B’nei Mitzvah Binder
ביני מצוה מיכינה
B’NEI MITZVAH BINDER
בני מצווה מכינה

MY NAME: ____________________________________________________________

MY B’NEI MITZVAH DATE, PARSHA: ________________________________

MY GUIDE RABBI: ________________________________________________
CONTACT INFORMATION

Clergy

Rabbi Jonathan Singer - jsinger@emanuelsf.org
Rabbi Beth Singer - bsinger@emanuelsf.org
Rabbi Ryan Bauer - rbauer@emanuelsf.org
Rabbi Sarah Joselow Parris- sparris@emanuelsf.org
Rabbi Sydney Mintz - smintz@emanuelsf.org
Rabbi Noah Westreich - nwestreich@emanuelsf.org
Cantor Marsha Attie - mattie@emanuelsf.org
Cantor Arik Luck - aluck@emanuelsf.org
Leo Fuchs - lfuchs@emanuelsf.org

B. Mitzvah Coordinator
David Wolk
bneimitzvah@emanuelsf.org
(415) 751-2541 extension 316

YFE Associate Director
Flora Kupferman
fkupferman@emanuelsf.org
(415)751-2541 extension 304

Teen Programs Manager
Tori Starks
tstarks@emanuelsf.org
(415) 751-2541 extension 307

Director of Facility and Special Events
Svetlana Leykin
sleykin@emanuelsf.org
(415) 751-2541 extension 123
Dear B’nei Mitzvah Families:

Welcome to this once in a lifetime B’nei Mitzvah Journey. Journey?! Yes, Journey. The opportunities for personal and Jewish growth for parents, B’nei Mitzvah students and families from the moment you first read this letter until the last out of town guest leaves at the end of your B’nei Mitzvah weekend are enormous.

What are your hopes and goals for your B’nei Mitzvah? While many a student merely hopes to make it through the ceremony without dropping the Torah (you won’t drop the Torah!) we encourage you to set even greater goals--because they are attainable!

Here are a few goals for your child and for your family:

- Be able to lead Hebrew prayers
- Become more familiar with the beautiful, musical Shabbat morning service
- Deepen your sense of connection with your Emanu-El community
- Grow in your knowledge and sense of connection to Torah
- Understand that teen years are a time of growth for the whole family
- Use this process to take the next step in your life long Jewish education

We are so proud of Congregation Emanu-El’s unique commitment to our B’nei Mitzvah students and families. Regardless of which clergy member is assigned to guide you through the process, we know that you will develop a sense of personal connection to that rabbi and to that cantor. We hope that over your lifetime at Congregation Emanu-El you will connect with each rabbi and cantor. We are all here to facilitate that opportunity for personal and Jewish growth.

As with all things, the B’nei Mitzvah Journey is all the more powerful when you make a full commitment to it. Celebrate Shabbat at home, even if you have not done so before. Come to services Friday or Saturday. Connect with your Emanu-El classmates. Take the learning seriously. As you set aside time to master the prayers, Torah, Haftara and D’var Torah, go over them as a family. We are all here to help you along the way. Never hesitate to reach out to us with your questions and thoughts about what enhances the experience for you.

Mazal tov on taking this step and the next ones that will set you on your amazing Jewish journey that continues for a lifetime.

Sincerely,

Rabbi Beth and Rabbi Jonathan Singer
Goldman Senior Rabbis
FRIDAY EVENING

Friday evening, your immediate family is expected to attend the 6:00 pm service. This service is generally held in the Martin Meyer Sanctuary and lasts about one hour.

During the Friday evening service, the family of the B’nei Mitzvah is given the honor of lighting and blessing the Shabbat candles at the beginning of the service. At Temple Emanu-El, there are often two families celebrating B’nei Mitzvah each Shabbat, so you will probably be sharing this honor with another family. We also invite other members of the community experiencing simchas (celebrations) to come up. We ask that a representative from each family light one candle. Please see the Candle Lighting Instructions at the back of this packet.

