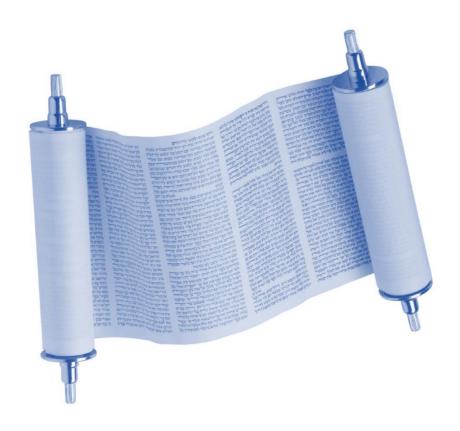
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Temple Emanu-El Torah School Bar/Bat Mitzvah Handbook

For Bar/Bat Mitzvot happening in August 2022 through August 2023





Mazal Tov! It's time to begin your preparations to become a Bar/Bat Mitzvah. As you grow past childhood and towards adulthood, our Temple Emanu-El family is delighted to welcome you to being a young adult member of our synagogue. This new stage of life you're about to enter is one marked by increased responsibility and increased learning. Becoming a Bar/Bat Mitzvah means that you're ready and prepared to take your place as a full member of the Jewish people who is responsible for their actions and who can be counted on to participate in a meaningful way.

Becoming a Bar/Bat Mitzvah is not the end of your Jewish education. It actually marks the beginning. Once you become a Bar/Bat Mitzvah it means you've mastered the basics and you're now ready to dive deep into the mysteries of Jewish wisdom and to swim in the sea of Jewish learning. This process also means that you are now responsible for your actions and decisions. Our hope is that Temple Emanu-El will serve you as a safe and supportive community in which you can grow as a person and a Jew.

Our hope is also that you will enrich our synagogue community and our world through your presence and participation. In all of human history, you are an entirely unique person. Your worth is beyond value and your importance to our community and our people cannot be understated. No one will ever be just like you and have your insight to Torah and your unique talents. Because of that, you are an incredibly important member of our community. At the same time, you are still learning and growing and our synagogue has much wisdom and guidance to offer. We look forward to strengthening you and being strengthened by you as you take your first steps into Jewish adulthood.

We hope that this Bar/Bat Mitzvah will be but the first of many *smachot* that we will celebrate together as you go and grow throughout your Jewish life. I look forward to sharing the *bima* with you when you are called to the Torah for the first time. Even more, I look forward to studying with you and learning with you in the months and years ahead.

L'shalom,

Rabbi Devorah

Rabbi Devoral

Rabbi Benj

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PREPARATION

We hope that this booklet will answer all the questions you may have about the preparation process. It is a time of hard work and intense study for the student and planning of a happy celebration for the family. Becky Combest, Star Laddon, our Executive Director, Shaun Copans, Rabbi Benj Fried, and Rabbi Devorah Marcus, are always available to answer any questions.

Throughout this process, we will offer many paths of preparation. One of the best ways to prepare is to come regularly to Saturday morning services and participate. This way, the student and the family will become familiar with all the prayers and customs of a Saturday morning Shabbat service.

We expect regular attendance from our students and their families throughout the Bar/Bat Mitzvah preparation months. Due to Covid-19 policy, we ask students to only attend the Saturday morning services without a Bar or Bat Mitzvah of another student. On those mornings, we encourage you to watch services together as a family on the livestream from home. On non-B'nai Mitzvah mornings, students will have the opportunity to come up onto the *bima* to help lead services with Rabbi Devorah or Rabbi Benj. This weekly practice is an invaluable component of the preparation and should begin 6 months prior to your Bar/Bat Mitzvah date.

BAR/BAT MITZVAH SUPPLIES AND TUTORING INFORMATION:

Six months prior to the Bar/Bat Mitzvah service, the student will begin working with one of our tutors. The private tutorial sessions will involve all Torah and Haftarah preparation. Our B'nai Mitzvah team will contact you when it's time to begin. Two months prior to the Bar/Bat Mitzvah service, students will meet with one of the rabbis for five or six sessions to study the content of their Torah portion and to guide the student in writing the *D'var Torah*.

You will need to supply your child a way to listen to electronic audio files such as a computer, smartphone, tablet or iPod to play audio files.

The Temple will provide your child with the following items:

- 1. A book specific to his/her Torah portion that contains all the Torah and Haftarah texts they'll need.
- 2. Two recordings, one containing the prayers and blessings and another containing the Torah and Haftarah portions. They are to be used as study aids throughout the learning process.
- 3. A Prayer Packet containing a copy of all the prayers the student needs to learn and polish for their service.

