured program of formal Jewish education

for at least 5 years prior to the Bar/Bat Mitzvah, either through our Frankel Religious School, a Jewish day school, or approved private tutoring. Families of students with less than 5 years of formal Jewish learning prior to the Bar/Bat Mitzvah year should consult with Dr. Eliyahu to develop a plan for gaining the skills and knowledge needed to become Bar/Bat Mitzvah at HNT.

2. During the year in which the Bar/Bat Mitzvah ceremony occurs, the Bar/Bat Mitzvah student must be enrolled in and complete a Jewish educational program in our Frankel Religious School, a Jewish Day School, or an equivalent program.

Please contact the Director of Education with any questions about the following information or how we can help your family during this special time.

Regular Shabbat attendance supports a student's preparation for a leadership role as a Bar/Bat Mitzvah.

The goal is for students to become familiar and comfortable with the flow and content of both the Friday evening and Shabbat morning services. Students in the 3rd – 5th Grade B'Yachad and Middle School B'Yachad programs will have experiences leading the congregation in selected prayers and the order of the service that will compliment and supplement the classroom curriculum. Additionally, students will become comfortable speaking in front of others. Regular classroom and B'Yachad attendance will support and enhance a student's Bar/Bat Mitzvah experience.

B'nai Mitzvah dates are generally assigned during a student's 5th Grade year. Due to holidays, synagogue events, and other calendar limitations, only a selected number of Shabbat dates are available for a Bar or Bat Mitzvah celebration. Depending on the number of 5th Grade students in a given year, some students are paired after a lottery for single available dates has been drawn. After your family completes the Bar/Bat Mitzvah application, a date will be assigned by the B'nai Mitzvah Scheduler. Certain pairings are kept open for students who move from out of town or otherwise join the synagogue after their 5th Grade year.

6th Grade

The 6th Grade class centers on prayer leadership, not only learning the prayers, but mastering them so students feel comfortable walking into any Jewish service. The entire 6th grade year is spent focusing on the students' responsibilities on the day of the Bar or Bat mitzvah ceremony while also preparing them to participate in Shabbat services throughout their lives. Students learn what the prayers mean and how they might be relevant to their lives during this class.

7th Grade

The Bar/Bat Mitzvah ceremony marks the beginning of our lives as a member of the Jewish community, and our 7th Grade class on Tuesdays focuses on “middot” (Jewish values) as well as participation in Jewish life cycle events. This part of our curriculum attempts to provide students with the necessary tools to fulfill the mitzvot, our most sacred obligations. We also extend the focus to other aspects of Jewish life with this component of our program. Many of the students will become a Bar/Bat Mitzvah during the year, and by focusing this aspect of the class on life after the Bar/Bat Mitzvah year, we are aiming to make the learning relevant and meaningful so that students will continue to attend class after their ceremony.

On Shabbat mornings, we focus on prayer leadership and an in-depth study of the weekly Torah portion. Our class leads the Torah service each week and learns what the prayers are about and how they apply directly to our own lives. Developing a personalized relationship with the liturgy is a central goal of the class. The students also lead the full Kiddush in class, and we spend time dissecting and learning the prayers they will be responsible for when they become B'nai Mitzvah at HNT. All students are always invited to

stay for Kiddush after services. Parents should feel free to come to the Kiddush, as well, for a light nosh after services. Appropriate Shabbat attire is most appreciated so our students feel comfortable joining the traditional service.

Family Membership

1. *The family of the Bar/Bat Mitzvah need to be members in good standing at Herzl-Ner Tamid.*
2. *All synagogue financial responsibilities must be current. This includes membership dues, building fund obligations, Frankel Religious School tuition and Bar/Bat Mitzvah fees.*
3. *Students entering our educational program late, or with minimal or no previous Jewish schooling, will need to meet with the Director of Education to create a plan to supplement their classroom studies.*
4. *One or both parents are asked to attend the 3rd – 5th Grade B'Yachad Program and the Middle School B'Yachad program to help the family prepare for this meaningful family celebration.*

Preparing to Lead the Congregation One Year Out and Counting

When a Bar/Bat Mitzvah leads the congregation in prayer,

s/he is serving as “Shaliach Tzibbur”, one who represents the community before God. This is an honored responsibility requiring respect, competence and commitment. The skills and values which our B'nai Mitzvah gain as each becomes a Shaliach Tzibbur stay with them long after the day of the Bar/Bat Mitzvah celebration.

The following section tells you more about the role of our clergy and staff, and details as to what happens when you and your child meet with them.



--Dr. Eliyahu's Role--

The Director of Education, Dr. Eliyahu, is there to be the first point of contact for you throughout the Bar/Bat Mitzvah experience at HNT. Along with helping to coordinate Torah Tutors, Dr. Eliyahu is your go-to person at HNT for anything related to the Bar/Bat Mitzvah experience.

