

ADAT SHALOM SYNAGOGUE

***B'NAI MITZVAH
HANDBOOK***



August 2023


Dear B'nai Mitzvah Family,

Mazal tov on your upcoming simcha! The Clergy and Staff of Adat Shalom Synagogue join you in looking forward to your child's becoming a B'nai Mitzvah. We've compiled this handbook to provide an overview of the B'nai Mitzvah process with regard to the educational and administrative aspects of your simcha. This also serves as a preparation guide, including important dates and expected expenses.


Inside this handbook you will find clergy and staff contact information for assistance with any questions that you may have along the way. This handbook also contains information about the various educational programs and prayer service requirements that you will experience along the pathway to B'nai Mitzvah.

We encourage you to contact us to discuss any questions you may have about the B'nai Mitzvah process. We all look forward to helping you make the B'nai Mitzvah experience a happy and memorable life-cycle event for your entire family, and a meaningful stepping-stone in your child's involvement with Adat Shalom and the greater Jewish community.

Sincerely,



Rabbi Aaron Bergman



Hazzan Daniel Gross



Rabbi Blair Nosanwisch



Dr. Melissa Ser
Director of Education

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CLERGY AND STAFF CONTACT INFORMATION

The clergy and staff of Adat Shalom Synagogue are available to assist you in the planning of your Bar/Bat Mitzvah. Please call with any questions.

Clergy:

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abergman@adatshalom.org

Hazzan Daniel Gross.....(248) 851-5100

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Executive Director, Michael Wolf.....(248) 851-5100 ext. 224
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Director of Education, Dr. Melissa Ser.....(248) 626-2153
mser@adatshalom.org

Director of Youth Engagement, Jodi Gross.....(248) 626-2153
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Admin. Assistant, Kellie Yost.....(248) 851-5100, ext. 246
(for Rabbi Bergman and Hazzan Gross) kyost@adatshalom.org

Assistant Director of Education, Sammi Shapiro. (248) 851-5100, ext. 236
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Booking Coordinator, Denise Gallagher..... (248) 851-5100, ext.
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Communications Director, Susie Steinberg.....(248) 851-5100, ext. 228
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B'nai Mitzvah Tutors:

Joyce Weingarten.....(248) 563-2145
jabw57@icloud.com

Sam Arnold.....(248) 417-4248

supersam1266@gmail.com

Quality Kosher Catering (in-house caterer):

General Manager, Daniel Kohn

Contact: Events Manager, Lisa Sittaro.....(248) 352-7758
lisa.qkc@gmail.com

I. WHAT IS A BAR/BAT MITZVAH?

Though it may sound strange, there is no such thing as “having a Bar/Bat Mitzvah.” A person doesn’t *have* a Bar/Bat Mitzvah, rather, they *become* Bar/Bat Mitzvah. What does this mean? It means that on the 13th anniversary of one's Hebrew birthday (12th anniversary for girls), a child automatically takes on the rights and responsibilities of being a Jewish adult.

What most people think of as the Bar/Bat Mitzvah – reading from the Torah and Haftarah in a public ceremony – is simply a way of showing the community that the young person has come of age and may now be relied upon to do mitzvot that a child could not do. For example, the community can now call upon someone after becoming Bar/Bat Mitzvah to be a part of the minyan, which in turn allows people to say Mourner’s Kaddish. By ascending the bimah and having an aliyah during the Bar/Bat Mitzvah ceremony, the child demonstrates to the community his/her willingness to accept the responsibilities of becoming a Jewish adult.

The Talmud says that at age 13, a boy becomes obligated to perform adult mitzvot. The first record of a Bar Mitzvah ceremony dates back to the Middle Ages. In its beginnings, the Bar Mitzvah was a small, humble event, bereft of fanfare. As the Bar Mitzvah grew in popularity, people began hosting celebratory meals to honor the Bar Mitzvah boy. These parties took place either in the synagogue or in the home. Beginning in the 1920s, hotels and banquet halls became popular places to celebrate the Bar Mitzvah. It was also around this time that the first *Bat* Mitzvah was celebrated. By the 1930s, rabbis were becoming concerned that the main focus was no longer the synagogue service but the party that followed. What we try to instill in our B’nai Mitzvah students here at Adat Shalom is the understanding that the synagogue service indicates that they are now part of something much bigger than themselves – that they have joined the ranks of a community that will support them and that in turn needs their support. It means being more aware of a Jewish person’s responsibility to fill their life with mitzvot. Those mitzvot can be anything from having an aliyah, visiting the sick, giving tzedakah or standing up for kids who are bullied.

