

# PELHAM JEWISH CENTER

## בני מצוה

### *B'NEI MITZVAH HANDBOOK*

2017-18/5778



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The Pelham Jewish Center ✧ 451 Esplanade, Pelham Manor NY 10803  
Phone: (914) 738-6008 ✧ Fax (914) 931-2199 ✧ [www.thepjc.org](http://www.thepjc.org)

PELHAM JEWISH CENTER

*BAR/BAT MITZVAH*

VISION STATEMENT AND COVENANT

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**ברית הבר מצוה**

RABBI ALEX SALZBERG

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FAMILY NAME

The Pelham Jewish Center, 451 Esplanade, Pelham Manor NY 10803  
Phone: (914) 738-6008 ✦ Fax (914) 931-2199 ✦ [www.thepjc.org](http://www.thepjc.org)

## VISION STATEMENT

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The *Bar/Bat Mitzvah* is an important milestone in one's Jewish life, connecting him or her to the Jewish people and its history and traditions.

At the Pelham Jewish Center, we aim to facilitate this transformational experience for our children, as they seek to become *B'nei Mitzvah*. This process requires a significant commitment from the children and their families. Our goal is to integrate the *Bar/Bat Mitzvah* child and family into the larger synagogue community, so that the family's *simcha* is also the community's celebration. From the moment a child joins our community, he or she embarks on this sacred journey, which is designed to guide him/her toward Jewish learning, *mitzvot*, prayer and acts of kindness. Our family-focused program fosters communication between parents and their children. In this way, the entire family may engage in opportunities to define and experience their Jewish identity.

## THE *BAR/BAT MITZVAH* COVENANT

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For thousands of years, since the time of Abraham, we have entered a covenant with God. Each of us affirms this Covenant when we become the age of *B'nei Mitzvah*.

Similarly, this *Bar/Bat Mitzvah* Covenant is a binding agreement between the Pelham Jewish Center and the *Bar/Bat Mitzvah* child and family. Before the Pelham Jewish Center confirms the date of a *Bar/Bat Mitzvah*, the family must meet with the Rabbi to discuss this Covenant.

To qualify for a *Bar/Bat Mitzvah* at the Pelham Jewish Center, the child must satisfy all the following requirements (Note: these expectations can be individually modified for children who require special consideration):

1. Complete five years of Jewish Education at the Pelham Jewish Center Learning Center (or equivalent formal supplementary religious school), or attend a Jewish day school.

2. Agree to complete the final year of the Pelham Jewish Center's Learning Center if their *Bar/Bat Mitzvah* is before the year's end.
  
3. Attend Shabbat services with their family regularly in the main sanctuary during the year prior to their *Bar/Bat Mitzvah*. To become comfortable with the rituals and flow of the service, children should attend a minimum of 15 Shabbat services. At least 10 of those services should be Shabbat morning services.
  
4. During the year prior to their *Bar/Bat Mitzvah*, set aside time on a weekly basis outside of Learning Center classes to devote to preparation:
  - ✧ Meet with a tutor regularly
  - ✧ Meet with the Rabbi to study his/her *Torah* portion to write his/her *D'var Torah*.
  
5. Master the following components of the *Bar/Bat Mitzvah* service (Please note that these are the minimum requirements):
  - ✧ The *Kiddush* recited on Friday nights.
  - ✧ The blessing for putting on the *tallit*.
  - ✧ The blessing recited before and after the *Torah* reading.
  - ✧ Reading the *Maftir Aliyah* from the *Torah*.
  - ✧ The blessing recited before and after the *Haftarah* reading.
  - ✧ The *Haftarah* portion.
  - ✧ *D'var Torah*.

We encourage the children to read more *aliyot* from the *Torah* and lead portions of the service.

6. Choose and design a *Gemilut Chesed* (Social Action) Project prior to the child's *Bar/Bat Mitzvah*. This project is an opportunity to explore the spirit of giving, become connected to the community and help fulfill the *mitzvah* of *Tikkun Olam* (repairing the world). For the project to be meaningful and substantial, it should encompass at least 18 hours of community service.
7. Learn the blessings for putting on *tefillin*.
8. Attend *B'nei Mitzvah* Family Programming.
9. Agree to invite the entire *B'nei Mitzvah* class to the *Bar/Bat Mitzvah* service and celebration.

We strongly encourage the *Bar/Bat Mitzvah* child to donate to charity. A commonly accepted guideline in Jewish practice is that 10% of the gifts received be set aside for *tzedakah*. This is a wonderful opportunity to teach our children the value of supporting not-for-profit Jewish organizations.

Parent participation during the year leading up to the *Bar/Bat Mitzvah* is crucial. Parents agree to:

1. Help their child designate time for *Bar/Bat Mitzvah* preparation and provide positive encouragement of progress in his/her studies.
2. Arrange private tutoring. Tutoring fees are the responsibility of the family and are to be paid to the tutor directly. This includes *Bar/Bat Mitzvah* preparation and Hebrew tutoring, if necessary.
3. Support their child's *Gemilut Chesed* (Social Action) Project.

4. Attend Shabbat services with their child regularly in the main sanctuary during the year prior to their child's *Bar/Bat Mitzvah*. To become comfortable with the rituals and flow of the service, we expect attendance at a minimum of 15 Shabbat services. At least 10 of those services should be Shabbat morning services.
5. Attend *B'nei Mitzvah* Family Programming.
6. Acquire a *tallit* and set of *tefillin* for their child.
7. Encourage their child to continue their Jewish education and participation at the synagogue following their *Bar/Bat Mitzvah*.
8. Include their child in planning for the *Bar/Bat Mitzvah* celebration.
9. Be a member of the Pelham Jewish Center in good financial standing.
10. Sponsor the *Kiddush* for the congregation, and all your guests, on the day of the *Bar/Bat Mitzvah*.
11. Usher at the preceding *Bar/Bat Mitzvah*.
12. Meet with the Rabbi to review this Covenant and discuss ways to celebrate their child's *Bar/Bat Mitzvah* while recognizing the sanctity and significance of this event. Specifically, the importance and joy of observing Shabbat and *kashrut* on the *Bar/Bat Mitzvah* day will be discussed.
13. Commit to volunteering at at least one PJC event, or program, during the year of the *Bar/Bat Mitzvah*. Specific ideas and possibilities can be discussed with the Rabbi.

**We have read this Covenant. By signing below, we acknowledge that we have read, understand and agree to comply with all the obligations and requirements necessary to become *Bar/Bat Mitzvah*.**

\_\_\_\_\_  
*Bar/Bat Mitzvah Student*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**By signing below, I acknowledge that the *Bar/Bat Mitzvah* child and family currently meet the necessary requirements to become a *Bar/Bat Mitzvah*.**

\_\_\_\_\_  
Rabbi

\_\_\_\_\_  
Date

\_\_\_\_\_  
**APPROVED DATE FOR BAR/BAT MITZVAH**

[Pelham Jewish Center Copy]

PELHAM JEWISH CENTER

FREQUENTLY ASKED QUESTIONS ABOUT  
PLANNING A *BAR/BAT MITZVAH*

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## FREQUENTLY ASKED QUESTIONS ABOUT PLANNING A *BAR/BAT MITZVAH*

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***Mazel Tov!***

Your child's *Bar/Bat Mitzvah* is approaching. The following pages contain answers to questions that are frequently posed by parents regarding the *B'nei Mitzvah* planning process at the Pelham Jewish Center.