About one year out,

Dr. Eliyahu will meet with the student and parents for a general orientation and an opportunity to begin developing the mitzvah project. At this important family meeting, your son/daughter will receive a copy of the appropriate Bar/Bat Mitzvah Sedra Book.

The book contains a copy of the full Torah reading, both with vowels and trope and without vowels and trope (as it appears in the Torah). The book also includes a copy of the appropriate haftarah (with translation), Torah and Haftarah blessings, and other useful information about the sedra which may serve as a resource for the Bar or Bat Mitzvah student's D'var Torah. Dr. Eliyahu will also provide any special maftir or haftarah copies.

In addition, Dr. Eliyahu will work with each family and student to develop a comprehensive and on-going Bar/Bat Mitzvah social action or mitzvah project that fits the interests of each student. The 7th Grade will develop a list of mitzvah projects, using www.jchoice.org as a resource, and will distribute the list in class. While a list is provided in this handbook, students will add to this list as the year progresses.

Nine months out

Dr. Eliyahu will meet with the student to assess his/her learning progress and to develop the mitzvah project, in an effort to create a sustained and meaningful difference in the life of the Bar/Bat Mitzvah student, as well as within the greater community. He will be in touch with parents regarding any concerns, and is available to address your questions at any point in the process.

--Teen Torah Tutor's Role--

Each Bar/Bat Mitzvah is assigned a Teen Torah Tutor, who works with the student to prepare the reading and chanting of the Torah portion(s), and who can serve as a role model and mentor. This experience can be positive for both the Bar/Bat Mitzvah and the Teen, making a lasting impact on their Jewish journeys. The Director of Education will work with families and available Torah Tutors to find an appropriate match for each Bar/Bat Mitzvah student. Parents and Torah

Tutor can then arrange for regular appointments to meet for the 12 sessions. Bar/Bat Mitzvah students might also meet

with Torah Tutor to practice and assess progress being made. For each Bar/Bat Mitzvah student to be successful, at-home practice may be assigned.

9 - 10 months out

Torah tutoring lessons begin and are generally held at the synagogue. Exceptions may be made for having lessons at the home of the tutor, especially if the tutor has transportation issues or if the tutor's home is geographically close to the student's home.

- Bar/Bat Mitzvah students will keep any appointments made with the Torah Tutor. Continued missed appointments or last minute cancellations may result in the family being billed for additional tutoring sessions. We will do everything that we can to ensure a successful experience for your child. However, in the event that the family cannot commit to the lessons, the school cannot assume liability for the child being unprepared for his/her Bar/Bat Mitzvah.
- Please recognize that our tutors are high school students with busy schedules. Cancellations or changes must be confirmed with the Torah Tutor 24 hours ahead of time, except in cases of emergency or sudden illness.
- Bar/Bat Mitzvah students are expected to bring their parsha book and other materials to their sessions.
- Bar/Bat Mitzvah students will be expected to have completed practice or homework as assigned by the Torah Tutor.
- Special Needs: Adult Torah Tutors can be provided to help students who have special needs, to enhance and support their learning.

--Rabbi Rosenbaum's Role--

Starting at 9 months out,

Rabbi Rosenbaum will meet with parents to craft a meaningful Bar/Bat Mitzvah experience for your child. Over the months to follow, Rabbi Rosenbaum will work with each student several times to help develop the student's D'var Torah, or words of wisdom related to the specific Torah or Haftarah portion of each student. Rabbi Rosenbaum is available to meet with parents and students throughout the process for counseling and special assistance.

--Cantor Kurland's Role--

Cantor Kurland teaches students on several different levels. First, Cantor teaches the mechanics of tefillah (prayer): how to chant the Torah and Haftarah portions, the blessings and the tefillot (prayers). Second, Cantor attempts to convey a love for the text by making the letters of the prophets

and prayers dance and come alive for the student. As a by-product of these efforts, the student often develops an enthusiasm for the holy words, a deepened self-confidence, and sense of pride and accomplishment. Working with our educational team, the Bar/Bat Mitzvah will absorb and learn the underlying principles and religious perspectives to continue on their Jewish journey.

Approximately 9-10 months before the Bar/Bat Mitzvah, Cantor meets with the student to assess his/her abilities. During the next three months, the student will work with a Teen Tutor to master the reading and chanting of the Torah text, and to begin reading the Hebrew of the Haftarah when appropriate.

Approximately 6 months before the Bar/Bat Mitzvah, Cantor starts to meet with each student for about 30 minutes every week. There will be approximately 14 of these lessons in Cantor's office. Starting a month before the event, for the last three lessons, Cantor and the b'nai mitzvah student begin working in the sanctuary. This is an opportunity for hands-on training and getting accustomed to being on the bimah (the pulpit). At this point, we concentrate on the skills of projecting, focusing, fine-tuning skills and getting ready for the Bar/Bat Mitzvah day. This is an excellent time for parents to come and watch.