There are both ritual and ethical components to becoming part of the adult Jewish community and it is important to emphasize both aspects. The service demonstrates the ritual elements. We hope that the preparation and tikkun olam components help to inspire every Bar/Bat Mitzvah student to embrace the importance of the ethical and communal responsibilities.

II. "IN THE BEGINNING..."

SETTING THE BAR/BAT MITZVAH DATE

Adat Shalom Members: When your child turns 8 years old or enters 3rd grade, you may call Denise Gallagher, the booking coordinator, to schedule a Bar/Bat Mitzvah date. This date will be scheduled on or after the child's 13th birthday (12th birthday for girls) *according to the Hebrew calendar*. Denise will gladly assist you in determining the Hebrew birth date. There is no booking fee for members. Members must remain members in good standing throughout the process to guarantee the date.

Non-members: You may schedule a *tentative* Bar/Bat Mitzvah date *two years* prior to the date of your child's 13th birthday (12th birthday for girls) *according to the Hebrew calendar*. We do give priority to Adat Shalom members, but if you do not hear otherwise, you may consider your date to be confirmed at one year prior to your scheduled ceremony date. There is a non-member booking fee (please see page 19 for booking fee information).

Please note that we do not guarantee a solo Bar or Bat Mitzvah on any particular date; changes and additions may occur. We will notify you if your student's solo date becomes shared with another student.

RITUAL ITEMS

Tefillin: Boys are highly encouraged to have their own set of Tefillin (optional for girls) which will be worn for the first time at the weekly morning service prior to the Bar/Bat Mitzvah date. Tefillin may be purchased at the Adat Shalom Sisterhood Gift Shop at cost. Hazzan Gross is happy to assist you in choosing, adjusting, and learning to wear tefillin prior to the weekday morning service.

Tallit: Boys must wear a tallit at both the weekday morning service and Shabbat service (tallit is optional for girls). The Adat Shalom Sisterhood Gift Shop has a large selection of beautiful tallitot which may be purchased at 20% off during the year of the Bar/Bat Mitzvah.

Head Covering/Kippah: All Bar/Bat Mitzvah celebrants must wear a head covering during prayer services. The synagogue will provide standard black kippot to distribute at the service. Alternatively, you can purchase kippot through our Adat Shalom Sisterhood Gift Shop at 20% off during the year of the B'nai Mitzvah or from another vendor of your choice. Please bring the kippot in a basket so they may be displayed on a table outside the sanctuary/chapel.

III. B'NAI MITZVAH PREPARATION REQUIREMENTS

JEWISH EDUCATION

Dr. Melissa Ser, Director of Education, coordinates the educational components of B'nai Mitzvah preparation. This includes directing the Adat Shalom-Beth Achim Learning Community, and supervising the B'nai Mitzvah Connections Program and the Tikkun Olam (community service) components.

Every Bar/Bat Mitzvah student must complete, in a satisfactory manner, the equivalent of five full years of study in a Jewish religious school or Day School and be enrolled in formal Jewish education during the year leading up to and at the time of the celebration. This education program should include: Hebrew, prayer, Jewish culture and history, Israel, ethics and mitzvot, and the Jewish calendar and celebrations.

B'NAI MITZVAH CONNECTIONS PROGRAM

The B'nai Mitzvah Connections program takes place during the 12-18 months prior to the Bar/Bat Mitzvah date. It is designed to create connections to a multitude of aspects in your children's Jewish lives, helping them develop a sense of pride and awareness about their Jewish identity and how they fit into the chain of Judaism and their community. Our clergy and educational staff will present a wide array of engaging topics, all pertinent to the upcoming Bar/Bat Mitzvah. These experiences will enhance your family's connection to Judaism, to each other, and to the community. This program is intended for all our upcoming B'nai Mitzvah students along with their parents, regardless of which school they attend for their religious education.