TUTORING:

Becky Combest, the Bar/Bat Mitzvah Coordinator, makes all tutoring appointments. She will create the tutoring schedule and it will be emailed to you weekly. If you need to make any changes or if you ever have to cancel a session, please contact Becky Combest at 818-939-1891, to let her know. In the event that Becky is unavailable, Star Laddon will assume these responsibilities. Parents will be notified via email if there is a shift.

Our Tutors will contact you if your child is falling behind so that you can be their partner in keeping our students on track. Please be sure to communicate with your child's tutor if your child is struggling or having difficulties so we can create a positive and encouraging learning situation for your child. Please help us by letting us know if your child has any learning needs so that we can tailor the sessions and the tutoring to a technique that will allow your child to learn in the best way possible. Our tutors will keep all information you share confidential to protect the privacy and dignity of your child. We thank you in advance for helping us help our students.

Bar/Bat Mitzvah students should spend 20 minutes <u>every day</u> on their Bar/Bat Mitzvah studies. It is helpful for the students to listen to the recording of their Torah portion daily.

CHANTING:

Chanting studies begin one month after tutoring starts. Rabbi Benj will provide the student with a recording of the trope (the musical system used for Torah chanting), and of the portion. We will meet individually with each student weekly.

HEBREW PREPARATION:

Each student continues to attend Sunday and Wednesday Hebrew classes according to their grade through 6th grade. In 7th grade most students no longer attend Wednesday Hebrew classes. 7th grade Torah School on Sunday includes Hebrew as part of the 7th Grade Core Class. The class will also study the meaning of the prayers until the student becomes Bar/Bat Mitzvah. Following their Bar/Bat Mitzvah, students will continue to learn in this class about the meaning of the prayers to enrich their Jewish knowledge and prayer experience. Students continuing their Bar/Bat Mitzvah studies through the summer should plan to continue their studies while out of town. For students who attend Jewish summer camp, arrangements can be made to study with a Rabbi or tutor while at camp. Be sure to notify the B'nai Mitzvah team of your vacation plans.

COMPLETION:

During the week of the Bar/Bat Mitzvah, there will be a final family check-in. Parents and students should be present at that final check in. During Covid-19, these final check-ins may be online or in person, depending on the week and the conditions of the moment.

MITZVAH PROJECT

Becoming a Bar/Bat Mitzvah is about each student taking their place in the Jewish community as an adult. Our goal is to help our students and their families embrace an active Jewish life that includes regular involvement as God's partners in tzedakah (justice) and *tikkun olam* (repairing the world). To help our students and their families embrace these practices, we ask that each student complete 18 hours of community **service** that addresses issues of justice and repairing our world. Students can participate in one ongoing project or participate in a series of different opportunities. We ask that every family spend at least one Sunday volunteering with our Temple Emanu-El group when we go to serve food at St. Vincent de Paul. (We recognize that because of the pandemic, this opportunity may not be available.) This experience will help set the tone for the 18 hours of service. Below you'll find a list of other possible Mitzvah Project options. Students should participate in projects and programs that are personally meaningful and that help them connect to our community from a Jewish perspective. Feel free to pursue options not on the list - the list is just a starting point. If you find a project you feel other families may be interested in, please notify Rabbi Devorah or Rabbi Benj so we can consider adding your idea to our ever changing/growing list.

** We recognize that, because of Covid-19, many of these opportunities may not be happening. We encourage you to talk with the rabbis to find new alternatives. We have had numerous students who have gone with their parents to do shopping and service provision for our home-bound seniors and people with compromised immune systems. This is a wonderful way to fulfill your hours while serving our community. The Torah school sends regular requests for volunteers to help with programs and these are great opportunities for hours-fulfillment as well. You can always check the JFS website for additional current opportunities.

Hunger Project at St. Vincent de Paul

Temple Emanu-El volunteers staff the Hunger Project at St. Vincent de Paul on the first Sunday morning of each month. Volunteers must be at least 12 years of age, and an adult needs to accompany the student. Everyone approaching Bar/Bat Mitzvah is asked to volunteer at least one Sunday to kick off your 18 hours of community service. All people who volunteer at St. Vincent de Paul need to submit proof of covid vaccination and register with them as well as with our Temple coordinator. For details on signing up to volunteer, including parking information, time commitment, acceptable clothing and more, and to select your date to volunteer, please contact Jennifer Nemeth at lftyjen@cox.net.