--The Administrative Assistant to the Clergy--

The Administrative Assistant to the Clergy sends out all important mailings and forms, and does the scheduling for Rabbi Rosenbaum and Cantor Kurland. Please contact the Administrative Assistant to the Clergy to schedule appointments with either Rabbi Rosenbaum or Cantor Kurland.

--The Facility Manager--

The Facility Manager is the person at HNT who helps families organize the Kiddush luncheon, or other arrangements at the synagogue, after the Bar/Bat Mitzvah service.

The Bar/Bat Mitzvah Student's Role

Think of this as a four-part process:

1. **Learning T'filot** - Students generally lead Friday night Maariv (2nd half of the Friday eve service) and the Shabbat morning services. These skills are taught in the Frankel Religious School and fine-tuned by Cantor.

Sometimes it is necessary for parents to pay for private tutoring during the Bar/Bat Mitzvah year, in order to meet the student's learning needs and prepare him/her to lead the t'filot with competence and confidence.

2) **Torah Trope** - This is taught in the 6th Grade class. The goal is to help prepare students for #3 below and to teach them a skill that they can continue to use post B'nai Mitzvah.

3) **Torah Reading** - Teaching the specific Bar/Bat Mitzvah portion. Each Bar/Bat Mitzvah student is matched with a teenage Torah tutor, who works one-on-one to teach the specific Bar/Bat Mitzvah portion. **The tutor is "allocated" 12 half hour lessons.** For paired B'nai Mitzvah ceremonies, Cantor and the Director of Education determine which student gets the maftir and which the acharon readings. Additional readings will be chosen by the Cantor or by the Torah Tutor with agreement from the Cantor.

4) **Haftarah Reading** - This is the primary teaching responsibility of the Cantor.

Additional Bar/Bat Mitzvah Tutoring or Support Requirements

- If the Cantor, the Torah Tutor, or student/parent feels that additional sessions are needed for any aspect of Bar/Bat Mitzvah preparation, the parent may, at their expense, hire the assigned Torah Tutor for additional lessons. The Director of Education is also available for consultation on other alternatives.
- If the child has extenuating learning needs or social challenges, funds may be available for additional tutoring through the Rachel Trager Fund at HNT. Please consult the Director of Education about this possible option.

The Bar/Bat Mitzvah Service: Leadership Responsibilities

Most of our B'nai Mitzvah ceremonies at HNT occur during a Shabbat morning service. Other families choose a Rosh Chodesh, Monday, Thursday, or other time the Torah is read. In a situation where participating in a Shabbat morning service poses specific learning challenges or obstacles for the student, families can request the option of a Mincha/Havdalah service. Please discuss all these options thoroughly with Dr. Eliyahu before settling on a specific day or time of day, in order to meet all the learning needs of the Bar/Bat Mitzvah student. Leadership responsibilities vary depending on the day and time of the service, as indicated below.

- On Friday: Selected Prayers from Kabbalat Shabbat, Ma'ariv service for Friday Night, We encourage all our students to participate in some way in the Friday night service before their Bar or Bat Mitzvah. If a B'nai Mitzvah service occurs on Saturday morning or afternoon, then the student is encouraged to lead the Friday before the service. If the Bar or Bat Mitzvah service occurs on a weekday, we encourage Friday night participation following the Monday, Thursday, or Rosh Hodesh service instead of before to make it more convenient for out of town relatives to attend.

On Saturday Morning

- Ma'ariv service for Friday Evening
- Blessings for the wearing of tallit
- Selected prayers during the Shacharit (Morning Service)
- Hoza'at HaTorah (prayers for taking out the Torah)
- Torah Brachot (blessings before & after the Torah reading)
- Torah portions: either the maftir or acharon (the last few verses of the weekly Torah reading or earlier verses recited just prior to the last portion) and at least one additional reading. B'nai Mitzvah are encouraged to master as many Torah readings as possible.
- Haftarah Brachot (blessings before & after the Prophetic reading)
- Haftarah (portion from the Prophets)
- Hachnasat HaTorah (prayers for returning the Torah)
- D'var Torah

On Sunday Rosh Chodesh or during Chanukah / Monday or Thursday Morning

- Ma'ariv service for Friday Evening
- Blessings for the wearing of tallit and tefillin
- Selected prayers during the Shacharit (Morning Service)
- Hallel (Rosh Chodesh and Hanukkah)
- Hoza'at HaTorah (prayers for taking out the Torah)
- Torah Brachot (blessings before and after the Torah reading)
- Torah portions: Associated Torah reading or readings related to the Torah portion
- Hachnasat HaTorah (prayers for returning the Torah)
- D'var Torah

On Saturday Afternoon Mincha/Havdalah

- Mincha (Afternoon) service
- Torah Brachot (blessings before and after the Torah reading)
- Torah portions: Associated Torah reading or readings related to the Torah portion
- Hachnasat HaTorah (prayers for returning the Torah)
- D'var Torah
- Havdalah service

Saturday Afternoon Mincha/Havdalah

There are three essential ingredients to this service which include:

- The Mincha Service which typically begins at 4:00 PM in the Winter months.
- Seudah Shlishit (Third Meal): The third meal is typically light but nourishing (for example tuna and egg salad). The third meal typically begins at 5:00 PM.
- Havdalah: If the service itself began at 4:00 PM, Havdalah will occur from 5:45 PM-6:00 PM.

