



Bar/Bat Mitzvah Handbook

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Bar/Bat Mitzvah Learning Requirements

Hebrew and Chanting Proficiency

Machon Micah provides students with an hour-long, weekly class on Tuesdays at 4:30 pm to teach blessings, prayers and chanting skills. Students also receive individualized Hebrew instruction (E-vrit) via Skype. All students must be enrolled in Machon Micah and attending regularly. Parents are expected to ensure that students regularly attend Machon Micah, actively participate in E-vrit Hebrew tutoring, and practice Hebrew at home 10-15 minutes each day. In order to begin the B'nai Mitzvah tutoring program, students will be expected to demonstrate proficiency in decoding and reading Hebrew text and prayer.

Bar/Bat Mitzvah Tutoring

Please leave Tuesdays and Thursdays from 4:00 pm to 7:00 pm available for tutoring and Machon Micah. Most tutoring will take place on Thursdays, some on Tuesdays. Once they begin preparations in earnest, students will meet with a Torah/Haftarah tutor for 30 minutes each week and with a d'rash (speech) tutor for 30 minutes every other week. The sessions with the tutors will begin approximately six to seven months before the Bar/Bat Mitzvah date. They will also meet with a Temple Micah rabbi four times. These four required sessions with their assigned rabbi will begin approximately two to three months before the Bar/Bat Mitzvah and are scheduled separately.

During the summer months tutoring operates under a different schedule. The **Summer Tutoring Schedule** form, included here as a separate document, will allow you to fill out your student's availability for tutoring during the summer if their Bar/Bat Mitzvah service takes place between the months of September and February.

It is expected that students will make steady progress in preparation for their Bar/Bat Mitzvah. It is the student's responsibility to practice 10-15 minutes daily and to complete the homework given to them. It is the tutor's responsibility to keep the parents informed of the student's progress.

Meetings with the Student and Parent(s)

First Meeting with Tutor

The first individual meeting for each student will be held about six or seven months before the Bar/Bat Mitzvah date with their Torah/Haftarah tutor. It is expected that the student will be accompanied by their parent(s) so that all parties involved will have a chance to get to know each other and start the process "on the same page."

Final Run-Through with Rabbi

A final run-through will be held on the Thursday afternoon prior to the Bar/Bat Mitzvah at 3:30 pm unless the family is otherwise notified. The Bar/Bat Mitzvah student and parent(s) must be present; other service participants do not need to attend.

Torah and Haftarah

The student will learn to chant approximately 20 verses of their Torah portion and a piece of the corresponding Haftarah. Since each student has a unique learning style, it is left to the discretion of their rabbi and tutor, in consultation with our clergy team, how much of the Torah and Haftarah portion each student will chant. This determination may be adjusted closer to the Bar/Bat Mitzvah date in order to allow the student to feel as comfortable and successful on the *bima* as possible.

Students will learn to chant the Torah and Haftarah blessings during Tuesday Machon and E-vrit. These blessings can be found at the back of this booklet. For information on listening to them online, see **Audio Files** on page 13.

D'rash (Interpretation/Mini-sermon)

In coordination with one of their tutors, the student will prepare a mini-sermon to deliver during their Bar/Bat mitzvah ceremony, offering their interpretation of the weekly Torah portion. The student will also prepare a short introductory statement for the Haftarah in coordination with their rabbi. Families are encouraged to help their child discuss and practice their D'rash at home.

Sermon Topic

The student will pose a question to their rabbi that will become the basis for the rabbi's sermon during the Bar/Bat Mitzvah. Family discussion is strongly encouraged to help develop an appropriate question. The question can be about anything related to the human experience.

Some examples of past questions include: What is the most important story in the Torah? What happened before creation? What does Judaism say about...?

Meditational Reading

The student will select a poem, a passage from a favorite book, or write some other selection to read during the Friday evening service the night before the Bar/Bat Mitzvah service. This will be discussed with the rabbi in advance during their four sessions together.

Liturgy Schedule

In the months prior to their Bar/Bat Mitzvah service, students will be asked to lead three different parts of the worship service on three different Shabbat mornings. This will help the entire family become more familiar with Shabbat morning worship and will give the student an opportunity to become comfortable on the *bimah*. **A separate sheet is included with the complete schedule** and you will also receive email reminders the week before the student is leading prayers. At least one parent should accompany the student when it is their turn to lead part of the worship. Students should arrive 15-20 minutes prior to the start of the service and check in with Teddy and the clergy. It is expected that you will remain for the full Shabbat service. **The more a family is familiar with our worship, the more meaningful and joyous the Bar/Bat Mitzvah experience will be.**

The three prayers the students will be leading are *Nisim B'chol Yom*, the *V'ahavta* and the *Avot/G'vurot*. **These can be found on pages 18-23 of this handbook.** To listen to them online, please see **Audio Files** on page 13.

Please note that although the students are required to lead a prayer at only three services prior to their b'nai mitzvah, they should be attending services frequently. We expect that students and their families will want to familiarize themselves with the flow of the service, as well as support their friends and classmates and celebrate together as a community. Every member of the congregation is invited to every Bar and Bat Mitzvah service, regardless of whether or not they received an invitation to the party.

Philanthropic Learning

In order to create a complete sense of mitzvah in the Bar/Bat Mitzvah celebration at Temple Micah, each family is requested to make a one-time donation in lieu of giving gifts to each B'nai Mitzvah student. Later in the B'nai Mitzvah class year, the class will choose which worthy causes will receive these donations.

Self-Directed Learning Project

In lieu of the charity project that often accompanies B'nai Mitzvah, students at Temple Micah are asked to develop their own entry into Jewish learning through a self-directed learning project. As the Bar/Bat Mitzvah ceremony marks a child's entry into adult responsibility, the idea behind the self-directed learning project is to empower our students to take Jewish learning and living into their own hands. With ongoing consultation and support from clergy, Micah staff and, we hope, family members, seventh graders will design and carry out individualized learning plans that are reflective of their own passions. This project does not need to be a traditional mitzvah project, but it can be; a great project will take whatever form best enables students to discover something about Judaism that they find inspirational or that draws them in. In the past, students have created book groups, hosted a Shabbat dinner, volunteered for the Micah Spring Auction or other Micah programs, read Jewish books, screened Jewish and/or Israeli films, raised support and awareness for various causes, and more. Creativity is encouraged! **The self-directed learning project does not need to be completed by the time of your child's b'nai mitzvah.** For guidance on this project, please speak with a member of our Temple Micah clergy team.