Toward the conclusion of the Friday evening service, the young people who are becoming B’nei Mitzvah that Shabbat are invited up to lead the congregation in the Friday Evening Kiddush, the blessing that sanctifies the wine and marks the holiness of Shabbat.

➢ It is important that the B’nei Mitzvah students review the Friday Night Kiddush with the Cantor prior to the Shabbat of the B’nei Mitzvah.

➢ Temple Emanu-El provides the Kiddush cup. It is filled with grape juice, not wine.

In order to feel most comfortable and to understand what the Friday Evening service and honors are, please plan to attend at least one Friday Evening service before the Friday night of your B’nei Mitzvah weekend.

An Oneg Shabbat follows the Friday evening service. It is a long-standing Jewish tradition and a great honor to host the community for Oneg Shabbat. If you would like to co-sponsor the Oneg Shabbat after Friday evening services, please contact Svetlana Leykin at SLeykin@emanuelsf.org
CANDLE LIGHTING INSTRUCTIONS
Friday Evening Service

✧ Family members light the Candles

✧ All Say Blessing Together
    Baruch atah Adonai, Eloheynu me-lech Ha-olam
    a-scher keed-sha-nu b’mitzvo-tav, v’tzi-va-nu l’had-lik ner shel Sha-bat.
    ברוך אתה אלוהינו מלך העולם
    אשר קדשנו במצוותיו
    והם להדליק נר שבת.

✧ Cantor leads Congregation in singing the blessing

SATURDAY MORNING LOGISTICS

The best way to understand what happens at a B’nei Mitzvah on a Shabbat morning is to be present at services prior to your family’s simcha. What you have learned in Shabbat Exchange will help you to understand the service, but now that you are preparing for B’nei Mitzvah all the different parts of the preparation will begin to make more sense as you experience these services

➢ We ask all B’nei Mitzvah students to attend at least six Shabbat morning services in the calendar year preceding the B’nei Mitzvah.

Your B’nei Mitzvah takes place during a regular Shabbat morning service. We have many congregants who regularly come to worship on Saturday morning. They come because this is part of their weekly spiritual practice, because something has happened in their lives, or because they are commemorating a yahrzeit (annual commemoration of the death of a person.) It is important to be respectful of these people even in the midst of the joy of your family simcha.

➢ All services at Temple Emanu-El begin promptly at 10:30 am. Be sure that your invitations include this start time. Services tend to conclude around 12:00/12:15. These are approximate times only.
Derech Eretz: Shabbat morning services are religious worship that takes place in the sacred space of our sanctuaries. Please remind your guests to dress appropriately. Gum, beverages, and food are not permitted in the sanctuary. All electronic communication devices should be turned off during the service.

Flowers
Flowers to decorate the bimah are provided by the congregation. The suggested donation is $300. If you would like particular colors, please contact Svetlana by email. SLeykin@emanuelsf.org

Kippot (Yarmulkes) and Tallitot (Prayer Shawls/Tallis)
Tallitot and kippot are available in both sanctuaries. If you are planning to provide your own kippot, please have them delivered to Svetlana during the week before, but no later than 4:00 pm on the Thursday preceding the B’nei Mitzvah.

Candy
Throwing candy to celebrate the sweetness of the moment is a recent tradition. Families provide the candy, however Emanu-El provides baskets. The candy should be small, soft and individually wrapped. We recommend about 3 pounds. Candy must be delivered to Svetlana during the week before, but no later than 4:00 pm on the Thursday preceding the B’nei Mitzvah.

- Buying candy that comes from Israel is a nice connection to make. Another suggestion is to purchase Fair-Trade Chocolate.

Programs
Printed programs are not permitted. Emanu-El provides explanations of B’nei Mitzvah for guests. These are found on a laminated card in the Martin Meyer Sanctuary and as part of the weekly insert in the Main Sanctuary.

