



NEW NORTH LONDON SYNAGOGUE
PRACTICAL ARRANGEMENTS
FOR
BAR and BAT MITZVAH
IN THE SHACHARIT (SHABBAT MORNING) SERVICE

Updated November 2016

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PRACTICAL ARRANGEMENTS

BAR AND BAT MITZVAH

This booklet aims to assist with the practical arrangements leading up to your Bar or Bat Mitzvah celebration.

Each family is allocated a family liaison who will make contact and arrange to meet you approximately six months before your celebration date and who will provide support throughout the process. Your liaison will be your first port of call with any queries you may have concerning practical arrangements.

You will find a list of all the Synagogue personnel connected to B'nei Mitzvah in Appendix 1.

What will happen...

TWO YEARS TO EIGHTEEN MONTHS BEFOREHAND

* Parents of Year 5 girls and Year 6 boys will be invited to an information meeting where the different B'nei Mitzvah services available in the Synagogue and what is expected of your child will be outlined.

* You will be able to choose from one of our three minyanim:

- Traditional service
- Traditional Egalitarian : Hakol Olin
- Traditional Egalitarian : Assif

You will also have the choice between a Shabbat morning (Shacharit) or Shabbat afternoon (Minchah) service or a weekday Shacharit service.

* At the meeting you will receive a letter with a deadline which will need to be returned to the Synagogue office with your family's preferred service option.

* Between three and six months after the options meeting, you will receive a date within your chosen service. We are a large community with around 60-70 B'nei Mitzvah per year and we work hard to balance the needs of the community and the families. We have a B'nei Mitzvah policy to ensure that there is fair allocation process for every family. We allocate in age order after your child's Hebrew birthday.

* Please contact us to discuss any special health or learning needs so we can give you the appropriate support you require.

* We expect regular and frequent attendance by the family in the year leading up to Bar/Bat Mitzvah on Shabbat mornings and at Friday night services. This helps to familiarize you and your child with the service and what is expected of them. We recommend minimum attendance of once a month when you are two years before your simcha and twice a month in the year before. You will be invited to two Shabbat engagement pieces per term as part of the B'nei Mitzvah curriculum.

* We encourage all families to continue their Jewish journey within the community, both in the run up to and post Bar/Bat Mitzvah. We provide a very supportive environment for further engagement and are happy to help family members with their personal learning path.

* Your child will begin to attend HaDerech every Wednesday during term time approximately 6 terms before their Bar or Bat Mitzvah. Entry is staggered according to their birthdays in September, January and April.

* Families often wish to book a room in the Synagogue to hold a Friday night dinner/Shabbat lunch or even their party (<http://www.nnls-masorti.org.uk/page.php?ID=217>). If this is something that interests you please contact our hall hire coordinator, Katie Ruback (hallhire@nnls-masorti.org.uk), to discuss a booking.

TWELVE MONTHS BEFOREHAND

- * Boys and girls who are leyning (chanting from the Torah and/or reading Haftarah) need to engage a private bar/bat mitzvah tutor who will charge for their services (please discuss this with them direct). Here is our recommended list :
 - o Matthew Anisfeld - matthew.anisfeld@gmail.com (*not currently able to take on more pupils*)
 - o Norman Bar - normanbar@waitrose.com
 - o Debbie Bloom - debeebee@hotmail.com
 - o Samantha Cohen - samcohen27@gmail.com
 - o Harold Elias - law@elias.myzen.co.uk
 - o Michael Gluckman - michael@gluckman.co.uk
 - o Leor Okrent - leor.sara@gmail.com (*not currently able to take on more pupils*)
 - o Lee Wax - leewaxlauder@gmail.com
 - o Anton Winston - antonjwinston@gmail.com
 - o Rina Wolfson - rinawolfson@gmail.com

Girls celebrating in the traditional service may need 2-3 lessons with Hannah Simons in the run up to their Bat Mitzvah and Hannah will be in contact with you to arrange this. If you would like any extra private (chargeable) lessons earlier on please contact Hannah directly Hannah_simons@hotmail.com to discuss this.

SIX TO NINE MONTHS BEFOREHAND

- * Your child will be appointed a mentor at HaDerech to help them with the prayers they will be saying during their Bar/Bat Mitzvah. All children will learn the following with their mentor:
 - o Chanting the first paragraph of the Shema
 - o Singing Kiddush both Friday night and Shabbat morning
- * Children who are leyning and doing the Haftarah (all boys and egalitarian girls) will learn the brachot around the Torah and Haftarah.
- * Girls in the **Traditional** service will learn the following:
 - o Ashrei
 - o Essa Einai
 - o Anim Zmirot
 - o Shecheyanu
- * Your child will receive an individualized black learning book with all their requirements including a homework diary. Please ensure that they are practicing regularly. If you are unsure of the tunes please check out the sound files on the website (<http://www.nnls-masorti.org.uk/page.php?ID=204>).
- * If your child has finished all their learning requirements, we encourage them to learn more sections of the service, e.g. Mussaf, Kabbalat Shabbat, Havdalah.
- * Your liaison will contact you approximately six months before your simcha date to arrange a meeting. If you have not heard from anyone, please contact Alison Sieff (alison.sieff@btinternet.com).