Family Preparations for Bar/Bat Mitzvah

Invitations

ALL members of the B'nai Mitzvah class and their parents should receive an invitation to all students' Bar/Bat Mitzvah services, as well as to any celebration at Temple Micah held directly following the service. **A separate sheet is included with the complete class list and contact information.**

For any celebration held outside of Temple Micah, please be sensitive to inclusivity so no one feels left out. If you are inviting a majority of the class, please invite everyone.

Please remember the invitation should reflect the dignity of the religious service. This is an invitation to a worship service.

It is customary for family and friends to attend the Friday evening service prior to the Bar/Bat Mitzvah and stay for the entire service. Friday Shabbat services begin with a 6:00 pm *oneg* (snack and schmoozing), which is followed by a 6:30 pm service.

Announcement in the "Vine"

A listing of upcoming b'nai mitzvah will be printed in the *Vine*, our bi-monthly newsletter. In order to make sure the information that we share with the congregation about your child is accurate, we will email you a short form early in the year to collect that information.

Torah and Haftarah

Reviewing the Torah and Haftarah portions at home with your child daily will greatly assist in your child's success. Listening to them read and/or chant out loud (even if you do not know Hebrew) is part of the preparation process. This creates a supportive environment and also aids the student in building the confidence necessary to chant in front of many people.

Students and their families are asked to attend Shabbat worship on a regular basis. **Becoming familiar with Shabbat worship is an essential part of the Bar/Bat Mitzvah experience.**

Tallit and Kippah

The wearing of a tallit or kippah is not required for Shabbat morning worship at Temple Micah. However, many students choose to wear a tallit and/or kippah when they become Bar/Bat Mitzvah. **It is important to note that neither a kippah nor a tallit is intended to be worn as a one-time Bar/Bat Mitzvah accessory.** We encourage families to discuss the meaning behind both of these ritual Judaic objects and create meaningful traditions for both home and synagogue.

The Judaica shop has a variety of tallitot for sale. Please contact Jill Berman at Judaica@templemicah.org for more information. If you prefer to shop online, please speak to a member of our clergy before purchasing. Many of the tallitot available on Amazon or other secular retailers are unsuitable for Jewish worship.

Bar/Bat Mitzvah Service and Celebration

The Temple Micah Community

The beauty of our community depends upon a regular weekly Shabbat worship practice. Our atmosphere of prayer can be maintained only if there are a number of congregants present who know our customs and participate actively in the service. Every worship service at Temple Micah is a community service, including all b'nai mitzvah, and we encourage congregational attendance.

Oneg Shabbat – Friday Evening

The B'nai Mitzvah class is responsible for the Friday evening Oneg Shabbat prior to each Bat/Bar Mitzvah. The class organizes its own schedule. The responsibilities include providing the food, setting it up, and cleaning up after services. Every family should be helping with each of these jobs during the evenings they are assigned. For more information see **Friday Evening Oneg Guidelines for B'nai Mitzvah Families**, page 15.

The Shabbat Morning Service

Bar/Bat Mitzvah services are held on Shabbat mornings and include the participation of our choir. Services begin at 10:15 am and last approximately 2 hours. The Bar/Bat Mitzvah family will meet in the Rabbi's office prior to the start of services at around 10:00 am. The student becoming bar or bat mitzvah will then join the clergy on the bimah until after the Torah service, at which point they join their family in the congregational seating section.

Kiddush and Motzi

The Shabbat morning Bar/Bat Mitzvah service concludes with the blessings over grape juice (fruit of the vine) and challah. The Bar/Bat Mitzvah family is required to provide a 4-5 pound challah (or two 2-pound challot) for this part of the service. The challah should be made available to the ushers at least 30 minutes before the start of the service.

Ushers

The family is expected to invite five people – three Temple Micah classmates and two parents of Temple Micah classmates, who are familiar with Micah's Shabbat morning worship – to act as ushers for the Shabbat morning service. The families hosting the Friday evening Oneg will usher for the evening service. For more information see **Usher Guidelines**, page 14.

Hosting the Kiddush Reception

It is our custom to welcome the entire congregation to the kiddush following Shabbat morning services. This kiddush reception is your opportunity to share your celebration with the Temple Micah community, as well as with your invited guests. Our hope is that every family will create a warm and welcoming atmosphere, allowing members of the congregation and invited guests to celebrate with them and share their joy. **If you are having an additional luncheon offsite, we ask you to participate in Temple Micah's kiddush first.** We'd like you to view the kiddush you are hosting as an opportunity to deepen your relationship with the Temple Micah community. Please review the kiddush guidelines on Page 16 in this booklet for details.

The Bar/Bat Mitzvah fee covers the set-up of a standard stand-up kiddush using Temple Micah furniture. This includes buffet tables for the food and minimal seating. To request a particular set up, please contact the office. Fuller seating and any reception that involves rental furniture may carry additional fees.

Decorum

If your guests are unfamiliar with Temple Micah, you may wish to let them know what to expect. Your guests, especially younger ones, may need to be reminded of proper attire and decorum. Bar/Bat Mitzvah services are religious ceremonies and should be respected as such.

The following are some guidelines to help your guests understand what is appropriate in this setting.

Behavior

All cell phones and electronics should be turned off before the service begins. Texting or using equipment to photograph or video the service is not permitted. Speaking to your neighbor can be disturbing to people who are praying. Please be respectful of the people around you. Please refrain from eating, drinking and chewing gum in the sanctuary.

Clothing Choices

The clothes you wear must be appropriate for all worship services, whether it is in a church, mosque, or synagogue.

Seating Arrangements

Seating at services is unassigned, with the exception of the choir which sits in the section to the left side of the bimah by the piano. The Bar/Bat Mitzvah family customarily sits in the front row on the right side facing the bimah. To facilitate the flow of the service, it is suggested that the family inform persons who will be participating in the service to sit near an aisle.