Projects at Jewish Family Service

JFS offers a variety of ways to be involved which are appropriate for Mitzvah Projects. For projects at JFS, see their web site at www.jfssd.org. You may contact volunteer Services Manager, Margot Schein at (858) 637-3245, email margots@jfssd.org, or go to www.themitzvahmakers.com.

Among their projects are:

- Conducting a drive for personal hygiene items, backpacks and school supplies.
- Leading an arts and crafts project for children of military families during a monthly food distribution at Camp Pendleton or Murphy Canyon.
- Conducting a food drive for the *Hand Up* Youth Food Pantry.
- Shopping for household items for newly arriving refugee families.
- Bringing Shabbat services for older adults at residential care facilities.
- Contributing to holiday programs through donations or volunteering Passover Packages, Thanksgiving Packages, Embrace-A-Family.
- Bringing companionship to an isolated individual.
- Volunteering in the annual United Run for the Hungry 5K/10K on Thanksgiving morning.
- Creating welcome baskets for newly-arrived refugee families.
- Riding along on an *On the Go* Shuttle and assisting older adults on their way to Shabbat services.
- JFS Champs for Change is a quarterly volunteer event series for families. www.jfssd.org/jfschampsforchange

Linus Blankets

Project Linus provides handmade blankets to hospitals, police and fire departments and various agencies to be distributed to children in stressful situations. The need is for small child sized blankets which may be hand knitted, crocheted or quilted. You may also make a "no sew" fleece blanket. Instructions and sizes are on the Linus website at www. projectlinus.org.

Martin Luther King Day Balboa Park Cleanup

Each year on Martin Luther King Jr. Day, people of different faiths and different cultural backgrounds work together for the good of the community. Following the morning's work, volunteers picnic together and enjoy live music. This is a great service opportunity for everyone, including youngest siblings, with work appropriate for all ages and skill levels.

Specific details for this year's event, to be held January 16, 2023, are still being worked out. Watch the Temple website for location and registration information or contact the Social Action Committee at socialaction@teesd.org.

Make this a "day on" rather than a "day off" to honor Dr. King's work.

MAZON

MAZON: A Jewish Response to Hunger raises funds to help alleviate hunger in this country and around the world. Mazon encourages that Bar/Bat Mitzvah families contribute 3% of the cost of their celebrations to MAZON as a way of sharing the joy of the day with people suffering from hunger in our communities. Here in San Diego, Mazon supports 14 food pantries including Mama's Kitchen and Hands Up Food Pantry. Contributions may be sent directly to MAZON at 1990 South Bundy Dr., Suite 260, Los Angeles, California 90025, or through their website, mazon.org.

<u>Design-Your-Own Mitzvah Project</u>

Some students have designed their own mitzvah project working as volunteers with a service organization, in a school program or doing art or theater projects. If you would like to choose this option, present your project in writing to Rabbi Devorah or Rabbi Benj for approval.

THE BAR/BAT MITZVAH CEREMONY

The Bar/Bat Mitzvah ceremony marks the first time when a Jewish youth has come to a place in their Jewish learning where they can lead us in our prayers and read Torah on our behalf. Now that they have reached the age of majority, and advanced this far in their studies, it is our congregation's opportunity to say "amen" to their prayers.

It's customary for Jews to wear a *tallit*, a prayer shawl, for morning services, especially when reading from the Torah. Families can use the *tallitot* provided by the synagogue if they wish. Most families use the opportunity of the Bar/Bat Mitzvah to purchase their child's first *tallit*. We have a wide selection in our gift shop and they can also be ordered online. Many people also wear a *kippah*, the head covering. Again, synagogue *kippot* are available but many families choose to order *kippot* as a gift for guests to commemorate the day. *Kippot* can be worn by everybody. *Tallitot* are worn only by Jews who have reached the age of majority at morning services.

The morning of your child's service will be the first time they will officially wrap themselves in a *tallit* for prayer. 15 minutes before the service starts, the family will gather with Rabbi Devorah or Rabbi Benj so that we can have a private moment to breathe, reflect, pray, and wrap ourselves in our *tallitot*.

