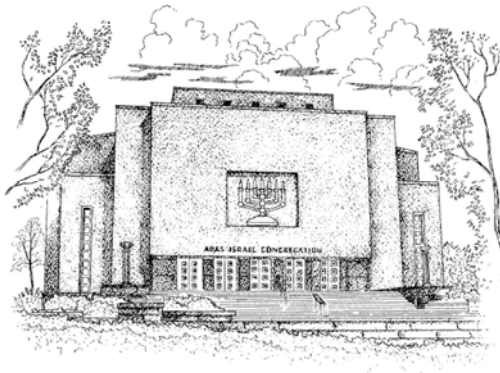


# **The Adas Israel Congregation Bar/Bat Mitzvah Planning Guide**



**Adas Israel Congregation  
2850 Quebec Street, NW  
Washington, DC 20008**

*Revised December, 2011 (new Kiddush Information included)*

Dear Parents,

***Mazal Tov!*** Becoming *Bar/Bat Mitzvah* is a major event in the life of a Jewish teen. To become a “Son/Daughter of the Commandments” is to be counted among the adults of the Jewish community, and to take upon oneself the responsibilities of the *mitzvah* of *tikkun olam* - perfecting this world. These responsibilities commence at thirteen years of age, as our children begin their journey into the world of adulthood.

The *Bar/Bat Mitzvah* ceremony allows family, friends, and community to share in your child's “coming of age” in the eyes of the Jewish community. It also provides the opportunity for each student to demonstrate an ability to function as a literate Jew, meaning that he/she is able to lead our worship service, as well as chant from the *Torah* and the *Haftarah*. As a further measure of passage into adulthood, each young person is asked to assume the role of teacher by delivering a *D'var Torah* that he/she has composed, interpreting their *Torah* and *Haftarah* portions with personal insights and observations.

Becoming a *Bar/Bat Mitzvah* is part of the greater process of education and maturation. Nothing magical happens to the child on that day. What does occur is that the child becomes committed to the process of becoming a Jew, in the fullest sense of that word. For that to occur, we believe that several elements must be present:

- ✧ A strong Jewish home environment, in which Jewish observances and Jewish values are apparent and practiced;
- ✧ A strong commitment to the synagogue and the greater community, through which the child can express her/his growing sense of social consciousness;
- ✧ An ongoing commitment to Jewish education.

Becoming *Bar/Bat Mitzvah* should not be seen as the end of a child's formal religious training, but rather as an important milestone along the way. At Adas Israel Congregation, formal religious education continues through Confirmation in the 10<sup>th</sup> grade and Graduation in the 12<sup>th</sup> grade. By becoming a *Bar/Bat Mitzvah*, each child is making an implied commitment to complete the entire program of education. It is sincerely hoped that every family will communicate this to their children on a regular basis and with a sense of commitment. We believe that it is only in this context that becoming *Bar/Bat Mitzvah* can assume its proper role and significance, and in this way, our children can have the best opportunity possible to grow up as dedicated and committed Jews, and human beings.

*L'shalom,*



Rabbi Gil Steinlauf

We know this is an exciting time in the life of your family as your child is preparing to become a *Bar/Bat Mitzvah*. All of us at Adas Israel Congregation will share in your *nachas* and are looking forward to celebrating this special day with you. This handbook has been written for our families to help you and your child prepare for this meaningful occasion.

### **BAR / BAT MITZVAH: ITS MEANING AND CUSTOMS**

The term *Bar* or *Bat Mitzvah* (literally, “son or daughter of the commandment”) is a title given to all Jews upon reaching age 13 to signify that they are now prepared to take personal responsibility for their own religious actions and moral behavior through performing the *mitzvot* (commandments). It is equivalent to reaching the age of legal majority. Although no ritual or service is necessary to establish this status, the *Bar* and *Bat Mitzvah* celebration, over the past few centuries, has emerged as a way for 13-year-olds to demonstrate commitment to Judaism. Before the congregation, family, and friends, the young person reads from the *Torah* (Five Books of Moses) and *Haftarah* (selection from the books of the Prophets) and leads worship. In offering this privilege, the congregation says to its 13-year-olds: you are now participating adults in our religious community. Thus, *Bar* and *Bat Mitzvah* celebration bears witness to the continuity of Judaism embodied in a new generation of committed Jews. Certainly the beginning of a young person’s transition from childhood to responsible Jewish adulthood is a time of celebration.

When a young woman or man reaches the age of majority in Jewish life, they become eligible and responsible for the performance of the *mitzvot*, assuming personal responsibility for their religious moral and spiritual behavior. Our *B’nai Mitzvah* students take advantage of their new status by performing a number of *mitzvot* for which they are now eligible when they participate in a congregational *Shabbat* morning worship service. Each *Bar* and *Bat Mitzvah* can now wear a *tallit*, be called to the *Torah* for an *aliyah*, lead the prayers and interpret the weekly *Torah* portion.

A *Bar* or *Bat Mitzvah* celebration occurs as part of our regular *Shabbat* morning service (or at a *Rosh Chodesh* or *Mincha* Service). The student helps lead the congregation in Hebrew and English passages from the *siddur* (prayer book), and reads or chants from the *Torah*. The student chooses a section of the weekly portion and explains it to the congregation (*D’var Torah*), demonstrating an understanding of the text. Family and friends share the blessings, before and after the reading. After the *Torah* is read, they read a passage taken from one of the prophetic books of the Bible, a selection known as the *Haftarah*.

## Timetable towards the *Bar/Bat Mitzvah* Cerebration

The following pages contain a convenient checklist which should help “smooth the way” and help you to prepare for your child’s *Bar/Bat Mitzvah*. We encourage you to use the checklist as a handy everyday reference as you plan your *simcha*. While the checklist is intended to provide religious milestones in preparation for the *Bar/Bat Mitzvah*, it does include some suggestions for celebrations as well. We hope that these details will answer many of your questions.

Our *Bar/Bat Mitzvah* preparation program and timetables make sure that children have more than enough time to prepare for the *Bar/Bat Mitzvah*. Once you have received a date for the *Bar/Bat Mitzvah* celebration, the next step is the preparation process. The best way for your entire family to prepare for the *Bar/Bat Mitzvah* celebration is to attend services regularly. Through regular service attendance, your family will learn the prayers and become familiar with *Shabbat* worship.

If there are issues in your family that you think we should know about (reading, other educational challenges or special needs), please bring these issues to the attention of Josh Bender, Director of Education and/or Rabbi Gil Steinlauf now. If extra time and specially trained tutors are required, please take the time to make any special arrangements to help ensure that your child has a wonderful positive experience.

The *B’nai Mitzvah* preparation process generally follows the outline below:

### ***Bar/Bat Mitzvah* Planning Checklist**

#### ***Three years to go:***

- Attend initial Parent’s Meeting with Rabbi Steinlauf and receive informational materials, checklist, and *bar/bat mitzvah* application. This meeting is usually held in the January or February.
- Return *Bar/Bat Mitzvah* Application to Beryl Saltman, B’nai Mitzvah Coordinator, in Rabbi Steinlauf’s office by deadline date on application (*usually in February or March*).
- Notify Rabbi Steinlauf or Josh Bender immediately about any special needs (reading or learning concerns) that your child may have.
- Receive your child’s assigned *bar/bat mitzvah* date (*usually by end of April*). If there is an issue with your child’s assigned date, please contact Beryl Saltman, ext. 121. We will do our best to accommodate your family’s needs.
- Reserve the Synagogue for your reception with Executive Director, Glenn Easton, ext. 130 or Laura Bloomberg, ext. 144 (*rooms & dates book up quickly and are on a first come-first served basis*).

#### ***Two years to go:***

- Begin to prepare for participation in leading parts of various services (*i.e. L’Dor VaDor Shabbat*)

***Eighteen/twelve months to go:***

- Let out-of-town guests know the date of your event
- Arrange Kiddush and catering (if applicable) with Beth Ann Spector (bethann.spector@adasisrael.org)
- Book photographers, videographers, and entertainment for reception (if applicable)
- Bar/Bat Mitzvah Administration Fee* will appear on your synagogue statement. The fee must be paid in full before bar/bat mitzvah training can begin. See page 11 for details.
- Kiddush contribution (*standard Kiddush is \$1,650 for 2011-12; prices subject to change; see pgs. 15-17 for details*) will appear on your synagogue statement (on July 1 of the fiscal year in which the bar/bat mitzvah is celebrated).
- Attend Friday night and Shabbat morning services:

*As part of the preparation for Bar/Bat Mitzvah, the student and his/her family should become acquainted with the Shabbat service. Each of our Bar/Bat Mitzvah students must attend 12 services during the sixth/seventh grade and before the Bar/Bat Mitzvah takes place. (see page 9 following this checklist). Students should check-in at the Front Desk/B'nai Mitzvah Drop Box so the B'nai Mitzvah Tutors will know they were at the service.*

- Attend *B'nai Mitzvah Family Retreat (held in the Spring)*.

***Fall of Sixth/Seventh Grade:***

- Begin *Mitzvah / Tzedakah* Project in Religious School

A major component of the Bar/Bat Mitzvah preparation is the student designing his/her own individualized Mitzvah project to be fulfilled. Ideally, the project will be one which taps into a special skill or interest of the student and provides an opportunity for the most meaningful way for him/her to contribute to his/her world. For ideas and suggestions, please feel free to consult Josh Bender, Director of Education (josh.bender@adasisrael.org) or Rabbi Steinlauf (rabbi.steinlauf@adasisrael.org). See page 19 for more information.

- B'nai Mitzvah 101 Workshop* for Parents

***Eight months to go:***

- Select or create invitations
- Order Tallit, Tefillin and Kippot (*available from the Adas Israel Sisterhood Gift Shop*).
- Reserve lodging for out of town guests

***Six to Eight months to go:***

- Begin studying with the B'nai Mitzvah Tutors (*depending on season and vacation schedules*)

### **Six months to go:**

- Beth Ann Spector will contact you to see if you wish to add any Kiddush enhancements.

### **Four months to go:**

- Finalize who will be honored with aliyot or other forms of service participation. Call honorees to ask them to participate. *NOTE: A single bar or bat mitzvah receives 5 Aliyot (plus Maftir for the bar/bat mitzvah) and Hagba and Gallila. A double bar or bat mitzvah receives 2 Aliyot (plus the bar/bat mitzvah aliyah) and either Hagba OR Gallila. **Two aliyot are to be saved for congregational simchas.***
- Order or print invitations (*Invitations should be mailed ten weeks prior to the simcha*)

*Unless otherwise notified, the starting time on the invitation should list the actual time the service begins: 9:30 am. You can let non-Jewish guests and/or friends of the bar/bat mitzvah know that they should arrive by the start of the Torah Service, around 10 am (see letters on pages 31-33). Also, it is appropriate to list the Hebrew date as well as the English one.*

### **Three months to go:**

- Make final arrangements and submit names of sponsors for *Shabbat Kiddush* and Bimah flowers (optional) or baskets (non-perishable food for example) with Beth Ann Spector. The standard Kiddush fee and enhancements must be paid 3 months prior to the bar/bat mitzvah.
- For a reception in our Social Hall, make final arrangements with Glenn Easton.
- Mail / e-mail your child's photo and biography to the Chronicle Editor at: [Chronicle@adasisrael.org](mailto:Chronicle@adasisrael.org). (*see examples of bios. on page 13*)
- Send Announcement to Washington Jewish Week (if desired).

Send your child's photo and a brief biography either by email to: Meredith@washingtonjewishweek.com or via post office mail to: Washington Jewish Week, 11426 Rockville Pike, Suite 236, Rockville, MD 20852, Attn: Meredith Jacobs. Call Meredith directly for questions at: 301-230-6683.