Music & Shaliach Tzibor (Service Leader)
Music in the Main Sanctuary is arranged through Cantor Luck. Emanu-El provides the services of the Cantor, the organist, and our choir. Please feel free to share thoughts on favorite melodies or family traditions with the cantor.
Music in the Martin Meyer Sanctuary is arranged through Cantor Marsha Attie. Emanu-El provides the services of Cantor Marsha Attie and one additional musician of her choice. If a family would like additional musicians, this request must be
approved by the cantor. All payment arrangements are made by the family directly to the additional musician(s).

PHOTOGRAPHY/VIDEOGRAPHY
Only photographers who have been pre-approved by Svetlana Leykin are permitted.
Please contact Svetlana for a list of photographers and additional information on photography policies. (SLeykin@emanuelsf.org)

- Many photographers and families choose to take photographs prior to the service. We recommend beginning photography sessions at 9:00 or 9:30 am. Everyone must be out of the sanctuary no later than 10:00 am. You may continue to take photographs in the courtyard until 10:15 am.

- No flash photography is permitted during the service. No lights are permitted for videotaping.

- Photographs may not be taken during the Silent Prayer.

- Photographers/Videographers must not disrupt the service. The only place they may set up their equipment is the center of the back balcony. They must remain at this location only throughout the service. They absolutely are not permitted on or near the bimah during the service.

- The Rabbis and Cantors are generally not available for photographs prior to the service.

KIDDUSH (FOLLOWING SERVICES)
Families are expected to sponsor the Kiddush immediately following services. Svetlana Leykin will provide the information to the families.

- If you have not already received the Kiddush options and menus, please contact Svetlana at SLeykin@emanuelsf.org

HONORS
The occasion of B’nei Mitzvah gives your family an opportunity to acknowledge and honor family members and special people in your circle of friends and community.
There are a variety of opportunities for this. In thinking about who you wish to honor, it is helpful to keep the following in mind:

- The person should be familiar and comfortable with the honor you are offering to them.

- These are honors that are bestowed before the entire kahal, the community. The person should understand the significance of the honor and the reciprocal act of respecting the community.

- We strongly encourage siblings to have honors such as opening the ark or dressing the Torah.

- It is not the custom at Temple Emanu-El to have siblings read blessings or wishes during the Shabbat morning service.

**Shehecheyanu**

Parents sometime recite this blessing which thanks Adonai for bringing us to this moment.

**SHEHECHEYANU**

בָּרוּךְ אַתָּה אֲדֹנָי נִסְעֵינוּ מֶלֶךְ הָעָלָל, שֶׁהָעָלָל וּמֵעָלָל וְהִזִּיגֵנוּ לְזַמֵּן הַזֶּה.

Ba-ruch a-tah a-do-nai, e-lo-hei-nu me-lech ha-o-lam she-che-yanu v’ki-ya-ma-nu v’hi-gi-a-nu laz-man ha-zeh.

Praised are You, Adonai our God, Sovereign of the Universe, who has given us life, sustained us, and brought us to this time.

**Tallit and Kippah**

It is custom at Emanu-El for both girls and boys to wear a kippah (yarmulke/head covering) and tallit throughout the service. Some families like to purchase a tallit and kippah that your child will then have throughout their life. Or you might use a
tallit that has family history, if you have one. Or, you might simply borrow a tallit from the Temple on the day of the service. There is no obligation to purchase one. Just prior to the start of the service the rabbi will gather your immediate family in a circle so that your child can say the blessing and put on the tallit. If you would like, you can invite one family member to symbolically hand the tallit to your child.

Opening the Ark
When the Torah Service begins, the ark is opened. This is an honor that can be given to one or two people.

Passing the Torah
The Torah is passed from generation to generation. The rabbi removes the Torah from the ark, passes it to the oldest generation and then assists as it is passed down to the B’nei Mitzvah. Please review with your guide rabbi and cantor concerning who will be participating in Passing the Torah and who should go up to the bimah when the Torah Service begins

➤ Passing the Torah generally includes grandparents to parents, parents to B’nei Mitzvah. It is the custom at Temple Emanu-El that non-Jewish parents who wish to pass the Torah are welcome to do so.

➤ If you have frail or elderly family members or someone in a wheel chair, speak with the guide rabbi about modifying the Passing of the Torah to enable them to participate.