SPECIAL NEEDS

If your child has learning, social or emotional needs that might require an adjustment to the education or tutoring process or expectations on the day of the service, please speak as soon as possible to the clergy or Dr. Melissa Ser, Director of Education.

COMPONENTS OF THE CONNECTIONS PROGRAM

B'nai Mitzvah Beginnings:

An hour-long program on a Sunday morning, by invitation to parents and their students who are within 12-18 months of Bar/Bat Mitzvah. Hazzan Gross will give you an introduction to our B'nai Mitzvah timeline, our educational and tutoring requirements and expectations, your responsibilities regarding attendance and fees, an explanation of the role of our clergy and educators in this process, and a brief introduction to trope (cantillation).

Core Educational Programs:

These programs are designed for families to participate during the 12-18 months prior to the Bar/Bat Mitzvah date. Each of these programs will be scheduled twice during the year to make it easier for all of our families to attend one of each of the programs. For a current schedule of upcoming dates, please contact Kellie Yost or Sammi Shapiro.

- **Text Messages:** Making the Torah Ours - *with Rabbi Blair Nosanwisch*
- **The Uniform of Prayer:** Tallit, Tefillin and More - *with Hazzan Daniel Gross*
- **Thinking Jewishly:** Making Jewish Ethical Choices - *with Rabbi Aaron Bergman*

Shabbat Service Attendance:

In order to increase familiarity and comfort with Shabbat services at Adat Shalom, we encourage students and families to attend a minimum of 8 times during the calendar year prior to the Bar/Bat Mitzvah ceremony, 2 of which should be Friday evening services. Students will be expected to complete 2 *Shabbat Service Reflections* as part of their educational program requirement. When family programs are held on Shabbat, students are encouraged to attend.

Tikkun Olam (Volunteering in the Community):

Each student will volunteer a minimum of at least 8 hours, with a goal of 18 hours. These hours may be part of volunteer opportunities that we organize for you or opportunities that you create on your own. We ask that you find volunteer activities which will connect you to another living being, a true giving back to your community. Many students engage in a Mitzvah Project, a single project aimed at helping the community, based in a core Jewish value or commandment. Both Jodi Gross and Melissa Ser are available to help you with Mitzvah Project ideas. Jodi Gross coordinates group opportunities available through Adat Shalom.

Living Jewishly:

We will invite you to celebrations and ritual events that occur during the year. Please come share holiday, prayer service, and other experiences as a family with your Adat Shalom family!

B'NAI MITZVAH TUTORING

Hazzan Gross coordinates the tutoring components of B'nai Mitzvah preparation. Shortly after attending the *B'nai Mitzvah Beginnings* session (by invitation, 12-18 months prior to the Bar/Bat Mitzvah date), families will receive an email with details about tutoring. Individual tutoring generally begins 10 months prior to the Bar/Bat Mitzvah date. Once the tutoring fee deposit has been received by the synagogue, a staff tutor will be assigned to your child. The tutor will then call you at the appropriate time to set up an individual tutoring schedule. We assign our students in order of Bar/Bat Mitzvah date. Please note that individual tutoring lessons cannot be scheduled during Adat Shalom-Beth Achim Learning Center class-time for students who attend those classes. All tutoring lessons with our Adat Shalom tutoring staff will take place at Adat Shalom Synagogue. (Please see page 19 for tutoring fee information.)

During the tutoring process, your child will learn to chant both Torah and Haftarah along with the accompanying blessings. Other aspects of leading the service will also be covered.

Please Note:

- Students who are capable of learning additional parts of the service will be encouraged to do so, even when sharing their service with a student who may not have learned a comparable amount.
- The tutoring schedule is not dependent on religious or secular school schedules. Scheduled tutoring may take place on dates when these schools are not in session; please check with your child's tutor. *If you find you must cancel a scheduled lesson, please contact your tutor directly, not the Adat Shalom office.*

Please direct tutoring questions to Kellie Yost at 248-851-5100 or kyost@adatshalom.org.