This service schedule mentioned above is for a Mincha/Havdalah service that is in the Winter before Daylight Savings Time begins. During the summer months, Havdalah could start as late as 9:00 PM or later so families who request this service generally stay within the parameters of a Winter Shabbat because Havdalah begins so late in the Spring and Summer months.

Weekday, Sunday, or Rosh Hodesh Service

- These services typically begin at 9:30 AM.
- The service normally runs for two hours.
- Many people have a brunch or luncheon after the service.
- Students will put on Tefillin and wear throughout the service.
- It is expected that all people having an Aliyah will also don Tefillin as well.
- The only difference a Rosh Hodesh service has when compared to a weekday or Sunday service is that on Rosh Hodesh, Hallel is recited. The B'nai Mitzvah student may or may not participate in the recitation of Hallel depending upon the discretion of the Cantor and Rabbi.

TGIS (Thank God It's Shabbat) or High School Shabbat

Families are welcome to schedule a Bar or Bat Mitzvah on TGIS or High School Shabbat but need to know the following information beforehand:

- TGIS and High School Shabbat will have students participating in the Friday night service as well as the Bar or Bat Mitzvah student.
- Families will not be able to set up beforehand in the social hall for their Saturday luncheon Kiddush because of the Friday night program beforehand.
- Families who schedule on a TGIS or High School Shabbat evening must use the caterer that TGIS or the High School Shabbat use in order to coordinate the meal.

The Cantor may assign additional responsibilities when these prayers and biblical portions have been mastered. In addition to leading prayers and chanting from Torah, each Bar/ Bat Mitzvah prepares and presents a D'var Torah (literally, "word of Torah") – sharing with the congregation something significant s/he has learned from the Biblical portion(s) and from the process of becoming a Bar/Bat Mitzvah.

With all of the details of planning, coordinating, transporting, entertaining and making sure your children and other family members are prepared, it can be easy to lose sight of the real significance of the Bar or Bat Mitzvah ceremony.

This is a time to celebrate your child's Jewish growth -- his or her readiness, ability, and commitment to take on Jewish responsibilities. By modeling important Jewish values for your children, you truly give the most lasting gift of all.

Attendance at Shabbat Services

Attendance at Shabbat services prior to the Bar/Bat Mitzvah celebration must become a family priority. Beginning in the 6th grade year and continuing up to the date of the Bar/Bat Mitzvah, parents should plan to attend a minimum of 18 Shabbat services, either Friday evening or Shabbat morning. Use this opportunity to familiarize yourselves with the Shabbat service, forge bonds with fellow parents and congregants, and become comfortable in the synagogue setting.

Bimah Honors / Aliyot

Being called to the Torah is a significant honor in Judaism. The profound spiritual importance of this honor is reflected in the name of the ritual, "aliyah," which means "ascending" or "going up."



There are a number of Bimah and Torah honors in the service. Each Bar/Bat Mitzvah family has the privilege of selecting people for some of these honors. Each family may honor family and friends by asking them to participate in the following ways:

- 3 Aliyot - the recitation of the blessings before and after the Torah reading. Aliyot may be offered to an individual or to a couple where the individuals are married to one another.
- 2 People to open (or close) the Ark. One individual stands on each side of the ark, sliding the metal doors and opening or closing the curtain.
- 1 individual to recite a supplementary prayer in either English or Hebrew
- 1 individual to either lift the Torah (hagbah) or to roll and tie the Torah (gelilah)
- A non-Jewish parent may join his or her child on the bimah and give a parent blessing.

A form for listing those receiving honors (**Family Participation Form**) will be sent to you by mail from the Administrative Assistant to the Clergy 3-4 months prior to your event. This form must be completed and returned to the Administrative Assistant to the Clergy, no later than **the Monday of the week prior to the Bar/Bat Mitzvah week** (at least 12 days in advance).

For those who have scheduled a Bar/Bat Mitzvah ceremony on Shabbat, family members may have the opportunity to chant a portion from the Torah reading. These readers must demonstrate proficiency and competency in reading the Torah. Please contact Cantor for more information.

Note: B'nai Mitzvah celebrations take place in the context of community and congregational worship. While family and friends have important roles in leading the service, or may receive aliyot in honor of the Bar/Bat Mitzvah, frequently the congregation will be celebrating another simchah (joyous occasion) such as a baby naming, an upcoming wedding, or



anniversary. Occasions such as these are important aspects of congregational life. Therefore, not all bimah honors can be pre-assigned to family members or friends of the Bar/Bat Mitzvah; some honors are reserved for unexpected needs and general congregational participation.

