



# Congregation Nevei Kodesh

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*Rabbi Tirzah Firestone, M.A.*

*Ph: 303-443-4567 ext 102*

Summer 2011

Dear Parents,

Welcome to the preliminary stages of helping to bring your child to Bar/Bat Mitzvah. Please read this letter carefully. In it you will find important information about my orientation and how to prepare for this event.

## SAYING YES

I view Bar/Bat Mitzvah as a process of initiation, which begins when the child says, "Yes!" (this word is an absolutely essential ingredient) and runs through 18-24 months of training. The culmination point is a Sabbath morning or late afternoon ceremony in which your child leads, chants and speaks about the Torah, Judaism and the world as seen through her/his eyes.

## COMMUNITY MEMBERSHIP

A Bar or Bat Mitzvah done in the absence of a lasting community of (Jewish and other) friends is one that is done in a vacuum, and ultimately robs the children of an integral component of this experience: being supported and mirrored by a long-lasting spiritual community and becoming a link in a historical chain of generations, a member of the Jewish people. For this reason, we ask all Bar Mitzvah families to become members of the Nevei Kodesh community for a minimum of two years. Please don't cheat yourselves by joining and not coming...the Bar Mitzvah experience will be stilted and fake-feeling if it's a one time foray into the Jewish world.

## FAMILY PARTICIPATION

The Bar/Bat Mitzvahs at Nevei Kodesh are less rituals that happen *to* the kids and more a creative undertaking on the part of the entire family. Your child will need your help and counsel as s/he considers some tough and provocative questions: *How much do I want to take on? Which portion of the Torah feels like it fits me? What kind of service do I want this to be? How will my siddur look?* In a very real sense, this is your child's debut! The service will come to life with your participation, coaching and surrender to the process!

## HOW IT WORKS

Your child must have a modicum of Hebrew literacy that allows her/him to read Hebrew prayers and blessings with vowels. This requires most children to be in a Hebrew program such as the Hebrew Chavurot through Nevei Yeladim and then enter into private tutoring with an appropriate Bar/Bat Mitzvah teacher. Your child will become familiar with the structure of various prayers that compose a Sabbath service. He or she will receive a recording with the prayers and tunes on it and when the time comes, his/her chanted Torah portion/Haftarah will be

added. In addition, I require all my students to attend both years of Crossing the River. If, however, you have just moved here, we are happy to count Jewish education elsewhere (with appropriate documentation).

#### THE RABBI or RABBI'S ASSISTANT ROLE:

1. The officiant of your Bar/Bat mitzvah ritual will serve as the guide and resource for your family. Your officiant will help you to shape the service to fit your family's needs, and to make it meaningful. He or she will meet with your entire family at least once early on in the process, to make sure that every person in the family is included in some way in this ritual passage. The officiant will also help you review the appropriate handouts needed for your service. You can acquire electronic Torah and Haftorah portions from office staff. Please contact Dena at 303-443-4567, ext 101.
2. Your officiant and Charna Rosenholtz will work most comprehensively with your child during the 6 month period before the actual event. Their sessions will assist in a deepening of your child's thinking about Jewish ideas and a co-creation of the service. With your child as an active participant, the Torah portion will be discussed, and your child will be assisted in composing his/her thoughts for a brief speech.
3. A rehearsal during the week of the Shabbat service will be led by your officiant preferably at the place of the service. Please schedule this rehearsal in advance. The officiant of your service will be responsible for bringing the Sefer Torah to the rehearsal. (The family is responsible for picking up and returning the ark, if one is used.)
4. With your child as 'co-leader', your officiant will officiate at the Bar/Bat-Mitzvah service. Rabbi Tirzah's fees are \$1000\*. If her assistant is officiating, fees are \$650\*. (This includes a \$100 administrative fee to Nevei Kodesh.) Please make a deposit to the NK community of one half the fee upon your first family meeting, unless other arrangements have been made. This check serves as a pledge that the commitment to all the above requirements is there and that the work can begin in earnest. The remainder can be paid before the event.

May your journey be blessed!

B'Shalom,

*Rabbi Tirzah and the Ritual Team of Nevei Kodesh*

303 443-4567 ext 102 (NK Rabbi's Line)

\* Fees are subject to change. Please check with our office staff as you plan your Bar or Bat Mitzvah.