IV. PREPARATION ASSISTANCE WITH THE CLERGY

D'VAR TORAH PREPARATION with Dr. Melissa Ser

Approximately 5 months prior to the Bar/Bat Mitzvah date, the student and parents will meet with Dr. Melissa Ser to discuss the Torah portion in order to receive assistance in preparing the D'var Torah. The D'var Torah is a personal reflection inspired by the words of the Torah and/or Haftarah which is presented during the Torah service on the day of the Bar/Bat Mitzvah.

The student will leave this meeting with a strong sense of what to focus on in their D'var Torah. Additional meetings can be scheduled with the student if needed in order to help make this part of the ceremony as personal and meaningful as possible.

The Bar/Bat Mitzvah student should plan to complete their D'var Torah one month before their Bar/Bat Mitzvah date.

PROGRESS REVIEW with Hazzan Daniel Gross

Approximately 4 months prior to the Bar/Bat Mitzvah date, the student will have a 45-minute "get to know you" chat and progress review with Hazzan Gross. Hazzan Gross will listen to the student's Torah and Haftarah portions and determine whether the student is on schedule with their preparation. After the progress review, Hazzan Gross will discuss the student's progress with the parents, including which additional Torah readings or parts of the service the student might continue to learn. Hazzan Gross is able to provide insight to assist the student on many different levels, including confidence, voice projection and much more. Hazzan Gross will be happy to answer any questions you may have about preparing for the Bar/Bat Mitzvah and your family's opportunities to participate in the ceremony. |

FAMILY MEETING with Rabbi Aaron Bergman

Approximately 4 weeks prior to the Bar/Bat Mitzvah, student and parents will meet with Rabbi Bergman. If the student is sharing the Bar/Bat Mitzvah date with another student, both families will meet at the same time. Rabbi Bergman will discuss the participation of the student and family in the service, including the allocation of honors. This is also a wonderful opportunity for Rabbi Bergman to answer any of your questions about the upcoming simcha.

Each family is entitled to three aliyot (Torah blessings) and there are many other opportunities to take part in the service. Families will receive copies of the pertinent blessings and prayers in order to practice before the service. At this meeting you will also schedule which weekday morning service, Monday or Thursday, the family will attend during the week prior to the Bar/Bat Mitzvah.

Parents will receive an email with an aliyot/honors form about 3 months before the Bar/Bat Mitzvah date. The form should be filled in with preliminary information. *Please bring the completed preliminary form to this appointment.*

WHAT'S NEXT with Rabbi Blair Nosanwisch

Approximately one to three month after the Bar/Bat Mitzvah, the student will meet with Rabbi Blair Nosanwisch to discuss "what's next". Becoming b'nai mitzvah is a point on a lifelong journey. We will take this opportunity to reflect on the experience you've had and look forward to who you are becoming. How will the skills you've learned and the experiences you've had be a part of your life now that you are a Jewish adult?

Parents will be contacted to schedule the above appointments with clergy.

Our clergy, educators and tutors cherish the opportunity to form meaningful bonds with the children of Adat Shalom. Please note that should your child be meeting one-on-one in our facility with an adult

outside of traditional business hours, we require a parent or other designated supervising adult to be physically present in our administrative lobby during that meeting.

This requirement applies to meetings beginning at 11:30am or later on Sunday, 4:30pm or later Monday through Thursday, and 3:30pm or later on Friday.

V. SERVICE AND RITUAL

ASSIGNMENT OF FAMILY TORAH READINGS

You may request Torah portion assignments for family members who have experience reading Torah. Availability is dependent upon how much Torah the B'nai Mitzvah students are reading and requests from other congregants who may be observing yahrzeit or other lifecycle events. Your child's tutor should provide you with a *Family Torah Reading Request* form which should be turned in or emailed to Hazzan Gross three months prior to the Bar/Bat Mitzvah date (one form per reader). Torah readings for family members will be assigned approximately 6-8 weeks prior to the Bar/Bat Mitzvah date. Priority for all parts is given to the Bar/Bat Mitzvah student. An audio recording and tikkun page of the assigned portion will be emailed to you to assist you with your preparation.