Parents' Charge

On the day of the bar/bat mitzvah, parents are invited to share words of blessing with their children. The words should be modest, brief (300 words per family) and dignified. The focus should be on your child's character and the Jewish values you wish to see carried on. It is always nice to link your words in some way to the parasha. The Rabbi and the Director of Education are both available to guide you if you would like ideas or would like to see examples of what other parents have done. Please submit your remarks to the Rabbi by email two weeks before the Bar/Bat Mitzvah.

For a Weekday Bar or Bat Mitzvah

If the simcha occurs during the week, the standard celebration piece would occur immediately after services. This reception can be a full luncheon or a dessert reception based on your families preferences.

For a Mincha/Havdalah Bar or Bat Mitzvah

If the simcha occurs during Shabbat, the standard celebration piece would occur based on a pre-determined schedule provided and confirmed with our Director of Education. This schedule takes into account the hours of Shabbat. The reception can be a full luncheon or a dessert reception based on your families preferences. Due to Shabbat observance, setup of spaces and equipment use is limited to non-Shabbat hours. If you have questions or concerns regarding the timeline, please address directly with our Director of Education.

"Pre-Neg" (Snack before services)

Although it is not required, families are encouraged to sponsor a "pre-neg" prior to the 6:00 pm Friday evening service on the weekend of the Bar/Bat Mitzvah celebration. See page 15 for pricing.

Synagogue Kiddush

It is traditional to provide a light lunch for your guests of the congregation.

Meals

A Bar/Bat Mitzvah is a religious event. Two of the central tenets of Conservative Judaism are the observance of Shabbat and kashrut. Because social events connected to Bar/Bat

Mitzvah are part of the religious experience, we urge you to observe Shabbat and kashrut in all aspects of your celebration and to include the appropriate blessings both before and after eating.

The Rabbis, Cantor and the Director of Education of Herzl-Ner Tamid will be happy to attend events at which Shabbat and kashrut are honored. Your meal could be dairy and/or include parve foods such as fish or vegetable dishes, OR you may serve kosher meat and/or parve items prepared and served by a certified kosher caterer. A certified kosher option must be available even if you are serving dairy and/or fish. We encourage you to begin your celebration at the conclusion of Shabbat for a Saturday night affair. You might consider beginning with havdalah. Check with the Director of Education and the Rabbi if you are unsure about acceptable kashrut standards.

Note: Make your celebratory meals “**Mazon Events**” by donating a percentage of what you’ve spent on the meal to Mazon (3% is recommended). This wonderful organization feeds the hungry all over the world, including those in need in our own community.

Take leftover food to local shelters, after Shabbat. The Director of Education can suggest appropriate recipients. No food may be removed during Shabbat; arrangements should be made to pick up food on Sunday or Monday.

Below are examples of ways in which families have enhanced the Jewish nature of the Bar/Bat Mitzvah celebration. These suggestions are easily incorporated into all aspects of the celebration, including receptions and parties. Remember to involve your child in the decision-making process so that s/he will have a sense of ownership and responsibility.

Tallit, Tefillin, and Kippot

Each Bar/Bat Mitzvah student will need his/her own tallit (prayer shawl) and kippah. Tallit, Tefillin and Kippot may be purchased at the Herzl-Ner Tamid Gift Shop (please allow time for delivery). In order for a student to become comfortable using Tefillin and to learn how to put on a Tallit, we suggest the student attend the Sunday morning minyan prior to their Bar/Bat Mitzvah. The Sunday prior to the ceremony, students are encouraged to attend the minyan to don Tallit and Tefillin.

- Many families choose to order kippot embossed with their children’s names and the date of their simchah. Kippot can be ordered through the HNT Judaica Shop or online. This is optional. HNT always has a supply of generic kippot for your guests to use.
- The HNT Judaica Shop has a beautiful selection of tallitot (prayer shawls) suitable for B’nai Mitzvah

students and members of the family. Please take time to browse through the amazing variety of tallitot that are available.

- This is a wonderful time to begin or build upon



a collection of beautiful Jewish objects for your child and for your home. B’nai Mitzvah can register for Jewish ritual objects, books of Jewish interest, novelties, and jewelry at the Judaica Shop

Invitations

- For invitations to B’nai Mitzvah parties: : If a substantial part of the class are invited to the Bar/Bat Mitzvah party, then the entire FRS class should be invited to the party as well.
- Use wording that reinforces the significance of the occasion, such as:

*Join us for (OR in) worship and celebration...
when our son/daughter is called to the Torah as a
Bar/Bat Mitzvah. . .*

*Please worship with us and share our joy when
our son/daughter (name) is called to the Torah as
a Bar/Bat Mitzvah on (date).*

*With great joy we invite you to share a special
time in our lives as we celebrate _____ be
coming a Bar/Bat Mitzvah.*

- Make certain that those guests who will need to be picked up after Kiddush know the appropriate time to tell their rides to arrive. Except for true emergencies cell phones and other electronic devices are not used

on Shabbat.

