



Bar / Bat Mitzvah Guidebook

**Train up a child in the way he should go
and even when he is old he will not depart
from it.” -- Proverbs 22:6**

INTRODUCTION

bar mitz-vah/bat mitz-vah *noun*

Hebrew, literally, son or daughter of the (divine) law

1: a Jewish child who reaches his/her 13th birthday and attains the age of religious duty and responsibility; 2: the initiatory ceremony recognizing a boy or girl as a bar or bat mitzvah (*revised from Merriam-Webster Online Dictionary*)

Every Jew over the age of thirteen years is a bar or bat mitzvah, that is, an adult Jew for the remainder of his or her life. This means that he or she counts in a minyan, may bless the Torah, and is obligated to observe the mitzvot. A ceremony often marks this occasion, but is not required.

The purpose of this guidebook is to explain the procedures and requirements for bar/bat mitzvah ceremony preparation at the Alliance and to answer many of the questions that often come up during this exciting time. We realize that no written document can anticipate all concerns, so please feel free to contact staff at the synagogue, 303/758-9400 if you have any questions or need further information. We are available to respond to all kinds of questions regarding this special time in the life of your family.

Our hope for children at the HEA is that they will choose to celebrate this milestone with a ceremony on our bima. The ceremony represents the Jewish learning to which they have committed themselves for their first 13 years, and the Jews they hope to become for the rest of their lives. Children celebrate their b'nai mitzvah with us by leading the community in worship, being called to the Torah for an aliyah (Torah blessing), chanting from the Torah (either the maftir-the final section of the weekly Torah portion during the Shabbat shacharit service, or the first portion of the weekly Torah portion during the Shabbat mincha service), and delivering a d'var Torah (teaching based on the weekly portion). The ceremony is a public statement that these children are now ready to be considered Jewish adults who are willing to undertake the precepts of the Torah.

Parents are essential in teaching their children about Judaism. The years leading up to your child's bar/bat mitzvah are an opportunity for you to explore Judaism as a family. Participation in parent classes, family education opportunities, and worship can enrich the entire family's understanding and practice of Judaism. By making the spiritual preparation for the bar/bat mitzvah ceremony a priority, you underscore the religious significance of this event. You are creating a new link in the chain of transmission of our cherished values and beliefs to a new generation.

At HEA, the bar/bat mitzvah ceremony is a community event. It allows your child's congregation to publicly welcome the young adult into its midst. The entire congregation celebrates with each family. By marking this rite of passage at the Hebrew Educational Alliance, your family is saying that it chooses to experience this simcha as part of a religious community. The HEA is here to assist you in ensuring that this period in your family's life will be as fulfilling and rewarding as possible. A complete bar/bat mitzvah experience involves both learning and celebrating, and we can help you do both!

The entire congregation of the Hebrew Educational Alliance wishes you a hearty mazal tov on your upcoming simcha.

STUDENT PREPARATION

The Learning Process

The process of becoming a bar/bat mitzvah at the HEA requires Jewish learning. The first step in this learning is enrollment and participation in the HEA Religious School or at Denver Jewish Day School, Denver Academy of Torah, or Hillel Academy, beginning in first grade. Minimally, a child will begin religious school or day school no later than the second grade, will demonstrate proficiency at each grade level, and will have completed the sixth grade at the time of the bar/bat mitzvah. This requirement has been set to ensure that every bar/bat mitzvah receives a Jewish education. If your child has special needs or circumstances, please contact the Religious School as soon as possible to discuss your situation.

5th and 6th Grades

Because becoming a bar or bat mitzvah means making a commitment to adult Jewish life, we want students to have the opportunity to learn about all facets of Jewish worship: weekday, Shabbat, Havdalah, and festival.

During the 5th grade year, HEA's expectation is that bar/bat mitzvah students will attend 10 Shabbat worship services at the HEA. During 6th grade, the students are expected to also attend 10 of these services.

Included with this guidebook, you will find a menu of Shabbat service options, along with descriptions, that are available at the HEA.