Any family member with an assigned Torah portion should schedule a time to review with Hazzan Gross approximately 2 weeks prior to the Bar/Bat Mitzvah date. Out-of-town family members can have this review by phone.

LEADING ASHREI PRIOR TO BAR/BAT MITZVAH

In order to gain confidence in leading from the bimah, students will lead the *Ashrei* prayer from the bimah at a Shabbat morning service prior to the Bar/Bat Mitzvah date. This may be scheduled with Kellie Yost after the progress review with Hazzan Gross.

WEEKDAY MORNING SERVICE PRIOR TO BAR/BAT MITZVAH

The Bar/Bat Mitzvah student and family are expected to attend a weekday morning service in the Shiffman Chapel prior to the Bar/Bat Mitzvah service, generally on Monday or Thursday when the Torah is read. This date will be chosen at the time of the family meeting with Rabbi Bergman. Weekday morning services begin at 8:00 am. The student is called to the Torah and may lead part of the morning service. Boys (and girls, by choice) wear tallit and tefillin during the service. Students are encouraged to use their own tefillin at this service.

The student's family is expected to attend this service, and grandparents and other family members are encouraged to attend as well. Afterward, the family joins in a celebratory breakfast with the clergy and others who attended the morning service.

Please contact Denise Gallagher in the main office to make arrangements for breakfast sponsorship. (Please see page 19 for breakfast sponsorship cost information.)

BAR/BAT MITZVAH CEREMONY

In general, our students celebrate their B'nai Mitzvah ceremonies as part of our Shabbat morning services in the Sanctuary. You may have the option of having your Bar/Bat Mitzvah ceremony at another service time during the week when the Torah is read. These options include a Shabbat afternoon minchah-maariv (Havdalah) service, Sunday morning Rosh Chodesh, and Monday and Thursday mornings, and most frequently take place in the Shiffman Chapel. Please feel free to discuss these service options with our clergy. Your request for a non-Shabbat morning service will be given to Rabbi Bergman for approval before confirming your date.

For a Shabbat morning service, the Bar/Bat Mitzvah celebrant and immediate family should be seated prior to the 9:00am beginning of the service, as should anyone that the family has invited to have an aliyah or honor or who is reading from the Torah. Your printed invitations should reflect that our service begins at 9:00am. All guests should be seated by 9:30am, as the Torah service generally begins around 9:45am.

B'nai Mitzvah students will sit with their family in the front row until called up to the bimah, when they will be seated next to the rabbi or the cantor.

During our Shabbat morning services, miniminyan is available for young children beginning at 9:30am, in the parent/toddler room.

Note: The distribution of printed personalized programs is not allowed at Shabbat morning services.

If your service is a Shabbat minchah-maariv service, note that the start time of the minchah service on Saturday will vary depending on the time of year. Please check with us regarding your specific date. Sunday morning Rosh Chodesh services begin at 8:00am.

KIDDUSH FOLLOWING SHABBAT MORNING SERVICE

For those families celebrating the Bar/Bat Mitzvah with a Shabbat morning service, an enhanced Kiddush prepared by the Sisterhood of Adat Shalom is served to everyone who attends the service. A selection of tasty, light dishes, including kugel, salad, tuna salad, egg salad, vegetables and dip, are added to the weekly selection of baked goods, fruit, wine and beverages. Please note that all cookies and pastries are purchased from The Bake Station, and are certified nut-free and dairy-free.

Please see page 18 for a welcome letter from the Sisterhood, including information about making arrangements for sponsoring the Kiddush. Your Kiddush sponsorship also includes the flowers placed on the bimah for

decoration. (Please also see page 19 for Kiddush sponsorship cost information.)

VI. ADDITIONAL ITEMS OF IMPORTANCE

POLICY REGARDING INVITING CLASSMATES

While there is no official Adat Shalom policy, we strongly encourage our Adat Shalom – Beth Achim Learning Community students to invite all students in their class to their service and party in order to build community and promote inclusiveness. If your child attends Hillel Day School, we encourage you to follow HDS guidelines. A mailing list is available to our B'nai Mitzvah families to assist you with invitations.