- Please note the correct spelling of our congregation's name: Herzl-Ner Tamid Conservative Congregation.

Decorations

Fresh floral arrangements are beautiful but temporary. Although decorations are optional, please consider the following as alternatives or supplements:

Mitzvah baskets (containing kosher food, toys for the needy, personal need items or books) are a nice alternative to fresh flowers.

- Jewish Family Service provides "food" baskets that represent a donation to their Pollack Food Bank.
- Table centerpieces or place cards can be printed with the name of the tzedakah agency receiving donations from you or your child. These can be surrounded by greenery or other decorations if desired.
- Use plants instead of flowers. After the Bar/Bat Mitzvah, you can plant them at home, give them to a home for the aged where their beauty will continue to be enjoyed, or consider planting them at HNT. The synagogue has a grounds beautification project chair who can suggest specific plants.
- Please note: No photos or likeness of the Bar/Bat Mitzvah are permitted at the Kiddush, on the brochure, or in the Sanctuary. The focus of the ritual of Bar/Bat Mitzvah is on your child entering the community and not solely on the Bar/Bat Mitzvah as an individual. Neither photography nor videography is permitted during the ceremony or Seudat Mitzvah on Shabbat.



CELEBRATING JEWISHLY: A GUIDE TO HNT'S FOOD & FACILITIES

The following information is intended help you use our kitchen and the Feinberg Social Hall with ease. It will help explain what foods are permitted, what options you have, and the fees involved.

CELEBRATING JEWISHLY

Please schedule an appointment with the Facility Manager to discuss the celebratory details of your B'nai Mitzvah 9 months in advance even if you have celebrated at HNT with prior children. Please note that we respect the halachic interpretation of Shabbat in that all food must be cooked before Shabbat and no deliveries can come in or out while Shabbat is celebrated.

Often times when celebrating a significant occasion in the lives of our loved ones, we eat! These meals of celebration, or seudat mitzvah, include Bar/Bat Mitzvah ceremonies. Please see information below regarding ways to extend the celebration beyond the service.

ONLY A SYNAGOGUE-APPROVED CATERER MAY BE USED.

Please request a list of approved caterers at Herzl-Ner Tamid. Food prepared in any home or other outside source may not be brought into the synagogue unless that source is under recognized kosher supervision.

It is the responsibility of the congregant and his/her caterer to leave the kitchen completely clean. This includes washing, drying and proper storage of all utensils, pots, pans, equipment and dishes. All counter tops, sinks, and stove tops/ovens must be wiped cleaned, and floors swept. Failure to do so may result in additional billing charges. It is the responsibility of each family or caterer to dispose of all leftover food after Shabbat.

SHABBAT PREPARATIONS

Deliveries to the synagogue must be made **no later than 2:00 PM on Friday.**

All cooking must be **completed before Shabbat** and may be reheated according to established guidelines for serving on Shabbat. Reheating instructions must be completed by the caterer prior to Shabbat.

Only the synagogue custodian is permitted to turn on, turn off ovens, etc., for warming food.

The dishwasher may **only** be operated by non-Jews on Shabbat - as assigned prior to Shabbat. No electrical appliances may be used on Shabbat. All preparations needing electrical appliances must be completed before Shabbat.

Deliveries and pickups are limited to the time when the synagogue office is open, or by prior arrangement with the Main Office.

All deliveries for weekend events at Herzl Ner Tamid, must be

within regular office hours: Monday – Thursday 9am - 5pm, Friday 9 :00 AM - 2:00 PM. This includes flowers, food, decorations, equipment, utensils, and supplies.

SUMMARY OF FEES (Subject to change)

I. **Basic Bar/Bat Mitzvah/Seudah Mitzvah Fee**.....\$1000
(subject to change)

This required fee helps to defray the costs of training and materials. This fee will be charged to your synagogue account when your child is in the sixth grade. This might be as little as nine months or as much as eighteen months prior to the Bar/Bat Mitzvah date. This fee can be paid over time, but must be paid in full prior to the Bar/Bat mitzvah date. All costs associated with invited guests or catering options are in addition to the Basic Bar/Bat Mitzvah fee.

II. **Pre-Shabbat Oneg** (Optional Sponsorship):

Fruit, sweets, punch.....\$125 (\$85 if co-sponsoring)

ADDITIONAL USE OPTIONS

Friday Evening Facility Usage

a) Friday Evening Dinner - Skolnick Board Room.....\$175

b) Friday Evening Dinner - Feinberg Social Hall.....\$300

Saturday Night or Sunday Party Facility Usage.....\$400

WEEKDAY B'NAI MITZVAH

All options are available for you. HNT is available for your celebration. Please talk with our Facility Manager about all the creative ways you may choose to commemorate your special event.