### 1. What is the Time Table for Planning a *Bar/Bat Mitzvah*?

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#### *More Than One Year Before Your Bar/Bat Mitzvah*

The PJC will propose a date at the end of the child's fifth grade year. If you would prefer a different date, you should contact Michelle Dvorkin ([michelledvorkin96@gmail.com](mailto:michelledvorkin96@gmail.com)) or Judy Shampanier-Bowen ([jshampan@gmail.com](mailto:jshampan@gmail.com)), our *B'nei Mitzvah* Coordinators. The family should confirm the date with the *B'nei Mitzvah* Coordinators at least 13 months before the child's 13th birthday. *Bar/Bat Mitzvah* dates must be approved by the Rabbi.

The family should have the *Bar/Bat Mitzvah* tutor or Education Director evaluate the child's Hebrew reading. If necessary, tutoring outside the Learning Center should be arranged at this time.

#### *One Year Before Your Bar/Bat Mitzvah:*

The family meets with the Rabbi to review and sign the Covenant, which is then passed on to the Education Director, Treasurer and *B'nei Mitzvah* Coordinators for their review and signatures. This should be done at least one year in advance of the *Bar/Bat Mitzvah*. Please keep a copy of the covenant to refer to, since it includes valuable information you will want to reference as the *Bar/Bat Mitzvah* draws closer.

Planning cannot proceed unless the family is a PJC member in good financial standing.

Begin or continue attending services in the main sanctuary as a family. Attendance is taken for attending services in the main sanctuary, and when attending services away from the Pelham Jewish Center.

The family should also contact the *B'nei Mitzvah* Social Action Coordinator one year prior to the *Bar/Bat Mitzvah* to begin the process of selecting a social action project. Our *B'nei Mitzvah* Social Action Coordinator is Cheryl Goldstein, who may be contacted via email at [cherylhg@aol.com](mailto:cherylhg@aol.com) or via phone at (914) 712-0707.

#### *Nine Months Before Your Bar/Bat Mitzvah:*

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*Bar/Bat Mitzvah* tutoring typically begins nine months to one year prior to the event. You should discuss your choice of a tutor when you meet with the Rabbi. If you require guidance when searching for a tutor, the Rabbi will make recommendations. Please note that tutoring arrangements are the responsibility of the family, although the choice of a tutor should be confirmed with the Rabbi. Please refer to p. 28 in this handbook for names of approved tutors.

The PJC reads the *Torah* on a triennial cycle. Before hiring a tutor, verify the *Torah* and *Haftarah* text that your child will be studying with the Rabbi. You want to ensure your child is learning the correct portion of the text for his/her date, as the changes that occur in the Jewish calendar are at times confusing.

Your child's social action project should be selected at least nine months before the event and begun shortly thereafter. The project should be completed before the *Bar/Bat Mitzvah* date.

*Four Months Before Your Bar/Bat Mitzvah:*

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Your child should begin meeting with the Rabbi to discuss the *D'var Torah* approximately four months before the event. Please contact the PJC Office Manager, Julia Coss, at [office@thepjc.org](mailto:office@thepjc.org) to schedule these appointments.

*Three Months Before Your Bar/Bat Mitzvah:*

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You should finalize your synagogue plans for the *Bar/Bat Mitzvah*, including your plans for the PJC Kiddush, three months before the date of the event.

**All fees are due 60 days in advance of the Bar/Bat Mitzvah date.**

Planning or ordering cannot proceed unless the fees are in hand. Checks in payment of fees should be made out to the Pelham Jewish Center and sent to the PJC address.

Any tables, additional chairs or tents needed must be ordered at this time.

Acquire a *tallit* and set of *tefillin* for your child.

*One Month Before Your Bar/Bat Mitzvah:*

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A list of *aliyot* is due one month before the *Bar/Bat Mitzvah*. Please provide both the Hebrew and English names of the people whom you wish to honor with *aliyot*, including their familial relationships. Please be aware that you may call an individual or a couple. However, please refrain from calling groups to the *bimah*. You should refer to the *Bar/Bat Mitzvah* Honors sheet for more information. The list of *aliyot* should be sent to the *B'nei Mitzvah* Coordinators, who will forward it to Shelley Klein ([accwest@aol.com](mailto:accwest@aol.com)), our chair of the Religious Practices Committee.

In the week(s) before the event, you should arrange a time for your child to do a run-through of the service with the Rabbi. The run-through typically occurs during the week before the *Bar/Bat Mitzvah* and must occur outside of Learning Center hours. During this time, you should also provide a final invited guest count to the *B'nei Mitzvah* Coordinators.

## 2. What are the *Bar/Bat Mitzvah* Family's Responsibilities to the Congregation?

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### *Kiddush Sponsor*

The family is expected to provide a *Kiddush* for the congregation on the day of the *Bar/Bat Mitzvah*, which includes wine and grape juice for the blessing and a *challah* for the *motzi* (which you or a family member are welcome to lead), as well as the more substantial fare provided following a regular Shabbat service. There are three options for sponsoring the *Kiddush*:

A) You may hire an outside caterer from the PJC's approved list of Kosher providers to prepare the *Kiddush*. (Approved caterers are listed on the PJC website, and the Rabbi is always available for consultation about alternative caterers.) It is the family's responsibility to provide food for the *Kiddush* and arrange professional staff (normally provided by the caterer) for its setup and cleanup in such event. The family is also responsible for providing all paper, plastic and serving utensils for the *Kiddush*. (It may be possible to use the PJC's dishes, but the caterer will be responsible for washing and returning the dishes to their original location.) Families are required to leave a refundable security deposit to ensure that all responsibilities to the PJC are met.

B) Adam Bukowski, the PJC's caretaker, is also an approved caterer for PJC events. His services for a *simcha* include all food, beverages, plates, cups, napkins and utensils, and preparation, setup and clean up for the *Kiddush*. Since Adam will be responsible for cleanup in this scenario, no security deposit is necessary. Please note that Adam's services are arranged between him and the *B'nei Mitzvah* family directly. The PJC is not involved in

any arrangement or payment of Adam's event *Kiddush* services. As Adam is providing this service as an independent contractor, there can be no assurance that he can, or will be available to, cater your *Kiddush*. Please speak with him well before your event if interested in this option. Adam's phone number is (914) 523-7735. Copies of his menu choices and prices are available in the PJC office.