SERVICE DRESS AND DECORUM

We ask that you and your guests dress appropriately for a synagogue service. Modest attire is expected. All males should wear a kippah, and Jewish men should wear a tallit. Women are not required to wear a head covering unless ascending the bimah.

Please make your family and guests aware that our religious tradition is to prohibit the use of electronic devices anywhere in the synagogue on Shabbat, including the restrooms and the foyer at Kiddush. To respect our Shabbat traditions, upon entering the synagogue, please turn off and refrain from using all such devices, including all phones and smartphones, pagers, cameras, electronic games, iPads and other tablets, audio/video players, etc., and remind your guests to do the same.

SUBMISSION OF PHOTO FOR *THE VOICE*

Adat Shalom Synagogue publishes *The Voice*, a monthly newsletter for our members, containing a photograph and information about each Bar/Bat Mitzvah. Approximately 2 months prior to the Bar/Bat Mitzvah date, Susie Steinberg, our Communications Director, will be sending you an email requesting a photograph and information for publication. You may email a digital photograph.

Please note that if you would like an announcement of your child's Bar/Bat Mitzvah to appear in the Jewish News, you should arrange for this by calling their office at (248) 351-5147.

PHOTOGRAPHY SESSION

Since photography is not permitted in the building on Shabbat, you may schedule a photography session on another day prior to or after the Bar/Bat Mitzvah service. Many families take their photographs following breakfast after the weekday morning service before the Bar/Bat Mitzvah date. Please remember to schedule your photography session with Denise Gallagher, as the room needs to be reserved for your use. If you would like to include the clergy in your photos, please make this request when booking the photo session. Additionally, the clergy can assist in removing the Torah so photos can be taken with the student holding and/or reading from the Torah. Please note that your photography session must not be scheduled during the same time as the walkthrough rehearsal which is scheduled during the week or two prior to the Bar/Bat Mitzvah date.

CANDY

After the student chants the Haftarah, congregants seated in the first few rows may throw candy on the bimah as a sign of congratulations. Please note that we allow *individually wrapped kosher soft jelly candy only*, as hard candy turns into missiles when thrown, and chocolate melts.

These candies can be purchased at various online bulk food wholesalers, such as Amazon or Bulkfoods.com. *The candy must be kosher.* Both Sunkist Fruit Gems and Seneca Truly Fruit brands are certified kosher.

HOSTING OF SHABBAT MEALS

If you would like to host a Friday evening dinner or Saturday luncheon following the Kiddush for your friends and family, please book the time and room with Denise Gallagher in the main office, and additionally contact Quality Kosher Catering, our in-house synagogue caterer, one to two months in advance to make your event and payment arrangements. The Adat Shalom Social Hall or Rosenberg Glass Room may be used for these meals.

PLANNING A CELEBRATORY MEAL AND/OR PARTY

We encourage you to make arrangements to use Quality Kosher Catering, our in-house caterer, and to use our beautiful and newly renovated Adat Shalom Social Hall to host your Bar/Bat Mitzvah party. Please book your party date with Denise Gallagher in the main office. A deposit is needed to hold this reservation.

Wherever you choose to hold your celebration, please give the highest consideration to the observance of Shabbat and Kashrut when making your arrangements.

Mazal Tov on this exciting journey...

We are so happy to be a part of it!

VII. LIFE AFTER THE BAR/BAT MITZVAH CELEBRATION

Better to Serve-Teen Service Learning:

Join other teens to learn about Jewish values in social justice, develop leadership skills, and earn 16+ hour of community service.

Register for Dual Enrollment Hebrew classes for 9th-12th graders:

Get high school and college credit through Adat Shalom's partnership with Eastern Michigan University. Contact Melissa Ser.

Volunteer in the Community:

Contact Jodi Gross, Adat Shalom's Director of Youth Engagement, for more information about these and other *tikkun olam* opportunities.