Please inform your guests that families with babies or small children, while more than welcome in our sanctuary, may choose to make use of our quiet room and may want to sit near it.

Bimah Decoration

The family may want to add flowers or potted plants to the bimah during the Bar/Bat Mitzvah weekend. Delivery to the temple must be between 10:00 am and 1:00 pm on Friday (the day before the Bar/Bat Mitzvah date). NO heavily scented flowers, like eucalyptus, lilies, freesia, or forsythia, are allowed. Please be sensitive to the allergies of the congregation and its leaders.

In lieu of flowers some families have chosen to further enrich their celebration by adorning the bimah with baskets of non-perishable food or other charitable items which are later donated to the charity of their choice.

Shabbat Honors (Service Participants)

The Bar/Bat Mitzvah family selects individuals for the Shabbat morning service honors. Please submit the **Saturday Morning Honors** form to the office no less than 10 days prior to the Bar/Bat Mitzvah date.

One of the honors is an aliyah, or blessing of the Torah before chanting. Individuals honored with an aliyah must be Jewish and 13 years of age or older. For guidelines regarding non-Jewish participation, please see the next section.

Families should confirm with the Torah/Haftarah tutor about the number of aliyot the student will be chanting. The first aliyah is assigned by the temple to a community member who is commemorating or celebrating an event. The final aliyah is reserved for the Bar/Bat Mitzvah student. Before this, the penultimate aliyah includes their parents. This typically leaves two additional aliyah honors to be assigned by the family.

During the Torah service, the parents and grandparents are invited to the bimah for the passing of the Torah scroll.

At the end of the Torah service, the Bar/Bat Mitzvah parents are invited to the bimah for a special blessing and to sing the “Shehecheyanu” prayer to celebrate the sacred occasion. The text for this prayer can be found on page 18.

The Bar/Bat Mitzvah family participates in the leading of the candle blessing and Kiddush prayer in the temple lobby on the Friday evening of the Bar/Bat Mitzvah weekend. Other temple events sometimes necessitate that these Friday honors be shared with others. You will be notified if this is the case. The text of these blessings is on page 17 of this packet. To listen to them online, please see **Audio Files** on page 13.

Participation of Non-Jews

It is the goal of Temple Micah to create a congregation that welcomes everyone, Jew and non-Jew, while at the same time preserving the integrity of Jewish ritual and tradition. Participation of non-Jewish relatives in leadership of Bar/Bat Mitzvah services must be in accordance with the following guidelines.

Non-Jewish family members can do the following:

1. Accompany the family for the blessings over the grape juice and candles on Friday evening
2. Open the ark
3. Join on the bimah while the Torah is passed by Jewish family members
4. Read the non-Jewish Parent Aliyah Blessing (see text on page 25)
5. Participate in the family Shehecheyanu blessing (see text on page 18)
6. Accompany the family for the blessings over the grape juice and challah at the conclusion of the Shabbat morning service

We provide these guidelines as a distinction between participation as a congregant, and as a leader on behalf of the congregation. **There is no restriction on the participation of non-Jews in the midst of the congregation.** Ritual participation in a leadership role is only limited in those situations or contexts where the words and/or actions of the non-Jewish participant would compromise either that person’s own beliefs or the integrity of the Jewish service. As an example, non-Jewish family members may not lead prayers whose words presuppose that the reader is Jewish (i.e., prayers which contain such language as “who has commanded us...” or “who has chosen us...”) or where the ritual action implies that the doer of the action is Jewish (i.e. symbolically passing or carrying the Torah).

If you have any questions regarding these guidelines, please contact a Temple Micah rabbi. Our clergy are always happy to engage in thoughtful discussion.

Photography and Video Recording

Photography and video recording are absolutely prohibited before and during Shabbat worship services, both Friday and Saturday. Please be aware, however, that we provide live video streaming and archiving of all Shabbat services. Videos will be mailed to you on a flash drive following your child's Bar/Bat Mitzvah.

For families who wish to have photos taken:

- On Shabbat: You may take photos (or have a photographer take photos) of the blessings over grape juice and challah that take place in the sanctuary at the conclusion of the Shabbat morning service. You may also take photos in the sanctuary following the Shabbat morning service and during the Kiddush luncheon in the social hall. Please let the office know if you plan on using the sanctuary after services for this purpose.
- The week prior: Some families choose to have a photographer come to the building for a photo session during the week prior to the service. Thursday is a common time to do this, since the family will already be at Micah for the run-through. While there is no photography during the run-through itself, you can take photographs before or after. If you choose to do this, please make appropriate arrangements with the temple office.

Please note that the Torah scrolls are ritual objects and cannot be used during any photo sessions. Also, the bimah microphones cannot be moved.

Holocaust Torah Scrolls

Two silent survivors of the Holocaust make their home in the Temple Micah sanctuary and inconspicuously attend every service.

Two of our temple's Torah scrolls once were owned and used by synagogues in Czechoslovakia that were destroyed during the Holocaust. The scrolls were rescued after World War II and are now on loan to Temple Micah through the Memorial Scrolls Trust. These scrolls serve as a reminder of a community now destroyed, a moving testimony to Jewish resistance, and a remarkable tribute to the Jewish ability to revive and regenerate.

Parking

The temple can reserve spaces close to the building for the Bar/Bat mitzvah family and for mobility-impaired guests. Please contact the office by the Wednesday prior to the Bar/Bat Mitzvah date to reserve spaces.

The Custodian

It is customary that the family give a gratuity to the custodian for the set-up of a Bar/Bat Mitzvah Kiddush following Shabbat morning services. Gratuities in the \$100 - \$150 range are customary. In the case of a more extensive set-up or an additional Friday night dinner and/or Saturday evening party at the temple, it is recommended that a larger gratuity be given to the custodian. Please contact the executive director for more information.

Other Rentals

The family should request a reservation from the Executive Director at least six months in advance if it wishes to use the building for any evening event (Friday Shabbat dinner or Saturday evening party) held in conjunction with the Bar/Bat Mitzvah. Please contact the office to make such a reservation.