Hakafah
Passing the Torah is followed by Hakafah, carrying the Torah through the congregation. All of those who have participated in Passing the Torah are invited to follow the Torah throughout the congregation. As the Torah and the B’nei Mitzvah, rabbi and cantor/shaliach tzibor return to the bimah, family members return to their seats.

➤ Again, if you have frail or elderly family members, share this information with the guide rabbi to make special arrangements.

➤ Remember that hakafah is not the time to greet all of your guests and relatives.

Aliyot
An *aliyah* refers to the blessings recited before and after reading the *Torah*. These blessings can only be recited by someone who is Jewish and has achieved the age of *B’nei Mitzvah*. Most of our students have three or four *aliyot*. The final *aliyah* is the *B’nei Mitzvah*. The one preceding that is usually the parents. An *aliyah* can include several people at once. *The aliyah blessings can be found online.*

- While only a Jewish parent can recite the actual blessing, non-Jewish parents are welcome, encouraged and expected to stand with their partner and child as the blessing is recited.

**Mi She’beirach/Parent Blessing**

Parents are also invited to give their child a blessing. This is not a speech. It is not a review of your child’s accomplishments. It is a blessing. Each Guide Rabbi will meet with the parents to review the parent blessing. Sample parent blessings can be found at the link below. [https://www.emanuelsf.org/wp/wp-content/uploads/2015/02/Sample_Parent_Blessings.pdf](https://www.emanuelsf.org/wp/wp-content/uploads/2015/02/Sample_Parent_Blessings.pdf)

**Hagbahah**

*Hagbahah* is the tradition of raising the *Torah* before the congregation at the conclusion of the reading of the *Torah*. The individual given this honor should know what *Torah* is, be strong and feel comfortable with this ritual. The *Torah* is heavy. This is an honor for only one person.

**G’lilah**

*G’lilah* is the redressing of the *Torah* at the conclusion of the reading of the *Torah*. Following *hagbahah*, the *Torah* is re-rolled, the belt reattached, the dress and ornaments reassembled. This honor can be given to one to three people. At least one of them will remain seated on the *bimah*, holding the *Torah* for the remainder of the *Torah* service.

**AFTERWARDS**

As mentioned above, there is a *Kiddush* meal sponsored by the family immediately following services. For more information about this, please contact Svetlana Leykin.
We are here to help you!

- Questions about logistics and appointments?
  Lauren at lschuller@emanuelsf.org  751-2541 x 316

- Questions about photographers, flowers, kippot, kiddush?
  Svetlana at SLeykin@emanuelsf.org or 751-2541 x 123

- Questions about the process and student progress?
  Flora at FKupferman@emanuelsf.org or 751-2541 x 304

- Questions about honors, family dynamics, other things?
  Direct your questions to your Guide Rabbi.

Relax! Enjoy! Share! This is a momentous event in the life of your family. A new, independent Jewish soul will stand before our community and through words and deeds declare his or her commitment to Judaism and a Jewish life! Mazal Tov!
B’nei Mitzvah Preparations Timeline

- Orientation/ Red Binder Meeting – Around 12 months before the B’nei Mitzvah
  - Students receive their red binder and an overview of what is to be expected in the coming year.
- Guide Rabbi – Around 12 months before the B’nei Mitzvah
  - We will assign students their guide rabbi via email.
- Blessings Class with Carolyn – 8 week course starting around 12 months before the B’nei Mitzvah
- Guide Rabbi Appointments –6 to 7 months before the B’nei Mitzvah. Meet once a month (usually 30-60 minutes long depending on the appointment and rabbi). There are 3 family meetings and 4-5 one-on-one appointments.
- Hebrew Reading Coach -After blessings class and before Torah chanting starts. 8 weeks long. Meet once a week for 30 minutes with a tutor.
- Torah Chanting Appointments -6 months before the B’nei Mitzvah. Weekly 20 minute sessions.