- * Approximately six months before the Bar/Bat Mitzvah, your child should begin to prepare their Dvar Torah (450 words maximum) which they will read out at the Kabbalat Shabbat service (Friday night) and again at the Shabbat service (Saturday morning or afternoon). Guidelines for this will be given to your child at HaDerech and are available from Niki Jackson.
- * You will be invited to attend a parents Dvar Torah workshop to help support your child.

FOUR MONTHS BEFOREHAND

- * We encourage as many family members as possible to participate in the service. One way is for family members or friends to leyn some or all of the sedra (Torah portion) that is not taken up by the Bar or Bat Mitzvah. Please discuss leyning with your liaison. **Leyning rotas are finalised several months prior to your Bar or Bat Mitzvah date and your child's teacher should contact your liaison or the Synagogue to confirm exactly what your child (and family members/friends, if applicable) will be doing on the day. It is Synagogue policy that anyone who is going to leyn is listened to in advance. This will be arranged by the leyning coordinator for two to three weeks before the simcha**
- * As a Bat Mitzvah does not leyn in the Traditional service, the Haftarah is sometimes read by the Bat Mitzvah's father or another male relative at the family's request. Please let Alan Simons (see Appendix 1) know if a family member would like to do this. **It is Synagogue policy that anyone who is doing a Haftarah is listened to in advance.**
- * Please advise your liaison and/or the Synagogue office of your attendance numbers (adults and children) as with large numbers of visitors it may be necessary to allocate a different prayer space or revise the Synagogue seating plan accordingly.

EIGHT WEEKS BEFOREHAND

- * You will be contacted to arrange a check-up rehearsal at the Synagogue during HaDerech with Rabbi Roni Tabick.

SIX WEEKS BEFOREHAND

- * Families generally mark their celebration by sponsoring the Kiddush for the congregation and their family/friends after the service (Please see Appendix 2 – the Kiddush Request Form will need to be completed and returned to the Synagogue office).
- * Your child should complete their Dvar Torah (450 words maximum) and email it to Niki Jackson (nikijackson@nls-masorti.org.uk). A representative of the Rabbinic team reads through the Dvar Torah to check for accuracy. If we have two B'nei Mitzvah on the same day we may ask people to amend their Dvar Torah to avoid repetition.
- * In Haderech girls having a Bat Mitzvah in the traditional service learn the prayers with the support of a mentor (a girl who has recently had her Bat Mitzvah) under the supervision of one of our teachers. However, we usually recommend that the girls need a small number of private tutorials in the run up to their Bat Mitzvah to ensure that they are word perfect, polished and confident. The number of lessons depends on the individual girl and your child's Haderech teacher will be in contact with you directly to arrange this. This is separate from the rehearsal which the girls will do, which will also be arranged with their teacher 1-2 weeks before.
- * You will receive a letter from the Co-Chairs of the Synagogue regarding making a donation.

FOUR WEEKS BEFOREHAND

- * Around four weeks before the date of your simcha, you will receive an Aliyot letter (regarding who you would like to honour with a 'call up' to the Torah) from David Sieff (Traditional service), Mark Collins (Hakol Olin service). In Assif, you will discuss this with your family liaison.
- * Please contact Denise Bonham (education@nns-masorti.org.uk) to arrange a time for a personal talk with one of our Rabbinic team. This provides an opportunity for the Rabbi to meet your family and talk personally with your child. It also gives you a chance to ask any questions you may have.
- * A member of the services team will contact you to arrange a rehearsal with your child in the synagogue.
- * Voice projection coaching services are offered by Brenda Bloch and Lizzy Marks (see Appendix 1 for their contact details). Please discuss this with them directly; the first session (which is all that may be required for your child) is free of charge.

TWO WEEKS BEFOREHAND

- * If you would like to buy trees to mark the occasion in Israel or in the Heartwood Forest near St Albans, then please contact Eric Weigert (see Appendix 1). A certificate is presented in Synagogue to the child on their Bar/Bat Mitzvah day.
- * Please email the Synagogue office your list of guests who are not already Synagogue members (again, both adults and children). A copy will be given to the outside gate staff for security reasons. Your list should be arranged alphabetically by surname.

THE WEEK OF THE BAR/BAT MITZVAH

- * We very much encourage attendance at the midweek Shacharit service in the week immediately before the Bar/Bat Mitzvah. Your liaison will discuss this with you.

SHABBAT OF THE BAR/BAT MITZVAH

- * You will need to attend the Kabbalat Shabbat service on the Friday night which begins at 6.30pm. Your child will read their Dvar Torah to the congregation and also chant Friday night Kiddush.
- * On the Shabbat Morning, you will need to be in Synagogue for the beginning of Shacharit at 9.30am when your child will chant the Shema and then be guided by the Shammas/Gabbai when they will be called up during the service.

POST-BAR AND BAT MITZVAH

When a boy or girl becomes Bar or Bat Mitzvah this is a significant achievement. However as a synagogue we hope that the journey encourages you all as a family to become more engaged with the community. The Synagogue provides a number of formal and informal learning opportunities for teenagers including HaDerech, Noam and monthly sessions of *Have I Got Jews for You* / leadership opportunities.

We encourage young people to learn further portions from the Torah and also learn new Haftarot to read in services. We also encourage attendance at Shacharit to support the early morning minyan and mourners saying Kaddish.

SUPPORT FOR YOUR FAMILY

We will try to offer whatever support we can to help you prepare for your simcha. Please contact your liaison with any questions, concerns or requests that you may have.