6th Grade

There is an additional educational component for b'nai mitzvah students in their 6th grade year comprised of a few Sunday parent and education experiences led by Rabbi Gruenwald. Families will participate in these learning opportunities to help them explore and begin to make choices about their Jewish lives. The schedule for these programs is distributed to families in the late fall of the 6th grade school year, and reminders are also given through the year. The cost for this required program is covered by the administrative fee of \$180 which will be reflected on your billing statement in the student's 6th Grade year.

Approximately nine months prior to the bar/bat mitzvah date, private tutoring sessions in preparation for Torah reading, haftarah reading and leading prayers begin. ***It is the parents' responsibility to make individual arrangements with one of the tutors on HEA's approved tutor list.*** Updated lists are posted on HEA's website in the B'nai Mitzvah section. ***It is best to speak with a tutor to make these arrangements fifteen months prior to the bar/bat mitzvah date.***

Mitzvah (Chesed) Project

Every Jew is obligated to help repair the world. Our hope at the HEA is for students to learn not only how to participate in sanctuary life, but also how to apply the precepts of prayer and Torah to life outside of the sanctuary. Therefore, we ask each student to take on a project that can help make the world a better place.

Enclosed in this packet, are suggestions for how to choose a project and resources to help your child achieve his or her chosen tikkun olam goal. This is a crucial component of your child's Jewish learning, and the project is meant to help our young people make a habit of repairing our world.

Post B'nai Mitzvah

Bar/Bat Mitzvah represents a rung on the ladder of Jewish life. One of HEA's educational goals is for all of our b'nai mitzvah to commit to a lifetime of Jewish learning and affiliation that keeps them connected to synagogue life throughout their high school and college years and beyond. There is an array of options for continuing Jewish education for teens.

Formal post-b'nai mitzvah education is provided by HEA through 10th grade Confirmation. Please contact HEA's Religious School for information regarding our Nosh N'Drash Program.

Following Confirmation, the Colorado Agency for Jewish Education's Denver Israel Study Tour is just one of the opportunities available to High School students to experience Israel. Please contact CAJE at 303-321-3191 for information. Our Rabbis and the Religious School office can also help you to find a trip that will best fit the needs of your child.

It is also our hope that students participate in informal education through our award winning Youth Group programming, which begins in 3rd grade and continues through 12th grade, or through one of the several other Jewish youth group opportunities in Denver. Dani Salinger, dani@HEAdenver.org, is our Youth Groups Director, or to contact other local Jewish youth groups, contact the CAJE offices at 303-321-3191.

Congregational B'nai Mitzvah Fees

The Hebrew Educational Alliance has organized and implemented an extensive b'nai mitzvah support system and program both for your child and for you. Among the components of the program are documents such as this guide, and a specific study guide of your child's parsha, Junior Congregation programming, and classes for the entire family. Breakfasts and dinners will be held each year to support families. To help defray a portion of the costs for the administrative support at HEA, as well as these events and materials, all families who receive a bar/bat mitzvah date through the HEA are currently charged \$50 during your child's fifth grade year and \$180 during the sixth grade year. These fees will be reflected in your November statement from HEA during

your child's 5th and 6th grade years. If you have any questions concerning these fees, please contact Neal Price, nprice@HEAdenver.org .

THE WORSHIP SERVICE

Choosing a date

B'nai mitzvah congregational services may be held on Shabbat morning or Shabbat afternoon.

In the winter of the year in which the child turns eleven years old, Neal Price provides each child a bar/bat mitzvah date.

The Service—An Outline

Each bar/bat mitzvah participates in a congregational service on Shabbat morning or Shabbat afternoon. More or less of the service will be led by the student, depending on individual abilities and motivation. The tutor, after reviewing the student's skills and the family's interests, will determine the level of participation according to guidelines provided by our Rabbis. Only the tutors on our approved tutor list may be used.

For a Shabbat morning service, the bar/bat mitzvah will typically prepare

- the Torah blessings
- the Haftarah and its blessings
- the maftir (last) portion of the Torah reading from the scroll
- the Shacharit (morning) service

For a Shabbat afternoon Mincha/Ma'ariv ceremony, the student will prepare

- the Torah blessings
- the Torah readings
- the Mincha service
- the Ma'ariv service
- the Havdalah ceremony that marks the end of Shabbat

The bar/bat mitzvah also gives a speech (d'var Torah), usually inspired by the weekly Torah portion or haftarah reading. **Speeches should be limited to 500 words.**

Parents are invited to prepare **brief** remarks for the congregation or a blessing for their child, which will be included in the service. Guidelines for this address can be found in back of this guidebook. This topic will also be discussed during the family meetings prior to the bar/bat mitzvah ceremony.