# Congregation Nevei Kodesh

Jewish Renewal Community of Boulder

3269 28<sup>th</sup> St  
Boulder, Co 80301

303-443-4567  
jills@neveikodesh.org

ASAP	If you are not already enrolled in the appropriate religious school program please contact Nevei Yeladim (303-443-4567 ext 103) for details about school.
Around Age 11	Meet with Rabbi or Rabbi's Assistant to discuss possible dates for Bar/ Bat Mitzvah. This date will be decided based on skill and readiness level more than age. At this time a date will be set for the Bar/ Bat Mitzvah. (Membership to Nevei Kodesh is required before setting a date.)
On or around child's 12 <sup>th</sup> birthday	Meet with officiant as a "check-in" preferably for the whole family. This is the time to acquire a Hebrew tutor*. ( <i>See tutor list at end of packet for contact information</i> ) * If your child has not been enrolled in Hebrew Chavurah (through Nevei Yeladim) tutoring should start at age 11.
9-12 months before Bar/ Bat Mitzvah date	Reserve your venue and contract with a Nevei Kodesh musician ( <i>Sheldon Sands 303 442 0865/ Eyal Rivlin 720-771-4281 or other.</i> )
Starting 6 months before Bar/ Bat Mitzvah date	Student will meet with Charna Rosenholtz 5 times over a 4 month period. The final 2 months before the Bar/Bat Mitzvah the student will meet with the officiant for a total of 5 times. To schedule meetings with the Rabbi please contact Jill at 303-443-4567 ext 100 or <a href="mailto:jills@neveikodesh.org">jills@neveikodesh.org</a> . To schedule with other officiants please contact them directly. To schedule with Charna please contact her directly at 303-955-4232 or <a href="mailto:charnarose@aol.com">charnarose@aol.com</a> .
3 months before Bar/ Bat Mitzvah date	Family begins work on their personalized siddur (prayer book) supplement. We will provide the basic siddur.
1 month before Bar/Bat Mitzvah	Schedule a family meeting with officiant, please contact Jill at 303-443-4567 ext 100 or <a href="mailto:jills@neveikodesh.org">jills@neveikodesh.org</a> to schedule with the Rabbi. Please contact other officiants directly.
1 week before the Bar/ Bat Mitzvah	Rehearsal in the space where Bar/ Bat Mitzvah will take place (if possible). Parents will schedule with the Rabbi's assistant or officiant, musical accompaniment and the venue. This rehearsal should be 2 hours and not last through the dinner hour. Please make all payments to officiant and musicians at this time.

## **Timeline to prepare your son/ daughter for his/her Bar/Bat Mitzvah**



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## B'nai Mitzvah Requirements

Welcome to one of the most incredible journeys of your life. This journey is one you will take on your own, with Rabbi Tirzah or other officiants, Charna Rosenholtz, your friends, and of course with your family. Part of making sure you and your family are prepared for becoming a Bar/Bat Mitzvah is making sure you fulfill the following requirements. If you have any questions about these requirements, please feel free to contact Rabbi Tirzah or her assistant Jill at 303-443-4567.

- 1. You must attend at least 2 years of Jewish education BEFORE you become a Bar/Bat Mitzvah.** It is preferable that you study with Nevei Yeladim in Crossing the River. If, however, you have just moved here, we are happy to count Jewish education elsewhere (with appropriate documentation). If you are in 7<sup>th</sup> grade or above and are just joining our school, you can participate in one year of our Crossing the River program and one or two years of Boulder's community-wide Hebrew High program (<http://www.caje-co.org/high/about.htm>) in preparation for your Bar/Bat Mitzvah. When in 6<sup>th</sup> and 7<sup>th</sup> grade Hebrew Chavurot counts only as supplement education. You must be enrolled in Crossing the River.
- 2. You and your family must become members of the Nevei Kodesh congregation for at least two years: the year you become a Bar/Bat Mitzvah and the following year.** We are an open and exciting community and would love to have you as a member. Members enjoy free tickets to High Holidays and an ever-growing number of programs designed just for you.
- 3. You must attend AT LEAST 10 Shabbat morning services during your Bar/Bat Mitzvah training.** This will allow you to see what goes on during a Saturday morning service and really begin to feel comfortable with what you will be doing in front of our congregation when declaring yourself an adult in the eyes of Judaism. A written paragraph "temple report" will be required describing each service (a template is included at the end of this packet.) You will be required to mail or hand these in to Rabbi Tirzah or your officiant when you meet with them. Services other than those at Nevei Kodesh are definitely acceptable. An easy way to attend most of your 10 services is to go and support your friends and peers at their Bar and Bat Mitzvahs. What better way to determine what you will be doing than by seeing your friends do the same thing.