- *Teen Volunteer Corps*, a teen-initiated program aimed at 7th-12th graders, creates meaningful volunteer projects throughout the year that put Jewish values into action to make a difference at a variety of social service organizations in the metropolitan Detroit community.
- *J-Serve Detroit*, co-sponsored by Adat Shalom, is a community-wide Jewish teen service initiative for 6th – 12th graders from around metropolitan Detroit, with volunteer opportunities taking place several times a year. Check out www.jservedetroit.org.

Join our Madrichim Teen Leadership Program:

Become a madrich/madricha (teen teaching assistant) and learn what it means to become a Jewish leader through our program of training and practical application. Madrichim may work on Sundays and/or Wednesdays. Eighth graders may receive volunteer hours; high schoolers may opt for volunteer hours, a stipend, or a combination of the two. Some madrichim serve as buddies/shadows for special needs students.

Chant Torah and Haftarah for Adat Shalom's Shabbat and Holiday services:

There are so many opportunities to keep using your amazing skills. Ask Hazzan Gross for details!

Get involved with MCUSY (Motor City United Synagogue Youth) or Kadima:

MCUSY for 9th-12th graders and Kadima for 6th-8th graders both have local programs and regional events. Ask Jodi Gross for more information!

VIII. B'NAI MITZVAH TIMELINE

Time Prior to Bar/Bat Mitzvah Date	Action or Event	Description and Notes
4-5 Yrs. (Age 8 or 3 rd grade)	Earliest date to book Bar/Bat Mitzvah date with the main office.	B'nai Mitzvah dates may be reserved by synagogue member families as early as the child's 8th birthday or upon entering 3 rd grade. Dates may be scheduled on or after the child's 13 th birthday according to the Hebrew calendar (12 th birthday for girls). Call Denise in the main office. <i>See page 5 for details and for nonmember information.</i>
Suggested 2-3 Yrs.	Book party date with the main office to use our in-house kosher caterer if party is to be at Adat Shalom. Submit deposit to reserve your party date.	We encourage your family to make arrangements to use Quality Kosher Catering, our in-house caterer. Call Denise in the main office to book the room.
12-18 Mo.	<i>B'nai Mitzvah Beginnings:</i> An overview of the educational and tutoring process, and associated responsibilities.	By invitation only: group session led by Hazzan Gross.
12-18 Mo.	<i>B'nai Mitzvah Connections:</i> Core Educational Programs	Attend each of the following: <i>Text Messages:</i> with Rabbi Nosanwisch <i>The Uniform of Prayer:</i> with Hazzan Gross <i>Thinking Jewishly:</i> with Rabbi Bergman
10 Mo.	Payment of tutoring fee deposit is due. Individual tutoring lessons generally begin at this time.	Assigned tutor will call the family to schedule lessons after tutoring fee deposit has been paid to the Adat Shalom office.
5 Mo.	D'var Torah meeting with clergy or educator (parents and student attend).	Family discussion, D'var Torah study and preparation (1 hour). Kellie Yost will contact you to schedule.

B'NAI MITZVAH TIMELINE continued

Time Prior to Bar/Bat Mitzvah Date	Action or Event	<u>Description and Notes</u>
4 Mo.	Progress Review with Hazzan Gross (student only).	Review of progress (3/4 hour). Kellie Yost will contact you to schedule.
3 Mo.	Honors and Aliyahs form is emailed to parents for completion.	Form should be turned in to Kellie Yost two weeks before the ceremony date.
4 Wks.	Family meeting with Rabbi Bergman (or with clergy who is leading the charge)	Finalize service and aliyah/honor details. If there are two B'nai Mitzvah families, both families attend this meeting together. Kellie Yost will contact you to schedule.
2 Wks.	Deadline for final version of D'var Torah and Honors & Aliyahs form.	Email to Kellie Yost: kyost@adatshalom.org
2 Wks.	All family members reading Torah must call to schedule a review with Hazzan Gross.	Family Torah readers meet with Hazzan Gross for review. Phone review or zoom is possible for out-of-town family members.
1-2 Wks.	Walkthrough (rehearsal) with tutor and Hazzan Gross.	Opportunity for student and family to practice on the bimah (1 hour). Tutor <i>must schedule</i> rehearsal time with Denise Gallagher. No photography please.
1-2 Wks.	If you will be scheduling formal photos in the synagogue with your photographer...	...don't forget to book the time and room with Denise Gallagher. The sanctuary or chapel <i>must be reserved</i> for your use.
1 Wk.	Aliyah during Monday or Thursday morning minyan.	Family sponsors breakfast that morning (pre-arranged).
Bar/Bat Mitzvah Day	Take a deep breath and enjoy every moment!	For Shabbat morning Bar/Bat Mitzvah service, family sponsors bimah flowers and Kiddush.
1 mo. after Bar/Bat Mitzvah	What's Next meeting with Rabbi Nosanwisch (student only)	To reflect on the experience you've had and look forward to who you are becoming.