Please Note: Availability of the Synagogue facilities is dependent upon the time Shabbat ends on Saturday night.

ADDITIONAL FEES

Kitchen Use (includes *mashgiach* / *mashgichah*).....\$30/hour

Table and Chairs including Linen Tablecloth.....\$10/per table

Linen Tablecloths.....\$9/each (if available)

Linen Napkins.....\$0.50/each (if available)

Paper Tablecloths.....\$4/each

FOR QUESTIONS ABOUT FACILITY OR

ANSWERS TO PARENTS' MOST FREQUENTLY ASKED QUESTIONS

**KITCHEN USE -- INCLUDING ARRANGEMENTS
FOR PRE-NEG, SHABBAT DINNER AT HNT,
AND/OR KIDDUSH LUNCHEON --
PLEASE CONSULT WITH THE
FACILITY MANAGER.**

How will I know if my child will be ready?

Most children who have fully participated with regular attendance in the Frankel Religious School program or a Jewish day school program through the 6th grade year will not require additional tutoring prior to or during their training with the Teen Tutors and the Cantor. Students who have not attended Religious School on a regular basis may need additional tutoring. Some families choose to engage a private tutor because they find the extra support helpful, even though tutoring would not necessarily be required.

Students participating in our 6th Grade program are evaluated frequently to assess their skill development in Hebrew reading and in mastery of key prayers. You will be notified if there are any concerns. When the Cantor meets with the family 9 months prior to the Bar/Bat Mitzvah, he will assess the student's reading ability by asking the child to read a familiar prayer and a Hebrew passage that may not be familiar. The Cantor will indicate if additional tutoring would be required at this time.

In cases where children have special learning needs, or if there are gaps in their Hebrew skills, the Director of Education, along with the child's teachers, may have already recommended private tutoring to supplement the child's ongoing educational program. The Cantor may recommend that this tutoring continue through the Bar/Bat Mitzvah process. The need for supplementary tutoring may surface when the Cantor and student begin to work together on a regular basis.

Both the Cantor and the Director of Education will recommend excellent tutors for your child should the need arise. Any tutor must be approved by the Cantor so that consistency and on-going communication will be maintained throughout the course of the Bar/Bat Mitzvah training period.

Payment arrangements are made directly between the parents and the tutor.

How is the Torah portion determined?

On any given Shabbat, every Jewish congregation around the world reads the same portion from the Torah. This

portion is often referred to by the Hebrew word *parasha* or the Aramaic term *sidrah*. There are 54 *parshiot* in the Torah, so occasionally two are combined. Herzl-Ner Tamid follows the practice of reading one third of the weekly Torah portion each Shabbat in a triennial cycle established by the Jewish Theological Seminary.

The Torah portion each week is divided into seven readings, followed by a concluding *maftir* reading from the last three or four verses of the *parasha*. Most of our B'nai Mitzvah students chant one or more of these readings, while family members, friends, and congregants recite the Torah blessings.

On certain Shabbatot, a special *maftir* is chanted from a second Torah scroll. The Shabbat may fall on the first day of the new month (Rosh Chodesh) or the day before a Rosh Chodesh, or it may be one of the special weeks prior to Purim or Passover.

You will receive a booklet with the Torah portion, Haftarah portion, and any special readings when you and your child meet with the Director of Education approximately 9 months before the scheduled date.

What is the difference between the Torah reading and the Haftarah reading?

What are the Acharon and Maftir readings?

The Torah Readings on Shabbat and Festivals is followed by a selection from one of the books of the Prophets, (the second section of the Hebrew Bible.) The reading from the Prophets is the "Haftarah," which means "concluding portion." Generally there is a thematic connection between the Torah portion and the Haftarah.

One who chants the Haftarah is first called to the Torah for the "Maftir" (literally, "one who concludes") aliyah. This aliyah is given to the Bar/Bat Mitzvah. In cases where B'nai Mitzvah are sharing responsibilities for leading the Shabbat morning service, an extra aliyah (the "Acharon") is added just prior to the "Maftir" aliyah. In addition to chanting the Torah portion, the Bar/Bat Mitzvah recites the blessings before and after the reading of the Torah for the first time as an adult member of the congregation.

On non-Shabbat days, there is no Maftir or Haftarah; the reading is done from the Torah only. Generally, the Bar/Bat Mitzvah will chant the first three Aliyot from the Torah portion read in synagogue on the upcoming Shabbat, unless there is a special holiday reading.

ANSWERS TO PARENTS' MOST FREQUENTLY ASKED QUESTIONS

If the Bar/Bat Mitzvah is scheduled on a Rosh Chodesh (first day of a Hebrew month), four portions are read from the Torah.

How will my child learn to chant his or her Torah portions?

Portions of text from the Torah and Prophets are each chanted according to an ancient system of codes known as “trope.” Once a child has mastered the systems of trope, he or she can chant any Torah or Haftarah portion, and therefore has a lifelong skill.