The D'var Torah

Each child works closely with one of the rabbis five months prior to the bar or bat mitzvah ceremony. The rabbis alternate "lead rabbi" responsibilities, so your student will be assigned to his/her lead rabbi based on the date of the ceremony.

Five months prior to the bar/bat mitzvah ceremony the student will meet with the lead rabbi to begin work on the d'var Torah. Prior to that meeting, the student should research information about the Torah portion and answer the questions for family discussion meant to increase understanding of the portion. Questions can be found in the back of this guide along with a reference list for researching the Torah portion. Some of these materials are available in HEA's library. This information should be prepared before the meeting. The rabbi will help the student identify themes for the d'var Torah, which the student will take back to the tutor for guidance in creating a rough draft. The final draft will be completed one month before the ceremony and is limited to 500 words. Please be sure your student brings all of their preparation materials to this meeting.

Meetings with the rabbis

In addition to a meeting with the lead rabbi five months prior to the ceremony, three months prior the student will meet with the non-lead rabbi. At that time, the rabbi will discuss plans for the student's Jewish future with the student. The student should bring all the materials he or she is using to prepare for the service. A third meeting will be held with the lead rabbi one month prior to the ceremony. At the third meeting, the speech will be reviewed and any remaining concerns discussed. At the same time, the rabbi will review the list of honors available at the service to be distributed to family and friends. It is advisable for both parents to attend all three of these meetings. Please contact Joyce Perlmutter, the rabbis' assistant at 303-758-9400 x202 to schedule these three meetings.

A Note on Individuality

At the HEA, we recognize that every child is unique, created b'tzelem Elohim (in the image of God). Our hope is for every bar and bat mitzvah to find meaning and joy in the process of preparing for Jewish adulthood. The service descriptions above are meant to be guidelines. We do not see bar and bat mitzvah as a "one size fits all" experience. We want every student to come of age in our congregation in a way that is right for him or her. Some students may desire to lead more of the service or chant more of the Torah portion, others less.

We work closely with each student and with the tutors to ensure that every child who wishes to celebrate a bar or bat mitzvah at the HEA is successful and can be proud of his or her Jewish growth. We encourage you to be in close contact with the clergy and the Education Director regarding any concerns or questions you have regarding your child's bar or bat mitzvah journey.

Parents' Remarks and Blessings

The rabbis can supply you with a choice of readings, or you may submit a brief reading to the rabbis for approval. We encourage parents to address their children personally at their bar/bat mitzvah celebration—either at the Shabbat (Friday night) dinner, or at your reception. Please do not hesitate to contact Rabbi Dollin or Rabbi Gruenwald who can help you with any questions or concerns you have regarding your remarks. Our goal is to ensure that your family's celebration is a rich and meaningful one for you, your son/daughter, your family and all the members of our congregation. **Remarks from the bimah should be limited to 200 words.**

It Takes a Village

We agree! There are so many people you will feel thankful to when you are imagining your child standing on the bimah, as well as when you prepare to speak to your child from the bimah. It is always appropriate for a student to thank the clergy and their tutor individually from the bimah at HEA. Thanking the community, family and friends briefly **and as a group** is a perfect way to keep comments short. We encourage you to have your child write personalized, keepsake thank you notes with anecdotes to the people who have had the most impact on your child's growth and development. Your party is also a great time to share personal thank you remarks and stories. However, HEA's bimah during a Shabbat service is not an appropriate place to express all of this well deserved gratitude to individuals. Everyone in the community will appreciate your understanding and cooperation with this!

PREPARING FOR THE CEREMONY

Tallit

Each family purchases a tallit for the child. Tallitot (plural of tallit) are worn at all morning services and by the prayer leader (shaliach tzibur) at other services. They may be purchased on-line from numerous sources or from gift shops around town.