### **Eight to Ten weeks to go:**

- Mail invitations

*We recommend mailing invitations ten weeks before the service. Ten weeks is not excessive if there are a number of out-of-town guests. This allows time for slow postal delivery and also gives everyone enough time (except, perhaps, during other "peak" times, such as graduation season) to make travel and lodging arrangements.*
- Reminder....make sure you have mailed (or e-mailed) your child's photo & biography to the Chronicle Editor ([Chronicle@adasisrael.org](mailto:Chronicle@adasisrael.org)). (*see examples on page 13*)
- Schedule family meeting with Rabbi Steinlauf or Rabbi Feinberg (for *bar/bat mitzvah* child & parents) for the rabbi to get to know the bar/bat mitzvah child, to discuss the service and answer any questions and to begin the child on the preparation of their D'var Torah.
- Begin preparation of a *D'var Torah*
- Begin preparation of *Bar/Bat Mitzvah Shabbat Program Handout* (if desired). Contact Beryl Saltman for samples to be e-mailed to you (*see pages 40-42*).

**Six/eight weeks to go:**

Call to schedule your final rehearsal with the B'nai Mitzvah tutor and confirm date and time with Laura Bloomberg ([laura.bloomberg@adasisrael.org](mailto:laura.bloomberg@adasisrael.org)) or Glenn Easton ([glenn.easton@adasisrael.org](mailto:glenn.easton@adasisrael.org)). Enter date here: \_\_\_\_\_

Arrange date for photography to be taken at Adas Israel with Laura Bloomberg or Glenn Easton: Enter date here: \_\_\_\_\_ (*can be scheduled on same day as rehearsal*)

**Four/six weeks to go:**

*Bar/Bat Mitzvah* to schedule additional meetings with Rabbi Steinlauf or Rabbi Feinberg to work on their *D'var Torah*.

Contact the B'nai Mitzvah tutor to confirm the list of all participants and their roles in the service. ***NOTE: If any relatives or friends are planning to read Torah, they must contact the B'nai Mitzvah tutor your child is working with and be heard and approved by one of them, in person or by phone, two weeks prior to the Bar/Bat Mitzvah date.***

**Two weeks to go:**

E-mail a final copy of *D'var Torah* to Rabbi Steinlauf ([Rabbi.Steinlauf@adasisrael.org](mailto:Rabbi.Steinlauf@adasisrael.org)) or Rabbi Feinberg ([Rabbi.Feinberg@adasisrael.org](mailto:Rabbi.Feinberg@adasisrael.org)) with a copy to Beryl Saltman ([Beryl.Saltman@adasisrael.org](mailto:Beryl.Saltman@adasisrael.org)).

Finalize assigned family members and/or friends reading *Torah* and having *Aliyot* with your Bar/Bat Mitzvah tutor. Anyone planning to read *Torah* must be heard and approved, in person or by phone by the tutor **two weeks prior** to the *Bar/Bat Mitzvah* date.

If you would like to schedule a Bar/Bat Mitzvah immersion in the Adas Israel Community Mikvah for the week before, e-mail [mikvah@adasisrael.org](mailto:mikvah@adasisrael.org) for more information and an appointment time.

**One week to go:**

A complete list of all those either reading *Torah* or being honored with an *Aliyah*, lifting and/or tying the *Torah* should be sent to Beryl Saltman: [beryl.saltman@adasisrael.org](mailto:beryl.saltman@adasisrael.org) at least **one week** prior to the *Bar/Bat Mitzvah* date. This list should include full English AND Hebrew names.

At the Shabbat before the *Bar/Bat Mitzvah*, child opens the Ark before *Aleynu* at morning service.

**Week of Bar/Bat Mitzvah:**

Hold final rehearsal with your child's tutor (and with photographer if arranged). Notify Rabbis office if you would like the rabbi to be in the photographs.

Enter date of Rehearsal here: \_\_\_\_\_

The Final Rehearsal takes place with your child's tutor during the week before or the week of the *Bar/Bat Mitzvah* ceremony. Parents, the *Bar/Bat Mitzvah* student, and siblings are expected to attend. The Rehearsal will take approximately 1- 1 ½ hours.

Please dress appropriately for entering the Sanctuary and remember to bring your *Tallit* to the rehearsal.

During the Final Rehearsal your child's tutor will:

- Review the service participants, answers any questions you might have about the service, reviews some logistics and details, and reviews any special requests you might have.
- Review everything that will happen on Friday evening & Shabbat morning.
- The Bar/Bat Mitzvah student will go through the parts of the service that they will be leading and/or participating in (leading, singing and chanting as if it were the Bar/Bat Mitzvah ceremony itself).
- Review the “choreography” of the service; the more Shabbat morning B’nai Mitzvah services the family has already attended, the smoother the rehearsal will go, and the more comfortable everyone will feel.
- Families often have arranged for their photographer to be at the final/dress rehearsal. Posed photos should be scheduled to be taken before or after the actual rehearsal.

Provide written copies of specific details of other types of participation to the tutor.

E-mail a copy of your child’s final *D’var Torah* to Beryl Saltman in the Rabbi’s office ([Beryl.Saltman@adasisrael.org](mailto:Beryl.Saltman@adasisrael.org)) by Wednesday.

Attend and participate in Monday or Thursday morning *Minyan* in the Miller Chapel with Rabbi Feinberg. Bar/Bat Mitzvah is invited to lead *Ashrei* and will be called up for an *Aliyah* and recite the *Torah* blessings. He/she will be invited to wear both *Tallit* and *Tefillin* (we provide both, but they are welcome to bring their own; the *bar/bat mitzvah* can save their *Tallit* for Shabbat morning if they wish).

Drop off *Kippot*, Bar/Bat Mitzvah Programs and any other items for the service (if applicable) at the synagogue and leave them at front desk with receptionist. The synagogue closes at 3 pm on Fridays. **Please do not bring these with you to the synagogue on Shabbat.**

### ***The “Big” Weekend ....Mazal Tov!***

#### ***Shabbat Morning:***

Bar/Bat Mitzvah Family should be at the synagogue at least 15 minutes before the service begins:

- a. Put the bar/bat mitzvah binder or materials (haftarah, blessings and d’var torah) on the *Bimah*.
- b. In the Rabbi’s office, the bar/bat mitzvah will don their Tallit before the Shabbat morning service begins.
- c. At this time they will also be given their bar/bat mitzvah gifts on behalf of the Congregation.

## Religious School and Service Requirements for Bar/Bat Mitzvah

Because we regard the educational experience as an important community endeavor, it is the policy of Adas Israel Congregation that children attend and fulfill the prescribed program and curriculum of the Melvin Gelman Religious School (unless they are full-time students at the Charles E. Smith Jewish Day School or some other full-time program of religious education). Exceptions will be made to this policy on an individual basis for unusual, special needs that cannot be accommodated as part of the regular program. Decisions for variance will be made by the Director of Education and the Senior Rabbi, in consultation with the Religious School Committee.

Regular attendance at Shabbat Services will provide our students with the opportunity to become familiar with the prayers and the structure of the services, and will give them an opportunity to develop the skills necessary to participate comfortably in various parts of the service. As a vital component of our school program, we strongly recommend that students attend Shabbat Services on a regular basis. We recommend that students in Grades 3–5 attend Shabbat Services at least once a month. Attendance at Youth Community Services, led by a Rabbi and our young people, is strongly encouraged.

Students in Grade 6 must attend 12 services during the year. Students should check-in at the Front Desk B'nai Mitzvah Drop Box so their tutors will know that they were at the service.

### Preparation of Students

The study of the required materials will begin approximately six months before the assigned date (seven to eight months before if that time spans the summer months). Students are taught by designated B'nai Mitzvah Tutors, who divide the students between them based on their schedules and time availability. They will contact the family when it is time to begin and set the tutorial time based on the student's schedule. Lessons are approximately a half-hour in duration once per week. We expect students to practice at home 20 minutes a day, 5 days a week.

If you would like your child to use an outside tutor, please contact us for approval. We want to make certain that your child is taught by a teacher who is experienced and knowledgeable in this area and familiar with our services at Adas Israel. Even when using an outside tutor, our instructors will meet periodically with your child to assess their progress.

*Students must learn:*

- >Friday night and Shabbat morning *Kiddush*
- >The blessing recited on putting on a *tallit*
- >The two blessings recited on reading from the *Torah*
- >The blessings before and after chanting a *haftara* (portion from the Prophets)
- >Their *haftara* portion
- >*Ashrei* (page 151 in the *Sim Shalom Siddur*)
- >At least one *aliyah* from the *Torah*. If all of the above have been completed, additional *aliyot* may also be assigned.
- >Shabbat morning *Torah* Service

Students will also prepare a *D'var Torah* with assistance from the Rabbi.

## **Answers to Frequently Asked Questions & Other Administrative Items**

The celebration of *bar/bat mitzvah* is a milestone not only for your family and child, but for the entire congregation. As we assemble to worship on *Shabbat*, we join in witnessing your child's passage to the beginnings of Jewish identity and responsibility. We welcome him or her as a fully participating member of our congregational community.

As you begin your preparation for the day, we want to help with your planning in every way that we can. For questions regarding the *Bar/Bat Mitzvah* Program, please contact Beryl Saltman, Assistant to Rabbi Gil Steinlauf & B'nai Mitzvah Coordinator at 202-362-4433, ext. 121. Also see page 12 for a listing of other staff you may need to contact. ***In 2011-12, Josh Bender, Director of Education, will be overseeing our B'nai Mitzvah Program, assisted by Elie Greenberg.***

### **Listed below are answers to the most commonly asked questions:**

**Sharing a *Bar/Bat Mitzvah*** at Adas Israel, known as a "double", is the normal occurrence. A *Bar/Bat Mitzvah* originally scheduled as a "single" may be changed to a "double" up until the time your child begins tutoring with one of the cantors, as dictated by the scheduling needs of the congregation and our families. The families involved will be notified as soon as possible if any change needs to be made.

**Reading / Learning Issues** – As stated previously, if your child has any reading or learning issues, other educational challenges or special needs, please bring these issues to the attention of Rabbi Steinlauf or Josh Bender, Director of Education as soon as you receive your assigned date so we can discuss the support that you and your child may need.

**What can you do to assist your child in preparing for the *Bar/Bat Mitzvah*?** Take an active roll in the *b'nai mitzvah* process. Light candles on Friday night and recite the *Kiddush*. Attend *Shabbat* services with your family. Make sure your child is studying the assignments given by his/her tutor. Study with your child. Encourage your child to chant their *Torah*, *Haftorah* and the blessings for you.

### **Photographs**

You may arrange through Laura Bloomberg or Glenn Easton to photograph your child and family on the *bimah* during the week (not on *Shabbat*) prior to the *bar/bat mitzvah* celebration or the week after the celebration. No photography can take place in the sanctuaries on *Shabbat*.

### **Synagogue Decorum**

- ❖ To maintain the sanctity of the service please refrain from entering or leaving the sanctuary when the Ark curtains are open, the *Torah* is being chanted, the sanctuary doors are closed, or the congregation is standing.
- ❖ Please show your respect by not talking when anyone is speaking or chanting from the *bimah*.
- ❖ *Kippot* (head coverings) and *Tallitot* (prayer shawls) are available for your use. We request that all men wear a *kippah*. All Jewish men are required to wear a *kippah* and a *tallit*, and Jewish woman are encouraged to do so.
- ❖ It is not appropriate to eat, drink, or chew gum in the sanctuary.
- ❖ Applause is not appropriate during the service.
- ❖ Please turn off your cell phone and beeper, or set them to "vibrate."
- ❖ Smoking is not permitted on *Shabbat*.
- ❖ Gifts should not be brought to the synagogue.

### **Thinking About What to Wear**

Our tradition highly values *Tzniut*, or modesty in dress. We ask for your support in honoring this tradition and in fostering a respectful environment for our religious services. While the definition of “modest attire” varies in different cultures and in different generations, we ask that you and your family be mindful of wearing clothes that are tasteful, “conservative,” and that reflect the sacred values, teachings, and practices that happen in a synagogue. Traditionally, upper arms and legs, shoulders, and backs are kept covered in synagogue attire. We thank you for your understanding of our values and traditions.