C) You may buy prepared platters from an approved kosher store (see the PJC website under **Kashrut Food Suppliers**, or consult with the Rabbi if there is any doubt). This must also include all paper goods, utensils and beverages. The PJC will place the prepared platters, beverages, paper products and serving utensils, and will clean up after the *Kiddush* – no food preparation of any kind is included. There is an additional charge of \$500 for this to cover set up, clean up and supervision during the event.

If your celebration is continuing with an evening party, you are required to provide *Kiddush* for the congregation and all your guests. If your celebration is continuing with a party commencing immediately after services, you are required to provide *Kiddush* for the congregation and 50% of your guests.

If you are providing prepared Kosher platters (along with beverages, paper products, etc.), everything MUST be delivered to the PJC before 3:00 p.m. on Friday and be completely ready to serve at *Kiddush*.

### Ushering

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The family will also be responsible for acting as ushers at the *Bar/Bat Mitzvah* immediately prior to your event (see 11 and 12 below). Please check with the *B'nei Mitzvah* Coordinators to identify the family for whom you will be ushering.

## *Other*

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In addition to the *Kiddush*, it is customary to donate to the Rabbi's Discretionary Fund or to the synagogue. The *Bar/Bat Mitzvah* child is strongly encouraged to donate to charity. A traditionally accepted guideline in Jewish practice is that 10% of the gifts received are set aside for *tzedakah*. Encourage your child to find a charity that is meaningful to him/her. The website, <http://www.tzedaka.org/> contains an extensive list of Jewish charities.

### 3. What Is the Social Action Project?

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A social action project is another requirement that is to be fulfilled by the *Bar/Bat Mitzvah* child in the months leading up to the *Bar/Bat Mitzvah*. It is an opportunity for your child to explore the spirit of giving, connect to the community in which we live and fulfill the *mitzvah* of *Tikkun Olam* (repairing the world). The social project shall begin approximately nine months before the *Bar/Bat Mitzvah*, encompass at least 18 hours of community service in an area of your child's choosing and be completed before the *Bar/Bat Mitzvah* date. Refer to pg. 10 for B'nei Mitzvah Social Action Coordinator contact information.

### 4. Is There Anything the PJC Can Do to Help Us Find a Social Action Project and Will the PJC Provide Support Throughout the Process?

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Cheryl Goldstein, the PJC's *B'nei Mitzvah* Social Action Coordinator, is available to provide information, support and guidance to all families involved in the *B'nei Mitzvah* social action process. Creativity and choosing a project that really "speaks" to your child is encouraged. He/she will need to give the *B'nei Mitzvah* Social Action Coordinator a description of the project, the start date and the expected completion date. The *B'nei Mitzvah* Social Action Coordinator and/or a designated member of the social action team will be available to help throughout the entire process. Some children

choose to raise money or collect goods for various worthwhile non-profit organizations.

## Getting the Word Out to the Synagogue Community About Your Child's Social Action Project.

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If your child would like to publicize his/her fundraising or goods collection to the synagogue community, please write a 3- to 4-sentence blurb containing the following information:

- ✧ The *Bar/Bat Mitzvah* child's name and contact information;
- ✧ Why your child chose this as his/her project;
- ✧ Whether the collection is for money or goods. If goods, please describe;
- ✧ The name of the organization for which donations are being collected;
- ✧ Who will benefit from the donations;
- ✧ The start date and end date of the collection; and
- ✧ The location/address where to send or drop off donations.

To highlight your project in either the PJC's *Weekly Announcements*, the monthly newsletter – *Hakol* – in a flyer placed on the information table located in the PJC's center hallway and/or in a flyer in the display cabinet in the entrance hallway, please send your child's blurb to the following people:

- ✧ *Weekly Announcements* and *Hakol*: e-mail our Communications Chair, Leah Leonard, at [lleonard@optonline.net](mailto:lleonard@optonline.net);
- ✧ Please give copies of your flyer to our Office Manager, Julia Coss, and she will place one in the lobby display cabinet and a stack on the hallway information table.

After the project is completed, please send a note with a brief description of the results (collected such-and-such for so-and-so; learned various things by doing the project, etc.) to Leah Leonard at [lleonard@optonline.net](mailto:lleonard@optonline.net) to be published in *Hakol*. The congregation would love to read about what was gained from the experience.

### Collection Boxes

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Unfortunately, the PJC does not have the space for collection boxes. Many of our families found that publicizing collections in local newspapers, such as *News of Pelham* and *The Pelham Post*, and placing collection boxes in local schools and other public areas proved to be very effective.

### 5. What Does the Tutor Do? When Should I Contact a Tutor?

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The tutor will help teach your child the *Torah* and *Haftarah tropes* and help your child learn his/her *Torah* and *Haftarah* portions. Except as set forth in the next paragraph, you should generally contact a tutor 12 months prior to the *Bar/Bat Mitzvah* date. The tutor will assess your child's Hebrew reading skills, as well as the length of the child's *Haftarah*, to determine when the tutoring should commence and the frequency of sessions. A typical arrangement would be weekly sessions for nine months. More sessions may be required if the *Haftarah* is lengthy or if your child has encountered difficulty reading Hebrew. A list of approved *B'nei Mitzvah* tutors is included in this handbook. If you would like to use a different tutor, please contact the Rabbi for approval. If your child is not a fluent Hebrew reader and struggles with Hebrew reading, your child may need additional Hebrew reading tutoring before he/she can start the process of preparing for his/her *Bar/Bat Mitzvah*. If that is the case, you may need to begin the tutoring process 18 months before the *Bar/Bat Mitzvah* date to make sure that your child has the necessary Hebrew reading skills to begin *B'nei Mitzvah* tutoring. If you have any concerns about your child's Hebrew reading skills, you should consult the Learning Center's Education Director, Ana Turkienicz ([edudir@thepjc.org](mailto:edudir@thepjc.org)).

We recommend that you make this consultation in 6<sup>th</sup> grade. It is the family's responsibility to arrange for private Hebrew reading tutoring outside of Learning Center hours. Ana will provide a list of Hebrew reading tutors. If the Learning Center has the resources, and if the child qualifies, the Learning Center may be able to provide limited extra support (20 minutes a week). This support will be Hebrew reading support only, and is not a substitute for private Hebrew reading and *Bar/Bat Mitzvah* tutoring. To qualify for tutoring in the Learning Center, the child must have at least 80% attendance and regularly attend Junior Congregation.

#### 6. What is the Obligation to Attend Services? How is Attendance Recorded?

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The *Bar/Bat Mitzvah* child should attend Shabbat services with his/her family regularly in the main sanctuary during the year prior to *Bar/Bat Mitzvah*. To become familiar and comfortable with the rituals and flow of the service of the service, each child should attend a minimum of 15 Shabbat services. At least 10 of those services should be Shabbat morning services. Attendance on Shabbat morning will be taken with the system that is used in Junior Congregation (the children should be familiar with the process). A small box containing index cards with each child's name will be placed in the small *siddurim* (prayer books) room under the stairs each week until the *Barchu*, (call to prayer), is said at approximately 10:00 a.m. When the child arrives, he/she should take his/her card from the front section and place it behind the divider. After Shabbat, Julia Coss will record attendance. You should keep Julia informed of any other services attended. If your child attends a non-PJC service, he/she will receive credit for that attendance.

