

NEW NORTH LONDON SYNAGOGUE

PRACTICAL ARRANGEMENTS

FOR

BAR and BAT MITZVAH

Compiled by Brian Berelowitz
Updated February 2009

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PRACTICAL ARRANGEMENTS BAR AND BAT MITZVAH

The aim of these guidelines is to help you with all the practical arrangements around your Bar or Bat Mitzvah.

Each family is allocated a family liaison contact who will contact you approximately a year in advance and who will be your special contact throughout and your first port of call with any queries about the practical arrangements.

You will find a list of all the Synagogue personnel connected to Bnei Mitzvah in Appendix One.

Approx. 2 years beforehand

- * Parents of Year 5 girls and year 6 boys will be invited by letter to an OPTIONS meeting where the different options for Bnei Mitzvah services in the Synagogue will be outlined.
- * You will be able to select a traditional service or traditional egalitarian service in Hakol Olin.
- * You can choose Shabbat morning or Shabbat afternoon (Mincha) service.
- * 1-2 months later, return the reply form selecting your family's preferred service options to the Synagogue.
- * 3-6 months after the options meeting – Family receives confirmation of their chosen service and in most cases, the date requested is confirmed. We are a large community and it is not always possible to satisfy everyone's wish for the exact date they would prefer. We try to be flexible but we ask you to please notify us in writing within one month of your receipt of the letter, if you wish to change the date that has been offered to you. (You will be provided with an explanatory booklet by post/e-mail.)
- * We are not generally able to change a date within 6 months under any circumstances and once dates are set we operate a firm policy on date changing.
- * Contact us to discuss any special health or learning needs, so that we can give you appropriate support.

Approx. 18 months beforehand

- * Your family will be invited to a tea at the home of your child's HaDerech teacher. Your liaison contact may also be present at that meeting.

Approx. 12 months beforehand

- * Your family liaison contact will call you.
- * Shortly thereafter part of the same booklet and guidance notes that you were given a year previously will be given to you at the HaDerech parents' meeting or failing that e-mailed to you.
- * We expect reasonably regular and frequent attendance by the family in the year before Bar and Bat Mitzvah on Shabbat morning and at Friday night services.

9 months beforehand

- * If you want to hold a function in the Synagogue contact our administrator, Barbara Anders to book the premises. The cost is £400.00 for the main synagogue and £100.00 for the annex. There may be extra security and caretaking costs. Discuss hiring early on as the premises are booked well in advance. The kitchen is milk only and pre-prepared foods must have a Kashrut stamp on them. Food, as well as alcohol must be kosher. Our Conditions of Hire outline details on access, vacating the premises, security, cleaning, caretaking, furniture, catering, etc, so please ask for a copy.
- * Boys and Girls who are layingen begin learning with their individual tutor.
- * Begin preparation of D'var Torah.

4 months beforehand

- * Liaison Contact will almost always meet up with you at your home. Please call them to arrange this if they have not already called you.
- * We encourage as many members of the family to participate in the service as possible. One way is to provide people who would like to layen some or all of the Sedra of the week which is not taken up by the Bar or Bat Mitzvah. Discuss this with your Liaison Contact at this stage. It is most important that you let your liaison know if you would like to do any more than Maftir and Haftarah. Please remember to inform us 4 months in advance.
- * As a Bat Mitzvah does not layen in the traditional service, the Haftarah is usually read by the Bat Mitzvah's father or by another male relative at the family's request. The person reading the Haftarah is called up for Maftir but does not need to layen it unless they wish to. Geoffrey Paradise will telephone you a few weeks before your Simcha to discuss with you whether you wish a member of your family to chant the Haftarah, if not, he will arrange for a member of the community to do so.
- * It is our policy that we listen to anyone who is going to layen or sing a Haftarah in advance.

- * Three months beforehand is the latest date when a family can ask for any more layenning beside the standard/agreed allocation.
- * Barbara Stern phones the family to check on layenning and Haftarah.
- * Ensure your child is able to sing/say the Kiddush at the Friday night service.
- * Contact Annette Phillip at the office if you plan to have a more elaborate Mincha Bar or Bat Mitzvah Kiddush than the norm.