### **Non-Jewish Guests**

As our morning service is longer than other religious services, some suggest to their non-Jewish guests that they not arrive at the very beginning, but arrive by the start of the Torah Service around 10:00 am, when they will certainly have ample opportunity to enjoy the traditional celebration.

It is appropriate for everyone to stand when the congregation stands.

It is a sign of respect and a matter of tradition for men inside a synagogue to wear a head covering (*kippah*). While, non-Jews are not required to do so, they will be offered one when they enter the sanctuary, and it is considered appropriate courtesy for them to wear it.

The wearing of a *tallit* is a religious commandment that applies specifically to Jews. A non-Jew should not wear one.

You may wish to send a letter to your non-Jewish friends prior to the service so that they become more familiar and comfortable with the morning service (see sample letter on page 31).

### **Adolescent Guests of the Bar/Bat Mitzvah**

Often, it is a good idea to apprise adolescent guests as to the customs of the congregation, especially non-Jewish children. You may want to enclose a letter with the invitation or send one under separate cover after the family returns their RSVP (see sample letters on pages 32 & 33).

### **Other Administrative Items**

1. An appropriate photograph (not with t-shirts or shorts) and a short bio. should be submitted to the *Chronicle* editor **three months prior** to the celebration date. Please note that this picture is **not** submitted to the *Washington Jewish Week*. We **do** submit a list so that your child’s name will appear on the appropriate date. However, if you would like a photo to appear in the *Washington Jewish Week*, you must arrange for that personally. Photo and bio are included on our website (online on the *Chronicle* page). See examples on page 13.
2. Arrangements for the Saturday morning *Kiddush* refreshments are made with Beth Ann Spector three months prior to the *bar/bat mitzvah*. Please contact Beth Ann at 202-362-4433, ext. 139. A sample form with current costs can be found on pages 15 & 16 (*menus and prices are subject to change*).
3. All *bar/bat mitzvah* families are required to contribute a **\$450 bar/bat mitzvah administration fee** (*amount subject to change*) which will appear on your synagogue account the year before your *bar/bat mitzvah* date. This administrative fee covers all of the administration and planning relating to the *bar/bat mitzvah*.
4. All *bar/bat mitzvah* families must remain current in all synagogue obligations to retain their date and receive training. Please contact Glenn Easton, our Executive Director if you have any questions regarding your synagogue account.

## **Administrative Items, *continued***

5. Students must attend the Melvin Gelman Religious School or a Jewish Day School at least through the year of *Bar/Bat Mitzvah* (and preferably through High School).
6. It is the family's responsibility to print the *bar/bat mitzvah* program booklets (if they want to hand one out) and bring them to the synagogue by noon on the Friday before the bar/bat mitzvah. If you are providing personalized kippot, please also deliver them to the synagogue by noon on Friday.
7. All Saturday morning *bar/bat mitzvah* services are recorded. If you would like a copy of the DVD, please contact Beryl Saltman at the synagogue.

### **If you have a question – whom do you contact?**

If you have a question, please call us at your convenience and the following persons will be delighted to assist you. Your questions are important to us, so please do not hesitate to call the synagogue at 202-362-4433 and ask for:

<b>Aliyot &amp; Torah Readings</b>	<b>Naomi Malka, cell: 202-841-8776 E-mail: neskatan@gmail.com</b>
<b>Bar/Bat Mitzvah Date Scheduling</b>	<b>Beryl Saltman, ext. 121</b>
<b>Billing Questions</b>	<b>Lesley Brinton, ext. 145 or Rita Nicholls, ext. 132</b>
<b>Bar/Bat Mitzvah photo &amp; article for Chronicle</b>	<b>Kate Bailey, ext. 133</b>
<b>Final Rehearsal - Scheduling with Tutor</b>	<b>Naomi Malka or Sharon Samber</b>
<b>For help in the Library</b>	<b>Robin Jacobson, ext. 116 or Religious School Office, ext. 134</b>
<b>Kiddush Information and Questions</b>	<b>Beth Ann Spector, ext. 139</b>
<b>Oversight of B'nai Mitzvah Program for 2011-12</b>	<b>Josh Bender, ext. 117</b>
<b>Reception and Catering</b>	<b>Glenn Easton, ext. 130 Laura Bloomberg, ext. 144</b>
<b>Questions re: USY and Youth Activities</b>	<b>Elie Greenberg, ext. 137</b>
<b>Questions re: The Melvin Gelman Religious School</b>	<b>Josh Bender, ext. 117</b>
<b>Scheduling your Photographer</b>	<b>Laura Bloomberg, ext. 144</b>
<b>Scheduling weekly session with Tutors</b>	<b>Naomi Malka - cell: 202-841-8776 neskatan@gmail.com Sharon Samber - cell: 202-361-5550 Sharon_Samber@yahoo.com</b>
<b>Unresolved Issues / All other questions</b>	<b>Beryl Saltman, ext. 121 or Rabbi Gil Steinlauf, ext. 120</b>

Here are a few examples of the Life Cycle information to submit for the *Chronicle*. We suggest that you also include info about your child's *Tzedakah* projects if you have it.

**Name of Bar Mitzvah, Date:** \_\_\_\_\_  
\_\_\_\_\_, son of \_\_\_\_\_ began his religious education at *Gan HaYeled* and is currently a seventh grader at \_\_\_\_\_ (name of school) and the Melvin Gelman Religious School. He shares his *simcha* with his brother, \_\_\_\_\_, and sister, \_\_\_\_\_, who have preceded him as *b'nai mitzvah*, and with his grandparents \_\_\_\_\_. \_\_\_\_\_ is a fourth-generation member of Adas Israel; his great-grand parents were \_\_\_\_\_, of blessed memory.

**Name of Bat Mitzvah, Date:** \_\_\_\_\_  
\_\_\_\_\_, daughter of \_\_\_\_\_, and granddaughter of \_\_\_\_\_, is a seventh grader at (name of school) \_\_\_\_\_. She started her Jewish education as a butterfly in the *Gan HaYeled* and has been attending Melvin Gelman Religious School since kindergarten. \_\_\_\_\_ looks forward to also celebrating her *bat mitzvah* in Jerusalem.

**Name of Bar Mitzvah, Date:** \_\_\_\_\_  
\_\_\_\_\_, the son of \_\_\_\_\_, is a seventh grader at (name of school) \_\_\_\_\_. He shares this *simcha* with his sisters, \_\_\_\_\_, and the rest of his family. A basketball enthusiast, \_\_\_\_\_ is supporting Peace Players International (PPI), a Washington-based organization that promotes community reconciliation through youth basketball in Northern Ireland, South Africa, and Israel, for his *tzedakah* project. He would appreciate donations of youth and women's size basketballs (new or gently used), which will be collected in the Religious School Office during December.

## ***Shabbat Kiddush information***

The entire congregation looks forward to celebrating this special *simcha* with you and your family. We invite you to honor family members and friends by listing their names as sponsors of the *Shabbat Kiddush* in the Chronicle and Shabbat announcements. Please contact Beth Ann Spector, ext. 139 for *Kiddush* information or questions. Please return the form on the following page three months prior to your date to ensure a timely listing.

### ***Friday Shabbat Dinner Information***

Special reduced room fees have been established to encourage families to hold Friday evening *Shabbat* dinners at the synagogue. Please call Glenn Easton for details.

### ***Saturday Afternoon and Evening Receptions***

We invite and encourage families to hold their “*Seudat Mitzvah*” celebration at the synagogue for a luncheon or evening reception. It is an appropriate way to add a Jewish dimension to your *simcha*. Our beautiful reception halls and fine panel of kosher caterers combine to provide a number of options for your *bar or bat mitzvah* celebration.

In the event of a double *bar/bat mitzvah*, it is especially important for you to let Glenn Easton know your plans as quickly as possible so that any conflicts can be resolved and everyone's needs can be met. Rooms are reserved on a first-come, first-served basis.

We want to be helpful in order to make certain that all your needs are met as you to create a meaningful event. **To reserve a room at the synagogue for a luncheon or dinner, call Glenn Easton at extension 130.** He can also answer your immediate questions about the catering policy and will be happy to answer any questions that you may have concerning social hall usage. Please note the following guidelines, which will assist you in your planning when holding a private luncheon on *Shabbat*. These guidelines are intended to help you and your caterer create a *Sabbath* atmosphere which is in harmony with Jewish law and your celebration.

**For Kiddush Information please contact Beth Ann Spector at 202-362-4433, ext. 139 or by e-mail: [bethann.spector@adasisrael.org](mailto:bethann.spector@adasisrael.org); For Room Reservations, please contact Glenn Easton at 202-352-4433 or by e-mail: [glenn.easton@adasisrael.org](mailto:glenn.easton@adasisrael.org).**

1. In order to make you feel comfortable in the synagogue we have liberally interpreted the laws regarding the *Sabbath* so that live or recorded music is permissible when it is Israeli, Klezmer, or classical music used to create an atmosphere.
2. No pictures may be taken in the Sanctuary or in the congregational *Kiddush* or public areas on *Shabbat*. You may arrange, through Laura Bloomberg, another suitable date and time for pulpit photos (usually accomplished on the day of rehearsal).
3. Writing is not permissible on *Shabbat*, including signing photographs or writing in a memory book.
4. No cooking or heating with sterno is permissible on *Shabbat*. Food may be warmed in the kitchen ovens and reheated on *Shabbat*.



**The congregation and catering committee are pleased to offer these menu options:**

**1. Adas Kiddush (\$1,650)**

The Shabbat morning Kiddush includes challah, hummus, pita, crudités, Israeli salad, fishballs, whole fruit, cookies, pastries, punch, coffee, tea, paper goods, supplies.

**2. Expanded Adas Kiddush**

In addition to the items listed above in the Adas Kiddush, the Expanded Kiddush adds any one or combination of the following (indicate choices below):

- A. Bagels, Plain and Nova Cream Cheese..... Add \$310
- B. Tuna Salad Platters..... Add \$650
- C. Egg Salad Platters..... Add \$360
- D. Whitefish Platters..... Add \$650
- E. Tuna & Egg Salad Platters..... Add \$825
- F. Whitefish, Egg Salad & Tuna Salad Platters..... Add \$950
- G. Caesar Salad..... Add \$750
- H. Seasonal Green Salad..... Add \$750
- I. French Toast Soufflé..... Add \$750
- J. Noodle Kugel..... Add \$875
- K. Sesame Noodles..... Add \$275
- L. Vegetable Orzo Salad..... Add \$275
- M. Sliced Nova Lox Platters..... Add \$1,975
- N. Sliced Fruit/Melon Platters (seasonal)..... Add \$varies by season

\$\_\_\_\_\_ **TOTAL (please put amount in line #2 above)**

**3. My Israeli Cousin's Kiddush (Add \$1,340)**

In addition to the items listed above in the Adas Kiddush, the *Israeli Cousin* Kiddush adds tehini, pickled vegetables, babaganoush, roasted eggplant w/tomato, couscous salad, pita bread. (Add \$600 for falafel balls.)

**4. My Bubbie and Zayde's Kiddush (Add \$1,595)**

In addition to the items listed above in the Adas Kiddush, the *Bubbie & Zayde* Kiddush adds bagels with plain and nova cream cheese, healthy cole slaw, herring in wine sauce, noodle kugel.

**5. The Mediterranean Kiddush (Add \$1,850)**

In addition to the items listed above in the Adas Kiddush, the *Mediterranean Kiddush* adds Greek salad, stuffed grape leaves, pasta salad with sun-dried tomatoes, roasted vegetables.

**6. The Lower East Side Fleishig Kiddush (costs vary)**

The *Lower East Side Fleishig Kiddush* replaces the Adas Kiddush with a cold cuts Kiddush luncheon. Prices vary but are approximately \$15 - \$20 per person. Contact Beth Ann Spector for details.

**PLEASE NOTE:**

Kiddush offerings and prices are subject to change. Two tables are reserved for the Bar/Bat Mitzvah family. The Adas Kiddush is subsidized by the *Paul Goldstein and Lillian Goldstein Lande Shabbat Kiddush Fund*. The extra food on the special small children's table is subsidized by the *Gan Haya'eled Parents Association*. Families may combine any of the above options for an enhanced Kiddush.