4. **You must create a mitzvah project (community service project) in order to become a Bar/Bat Mitzvah.** Becoming a Bar/Bat Mitzvah is becoming an adult in our congregation. As adults it is our responsibility to help tikkun olam (healing of the world). During the 6 months before the actual Bar/Bat Mitzvah you will plan and implement a mitzvah project. This allows you to fully own the experience of initiation and will further your sense of pride and self-worth. A mitzvah journal should be kept to record what activity was done, what was learned, what was felt, ups and downs, etc. This journal is to be submitted to your officiant the month before the Bar or Bat Mitzvah. You will work with your officiant and your family to find a mitzvah project that is appropriate for you.
  
5. **You must have a traditional daily siddur (prayer book). Zaslou workbook style and Artscroll are two types.** This is your siddur to study from and use to help you create your personal siddur for the day of your Bar/Bat Mitzvah. You can purchase these siddurim at [www.bargainjudaica.com](http://www.bargainjudaica.com) or [www.amazon.com](http://www.amazon.com). **You must also have access to or purchase a copy of the Torah (The Five Books of Moses or The Pentateuch)\*. Any reader friendly English translation is adequate. (A.Kaplan, Hirsch, Fox, Alter are all fine.)** You can also get copies of the English and Hebrew for your child's Torah portion from their tutor.

\* Students in CTR 2 receive a copy of Torah



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Phone: (303) 443-4567  
email: [info@neveikodesh.org](mailto:info@neveikodesh.org)

## Nevei Kodesh B'nai Mitzvah Program Mitzvah Project Requirements

### Project:

- All Nevei Kodesh B'nai Mitzvah students are required to complete at least one service project lasting a minimum of six months.
- The projects need to be hands-on and chosen because it engages a critical concern of the student.
- The projects need to start before the Bar or Bat Mitzvah but can be finished afterward. It is sometimes advantageous, just because of the quantity of work the students are in the midst of immediately prior to their B'nai Mitzvah, to commit to the bulk of the service after the actual ceremony.
- Keep journal of project to record what activity was done, what was learned, what was felt, ups and downs, etc.

### Process:

- 6<sup>th</sup> grade: trial year / learning how to identify, evaluate, and carry out a Mitzvah project.
- 7<sup>th</sup> grade: Ideally, the parents and student work together to identify the Mitzvah year project. This may be a continuation of the work the student started in the 6<sup>th</sup> grade or may be an entirely new project informed by what they learned in the 6<sup>th</sup> grade.
- The officiant has final approval of projects undertaken to meet the mitzvah project requirement and this is one of the items discussed with students during meetings. Parents are responsible for monitoring the project and ensuring its completion.

### Project Ideas (by no means exhaustive or intended to be at all limiting in scope or range):

- Are there particular circumstances within the family which might suggest a type of Mitzvah project?
  - Working with an organization that researches hereditary disease.
- Do the parents want to participate with the student in the mitzvah activity?
  - Some projects, such as those at the humane society, require students to be 16 yrs old or be with a parent.
- Is the family interfaith?
  - Working with the righteousness project which recognizes and supports non-Jewish holocaust rescuers, most of whom are elderly and many of whom are in need of aid.
- Is the child adopted from another culture?
  - An appropriate project may be one that benefits and acknowledges the students country of origin.
- Is the student interested in fund raising for a cause:
  - Research an issue

- Request donations to a cause in lieu of presents via letter in the invitation.
- Write letter and publicize in other media (i.e. post to web site) requesting monetary support for the project.
- Is the student already engaged in a service project or committed to a particular cause that could be expanded on?
- What is in the parsha?
  - Animal sacrifice portions can lead to projects around the humane treatment of animals.
- Taking responsibility for one of the ten commandments (keep journal of experiences)
  - Keeping the Sabbath by lighting Shabbat candles every Friday
  - Honoring parents
- Amidah project (keep journal of experiences)
  - Tov: good speak: Avoiding lashon hora
- Philanthropy
  - B'nai Tzedek (needs to be done in conjunction with a hands on project)
- Visiting the elderly or sick
  - Light bulb committee
  - Jewish family services



## Congregation Nevei Kodesh

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*Rabbi Tirzah Firestone, M.A.*

*ph: 303 443-4567*

*rebtirzah@neveikodesh.org*

Dear Parents,

There have been some question about "Temple Reports", and I thought this letter could help clarify how to fulfill this requirement. I am asking that all of our B'nai Mitzvah students attend (with you if possible!) as many services as they can make. They absolutely must attend 10 Shabbat morning services. Remember, they will be leading a large congregation themselves on the day of their ceremony...they need to know the landscape well in order to guide others!