#### 7. Whom Should I Contact About the *Bar/Bat Mitzvah* of My Child?

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All questions should be addressed to the *B'nei Mitzvah* Coordinators, who will transmit the information to the appropriate person, e.g., caretaker, facilities coordinator, religious practices chair or Rabbi, if necessary. Please keep in

mind that the PJC is a not-for profit organization, and the positions are filled by volunteers. We will do our best to make sure your *simcha* runs smoothly. However, while the coordinators is/are happy to assist you with your planning, it is ultimately your responsibility to make sure that the entire setup (facilities, caterers, *Kiddush*, etc.) is done to your satisfaction.

#### 8. What Happens at the *Bar/Bat Mitzvah* Service?

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The service will be the same service as on any other Shabbat. The *Bar/Bat Mitzvah* child will participate in the *Torah* Service, including delivering a *D'var Torah*, reciting the blessings before and after a reading from the *Torah*, reading (chanting) the *Maftir Aliyah* from the *Torah*, reciting the blessings before and after his/her *Haftarah* reading and reading (chanting) the *Haftarah* portion. The *Bar/Bat Mitzvah* child is encouraged to read more portions from the *Torah* and to lead other sections of the service. These expectations can be individually modified for children who require special consideration. Family members may also be given honors during the service. Please refer to the separate honors form and related instructions regarding honors.

#### 9. Can Members of My Family Read from the *Torah*?

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We encourage family members and friends of the *Bar/Bat Mitzvah* to participate in the service by reading from the *Torah*. If you wish to do so, you should contact the Rabbi or the chair of the Religious Practices Committee so that appropriate arrangements may be made with the PJC's *Torah* reader and to ensure that all readers have the correct sections of the *parashah* and are properly prepared. Please note that reading *Torah* is a very challenging and highly technical skill that many people find extremely difficult to master and often takes many hours of preparation. Readers need to have some ease with Hebrew and chanting and be able to do a great deal of memorization, and this is difficult or even impossible for many people

unaccustomed to the task, and especially difficult with the added pressure of a room full of people. *Torah* reading must be done directly from the *Torah*, without the aid of Xerox sheets or other texts. Corrections to the Hebrew pronunciation, if necessary, are made quietly by the *gabbaim*, who stand on either side of the *Torah* reader. The PJC has a policy of checking guest *Torah* readers to confirm they are appropriately prepared. This way, if any of the guest readers are not adequately prepared, we can make other arrangements for that portion.

#### 10. What Time Do Services Start and End?

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Just like on any other Shabbat, services start at 9:30 a.m. and conclude at approximately 12:15 p.m. There will be a *Kiddush* immediately following services. The *Kiddush* typically lasts about an hour. The *Torah* Service generally starts at or around 10:15 a.m., at which time the *Bar/Bat Mitzvah* child is called up to the *bimah*. You may want to suggest that the *Bar/Bat Mitzvah* child's friends arrive at or around 10:15 a.m., as they tend to get fidgety during the service.

#### 11. Are all *B'nei Mitzvah* Required to be on Saturday Morning?

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The PJC encourages a Saturday morning service so that the *simcha* can be celebrated by the community (a very essential part of our vision). We recognize, however, that there may be situations where the family would prefer a *mincha/maariv (Havdallah)* or Sunday *Rosh Chodesh* service. Accordingly, the PJC will accommodate those situations provided that: (1) the family will attend the Shabbat morning service before the event and receive honors, (2) the family sponsors the Shabbat morning *Kiddush* and (3) the service is the 'standard' PJC *mincha/maariv* or *Rosh Chodesh* service (and not an opportunity for an alternative service).

## 12. Who Will Act as Ushers for My Child's *Bar/Bat Mitzvah*?

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The family whose child will have the *Bar/Bat Mitzvah* after yours will usually serve as the ushers for your event. Please check with our Office Manager, Julia Coss, to identify the family who will be ushering for you. Julia will notify the ushering family. However, it is the *Bar/Bat Mitzvah* family's responsibility to remind the ushers and to inform them of what they would like them to do on the day of the service. Ushers are expected to be present at least 10 minutes prior to the beginning of the service.

## 13. What Do the Ushers Do?

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The ushers are there to assist guests and congregants. The ushers hand out the prayer books, the bound volume of the *Torah (Etz Hayim)* and the *B'nei Mitzvah* program to guests, make sure all men and boys are wearing *kippot*, help guests find seats (which may include asking people to scoot over and make more room), and direct guests to the facilities. The ushers will also help to maintain proper synagogue decorum (see item 15 below), ask anyone with a cell phone to turn it off and not use it on PJC premises and find the caretaker or head of house or, if he/she is not around, the President or another board member, if additional seating or other PJC help is needed, and otherwise be helpful.

Children are not permitted upstairs or in the classrooms (other than to attend Junior Congregation, *Torah* Time or Tot Shabbat) unless they are accompanied by an adult. Children in the *Zayin* class are expected to remain in the sanctuary during the entire service. If you need any assistance with behavioral issues in the sanctuary or hallway, please find the President or any other Board Member. If necessary, you may separate disruptive children by asking them to sit with their parents or finding seats in the front of the sanctuary.

You have no responsibility for the *Kiddush*, but should keep guests out of the *Kiddush* room until services are over. Also, you should help keep food from the *Kiddush* room from being brought into the sanctuary.

14. Is There an Informational Program That Can Be Used to Educate Guests Who May Not Be Familiar with the Service?

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The PJC will provide a general informational program to all guests, which will describe the meaning of *Bar/Bat Mitzvah*, the service, synagogue rituals and appropriate decorum. If you would like to prepare a personalized program, you should contact the *B'nei Mitzvah* Coordinators. Any personalized program should be reviewed by the Rabbi in advance.

15. What is Proper Synagogue Decorum?

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We ask that each man and boy wear a *kippah*. Women may choose to wear one also. Jewish men 13 years and older should also wear a *tallit*. As we are an egalitarian congregation, women are encouraged to do so, as well. All guests are expected to respect the sanctity of the prayer service and Shabbat. Congregants and guests should not applaud during the service. They may wish the *Bar/Bat Mitzvah* congratulations with a hearty “*Yasher Koach*.” Guests should also refrain from speaking and whispering during the service. The use of cameras, cell phones, beepers and other electronic devices is not permitted on the synagogue premises at any time during Shabbat. Smoking is also not permitted. Eating and gum chewing are not appropriate in the sanctuary. Children are not permitted upstairs or in the classrooms, unless they are either accompanied by an adult or are participating in a Shabbat program.