As a Bar/Bat Mitzvah, your child will:

- 1. Lead the service in partnership with the Rabbis.
- 2. Chant their Torah portion.
- 3. Read or chant the Haftarah portion.
- 4. Offer their own D'var Torah.
- 5. Lead the Kiddush and Motzi prayers after the service (when this is safe per Covid-19 regulations)

ALIYOT AND OTHER HONORS

Three weeks prior to the Bar/Bat Mitzvah, you must submit to Becky Combest, a list of the people to be called to the *bima* for *aliyot* and other honors. Please include all Hebrew names for the parents and student. If you are unsure about the Hebrew names, please contact Becky Combest.

At the Torah service, when your child is chanting or reading Torah, they will be fulfilling the role of *Ba'al Kriah – Torah Reader*. At each service there are seven *aliyot*. An *aliyah* is the honor of being called up to the *bima* to offer the blessing before and after the reading of a section of the week's Torah portion. Your child will be reading Torah for a minimum of three and a maximum of six *aliyot*. The reading for each *aliyah* consists of several verses of Torah.

Your list should include names and relationship to the Bar/Bat Mitzvah student. The first *aliyah* is reserved for members of the congregation. We encourage you to use this spot to honor fellow congregants – either people that you're close to from the congregation or your child's teachers. The parents (sometimes including older siblings) have the sixth *aliyah* and the Bar/Bat Mitzvah has the seventh. Because of Covid-19, only the immediate family can actually come up onto the bimah for the aliyot and Torah reading. Also, because of the health situation, some of our students have only been having 5 *aliyot* if no one from their immediate household/bubble is able to offer the first one or two Torah readings. We will work with you to create a safe plan for you and our community. For the aliyot honors, it is customary for the list to begin with friends or relatives most distantly related to the child and should proceed toward closer family relationships.

Non-Jewish Parents should join their family on the *bima* for an *aliyah* if they are comfortable doing so. They will be asked to recite the *Shehecheyanu*, our prayer of gratitude, in English (or Hebrew for the daring) instead of doing the traditional blessing. This is because the traditional blessing refers to being "commanded" to read and study Torah, something a non-Jewish parent is not obligated to do. We don't want anyone to offer words in vain on the *bima* but we also want to acknowledge and publicly thank our non-Jewish parents for allowing their children to be raised Jewish. The *Shehecheyanu* prayer (p. 344 in the Shabbat siddur) allows for family togetherness and public recognition without requiring the non-Jewish parent to say words that are not authentic for them. If however, a non-Jewish parent would like to join in on the traditional and feels authentic in the words, we welcome them to join in the prayer.

Other Honors

BECAUSE OF COVID-19, WE CANNOT ALLOW FOR ANY OF THESE EXTRA HONORS. WHEN THE PANDEMIC IS OVER (GOD-WILLING SOON) WE WILL WELCOME YOU TO OFFER THESE HONORS TO FRIENDS AND FAMILY.

Ushers – Ushers need to be synagogue members. They will work as synagogue ambassadors helping to greet everyone at services. They should arrive at Temple no later than 9:45 a.m. to ensure that they are ready to greet people as they enter the synagogue. A letter will be mailed to the ushers describing their duties.

Torah Dressers – These honors can be given to adults or children. Dressers help take everything off the Torah before the reading and help put everything back on afterwards before we put the Torah away. They do not have to be Temple members, nor do they have to be Jewish.

Hagbah - Raising the Torah. This is an honor that must be done by a Jewish adult, preferably one who has experience in raising the Torah. The adult should be strong and comfortable lifting the Torah. Please remember, if they drop it, we all get to fast (sun up to sun down) for forty days, so choose carefully. If you don't have someone, we can have a *minyan* regular volunteer.

Ark Opener/Closer – This can be done by adults or children, Jews or non-Jews. They must be able to get onto the *bima* and open one of the two doors.

Important Note: You must contact person receiving an honor and inform them that they will be invited onto the bima, even teachers and rabbis. If they need a recording or to practice the blessings, let the clergy know, and they can arrange to help out. A copy of the Torah Blessings, in Hebrew and transliteration, is included with this packet.

INVITATIONS AND PROGRAMS

INVITATIONS:

When selecting your invitation, it is good to keep in mind the religious significance of the occasion. They may be engraved, printed, custom designed, handmade, or simply hand written.

Order your invitations well in advance (5-6 months.) This leaves plenty of room to correct errors. Remember to order extra invitations and envelopes for the unexpected. Please be aware in the wording of invitations that the celebrant is not "Bar Mitzvahed" but rather that he/she "becomes a Bar/Bat Mitzvah" or "called to the Torah as a Bar/Bat Mitzvah." Becky Combest is available to proofread your invitations for any Hebrew that is included to ensure names are spelled correctly. As a general rule, invitations are usually sent to your guests eight weeks prior to the date.