All students should have attended the required 10 Shabbat morning services before their B'nai Mitzvah date.

I am asking them to write up (like a book review) 6 Saturday morning services. These can be from ANY synagogue, regular Shacharit services or that of a Bar or Bat Mitzvah.

Included in these "temple reports" should be:

1. The date of the service.
2. The Parashah (Torah portion of the week) on the top of the page.
3. The synagogue or chavurah attended and who was leading the service.
4. Their impression of the prayers (were they moving, joyful, deep, engaging or not, etc.)
5. A brief synopsis of the d'var Torah or teaching.

The "Temple Reports" should be a couple of paragraphs and handed in to the officiant when the students come for their visits. Thanks for your help in making this happen!

With warm regards,  
Reb Tirzah

## TEMPLE REPORT TEMPLATE

Service date:

Torah Portion:

Synagogue where you attended service:

Impression of the prayers (joyful, moving, deep, engaging, etc):

Brief Summary of the Torah portion or d'var Torah:

Shabbat Morning  
שַׁחֲרִית Service Outline for B'nei  
Mitzvah Students

(non-starred prayers are optional to the Shabbat service)

**ן** *Birchot HaShachar: Blessings for Waking Up*

1. The Opening Song can be a niggun (wordless melody) or one of the following:

Hineh Mah Tov (any melody)

Mah Tovu (any melody)

or Esa Eynai, Shalom Chaverim, L'ma'an achai v'ray'ai, etc.

\*2. Modeh Ani Lefanecha

\*3. Elohai Neshama

\*4. Talit Bracha

\*5. She'hechyanu Blessing

**ן** *Psukei d'Zimra: Songs of Praise*

6. Yishtabach Shimcha: There is a blessing on our hearts and on our lips...

\*7. Nishmat Kol Chai (family's choice of translation to be read in English by congregation)

\*8. Psalm 150 Halleluyah! or Kol Haneshama (last line sung w/ or w/out sign language)

9. Eli Eli, Oh God my God

10. Hodu l'Adonai Ki Tov

11. Family's selection of a poem or song which is heart-ful/devotional in quality)

**Transition: Chatzi Kaddish**

**ן** *Shema v'Birchoteha: The Shema and Her Blessings*

\*11. Barchu+Blessing for the Creator of Light and Darkness, Yotzer Or

12. Ahava Raba Ahavtanu

\*13. Shema Yisrael

\*14. V'ahavta (chanted in Hebrew (English translation may be sung)

\*15. Mi Chamocha

16. Adonai Sefatai, Open up my lips

**ן**

\*17. Silent Amidah (Silent Meditation) (Begins with Avot & G'vurot)

18. Oseh Shalom

\*19. Torah Service from *Ayn Kamocha* through *Lecha Adonai Hagedulah*

\*20. Aliyah blessings

\*21. Text of Torah and Haftarah with Haftara blessings (if chanted)

- \*22. Hagba (V'Zot HaTorah)
- \*23. Returning of the Torah to the Ark (Eitz Chayim Hee)
- 24. Aleynu
- \*24. Mourner's Kaddish
- \*25. Closing Song: Oseh Shalom, Adon Olam, Ode Yavo Shalom Aleynu

## מִנְחָה

### Minchah Service for B'nei Mitzvah Students (non-starred prayers are optional)

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- \*1. Opening Song or Niggun
  - Hineh Mah Tov (any melody)
  - Mah Tovu (any melody)
  - Eli Eli, Oh God my God
- \*2. Talit Bracha
- \*3. She'hechyanu
- ו
- \* 4. Ashrei (led by Bar/Bat Mitzvah in call and response)
- 5. Kol Haneshama
- 6. Halleluya! Kol Haneshama
- Transition: Chatzi Kaddish\*

ה

- \*7. Shema
- \*8. V'ahavta (in Hebrew and family's choice of English translation)
- 9. English Readings
- 10. Adonai Sefatai
- ו
- \*11. Silent Amidah (allow for silence) +\* Avot
- \*12. Oseh Shalom
- \*13. Torah Service from Ayn Kamocha through Lecha Adonai Hagedulah
- \*14. Aliyah blessings

- \*15. Text of chanted Torah Portion in Hebrew and English**
- \*16. Returning of Torah to Ark (includes V'Zot HaTorah)**
- \*17. Mourner's Kaddish**
- \*18. Closing Song: Oseh Shalom, Adon Olam, Aleynu, other.**
  