The above Kiddushim are arranged by the staff of our resident caterer, Yarden Catering. Families may contract with other caterers on the synagogue panel for alternative menus. Please take care to see that any alternative Kiddush arrangements provide at a minimum the menu included in the Adas Kiddush or its equivalent. Panel caterers must provide wait staff, plates, cutlery and linen. Please contact Beth Ann Spector for details.

**ADAS ISRAEL CATERING PANEL**

**Yarden Catering**  
202-670-4308

**Catering by Weiss**  
443-394-8338

**Glorious Kosher Caterers**  
410-363-0900

**Hoffman Caterers**  
410-764-6100

**Sara's Elegant Catering**  
301-468-0400

**Signature Caterers**  
240-290-0032

**Windows Catering**  
703-519-8838

**Dahan**  
301-294-8445

**Mr. Omlette**  
301-340-2800

As of November, 2011

## ADAS ISRAEL CONGREGATION - Facility usage regulations

1. Tentative room reservations will be held for thirty (30) days. A 50% deposit is required to secure reservations beyond the thirty days.
2. Security deposits will be refunded after the event provided there is no damage by guests or contracted vendors. Hosts are responsible for the conduct and any damages by their guests and vendors. Hosts hold the congregation harmless. Adas Israel assumes no liability or responsibility for guests, gifts, coats, personal property and cars in our parking lot.
3. Security deposits for synagogue members will be credited to their synagogue account. If requested, deposits can be refunded after all synagogue obligations are met.
4. Refunds for cancellations will be made if the facility is "re-booked" for that date. An administrative cancellation fee of \$100 for non-members applies. Emergencies and hardships will be considered.
5. ADAS ISRAEL IS A SMOKE-FREE FACILITY.
6. All food service must be provided by an approved caterer of Adas Israel under Kashrut supervision as directed by the Senior Rabbi. The Senior Rabbi has discretion over the appropriateness of certain events and the approval of guest clergy.
7. Facility usage contracts are for a period of four (4) hours, but may not exceed 1:00 a.m. Events extending beyond four (4) hours are subject to a \$150 per hour additional charge.
8. Facility usage contracts include only the noted rooms and available tables and chairs. Room fees do not include linen, china, flatware, or glassware.
9. The synagogue is not responsible for equipment or other items delivered or left by families, vendors, or guests. Equipment must be picked up by 10:00 am the next business morning, or as directed by the synagogue administrator.
10. Candles are not allowed in the Sanctuary or Chapel. Candles used in the social halls must be in enclosed holders.
11. All deliveries for Friday or Saturday events must be made by 3:00 p.m. Fridays, pursuant to posted "no delivery" hours. Deliveries are not allowed on Saturday until after sundown.
12. No food or equipment may be delivered on *Shabbat*.
13. No decorations or adhesive tapes may be adhered to the ceiling or walls. Nothing may be attached to the chandeliers. No nails, push pins, or other items may be used on the walls.
14. Flower petals, glitter and rice are prohibited from being used during the ceremony and reception
15. Tipping of the help is prohibited. A donation to the employee holiday fund in the name of said employee would be welcomed.
16. The Senior Rabbi has final approval with regards to visiting clergy officiating at weddings and *bar/bat mitzvah*.
17. As of September, 2009, to assist our members celebrate their family *s'machot*, such as *b'nai mitzvah*, Adas Israel has inaugurated a "*Simcha Stimulus Package*" eliminating room usage fees for catered events. Families are required only to reimburse the congregation for any outside security personnel and maintenance overtime expense.

All facilities, except Miller Chapel, are equipped with audio-loop hearing assistance systems. Handicap lift to the bimah is available upon request.

The Library and Youth Lounge are not available for outside uses.

**Adas Israel Congregation  
Mitzvah Program Information  
For 6<sup>th</sup> and 7<sup>th</sup> Grade Families**

In *Pirkei Avot* (Ethics of our Fathers) we read that the world stands on three things, *Torah*, *Avodah*, *Gemilut Hasadim*. In practical terms, *Torah* means the study of *Torah*. *Avodah* can mean prayer but in modern applications is “service” or even community service. *Gemilut Hasadim* are acts of kindness.

***Mitzvah Project***

Students will be asked to complete a mitzvah project in 6<sup>th</sup> grade and in 7<sup>th</sup> grade as part of the b’nai mitzvah experience. These projects are designed to add meaning to the b’nai mitzvah experience. Clergy and staff will help and guide you through this process. We are asking for 6<sup>th</sup> and 7<sup>th</sup> graders to each complete 18 hours during the year.

**Mitzvah Project Family Activities**

- ☛ **The “Mitzvah” in B’nai Mitzvah (learning and doing) – [date and time TBD]**  
*For Parents and Students*

How can a tzedakah project bring meaning to the b’nai mitzvah experience? What does our tradition say about our obligation to take care of the poor, feed the hungry, and reach out to those in need? How can these important values provide meaning and perspective for b’nai mitzvah families? This workshop includes study and a mitzvah project. At this time students will be asked to explore and begin to identify an 18 hour mitzvah project to be completed by the B’nai Mitzvah Retreat in the spring.

- ☛ **Bimah Skills and Trope Workshop – [Date and time TBD]**  
*For Parents and Students*

This workshop is designed for parents and students to put your mind at ease and to gain an understanding of the choreography of being on the bimah. This is a great time to ask questions and learn important skills....

- ☛ **B’nai Mitzvah Retreat for 6<sup>th</sup> Grade Families – [Date and time TBD]**

Join your fellow B’nai Mitzvah Families and clergy and staff for an overnight Shabbat experience at Pearlstone Retreat and Conference Center where we will study, pray, sing, socialize and share in the b’nai mitzvah experience together. Families who attended last year came back so enthusiastic about this experience. This is an event that you do not want to miss.

**During the 7<sup>th</sup> grade year in the Religious School, there is a focus on community service. Below is an example of a 7<sup>th</sup> grade class project from a previous year. Other service organizations have included the Hebrew Home of Greater Washington and Playtime Children's Center.**

Dear 7<sup>th</sup> Grade Families,

We have organized a group mitzvah project at Luther Place Women's Shelter, a project of N Street Village. Thank you to all the 7<sup>th</sup> grade parents who have volunteered to make this project a reality.

**What is the project?**

The project will involve a group of volunteers getting together at one house to prepare a meal for 30 (more information to come with details on what food to provide) on a Sunday once per month, and serving the dinner to the women at the shelter on the following Tuesday evening. There are opportunities for students to participate in the preparation, the serving, or both. For more information on Luther Place, please go to <http://www.lutherplace.org/newsite/template/page.cfm?id=155>.

**When is the project?**

*DATES TO BE DETERMINED*

*Preparation will take place after Religious School on Sunday and on Tuesday evenings.*

**Why this project?**

This group project is a great opportunity for 7<sup>th</sup> grade families to come together as a community during the b'nai mitzvah year to share in this special mitzvah. This project fulfils many Jewish values. From the Jewish obligation on ma'achil re'evim (to feed the hungry), to kavod habriyot (dignity for all human beings), this project can show our students what "mitzvah" means as they become b'nai mitzvah. The project has also proven to be a great bonding experience for parents as they share in this hesed (kindness) project.

To get your child involved in this project, to volunteer as a parent coordinator for a particular month, or to volunteer your house for the food preparation, please contact.....

*Shabbat Shalom and Mo'adim L'simcha,*

Josh W. Bender, M.A.J.E.  
Director of Education  
Adas Israel Congregation  
2850 Quebec Street, NW  
Washington, D.C. 20008  
ph 202.362.4449 x 117  
fax 202.362.1860



## Sample Mitzvah Project Information Form

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*To be completed and submitted by bar/bat mitzvah student*

Name:

Phone:

E-mail:

Bar/Bat Mitzvah Date:

Project Description:

Goals and Purpose of Your Work:

Length of Commitment:

Anticipated Hours Per/Week or Month:

Additional Details and Information:

### MITZVAH PROJECT SUGGESTED GUIDELINES

Mitzvah projects require an 18 hour minimum. The project should be completed in the year prior to the bar/bat mitzvah.

Once a project is selected, each student will fill out a project information form and turn it into Josh Bender, Director of Education by email, [josh.bender@adasisrael.org](mailto:josh.bender@adasisrael.org) or mail, 2850 Quebec Street, NW, Washington, D.C. 20008.

Although all mitzvah projects are important and meaningful in their own way, **we recommend projects that involve personal contact and interaction with people.**

Upon completion of the project, students are asked to submit a one page essay describing their mitzvah project experience and what was learned from the experience. We also would love photos.

# Ma'alot DC

"Teens ascending to Jewish adulthood with a love of tradition, community and a strong sense of Jewish self-identity"

Adas Israel's Ma'alot DC Hebrew High School program for 7<sup>th</sup>-12<sup>th</sup> graders engages post *b'nai mitzvah* students in Torah study as they begin to explore Judaism as young adults. The staff and faculty at Adas Israel works hard to create an environment that promotes community and socialization so that students continue to strengthen existing relationships and build new ones in these important developmental years of self discovery. Every session begins with a dinner that starts with *Hamotzi* and ends with *Birkat Hamazon*, blessings after meal. Israeli and Jewish music and socializing makes for an enticing atmosphere that teens want to be a part of.

Using Jewish texts and drawing from our rich tradition, the Ma'alot DC faculty and staff give students the opportunity to look at Jewish sources that have shaped Jewish life and practice for centuries and to understand them in a personal way. There is a strong emphasis on *tikun olam* which includes a 10<sup>th</sup> grade service learning year that culminates with a special Confirmation ceremony. Our faculty which includes members of the clergy act more as facilitators giving students the chance to interact with one another and to understand important Jewish issues through the eyes of each other. Ma'alot DC serves as a great bridge that brings together students from Day School and Religious School backgrounds. Our teachers build relationships with our students that continue long after the students go to college. Every year we involve *ShinShinim*, Israeli teens who become part of our high school community teaching classes and sharing Israel with our students.

There are several programs held throughout the course of the year called *Teen Chats* where the students come together with staff and other professionals to discuss critical issues affecting teens today. Some of the topics discussed are: what it means to be Jewish in the 21<sup>st</sup> century; how do Jewish values come into play in the social media world; how can Judaism help our teens to cope with the stress and pressures of today's world?

## **The goals of the Ma'alot Program at Adas Israel are:**

- To keep post *b'nai mitzvah* students connected to the Jewish community during a time that is critical to Jewish development and identity.
- To give students the tools and knowledge so that they are prepared to succeed as Jews and individuals on college campuses and beyond.
- To expose students to Jewish texts and sources that they can respond to and apply to their life and experiences.
- To create *ahavat yisrael*, a love for Israel in our students while giving them a safe and non-judgmental forum for discussing difficult and often confusing issues related to the modern state of Israel.
- To create experiences for students where they can put their values into action through *tikkun olam* and advocacy work related to social justice issues and dilemmas.
- To expose students to Jewish texts that have informed our tradition for centuries and to do it with a modern lens that speaks to the world of our teens.
- To empower teens to be leaders in the Adas Israel and larger Jewish community.
- To provide students with the opportunity to hone their Hebrew skills and to build a foundation for conversational Hebrew.

**'The earlier the better:' Kay funding Israel trip for Adas 10th-graders**



**Introducing The Abe and Minnie Kay Israel Experience, our new trip to Israel for Confirmation students!**

## *Ma'alot DC, continued*

### *What do our 12th graders have to say when they leave our program?*

"When I was going through a difficult time in my personal life, my friends at Adas Israel and the teachers were there to support me and were accepting of who I was and where I was in my life."

"All the colleges I applied to were very impressed that I had stuck out an extracurricular program in my synagogue through 12th grade."

"When life gets stressful with homework and everything, I always looked forward to seeing my friends."

"You are not going to go out on a Saturday night with friends and talk about your view of capital punishment. At Adas Israel we had a safe place to talk about these important issues."