ALIYOT, MITZVOT AND LEYNING

The Synagogue is delighted to be able to offer a number of Aliyot and Mitzvot on the Shabbat of your child's Bar or Bat Mitzvah as it is our pleasure to honour family and friends at your simcha.

The Synagogue does, however, have obligations to offer Aliyot and Mitzvot to other members of the congregation (for example, members marking a Yahrzeit or couples about to get married) which means that sometimes there can be limitations on what we can offer your family. There are also differences in the conduct of services between our Traditional service, Hakol Olin service and Assif service outlined below.

As there can be limitations, we encourage family members to consider learning some of the leyning themselves and to leyn instead of having an Aliyah. We are always very happy to help anyone who wishes to learn leyning. Please note, in our Traditional service only men leyn from the Torah whereas in the Hakol Olin and Assif service both men and women leyn. Any leyning by family members does not reduce the number of Aliyot or Mitzvot we may be able to offer the family. **It is important to inform your liaison and advise the relevant person in your chosen service (see Appendix 1 for contact names) several months in advance of your simcha if your child or a family member/friend plans to do any additional leyning.**

Aliyot are also governed by certain rules; for example a father and son or two brothers cannot be called up one after the other. These rules apply to all services. They do not apply to leyning (e.g. a father can be called up immediately after his son has leyned).

When the family of the Bar or Bat Mitzvah are Cohanim or Levi'im we can arrange an additional eighth Aliyah called an 'Acharon' (meaning 'last') to allow more family members to receive Aliyot and Mitzvot.

You will receive a letter regarding Aliyot and Mitzvot at least one month before your simcha date and would ask that you reply immediately in writing giving names/Hebrew names of the people you would like to receive Aliyot and Mitzvot and we will do our best to accommodate your requests. In Assif, you will be able to coordinate this with your family liaison.

BAR MITZVAH IN THE TRADITIONAL SERVICE – SHACHARIT (SHABBAT MORNING)

Generally the Bar Mitzvah leyns the Maftir and then recites the Haftarah. If a Bar Mitzvah is able to learn more leyning then we welcome it. Your son's personal teacher will be able to advise you about this. There are usually seven Aliyot on a Shabbat and we generally offer the Bar Mitzvah family the following:

- * Either Cohen **or** Levi (if a family member or friend is a Cohen or a Levi).
- * Up to three additional Aliyot.

We also offer the family the following Mitzvot:

- * Gelilah (dressing the Torah) **and/or** Petichah (opening and closing the Ark during the Torah Service).

ROSH CHODESH PRAYER (FOR THE NEW MOON)

In the Traditional service when your Bar or Bat Mitzvah falls on the Shabbat immediately prior to Rosh Chodesh (you will be notified of this well in advance by the Shammas when you receive your Aliyot form), the mother of the Bar or Bat Mitzvah will be given the opportunity to read the prayer for the New Moon (in English) from the bimah.

BAT MITZVAH IN THE TRADITIONAL SERVICE – SHACHARIT (SHABBAT MORNING)

The Bat Mitzvah sings Essa Einai and Ashrei as part of the Shacharit morning service. As a Bat Mitzvah does not leyn in the Traditional service, the Haftarah is often sung by the Bat Mitzvah's father or by another male relative at the family's request. The person reciting the Haftarah is called up for Maftir but does not need to leyn this unless they wish to. A member of the community will be allocated to recite the Haftarah if no family member wishes to do so.

There are usually seven Aliyot on a Shabbat. We generally offer the Bat Mitzvah family the following:

- * Either Cohen **or** Levi (if a family member or friend is a Cohen or a Levi).
- * Up to three additional Aliyot.

We also offer the family the following Mitzvot:

- * Gelilah (dressing the Torah) **and/or** Petichah (opening and closing the Ark during the Torah Service).

BAR OR BAT MITZVAH IN THE HAKOL OLIN OR ASSIF SERVICE – SHACHARIT (SHABBAT MORNING)

Generally the Bar or Bat Mitzvah leyns the Maftir and then recites the Haftarah. If a Bar or Bat Mitzvah is able to learn more leyning then we welcome it. Your son or daughter's personal teacher should be able to advise you about this but **please remember to advise the relevant person who looks after the leyning rota in your chosen service (see Appendix 1 for contact names) several months in advance of your simcha date.**

If your son or daughter would like their Bar or Bat Mitzvah in the Assif service, we would hope and expect their continued involvement on our leyning and davening rota in the future.

There are usually seven Aliyot on a Shabbat. We generally offer the Bar or Bat Mitzvah family the following:

- * Either Cohen **or** Levi (if a family member or friend is a Cohen or a Levi).
- * Three additional Aliyot (in addition to the Bar/Bat Mitzvah).

We also offer the family the following Mitzvot:

- * Gelilah (dressing the Torah) **and/or** Petichah (opening and closing the Ark during the Torah Service).
- * Prayer for the Community (in English).
- * Prayer for the State of Israel (person **must** be fluent in Ivrit).
- * Adon Olam (sometimes a younger sibling).
- * In Assif, parents often choose to recite a personal blessing (in English) to their son or daughter to mark the occasion. Your family liaison can advise you on suitable texts to choose from or assist in the writing of your own blessing.