- \*19. Havdalah**
- \*20 Shavua Tov/A Good Week**
- \*21 Eliyahu Hanavi (Elijah the Prophet)**

## B'nai Mitzvah Tutors \*

Risa Aqua	303-744-0263	risa25@earthlink.net (Denver tutor)
Meira Chmiel	303-440-7865	rachelmeira@xrrc.com
Hanalei Laner	303-447-3974	<a href="mailto:hanalei18@gmail.com">hanalei18@gmail.com</a> (Rabinnic Student)
Ruth Seagull	303-554-8180	rrseagull@gmail.com
Rabbi Gavriel Goldfeder		heyrabbi@gmail.com

The above tutors are approved by Congregation Nevei Kodesh and Reb Tirzah. Please use one of these tutors when studying to become a Bar/Bat Mitzvah unless you have made alternative arrangements with Reb Tirzah. Each tutor has his/her own schedule and fees. We encourage you to call each of the tutors to make sure that the tutor's fee and schedule fit into your budget and schedule.

\* Please note that our tutor list occasionally changes. If you have any questions about current tutors please contact Jill at 303-443-4567 ext. 100

# Planning for a Bar/Bat Mitzvah

## Areas for planning:

- *Preparation for your child (attend services, community project, select a tutor, meetings with the Rabbi, obtain CD of prayers)*
- *Service*
- *Siddur Supplement*
- *Kiddush*
- *Celebration/Party*
- *Special Rituals*

## Thoughts to keep in mind:

- *This is a sacred ritual; it is a gift you are giving your child.*
- *Your child needs to “own” the process; trust your child to be able to do that.*
- *Your support is critical to your child’s success.*
- *Work closely with your child’s tutor and officiant so you know what’s going on and how you can be most supportive.*

# Key Steps in Planning the Service

## Coordinate with Reb Tirzah or other officiant:

- 1 -2 Yrs ahead: Determine the date for the Bar or Bat Mitzvah. Call the Rabbi's assistant to make appointment with Reb Tirzah. Contact other officiants directly.
- Select the Torah readings once you have a date for the service; the date determines the Torah portion (or parshah).
  - Torah portions can be received from the officiant or found online at [www.bible.ort.org/introl.asp](http://www.bible.ort.org/introl.asp). Select Torah portion or translation
  - You can also find the Hebrew date for the service on [www.chabad.org](http://www.chabad.org).
  - Determine # of Aliyot for your child (the number of Torah readings)
  - Will anyone else read from the Torah? (This is optional and may include older siblings, parents, other relatives, tutors, officiants)
- Identify the Haftarah reading with Rabbi or Rabbinic Assistant. The Haftarah readings come from the books of the Prophets.
- You can also find the name of the Haftarah reading for your Torah portion at <http://bible.ort.org/default.asp> and then you can find the full English version online at <http://www.jewishvirtuallibrary.org/jsource/Bible/Prophetstoc.html>
- 6 months before B'nai Mitzvah –Charna Rosenholtz meets 5 times over 4 months with students to discuss Torah portion.
- 6-8 weeks before B'nai Mitzvah – Reb Tirzah or other officiant starts to meet with students for 5 appointments.
- 1 month – 2 weeks before – Review Siddur with Reb Tirzah or other officiant.
- 1-2 weeks before B'nai Mitzvah – family meeting with Reb Tirzah or other officiant to discuss particulars, participants, review service, etc.
- Week before: rehearsal with Reb Tirzah or other officiant and musicians at service location. If service location is not available it may be held elsewhere.
- All appointments with Reb Tirzah need to be set up by the parents through the Rabbi's assistant, Jill at 303-443-4567 ext 100. Other officiants will set there own appointments.

## Coordinate with the Tutor:

- 1 year ahead (typically): Work with a tutor to learn/review prayers, trope, Torah readings, and Haftarah reading. Weekly meetings typical. May be more or less depending upon student's readiness.
- Kavanot: Write out what your child will say to introduce the prayers and place these in a special binder for your child to have on the Bima. Have your child practice with this binder a number of times before the service!!!

**Coordinate with the Musicians:**

- Decide on musicians (Sheldon Sands--piano [303-442-0865], Eyal Rivlin--guitar [303-415-0490] and contact them about 6 to 8 months ahead of time.
- Select music and melodies. The musicians are happy to participate and discuss musical selections with families.