## 16. May We Provide Candy?

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After some study, the Religious Practices committee has found that the throwing of candy – popular in some communities at an *Auf Ruf* – is not a widespread custom at a service marking a *Bar/Bat Mitzvah*. More importantly, many congregants feel that this activity consistently distracts their attention from the celebrant as he/she chants the *Haftarah*, and disrupts the sanctity of the service. The committee has, therefore, determined that the throwing of candy will not be permitted at our *Bar/Bat Mitzvah* services.

## 17. What Happens on Friday Night Before the *Bar/Bat Mitzvah*?

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Regular *Kabbalat* services are held on Friday night at 6:30 p.m. and typically last about an hour. It is customary for the family to attend services on Friday night and for the *Bar/Bat Mitzvah* child to lead *Kiddush* at the end of services. Some families have a Shabbat dinner for their guests after services (see 24 below).

## 18. How Many of Our Guests Can the Sanctuary Accommodate?

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The sanctuary will accommodate approximately 200 people. Because the sanctuary will need to accommodate synagogue members as well as your guests, you should expect to limit your guests to approximately 160. Please note that you are required to invite all the children in your child's PJC *B'nei Mitzvah* class to the *Bar/Bat Mitzvah* service and the celebration.

## 19. What If We Would Like to Invite More Guests Than the Sanctuary Can Accommodate?

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If you would like to have more guests than can be accommodated in the sanctuary, you may rent a tent and additional chairs for the event. You will be responsible for all rental costs related to use of the tent (including Pelham

Manor tent permit fee and tent rental, as well as chairs, flooring, heating and lighting). These additional costs will run approximately \$3,000-4,000. The synagogue will make all the arrangements with the rental company on your behalf, but you will be billed directly for the tent/equipment costs. You will need to make arrangements for the Pelham Manor tent permit. If you will need a tent, you must let the *B'nei Mitzvah* Coordinators know several months before the event, so that proper arrangements may be made (see 1, above).

#### 20. Why Is a Fee Charged for a Bar/Bat Mitzvah? What Do the Fees Cover?

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The fee covers all the costs of extra programming and services provided by the PJC to *B'nei Mitzvah* students and families during the year prior to the *B'nei Mitzvah*, as well as the additional costs of using the sanctuary for the event, such as the custodial charges for the setup and break down of the sanctuary, and the setup of serving tables in the *Kiddush* room for a typical *Kiddush*. The fee does not cover any tents or other rental items, or any event that requires removal of chairs in the sanctuary, set up of tables and chairs in the sanctuary for your *Kiddush* or other celebration or if you would like to have a Shabbat dinner at the PJC.

#### 21. What If I Want to Use the Sanctuary for a Luncheon or Other Celebration for Our Guests?

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There will be an additional charge to set up/break down tables and chairs in the *Kiddush* Room for a luncheon or other celebration. The minimum fee will be \$500, but the total amount is dependent upon your headcount.

If there is entertainment at the luncheon, such as an a cappella group, there may not be any amplification or instrumentation. Please have all plans approved by the *B'nei Mitzvah* Coordinators prior to making any arrangements.

## 22. What If I Want to Order a Tent for a Luncheon or Celebration?

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You may coordinate with the PJC House Committee to order a tent for a luncheon or celebration. You will be responsible for the full cost of the tent (please see 19, above).

## 23. Why Am I Being Charged a Security Deposit in Addition to the Facilities Fee for Having a Luncheon or Celebration at the PJC?

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The PJC has had a number of experiences in which the cleanup, which was to be performed by the caterers, was not performed, or was performed inadequately. We have also had a number of experiences in which the caterer damaged or removed synagogue property. If the cleanup is adequate and there is no damage to or removal of synagogue property, the deposit will be returned.

## 24. Can I Serve a Shabbat Dinner at the PJC the Night Before the Ceremony?

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You may plan a Shabbat dinner at the PJC for your guests on the night before the ceremony. The procedures for planning such an event are similar to those outlined in Question #2 (on page 12) concerning our *Kiddush* policy. Please refer to that content for details.

## 25. Where Can I Buy Yarmulkes (*Kippot*)?

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The synagogue has sufficient *kippot* for your event. You may, however, provide your own *kippot*, which can be bought at any Judaica store or online. Although the PJC does not recommend specific stores or sites, the *B'nei Mitzvah* Coordinators has/have information on sources provided by prior *B'nei Mitzvah* families. Please note that *kippot* must be delivered to the PJC before 3:00 p.m. on Friday.

26. Do I Need to Purchase Flowers for the *Bar/Bat Mitzvah*?

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The purchase of flowers is up to the individual family. The PJC does not require that flowers be provided. If you choose to have flowers or other decoration for the synagogue and/or *bimah*, please note that all items must be delivered before 3:00 p.m. on Friday.

27. Can I have a *Bar/Bat Mitzvah* at the PJC if My Child Does Not Meet the Requirements for a PJC *B'nei Mitzvah* Under the Covenant?

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Sometimes PJC families whose children did not attend the PJC Learning Center (or equivalent formal supplementary religious school), or a Jewish day school, wish to hold a *Bar/Bat Mitzvah* at the PJC outside of our normal covenant process. Any family wishing to have a non-covenant *B'nei Mitzvah* at the PJC should contact the Rabbi for approval. A non-covenant *B'nei Mitzvah* may be held only on a Sunday Rosh Chodesh or Monday/Thursday morning. A family holding a non-covenant *Bar/Bat Mitzvah* at the PJC must be a PJC member in good standing. The family is expected to sponsor the congregational *Kiddush* on the Shabbat closest to the *Bar/Bat Mitzvah* and pay the appropriate facility fees for such event.

PELHAM JEWISH CENTER

FAMILY *B'NEI MITZVAH* TIMETABLE

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FAMILY *B'NEI MITZVAH* TIMETABLE