Six weeks beforehand

- * Families generally mark their celebration by providing the Kiddush for the congregation, their family and friends after the service. See the Kiddush appendix.
- * The Haftarah rota organizer will call you to check what you plan to do/not do on the day.
- * Please inform the Synagogue/Hakol Olin of your attendance numbers (adults and children). With large numbers of visitors it may be necessary to reorganize the Synagogue seating or layout.
- * Send the Synagogue office 2 copies of your list of your named guests who are not Synagogue members (again both adults and children). One copy is given to the person on the gate for security reasons. The list should be in surname order, alphabetically, single-spaced and multi-columned. An extra copy should be sent by email to Anthony Rinberg
- * The Bar or Bat-mitzvah should complete the Dvar Torah and it should be checked by the HaDerech group teacher (450 word maximum) and a copy posted to Barbara Stern.
- * Frances Berkley will call you from the Synagogue Office to check on any outstanding matters or your queries/concerns.

Four to five weeks beforehand

- * Aliyot letter sent to families (see appendix). For the traditional service, The Shammashim will then finalize details with you and send the list to the Synagogue office on your behalf. For Hakol Olin you can discuss the call-ups with the Shammashim of Hakol Olin and send the list direct to them.
- * Contact Rabbi Wittenberg to arrange a time for a personal talk with him. This provides an opportunity for him to meet all the family and talk personally with your child. It is also a chance to ask him any questions you may have.
- * When the Rabbi addresses your child on the day, he/she should stand up in the service for this.
- * The weekday Shacharit service offers you the opportunity to put on Tefillin. Your children will be taught how to put them on in the HaDerech programme. We hold services on Sunday at 8.30 a.m. and Monday and Thursday at 7.00 a.m. (Please double check details because there are occasional variations in time and location). There is always someone there to help you put on your Tefillin and there is a spare set of Tefillin available if necessary.

- * Dvar Torah sent to Barbara Stern by e-mail.
- * Call Annette Phillip about your Kiddush (see appendix)
- * You will receive a letter 3-4 weeks in advance offering a session on voice projection and advice on presentation skills for the Dvar Torah.

Two weeks beforehand

- * Family contacts tree certificate person (see appendix). It has become a custom to plant trees in Israel. We are also now planting trees in Theyden Bois near Epping.
- * Tony Tibber arranges a rehearsal of laying in the Synagogue.
- * We very much encourage attendance at the Shacharit service in the week immediately before Bar and Bat Mitzvah. If a boy's Hebrew birthday is early enough he can be called up on the Monday or Thursday – a special occasion. Let David Berkley or the Synagogue office know as early as possible that you are coming (most important!).
- * Contact Jenny Stolzenberg to practice your D'var Torah. This is for technique, projection and confidence building and has proved to be invaluable to the child.

Afterwards

When a boy or girl completes a Bar or Bat Mitzvah, this is a significant achievement. But the real 'success' of a Bar or Bat Mitzvah lies in how much the boy/girl and their family become part of the community and the degree to which learning and involvement continues after the occasion.

The Synagogue provides a number of formal and informal learning opportunities for teenagers, including Shabbat morning, *Have I Got Jews For You* sessions, Gesher, HaDerech and Noam.

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

Support

We will try to offer whatever support we can to help you in the preparation for and celebration of your Simcha. Contact your family liaison contact with any questions or requests. In particular, we are aware that a whole number of family or practical situations can make the time before, and even the actual occasion of a Bar or Bat Mitzvah quite difficult. Please speak to us.

APPENDIX 1

List of Contacts

Please contact the Synagogue office for a full version of this List of Contacts, that contains contact details for everyone mentioned by name in this booklet

| | | |
|--|--|--|
| Synagogue | New North London Synagogue The Manor House 80 East End Road Finchley London N3 2SY | 020 8346 8560 |
| Synagogue Administrator (9am – 1pm daily) | Barbara Anders | 020 8346 8560 |
| Rabbi Wittenberg | | 020 8343 3927 |
| Director of Education | Barbara Stern | 020 8349 0063 (am) 020 8445 8625 (pm) |
| Education Administrator | Rachel Nyman | 020 8349 0063 |

APPENDIX 2

How to arrange your Kiddushim

For Saturday morning services, the Synagogue members on the Synagogue Kiddush rota prepare your Kiddush. Members on the Synagogue Kiddush rota prepare your Kiddush. Please be aware that you will be expected to take your turn on the rota on another occasion.