Continue with Hebrew School Classes for the 7th grade year:
- Mitzvah Corps Program
  - Tori Starks can answer questions about the Mitzvah Corps program.
    - tstarks@emanuelsf.org or 415-751-2541 ext. 307

6th & 7th Grade: Weekly Hebrew Class which is about 1 hour-1 hour 15 minutes on Sunday, Monday or Thursday.

Reminder: Students and families are required to be at the Friday night service before their B’nei Mitzvah.
B’nei Mitzvah Attendance Sheet

In order to ensure that our Bar and Bat Mitzvah students are familiar with Shabbat services here at Emanu-El, we are requiring all students to attend at least six Shabbat morning (10:30am) B’nei Mitzvah services at Emanu-El in the 12 months leading up to their Bar/Bat Mitzvah. Please bring this sheet to a member of our clergy to sign at the conclusion of services.

Student Name: ______________________  B’nei Mitzvah Date_____________

Guide Rabbi: ______________________  Main/Martin Meyer Sanctuary: _____________

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YOUTH AND FAMILY EDUCATION
B’NEI MITZVAH MECHINAH
BRACHOT ULPAN (BLESSINGS CLASS)

- Brachot Ulpan (Blessings Class) is offered on Monday and Thursday from 5:30-6:30 pm in the library.
- It is taught by Carolyn Goor-Hutchinson.
- Students select either Monday or Thursday.
- The same material will be covered in the same order. If you miss a Monday class, you can make it up on Thursday. Or, if you know in advance that you will miss a Thursday class, you can come on the preceding Monday.
- It is essential that you practice the blessings and prayers you learn in class at home each day. We recommend 15-20 minutes each day. This material cannot be learned overnight!
- Students will be invited to participate in the class approximately a year before their B’nei Mitzvah date.

Class Schedule (Dates to be determined)

Session 1: Introduction, Friday night Kiddush
Session 2: Tallit blessing, Shma, V’Ahavtah
Session 3: Adonai Sefatai, Avot V’Imahot
Session 4: Gevurot
Session 5: Echad Eloheinu, Torah blessings, Blessing before Haftarah
Session 6: Blessing after Haftarah
Session 7: V’Shamru
Session 8: Review
B’nei Mitzvah Torah Verses Selection Form

Name: ________________________     B’nei Mitzvah Date: ______________

Sanctuary: ____________________ Guide Rabbi: _______________________

Torah Portion: ___________________________________________________

**Selected Torah Portion Verses:**
*To be completed by Orientation Meeting*

Book: ____________________________________________________________

Beginning at Chapter: _______________ Verse: _______________________

Through Chapter: _______________ Verse: _______________________

# of aliyot (maximum of four): __________

**Selected Haftarah Verses:**
*To be completed with Guide Rabbi and/or Cantor*

Book: ____________________________________________________________

Beginning at Chapter: _______________ Verse: _______________________

Through Chapter: _______________ Verse: _______________________


B’nei Mitzvah Home Follow-up Sheet

415-751-2541
bsinger@emanuelsf.org, jsinger@emanuelsf.org
rbauer@emanuelsf.org, sparris@emanuelsf.org,
jrodich@emanuelsf.org, smintz@emanuelsf.org
mattie@emanuelsf.org, aluck@emanuelsf.org

Today was Session ____

Next Meeting Date and Time: ______________________

To do for next meeting:

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

4. ____________________________________________

5. ____________________________________________

Additional Instructions:

Today was Session ____

Next Meeting Date and Time: ______________________

To do for next meeting:

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

4. ____________________________________________

5. ____________________________________________

Additional Instructions:
Today was Session ____  Next Meeting Date and Time: _______________________

To do for next meeting:

6. ______________________________________________________________________

7. ______________________________________________________________________

8. ______________________________________________________________________

9. ______________________________________________________________________

10. _____________________________________________________________________

Additional Instructions:

Today was Session ____  Next Meeting Date and Time: _______________________

To do for next meeting:

6. ______________________________________________________________________

7. ______________________________________________________________________

8. ______________________________________________________________________

9. ______________________________________________________________________

10. _____________________________________________________________________

Additional Instructions:
INTRODUCTION TO HAFTARAH OUTLINE

1st Paragraph:

- Write 1 sentence on the historical background of your prophet and that period.