TIMING	<i>B'NEI MITZVAH</i> FAMILY STEP	INDIVIDUAL(S) RESPONSIBLE
18 months preceding event	Parents request that the <i>Bar/Bat Mitzvah</i> child is evaluated to determine if Hebrew reading tutoring outside of the Learning Center is needed.	Parents Education Director
13 months preceding 13th birthday	Parents confirm date with <i>B'nei Mitzvah</i> Coordinators.	Parents <i>B'nei Mitzvah</i> Coordinators
1 year preceding event	Family meets with Rabbi, and signs covenant.	Family Rabbi
1 year preceding event	Family contacts the <i>B'nei Mitzvah</i> Social Action Coordinator.	Family Social Action Coordinator
During the 12 months preceding event	Regular attendance at Shabbat services in main sanctuary. Minimum of 15 complete services, 10 of which should be Saturday morning services, and attendance at Family Programs.	Child Family
1 year to 9 months preceding event	Tutoring begins.	Child
9 months preceding event	Select and begin Social Action project.	Child
4 months preceding event	Initial meeting with Rabbi to discuss <i>D'var Torah</i> .	Child Rabbi
3 months preceding event	Meet with <i>B'nei Mitzvah</i> Coordinators to determine <i>Kiddush</i> plans*.	Parents <i>B'nei Mitzvah</i> Coordinators
During the 3 months preceding event	Acquire a <i>tallit</i> and set of <i>tefillin</i> for your child.	Parents Child
2 months preceding event	Final payment due. Finalize plans for event. Return <b>Facility-Use Form</b> to <i>B'nei Mitzvah</i> Coordinators.	Parents
1 month preceding event	Provide list of <i>aliyot</i> to <i>B'nei Mitzvah</i> Coordinators. Confirm <i>Kiddush</i> arrangements. Schedule run-through date with Rabbi.	Parents
3 weeks preceding event	Family members (other than <i>Bar/Bat Mitzvah</i> child) reading <i>Torah</i> must read their portion to a member of the religious practice committee.	Family Religious Practices Committee
3 weeks preceding event	Final guest count provided to <i>B'nei Mitzvah</i> Coordinators.	Family
During the week preceding the event	Run through with Rabbi; <i>Kippot</i> , programs and flowers delivered no later than 3:00 p.m. on Friday.	Rabbi (run through) Family

\* Any dinner or luncheon must be catered by a vendor on the PJC Approved Caterers List and all food brought into the synagogue must come from an approved supplier. The list is available on the PJC website, at [http://www.thepjc.org/RELIGIOUS\\_LIFE/Kashrut\\_Food\\_Suppliers/](http://www.thepjc.org/RELIGIOUS_LIFE/Kashrut_Food_Suppliers/) or obtained from the *B'nei Mitzvah* Coordinators, or the Religious Practices Committee. If there is entertainment at the luncheon, there may not be any amplification or instrumentation. All plans must be approved by the *B'nei Mitzvah* Coordinators before the family makes any arrangements.

# PELHAM JEWISH CENTER

## *B'NEI MITZVAH TUTORS*

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### **Shari Chinitz**

60 Jerome Avenue  
New Rochelle  
(914) 576-2768  
shari.chinitz@gmail.com

### **Estelle Epstein (Via Skype Only)**

(201) 833-8137 [Home]  
(201) 214-0090 [Cell]  
ej.epstein@optimum.net

### **Rachel Mann**

46 West 65<sup>th</sup> Street #3B  
New York, NY 10023  
(845) 323-7713  
rparkes119@gmail.com

### **Jeremy Schulman**

224 Weyman Avenue  
New Rochelle, NY 10805  
(914) 636-5286  
jerleon@verizon.net

### **Ellie Shemtov (Via Skype Only)**

(202) 246-5752 (cell)  
eshem@optonline.net

PELHAM JEWISH CENTER

*BAR/BAT MITZVAH HONORS*

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## *BAR/BAT MITZVAH HONORS*

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The Pelham Jewish Center follows a traditional format for the triennial reading of the *Torah* on Shabbat mornings. *Aliyot* are opportunities to honor family members or friends in the service, by calling them to the *Torah* to recite the Hebrew blessings before and after the readings of the *Torah*.

Some rules apply when assigning honors (please consult with the Rabbi for further details). Please note:

- ✧ Only Jews, as defined by the Conservative Movement, may participate in *aliyot* and in leading the required liturgy of the service. Non-Jews may be offered other honors. Please consult with the Rabbi.
- ✧ We are an egalitarian congregation, so *aliyot* may be given to a Jewish man or woman over the age of 13.
- ✧ Honorees are expected to wear *kippot* and *tallit* during the *aliyah*. The *aliyah* is spoken in Hebrew. A transliterated copy is on the *bimah* during the service; however, participants should familiarize themselves with the blessings in advance.
- ✧ The following relationships may not be given consecutive *aliyot*: parent and child; husband and wife; siblings.
- ✧ It is the PJC's preference that only one person is honored for each *aliyah*; however, couples are permitted to come up to the *bimah* together. If the family chooses to honor a couple with an *aliyah*, it may be dealt with in either of the following ways listed below, in order of preference:

- Couples ascend the *bimah* together, but only one of the two people is called by name and only that person recites the blessings. Or,
  - Couples ascend the *bimah* together, and are both called up by name, but one person recites the first blessing alone, and the other recites the second blessing alone.
- ☆ Please note that for *Cohen* and *Levi aliyot*, the person called up by name must be of that tribe in order to ascend to *Torah*. Also, *Cohen* and *Levi* may not be called for any other *aliyah* than *Cohen* (1<sup>st</sup>) or *Levi* (2<sup>nd</sup>).
  - ☆ Honorees are called to the *bimah* by their Hebrew names (English if no Hebrew name is available). Hebrew names should include parents' names, as well.
  - ☆ The *P'ticha* honor is given to a person to open the ark, remove the *Torah* from the ark and hand the *Torah* to the *Bar/Bat Mitzvah* student. This person joins the *Torah* procession around the synagogue. This person also joins the procession at the completion of the *Torah* Service, although you may choose a different person for this latter procession. This honor could be assigned to a non-Jew, or to a child under the age of 13.
  - ☆ The first *aliyah* must be given to a *Cohen*. The second *aliyah* must be given to a *Levi*. The fourth and sixth *aliyot* are reserved for regular members of our Shabbat service, and should not be assigned in advance. The *Maffir aliyah* is reserved for the *Bar/Bat Mitzvah* celebrant. You may assign the remaining *aliyot* to family and friends; however, it is not necessary for you to assign all the *aliyot*. Also, please *do not* give anyone more than one honor. Traditionally, the parents have the seventh

*aliyah*. If you have a number of *Cohanim* or *Levi'im* in your family, it is possible to add an extra *aliyah* (*Acharon*), which will permit additional *Cohanim* and *Levi'im* to participate. Please contact the *B'nei Mitzvah* Coordinators for the appropriate form.

- ☆ We encourage family members and friends of the *B'nei Mitzvah* to participate in the reading from the *Torah*. If you wish to do so, you should contact the Rabbi so that appropriate arrangements may be made with the PJC *Torah* reader and to ensure that all readers have the correct sections of the *parshah* and are properly prepared.
- ☆ Guest *Torah* readers must be vetted to confirm they are well prepared, either by telephone or in person, by the Rabbi or other member of the Religious Practices Committee. Please make arrangements to have any guest *Torah* readers vetted at least three weeks prior to the Bar/Bat Mitzvah by contacting the *B'nei Mitzvah* Coordinators or chair of the Religious Practices Committee.
- ☆ Please note that reading *Torah* is a very challenging and highly technical skill that many people find very difficult to master, and which often requires many hours of preparation. Readers need to have some ease with Hebrew, and the *Torah trope* (chanting), and have the capacity for a great deal of memorization. *Torah* reading must be done directly from the *Torah*, without the aid of Xeroxed sheets or other text.