For details of Kiddush costs please contact the Synagogue Office.

It is requested that you ask 2 or 3 of your friends to be available for half an hour before the ceremony to lay out this Kiddush; however, there is a rota amongst the Mincha parents to help each other. There is a charge for a more elaborate Mincha Kiddush, which is greater than the norm. You must then contact the office 3-6 months in advance to discuss this request. Charges are subject to changes in the future.

It is customary to provide 2 bottles of whisky for Shabbat morning services delivered to the Synagogue (and labelled) on the Friday before Kabbalat Shabbat service begins. Please leave your whisky for Hakol Olin Services in the Gan Alon kitchen downstairs, again clearly labeled.

In order to arrange your Kiddush in the services, please call Annette Phillip about 2 weeks to a month before your Simcha.

APPENDIX 3

Aliyot, other Mitzvot and Layening

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

However, the Synagogue also has obligations to offer mitzvot and aliyot to other members of the congregation (for example to members marking a Yahrzeit or to couples about to get married) and we are sure that you understand that this means there are limitations on what we can offer your family. There are also differences in the conduct of services in our traditional service and our traditional-egalitarian (Hakol Olin) service and between morning service and afternoon service (these are outlined below).

Because of the limitations on mitzvot and aliyot, we encourage family members to consider learning some of the layening themselves and to leyn from the Torah instead of having an aliyah. We are always very happy to help anyone who wishes to learn layening. Please note that in our traditional service only men leyn from the Torah, whilst in our traditional-egalitarian (Hakol Olin) service both men and women leyn. Any layening by family members does not reduce the number of aliyot or mitzvot we offer the family. It is most important to inform your family liaison contact at least 6 weeks in advance of your function if you plan to do any more than the maftir and haftarah.

Aliyot are also governed by certain rules, so that, for example, a father and son, or two brothers cannot be called up one after the other. These rules apply in all services. They do not apply to layening (for example a father can be called up immediately after his son has layened).

When the family of the Bar or Bat Mitzvah are Cohanim or Levi'im we arrange an additional eighth aliyah called "Acharon" (last) to allow more members of the family to receive aliyot and mitzvot.

We will always write to you about aliyot and other mitzvot at least one month before your simcha and ask you to reply immediately in writing giving the names and Hebrew names of the people you want to give aliyot and mitzvot to, and we will try to accommodate this.

APPENDIX 3 (cont)

Barmitzvah in the traditional service – morning

Generally the Bar Mitzvah laysens the Maftir and then reads the Haftarah. If a Bar Mitzvah is able to learn more laying then we welcome it. Your son's personal tutor would be able to advise you about this. There are usually seven aliyot on a Shabbat. We generally offer the Bar Mitzvah family the following of these aliyot:

- ❖ Either Cohen or Levi (if a family member or friend is a Cohen or a Levi).
- ❖ Two additional aliyot.

We also offer the family the following Mitzvot:

- ❖ Gellilah (dressing the Torah) or Petichah (open and close the Ark in the Torah Service).

Bat Mitzvah in the traditional service – morning

As a Bat Mitzvah does not leyn in the traditional service, the Haftarah is usually read by the Bat Mitzvah's father or by another male relative at the family's request. The person reading the Haftarah is called up for Maftir but does not need to leyn it unless they wish to. It is also feasible for a member of the community to be allocated to chant the Haftarah.

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

- ❖ Either Cohen or Levi (if a family member or friend is a Cohen or a Levi).
- ❖ Two additional aliyot.

We also offer the family the following Mitzvot:

- ❖ Gellilah (dressing the Torah) or Petichah (open and close the Ark in the Torah Service).

Bar Mitzvah in the traditional service - afternoon

There are only three aliyot at the afternoon service, Cohen, Levi and Yisrael. The Yisrael is given to the Bar Mitzvah. If a family member or friend is a Cohen or Levi, we usually offer one of these aliyot to the family as well.