If your family and friends have not been called to the Torah for some time, here is a guide:

- * When you are called up, the person leyning will point to the place in the Torah where your portion begins. Using a corner of your tallit, touch the words then kiss the tallit. In Hakol Olin or Assif where a woman is called to the Torah, she may use a siddur or a tallit to touch the words in the Torah then kiss the siddur/tallit.
- * Recite the bracha over the closed Sefer Torah before the portion is read – the bracha will be on a card next to you.
- * After saying the bracha, and during the whole leyning of this section, the Aliyah should hold the handle of the right-hand etz (Torah scroll).
- * At the end of the Torah reading, touch the Torah where the Parsha ends (the reader will point to this for you) with the edge of your siddur/tallit then kiss the siddur/tallit; close the Torah and read the second bracha.
- * When the next person is called up, move around the bimah and stand where indicated, then wait until the next Parsha is complete before going back to your seat.

If you would like a quick rehearsal please ask your liaison to arrange an informal run-through after a Shabbat service a few weeks before the simcha date.

VENUE ALLOCATION

NNLS has three rooms where services take place within the building. When allocating an appropriate space for your simcha, the Synagogue leadership will endeavour to make the most sensitive decision possible in the circumstances, taking all factors into account including the size of your simcha and other events which may be taking place in the Synagogue at the same time.

The Synagogue will confirm which space has been allocated for your simcha within 12 weeks of your date.

KIDDUSH

We have a rota for Shabbat morning services where members of the Synagogue prepare your Kiddush for you. It would be lovely if you could pop into the kitchen and thank them. Please also note that you will be expected to take your turn on the rota on another occasion.

The cost of Kiddush is outlined in Appendix 2 depending on which venue you have been allocated. The Kiddush consists of:

- | | | |
|---------------|---------------------|---------------------|
| • wine | • crisps | • grapes |
| • whisky | • pickled cucumbers | • fish balls |
| • soft drinks | • olives | • crackers and dips |
| • biscuits | • cakes | |

Please complete the form (see Appendix 2) and speak to Denise in the Synagogue office to discuss any additional requirements you may have.

TREES

A number of families choose to mark the occasion of their child's Bar or Bat Mitzvah by donating trees. NNLS offers two choices for tree planting to enhance the environment:

- * **Trees in Israel**
We are currently working with the JNF on a forest in Neot Semadar, a relatively new Kibbutz in the Negev near Eilat. **Trees cost £5.00 each with a minimum purchase of 5 trees.** An attractive frame is included. The wording of the certificate can be phrased as required.
- * **Trees in the UK**
We have joined up with the Woodland Trust to plant trees in the Heartwood Forest near St Albans. **The minimum purchase is 10 trees.** A frame is provided with the certificate.

Contributions towards either forest make a worthwhile gift and we have our own community certificates to mark the presentation.

Please contact Eric Weigert via e-mail (weigert@btinternet.com) or by phone (020 8445 0468) to arrange your purchase. Two weeks' notice is usually sufficient to make the arrangements.

ETIQUETTE AND DECORUM

We receive numerous questions about etiquette in the Synagogue and have therefore put together some guidance notes to assist you. We will provide whatever assistance we can and if you have any further questions please contact your liaison.

If you have any questions during your visit to the Synagogue please ask the greeters at the entrance to the service, or any of our members, and we sincerely hope you enjoy the service.

Getting to the Synagogue

We encourage our members and guests to walk to the Synagogue on Shabbat. If you or your guests are driving then we ask you to park with the utmost consideration for our neighbours. It is unfair to them and extremely embarrassing for us when people park illegally or across driveways. As we are in a busy residential neighbourhood, please expect to park a few streets away and walk the rest of the way to the Synagogue.

Security

Regrettably we have to be conscious of security which means you may be questioned at the entrance gate to our site and we will have to ensure that your guests' names are on the list you have sent us. It may also mean that we have to search any bags you bring. Please do not leave anything, even a handbag, unattended anywhere on the site.

Guests always add to the feeling of joy and occasion. However, we ask that your guests kindly do not bring presents into the Synagogue on Shabbat.

Mobile Phones and Cameras

Please also advise your guests not to bring mobile phones or cameras. We are a traditional community and do not permit their use in any service or in the grounds on Shabbat.

Smoking

No smoking is permitted **anywhere** in the grounds or in any of the buildings on the site.

Children

We welcome children to our community. If you and your guests do bring children please ensure they are supervised at all times, particularly during the sermon and at times of silent prayer. If children go to a children's service (which start at approximately 11.15am – announced during the service) then please ensure they rejoin you when it is over. We share a large and beautiful site with extensive grounds and it is not safe to let small children run around, nor is it fair to others to allow older children to run around unsupervised. If you want your children to be outside then please enjoy the grounds with them. If your child becomes restless or noisy during the service we would appreciate you taking them out for a short break. In the Traditional service men and women sit separately, but children may sit on either side of the Synagogue. Families may sit together in the Hakol Olin and Assif services. Children's books are provided in all prayer rooms – please ask the greeter where these are located.

Dress Code

There is no formal dress code for Synagogue attendance but the custom is to dress modestly and respectfully. Men must cover their heads in the service. We have spare kippot (head coverings) available; please ask the greeter who will be positioned at the entrance to the service. Women may wear a hat or head scarf if they wish, but most do not.