- ☆ *Hagbah* and *Gelilah* are separate honors given to two people. One lifts the *Torah* (that person should have lifted a *Torah* before and, if not, should practice prior to the *Bar/Bat Mitzvah*), and the other person wraps the *Torah* (with supervision). These honors have no speaking role. Please be aware that the individual you choose for *Hagbah* must be strong enough to lift the *Torah*. The *B'nei Mitzvah* Coordinators can plan a practice session, if needed.
- ☆ There are several readings and prayers we traditionally recite together at the conclusion of our *Torah* Service (e.g., prayer for our country, State of Israel, military forces, etc.). You can honor someone by having them lead our congregation in these prayers. Here, too, not all readings and prayers need to be assigned by you. Please note, while the PJC prefers for these prayers to be recited in Hebrew, it is permissible for them to be recited in English. However, the person reciting a Hebrew prayer should be competent to read it in Hebrew.
- ☆ Please note that a different honors form will need to be filled out for Sunday or *Havdallah B'nei Mitzvah*.

**Aliyot for Shabbat, Parshah \_\_\_\_\_ Date: \_\_\_\_\_ Bar/Bat Mitzvah of \_\_\_\_\_**

Please fill out the following form with the names of the people who will have an *aliyot* and return it **ONE MONTH BEFORE THE BAR/BAT MITZVAH to the Rabbi and the chair of the Religious Practices Committee.** [\*Not required to be Jewish; + May be provided to a Jewish child]

	<u>Verse</u>	<u>Hebrew Name (include Parents' Hebrew names)</u>	<u>English Name</u>	<u>Relationship to B'nei Mitzvah**</u>	<u>Layener (Torah Reader)</u>
<b>P'ticha</b> (Ark Opener)* +	N/A	[not needed]		N/A	N/A
<b>1<sup>st</sup> (Cohein) Aliyah</b>					
<b>2<sup>nd</sup> (Levi) Aliyah</b>					
<b>3<sup>r</sup> Aliyah</b>					
<b>4<sup>th</sup> Aliyah</b>	To be left unassigned.				
<b>5<sup>th</sup> Aliyah</b>					
<b>6<sup>th</sup> Aliyah</b>	To be left unassigned.				
<b>7<sup>th</sup> Aliyah</b>					
<b>Maffir</b> (reserved for Bar/Bat Mitzvah)					
<b>Hagbah</b> (lifts Torah)	N/A	[not needed]		N/A	N/A
<b>Gelliah</b> (wraps Torah)	N/A	[not needed]		N/A	N/A
<b>Optional Readings (if applicable):</b>				N/A	N/A
Prayer for our Country* +	N/A	[not needed]			
Prayer for American Military Forces* +	N/A	[not needed]		N/A	N/A
Prayer for Israel (in English or Hebrew)	N/A	[not needed]		N/A	N/A
Prayer for the Safety of the Israeli Military Forces (Hebrew) +	N/A	[not needed]		N/A	N/A
Prayer for Peace*	N/A	[not needed]		N/A	N/A
<b>Any other readings/family participation</b>	N/A	[not needed]		N/A	N/A
<b>Ashrei</b> +	N/A	[not needed]		N/A	N/A
<b>P'ticha</b> (Ark Opener, may be the same person as Ark Opener above)* +	N/A	[not needed]		N/A	N/A
<b>Kiddush</b>	N/A	[not needed]		N/A	N/A
<b>Ha'Motzi</b> +	N/A	[not needed]		N/A	N/A

\*\* Please indicate whether relationship is **maternal or paternal**.

# PELHAM JEWISH CENTER

## THE HOW TO'S OF HONORS

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## HOW TO HAVE AN *ALIYAH* TO THE *TORAH*

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**Please share these instructions with your guests who will be having an *Aliyah*.**

It is a great honor to be given an *aliyah* when the *Torah* is read in the synagogue, and it is important to fulfill this *mitzvah* (commandment) with dignity, both out of respect for G-d and *Torah*, and out of respect for the congregation, on whose behalf you will be blessing the *Torah*. It is important to be familiar with the ritual of the *aliyah* and, if the blessing is not familiar to you, practice reciting the blessing aloud prior to the occasion. Please keep in mind that there are variations in custom in different congregations, and it is appropriate to follow *minhag ha-makom* (the custom of the place in which you are).

The following instructions will help you become familiar with our customs:

- ☆ Make a note which *aliyah* (i.e., which number) you have been assigned, and who you are following.
- ☆ You will need to wear a *tallit* (prayer shawl). Men are asked to wear a *tallit* during the service. Women are encouraged to do so, as well. Please bring one to your seat as you enter the sanctuary (you can find a *tallit* in the large bookshelf in the main hallway) and put it on before you are called to the *Torah*.
- ☆ The *Gabbai* will call you to the *Torah* in Hebrew. (A member of our Religious Practices Committee may also prompt you to move to the front of the sanctuary prior to that time.)
- ☆ Go up to the *bimah* (pulpit) using the stairs on the left, pass the *gabbai* and stand next to the *Torah* reader. The reader will open the *Torah* scroll and point to the word where he/she will begin reading. Hold the *tzitzit* (fringes on the corners of the prayer shawl) and touch them to the word; you may then bring the *tzitzit* to your lips as an expression of your love for the *Torah*.

Also, there is a tradition derived from the text, "It is a Tree of Life to all who hold fast to it," where the person called to give the blessing holds onto one of the *eitz chayim* (the wooden roller of the *Torah*).

- ✧ Recite the first line of the blessing that is said BEFORE the *Torah* is read. The congregation will respond. Repeat their response and then complete recitation of the prayer. A Hebrew and English transliterated copy of the prayers is printed on the next page. A large copy of the prayer in Hebrew with English transliteration will be on the pulpit for your use.
- ✧ The *Torah* reader will chant the portion. At its conclusion, the *Torah* reader will point to the final word that was read. Again, it is traditional for you to touch it with the *tzitzit* as noted above. You then recite the blessing that is said AFTER the *Torah* reading.
- ✧ Move over next to the second *gabbai* on the right side of the *bimah* and remain there until the next person with an honor completes reciting the blessing. As you move over, you may shake everyone's hand (they will probably say, "Yasher Koach," (good job) to you.
- ✧ When the person after you completes reciting the blessing said AFTER the *Torah* is read, and moves over to the *gabbai* on the right, return to your seat. Again, people may congratulate you as you sit down.

If you have any questions, please don't hesitate to call the PJC office at (914) 738-6008. We can arrange to have someone assist you. The following link has a very slow audio of the prayer:

[http://www.chabad.org/library/article\\_cdo/aid/696926/jewish/Audio-Blessing-Before-the-Torah-Reading.htm](http://www.chabad.org/library/article_cdo/aid/696926/jewish/Audio-Blessing-Before-the-Torah-Reading.htm)

# בְּרָכוֹת הַתּוֹרָה

## BLESSINGS AT THE READING OF THE LAW

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*Before the reading of the Law:*

בְּרָכוּ אֶת־יְיָ הַמְּבָרָךְ.