**Coordinate at home:**

- Review the NK outline of the service (included as a separate handout earlier in this packet) and decide which prayers to include in the service; some are required and some are optional as noted on the outline.
- Multiple melodies are found on Shir Joy CD.
- Opportunities to honor people during the Torah service:
  - Opening the Ark at the beginning and end of the Torah service.
  - Passing the Torah to your child (grandparents, parents, older siblings).
  - Carrying the 2nd Torah during the Torah processional.
  - Aliyot: Rabbi Tirzah or other officiant will need the Hebrew names and parent names of those who are called up for the Aliyot.
  - Hagba - Raising the Torah (someone strong).
  - G'lilah - Dressing the Torah.
  - Sitting with the Torah during the chanting of the Haftorah, before returning it to the Ark.
  - Will there be any mishebeyrachs (special blessings from the officiants for those who come up to the Torah or for other family members)?
- Other personal touches:
  - Presenting your child with his/her tallit?
  - Special readings during the service.
  - Special song at the end of the service
  - Will you have a role for your tutor during the service?
  - Parent blessings
  - Decide whether or not you will have a photographer or have someone you know take pictures during the service or before/after the service, video?
- Once the above decisions have been made, create an outline for the service that provides the names of all of the people who will participate.
- Create the Siddur. Include photos, poems, clip art.

**Coordinate with Nevei Kodesh Office Staff:**

- Venue locations (Dena has a lot of experience renting spaces for the community)
- Torah & Haftorah copy for the Siddur supplement and other supplement needs. Coordinate with Dena.
- Jill will have NK gift for presenting
- Arrange NK item pick up with Jill. This includes:
  - Kippot, Tallit, Kiddish Cups, Ark, Table, Velvet Table Covering Shiviti, Tablecloths, Sound System, Baskets, Music Stands

### **Other Stuff:**

- Torah table
- Flowers for the Bima
- Printing the Siddurs (recommended: Colt Reproductions, Boss Printing, Minuteman Press)
- Candy to shower your child with when they are called to the Bima
- Wine/Grape Juice for the Kiddish
- Ask a few friends to greet people when they arrive
- Ask a few friends to help set-up and schlep stuff
- Breathe

## ***More Details in the Planning Process . . .***

- Decide basic parameters for your service and celebration:
  - Consider how many people you plan to invite and how many out-of-town guests you may have.
  - Decide if you will invite the NK community. If you want to invite the community, you will need to give the information to Dena Gitterman a couple of months ahead to place in the newsletter.
  - Remember to invite CTR 1 and CTR 2 students and families
  - Invitations should go out about 8 weeks ahead
- Decide what type of venue you want to have
  - Service & Kiddush
  - Night time celebration: dinner, dessert & dancing, pool party
  - There are many possibilities for creating a service and setting that work for you and your family, including having the service at your home, party at a park, etc . . . this does not have to be a costly event!!
- Places to have the service (suggest you book about 9 months ahead of time (1 year+ if June or July) and meet with them to clarify what you need to do):
  - UU Church (holds about 175)
  - Community United Church of Christ (holds about 100)
  - Friends Meeting House (holds about 100)
  - Community House (Chautauqua) (holds about 100)
  - Star House (holds about 75)
  - Unity Church (holds about 250)
  - Lion's Gate (Lafayette; holds about 200)
  - Masonic Temple (holds 200+)
  - The Dairy
  - East Boulder Senior Center
  - West Boulder Senior Center
  - Spice of Life
  - Various hotels
  - Your home/a friend's home, etc.

(You can find more venues at:

<http://www.bouldercoloradousa.com//listings/index.cfm?action=showMeetings;>

click meeting facilities at the top of the page)

- Decisions for the kiddush
  - How extensive do you want this to be? Will you have it catered or will you do this yourself, work with friends to help each other out, catering by Costco?
  - Who will provide the challah? (Breadworks or Whole Foods are common places to buy challah; one challah for every 20-30 pp.)
  - Will you set up tables and chairs? (If you have tables, you will need tablecloths; the UU has about 8 rectangular tables and about 40 chairs; you may want to rent and bring your own tables and chairs; you may want flowers for the tables.)
- Consider providing childcare for the service:
  - Need to consider having babysitters, snacks, drinks, paper towels, toys, games, videos and a video player, etc.
- Places for the celebration/party:
  - Hotels (examples: Broker Inn, Marriott, Millennium, Outlook, St. Julien, Omni near Flatirons Crossing)
  - Parks (Go online to City of Boulder Parks & Recreation, Boulder Open Space, Longmont, Lafayette, Boulder County) for lists of places, capacities, etc.
  - Boulder Country Club
  - Spice of Life
  - Community United Church of Christ
  - Friends Meeting House
  - Lion's Gate
  - Masonic Temple
  - The Dairy
  - East Boulder Senior Center
  - West Boulder Senior Center
  - Avalon Ballroom (on East Arapahoe)
  - At your house/friend's house
  - Venues for a kids party:
    - The Rock (climbing)
    - Gateway
    - Rec Centers
  - On Campus:
    - Koenig Center (alumni house; outdoor)
    - Glen Miller Ballroom
    - Centerplate at Folsom Field
  - Restaurants
    - Chautauqua Dining Hall
    - Gondolier (for luncheon)
    - The Med (for luncheon)
    - Red Lion Inn
    - Greenbriar

