



Congregation Kol Haverim B'Nai Mitzvah Policy & Guidelines

The following document notes the expectations* for completion of the B'nai Mitzvah process and service, under the missions and values of Congregation Kol Haverim and in accordance with the standards suggested by the [Union for Reform Judaism](#).

The purpose of achieving B'nai Mitzvah is to become a Jewish adult and part of the next generation that continues the spiritual, linguistic and cultural legacy of the Jewish people.

*We are gifts and we are blessings, we are history in song
We are hope and we are healing, we are learning to be strong
We are words and we are stories, we are pictures of the past
We are carriers of wisdom, not the first and not the last
L'Dor V'Dor Nagid Godecha- from generation to generation, we will tell of Your greatness*

May the love of your family and the teachings of the Torah guide you through life.

-Words from Josh Nelson's song L'Dor V'Dor, from Parsha Vayechi Connecting Generations

The Board of Trustees deems these competencies and achievements are essential to fulfill a B'nai Mitzvah at Congregation Kol Haverim.

A student achieving B'nai Mitzvah will be able to:

- Lead a worship service in which he/she is called upon the Torah as an *aliyah* to read or chant blessings and/or recite readings from the Torah and Haftarah in Hebrew*
- Lead a worship service in which he/she is called upon to deliver a brief sermon relating to the Torah portion
- Lead a *minyan* of 10 or more Jewish adults participating in a Saturday morning worship service (See Appendices) on their B'nai mitzvah day
- Demonstrate a moral obligation, giving the gift of his/her own time volunteering for an organization or cause of his/her/their choosing for a total of 15 hours of community service during the year of his/her/their B'nai Mitzvah. The project will support the Jewish value of *tikkun olam*- his/her/their time, effort, and passion, despite the scale, helping to make the world a better place.
- Provide evidence of at least 30 hours spent studying and preparing with adult mentors and peer tutors one year prior to the B'nai Mitzvah.
- Demonstrate a concerted effort to study Torah (e.g. Judaica, Hebrew) throughout his/her/their life by attending religious school for 3 years or more prior to their B'nai mitzvah, or by other

Jewish learning opportunities evaluated on a case-by-case basis by the Religious School Director.

- Show attendance at no less than 10 worship services, which can include weekly tefillah, at least two Shabbat-Friday night or Saturday morning, or special holiday services, within the 2 years leading up to his/her/their B'nai Mitzvah.
- Articulate their future commitment to the Jewish community as a new Jewish adult in their speech.
- Exhibit leadership and engagement with the Jewish community at the synagogue, community center, or any institution committed to Jewish culture and practice, offering at least one example of leadership and sustained engagement with the Jewish community, typically during the two-year period prior to their B'Nai Mitzvah.
- Conduct themselves morally and ethically, following the *mitzvot* (commandments) and *midot* (values) of Jewish law

**Congregation Kol Haverim is an inclusive community that supports each member and every family in living their best Jewish life. Our community strives for an authentic sense of belonging and Jewish identity for all of us.*



APPENDIX A

Ritual and Educational Guidelines

Grade Level	Hebrew Learning / Resources	Prayer Competencies
K	<ul style="list-style-type: none">• Introduction to Hebrew language• Learning basic words and phrases (<i>shalom, todah, etc.</i>)	<ul style="list-style-type: none">• <i>Shabbat & Hanukkah Blessings (candles, wine)</i>
1	<ul style="list-style-type: none">• Learning letters• Let's Learn the Aleph Bet letter-by-letter packets	<ul style="list-style-type: none">• <i>Shema</i>• <i>Shechyanu</i>
2	<ul style="list-style-type: none">• Letter recognition/writing• Sam the Detective's Reading Readiness	<ul style="list-style-type: none">• <i>Oseh Shalom</i>• <i>Barchu</i>
3	<ul style="list-style-type: none">• Learning vowels• Sam the Detective's Aleph Bet Mystery and/or Aleph Bet Quest	<ul style="list-style-type: none">• <i>Mi Chamocho</i>• <i>Ma Tovv</i>
4	<ul style="list-style-type: none">• Reading through prayer• Hineni 1 (1st half)	<ul style="list-style-type: none">• <i>Modeh/ah Ani</i>• <i>Yotzeir Or</i>
5	<ul style="list-style-type: none">• Reading through prayer• Hineni 1 (2nd half)	<ul style="list-style-type: none">• <i>V'ahavta</i>• <i>Avot Imahot</i>• <i>Gvurot</i>
6	<ul style="list-style-type: none">• Reading through prayer• Hineni 2 (1st half)	<ul style="list-style-type: none">• <i>Nisim B'chol Yom</i>• <i>Maariv Aravim</i>
7	<ul style="list-style-type: none">• Reading through prayer• Hineni 2 (2nd half)	<ul style="list-style-type: none">• <i>Brichot Torah/Haftorah</i>• <i>Tallit Blessings</i>• <i>Ashrei</i>• <i>Aleinu</i>