Continuing Jewish Education

7th Grade Study

Students continue their Tuesday Machon Micah education and E-vrit tutoring through the entirety of the 7th grade year. After they have become bar/bat mitzvah, their learning shifts to cover a variety of new topics during the same meeting hours. A separate sheet is included with a description of the 7th grade curriculum. 8th grade students who have yet to become Bar/Bat Mitzvah will also continue their E-vrit tutoring.

Reason to Be

The 8th-12th grade class (Reason to Be, or “R2B”) is comprised of Tuesday night meetings held weekly at Temple Micah from 6:00 pm-8:00 pm that include services, dinner and socializing, and learning. Topics include Jewish ritual, Jewish identity in America today, and issues relating to justice work within the Jewish community, as well as occasional social events held during R2B hours.

Madrichim Program

All 8th-12th graders are eligible to be madrichim (teacher's aides) on Sundays during Machon Micah. Students in the madrichim program learn valuable leadership and teaching skills and gain service hours and job experience.

Trips and Retreats

Off-site, extended social learning experiences provide opportunities for lifelong learning and relationship building far and above what can be offered in a formal classroom learning environment. Some examples of these include our 8th grade class's weekend trip to New York (usually in May), and the Religious Action Center's L'Taken Social Justice Seminar in January/February, which is open to all 10th-12th graders.

Bar/Bat Mitzvah Vendor Suggestions

This list is here to help you, but is not all-inclusive. The best way to find vendors is to talk with families who have already been through the process.

Five Pound Challah

- Wagshal's
- Bethesda Bagels

Gluten Free Challah

- Rise Bakery

We would also encourage you to consider baking challah at home as a family activity.

Caterers

- Micah Cooks - Contact Adrienne Umansky: (202) 543-5666, MicahCooks@TempleMicah.org
 - Micah Cooks is comprised of volunteers and is a fundraiser for Temple Micah. 80% of your cost is tax-deductible.
 - Please note that Micah Cooks books only one Bar/Bat Mitzvah per month and that their schedule fills up very far in advance.

Places to Shop for Tallitot or Other Ritual Items

- Temple Micah Gift Shop – Contact Jill Berman: judaica@templemicah.org
- If you prefer to shop online, please speak to a member of our clergy before purchasing. Many of the ritual items available on Amazon or other secular retailers may be unsuitable for Jewish worship.

Bar/Bat Mitzvah Fees

Each family will be charged a Bar/Bat Mitzvah fee. This fee is subject to annual review by the Board of Directors. The synagogue invests a great amount of resources into the Bar/Bat Mitzvah experience. This fee helps to defray some of the cost of providing this experience, which includes tutoring, individual meetings and rehearsals with the rabbis, and administrative and custodial support. If the staff assesses that your child needs tutoring beyond the traditional six- or seven-month preparation time, arrangements will be made on an individual basis and additional fees may apply.

These fees, which include payment for your child's Bar/Bat Mitzvah tutoring, must be paid in full six (6) months prior to the Bar/Bat Mitzvah date.

Audio Files

All prayers and blessings associated with Bar/Bat Mitzvah preparation can be found on the Temple Micah website at this link: <https://templemicah.org/learning/youth-education/hebrew-prayer-bnai-mitzvah/bnai-mitzvah-resources>. To listen, click on the link and open with your default audio file program (iTunes, Windows Media Player, etc.).

Usher Guidelines

The mitzvah of ushering or greeting can make the difference between someone feeling welcomed into our community, or feeling isolated. When you are a new or infrequent synagogue attendee, the greeting you receive from an usher or greeter can go a long way towards creating a positive experience. Continuing the Jewish tradition of welcoming, like Abraham and Sarah in their open tent, ushers and greeters can help our community be inclusive and warm by being present, helpful, and attentive.

We hope that these guidelines will help us all to be even more successful in welcoming people to Temple Micah. Thank you for representing Temple Micah and being our partners in this sacred work.

Before Services Begin

1. **Arrive at services about 30 minutes early** so you have time to prepare and be available to greet people as they arrive. Plan to be here by 6:00 pm for Friday evening, 9:45 am for Shabbat morning.
2. Become aware of the location of our books. Torah books are on the shelves in the lobby as well as on shelves and a book cart inside the sanctuary. Prayer books can be found under each upholstered chair in the sanctuary, as well as on the bookshelves and book cart in both the lobby and sanctuary.
3. Reserve the front side row facing the bima for the B'nai Mitzvah family. The "reserved" signs are kept in the kippah box near the entrance to the sanctuary. The kippah box should remain open.
4. (Shabbat morning only) When the choir rehearsal in the sanctuary ends, open the doors to allow people to enter. Encourage people socializing in the lobby to start entering the sanctuary 15 minutes prior to the start of services, or approximately 10:00 am. This will avoid a last-minute rush.

Greeting

1. Greet each person warmly with a "welcome" or a "Shabbat Shalom." Hand each person a service sheet as they enter the sanctuary. Tell them where prayer books and Torah books can be found.
2. Offer to help with assistance or directions. If someone is unfamiliar with the building, offer to escort them.
 - a. Direct young worshippers without parents (friends of the Bar/Bat Mitzvah student) toward the middle rows of the sanctuary.
 - b. Let families with young children know that the Quiet Room is available to them if they wish.
 - c. Let guests know that coat racks and bathrooms are downstairs.
 - d. When greeting an unaccompanied elderly person, please do not wait for them to ask you for assistance – just offer an elbow and begin walking them to a seat. This is one of the sweetest mitzvot of ushering. Likewise, if a senior needs help getting to the bathroom, please accompany them all the way there.
3. If you see someone taking photos, please tell them that there are no photos until after the service.
4. When the service begins, make sure the sanctuary doors are closed. Remain in the lobby for about fifteen minutes after the worship service begins to greet any latecomers. Leave service sheets, prayer books, and Torah books on the lobby table for latecomers.