- Others

(You can find more venues at:

<http://www.bouldercoloradousa.com//listings/index.cfm?action=showMeetings>; click meeting facilities at the top of the page.)

- Other considerations for the party (these are all just options to consider):
  - DJ
  - Prizes (if you have a DJ and the DJ plays games; the DJ may pick these up or you can)
  - Photographer (or bring a camera)
  - Balloons
  - Cake
  - Desserts from friends
  - Centerpieces for the tables
  - Some sort of memento that people can write on (a large poster, a guest book)
  - A slide show of your child
  - Other entertainment (photographer for guests, cartoonist, etc.)
  - Large plastic bags to bring home gifts

<b>Timeline for Bar/Bat Mitzvah Preparation</b>	
Around age 11	<ul style="list-style-type: none"> <li>• Meet with the Rabbi or Rabbinic Assistant to select a date.</li> </ul>
9 to 12 months ahead	<ul style="list-style-type: none"> <li>• Meet with the Rabbi or other officiant.</li> <li>• Select a tutor and begin tutoring.</li> <li>• Buy the <i>Shir Joy</i> CD and begin listening to it.</li> <li>• Have your child attend CTR B'nai Mitzvah services so they have a vision of what this involves.</li> <li>• Obtain a copy of the Torah portion and begin to read it through in English so your child can start to understand it. You may also want to download some interpretations from the Internet.</li> <li>• After listening to the CD several times, determine prayers for the service and make an initial outline for the service; share this with your tutor.</li> <li>• Identify venue for the party/celebration and contract with them (if you decide to go this route).</li> <li>• Identify a DJ and contract with them (if you chose to have a DJ).</li> <li>• Set up a block of rooms for out-of-town guests.</li> <li>• Let out of town guests know to hold the date.</li> <li>• Explore possible service projects and decide on one.</li> </ul>
6 to 9 months ahead	<ul style="list-style-type: none"> <li>• Keep track of your child's progress on learning the prayers and chanting.</li> <li>• Identify a venue for the service and contract with them.</li> <li>• Identify the musicians for the service and contact them.</li> <li>• Decide on the Torah readings and who will be reading.</li> <li>• Decide on a Haftarah reading.</li> <li>• Begin service project.</li> <li>• Begin attending Saturday morning services to meet the requirement of 10 services (have your child write up a paragraph soon after the service, so they don't forget).</li> <li>• If you decide to have a caterer for the kiddush, pick a caterer and contract with them.</li> <li>• Identify a photographer (if you plan to have one).</li> <li>• Decide other details for the party (Will you make a slide show of your child? Will you have any other activities available?)</li> <li>• Schedule monthly meetings with Charna Rosenholtz for Torah study to begin 6 months before the service.</li> </ul>
3 to 6 months ahead	<ul style="list-style-type: none"> <li>• Keep track of your child's progress on chanting.</li> <li>• Continue service project.</li> <li>• Continue to attend services (and have your child write them up right away.)</li> <li>• Decide on the guest list.</li> <li>• Begin thinking about the invitations.</li> <li>• Begin thinking about the siddur supplement</li> <li>• Make plans for Friday night before the service (will you have a dinner for out of town guests? Will there be a service that night? Will you be sponsoring an oneg?)</li> </ul>
3 months ahead	<ul style="list-style-type: none"> <li>• Keep track of your child's progress (on chanting and on the d'var Torah)</li> <li>• Pick out a tallit for your child (and kippah if needed)</li> <li>• Continue monthly meetings with Charna.</li> <li>• Have invitations printed or print them yourself.</li> <li>• Create the siddur supplement. (Some families elect to create their own siddur)</li> <li>• Set up 5 meetings with officiant for the last 6-8 weeks before</li> </ul>