The Saturday Morning Service begins promptly at 10:30 a.m. You may also want to include an invitation to the Friday Evening Service which begins at 6:00 p.m.

PROGRAMS

The synagogue has a generic program for services to inform both visitors and regulars about the service and details of the day. If your family is creating a more personalized program for the sanctuary seats, you **must** use the text containing standard information and the Shabbat service, which you may receive from Becky Combest by request. **Rabbi Benj must proof-read and approve custom-made programs** <u>two</u> <u>months prior to your Bar/Bat Mitzvah date</u>.

TEMPLE BULLETIN

Each month, the Bulletin will publish a photograph, the child's name and parents' names, and Bar/Bat Mitzvah date of upcoming B'nai Mitzvah students. To include your child's photograph, please email a headshot to Donna Lopez at **Dlopez@teesd.org**, **three months before** for inclusion in the Bulletin. If you do not submit a photo, just your child's name and Bar/Bat Mitzvah date will appear in the Bulletin.

DETAILS, DETAILS...

PHOTOGRAPHS AND VIDEOGRAPHY:

On the day of the Bar/Bat Mitzvah, families may take photos in the morning before the service or immediately following the service. Photography may begin at 8:40 a.m. and must be concluded entirely by 10:00 a.m. This means all photo equipment needs to be away by 9:59 am. A synagogue representative can be available at 9:00 a.m. to take out the Torah for 'ritual' photos if the family requests such in advance.

Having a recording of this special day is important to some families, so if you wish to preserve the memory on video, we encourage you to hire a professional videographer. Please contact Executive Director, Shaun Copans, to discuss accommodations and details. Any cameras or recorders used during service must be silent.

FLOWERS:

Many families choose to provide fresh floral arrangements for the *bima* on the weekend of the Bar/Bat Mitzvah. Most people use Allen's Flowers, owned by Temple members, Max and Marilyn Levy. Please contact the Temple office with regards to times for floral delivery on the Friday preceding the Bar/Bat Mitzvah. It is your responsibility to take the flowers with you after the Bar/Bat Mitzvah if you wish to keep them.

GIFTS TO THE TEMPLE

Many families choose to express their appreciation and joy by giving a donation to the synagogue. This is a cherished Jewish custom that transforms one family's blessing into a blessing for the synagogue community. A list of funds is available at the Temple office. This practice of *tzedakah* helps set a wonderful tone for the day and gives your child a powerful example of how we really celebrate our blessings in the Jewish community.

EAT BEFORE THE SERVICE

It is very important that the Bar or Bat Mitzvah student and their family, remembers to eat something nutritious on Saturday morning before the ceremony.

We definitely do not want your child's beautiful morning disrupted by someone fainting from hunger.

This is not a joke; it has happened!

Please remind everyone to eat prior to the service. It can be lengthy.

CELEBRATE GOOD TIMES... (APPROPRIATELY)

APPROPRIATE DRESS:

At both *Kabbalat* Shabbat (Friday evening service) prior to the Bar/Bat Mitzvah and at the Shabbat morning service, the Bar/Bat Mitzvah student and his/her family should wear clothing appropriate for the *bima*. **Modesty is a core value in Judaism and should be reflected in the way that you, your guests, and your child dress**. Shabbat is a special time so clothing worn at services should be special.

Suits, dresses, slacks, khakis, skirts, button downs, blouses, and sweaters are all appropriate choices. If your child chooses to wear a skirt a dress, please be sure the hem is closer to the knees than the tush (if you can't bow for the Bar'chu, it's definitely too short). We also ask that shoulders be covered. Shorts, t-shirts, and tank tops are never appropriate attire for Shabbat services (unless of course we're at the beach of the park). This is a great time to discuss the difference in clothing for a party versus a sacred setting.

THE CELEBRATION:

The celebration has, for too many families, become the focal point of the Bar/Bat Mitzvah experience. We have worked diligently to help your child understand the true meaning of this experience. To that end, we are asking all parents to help your child understand the importance of inclusion and kindness on this day.

WE EXPECT YOU TO INVITE THE ENTIRE BAR/BAT MITZVAH COHORT AND GRADE LEVEL TO THE CELEBRATION. We know that not everyone's kids hang out together on a regular basis. We understand that your child may not want to invite everyone. Now imagine being the parent of the one child who is left out. Be our partner in creating a truly inclusive, caring, and kind Temple Emanu-El family and help us ensure that no child here feels left out, embarrassed, or ostracized. *Tikkun Olam* begins with the invitation list. We are all responsible. Please know that Rabbi Benj and Rabbi Devorah will find out who leaves out other people's children. It happens every single year. While we cannot attend every celebration or party due to our schedules, know that we will not attend luncheons, celebrations, or parties of families who are not inclusive.