Sweets

We understand that everyone wishes to enjoy their simcha and that throwing sweets may be part of the demonstration of that joy. Although the Synagogue permits sweet throwing, we do not actively encourage the same for various reasons including on the grounds of health and safety. Nevertheless, if you do wish to throw sweets at your simcha, the Synagogue does require you to provide a written confirmation to protect the Synagogue from any claims in the event of damage or injury to any person or object as a result of the throwing of sweets. We would request that a completed and signed waiver (Appendix 3) is provided to the Synagogue office at least seven days in advance of your simcha. In the event that you do decide to throw sweets, but have not provided the waiver, the Synagogue will deem that you have accepted all of the terms of the waiver and they will be treated as binding on you. You should provide two bags of Kosher, soft and wrapped sweets before Kabbalat Shabbat on the Friday evening. The bags should be labelled with your child's name and the service you attending (e.g. John Smith – Assif morning) and these will be distributed at the appropriate time during the service ready for throwing.

Service Decorum

We try to keep our services as informal as we can within the limits of attentiveness and reasonable decorum. Please try particularly to refrain from walking through the Synagogue when the congregation is standing or praying in silence, and from talking at any time during the whole reading of the Torah and Haftarah.

For your Bar or Bat Mitzvah, the front row of seats closest to the bimah and facing the Ark are always informally reserved for you and your close family members – the Shammas will assist you with this.

A booklet explaining the key points of the service is available at the entrance to each service. Our prayers are mainly in Hebrew so you or your guests may find the booklet helpful. Please ask the Synagogue office in advance of your simcha for your required number of copies to be available.

The Shabbat morning service usually starts at 9.30am and lasts approximately two and a half to three hours. There are preliminary prayers up to approximately 10.00am and many people choose to arrive after this time. Guests who are unfamiliar with Synagogue services should arrive between 10.00am and 10.15am.

Many guests want to greet the host family and although we like to keep the atmosphere relaxed and informal, please be discreet about this. Frequent comings and goings, particularly around the front seats, creates a distraction and disrupts the atmosphere of the services. Please keep hugs and kisses until after the service has ended!

FAMILY LEARNING JOURNEYS

A Bar or Bat Mitzvah, for most families, is a milestone in our Jewish lifecycle. The anticipation, the preparation, the expectations and sometimes the inevitable stress are common factors associated with Bar or Bat Mitzvah preparation. The responsibility for learning can often land solely on the B'nei Mitzvah students.

Here at NNLS we want to challenge that limitation. We would like this important milestone to become even more significant, not just for the B'nei Mitzvah but for the whole family.

We invite you to consider participating in a family learning journey, the subject matter and contents of which would be chosen by you to suit your family. In this way the family would come together with a shared purpose, celebrating not only the day but engaging in joint learning and activity that will serve as a crucial part of the process of deepening our engagement with Judaism.

As a family you can choose the direction and we can work with you to consider what will be the most rewarding for you all in the long run.

- Is there an area of Judaism that you would like to study in more depth because it is pertinent to you and your family?
- Do you feel that you would like to gain greater confidence and familiarity in participating in synagogue services?
- Is there a learning project that you as a family would like to engage in e.g. finding out about history of family members or their lives in another country?
- Would you consider taking on a social action or charitable journey where as a family you can strengthen your connection to each other and to others?
- Is there a topic, such as the environment, for example, which you would like to study through Jewish texts and contemporary views?

The process will be defined by your family in consultation with Niki Jackson, our Director of Education, who will facilitate the journey together with others in our community.

There will be convivial opportunities for B'nei Mitzvah families to share their learning experiences with others who are following similar paths if you wish.

On the one hand the vision is to make the opportunities for learning and exploration as varied as possible to suit different needs and interests. On the other hand, we hope that it will deepen our engagement as a community with Jewish history, source texts, values and life.

TWINNING/TZEDAKAH AND TIKUM OLAM PROJECTS

Families often ask what they can do to mark the Bar/Bat Mitzvah in a memorable and meaningful way that supports others. In the fifth term of the Haderech programme the students meet with representatives from different organisations who share with them ideas of how they can support, either practically by volunteering or by twinning their Bar/Bat Mitzvah with someone else. Here is a small selection of ideas but this is by no means exhaustive and often the most meaningful projects emerge when families choose a project that is close to their heart.

Emunah, Sarah Herzog Children's Centre in Afula (Northern Israel)

Support this children's centre which is home to over ninety children who are unable to live with their families with a further 100 children who attend a daily programme. You could make a donation to mark your simcha which allows other children to have a Bar/Bat Mitzvah celebration and a party. The boys receive a gift of tefillin and the girls receive candlesticks and every child has a new outfit for the ceremony. Transport is provided so that members of the children's family are able to be present for this special day.

Other ideas that B'nei Mitzvah have done to support the centre:

- Sponsored event to raise tzedakah.
- Sharing duplicate gifts with the children at the centre in Afula.
- Pen pal with a child from the Afula centre and begin a relationship via email or letter.

If you are in Israel you can arrange to visit your 'twin' and see the centre at Afula. Sometimes children from Afula are even invited to join the celebrations of their English 'twin' in Israel or in the UK.

info@emunah.org.uk | <http://emunah.org.uk/bar-and-bat-mitzvahs/>

Ethiopian Israeli Bar/Bat Mitzvah Twinning Programme

Individuals raise money to sponsor a member of the Ethiopian Israeli community to celebrate their Bar/Bat Mitzvah. The Ethiopian Israeli child and their parents are given a series of sessions to support them to mark to the event. The British child is encouraged to raise money for Tzedakah and attend sessions to learn more about the Ethiopian community. There is an opportunity to travel to Israel to be part of the final celebrations.