Thursday Morning Minyan

The bar/bat mitzvah, with his/her family, is asked to attend the morning minyan (service) on the Thursday prior to his/her bar/bat mitzvah to put on tefillin and to receive an aliyah to the Torah. Families of b'nai mitzvah are asked to sponsor a light breakfast for the minyan attendees to celebrate this occasion. A breakfast can be ordered from the HEA mashgiach and caterer, Albert Cohen at 303-758-9400.

Dress Rehearsal

A "dress rehearsal" with the student, parents and Cantor will take place on the Thursday or Friday morning preceding a Shabbat bar/bat mitzvah. If your child's bar/bat mitzvah ceremony will be held on Saturday morning, OR if it is the only bar/bat mitzvah at HEA that weekend, your rehearsal will take place on Thursday morning at 9 am. If your child's ceremony will be held on Saturday afternoon/evening and there is a Saturday morning b'nai mitzvah, your child's rehearsal will take place on Friday morning at 9 am. Often, photographs of the ceremony are taken at this time, as photography is prohibited on Shabbat. If you would like to request a change to your scheduled rehearsal time and day, please contact Cantor Goldstein at 303-757-4533.

Any use of the sanctuary prior to the bar or bat mitzvah (such as for pictures), other than for the dress rehearsal must be reserved through the HEA office. Contact Neal Price at the HEA at 303-758-9400 x215 to reserve the sanctuary.

Preparing Your Guests

You may wish to prepare two handouts, especially if many non-Jewish guests are expected at the service. One would be included with the invitation, giving information about our dress code and what to expect at the service. Samples of this card for Saturday morning and for Saturday evening services are included with this guide. Another handout may be prepared to be given to attendees when they arrive. This handout usually contains very brief explanations of the ritual items found in the sanctuary, the order of the prayers and the parts filled by the bar/bat mitzvah and honorees. Samples of correct service guides are available to view in the main office at HEA by contacting Joyce Perlmutter, 303-758-9400 x202.

Invitations

On your invitations, it is best to list 9 a.m. as the time of the Shabbat morning service. You will want your guests seated in the sanctuary well before the time your child begins leading services. The time for afternoon services varies depending on the time of Shabbat's beginning and end; please contact Neal Price for accurate times.

Deliveries

It is customary that the bar/bat mitzvah family provides flowers for the sanctuary bimah. Flowers may be ordered from any florist of your choice. You will be able to find an updated list of florists, D.J.s, and other service providers in this guide and on our website.

All flower arrangements or table centerpieces must be brought or delivered to the synagogue to be placed in the sanctuary or social hall by noon on Friday. Please let Joyce Perlmutter know the name of the florist you are using and the expected delivery time and person. We make this request for security reasons, and because on occasion we need to contact your florist if the hour is getting late and the flowers have not arrived. **Flowers or other items cannot be removed from the synagogue until after Shabbat is over (one hour after sundown on Saturday night).**

Service Honors

It is customary to honor Jewish family members and special Jewish friends by inviting them to participate in the worship service. **Individuals must be Jewish in order to participate in most honors from the bimah. Please check with Joyce Perlmutter, who can help you find appropriate honors for non-Jewish family whom you wish to honor during the service.**

On Shabbat mornings, the bar/bat mitzvah family may reserve three aliyot to the Torah for members of their family and friends in addition to the maftir chanted by the bar/bat mitzvah. At Shabbat mincha, there are two available aliyot in addition to the bar/bat mitzvah.

Individuals receiving an aliyah to the Torah should practice the Torah blessings so that they can chant them fluently. It is important, for the honor of the family and congregation, that those who speak or chant the Torah blessings are well prepared. A copy of the blessings for you to send to honorees in advance is included in this guidebook.

During the Saturday morning service, there is a Gabbai in attendance who communicates with the family and honorees during the service. The Gabbai is a ritual assistant who facilitates the smooth running of the services, indicating where participants should be and when.

Many special guests may also be honored with non-speaking aliyot such as lifting and dressing the Torah and ark openings (p'tikha). The honor of lifting the Torah (hagbah) is given to a person with the ability and experience to raise the Torah in a proper manner. Other than aliyot to the Torah, honors are not "speaking parts" and do not require any advanced preparation. The clergy and Gabbai will be present on Shabbat morning to direct honorees.