APPENDIX 3 (cont)

We offer the family the following mitzvot in the afternoon service:

- ❖ Hagbah (lifting the Torah).
- ❖ Gellilah (dressing the Torah).
- ❖ Petichah 1 (opening and closing the Ark in the Torah Service).
- ❖ Petichah II (opening and closing the Ark for Anim Zemirot).

Bat Mitzvah in the traditional service - afternoon

There are only three aliyot at the afternoon service, Cohen, Levi and Yisrael. The Yisrael is given to the father of the Bat Mitzvah or another male relative at the family's request. If a family member or friend is a Cohen or Levi we usually offer one of these aliyot to the family as well.

We offer the family the following mitzvot in the afternoon service:

- ❖ Hagbah (lifting the Torah).
- ❖ Gellilah (dressing the Torah).
- ❖ Petichah 1 (opening and closing the Ark in the Torah Service).
- ❖ Petichah II (opening and closing the Ark for Anim Zemirot).

Bar or Bat Mitzvah in the traditional – egalitarian (Hakol Olin) service – morning

Generally the Bar or Bat Mitzvah layens the Maftir and then reads the Haftarah. If a Bar or Bat Mitzvah is able to learn more layening then we welcome it. Your son or daughter's personal tutor would be able to advise you about this.

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

- ❖ Either Cohen or Levi (if a family member or friend is a Cohen or a Levi).
- ❖ Three additional aliyot.

We also offer the family the following mitzvot:

- ❖ Hagbah (lifting the Torah).
- ❖ Gellilah (dressing the Torah).
- ❖ Petichah (opening and closing the Ark in the Torah service).

APPENDIX 3 (cont)

Bar or Bat Mitzvah in the traditional – egalitarian (Hakol Olin) service – afternoon)

There are only three aliyot at the Afternoon service, Cohen, Levi and Yisrael. The Yisrael is given to the Bar or Bat Mitzvah. If a family member or friend is a Cohen or a Levi we may offer one of these aliyot to the family as well.

We offer the family the following mitzvot in the afternoon service:

- ❖ Hagbah (lifting the Torah).
- ❖ Gelilah (dressing the Torah).
- ❖ Petichah I (opening and closing the Ark in the Torah Service).
- ❖ Petichah II (opening and closing the Ark for Anim Zemirot).

Your family and friends may not have been called to the Torah for some time, so here is a guide:

- * When you are called up, the person layingening will point to the words in the Torah where your portion begins. Using a corner of your Tallit, touch these words and then kiss the Tallit. In Hakol Olin where a woman is called to the Torah she may use a siddur or a Tallit to kiss the words in the Torah.
- * Recite the bracha before the portion, over the closed Sefer. The bracha will be on a card next to you.
- * At the end of the Torah reading, touch the Sefer where the Parsha ends (the reader will point to this for you) with the edge of your Tallit and then kiss the Tallit; close the Sefer and read the second bracha.
- * Remain standing until the next person comes up.
- * Move around the Bimah, to your left side where you wait until the next Parsha is complete before going back to your seat.

If you would appreciate a rehearsal please ask your family liaison contact to organize an informal run-through after a Shabbat service a few weeks before the event.

APPENDIX 4

Etiquette and Decorum

ETIQUETTE

We receive numerous questions about etiquette in the Synagogue. We have therefore put together this note to cover peoples' main concerns. We would like to provide whatever assistance we can; if you have any further questions please contact the Synagogue office on 0208 346 8560.

GETTING TO SHUL

We encourage our members to walk to Synagogue on Shabbat. If you or your guests are driving to the Synagogue 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 to walk to the Synagogue.

SECURITY

Regrettably we have to be conscious of security. This means that you may be questioned at the gate to our site and we will have to ensure that your name is on the guest list given to 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.

Many of our visitors come to join their friends for special celebrations. Guests always add to the feeling of joy and occasion. If you are attending a Bar or Bat Mitzvah on Shabbat, kindly do not bring presents into the Synagogue. Also, please do not bring cameras or mobile phones, as we are a traditional community and do not permit their use in any service or grounds on the Sabbath.

There is no smoking on the grounds or in any of the buildings.

