

**Temple Beth Tikvah  
Practical Guide for B'nai Mitzvah Families**

Congratulations. You have a son or daughter about to become a Bar/Bat Mitzvah.

This booklet will provide you with information you may need to know.

At Temple Beth Tikvah (TBT) our goal is to work with you during the coming months to insure that your child's Bar/Bat Mitzvah will be:

- As stress-free and joyous as possible
- Religiously fulfilling and meaningful
- An occasion that will fill your family with pride

**Learning Hebrew** *(See Bar/Bat Mitzvah Guidelines #A-2)*

Starting in 3<sup>rd</sup> grade, TBT offers weekly Hebrew classes. Attendance is required for all children seeking Bar/Bat Mitzvah.

**Learning the Hebrew portion of the Torah** *(See Bar/Bat Mitzvah Guidelines #B)*

Approximately one year before the Bar/Bat Mitzvah, your child will meet weekly with a private tutor member of the congregation to learn his/her Torah portion.

**Participating in Shabbat** *(See Bar/Bat Mitzvah Guidelines #A-3)*

Your child is required to attend a minimum of eight (8) monthly Shabbat services during the year prior to the Bar/Bat Mitzvah.

**Writing the D'var Torah Speech and Practice Reading from the Torah**  
*(See Bar/Bat Mitzvah Guidelines #A-4)*

About four weeks prior to the Bar/Bat Mitzvah, your child will work with our Rabbi on his/her D'var Torah, discuss his/her portion of the Torah and continue to practice reading from the Torah.

## **Financial Responsibility** *(See Bar/Bat Mitzvah Fee Structure and Financial Obligations)*

You are responsible for TBT's Bar/Bat Mitzvah fee. This fee covers tutors, time with the rabbi and study materials. If this fee is a hardship, contact the TBT Treasurer (see contacts page). No one will be turned away due to financial hardship.

## **Using the Temple (church) for a Kiddush lunch**

If you think you will be using First Presbyterian Church (FPC) facilities for a Kiddush lunch, contact TBT's Facilities Chair (see contacts page) at least six months prior to the event to reserve the space. The Church rents its facilities to many outside groups, so reserve early! There are nominal charges for each of the Church's rooms. Heritage Hall rents for \$25/hour; and there may be a refundable security deposit due of \$75.

## **Friday Night Shabbat for Bar/Bat Mitzvah**

At the Shabbat evening service the night before the Bar/Bat Mitzvah, family members will lead the congregation in the candle lighting.

Friday services start at 7:00 pm and last about an hour to an hour and a half.

It is customary for the Bar/Bat Mitzvah family to share the Friday night Oneg with the TBT congregation. Alternately, you may want to hold your own Shabbat service at your home or other site.

### **If you share the Shabbat Oneg with the congregation at the Temple (Church):**

- Friday night Oneg normally takes place in the foyer outside the sanctuary. Family members will lead the congregation in the Kiddush and Motzi prayers.
- TBT has an Oneg committee (see contacts page). They will take care of setting up the table with tablecloth, the wine and fruit juice, plates, plasticware and cups provided by TBT. Please let the committee know how many of your own family and friends will attend. Someone from the committee will contact a person with a key to open up the Church prior to the Friday service.
- Let the committee know if you will bring your own Kiddush cup.

You are responsible for providing challah (1 for Friday night and 2 for Saturday morning), and the food for Friday night. If there are several families holding Bar/Bat Mitzvah during the year, we suggest you call on them for help with the food or additional beverages (you don't want to be baking on the day before your big event!). Ask the contributing families to label their platters and to note if there are any nuts. Food is usually baked goods, crackers and cheese, fruit or veggies and dip. Let the committee know if you will need forks.

Challah can be ordered from Big Ed's Artisan Bread in Bend; [www.bigedsbread.com](http://www.bigedsbread.com) or call 541-323-3773. You will need to order a few days ahead of your event.

### **Determine where you will hold the B'nai Mitzvah Ceremony**

Temple Beth Tikvah holds its regular and holiday religious services at the First Presbyterian Church in Bend. Once a date has been selected, you may hold your Bar/Bat Mitzvah at this facility (presuming it is available). The TBT Facilities chair will reserve the sanctuary for your date. You may, however, choose to hold the ceremony at any other location.