- Write 1 sentence on how the Haftarah connects to the Torah portion.

- Write 1 sentence summarizing what is happening in the specific verses you are reading today.

2nd Paragraph:

This morning’s haftarah comes from the book of ______________. Today I will be reading from chapter _____, verse ______ through chapter ______, verse ______.

You can find today’s reading in the Plaut Commentary on page _____.

For the Main Sanctuary add:

or in the Shabbat insert in your prayer book.
Congregation Emanu-El B’nei Mitzvah Honors
Please fill out this form and submit it to your Guide Rabbi before the Bar/Bat Mitzvah

• Before Services – Private Tallit Blessing

• Alliyot* - Give English names, Hebrew names and relationships. Example: Yosef ben (son of) Yitzchak [father’s Hebrew name] ve (&) [mother’s Hebrew name]

  a._______________________

  b._______________________

  c._______________________ (most often assigned to BM parents and older siblings)

  d._______________________ (most often assigned to BM student)

• Hagbah – Lifting the Torah*

• Glilah – Wrapping the Torah (up to 2 people)

• Open the Ark (optional, up to 2 people)

*Honor reserved specifically for individuals of Jewish faith
Reminder: You must turn in candy and yarmulkes the Thursday before your child’s B’nei Mitzvah.
WORDS OF APPRECIATION AND GRATITUDE

On this page are your words of appreciation and gratitude to all those who have helped you to become a B’nei Mitzvah. It is read after you receive a gift from the Congregation.

Thank you ____________________________________________
For: __________________________________________________
____________________________________________________________________

Thank you ____________________________________________
For: __________________________________________________
____________________________________________________________________

Thank you ____________________________________________
For: __________________________________________________
____________________________________________________________________

Thank you ____________________________________________
For: __________________________________________________
____________________________________________________________________

Thank you ____________________________________________
For: __________________________________________________
____________________________________________________________________
Contributions to the Temple

For many of us, the B’nei Mitzvah marks our first deeply significant Jewish experience. Dedicated to instilling special meaning and connection to the understanding of Jewish identity, values and ritual by way of this most profound life-cycle event, Congregation Emanu-El devotes a great deal of resources to supporting our congregational families in preparation for their child’s B’nei Mitzvah and does it without any additional costs to each family.

Each and every B’nei Mitzvah student receives:

- Intensive preparation and individualized training including Blessing classes, a Hebrew Reading Coach and Trope Chanting instructions in preparation for reading the Torah
- Torah study sessions and family education efforts designed to prepare the entire family for the B’nei Mitzvah experience
- Supervision of service opportunities via the Mitzvah Corps

In addition, Emanu-El’s unique Guide Rabbi program enables each B’nei Mitzvah student to meet over many months one-on-one with one of our rabbis to explore the foundations of Jewish learning. During these sessions each student and rabbi studies Jewish text together and creates the D’var Torah that is delivered at the student’s B’nei Mitzvah.

Unlike many other congregations, your Temple does not assess any additional fees for the individualized services provided to the B’nei Mitzvah family. We do ask, however, that you consider making a contribution to the Temple’s special funds in recognition of the special attention and honor provided to your family during the B’nei Mitzvah process. Families typically make these contributions either to the Rabbis’ or Cantors’ Fund (used by the clergy to support our programs and charitable giving) or to the Emanu-El Life-Cycle Fund that helps fund the Temple’s efforts to make all life-cycle experiences, including the Bar and Bat Mitzvah, as gratifying an experience as possible without regard to individual congregants’ economic status or circumstances.

Our staff is often asked what the “right amount” to contribute is. There is no expectation of any contribution and we recognize that families face differing financial challenges in deciding how they best can celebrate this special day. Your Temple merely asks that as you plan for this simcha, you consider including a gift to the congregation commensurate with your budget for any celebration you plan for your child. If you wish to discuss these opportunities further in confidence, please feel free to reach out to Julie Weinberg, Development Director, at the Temple.