APPENDIX 4 (cont)

CHILDREN

We welcome children to our community. If you do bring your children, please supervise them at all times, particularly during silent prayer and the sermon. If they go to a children's service (which start at 11 a.m. and are announced in the service) please ensure that they rejoin you when it is over. We share a large and beautiful site with extensive grounds. It is not safe simply to let small children run around, nor is it fair to others to allow older children to run around unsupervised.

So, if you wish your children to be outside, please enjoy the grounds with them. If your child becomes restless or noisy during the service, we would appreciate your 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 service.

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 head covering (kipot) available by the entrance; please ask the greeter who will be at the back of the Service. Women may wear a hat or head scarf if they wish, but most women tend not to.

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 shul when the congregation is standing and praying in silence and from talking at any time during the whole reading of the Torah. Our Synagogue follows the traditional practice of separate seating for women and men, although in Hakol Olin there is also mixed seating for those who wish.

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 nearest family.

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

APPENDIX 4 (cont)

The Shabbat morning service usually starts at 9.30 a.m. and lasts about two and a half hours. There are preliminary prayers up to about 9.55 a.m. and many people choose to arrive after these. Guests who are not familiar with synagogue services could arrive at 10.30 a.m.

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

SWEETS

It is not the custom in our Synagogue to throw sweets, not least because it can be quite disruptive. However, if this is a strong tradition in your family and you wish to continue it, please discuss this with your family liaison contact. In any case, if you do agree to throw sweets please ensure they are kosher, soft and nut free – and that there are not too many!

If you have any questions during your visit, please do ask the greeters at the back of the Service or indeed any of our members.

We hope that you enjoy the service.

APPENDIX 5

Trees

The New North London Synagogue offers two choices for tree planting to enhance the environment:

❖ **Trees in Israel**

We are currently working on a forest in Neot Semadar, a relatively new Kibbutz in the Negev near Eilat.

❖ **Trees in the U.K.**

We have joined up with the Woodland Trust to plant trees in Theydon Bois near Epping Forest.

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

Trees are £5.00 each and for any purchase of five trees or more, an attractive frame is included. The wording of the certificate can be phrased as required. It has become quite popular recently to include the memory of parents or grandparents.

Please contact Eric Weigert to arrange the purchase. Two weeks' notice is usually sufficient to make the arrangements.

APPENDIX 6

Mincha – the Shabbat Afternoon Service

The start time of your Mincha service will be fixed by the shul office and you will be advised. It varies and is usually about 1½ hours before the end of Shabbat in winter and varies in the summer, however, the Rabbi will be able to advise further.

The service begins with Psalm 145 and moves on swiftly to the reading of the Torah. The community stands, the Ark is opened and a scroll of the Torah is taken out and paraded round the Synagogue. The custom is to turn to face the Torah as it is carried round the Synagogue so as never to present one's back to its teachings.

On Sabbath afternoons, only a short portion is read from the Torah, the first section of the much longer reading for the coming Sabbath morning. Usually the Bar or Bat Mitzvah will give a short talk (D'var Torah) at this point explaining the content of the section to be recited.

Afterwards the Torah is held aloft so that the whole community can see the portion which has been read. The Torah is then paraded back around the Synagogue before it is returned to the Ark while the community sings: "It is a tree of life to those who grasp it....its ways are ways of pleasantness and all its paths are peace".

The Rabbi will now give a short address, based on the Torah and Jewish ethical literature but usually also focusing on current concerns.

The service resumes with the Amidah prayer. It is always recited standing; it is said partly in silence and partly out loud, led by the cantor, the melodies varying according to the service and the season.

The service concludes with short prayers and hymns; key amongst these is the Kaddish recited by mourners.

There is a Kiddush provided at the end of the service.

APPENDIX 7

Other matters

1. Catering and Kashrut at your party venue

If you are considering using a caterer who is not usually under Kosher supervision you may want to consider using the "Masorti Kosher" facility of the Masorti Bet Din. The Masorti Bet Din will supervise the preparation of the meal for your Simcha to assure that it is Kosher. The Bet Din works with a wide range of caterers, including those who do not usually work in the kosher market. If you are interested in more information, please contact Rabbi Chaim Weiner.