More detailed information about the honors and sample instructions to send to your honorees are available from Joyce Perlmutter in the synagogue office at 303-758-9400 x202. The "honorees form," which you will receive from your lead rabbi at your first meeting, must be returned to the Joyce in the front office one week before your date.

PLANNING YOUR CELEBRATION – THE SEUDAT MITZVAH

What is a Seudat Mitzvah?

Celebratory meals are an important part of Jewish tradition and it is customary to accompany any important public mitzvah with a festive community meal called the seudat mitzvah. If you plan to hold a Shabbat dinner or a Saturday night or Sunday party at the HEA, please contact the Executive Director once b'nai mitzvah dates have been assigned to reserve the appropriate rooms. Also, approximately ten months in advance of the bar/bat mitzvah date, please contact the HEA office to coordinate all arrangements regarding the use of the synagogue facility for Kiddush or seudat shlisheet (see below). We will be happy to assist you with all the details of social hall usage, the timing of events, equipment needs, etc.

Kiddush and Seudat Shlisheet

A bar/bat mitzvah celebration is a simcha for the entire community, and for this reason the Saturday morning bar/bat mitzvah family is asked to sponsor the Shabbat morning kiddush for the entire congregation. The function of the kiddush meal is to celebrate with the community. People in the congregation often sponsor a kiddush to celebrate special events in their lives such as a birthday, anniversary, or upcoming wedding at the synagogue. Similarly, becoming bar or bat mitzvah is an opportunity to invite the community to schep naches (rejoice) in your milestone. Currently we have about 275 – 300 regular attendees on a Saturday morning.

For the same reason, at a mincha bar/bat mitzvah, the family is asked to sponsor the seudat sh'lisheet (light third meal of Shabbat) between mincha and ma'ariv for all those present at the service. Currently we have about 35 regular attendees on a Saturday night. Following the concluding ma'ariv and havdalah services on Saturday night, private parties may be held for invited guests.

Families who choose a Shabbat afternoon mincha/ma'ariv service for a bar/bat mitzvah receive priority for use of the synagogue social hall for that Saturday evening.

SYNAGOGUE DECORUM

Honoring Shabbat

On Shabbat, we are prohibited from carrying anything into or out of the synagogue. Everything necessary for the bar/bat mitzvah (personalized kippot, catered foods, special handouts or direction sheets to the reception, etc.) must be left in the synagogue before noon on Friday.

Use of cell phones, pagers, and cameras is prohibited in or around the synagogue building on Shabbat. Please ask your guests to refrain from using these devices. Text messaging is also prohibited in and around the synagogue on Shabbat.

There is NO SMOKING in or around the synagogue building.

Photography and recording equipment are prohibited in or around the building on Shabbat.

Since carrying into or out of the synagogue is prohibited on Shabbat, it is not proper to bring gifts to a Shabbat service.

Proper Attire

All males wear a kippah (yarmulke), and all adult Jewish men typically wear a tallit at the morning service. Many women in our congregation also choose to wear these items. The tallit should be removed before entering the bathroom. There are racks outside of both bathrooms for this purpose.

Dress should be appropriate for a religious service. For the bat mitzvah, a skirt or dress should be knee length or longer. Tops/dresses should have sleeves; if they don't, a shoulder covering such as a sweater or shawl should be worn **under** the tallit. Boys should wear a suit or long pants with a dress shirt and jacket. Please be sure to inform your guests who are not familiar with the HEA of the congregation's expectations regarding attire. Please remember that the bar or bat mitzvah will be sitting facing the congregation on the bimah, and that the bimah is a raised platform. Parents should remind the children to sit modestly and appropriately on the bimah, knees together and sitting straight.

Worship

During services, those in the congregation are asked to refrain from leaving their seats to enter or leave the sanctuary while the rabbi is speaking or the Holy Ark is open.

It is not proper to applaud during services.

Babysitting is available at the synagogue during Shabbat morning services for children from toddler-age through three years of age beginning at 9:00 am. There is no charge. Junior Congregation services are available for children in pre-kindergarten through sixth grade beginning at 10:30. A cry room can be found at the back of the sanctuary, where parents can hold babies, see and hear the service and not be heard outside the room. Entry is through the Chapel or main hallway. There is no need to make reservations for babysitting or Junior Congregation unless you anticipate a lot of children being brought to babysitting. In that case please let us know so we can increase the number of babysitting staff (we use a professional service).