Saturday Morning Order of Service

- Tallit blessing
- Modeh Ani
- Ma Tovv
- Nisim B'chol Yom
- Laasok
- Ashrei
- Bar'chu
- Yotzeir
- Sh'ma
- V'ahavta

- T'filah
- Torah Service
 - Torah blessings & Torah reading
 - Haftarah blessings & Haftarah
- D'var Torah

APPENDIX B

FINANCIAL RESPONSIBILITIES

In order to assist families with planning for important milestone, the Board of Trustees has proposed a multi-year timeline to enable families to meet their financial commitments to Congregation Kol Haverim as it relates to their child's B'nai Mitzvah:

- Family will receive B'nai Mitzvah date 2 years prior
- Family needs to be in good financial standing with Congregation Kol Haverim entering the fiscal year in which the B'nai Mitzvah is scheduled by meeting the following conditions:
 - **Membership Dues:** Paid in full or compliant with an approved abatement plan as of six months prior to the B'nai Mitzvah date (as confirmed by the Treasurer)
 - **Religious School Fees:** Paid in full or compliant with an approved abatement plan as of six months prior to the B'nai Mitzvah date (as confirmed by the Treasurer)
 - **B'nai Mitzvah Fee:** Paid in full or compliant with an approved abatement plan as of six months prior to the B'nai Mitzvah date (as confirmed by the Treasurer)
 - **Billing Date:** B'nai Mitzvah fee will be charged to the family at the beginning of the student's 6th grade year
 - **Compliance Timeline:** Unless fees have been paid, the Treasurer will seek confirmation of payment plan and schedule at the end of the 6th grade year and then will make final contact six months prior to the B'nai Mitzvah date.
 - **Details of B'nai Mitzvah Fee:** This fee provides for, but is not limited to, the following:
 - Clergy Leadership of B'nai Mitzvah process
 - Includes leading Mitzvah Friday Night and Saturday Torah Service by Congregation Kol Haverim Clergy Leader (all other arrangements would need to be approved by Kol Haverim Clergy and Board of Trustees)
 - Includes approved educational preparation schedule (all other arrangements would need to be approved by Kol Haverim Clergy and Board of Trustees)
 - Ritual Committee Oversight of B'nai Mitzvah process
 - Congregation Kol Haverim Ritual Committee leadership will maintain Congregational traditions and rituals to ensure rituals are adhered to throughout the preparation process and within the Torah service (See Appendix A) and provide support for Torah reading and ritual (See Appendix C)
 - Educational Support in Preparation
 - *Study with the Congregation Kol Haverim Clergy Leader:* Review of Torah portion, guidance on leading the service (including D'Var Torah), feedback on Mitzvah project
 - Includes full rehearsal prior to B'nai Mitzvah
 - *Study with the Director of Education:* Several meetings of Torah study, support in preparation for D'var Torah and Mitzvah project

- Opportunity to schedule additional practice sessions leading up to B'nai Mitzvah
 - *Study with the Torah and Haftarah Tutors and Peer Tutors:* Review prayers with peer tutors and learn Torah and Haftarah
 - Administration Services:
 - *Class Gift:* Purchase and presentation of graduating religious school class gift
 - *Material Preparation and Production:* Congregation Kol Haverim Administrator will make sure all ritual objects are available and orders of service are produced to mark the B'nai Mitzvah services
 - *Production Support:* Provision of audio/visual equipment and resources, including the ability to broadcast video feed
 - *Building Maintenance:* Provision of janitorial services before and after B'nai Mitzvah services (this does NOT include services rendered in conjunction with a separately contracted event)
 - *Security Services:* Provision of standard usher and security services for the duration of the B'nai Mitzvah services (this does NOT include services rendered in conjunction with a separately contracted event)
 - Not Included in the B'nai Mitzvah Fee (see Appendix D for B'rit Mitzvah Handbook)
 - Provision of Piano Accompanist
 - Oneg Shabbat after Torah service
 - Use of Social Hall for private celebration after B'nai Mitzvah
 - Celebrations that are made open to the entire congregation may be hosted in the Social Hall free of charge
 - Staff to set up and remove food for Kiddush and luncheon/celebration (if applicable)
 - Security during Kiddush and luncheon/celebration (if applicable)

APPENDIX C

B'rit Mitzvah Handbook for Parents - Final

Additional information about B'nai Mitzvah at Congregation Kol Haverim can be found in the handbook