2. 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 the Counting of the Omer. An Omer is a unit of grain measure brought to the temple. The period falls in April or May and seven weeks are counted from the second day of Passover and there are issues with having parties particularly prior to Lag B'Omer (33rd day) and you should consult the Rabbi. If your Simcha does fall during this period, it will be mentioned in the letter that 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 the 9th Av. This falls in July or August and is acknowledged for the three weeks prior to the 9th of Av. There are issues with parties during this three-week period so please consult the Rabbi. Our correspondence confirming your dates will refer to this period, if it applies to you.

3. Donations and Gifts

A Bar and Bat Mitzvah is a special occasion for the family and for the community. We will do our best to give you every support 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 to the Synagogue. It is suggested that about 5% of the cost of your Simcha is an appropriate donation. You can discuss this with your family liaison contact, with the Synagogue Treasurer or with one of the joint Chairs. The Rabbi also has a discretionary fund to which you are welcome to make contributions via the synagogue office.

APPENDIX 7 (cont)

4. Disability

We apologize that our current premises fall far below an acceptable standard in catering for the disabled. We will try to do our best but it will help greatly if you call the office in advance to discuss wheelchair access and any issues around disability and services.

5. Rosh Chodesh Prayer (the New Moon)

In the traditional service when your Bar or Bat Mitzvah falls on a Shabbat immediately prior to Rosh Chodesh (and you will be notified of this well in advance, in writing, by the Shammas, when he sends you your Aliyot form), the mother of the Bar or Bat Mitzvah has the opportunity to read the prayer (from the Bimah) for the New Moon in English. The Shammas will discuss this with you. In Hakol Olin this prayer is read by the service-taker.

6. Nappy Changing

The toilets just outside the Synagogue annex in the corridor of the Manor House entrance hall are suitable, particularly the first one of the two since it has a wide window ledge with plenty of room for changing.

7. Twinning

There are many opportunities to twin your function with less fortunate Jewish children around the world. World Jewish Relief and WIZO run structured schemes.

Many of our children sometimes choose to support a charity linked in to their Bar or Bat Mitzvah.

We are also exploring other options so please also speak to Barbara Stern.

We wish you Mazaltov!

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, “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 coordinating centre for all our communities.
4. **Bimah** – The raised platform from which the service is conducted.
5. **D’var Torah** – A short discourse on the Torah portion. The bar or bat mitzvah child prepares a commentary of about 400 words, linked to their particular Torah portion, to read out in Synagogue on Friday night and Saturday morning.
6. **Gelilah** – Literally “rolling”, this means closing the Torah scroll and re-covering it with the silverware and mantle after it has been read.
7. **Gesher** – Part of the teenage learning process of the Masorti movement. It enables young people from age 11 to study a wide variety of topics of Jewish interest and importance.
8. **Ha Derech** – Our integrated four-year programme for Bnei Mitzvah and beyond. Aimed at children year 6 (10/11 year old) to year 9 (13/14 year old). Wednesday evenings during term time.
9. **Haftarah** – A reading from the Prophets, read just after the Shabbat or holiday Torah portion.
10. **Hagbah** – Lifting and displaying the Torah after it has been read.
11. **Hakol Olin** – Our traditional egalitarian service held twice a month on Shabbat morning.
12. **Kabbalat Shabbat** – The Friday night service.
13. **Kiddush** – The blessing on wine, sanctifying the Shabbat or a holiday.
14. **Kaddish** – the prayers said by mourners.

15. **Layening** – Reading/chanting from the Torah.
16. **Mincha** – The afternoon service.
17. **Noam** – Youth Movement of the Assembly of Masorti Synagogues, for 9-18 year olds.
18. **Omer** – Counting of the seven weeks between Passover and Shavuot (see page 17)
19. **Parsha** – The section of the Torah read on any particular day.
20. **Shacharit** – The morning service. We hold ours in the Synagogue on Monday, Thursday and Sunday mornings.
21. **Sedra** – The Torah portion to be read on a particular date.
22. **Shammas** – One who serves the Synagogue, the organiser of the service management, call-ups etc.
23. **Simcha** – Means happiness or joy. Refers to the whole Bnei Mitzvah celebration i.e. your event.
24. **Tisha B'Av** – "9th of Av". A day of mourning to commemorate many tragedies that have befallen the Jewish people, starting with the destruction of the First Temple which happened on this day. Usually July/August (see page 17).