Barchu et Ado-nai ha-m'vorach.

בָּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.

Baruch Ado-nai ha-m'vorach l'olam va-ed.

בָּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ  
הָעוֹלָם, אֲשֶׁר בָּחַר בָּנוּ מִכָּל־  
הָעַמִּים, וְנָתַן לָנוּ אֶת־תּוֹרָתוֹ,

בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruch ata Ado-nai, Elo-heinu Melech ha'olam, asher  
bachar banu mi-kol ha-amim, v'natan lanu et Torato,  
Baruch ata Ado-nai, notain ha-torah.

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*After the reading of the Law:*

בָּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ  
הָעוֹלָם, אֲשֶׁר נָתַן לָנוּ תּוֹרַת  
אֱמֶת וְחַיֵּי עוֹלָם נִטַּע בְּתוֹכֵנוּ.

בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

Baruch ata Ado-nai, Elo-heinu Melech ha'olam, asher  
natan lanu torat emet v'cha-yei olam nota b'to-chei-nu.  
Baruch ata Ado-nai, notain ha-torah.

PELHAM JEWISH CENTER

THE HOW TO'S OF *HAGBAH* AND *GELILAH*

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## THE HOW TO'S OF *HAGBAH* AND *GELILAH*

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### *Hagbah*

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(Lifting the *Torah*) consists of lifting the *Torah* and turning it around so that the congregation can see the actual writing on the parchment. At the same time, the congregation chants "V'zot Ha-Torah ..." which means, "This is the *Torah*, which Moses placed before the children of Israel. It is in accordance with the Lord's command through Moses." It is an honor to be asked to do *Hagbah*. On Shabbat, *Hagbah* occurs after the *Torah* reading is completed and before the *Haftarah* takes place. *Hagbah* requires a certain amount of strength in the arms, as *Torah* scrolls are generally rather heavy. When the reading is near the beginning of *B'reishit* (Genesis) or the end of *D'varim* (Deuteronomy), the scroll will be disproportionately weighted to the left or right side. *Hagbah* is accomplished as follows:

1. Unroll the *Torah* until about three columns of text are showing;
2. Slide the scroll toward you along the table until the bottom rollers are off the reading table;
3. Grasp each roller tightly;
4. Using the table to get leverage, bend your knees and push down on your ends of the scroll;
5. When the upper ends of the scroll are in the air, lift the scroll until it is upright. Your arms should be about mid-chest height;
6. Turn around so the writing on the scroll is facing the congregation;
7. Sit down in the chair provided, to which you will be directed by the *gabbai*. The person performing *Gelilah* will roll the *Torah* and dress it. When *Gelilah* has been completed, place the *Torah* in the holder beside you and return to your seat.

If there is more than one *Torah* scroll in use, there will be two *Hagbah* honors awarded. The first *Hagbah* will take place after the reading from the first scroll has been completed and before the *Hatzi Kaddish*. The second *Hagbah* will take place after the *Maffir* has been read.

### *Gelilah*

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(Rolling the *Torah*) requires no particular physical strength. The person who has the honor of performing *Gelilah* will be called up to the *bimah* at the same time as the person performing *Hagbah* is called. According to the Talmud, the person who performs *Gelilah* is honored even more than those who are called to the actual reading of the *Torah* (*Meggilah* 32a).

*Gelilah* is the act of assisting the person performing *Hagbah* in rolling up the *Torah*, by turning the handles of the wooden rollers. The person with the *Gelilah* honor should be ready to grab hold of the rollers as soon as the person performing *hagbah* sits down to prevent the *Torah* from slipping during the process of sitting. The roller in the left hand is placed above the roller in the right hand as the two halves are rolled together. The sash or buckle is then fastened around the *Torah*, with the clasp facing the front of the scroll (toward the person with the *Hagbah* honor). The *Torah* cover is then placed over the scrolls, with the decorative side facing the person with *Hagbah* honor. The holes at the top of the cover are fitted over the rollers and the cover is pulled straight. The silver breastplate is put over both rollers, and the pointer is put over one of the rollers. Lastly, the silver crown is placed over the rollers. Sometimes there are two crowns, called *rimonim*, one for each roller. The person who performed *Gelilah* may return to his/her seat at this point.

# PELHAM JEWISH CENTER

## FACILITY-USE FEES AND FORMS

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## *BAR/BAT MITZVAH FACILITY USE FEES*

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If you are planning a Saturday morning *Bar/Bat Mitzvah* Service at the Pelham Jewish Center, you *must* fill out the following form and return it to *B'nei Mitzvah* Coordinators **at least three months prior to your service.**

**The family must be in good standing and all facilities and payment arrangements must be complete at least 60 days prior to your service.**

Please note that the *B'nei Mitzvah* fee includes the setup of the following items: sanctuary with chairs, side table, *kippot*, prayer books and *tallitot*. It also includes the setup of PJC tables inside the *Kiddush* Room for *Kiddush*. Although the PJC will provide sufficient *kippot* for your ceremony, if you would like to have personalized *kippot*, you must provide them in advance (before 3:00 p.m. on Friday).

Additional charges apply if you are having an event that requires tables and chairs to be set up for your *Kiddush* or other celebration, or if you would like to have a Shabbat dinner at the PJC.

**B'NEI MITZVAH FEE AND FACILITY-USE FORM**

This form must be filled out and returned at least 60 days before the Bar/Bat Mitzvah to the B'nei Mitzvah Coordinators.

Date of Bar/Bat Mitzvah: \_\_\_\_\_

Bar/Bat Mitzvah of: \_\_\_\_\_

Your Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

	<b><u>Fees (subject to change)</u></b>	<b><u>Maximum Seating</u></b>	<b><u>Total Cost</u></b>
I plan to have the service in the:			
<input type="checkbox"/> Sanctuary, ___ guests	\$980 (included in B'nei Mitzvah fee)	200 sitting	\$_____
I plan to have a Friday night Shabbat dinner at the PJC	All fees include setup and removal of tables/chairs	120 at tables	\$_____
<input type="checkbox"/> ___ guests	\$250 facility fee plus \$500 security deposit (refunded if no additional PJC clean up required)		
<input type="checkbox"/> I will be using _____ for catering or			
<input type="checkbox"/> Adam Bukowski catering services			
For my Kiddush, I plan to use:	If using an outside caterer:		
<input type="checkbox"/> _____ for catering or	\$500 security deposit (refunded if no additional PJC clean up required)		\$_____
<input type="checkbox"/> Adam Bukowski catering services	Plus, (1) if using outside caterer, security deposit equal to facility fee and (2) any rental charges*		
Other items (e.g., tent, tables, chairs, etc.):	As per third-party vendor fees*		\$_____
<b>TOTAL ENCLOSED:</b>			\$_____

\* Please contact Michael Weissman ([mpw88@optonline.net](mailto:mpw88@optonline.net)), our Head of Housen for rental charge information.