"The teachers helped us with the college application process. Guy Ziv wrote me a recommendation and gave me great advice."

"We got to meet Jewish college students to learn about life on campus."

"We have been together since the preschool and we will always be friends wherever our paths take us."

"I loved studying Jewish text with the Rabbis and having discussions about what it means to us".

"Sometimes I would have a busy week with tests and sports and I had to miss Hebrew School. The teachers always understood and it was always cool for us to come back when things slowed down."

"The high school program gets better as you get older. The 11th and 12th grade years were the best."

"My favorite class was the Gender Issues in Judaism class that we called 'sext in the text'. It was very interesting and I learned a lot."

"Why wouldn't I come back?"

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### *Want to learn more?*

Contact Josh Bender ([josh.bender@adasisrael.org](mailto:josh.bender@adasisrael.org)) to learn more about our school or to schedule a visit. Phone: (202)362-4449

## ***Suggested Reading List***

### **Torah Commentaries**

***The JPS Torah Commentary***, (a set of five books) Jewish Publication Society, 1989  
***Chumash, The Pentateuch and Haftorahs***, edited by J.H. Hertz, Soncino  
***Teaching Torah: A Treasury of Insights***, Loeb & Kadden, A.R.E. Publishing, Inc. 1997  
***Torah Anthology, Me'am Loez***, Maznaim Publishing Corporation  
***Nechama Leibowitz-Studies in Chumash***, World Zionist Organization  
***Tanakh***, A New Translation, JPS  
***The Washington Jewish Week***, weekly *d'verei torah* by various rabbis  
**Websites**     <http://learn.jtsa.edu>; <http://shamash.org/reform/uahc/torahnet>

### **General**

***Jewish Literacy***, Telushkin  
***Jewish Wisdom***, Telushkin  
  
***Guide to Jewish Religious Practice***, Klein  
***Jewish Home Advisor***, Kolatch  
***Jewish Home: A Guide for Jewish Living***, Syme  
***First Jewish Catalogue***, Strassfeld, et al  
***Second Jewish Catalogue***, Strassfeld, et al  
***Third Jewish Catalogue***, Strassfeld, et al  
***The Jewish Holidays, A Guide & Commentary***, Strassfeld  
  
***The Sabbath***, Heschel  
***The Shabbat Seder***, Wolfson  
***B'Kol Echad Benscher***, edited: Cantor Jeffrey Shiovitz, United Synagogue of Conservative Judaism  
  
***To Be a Jew***, Donin  
***To Life***, Kushner  
***Celebration and Renewal***, Geffen  
***Sacred Fragments***, Gillman  
***Who Needs God***, Kushner  
***Words That Hurt, Words That Heal***, Telushkin  
***Lifecycles: Jewish Women on Life Passages Personal Milestones***, Orenstein  
***Living a Jewish Life***, Diamant & Cooper  
***The Jewish Way in Death and Mourning***, Lamm  
***Understanding Jewish History***, Bayme  
  
***Daily Prayerbook***  
***Sabbath and Festival Prayerbook***  
***Entering Jewish Prayer***, Hammer  
***To Pray as a Jew***, Donin  
  
***Complete Dictionary of English and Hebrew First Names***, Kolatch  
***New Jewish Baby Book***, Diamant  
***To Raise a Jewish Child***, Donin  
***Parenting as a Spiritual Journey***, Kreimer  
***When Children Ask...***, Kushner  
***Teaching Your Children About God***, Wolpe

### **Library and Bookstores**

The Rose Ruth Freudberg Memorial Sisterhood Library of Adas Israel (*see website for hours*)

The Jewish Bookstore of Greater Washington  
11252 Georgia Avenue, Wheaton MD 20902; 301-942-2237

## **Tzedakah**

As part of their religious education, children are encouraged to devote both resources and effort toward helping to make the world better and more just. The occasion of the *bar/bat mitzvah* offers a wonderful opportunity for each child and family to act on the basis of this important Jewish teaching. The children might share part of their monetary gifts with philanthropy of their choice, or families can direct part of the celebration toward *tzedakah*.

One of the most expressive gestures of the spirit of Judaism is *tzedakah*. Giving something back at this joyous time is an inspiration to our children and a profoundly important element of their education as young Jewish adults. Of course, the opportunities for giving are many. Following are brief descriptions of just a few possibilities. You and your children should discuss the importance of *tzedakah* as they become *b'nai mitzvah*.

### ☛ **ADAS ISRAEL CONGREGATION**

Contributions to Adas Israel are always appreciated, either in general support or directed toward a specific end. The synagogue's activities range from education to social action, from *Gan HaYeled* to Seniors. We encourage families to make such an offering, and it is quite appropriate for the children to participate with the family in this gesture.

A way that our congregation has created for you to contribute toward the life of the congregation and mark this meaningful moment in your lives is through our *Simcha Wall*. A commemorative plaque on the *Simcha Wall* is a visual and permanent way to link your family and this special occasion with the congregation, while at the same time contributing towards our expanding synagogue programming. Please contact our Executive Director, Glenn Easton for additional information. (*see information on page 23*)

In addition to a contribution that benefits the synagogue directly, Adas Israel is also involved in special activities that serve the needs of our local community, such as Ezra Pantry and Anne Frank House. For more information on these programs, see the Adas Israel Website Social Action and Community Service page at: [http://www.adasisrael.org/service\\_to\\_our\\_community.htm](http://www.adasisrael.org/service_to_our_community.htm).

### ☛ **STATE OF ISRAEL BONDS**

*Bar/bat mitzvah* age is a wonderful time for children to begin to visit the places in Israel about which they studied in religious school, to walk in the footsteps of our ancestors, and to feel that they are part of our people's history. It is also an opportunity for children to begin to invest in Israel through State of Israel Bonds, which is a secure and needed investment that permits Israel to bring in and absorb new immigrants and to develop the country. This is an investment, not a charity.

A \$100 "*Mazel Tov Bond*" is available, which matures in five years at \$120. Each *bar/bat mitzvah* should invest in the future of Israel with some of the money he or she receives as gifts. One part of the celebration should be connected to the miracle of Israel. **STATE OF ISRAEL BONDS, 6900 Wisconsin Avenue, Suite 307, Bethesda, MD 20815, 301-654-6575.**

☛ **THE ANNE FRANK HOUSE**

The Anne Frank House, established in 1987, provides housing and social service support to formerly homeless men and women who suffer from chronic mental illness in ten apartments in NW Washington; acquires or rents and furnishes apartments, provides continuing liaison & support to residents; and contracts with social service agencies for case management, medical and psychiatric services required for independent living. For information contact: Adina Mendelson, 301-652-6587, [inmcareers@themendelsons.net](mailto:inmcareers@themendelsons.net)) or Hazel Keimowitz, 301-652-7617, [hazel@keimowitz.com](mailto:hazel@keimowitz.com)

☛ **MASORTI FOUNDATION FOR CONSERVATIVE JUDAISM IN ISRAEL**

The Masorti Foundation for Conservative Judaism in Israel is the vehicle for creating a meaningful modern religious community in the Jewish State. Its mission is to promote the practice of traditional Judaism among concerned and involved Israelis, to help establish a spiritual and ethical foundation in Israeli society, and advocates religious pluralism in Israel. It supports the activities of the 50 *kehillot* (synagogues/centers) in Israel and many unique social and educational projects undertaken by the Israeli Conservative/Masorti Jewish community. One example is the new program that provides for the *bar/bat mitzvah* children with special needs—those suffering from cerebral palsy, Down's Syndrome, and severe learning disabilities. **MASORTI, 475 Riverside Dr., Suite 832, New York, NY 10115, 212-870-2216, [www.masorti.com](http://www.masorti.com).**

☛ **JEWISH NATIONAL FUND**

The JNF has enhanced the quality of life for all Israelis by creating environmental quality and preserving the country's natural resources. With the help of Jews around the world, the JNF has turned deserts and swamps into green, fertile land. For more than 90 years, the JNF has planted more than 200 million trees, built roads, reservoirs, and parks, and prepared land for housing, agriculture, and industry. It also sponsors youth camps to educate children about the care and preservation of the environment. You may want to honor your guests by purchasing JNF tree certificates for use as invitations, mementos, or thank you notes. A variety of certificates are available and may be purchased blank or inscribed and personalized for each guest. **JEWISH NATIONAL FUND, PO Box 8183, Silver Spring, MD 20907-8183, 301-589-8565; [www.jnf.org](http://www.jnf.org).**

☛ **MAZON**

MAZON, The Jewish Response to Hunger, is an organization based on the concept that we should contribute to those who are hungry at the time of our own celebrations. MAZON suggests that families contribute 3% of what they would spend on a *simcha* for the purpose of feeding the hungry and encourages people to donate the money that they would have spent on a meal for Yom Kippur or to invite an extra person to their Seder. From its meager beginnings, MAZON is now dispersing almost \$2 million per year to organizations across the country and around the world. **MAZON, 10495 Santa Monica Blvd., Ste. 100, Los Angeles, CA 90025, 310-442-0020, [www.mazon.org](http://www.mazon.org).**

☛ **JEWISH FUNDS FOR JUSTICE**

Founded in 1984, The Jewish Funds for Justice is a national public foundation guided by Jewish history and tradition. JFSJ helps people in the United States achieve social and economic security and opportunity by investing in healthy neighborhoods, vibrant Jewish communities, and skillful leaders. Our holistic approach to social change includes grant-making and loans, service learning, leadership development, organizing, education, and advocacy. **JEWISH FUNDS FOR JUSTICE, 330 7<sup>TH</sup> Ave., Suite 1902, New York, NY 10001, 212-213-2113; [www.jewishjustice.org](http://www.jewishjustice.org).**

☛ **THE JEWISH FEDERATION OF GREATER WASHINGTON**

The Jewish Federation strives to ensure the highest quality of life for Jews of all ages and backgrounds in the Greater Washington area, in Israel, and in 58 countries around the world. Through the hard work and dedication of hundreds of volunteers, approximately \$18 million has been raised annually in recent years and allocated to 26 local agencies, 19 national agencies, and 5 international programs. Below are a few examples of the ways in which they make a difference in the lives of tens of thousands of Jews around the world:

- ☛ rescuing Jewish children, families, and seniors at high risk in war-torn countries including Yugoslavia, Northern Africa, Iran, and the former Soviet Union, and helping them to establish new lives free from persecution in Israel
- ☛ providing local camping opportunities for Jewish children with special needs
- ☛ administering ongoing educational programs for post-bar/bat mitzvah teens through the nationally renowned *Israel Quest* program
- ☛ offering job and housing assistance and Jewish educational programming to former Soviet newcomers relocating to our community
- ☛ supporting transportation services for isolated, frail seniors who travel to and from kosher nutrition programs and social activities
- ☛ providing food, health care, medicine, and social welfare services to vulnerable Jewish children, single-parent families, and seniors living in poverty in America, Eastern Europe, and in Israel

**THE JEWISH FEDERATION OF GREATER WASHINGTON, 6101 Montrose Road, Rockville, MD 20852, 301-230-7200, [www.shalomdc.org](http://www.shalomdc.org).**

☛ **JEWISH BRAILLE INSTITUTE INTERNATIONAL**

The JBI provides everything for visually impaired Jewish population. They provide tutors, large-print books, magazines and *siddurim*, etc. All services are either free or at very low cost. **JEWISH BRAILLE INSTITUTE, 110 East 30th St., NY, NY 10016, (212) 889-2525; [www.jewishbraille.org](http://www.jewishbraille.org).**

☛ **ISRAEL GUIDE DOG CENTER FOR THE BLIND**

The Israel Guide Dog Center for the Blind began operations on January 1, 1991 with just one objective – to help blind people in Israel to achieve independence and mobility through the use of guide dogs. At present, there are more than 70 of their graduates throughout Israel, all being safely guided by their trained dogs. A professional staff of four handles all training and instruction. This is a project that young people especially like to get involved with. **Israel Guide Dog Center for the Blind, 701 Easton Road., Warrington, PA 18976, <http://israelguidedog.org>.**

These are of course only a few of the many of worthy Jewish philanthropies and organizations for your family's consideration. We hope that they will spark your discussions about meaningful opportunities to share in *Tikkun Olam* (repair of the world) and move your family toward active *tzedakah*. Contact Josh Bender for other opportunities or ideas.

