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| **Bar/Bat Mitzvah Information For “Singles"** |
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| **Date of Bar/Bat Mitzvah:**  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Name of Bar/Bat Mitzvah:**  |  |  |  |  |  |  |  |
| **English:** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Hebrew:** |  | ben/bat(son/daughter of) |  |
|  |  |  |  |  | *(Parents’ Hebrew names where applicable)* |
|  |  |  |  |  |  |  |  |  |  |
| **Parent’s/Parents' English Names:**  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Erev Shabbat - Friday Evening: Information and Participants** |
|  |  |  |  |  |  |  |  |  |  |
| **Candles will be lit this night by:**  |  | on page |   |
|  |  | *(usually this is the Bar/Bat Mitzvah and one parent)* |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Kiddush will be led by:** |  |  |  |  |
|  |  | *(usually this is the Bar/Bat Mitzvah and one parent)* |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Motzi will be led by:** |  |  |  |  |
|  |  |  | *(usually siblings)* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **The pulpit flowers/food basketsare the gift of** |  | **in honor of the Bar/Bat Mitzvah** |
|  |  |  |  |  |  |  |  |  |  |
| The Oneg Shabbat is sponsored by  |  | In honor of |  |
|  |  |  |  |  |  |  |  |  |  |
| Pulpit Flowers: | Yes/No | Food Baskets: | Yes/No |  | Enhanced Oneg: | Yes/No |
|  |  |  |  |  |  |  |  |  |  |
| **Shabbat Morning Service: Information and Participants** |
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| **Presentation of the Tallit:** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Are you planning to print your own service booklet?** | **Yes** |  |  |  |  | **No** |  |  |  |
| *If the family is printing a booklet or any additional handouts please show this material to the Rabbi or the Cantor at least three weeks prior to schedule service date. Our policy is that we will prepare and print a service sheet including both the Call to Responsibility and an outline of the service and the names of all the participants (gathering the information for that handout is the purpose of the papers you are now reading/completing); any background information about the service or any additional programs the families want to provide should be cleared with us and then printed by the families. Sometimes – and this is helpful, and also less wasteful – the families will agree to incorporate what our office would print into their program; in that case our office will coordinate arranging that information with you. You will be responsible for the printing and its costs.* |
|  |  |  |  |  |  |  |  |  |  |
| **How many guests are you expecting?** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Are you planning to have candy ?** | **Yes** |  |  |  |  | **No** |  |  |  |
|  | *(if yes, a limited amount will be distributed to family members ONLY at the 9:15 rehearsal)* |
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| **Family Readings (Optional):** |  |  |  |  |  |  |  |  |
| *Participants in the service usually leading prayers in English prior to the Torah service. Some of the parts in this section of the service may be led by a person of any faith and are therefore appropriate ways of honoring and including non-Jewish friends or family members; some parts are appropriately led by Jewish friends and family members. As with the aliyot, any of these parts may be shared by more than one person.*  |
|  |  |  |  |  |  |  |  |  |  |
| 1. |  | Prayer: |  | Page: |  |
|  |  |  |  |  |  |  |  |  |  |
| 2. |  | Prayer: |  | Page: |  |
|  |  |  |  |  |  |  |  |  |  |
| 3. |  | Prayer: |  | Page: |  |
|  |  |  |  |  |  |  |  |  |  |
| **Torah Portion:** |  |  |  |  |  |
|  | (name of portion) |  | (name of book) |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Chapter |  | Verse |  | to | Chapter |  | Verse |  |
|  |  |  |  |  |  |  |  |  |  |
| JPS Tanakh page(s): |  | *(please provide the exact verses that the Bar/Bat Mitzvah will read during service)* |
|  |  |  |  |  |  |  |  |  |  |
| **Ark Opener(s):** |  |
|  |  | *(Do not need to be Jewish)* |  |
|  |  |  |  |  |  |  |  |  |  |
| **Torah Carriers:** |  |
|  |  | *(usually Bar/Bat Mitzvah)* |  |
|  |  |  |  |  |  |  |
| **Torah Handlers (to prepare the scroll for reading):** |  |
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| **Aliyot (Torah Blessings):** |  |  |  |  |  |  |  |  |
| *Please provide the full Hebrew names of participants, which includes a person’s Hebrew name and his/her parent’s names.\* More than one person may share a single Aliyah. As guidance, grandparents, aunts and uncles and older siblings often receive the first Aliyah as a group, parents the second one, and the Bar/Bat Mitzvah the final Aliyah.* |
| \* For Jews by-choice, the person is considered |  | ben/bat | Avraham v’Sara |
|  |  |  |  | *(his/her chosen Hebrew name)* | *(son/**daughter)* |  |
| **1.** |  | Hebrew: |  | ben/bat |  | **v’** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | Hebrew: |  | ben/bat |  | **v’** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **2.** |  | Hebrew: |  | ben/bat |  | **v’** |
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|  |  | Hebrew: |  | ben/bat |  | **v’** |
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|  |  |  |  |  |  |  |  |  |  |
| **3.** |  | Hebrew: |  | ben/bat |  | **v’** |
|  |  |  | *(this Aliyah is the Bar/Bat Mitzvah)* |
| **[Note: One custom of Temple Shalom: we often invite the friends of the Bar/Bat Mitzvah to stand behind our young people during this final Aliyah, and ask any questions they may have about the Torah, the reading, or the service.]** |
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| **Torah Holder(s):** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Torah Dresser(s):** |  |
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| **Haftarah Reading (Reading from the Prophets):** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | (name of book) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Chapter |  | Verse |  | to | Chapter |  | Verse |  |
|  |  |  |  |  |  |  |  |  |  |
| JPS Tanakh page(s): |  | *(please provide the exact verses that the Bar/Bat Mitzvah will read during service)* |
|  |  |  |  |  |  |  |  |  |  |
| **Ark Opener(s) [optional]:** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Presentations:** |
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| **Bar/Bat Mitzvah Certificate:** |  |  | *(usually the parents)* |
|  |  |  |  |  |  |  |  |  |  |
| **Gifts from the Sisterhood and Brotherhood:** |  |  | *(usually the tutor & madrich/ah)* |
|  |  |  |  |  |  |  |  |  |  |
| **Tzedakah box:** |  |  |  | *(usually the Cantor)* |
|  |  |  |  |  |  |  |  |  |  |
| **NFTY Certificate:** |  |  | *(usually the Rabbi)* |
|  |  |  |  |  |  |  |  |  |  |
| **Twinning Certificate (optional):** |  |  |  |  |  |  |  |
|  | Name of “twin: |  |  | From: |  |
|  |  |  |  |  |  |  |  |  |  |
| **Just for the Rabbi and Cantor’s information, please list the names of all grandparents and siblings who will be present at the ceremony:** |
|  |  |  |  |  |  |  |  |  |  |
| **Grandparents:** |  |
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|  |  |  |  |  |  |  |  |  |  |
| **Siblings:** |  |  |
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| **Special Family Remembrances to be read during Kaddish:** |  |  |  |  |  |
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| **Special Announcements to be made at the close of service:** |  |  |  |  |  |
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| **Sponsoring Shabbat Kiddush:** |  |
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| **Other special notes or information of which the Rabbi and/or Cantor should be aware:** |  |  |
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