At the End of Services

1. Saturday mornings only – **Help prepare cart for challah and grape juice** – A Board member should be there to assist. (The Board member on duty for the morning is listed on service sheet as "greeter.") At the end of the service during the closing prayer, wheel the challah/kiddush cart into the sanctuary.
2. After the blessings over the grape juice and challah are completed, roll the cart out to the lobby and slice the challah.
3. After services, clean up the sanctuary and the quiet room.
 - a. Recycle service sheets – Make sure to remove all service sheets from the prayer books and stack them on the table in the lobby to be recycled.
 - b. Make sure prayer books are under every chair in the sanctuary.
 - c. Torah books and other prayer books go back on the bookcases and cart.
 - d. In general, leave the sanctuary clean. Do not leave this work for the custodian.

Friday Evening Oneg Guidelines for B'nai Mitzvah Families

Quarterback Duties

- Contact the Bar/Bat Mitzvah family for the number of guests they expect, as well as any dietary needs.
- Check in with the office (202.342.9175) to see if there is anything else scheduled that evening that may change the number of attendees.
- Coordinate members of your team. You may want to divide up the food/drink/other responsibilities into 5 fairly even categories and have the other host families select what they will contribute.

Quantities

(These are very basic and estimated for ~80-100 people – please try to add to this and make it nice for the family):

- 3 challahs - one whole, two sliced for the cart. **CHALLAH is a MUST bring item**, as it will be used for the blessing before services.
- 4 pounds washed, cut fruit and vegetables. The temple prefers that we NOT use pre-packaged vegetable trays from grocery stores, as these occasionally emit an odor.
- 3 pounds cubed or sliced cheese and/or hummus
- 3 boxes of crackers/sliced pita bread or bagel bites, mini-bagels, pizza squares
- 3 to 4 plates (at least) of baked goods (homemade is nice)
- 4 to 6 gallons of sparkling water and/or a few pitchers of ice water
- If you bring wine, please set up the beverage table with wine on one side, cups and ice in the middle, and non-alcoholic drinks on the other side.

Setup

- Please arrive by **5:30 pm at the latest** to set up.
- The oneg starts at 6:00 pm on Friday evening. You may drop off food at the temple earlier in the day if this is easier for you and then return to set up.
- The tables will already be set up. If you don't wish to bring tablecloths from home, feel free to use the temple's tablecloths. They need to be washed and returned by **Wednesday**.
- Serving trays and vases are in the kitchen. Remove food items from their containers and arrange on serving trays. Napkins, cups, plates, and cutlery are in the kitchen.

Cleanup

- After the service begins (at 6:30 pm) and people go into the sanctuary, you may consolidate the food onto a few trays or plates so that people may snack after the service.
- When people have finished eating and visiting, please:
 - clean up all the food and drinks (**do not leave them at the temple**);
 - wash, dry and put away any service items used;
 - clean the kitchen surfaces;
 - take the temple's tablecloths and dish towels home, wash and return them by WEDNESDAY so that they are available for the next Shabbat.
- You should be able to start cleanup between 7:30 and 7:45 pm, depending on when the service ends.

Saturday Kiddush Guidelines for B'nai Mitzvah Families

The Kiddush Reception you are hosting is your opportunity to welcome members of the congregation and invited guests to celebrate with you and share in your family's joy. **If you are having an additional luncheon offsite, we ask you to participate in Temple Micah's Kiddush first.** In the spirit of generous hospitality, please offer an adequate amount of food for all guests.

Kiddush Reception – Room Set-Up

The Bar/Bat Mitzvah fee covers the set-up of a standard stand-up Kiddush using Temple Micah furniture. This includes buffet tables for the food and minimal seating. To request a particular set-up, please contact the office. Fuller seating and any reception that involves rental furniture may carry additional fees.

Kiddush Reception – Food

Please let the office know in advance who will be catering. Caterers other than Micah Cooks are required to sign a contract with the temple and provide a certificate of insurance. Please contact the office for these forms.

Any food served at Temple Micah may not include pork products or shellfish. Dairy and meat may not be mixed in the same dish or sandwich. If you are serving meat, poultry or fish, we request that you offer a vegetarian option.

Quantities

- You should provide food for your guests plus 50 people
- One 4-5 lb challah or two 2-lb challot (challah is a **MUST BRING** item; it will be used for the blessing)
- If you have a coffee setup, we have sugar and sweetener, but you provide the coffee, tea, cups, & cream

Setup Before Services

- The service starts at 10:15 am. The kiddush is served downstairs after the service, and you should set up before the service begins.
- The tables will already be set-up in advance of your arrival.
- If you don't wish to bring tablecloths from home, you may use the temple's tablecloths. They need to be washed and returned by **Wednesday** to be used for the next Shabbat.
- You may use the serving trays, tablecloths, and vases in the kitchen. Bring your own paper goods. Please wash, dry and put away anything you use from the temple kitchen.

Cleanup

You should be able to start cleanup between 12:45 and 1 pm, depending on when the service ends. When people have finished eating and visiting, please:

- clean up all food and drinks (**do not leave them at the temple**);
- wash, dry and put away any service items used;
- clean the kitchen surfaces;
- take the temple's tablecloths and dish towels home, wash and return them by **WEDNESDAY** so they are available for next Shabbat.

Walk-through and Departure

Before the caterer departs, the custodian must walk through the kitchen with the caterer to determine that the kitchen is being left in proper condition. If the kitchen is left in poor condition, a fee of \$100 will be assessed for cleanup.

Prayers and Blessings for Friday Evening

Blessing for lighting the candles on Shabbat

בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו, וְצִוָּנוּ לְהַדְלִיק נֵר שַׁבָּת.
שַׁבָּת.

Baruch Atah Adonai Eloheinu Melech ha'olam asher kidshanu b'mitzvotav v'tzivanu l'hadlik neir shel Shabbat.

Blessed are You, Eternal God, Sovereign of the universe. You hallow us with Your Mitzvot and command us to kindle the light of Shabbat.

Shabbat Evening Kiddush

(The first line of this prayer will serve as the Shabbat Morning Kiddush.)

בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, בּוֹרֵא פְּרֵי הַגֶּפֶן.
בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו וְרָצָה בָּנוּ, וְשַׁבָּת קִדְּשׁוּ
בְּאַהֲבָה וּבְרָצוֹן הַנְּחִילָנוּ זְכוּרֵנוּ לְמַעֲשֵׂה בְּרֵאשִׁית, כִּי הוּא יוֹם תְּחִלָּה לְמִקְרָאֵי
קִדְּשׁ, זִכָּר לִיצִיאַת מִצְרַיִם, כִּי בָנוּ בְּחֵרְתָּ וְאוֹתָנוּ קִדְּשָׁתָּ מִכָּל הָעַמִּים, וְשַׁבָּת
קִדְּשָׁתָּ בְּאַהֲבָה וּבְרָצוֹן הַנְּחִילָנוּ. בְּרוּךְ אַתָּה יי, מְקַדְּשׁ הַשַּׁבָּת.

Baruch Atah Adonai Eloheinu Melech ha'olam, borei p'ri hagafen. Baruch Atah Adonai, Eloheinu, Melech ha'olam asher kidshanu b'mitzvo'tav v'ratza vanu, v'shabbat kodsho b'ahava uv'ratzon hinchilanu, zikaron l'ma'asei v'reisheet. Ki hu yom t'chila l'mikra'ei kodesh, zeicher litzi'at Mitzrayim. Ki vanu vacharta v'otanu kidashta mikol ha'amim, v'shabbat kodsh'cha b'ahavauv'ratzon hinchaltanu. Baruch Atah Adonai, m'kadeish ha'Shabbat.

Blessed are You, Eternal God, Sovereign of the universe, Creator of the fruit of the vine. We praise You, Eternal God, Sovereign of the universe; You call us to holiness with the Mitzvah of Shabbat – the sign of Your love, a reminder of Your creative work, and of our liberation from Egyptian bondage, our day of days. On Shabbat especially, we hearken to Your call to serve You as a holy people. We praise You, O God, for the holiness of Shabbat.

Hamotzi

בְּרוּךְ אַתָּה יי, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, הַמוֹצִיא לֶחֶם מִן הָאָרֶץ.

Baruch Atah Adonai Eloheinu Melech ha'olam, hamotsi lechem min ha'arets.

Blessed are You, Adonai our God, Sovereign of the universe, who brings forth bread from the earth.

Prayers and Blessings for Shabbat Morning

Shehecheyanu

בָּרוּךְ אַתָּה יי, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, שְׁהַחַיְנוּ וְקִיַּמְנוּ וְהַגִּיעַנוּ לְזֶמַן הַזֶּה.

Baruch Atah Adonai Eloheinu Melech ha'olam, shehecheyanu v'kiy'manu v'higianu laz'man hazeh.

Blessed are You, Adonai our God, Sovereign of the universe, for giving us life, sustaining us, and enabling us to reach this season.

Nisim B'Chol Yom - Daily Miracles

1. For awakening

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אֲשֶׁר נָתַן לְשִׁכּוּי בֵּינָה
לְהַבְחִין בֵּין יוֹם וּבֵין לַיְלָה.

Blessed are You, Adonai our God, Sovereign of the universe, who has given the mind the ability to distinguish day from night.

2. For vision

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
פּוֹקֵחַ עֵוְרִים.

Blessed are You, Adonai our God, Sovereign of the universe, who opens the eyes of the blind.

3. For the ability to stretch

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
מַתִּיר אֲסוּרִים.

Blessed are You, Adonai our God, Sovereign of the universe, who frees the captive.

4. For rising to the new day

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
זוֹקֵף כְּפוּפִים.

Blessed are You, Adonai our God, Sovereign of the universe, who lifts up the fallen.

5. For firm earth to stand upon

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
רוֹקַע הָאָרֶץ עַל הַמַּיִם.

Blessed are You, Adonai our God, Sovereign of the universe, who stretches the earth over the waters.

6. For the gift of motion

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
הַמְּכִיחַ מֵצַעְדֵי גִבּוֹר.

Blessed are You, Adonai our God, Sovereign of the universe, who strengthens our steps.

7. For clothing the body

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
מִלְּבִישׁ עֲרֻמִּים.

Blessed are You, Adonai our God, Sovereign of the universe, who clothes the naked.

8. For renewed enthusiasm for life

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
הַנּוֹתֵן לַיָּעִיף כֹּחַ.

Blessed are You, Adonai our God, Sovereign of the universe, who gives strength to the weary.

9. For awakening

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
הַמַּעֲבִיר שְׁנָה מֵעֵינָי
וְתַנּוּמָה מֵעַפְעָפִי.

Blessed are You, Adonai our God, Sovereign of the universe, who removes sleep from the eyes, slumber from the eyelids.

10. For being in the image of God

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
שָׁעַשְׂנִי בְּצַלְמְךָ אֱלֹהִים

Blessed are You, Adonai our God, Sovereign of the universe, who made me in the image of God.

11. For being a free person

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
שָׁעַשְׂנִי בְּנוֹכַח חוֹרֵין

Blessed are You, Adonai our God, Sovereign of the universe, who has made me free.

12. For being a Jew

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
שָׁעַשְׂנִי יִשְׂרָאֵל

Blessed are You, Adonai our God, Sovereign of the universe, who has made me a Jew.

13. For purpose

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אוֹזֵר יִשְׂרָאֵל בְּגִבּוֹרָה.

Blessed are You, Adonai our God, Sovereign of the universe, who girds Israel with strength.

14. For harmony

בָּרוּךְ אַתָּה יי
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
עוֹטֵר יִשְׂרָאֵל בְּתִפְאָרָה.

Blessed are You, Adonai our God, Sovereign of the universe, who crowns Israel with splendor.