We hope that as many of our students as possible will master this system, and apply it as they prepare for their Bar/Bat Mitzvah and beyond.

Students are taught Torah trope basics as part of their religious school curriculum in the 6th Grade. JDS students learn Torah trope as part of the mandatory Shabbat morning program. Students will be given opportunities to master and chant short portions from the Torah during 6th grade Open

House, Shabbat Shir Chadash, and the Shabbat Minyan. Approximately 9 months prior to the date of the Bar/Bat Mitzvah, you will be contacted to set up a series of weekly half-hour lessons with a Torah Tutor, generally a high school student who has been carefully selected and trained to support students preparing to read Torah.

The Torah Tutor will work with each student to prepare his or her required Torah readings. Each student will receive 12 lessons lasting 30 minutes each with the Torah Tutor.

How will my child learn to chant his or her Haftarah portion?

Students will be taught the blessings before and after the Haftarah as part of the 7th grade Shabbat curriculum.

The blessing before the Haftarah is chanted according to haftarah trope; once a person has mastered the blessings, he or she can then apply the trope with relative ease to a particular Haftarah.

Students will have the opportunity to practice chanting sample passages so that they can transfer their skills to their own particular haftarah. The Cantor will oversee the mastery of the Haftarah portion during his lessons with the student.

What is a D'var Torah?

A *D'var Torah* (literally, a “word of Torah”) is an original teaching highlighting an important Jewish issue or concept that is generally found in that week's Torah portion. This is the opportunity for a Bar/Bat Mitzvah to share a unique personal insight into the text.

Frequently a *D'var Torah* will include references to the ways in which great Jewish scholars and thinkers have understood and applied this idea.

The *D'var Torah* not only clarifies the issue or concept but also relates that concept to something in the Bar/Bat Mitzvah child's personal experience.

- At the beginning of the *D'var Torah*, the Bar or Bat Mitzvah may include modest and brief “thanks” (two or three sentences).
- Set introduction: a question, story, or something to introduce the subject
- A review: briefly summarize the Parsha and identify the specific part that will be the focus of attention
- Exploration of the deeper issue or concept: what is the lesson that can be learned?
- Personal reflections: how does this relate to me?
- Conclusion.

Who helps my child with his or her D'var Torah?

You will receive a special booklet relating to your child's Torah portion during your family meeting with the Director of Education. We encourage you to read this booklet with your child, discuss interesting issues, raise questions, and see if you can make any connections between the texts and current events or concerns in today's world. Encourage your child to jot down notes and thoughts that will serve as the opening points of discussion when your child meets with the Rabbi. Rabbi Rosenbaum will utilize his meetings with your child to develop concepts of the *D'var Torah* and to help the student prepare an outline.

One of our congregants, Richard Panick, who is a professional speech coach, is available to work with students on preparing the presentation part of their speeches. Please contact the Director of Education if you would like your Bar or Bat Mitzvah student to meet with Mr. Panick to practice the speech. Thank you to Mr. Panick for volunteering his time to help support this process.

FRS Registration and Fees:

It is mandatory that all students who have a Bar or Bat Mitzvah scheduled at HNT be enrolled in the Frankel Religious School.

Please talk with our Director of Education about our FRS program for B'nai Mitzvah students. In addition to FRS enrollment, there is a one-time B'nai Mitzvah fee of \$1000 that is charged to all B'nai Mitzvah families that covers meetings with the clergy and staff.

Families must be up to date in their account to begin lessons or make alternative financial arrangements with our Executive Director to continue in our B'nai Mitzvah program.

For more information about our mitigation process, please contact our Executive Director.



The Gwenn and Dean Polik and Valerie Polack z”l

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Gelt Gelt Mores Community Gardening Day Time Skills Souls New Meaning Usy
Rededication Family Mores Apples Generation Support Hosts Teen Building
Fundraiser Beginnings Goals Helping Excellence Branches Scholar Shofar Bonding
Bodies Beginnings Shofar Goals Rededication Continued Support Hope Hosts Music
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Excellence Giving Grow Movies Adult Sharing Kadima Excellence Continued Torahthon
Sufganiot Skills Chanukah Music Branches Meals Omer New Community Prayer Sharing Lag Spuds
Rosh Shpiel Support Hashanah Building Sukkah Spiritual Bridges Generation Chanukah
Bonding Groggers HNT HNT HNT HNT HNT HNT HNT HNT HNT HNT HNT HNT HNT HNT HNT
Leaders Bodies Hamentaschen Bridges Generation Chanukah Minyan Meals
Homemade Grow Beginnings Purim Lighting Hope Bridges Family Usy HNT
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Hope Daytimers Friends Education Leaders Sufganiot HNT Time Groggers Rededication
Torahthon Friendships Music Costumes Education Leaders Sufganiot Fundraiser