## Ezra Pantry Food Collection with SOME (So Others Might Eat)...



Ezra Pantry is a collection of food at the Synagogue for distribution to SO OTHERS MIGHT EAT. Special extra collections are done as part of the nationwide *Project Isaiah* on Kol Nidre and Yom Kippur and a special collection in the weeks prior to Passover

### **Contacts:**

Ezra Pantry: Judith Krones, [david.judith@verizon.net](mailto:david.judith@verizon.net)

SOME (So Others Might Eat): Nechama Masliansky, [nmasliansky@some.org](mailto:nmasliansky@some.org)

One of the many joyous aspects of the bar and bat mitzvah celebration is gathering together your friends and family. Here is an opportunity for your guests to participate actively in the meaning of the day by performing a mitzvah themselves. We encourage you to include a request in your invitations for your guests to support the Adas Israel Ezra Pantry by bringing a can or a package of non-perishable nutritious food to the synagogue on the day of your child's *bar/bat mitzvah service*. Ezra Pantry is Adas Israel's partnership with So Others Might Eat, a nonprofit, interfaith organization helping District residents who are homeless or at risk of homelessness to transition to self-sufficiency. You may drop off clothing and non-perishable food inside the Adas Israel Cloak Room.

We have prepared a suggested note for your invitations that you may use or create one yourself.

As we gather to celebrate \_\_\_\_\_'s bar/bat mitzvah, we ask you to join us in fulfilling the mitzvah of feeding the hungry. Please bring a can or a sealed package of non-perishable nutritious food and deposit it in the Ezra Pantry basket in the cloakroom near the entrance to the synagogue. Ezra Pantry is a partnership between Adas Israel and SO OTHERS MIGHT EAT.

### **MAZON: A Jewish Response to Hunger**

Your bar or bat mitzvah day is one of the few that will stay with you all of your life. Our Jewish tradition tells us to mark special occasions by celebrating with family and friends, in part so that these memorable days will remain with us forever. Tradition teaches us to deepen our happiness by sharing our joyous celebrations with people in need. It is especially appropriate to do so on the day of your bar/bat mitzvah, when a child becomes an adult and accepts responsibility for fulfilling the mitzvah of tzedakah. Please consider giving a percentage of the cost of your celebration to MAZON to fulfill our tradition. Make this day even more special by providing food and other help, through MAZON, to poor families everywhere. **Here are a few ways to tell your guests that you're sharing your bar/bat mitzvah with those in need:**

#### **Table Cards**

The cards can be used either as table cards or individual place cards to signify that your family has invited the poor to your celebration table. They are free of charge with any size contribution and can be sent to you in advance of your special day. See [www.mazon.org](http://www.mazon.org) for samples.

#### **Centerpiece Cards**

The cards can be used as part of your centerpiece to also signify that your family has invited the poor to your celebration table. Like the table cards, the centerpiece cards are free of charge with any size contribution and can be sent to you in advance of your special day. See [www.mazon.org](http://www.mazon.org) for samples.

#### **Certificates**

Certificates can be used in conjunction with your bar/bat mitzvah to honor certain individuals: your rabbi, cantor, friends or relatives. The usual donation amount is \$18 (*Chai*) per certificate.

#### **"In Lieu of Gifts" cards**

These can be included with your invitation if you are requesting that guests make contributions to MAZON instead of giving gifts.

#### **Tributes**

At your request, MAZON will send a personalized tribute card, notifying the bar/bat mitzvah that you have made a contribution in his/her honor. To cover the cost of these tributes, MAZON requests a minimum contribution of \$18 each.

To request MAZON materials for your bar/bat mitzvah, please see [www.mazon.org](http://www.mazon.org).

#### **MAZON: A Jewish Response to Hunger**

10495 Santa Monica Blvd., Ste. 100

Los Angeles, CA 90025

Phone: (310) 442-0020; 800-813-0557; Fax: (310) 442-0030

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### **To the parents of 5th-7th graders....A "GREEN AND JUST" B'NAI MITZVAH CELEBRATION**

When planning your child's *Bar or Bat Mitzvah*, there are many different ways to make the event more meaningful. Jews United for Justice has just published a short booklet called "Green & Just Celebrations" and has generously provided copies to the Adas Israel Green Committee, to be distributed free of charge to our families.

This booklet outlines many different and interesting ideas for making the event more eco friendly, and also takes into account other Jewish values, such as social justice and tzedakah, when planning the event. It provides useful local and internet resources for doing this, many of which can help you save money while doing good for the environment. As the booklet says: "You have already been blessed with a reason to celebrate. Now, use this guide to reflect that blessing outward, into your community, our city, and beyond - by welcoming guests to a celebration filled with meaning!"

If you would like a copy of the booklet, please email Wendy Rudolph (Chair of the Green Committee) and Melvin Gelman Religious School parent at [wrudolph@greenfirmsdc.com](mailto:wrudolph@greenfirmsdc.com).

July 2011  
Tammuz 5771

Dear Bar/Bat Mitzvah Family,

*Mazal tov* on your upcoming family *simcha*. A wonderful way that our congregation has created to mark this meaningful moment in your lives together with the congregation is through our *Simcha Wall*. Designed by artist, Arnold Schwarzbart, this unique wall combines the cityscape of Washington, DC with that of the Holy City of Jerusalem, interspersed by biblical quotations celebrating life cycle events. A commemorative plaque on the *Simcha Wall* is a visual and permanent way to link your family and this special occasion with the congregation while at the same time contributing towards our expanding synagogue programming.

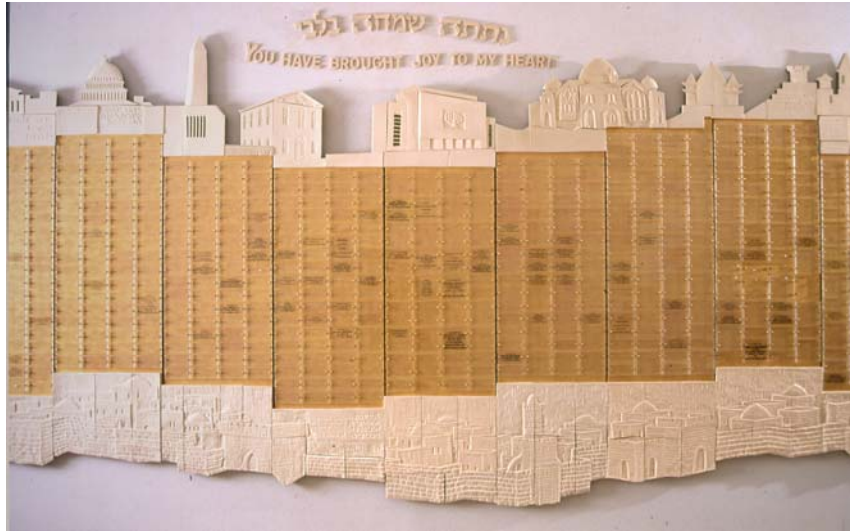
The flyer on the following page describes the *Simcha Wall* plaques, sizes and contributions. Please feel free to contact me or our Executive Director, Glenn Easton, at the synagogue for additional information.

May this important *simcha* be a meaningful and enjoyable experience.

*L'shalom,*

Herlene Nagler  
Vice President

***"You Have Brought Joy To My Heart..."***



***The Adas Israel Simcha Wall Celebrates Joyous Life Cycle Events***

Members and friends now have a way to commemorate joyous milestones in the lives of their friends and families. The Adas Israel *Simcha Wall*, designed by artist Arnold Schwarzbart, is a unique and beautiful porcelain work of art which includes space for special commemorative plaques. The plaques are surrounded by a creative Washington, DC city scape, including all three Adas Israel buildings, as well as the Holy City of Jerusalem. Embossed in the porcelain are *brachot* (blessings) and quotations relating to *s'machot* in Hebrew and English. The *Simcha Wall*, donated by Diane and David Sykes, is proudly and permanently displayed in the Gewirz Hall Lobby.

Wording is standardized on each *Simcha* plaque which can be used for events such as Bar/Bat Mitzvah, weddings, anniversaries, birthdays, graduations, Confirmation, and community service.

***Commemorate your simcha by filling out the form below***



***"You Have Brought Joy To My Heart..."***  
***Adas Israel Congregation Simcha Wall***

In honor of \_\_\_\_\_

Occasion \_\_\_\_\_

Date of Occasion \_\_\_\_\_

By \_\_\_\_\_

2" x 4" @ \$ 360 \_\_\_\_\_

4" x 4" @ \$1,000 \_\_\_\_\_

*Sample Text: In honor of Amy Epstein  
On becoming a Bat Mitzvah  
December 31, 1988  
By Maxine and David Epstein*

Please write checks payable to Adas Israel Congregation OR indicate by checking this space if you wish to be billed \_\_\_\_ (Note: The smaller plaques can only accommodate single events. Please allow four weeks for delivery)

Return form to: Adas Israel Simcha Wall, 2850 Quebec Street, NW, Washington, DC 20008 or FAX to: 202-362-4961. For questions please call: 202-362-4433.

## A SAMPLE LETTER THAT YOU MAY WISH TO SEND TO NON-JEWISH FRIENDS

*(This is a draft that can be changed to suit your taste)*

Dear Friends:

We are pleased to invite you to join us to share the occasion when our son/daughter will be called to the pulpit as a *bar/bat mitzvah*, the ceremony that recognizes our child's reaching the stage of responsibility as a Jew. He/she will be given the honor of chanting from the *Torah*, (one of the five books of Moses, the first five books in our Bible) as part of the service.

Our service is relatively long and full, is highly structured, and uses a liturgy that was created during the last 2,000 years. It is divided into three sections:

- A. *Shacharit*, or the morning service,
- B. The reading and chanting from the *Torah*, including the Rabbi's sermon or study lesson,
- C. *Musaf*, or the additional service.

You will find that not everyone arrives at the synagogue at the same hour. Please come to the service no later than 10:00 am. We will be seated in the front section of the sanctuary. The service usually concludes at about noon. We look forward to greeting you at the *Kiddush* and reception, which follows the service.

Jewish males traditionally show respect to God by covering their heads during worship, wearing a skullcap which is called a *kippah* or *yarmulke*. The *kippah* is not a sacramental item and is not intrinsically holy. A non-Jew's wearing of it is a sign of respect for Jewish tradition and does not compromise his faith. *Kippot* will be found in containers in the lobby. Some women also cover their heads as a sign of respect, although this is not required in our congregation.

The usher may offer the males a *tallit* (prayer shawl). The wearing of the *tallit* is commanded in the book of Deuteronomy and has sacramental meaning for a Jew. A non-Jew should not wear one.

When you enter the sanctuary, remember that this is a holy place and proper respect is due. Please turn off your cell phones and pagers. Everyone should stand when the congregation rises. Prayerbooks are at the seats, as are copies of the *Chumash*, which is a book containing Bible readings. Families with young children are requested to be responsible for them throughout the service. Out of respect of our services, please refrain from conversation.

We also invite you to worship with us on Friday evening. Sabbath Evening services begin at 6:00 pm and everyone arrives on time. We will also have the privilege of participating in that service.

We are delighted to be able share this significant milestone in our family's life. We hope that you will find the experience meaningful.

## Sample Letter to Children Who Will Be Attending

We are delighted that you will be coming to our *bar/bat mitzvah*. The service on Saturday is our regular worship service for Sabbath morning. As this service is longer than the ones with which you may be familiar, we recommend that you arrive about 10:00 am, just before \_\_\_\_\_'s (name of child) participation begins.

When you enter the sanctuary, remember that this is a holy place and proper respect is due. Please turn off your cell phones and pagers.