V'ahavtah

וְאָהַבְתָּ אֶת יְיָ אֱלֹהֶיךָ,
בְּכָל לִבְבְּךָ, וּבְכָל נַפְשְׁךָ, וּבְכָל
מְאֹדֶךָ. וְהָיוּ הַדְּבָרִים הָאֵלֶּה,
אֲשֶׁר אֲנֹכִי מְצַוְּךָ הַיּוֹם, עַל
לִבְבְּךָ. וְשָׁנַנְתָּם לְבִנְיָךָ, וְדַבַּרְתָּ
בָּם, בְּשַׁבְּתְךָ בְּבֵיתְךָ, וּבְלֶכְתְּךָ
בַּדֶּרֶךְ, וּבְשֹׁכְבְךָ, וּבְקוּמְךָ.
וְקָשַׁרְתָּם לְאוֹת עַל יָדְךָ, וְהָיוּ
לְטֹטְפֹת בֵּין עֵינֶיךָ. וְכָתַבְתָּם
עַל מְזוֹזֹת בֵּיתְךָ וּבְשַׁעְרֶיךָ.

You shall love Adonai your God with all your heart, with all your soul, and with all your might. Take to heart these instructions with which I charge you this day. Impress them upon your children. Recite them when you stay at home and when you are away, when you lie down and when you get up. Bind them as a sign on your hand and let them serve as a symbol on your forehead; inscribe them on the doorposts of your house and on your gates.

לְמַעַן תִּזְכְּרוּ וַעֲשִׂיתֶם אֵת
כָּל מִצְוֹתַי, וְהָיִיתֶם קְדוֹשִׁים
לֵאלֹהֵיכֶם. אֲנִי יְיָ אֱלֹהֵיכֶם, אֲשֶׁר
הוֹצֵאתִי אֶתְכֶם מִמִּצְרָיִם
מִצְרָיִם, לְהָיוֹת לָכֶם לֵאלֹהִים,
אֲנִי יְיָ אֱלֹהֵיכֶם.

Thus you shall remember to observe all My commandments and to be holy to your God. I am Adonai, your God, who brought you out of the land of Egypt to be your God: I am Adonai your God.

Avot v'Imahot

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ
וְאֱלֹהֵי אֲבוֹתֵינוּ וְאִמּוֹתֵינוּ, אֱלֹהֵי
אַבְרָהָם, אֱלֹהֵי יִצְחָק, וְאֱלֹהֵי יַעֲקֹב,
אֱלֹהֵי שָׂרָה, אֱלֹהֵי רִבְקָה, אֱלֹהֵי
רָחֵל, וְאֱלֹהֵי לֵאָה. הָאֵל הַגָּדוֹל
הַגְּבוּר וְהַנּוֹרָא, אֵל עֲלִיוֹן, גּוֹמֵל
חֲסָדִים טוֹבִים, וְקִנְיָה הַכֹּל, וְזוֹכֵר
חֲסָדֵי אֲבוֹת וְאִמּוֹת, וְיִמְבִּיא גְּאֻלָּה
לְבָנֵי בְנֵיהֶם, לְמַעַן שְׁמוֹ בְּאַהֲבָה.
מְלֹךְ עוֹזֵר וּמוֹשִׁיעַ וּמַגֵּן.
בְּרוּךְ אַתָּה יְיָ,
מַגֵּן אַבְרָהָם וְעִזְרַת שָׂרָה.

Blessed are You, Adonai our God, God of our fathers and mothers, God of Abraham, God of Isaac, and God of Jacob, God of Sarah, God of Rebecca, God of Rachel, and God of Leah, the great, mighty and awesome God, transcendent God who bestows lovingkindness, creates everything out of love, remembers the love of our fathers and mothers, and brings redemption to their children's children for the sake of the Divine Name.

Sovereign, Deliverer, Helper and Shield: Blessed are You, Adonai, Sarah's Helper, Abraham's Shield.

G'vurot

אַתָּה גְבוּר לְעוֹלָם אֲדֹנָי,
מְחַיֶּה הַכֹּל (מֵתִים) אַתָּה,
רַב לְהוֹשִׁיעַ
Winter: מְשַׁיֵּב הַרוּחַ וּמוֹרִיד הַגֶּשֶׁם.
Summer: מוֹרִיד הַטֶּל
מְכַלְכֵּל חַיִּים בְּחֶסֶד,
מְחַיֶּה הַכֹּל (מֵתִים)
בְּרַחֲמִים רַבִּים, סוֹמֵךְ נוֹפְלִים,
וְרוֹפֵא חוֹלִים, וּמַתִּיר אֲסוּרִים,
וּמְקַיֵּם אֲמוּנָתוֹ לִישְׁנֵי עֶפְרַיִם,
מִי כְמוֹךָ בַּעַל גְּבוּרוֹת
וּמִי דוֹמֶה לָךְ, מְלֶךְ מִמִּית
וּמְחַיֶּה וּמְצַמִּיחַ יְשׁוּעָה .
וְנֶאֱמָן אַתָּה לְהַחְיֹת הַכֹּל (מֵתִים).
בָּרוּךְ אַתָּה יְיָ, מְחַיֶּה הַכֹּל (הַמֵּתִים).

You are forever mighty, Adonai; You give life to all (revive the dead).

Winter: You cause the wind to shift and rain to fall.

Summer: You rain dew upon us.

You sustain life through love, giving life to all (reviving the dead) through great compassion, supporting the fallen, healing the sick, freeing the captive, keeping faith with those who sleep in the dust. Who is like You, Source of mighty acts? Who resembles You, a Sovereign who takes and gives life, causing deliverance to spring up and faithfully giving life to all (reviving that which is dead)?

Blessed are You, Adonai, who gives life to all (revives the dead).

Blessing before the reading of the Torah

Bar'chu et Adonai ham'vorach.

בְּרַכּוּ אֶת יְיָ הַמְּבָרָךְ.

Baruch Adonai ham'vorach l'olam
va-ed.

בְּרוּךְ אֲדֹנָי הַמְּבָרָךְ לְעוֹלָם
וָעֶד.
Congregation

Baruch Adonai ham'vorach l'olam
va-ed.

בְּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.

Baruch atah, Adonai

בְּרוּךְ אַתָּה יְיָ

Eloheinu, Melech haolam,

אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

Asher bachar banu mikol haamim,

אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים

V'natan lanu et Torato.

וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.

Baruch atah, Adonai, notein haTorah

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Bless Adonai who is blessed.

Blessed is Adonai who is blessed now and forever.