Melanie Kelly (UJIA) 020 7424 6400 extension 6422 | <http://www.ujia.org/event/ujia-ethiopian-barbat-mitzvah-programme-israel-visit/>

Hadassah Medical Clowns

This is an opportunity for you to fundraise to support the work of medical clowns in Hadassah Hospital. Research shows that Medical Clowns not only assist with individual patients but they create a light atmosphere throughout the hospital which contributes to a reduction in the level of stress within the hospital setting. You can fundraise in any way that appeals to you and learn more about the work of Hadassah and the Medical Clowns.

Luke Hanns 020 8202 2860 | lhanns@hadassah.org | <http://www.hadassah-med.com/children-site/parents/hadassah-medical-clowns/support-hadassahs-medical-clown-project>

Israel Guide Dog Center for the Blind

The Israeli Guide Dog Association improves the quality of life for blind people by providing them with safe mobility, independence and self-confidence through the faithful assistance of guide dogs.

As part of your Bar/Bat Mitzvah preparations you can sponsor a guide dog. The cost is £750 and includes all the costs of raising the pup during its first year. The funds could be raised by garage sales, babysitting, gifts from friends and relatives who may be invited to your Bar/Bat Mitzvah or other creative ways.

Martin Segal 020 8090 3455 | 07976 413883 | martin@bfigdcb.org | <http://www.israelguidedog.org.uk>

Jewish Child's Day

You can twin your Bar/Bat Mitzvah with children living in Belarus or children from disadvantaged backgrounds or with special educational needs in Israel. Through skype, email and phone calls you are able to get to know children in different contexts. There is even a chance to visit them.

Nicole Gordon | nicole.gordon@jcd.uk.com | <http://jcd.uk.com/support-us/bnei-mitzvah-twinning/>

Kisharon – Volunteering with children with Special Educational Needs

Kisharon works with people with learning difficulties and their mission is to support each person so that they can progress, achieve independence, enjoy life and be included in the communities in which we live through meaningful vocation and a fulfilling social life.

The i-connect programme is an exciting and meaningful way to mark your Bar/Bat Mitzvah year. The programme is designed to encourage mainstream students to think about their situation, meet others who are different to themselves and, despite these differences, to find ways of communicating.

Lara Domjan 020 3393 0159 | volunteer@kisharon.org.uk | www.kisharon.org.uk

Leket Israel Supporting

Leket is Israel's largest food bank and food rescue network actively working to alleviate the problem of nutritional insecurity among Israel's diverse population. You can support them in numerous ways by visiting Israel and volunteering in their warehouses or fields. You can also fundraise for them.

Paul Leiba 00 972 8 975 2115 | Mobile: 00 972 52 585 6497 | paul@leket.org

Masorti Special Needs Project

The Masorti Movement's Bar and Bat Mitzvah Programme for Children with Disabilities is Israel's only national programme, providing Bar/Bat Mitzvah preparation and Jewish enrichment for children with disabilities. Sponsor one child for £700.

- Designate a portion of your own Bar/Bat mitzvah gifts to the programme or ask your own guests to make contributions in your honour.
- Raise money through Mitzvah Fairs and/or individual endeavours such as babysitting or mowing lawns.
- Organise a group activity that requires sponsors, e.g. soccer ball "kick-a-thon", lap swim, hoops contest, distance run or "read-a-thon".

Shueli Fast | shueli.fast@gmail.com | <http://masorti.org/masorti-programs/masorti-youth-programs/youth-bar-bat-mitzvah-for-children-with-disabilities/>

Meketa

Meketa is a charity for Ethiopian Jews who have remained in Ethiopia. You can sponsor a family in Gondar with a child of a similar age or you can buy Kippot made in Gondar for your Bar/Bat Mitzvah.

Sybil Sheridan | meketafunding@gmail.com

My Israel Fund

With My Israel's amazing programme you can select from one of 18 charities to support.

You could choose to twin with an Ethiopian child from 'The Forgotten People Fund' or a gifted musician who is at risk due to problems at home. Your fundraising can help them to break the negative cycles that they find themselves in and see a different future. If you visit Israel, you can arrange a visit to meet your twin or see the impact of our work at any of the charities.

judianne.myisrael@gmail.com | www.myisraelcharity.org

NNLS Challah project

Every week we have a team of volunteers who make and deliver challot to members of the community who have experienced a bereavement, are unwell or have an upcoming yahrzeit. We also deliver to those who've recently had a baby, got engaged or are celebrating a simcha.

If you are interested in volunteering to make the dough on a Wednesday evening, bake the challot on a Thursday evening or to deliver the freshly baked challot on a Friday morning, then please contact Deborah Rizutti.

Deborah Rizutti | challahproject@nnls-masorti.org.uk

NNLS Drop In Centre for Asylum Seekers

The Drop In supports up to 400 destitute asylum seekers and their children and is held on the first Sunday of each month at premises near to the Synagogue. Our volunteers offer legal signposting, appointments with doctors and therapists, nutritious cooked food, nearly-new or new clothing and footwear and a welcoming, warm and friendly space. Every client also receives a supermarket voucher and travel expenses.

You can cook food, come and help sort clothes and, if you are 12-16 years old, you can come and help with a parent at the drop in on the first Sunday of the month at Martin School, Plane Tree Walk, East Finchley N2 9JP.