### **Music for the B'nai Mitzvah Ceremony**

About six months ahead of your Bar/Bat Mitzvah, you will need to decide who and what you want for music. You may choose any or all from TBT's musicians — a singer, keyboardist, harpist, violinist and flautist. You may also choose to bring in a Jewish song leader from outside the area. You are responsible for payment directly to the musicians. Contact TBT Lead Musician (see contacts page) to discuss your music needs and cost.

If your ceremony is being held at First Presbyterian Church, TBT will arrange and pay for the sound technician.

### **Saturday Morning Kiddush**

The TBT Oneg committee will assist you in setting up the Saturday morning Kiddush. Let them know how many family/friends will be attending the service (if you are having a luncheon, you will know approximately). You will use the 2 remaining challahs that you purchased. Your family will lead the congregation in the Kiddush and Motzi along with the Rabbi.

Let the Oneg committee know if you will be using your own Kiddush cup.

## **Kiddush Lunch at the First Presbyterian Church**

TBT has guidelines for choice of foods (see TBT Policy on Appropriate Foods at Events).

Before the event, you may want to check if there are any Christian paintings or wall hangings in the sanctuary or other rooms that you want to cover. You can work with TBT's Facilities Chair (see contacts page) on this.

Your caterer will likely ask for a final number of guests about 10 days before the event. Once you know the number, you can decide how many tables you want set up. The round tables hold 8 chairs and are 4 ft 10 inches (estimate 5 feet). The long tables are 7 ft. 10 inches (estimate 8 feet). For the actual set-up of the room, you should speak directly with the FPC Buildings Manager, (see contacts page) and let him know how many tables you want and how you want them configured.

You are responsible for the small custodian fee for setting up tables. You can pay directly to the Custodian (see contacts page) after the event. The Custodian does not put linens on the tables. You are responsible for this.

If you want to use TBT's linens, coordinate with the Oneg committee (see contacts page). If you are renting your own linens, coordinate with the facilities person at the church for when to drop off linens. The Church is closed on Fridays and the Church office is closed from noon to 1:00 other days.

The morning service will end about noon. Allow another 15 minutes for the wine and challah blessings. Lunch should start about 12:15.

## **CONTACT INFORMATION:**

Rabbi Johanna Hershenson, TBT Rabbi  
[johannahershenson@gmail.com](mailto:johannahershenson@gmail.com)  
541-213-9880

Kathy Schindel, B'nai Mitzvah Tutor  
[schindelke@aol.com](mailto:schindelke@aol.com);  
541 610-9807

Julie Geveshausen, TBT Lead Musician  
[harpistjulie@gmail.com](mailto:harpistjulie@gmail.com)

Mark Schmor: First Presbyterian Church Operations Manager  
[mschmor@bendfp.org](mailto:mschmor@bendfp.org)  
541-382-4401

Doug Gillespie, First Presbyterian Church Custodian & Building Manager  
[dgillespie@bendcable.com](mailto:dgillespie@bendcable.com)  
541-788-0648

Mark Schindel, TBT Facilities Chair  
[schindelme@yahoo.com](mailto:schindelme@yahoo.com),  
541-610-9807

Jan Freeman-Bauer, TBT Oneg Committee Lead  
[janetlynnfreemanbauer@gmail.com](mailto:janetlynnfreemanbauer@gmail.com);  
503 750-4926

Lester Dober, TBT Treasurer  
[TBTtreasurer@gmail.com](mailto:TBTtreasurer@gmail.com)

### **Suggested Timeline for B'nai Mitzvah Planning:**

<b>To Do</b>	<b>Time Before Your Date</b>	<b>Done</b>
Contact Rabbi for Bar/Bat Mitzvah Date	12 - 18 months	
If hosting a lunch, decide on a venue	6 Months (longer if Date falls during wedding season)	
If hosting a lunch at the church, confirm availability	6 Months	
If hosting a lunch, select a caterer	3 Months (longer if Date falls during wedding season)	
Develop a Guest List with mailing addresses	3 Months	
Arrange for music at the service	6 Months	
If hosting an evening event	Same process as above	
Design/order invitations	After venue and caterer is confirmed	
Purchase tallit, if desired	3 Months	
Mail Invitations	6 - 8 Weeks	
Have your Bar/Bat Mitzvah listed in TBT weekly events	1 Month	
Submit luncheon table layout to the church (if using them)	2 Weeks	
Order three challahs	5 Days	