Jews have traditionally expressed their joy by giving tzedekah which symbolizes their appreciation for their good fortune and recognizes that not all others not have the same. It is customary to make a donation to the synagogue and/or other charitable organizations on the occasion of a simcha. You are welcome to contact the Executive Director for suggestions if needed.

YOUR PLANNING CALENDAR

The following outline is presented as an overview to assist you with your bar/bat mitzvah preparations.

During the first through sixth grade years:

Attend HEA Religious School or DJDS, DAT, or Hillel Academy.

During the fourth or fifth grade year (depending upon the year of child's birth):

Decide on the type of service (morning or afternoon) you'd like for your bar/bat mitzvah

Receive your bar/bat mitzvah date

Attend 10 worship services at HEA

During the sixth grade year:

Parents and student participate in HEA B'nai Mitzvah Program & informational meetings and classes

Attend 10 HEA worship services

Contact your choice of a private tutor a minimum of 15 months prior to your child's date

Twelve months prior to the bar/bat mitzvah date:

Decide on the type of celebration/party/event that you would like to have

Make an appointment to speak to Neal Price regarding kiddush arrangements and use of the HEA social hall

As necessary, contact a caterer, music provider, photographer

Begin tutoring as determined by your child's private tutor

Ten months prior to the bar/bat mitzvah date:

Help your child choose and make plans for the "mitzvah" chesed project

Six months prior to the bar/bat mitzvah date:

Continue to consult and evaluate progress with the tutor

Look at invitations

Send save the date letters to out-of-town guests

Five months prior to the bar/bat mitzvah date:

Set up first meeting with lead rabbi. Contact Joyce Perlmutter assistant to the rabbis to schedule meetings

Have child begin work on speech

Four months prior to the bar/bat mitzvah date:

Order invitations and any other special items desired

(Kippot may be ordered through the synagogue office.)

Choose a tallit for the bar/bat mitzvah

Continue to consult and evaluate progress with the tutor to decide on exactly which portions of the service the student will lead

Make plans for Friday night Shabbat dinner and other weekend activities as needed

Three months prior to the bar/bat mitzvah date:

Confirm all plans and arrangements with Neal Price

Finalize your menu with the caterer

Attend meeting with non-lead rabbi

Two months prior to the bar/bat mitzvah date:

Send in your information and child's picture to James McKeon in the synagogue office for the Highlights announcement

Send invitations to out-of-town guests

Order flowers

Six weeks prior to the bar/bat mitzvah date:

Send invitations to in-town guests

One month prior to the bar/bat mitzvah date:

Have final meeting with lead rabbi

Three weeks prior to the bar/bat mitzvah

Contact Cantor Goldstein to confirm your dress rehearsal date and time

Decide which of your guests will have special honors during the service

Send copies of the Torah blessings and honoree information to your honorees

Send in your information and photo to the Intermountain Jewish News

Have rehearsals on the bimah with your tutor

Two weeks prior to the bar/bat mitzvah:

Finalize the number of guests with the HEA and the caterer

Complete the honors form and return it to the rabbis' assistant

During the week prior to the bar/bat mitzvah:

Attend the Thursday morning minyan service for the first aliyah

(Many families provide a light breakfast for the minyan. Talk with Neal to learn more details about this.)

Bring all special items to the synagogue before noon on Friday

Meet with Cantor Goldstein for a dress rehearsal

Take photographs and video, if desired, at the dress rehearsal

After the bar/bat mitzvah:

Bring left-over food to a shelter, extra flowers to a nursing home or hospital

Write thank you notes

Many families choose to express their gratitude by sending honoraria to the rabbi, cantor, and executive director

GLOSSARY OF HEBREW TERMS

Aliyah

the honor of being called up to the Torah, an honor on the bimah

Bar Mitzvah

son of the commandment(s)

Bat Mitzvah

daughter of the commandment(s)

Bimah

The raised platform in the sanctuary

B'nai (Mitzvah)

the plural of sons, used for the collective, boys & girls

B'not (Mitzvah)

the plural of daughters (bat)

Daven

Pray

D'var Torah

A commentary on the Torah portion, haftarah or other teaching

Haftarah

Weekly portion from the Prophets, read on Shabbat and festivals

Hagbah

the honor of lifting the Torah after the Torah is read in services

Havdalah

a brief ceremony which closes a Jewish holiday such as the Shabbat day, held after three stars appear on Saturday night. Wine, a braided candle and a spice box are used.