Blessed is Adonai who is blessed now and forever. Blessed are You, Adonai our God, Sovereign of the universe, who has chosen us from among the peoples, and given us the Torah. Blessed are You, Adonai, who gives the Torah.

Blessing after the reading of the Torah

Baruch atah, Adonai

בְּרוּךְ אַתָּה יְיָ

Eloheinu, Melech haolam,

אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

Asher natan lanu Torat emet,

אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת,

V'chayei olam nata b'tocheinu.

וְחַיֵּי עוֹלָם נִטַּע בְּתוֹכֵנוּ.

Baruch atah, Adonai, notein haTorah

בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Blessed are You, Adonai our God, Sovereign of the universe, who has given us a Torah of truth, implanting within us eternal life. Blessed are you, Adonai, who gives the Torah.

Non Jewish Parent of Bar/Bat Mitzvah Aliyah Blessing Before Reading of the Torah

Baruch atah, Adonai

בָּרוּךְ אַתָּה יי

Eloheinu, Melech haolam,

אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

Asher ifsher lanu l'karev

אֲשֶׁר אֶפְשֵׁר לָנוּ לְקָרֵב

et b'neinu/biteinu laTorah.

אֶת בְּנֵינוּ/בֵּיתֵנוּ לַתּוֹרָה.

Baruch atah, Adonai, notein haTorah

בָּרוּךְ אַתָּה יי, נוֹתֵן הַתּוֹרָה.

Blessed are You, Adonai our God, Ruler of the universe, who makes it possible for us to draw our son/daughter near to the Torah. Blessed are You, Adonai, who gives the Torah.

Non Jewish Parent of Bar/Bat Mitzvah Aliyah Blessing After Reading of the Torah

Baruch atah, Adonai

בָּרוּךְ אַתָּה יי

Eloheinu, Melech haolam,

אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,

Asher natan la'adam Torat emet,

אֲשֶׁר נָתַן לְאָדָם תּוֹרַת אֱמֶת.

Baruch atah, Adonai, Adon olamim

בָּרוּךְ אַתָּה יי, אֲדוֹן עוֹלָמִים.

Blessed are You, Adonai our God, Ruler of the universe, who has given humankind a Torah of truth. Blessed are You, Adonai, Sovereign for eternity.

Blessing before the reading of the Haftarah

בְּרוּךְ אַתָּה יְיָ
אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אֲשֶׁר בָּחַר בַּנְּבִיאִים טוֹבִים,
וְרָצָה בְּדַבְרֵיהֶם
הַנְּאֻמִּים בְּאַמֶּת,
בְּרוּךְ אַתָּה יְיָ, הַבוֹחֵר בַּתּוֹרָה
וּבַמְּשֵׁה עֲבָדוֹ, וּבִישְׂרָאֵל עַמּוֹ,
וּבַנְּבִיאֵי הָאֱמֶת וְצִדְקָה.

Blessed are You, Adonai our God, Sovereign of the universe, who has chosen faithful prophets to speak words of truth. Blessed are You, Adonai, for the revelation of Torah, for Your servant Moses, for Your people Israel and for prophets of truth and righteousness.

Blessing after the reading of the Haftarah

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
צוּר כָּל הָעוֹלָמִים,
צַדִּיק בְּכָל הַדּוֹרוֹת,
הָאֵל הַנְּאֻמָּן
הָאוֹמֵר וְעֹשֶׂה, הַמְדַבֵּר וּמְקַיֵּם,
שָׁפַל דְּבָרָיו אֱמֶת וְצַדִּיק.
עַל הַתּוֹרָה, וְעַל הָעֲבוּדָה,
וְעַל הַנְּבִיאִים,
וְעַל יוֹם הַשַּׁבָּת הַזֶּה,
שֶׁנִּתְּתָה לָנוּ,
יְיָ אֱלֹהֵינוּ, לְקַדְּשָׁה וְלִמְנוּחָה,
לְכָבוֹד וְלִתְפָאֶרֶת.
עַל הַכֹּל, יְיָ אֱלֹהֵינוּ,
אֲנַחְנוּ מוֹדִים לָךְ,
וּמְבָרְכִים אוֹתְךָ,
יְתִבְרַךְ שְׁמֶךָ
בְּפִי כָּל חַי תָּמִיד לְעוֹלָם וָעֶד.
בְּרוּךְ אַתָּה יְיָ, מְקַדֵּשׁ הַשַּׁבָּת.

Blessed are You, Adonai our God, Sovereign of the universe, Rock of all creation, Righteous One of all generations, the faithful God whose word is deed, whose every command is just and true. For the Torah, for the privilege of worship, for the prophets, and for this Shabbat that You, Adonai our God, have given us. For holiness and rest, for honor and glory: we thank and bless you. May Your name be blessed for ever by every living being. Blessed are You, Adonai, for the Sabbath and its holiness.

Temple Micah Bar/Bat Mitzvah To-Do List

For the Student

Learn the *Nisim B'Chol Yom, V'ahavta, Avot v'Imahot, and G'vurot* prayers

Lead Saturday morning prayers during services (3 times)

Learn Friday evening blessings (candles, Kiddush, and Motzi)

Learn to chant Torah verses

Learn to chant Torah blessings

Learn to chant Haftarah verses

Learn to chant Haftarah blessings

Write and practice D'rash (Torah speech)

Write Haftarah introduction

Develop a question for Rabbi's sermon topic

Choose or write a Meditational Reading (for Friday evening)

Tallit and Kippah, if desired

For the Family

Learn Friday Evening Blessings (candles, Kiddush, and Motzi)

Send Invitations

Submit photograph for the Vine

Plan Kiddush Luncheon (after Shabbat morning service – **see page 16**)

Provide Oneg support for other families (before Friday evening services – **see page 15**)

Select and purchase decorative elements for Bimah, if desired

Purchase and bring 5lb challah (for after Shabbat morning service)

Select Ushers for Saturday morning service

Select service participants and submit **Saturday Morning Honors** form (included separately)

Submit final building logistics to the Office (see **Building and Custodial Logistics**, included as separate form)

Tallit and Kippah, if desired

Philanthropic Learning Donation (If Desired)