	the service.
2 months ahead	<ul style="list-style-type: none"> <li>• Keep track of your child's progress (on chanting and on the d'var Torah)</li> <li>• Send out invitations and make a check list to use as RSVPs are returned to you (you could consider an e-mail invitation).</li> <li>• Decide on all of the details of the service; make out an outline and contact all of the participants.</li> <li>• Get the Hebrew names of anyone who will be called to the Torah for the Torah blessings; make sure that they know the blessings before and after the Torah readings.</li> <li>• If you decide to invite the community, send the information to Dena so she can include it in the newsletter.</li> <li>• If you are having caterers or a luncheon/dinner, finalize the menus with them and get a good estimate of the final costs.</li> <li>• Finalize the siddur.</li> <li>• Decide who will help you with the sound system for the service.</li> <li>• If you are having a DJ, meet with the DJ and go through their role.</li> <li>• Set up a rehearsal for sometime during the week before the service (with the officiant, the musicians, and your family).</li> </ul>
During the last 6-8 weeks	<ul style="list-style-type: none"> <li>• Keep track of your child's progress (on chanting and on the d'var Torah).</li> <li>• Have your child meet with their officiant regularly (usually 5 appointments over 6-8 weeks).</li> <li>• Finish service project, write a report (if not already done), and turn it in.</li> <li>• Finish writing paragraphs on the 6 services and hand them in.</li> <li>• Have your child finalize their D'var Torah at least 2 to 3 weeks ahead of time and have them rehearse it 10 times.</li> <li>• Work with your child to decide how they will introduce the prayers (or have your child's tutor help with this).</li> <li>• Make your child's binder (with the prayer introductions) and have them rehearse the <i>entire</i> service several times.</li> <li>• Have siddur supplements printed.</li> <li>• Decide on flowers for the Bima, if you choose to provide flowers and order arrangements or arrange them yourself during the last week.</li> <li>• Make all of the final arrangements for the service, the kiddush, and the party.</li> <li>• Pick up any paper goods or other non-perishables that you will need for any of the events.</li> <li>• Find babysitters for the service (if you decide to provide childcare).</li> </ul>
Week before the service	<ul style="list-style-type: none"> <li>• Hold rehearsal.</li> <li>• Pay officiant and musicians at the rehearsal.</li> <li>• Make hospitality bags for out-of-town guests (if you decide to provide them) and drop them off a day ahead of arrival.</li> <li>• Supply final numbers for the party/kiddush (if you need to do this—usually 2-3 days ahead of time).</li> <li>• Deal with any other last minute details.</li> </ul>

# Checklists: Final Preparations

## To Take to the Bar/Bat Mitzvah Service

- Tallit (for your child and for family members as needed)
- Kippah as needed (with clips)
- Binder of the service for your child (with copy of speech included in a side pocket)
- Extra copies of your child's speech
- Siddurim (or if you choose to have a PowerPoint, take a projector and laptop)
- At least two copies of:
  - Tallit blessing
  - Parents blessings
  - Outline of the service (mainly for the officiant)
- Candy to pass out (to be thrown at your child when they are called to the Torah; you may want to consider candy that is relatively soft)
- Basket or tray for the candy
- Bottles of water (if you decide to have these)
- Flowers for the Bima
- White table cloth for the table on the Bima that will be used for the Torah
- Ark for the Torah (an Ark is stored at an offsite storage facility for B'nai Mitzvah not held at Nevei Kodesh)
- Kiddush cup and one whole challah for the prayers (other challah's can be cut up)
- Anything else you need to bring for the kiddush (paper products, food, etc.)
- Camera or video camera (or have someone else bring if you choose to have photos)

## Set up the Day of the Service or the Afternoon before the Service

- Set up chairs in the sanctuary (if necessary)
- Place siddurim on the chairs or decide to hand them out at the door (depends on how many copies you make)
- Set up the tallit stand and kippah basket outside the door (these will be picked up with the rest of the items from Nevei Kodesh)
- Set out bottled water (if you decide to provide water)
- Set up and test sound system (need to have someone help you with this)
- Have a podium and table on the Bima (the table is for the Torah and needs to be covered with a white table cloth); the table should be placed to the side and brought out during the Torah processional.
- Have several chairs on the Bima (for your child, the officiant, the tutor if you choose to include your tutor on the Bima)
- Set up the Ark/Torah on the Bima
- Set up the area for the kiddush (if necessary; such as tables, chairs, tablecloths, flowers, etc.)