Boys should wear sport jackets and slacks or suits, and girls should wear skirts or dresses and have their shoulders covered. It is expected that you participate in the service or observe it quietly. Talking is inappropriate during the service. Boys will be asked to wear a *kippah* or *yarmulke* (head covering) as a sign of respect. For the same reason, everyone should stand when the congregation rises. Prayerbooks are at the seats, as are copies of the *Chumash*, which is a book containing Bible readings.

\_\_\_\_\_ will be called up to the *bimah* (pulpit) and will recite blessings and read from the *Torah*. He/she has studied very hard for this important day in his/her life; and as a friend, you can be supportive by paying attention and behaving appropriately during the service. The service will include a sermon by the rabbi and closing prayers.

The services are over at about noon. You will have the opportunity to congratulate \_\_\_\_\_ after the service when we share a *kiddush* reception. You can plan to be picked up at the synagogue at approximately 12:45 pm.

Gifts are customarily given at the reception, and not brought into the service.

We hope these instructions will help you feel comfortable in the synagogue and look forward to seeing you at *bar/bat mitzvah* services and celebration.

## Sample Letter to Invited Guests

Dear Friends of \_\_\_\_\_,

We are happy that you will be sharing \_\_\_\_\_'s *Bar/Bat Mitzvah* with us on Saturday morning, \_\_\_\_\_(date). We hope that the following information will be helpful to you.

\_\_\_\_\_ has been working hard to prepare for this important day. He (she) will be given the honor of participating in the *Shabbat* morning service and chanting from the Torah scroll. The *Torah* contains the stories, laws, and history that the Jewish people hold most sacred. \_\_\_\_\_ also will chant the portion from the *Haftorah*, an additional collection of sacred Jewish texts that is read in conjunction with his (her) *Torah* portion.

The *Shabbat* morning service at Adas Israel Congregation begins at 9:30 am. You do not need to be there that early, but to hear \_\_\_\_\_ read from the *Torah*, please plan to be in your seats by 10 am. Please dress appropriately for a worship service. Girls need to have their shoulders covered and boys will be asked to wear a head covering called a "*kippah*," both as a sign of respect. Girls may also wear a *kippah*, if they wish. *Kippot* will be provided at the synagogue. Please remember that the Sanctuary (where the service is held) is a holy place, and that respectful behavior is expected of everyone – and please don't forget to turn off your cell phones before you enter. If you have celebrated your *bar or bat mitzvah*, you may of course wear your own *tallit*.

The service ends at approximately 12:00 noon. You will then have a chance to see \_\_\_\_\_ (insert child's name) and have something to eat at the *Kiddush* (reception) immediately following the services.

*(Each family can personalize this section for luncheon or other party information)* You can arrange to be picked up from Adas Israel Congregation around 12:30 or 12:45 pm. ...OR....Our celebration continues at....

We look forward to sharing this special day of \_\_\_\_\_'s with you.

Sincerely,

**RUTH AND SIMON ALBERT  
ADAS ISRAEL SISTERHOOD GIFT SHOP  
2850 Quebec Street, NW  
Washington DC 20008**

Dear Bar and Bat Mitzvah Families,

Mazel Tov on your forthcoming event. This is a big milestone for your family and we would like to help you with this process. When you make a purchase at the Sisterhood Gift Shop, you are helping to support Sisterhood and the Synagogue.

**What can we do to help you?**

- We can help you select and order Bar and Bat Mitzvah Invitations, at a discount.
- We can help you select your Kippah and place your order for inscribed Kippot.
- We can order any additional items (personalized thank you's, napkins, etc).
- We have a large selection of Tallit, both traditional and contemporary, made from wool, silk, cotton and linen. Most of our tallit are made in Israel by their local designers.
- We have beautiful Bar and Bat Mitzvah gifts at all price ranges. We can help you select gifts for friends and family.
- We can keep a Registry of Gifts for your child so that when your friends and families come in the Shop for gift suggestions, we have your list available.
- And...we have Gift Certificates for purchase. Gift Certificates can be used toward any purchase in the Shop.

**How can you find us?**

The Adas Israel Sisterhood Gift Shop is located in the lobby of the main entrance to the Synagogue. We are staffed by volunteers and are open every day, except Shabbat, from 9:30 am until 12:30 pm. We are also open on Monday evening from 6:30 pm to 8:30 pm and by appointment. We would love to meet you and be of service to you. We can be reached at: (202) 364-2888 or by calling the Synagogue main number: (202) 362-4433. You can also visit us on the Adas Israel website, [www.adasisrael.org](http://www.adasisrael.org) and select the Gift Shop tab.

We are extremely proud of our inventory of gift items and we would love to assist you in any way we can to make your simcha a joyful (and less stressful) event. We have many fine gift items from Tamara Baskin, Gary Rosenthal, Steve Resnick, Michael Aram, Nambe, Michal Golan, Ruth Shapiro, IsArt, and other local and national crafts people. We have kids' toys made by KidKraft, Melissa and Doug, and Thinkfun. Profits from the Gift Shop are donated to Adas Israel to be used for special Synagogue and Sisterhood projects. The list below will help you realize what we have in the Shop but it is not comprehensive:

Shabbat Candlesticks and Candles  
Hanukkah Menorahs  
Apple and Honey Dishes  
Seder Plates, Matzah Plates and covers  
Challah Plates and Boards; Challah Covers and Knives  
Kids Toys, Games, Puzzles, Music  
Books and Jewelry  
And a large selection of secular gift items for weddings, conversion,  
holiday & family events

Sincerely,

Diane Keller and Helene Weingarten  
Adas Israel Sisterhood Gift Shop Managers

## ADDING JEWISH VALUE TO YOUR CELEBRATION

<p><b>INVITATIONS</b></p>	<p>Use the word “<i>simcha</i>” (Please share our simcha when...)  <b>Invite guests “to worship”</b> (Please join us to worship and celebrate....)  <b>Use the Hebrew name of your child</b>  <i>Parasha</i>....use the <i>Torah</i> portion assigned to your child  <b>Use the Hebrew date</b>  <b>Jewish symbols</b>....<i>magen david</i> (star), <i>menorah</i>, lions, scrolls, tallit, etc.  <b>Plant trees in Israel</b>....there are special invitations with lovely JNF certificates</p>
<p><b>MUSIC &amp; ENTERTAINMENT</b></p>	<p><b>Hora</b>....it’s fun to lift your child in a chair, siblings too  <b>Klezmer</b>....some Klezmer groups do both social dance music as well as Israeli &amp; Klezmer music  <b>Israeli Dancing</b></p>
<p><b>MEALS</b></p>	<p><b>Motzi</b>....blessing over the bread. Ask special friends or family to participate  <b>Birkat HaMazon</b>...blessings after meals. Provide booklets for your guests  <b>Kippot</b>....provide <i>kippot</i> if your event is in the synagogue especially for <i>motzei &amp; birkat</i></p>
<p><b>PARTY</b></p>	<p><b>Havdalah</b>....gather guests to recite Havdalah on the dance floor at the beginning of the celebration  <b>Shabbat Dinner</b>....a special intimate dinner for close family and out of town guests before services. Don’t forget challah, candles and Kiddush  <b>Tzedakah</b>....use special cards which note that a contribution has been made in your guest’s honor to a charity. Mazon is a good one.  <b>Theme ideas</b>....connect to Jewish characters, tzedakah, Israel, holidays, <i>Torah</i> portion, a Jewish value</p>
<p><b>GIFTS</b></p>	<p><b>Israeli Bonds/JNF Tree Certificates</b>....encourage your friends to consider this option  <b>Tzedakah</b>....encourage your child to share a portion of monetary gifts with a favorite charity. Tell your guests which one your child is supporting.  <b>Adas Israel</b>....honor your child and the synagogue with a <i>mitzvah</i> plaque or contribution to the <i>Bar/Bat Mitzvah</i> Endowment  <b>Ritual Objects</b>....start a collection of items such as <i>menorahs</i> or <i>Kiddush</i> cups</p>
<p><b>LASTING MEMORIES</b></p>	<p><b>Scrapbook</b>....make a scrapbook for or with your child to include a family tree, photographs of ancestors, invitation, copy of torah portion &amp; <i>haftarah</i>, rsvp or greeting cards with special messages from guests, newspaper or Chronicle clippings. Let each member of your family dedicate a page.</p>

## Bar/Bat Mitzvah Glossary

As you read this guide, you may encounter some terms and Hebrew phrases that are new to you. We hope that this glossary will help you to become more familiar with these terms and phrases that are common to *Bar/Bat Mitzvah* preparation.

**Aliyah / עליה** (plural: *Aliyot*): Literally means “ascending; going up.” Before and after the reading of each *Torah* portion, an honored guest is called to the *bimah* for an *aliyah* to chant or recite special blessings.

**Aron HaKodesh / ארון הקודש**: As the central focus of any synagogue, the Holy Ark is located in the front of the Sanctuary. The original Ark of the Covenant was built by the Israelites to hold the stone tablets that Moses brought down from Mt. Sinai. In the modern-day synagogue, it is a repository for one or more *Torah* scrolls.

**Bimah / בימה**: The raised platform from which the service is conducted.

**Bar Mitzvah / בר מצוה**: Literally, “son of the commandment.” The term used to indicate that a Jewish boy has reached the age of responsibility, eligible to count in a “*minyan*” and obligated by certain commandments in Jewish life. ”

**Bat Mitzvah / בת מצוה**: Literally, “daughter of the commandment.” Same term but for girls.

**B'nai Mitzvah / בני מצוה**: Plural of *Bar Mitzvah* that refers to more than one, if at least one of the participants is a male.

**B'not Mitzvah / בנות מצוה**: Plural term used only if all participants are female.

**Bracha/Brachot / ברכה**: Blessing/blessings – two are recited by each person honored with an *Aliyah*. In addition, a *bracha* is recited before chanting the *Haftara*, and a few *brachot* are recited after chanting it.

**Birkat ha-mazon / ברכת המזון**: Blessing recited after a meal.

**Chumash / חומש**: Five Books of Moses, the *Torah*.

**D'var Torah / דבר תורה**: Literally, “a word of *Torah*,” a talk based on a *Torah* passage; plural is “*Divrei Torah*.” The interpretive teaching given before the reading of the *Torah* that outlines the portion of the week, focuses on one aspect of the portion, connects with the history of Jewish commentary and includes the *Bar/Bat Mitzvah* student’s own interpretation and commentary.

**Erev Shabbat / ערב שבת**: The “eve” of *Shabbat*, referring to Friday night.

**G'ililah / גלילה:** The honor of 'dressing' the *Torah* following the *Hagbah* ('raising' the *Torah*). The word means 'to wrap'. The person who ties and dresses the *Torah* after it is read.

**Gut Shabbos:** A good Sabbath! (Yiddish).

**Gut Yontiff:** A good holiday! (Yiddish).

**Hadlakat ha-neirot / הדלקת נרות:** Lighting of the candles.

**Hagbaha / הגבהה:** Literally 'raising' the *Torah*. The tradition of holding up the *Torah* following the completion of the weekly reading so that the entire congregation can see the text.

**Haftarah / הפטרה:** The Scriptural selection from the Prophets, the second of the three sections of the Hebrew Bible, read following the *Torah* portion and always linked in some way either to that *Torah* portion or the Jewish calendar. The word literally means "conclusion" and is not linguistically related to the word "*Torah*."

**Hakafah / הקפה:** The joyful "procession" with the *Torah* scrolls(s), encircling the congregation and embracing the community. During the *hakafah*, many congregants will kiss the *Torah*, either directly or indirectly by using a prayer book or *tallit*. This is done as a sign of reverence.

**Hiddur Mitzvah / הידור מצוה:** The aesthetic enhancement of ritual.

**Kabbalat Shabbat / קבלת שבת:** Welcoming *Shabbat*.

**Kaddish / קדיש:** A prayer that marks the end of a section of the worship service; the final *Kaddish* is a prayer in memory of the dead.