Debra Koder | dropin@nnls-masorti.org.uk

World Jewish Relief

WJR is the UK's Jewish community's response to disasters affecting people around the world. They tackle Jewish poverty primarily in the former Soviet Union but also respond to international disasters such as floods and earthquakes.

Samantha Martin | 020 8736 1265 | samantha@worldjewishrelief.org

Yad Vashem

As part of your Bar/Bat Mitzvah you have the opportunity to learn about the life of a young victim of the Holocaust who was unable to celebrate this milestone in Jewish life.

You will be able to:

- Research details of the family of your victim using the Yad Vashem Website.
- Research the community they came from via the website.
- Learn about their experiences during the Holocaust.
- Receive a special certificate from Yad Vashem in Jerusalem.

office@yadvashem.org.uk | http://yadvashem.org.uk/?page_id=332

OTHER MATTERS

Catering and Kashrut at your party venue

The Masorti Bet Din has recently started offering kosher supervision of caterers. They work with a wide range of caterers, including those who do not usually work in the kosher market. If you are interested and would like more information, please contact Rabbi Chaim Weiner directly (email: weiner@masorti.org.uk or phone: 020 7870 7959).

The Omer and Tisha B'Av

The Omer: According to the Torah we are obligated to count the days from Passover to Shavuot. This period is known as the Counting of the Omer. The period falls in April or May and seven weeks are counted from the second day of Passover. Live music is inappropriate during the Omer prior to Lag B'Omer (the 33rd day), and you should consult the Rabbi for more information. If your simcha does fall during this period it will be mentioned in the letter you are sent with the confirmation of your date.

Tisha B'Av: This is a day of mourning to commemorate many tragedies that have befallen the Jewish people, some of which coincidentally have occurred on 9th Av. This falls in July or August and is acknowledged for the three weeks prior to 9th Av. Live music is inappropriate during this three-week period so please consult the Rabbi for more information. Our correspondence confirming your dates will refer to this period should it apply to you.

Donations and Gifts

A Bar and Bat Mitzvah is a special occasion for your family and the whole community. We will do our best to give support to you in every way during the preparation and on the day. To do this we depend on the goodwill and generosity of many volunteers and members of the Synagogue. The Synagogue depends on such generosity in order to develop its services and a simcha is a special time to give a gift. It is suggested that about 5% of the total cost of your simcha is an appropriate donation. You can discuss this with your liaison, and what particular needs in the Synagogue your donation could be put towards, with one of the Joint Chairs or with our Executive Director (execdirector@nns-masorti.org.uk). The Rabbi also has a discretionary fund to which you are welcome to make contributions via the Synagogue office.

Sponsor a Day

As part of your donation, you could choose to sponsor the day of your child's Bar/Bat Mitzvah. To book your chosen day contact Frances Bloom as soon as possible as the Synagogue only allows **one** sponsor for each day.

Disability

Our building has full facilities for disabled visitors to the Synagogue. There is a loop system in the Beit Kneset and the Beit Tefillah, a Shabbat lift and three disabled WCs within the building. Should you require any further assistance please contact the Synagogue office to discuss this.

Nappy Changing

Facilities are available in the disabled WC on the ground floor of the building in the Gan Alon/Beit Midrash corridor. Please ask one of the greeters to direct you to these facilities.

WE WISH YOU AND ALL YOUR FAMILY A HEARTY MAZEL TOV!

APPENDIX 1

LIST OF CONTACTS

New North London Synagogue	The Manor House 80 East End Road Finchley London N3 2SY	020 8346 8560
Synagogue Office	Denise Bonham office@npls-masorti.org.uk	020 3182 0119
Aliyot – Traditional Service	David Sieff david.sieff@btinternet.com	020 8275 0832
Aliyot – Hakol Olin Service	Mark Collins markhenrycollins@gmail.com	
Assif (initial contact)	Nicki Tiefenbrun nicki.tiefenbrun@gmail.com	07834 698380
Chair B’nei Mitzvah Liaison	Alison Sieff alison.sieff@btinternet.com	020 8275 0832 07956 596421
Director of Education	Niki Jackson nikijackson@npls-masorti.org.uk	020 3182 0114
Hall Hire	Katie Ruback hallhire@npls-masorti.org.uk	020 3182 0111
Haftarah – Hakol Olin	Judith Bernstein judith.bernstein@btinternet.com	020 8209 1232
Haftarah – Traditional	Alan Simons alansimons1@gmail.com	020 8343 3412 07771 998453
Kiddush	Denise Bonham office@npls-masorti.org.uk	020 3182 0119
Leyning – Hakol Olin	Anton Winston antonjwinston@gmail.com	07971 452234 020 8346 6915
Leyning – Traditional	David Caplan david.caplan.dc@gmail.com	07941 968316
Midweek Shacharit – Egalitarian	Andrew Jacobs andrew.jacobs@seddons.co.uk	020 8346 5894
Midweek Shacharit – Traditional	David Berkley berkley.david@gmail.com	020 8445 0949
Practise in Synagogue	Ronnie Cohen rcohen9199@aol.com	020 8346 4914
Rabbi Jonathan Wittenberg	rabbi@npls-masorti.org.uk	020 8343 3927
Sponsor a Day	Frances Bloom francesbloom2004@yahoo.com	020 8621 6768
Trees	Eric Weigert weigert@btinternet.com	020 8445 0468
Voice Projection Coaching	Brenda Bloch skillswithpeople@aol.com	020 8455 2338
Voice Projection Coaching	Lizzy Marks lizzy.marks@gmail.com	07932 146340