FRIDAY NIGHT ONEG SHABBAT AND SATURDAY KIDDUSH:

As per shifting Covid-19 policies, we may or may not be able to offer an oneg after the services. If Covid-19 policies prevent your child from having the oneg moment, we will chose a weekend when we are allowed to share in challah and kiddush together again after the safety policies allow and will invite your family back for this special honor and acknowledgment.

RECEPTIONS AFTER THE BAR/BAT MITZVAH:

If you are interested in having an optional dinner reception on Friday night or an optional *Kiddush* luncheon immediately after Saturday service, please check with Executive Director, Shaun Copans, about requirements and costs. The community expectation is that **if** you have a *Kiddush* luncheon it will be open to the Shabbat morning regulars who you will come to know after attending Saturday morning services for the preceding 6 months (usually 20 or so regulars). Please keep these fellow congregants in mind when planning. *PLEASE NOTE THAT ALL CELEBRATIONS ARE SUBJECT TO CURRENT HEALTH POLICIES DUE TO THE PANDEMIC.

BAR/BAT MITZVAH COSTS

At the time the student begins the Bar/Bat Mitzvah tutorial program, his/her family's financial obligations to the congregation (dues, school fees, building maintenance fund and other assessments) must be current, unless special arrangements are made with the Executive Director. Please contact the Executive Director if you have questions about your account.

Tutoring and Chanting

In addition to regular Torah school fees as specified in the Torah school brochure, there is a fee of \$2,995.00 for Bar/Bat Mitzvah preparation. This covers 29 private tutoring sessions with the Bar/Bat Mitzvah Tutor, chanting preparation, and B'nai Mitzvah Retreat for all parents/guardians and the Bar/Bat Mitzvah Student. If the student needs more than twenty-nine 45-minute sessions with the tutor and the twenty-five 30-minute sessions for chanting, additional tutoring will be billed to the parents at \$40.00 per 45 minute session.

All Bar/Bat Mitzvah fees and all Temple dues and fees must be paid in full two months before the Bar/Bat Mitzvah Date unless provisions are made with the Executive Director. The Bar/Bat Mitzvah fee is not refundable. If you have any questions or concerns or to discuss your temple account, contact our Executive Director, Shaun Copans.

COUNTDOWN CALENDAR

<u>TIMELINE</u>	COMPLETED ✓	
7 months before:		
Make appointment for the family and student to meet with the Rabbi.		
Decision made on Mitzvah Project.		
Give B'nai Mitzvah Coordinator, Becky Combest your Hebrew names.		
Schedule meetings with tutor through Becky Combest.		
Get tutoring supplies.		
6 months before:		
Begin studies with tutor on weekly basis.		
Regularly attend and participate in Shabbat morning services with a parent or grandparent.		
5-6 months before:		
Reserve Social Hall for Kiddush Luncheon and/or celebration if you intend to have these events here. This includes submitting the contract and deposit to the Executive Director.	t	
Order invitations.		
3 months before:		
Email headshot for Bulletin to Donna Lopez at dlopez@teesd.org.		
8 weeks before:		
Student begins meeting with the Rabbi to prepare their <i>D'var Torah</i> speech.		
Send Invitations.		
All dues and B'nai Mitzvah fees must be paid		
3 weeks before:		
Make final payment of fees for the <i>Oneg</i> and <i>Kiddush</i> receptions.		
All forms should be handed in:		
• Bar/Bat Mitzvah Set-Up Questions Form		
Aliyot and Honors Info Form		

Week of Bar/Bat Mitzvah:

Final Meetings with Rabbi Devorah or Rabbi Benj, Bar/Bat Mitzvah, and parent(s).

<u>Friday night:</u> If in person services are happening arrive at Temple at least 15 minutes before service.

Shabbat Morning:

- Ushers arrive at 9:45 a.m.
- By 10:00 a.m. all videotaping equipment in place and photography complete.
- At 10:20 a.m. Rabbi Devorah or Rabbi Benj will gather the immediate family in the Cantorial Soloist's office for a private moment to be together, to breathe, and to put on our *tallitot*.

Put the check list down. You did it! Now sit back, relax, and enjoy the ride.



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