**Keter / כתר:** Decorative crown on the top of the *Torah*.

**Ketuvim / כתובים:** "The Writings," the third section of the Hebrew Bible.

**Kiddush / קידוש:** The blessing using wine, which celebrates the sanctity of *Shabbat*. The term is, in a broader sense, sometimes applied to a light meal which follows the *Shabbat* morning service. *Kiddush* is a wonderful time for the whole community to join together to celebrate *Shabbat*.

**Kippah / כיפה** (plural: *Kippot*): Hebrew term for the traditional head covering worn by all men in Conservative and Orthodox congregations. Some women choose to also wear one. The Yiddish equivalent term is *Yarmulkah*.

**Maariv / מעריב:** The evening Service.

**Maftir / מפטיר:** The final *aliyah*, read in addition to the *Shabbat*'s seven *aliyot* at the end of the *Torah* reading. Traditionally, this is the *aliyah* given to the *Bar* or *Bat Mitzvah*.

**Mazal tov / מזל טוב:** Literally, “Good luck!” but conveying the sense of “congratulations.”

**Mincha / מנחה:** Afternoon service.

**Minyan / מנין:** A traditional quorum of 10 Jews, the minimum needed for congregational prayer.

**Mitzvah / מצוה:** A commandment, an obligation or responsibility. The plural is *mitzvot*.

**Motzi / מוציא:** Blessing recited over bread.

**Oneg or Oneg Shabbat / עונג שבת:** The Hebrew word “Oneg” means “pleasure or delight” or “celebration”. Refreshments after a service.

**Parshah / פרשה:** The weekly *Torah* portion.

**S'eudat Mitzvah / סעודת מצוה:** A meal of celebration.

**Sefer Torah / ספר תורה:** Scroll of the *Torah*.

**Shabbat / שבת:** Sabbath.

**Shacharit / שחרית:** The morning worship service.

**Shema / שמע:** “Hear O Israel” prayer.

**Shulchan / שולחן:** The Hebrew term means “table” and refers to the table from which we lead services and on which the *Torah* is placed when it is read.

**Siddur / סידור:** Prayer book for *Shabbat* and festivals. The word literally means “order” and is related to the term Passover “*Seder*” – the connection being that in both the *Siddur* and the *Seder*, things take place in an arranged order.

**Simcha / שמחה:** Literally, “joy”; any celebratory occasions in the Jewish calendar or an individual's life cycle. A joyous celebration, such as a *Bar* or *Bat Mitzvah*.

**Tallit / טלית** (plural: *tallitot*): A fringed prayer shawl worn at morning and afternoon services and whenever the *Torah* is read, worn for the first time on becoming a *Bar* or *Bat Mitzvah*. The *tzitzit* or knotted fringes on the four corners remind us of all the commandments contained in the *Torah*.

**Tanach / תנ"ך:** The Hebrew Bible. The TaNaKh is an acronym for the three parts of the Hebrew Bible: *Torah*, *Nevi'im* (Prophets) and *Ketuvim* (writings).

**Tikkun / תיקון:** A book of *Torah* text for practicing.

**Tikkun Olam / תיקון עולם:** Literally, “Repairing the World”.

**Torah / תורה:** In its broadest sense the term *Torah* refers to all the teachings of Jewish tradition. In its narrowest sense, it is the handwritten scroll containing the Five Books of Moses (*Genesis, Exodus, Leviticus, Numbers, and Deuteronomy*). A part of the *Torah* is read each week. At one point in the Jewish year (on *Simchat Torah*) the last book is completed and the first is begun again.

**Transliteration:** Hebrew written out with English letters.

**Trope:** The markings that indicate tunes or musical system by which the *Torah* and *Haftarah* portions are chanted.

**Tzedakah / צדקה:** Righteousness, charitable giving, assistance to others.

**Tzitzit / ציצית:** Fringes on the four corners of a *tallit* symbolizing the 613 *Mitzvot*.

**Yad / יד:** Literally, “a hand,” a pointer used for reading the *Torah*.

**Yarmulke:** See *kippah*.

**Yishar Koach / יישר כוח:** Literally, “May your strength increase!” but used to mean “Good job!” An expression offered to someone who received a synagogue honor such as an *aliyah* or *Torah* reading.

**Yom tov / יום טוב:** Literally, “a good day,” but used to mean “holiday.”

(SHORT VERSION / HALF SHEET BACK-TO-BACK)

**Bar/Bat Mitzvah Ceremony  
for**

\_\_\_\_\_  
\_\_\_\_\_

**English Date  
Hebrew Date**

**Adas Israel Congregation  
Washington, D.C.**

**Rabbi Gil Steinlauf**

**Rabbi Charles Feinberg**

We are delighted to have our families and friends with us to share in celebrating this special Shabbat as \_\_\_\_\_ becomes a Bar/Bat Mitzvah. We are grateful to God for allowing us to reach this meaningful milestone in his life. We also feel blessed that \_\_\_\_\_ are here to share our simcha with us. On this Shabbat, \_\_\_\_\_ (child's name) recalls \_\_\_\_\_, of blessed memory.

**Order of Service**

**Preliminary Service: Pages 65-105**  
**Morning Service: Pages 105-138**  
**Torah Service: Pages 139-154**

The Torah reading is from the Book of \_\_\_\_\_ and is found on page \_\_\_\_\_. The Haftarah reading is from the Book of \_\_\_\_\_ and is found on page \_\_\_\_\_.

**First Aliyah**

**Blessings:** \_\_\_\_\_  
**Reader:** \_\_\_\_\_

**Second Aliyah**

**Blessings:** \_\_\_\_\_  
**Reader:** \_\_\_\_\_

**Third Aliyah**

**Blessings:** *(SAVED FOR CONGREGATION)*  
**Reader:** \_\_\_\_\_

**Fourth Aliyah**

**Blessings:** *(SAVED FOR CONGREGATION)*  
**Reader:** \_\_\_\_\_

**Fifth Aliyah**

**Blessings:** \_\_\_\_\_  
**Reader:** \_\_\_\_\_

**Sixth Aliyah**

**Blessings:** \_\_\_\_\_  
**Reader:** \_\_\_\_\_

**Seventh Aliyah**

**Blessings:** \_\_\_\_\_  
**Reader:** \_\_\_\_\_

**Maftir**

**Blessings:** \_\_\_\_\_  
**Reader:** \_\_\_\_\_

**Magbeah (lifting the Torah):** \_\_\_\_\_

**Gollel (dressing the torah):** \_\_\_\_\_

**Haftarah Blessings:** \_\_\_\_\_

**Ashrei (Psalm 145), Page 151:** \_\_\_\_\_

**Kiddush (prayer with wine):** \_\_\_\_\_

**Order of Service**

Preliminary Service: Pages 65-105  
Morning Service: Pages 105-138  
Torah Service: Pages 139-154

**[NOTE: 2 AYLIOT ARE TO BE SAVED FOR CONGREGATIONAL SIMCHAS]**

**First Aliyah**

Blessings: \_\_\_\_\_  
Reader: \_\_\_\_\_

**Second Aliyah**

Blessings: \_\_\_\_\_  
Reader: \_\_\_\_\_

**Third Aliyah**

Blessings: \_\_\_\_\_  
Reader: \_\_\_\_\_

**Fourth Aliyah**

Blessings: \_\_\_\_\_  
Reader: \_\_\_\_\_

**Fifth Aliyah**

Blessings: \_\_\_\_\_  
Reader: \_\_\_\_\_

**Sixth Aliyah**

Blessings: \_\_\_\_\_  
Reader: \_\_\_\_\_

**Seventh Aliyah**

Blessings: \_\_\_\_\_  
Reader: \_\_\_\_\_

**Maftir**

Blessings: \_\_\_\_\_  
Reader: \_\_\_\_\_

Magbeah (lifting the Torah): \_\_\_\_\_

Gollel (dressing the Torah): \_\_\_\_\_

Haftarah Blessings: \_\_\_\_\_

Ashrei (Psalm 145), Page 151: \_\_\_\_\_

Kiddush (prayer with wine): \_\_\_\_\_

***Expanded Booklet which includes information also available in the Smith Sanctuary Pew Booklet.***

**NOTE:** It is the family's responsibility to print the booklets and bring them to the synagogue by Noon on Friday before the bar/bat mitzvah. (Contact Beryl Saltman for document to be e-mailed to you)

***Bar/Bat Mitzvah Ceremony  
for***

\_\_\_\_\_  
\_\_\_\_\_

**English Date  
Hebrew Date**

**Adas Israel Congregation  
Washington, D.C.**

**Rabbi Gil Steinlauf**

**Rabbi Charles Feinberg**

**Welcome** to Adas Israel Congregation. Established in 1869, Adas Israel, “the community of Israel,” is the largest Conservative congregation in the Washington area.

**Becoming a Bar/Bat Mitzvah** (Aramaic for “son or daughter of the commandment”) means that a Jewish child has reached the age for accepting the religious and moral obligations of a Jewish adult. The *Bar (Bat) Mitzvah* ceremony occurs during the *Torah* Service at this morning’s *Shabbat* (Sabbath) service.

**The Shabbat Morning Service** is comprised of four principal parts:

- **Preliminary Service (*Pesukei d’ Zimra*)**, consists of psalms and hymns intended to create a mood for prayer.
- **The Morning Service (*Shacharit*)**, includes the ***Shema***, a proclamation of the central Jewish belief in one GOD; and the ***Amidah*** (literally, the “standing prayer”), a series of seven blessings emphasizing the sanctity of the Sabbath.
- **The Torah Service**, the central component of the *Shabbat* Morning worship, during which the *Bar (Bat) Mitzvah*, with members of the family and the congregation, will chant from the *Torah* (a section of the five Books of Moses). Before and after each *Torah* reading those honored will recite a blessing. This honor is called an ***Aliyah***, (literally “going up.”). During the *Torah* service, the *Bar (Bat) Mitzvah* will also chant the ***Haftarah*** (literally “conclusion”), a selection from the Prophetic writings that is connected to the *Torah* portion by theme or word.
- **The Additional Service (*Musaf*)** concludes the *Shabbat* Morning Service and recalls the sacrifices offered by Jews in ancient times as an expression of religious piety

The ***Torah*** is the scroll of parchment on which the Five Books of Moses are hand copied. It is written in a stylized Hebrew script, without vowels, punctuation, or musical symbols (“*trope*”) by which it is chanted. Reading from the *Torah* requires special training and preparation.

The *Torah* is Judaism’s holiest ritual object. It contains the essential elements of our tradition. Handling the *Torah* is always marked with ceremony and reverence. The congregation rises whenever the

*Torah* is lifted and when the *Ark (Aron Kodesh)* is open.

During the *Torah* service, the *Torah* is carried around the Sanctuary in order to bring it closer to the worshipers, some of whom touch it with a prayer book or tallit to express their devotion and to remind themselves of its importance in their lives.

The two texts we use during the service are found in the bookrack in front of you:

- ***Siddur Sim Shalom***, the blue volume, is our prayer book, which contains ancient as well as modern Hebrew and English prayers.
- ***Etz Hayim***, the red volume, contains the Five Books of Moses with commentary as well as selections from the prophetic writings.

The *Torah* reading is from the Book of ----- and is found on page xxx. The *Haftarah* reading is from the Book of ----- and is found on page \_\_\_\_.

A ***Tallit*** (prayer shawl), with specially knotted fringes on the four corners, worn by Jews as a reminder to observe (literally “to wrap oneself in”) the commandments. During the *Torah* Service, each *Bar Mitzvah* (and some *Bat Mitzvah*) will receive a *tallit* from their parents.

A ***Kippah*** (head covering), which signifies humility and respect for GOD, worn by all men and some women while they are in the synagogue.

We are delighted to have our families and friends with us to share in celebrating this special *Shabbat* as \_\_\_\_\_ becomes a *Bar (Bat) Mitzvah*. We are grateful to God for allowing us to reach this meaningful milestone in his life. We also feel blessed that \_\_\_\_\_ are here to share our *simcha* with us. On this *Shabbat*, \_\_\_\_\_ (child’s name) recalls \_\_\_\_\_, of blessed memory.

*Shabbat Shalom*