APPENDIX 2

KIDDUSH REQUEST FORM FOR BAR/BAT MITZVAH

Name of parents	
Email	
Telephone number	
Name of child celebrating Bar/Bat Mitzvah	
Date of simcha	
Service (Traditional / Hakol Olin / Assif)	
Expected number of guests (who are not members of NNLS)	
Expected number of guests (who are members but do not normally attend the minyan that you will be celebrating in)	
Optional fruit platters (£14 each) (Grapes are provided if no fruit platters)	

We ask for a voluntary donation of £560 for a Kiddush in the **Beit Kneset (downstairs)**.

We ask for a voluntary donation of £240 for a Kiddush in the **Beit Tefilah (upstairs)**.

If you are anticipating having over 100 guests at your Kiddush, please contact Denise in the Synagogue office to discuss your Kiddush costs on 020 3182 0119.

You will be advised of your allocated venue approximately 3 months before your simcha.

When completed please return this form to the Synagogue office at least 6 weeks before your event, when you will receive confirmation of the Kiddush.

NNLS, 80 East End Road, London N3 2SY
Telephone: 020 8346 8560

Email: office@nnls-masorti.org.uk

Suggested wording for weeksheet:

Kindly sponsored by

.....

.....

I/We confirm our intention to make a voluntary donation of the above amount at least one week prior to the simcha

Signed

APPENDIX 3

SWEET THROWING WAIVER

TO New North London Synagogue

CHILD'S NAME

(Insert name of Bar/Bat Mitzvah)

**DATE OF BAR/
BAT MITZVAH**

(Insert date of simcha)

I/We have decided to throw sweets at our celebration in the Synagogue.

I/We understand that the Synagogue does not encourage the throwing of sweets on the grounds of, amongst other matters, health and safety. Nevertheless we accept and shall indemnify and keep indemnified the Synagogue and its officers from and against any loss or liability incurred by the Synagogue or its officers in respect of any and all damage caused by the throwing of sweets at our celebration, whether to an individual or the property itself.

I/We acknowledge that the indemnity above is in addition to any other rights of indemnity or otherwise to which the Synagogue or its officers are entitled by law or otherwise.

I/We understand the above and have had the opportunity to discuss its terms.

Parent(s) signature(s)

Print name

Parent(s) signature(s)

Print name

Date

GLOSSARY

1. **Acharon** – Calling up of an extra person to the Reading of the Torah, near the end of the Sedra.
2. **Aliyot** – From Hebrew Aliyah, meaning ‘ascent’, going up to the Torah to read the blessings for one of the call-ups.
3. **Assembly of Masorti Synagogues (AMS)** – The umbrella body which promotes the principles of Masorti Judaism and acts as an information and coordination centre for all our communities.
4. **Assif** – We are an egalitarian Masorti minyan, following a traditional service using the Singers Siddur. Our service aims to be traditional, egalitarian, participative, educational and spiritual.
5. **Bimah** – The raised platform or table from which the service is conducted.
6. **Davening** – Leading the prayers within the service.
7. **Dvar Torah** – A short discourse on the Torah portion. The Bar or Bat Mitzvah prepares a commentary of about 450 words linked to their particular Torah portion or Haftarah, to read out in Synagogue both on the Friday night and Shabbat morning.
8. **Gabbai** – The organiser of the service including aliyot, mitzvot, etc
9. **Gelilah** – Literally ‘rolling’, this means closing the Torah scroll and covering it with the mantle and silverware after it has been read.
10. **HaDerech** – Our integrated four-year programme for B’nei Mitzvah and beyond. Aimed at children in Year 5/Year 6 (10/11 year olds) to Year 9 (13/14 year olds). Held on Wednesday evenings during term time.
11. **Haftarah** – A reading from the Prophets, read just after the Torah portion on Shabbat.
12. **Hagbah** – Lifting and displaying the Torah after it has been read.
13. **Hakol Olin** – Our Traditional Egalitarian service held every Shabbat morning except for the first Shabbat of the English calendar month.
14. **Kabbalat Shabbat** – The Friday night service.
15. **Kiddush** – The blessing over wine, sanctifying the Shabbat or a holiday.
16. **Kaddish** – The prayers said by mourners.
17. **Leyning** – Reading/chanting from the Torah.
18. **Minchah** – The afternoon service.
19. **Noam** – Youth Movement of the Assembly of Masorti Synagogues, for 9-18 year olds.
20. **Omer** – Counting of the seven weeks between Passover and Shavuot.
21. **Parsha** – A section of the Torah read on any particular day.
22. **Shacharit** – The morning service held on Monday, Tuesday, Wednesday, Thursday and Sunday mornings.
23. **Sedra** – The whole Torah portion to be read on a particular date.
24. **Shammas** – The organiser of the service including aliyot, mitzvot, etc.
25. **Simcha** – Meaning ‘happiness’ or ‘joy’. Refers to the whole B’nei Mitzvah celebration.
26. **Tisha B’Av** – The ‘9th of Av’ is a day of mourning commemorating many tragedies that have befallen the Jewish people starting with the destruction of the First Temple which happened on this day. The 9th of Av usually falls in July/August.