IX. LETTER FROM SISTERHOOD: SHABBAT MORNING KIDDUSH



Dear Bar/Bat Mitzvah Family,

Mazel Tov on your upcoming simcha!

On behalf of Adat Shalom Synagogue, the Sisterhood of Adat Shalom is pleased to provide a lovely extended Kiddush following Shabbat morning services on the day of your simcha. We will provide kugel, salads, bagels, fruit, a large variety of baked goods, and wine. We will also make arrangements for flowers to be placed on the bimah. It is our pleasure to enhance your experience and to ensure that you and your guests will enjoy a special Kiddush.

Please note that the extended Kiddush is not intended to be a luncheon, and the Kiddush cannot be augmented with other foods and/or beverages. However, if you would also like to serve your guests a more complete luncheon, we encourage you to contact the synagogue's caterer, Quality Kosher Catering, at 248-352-7758.

The cost of the extended Kiddush and flowers is \$1500 per Bar/Bat Mitzvah Family. An invoice will be sent to you for this amount several months before your event and we would appreciate payment at least three weeks prior to your simcha. You may pay either by credit card or a check made payable to Adat Shalom Sisterhood. If desired, we would be happy to spread out your payments over the year prior to the Bar/Bat Mitzvah date. To arrange for such a plan, please contact Dawn Dorosz early in the Bar/Bat Mitzvah process at 248-851-5100 ext. 226, or email her at ddorosz@adatshalom.org.

If you have any questions please feel free to contact Shannon Dickstein, our Sisterhood Kiddush Coordinator at 248-613-8155 or email her at shannondickstein@gmail.com.

We look forward to making your simcha a memorable one!

Sincerely,

Sharon Kaplan & Sandi Matz
Sisterhood Co-Leaders

Adat Shalom Synagogue

29901 Middlebelt Road □ Farmington Hills, Michigan 48334 □ (248) 851-5100 □ Fax (248) 851-3190 □
www.adatshalom.org

X. SYNAGOGUE FEES FOR BAR/BAT MITZVAH

Please note: costs listed are current as of this printing. All costs are subject to change.

Booking Fee for Members.....	none
Booking Fee for Non-Members.....	\$2500
*Tutoring Fee (per student).....	\$700
Weekday Breakfast Sponsorship.....	\$150
Shabbat Morning Kiddush & Bimah Flowers (cost per family)	\$1500
(only for those families with a Shabbat morning Bar/Bat Mitzvah service)	

All synagogue dues, religious school tuition and Bar/Bat Mitzvah tutoring fees must be current at the time of the Bar/Bat Mitzvah.

***Regarding the tutoring fee:**

The tutoring fee covers up to 35 individual weekly half-hour lessons *plus* an hour walkthrough rehearsal. If additional tutoring lessons are required, or requested by parents, they will be billed at \$20.00 per half-hour.

In order for the individual tutoring process to begin, a 50% deposit of \$350.00 must be received by the synagogue office. The balance of the total fee must be paid in full by one month prior to the Bar/Bat Mitzvah date.

Financial Arrangements

We want to make sure that there are no barriers in the way of your family celebrating the Bar/Bat Mitzvah at Adat Shalom. Please contact Michael Wolf, Adat Shalom's Executive Director, if you have any financial concerns. Michael will be more than happy to discuss a payment plan and/or other financial arrangements. Some need-based scholarship money is available.