Gabai

A rabbi's ritual assistant who facilitates the smooth running of the services

Gelilah

The honor of redressing the Torah after it is read during services

Kashrut

observance of the dietary laws

Kiddush

- 1) blessings over wine
- 2) the light refreshments following the Shabbat morning service

Kippah (Yiddish = yarmulke)
Skullcap (pl. *kippot*)

Ma'ariv

The evening service

Maftir

The last section of the Torah portion, the aliyah reserved for the reader of the haftarah

Mashgiach

The supervisor of the kitchen who insures that kashrut rules are followed

Mincha

The late afternoon service

Mitzvot

God's commandments

Motzi

blessing for bread and/or meals

Rosh Hodesh

the first day of the Hebrew month

Sedrah, Parashah

the weekly Torah portion

Sefer Torah

the Torah scroll

Seudah

a meal

Seudah Sh'lisheet

the third meal of Shabbat, served between the Mincha and Ma'ariv services, usually light

Shacharit

The service held on every morning

Simcha

a joyous occasion

Tallit (Yiddish = tallis)
A prayer shawl

Tefillin
Leather boxes containing paragraphs from the Torah, worn on the arm & forehead during weekday morning services

Trope
The cantillation/tune patterns by which the Torah and haftarah are chanted

Sample of a note to be included with your invitation for guests unfamiliar with our customs:

For Saturday morning:

Baruch HaBah (Welcome!) to our Service and our Spiritual Home.

Our Bar/Bat Mitzvah child will lead the services beginning at 9:15 am. The service lasts until 12:15 pm and is followed by a luncheon that lasts until approximately 1:30 pm.

Appropriate dress for girls/women is modest skirt (or dress) that is knee length and blouse (or dress) that covers the shoulders. Appropriate dress for boys/men is dress jacket and tie.

Boys/men are asked to wear a kippah (head covering) upon entering the sanctuary. These are provided in the lobby.

Cell phones/pagers/cameras/recording devices are prohibited in and around the synagogue on Shabbat.

For a Saturday evening service:

Baruch HaBah (Welcome!) to our Service and our Spiritual Home.

Appropriate dress for girls/women is modest skirt (or dress) that is knee length and blouse (or dress) that covers the shoulders. Appropriate dress for boys/men is dress jacket and tie.

Boys/men are asked to wear a kippah (head covering) upon entering the sanctuary. These are provided in the lobby.

Cell phones/cameras/pagers/recording devices are prohibited in and around the synagogue on Shabbat.

HEA Contact List

Hebrew Educational Alliance 303-758-9400
3600 South Ivanhoe Street, Denver 80237
www.HEAdenver.org

Joyce Perlmutter ext. 202 jperlmutter@HEAdenver.org
Rabbis' assistant, contact for appointments with rabbis, kippot orders, questions about service honors, and questions about tallit and tefillin orders.

Neal Price ext. 204 nprice@HEAdenver.org
Executive Director, contact for information about building use, Shabbat start and end times, financial information, membership information.

James McKeon ext 214 jmckeon@HEAdenver.org
Director of Communications, contact for information about HEA Highlights.

Gail Kessel ext. 201 gkessel@HEAdenver.org
Administrative Assistant, contact for information regarding resources, office and building hours, deliveries.

Rabbi Amanda Schwartz ext. 210 aschwartz@HEAdenver.org
Education Director, contact with questions about Religious School, B'nai Mitzvah Programming, Mitzvah/ChesedProject.

Sharon Andersen ext. 211 sandersen@HEAdenver.org
Assistant Director of Education, contact for information regarding Junior Congregation; acts as HEA bnai mitzvah 'concierge', contact for information regarding resources, tutors, mitzvah projects, etc.

Rabbi Bruce Dollin ext. 202 rabbi@HEAdenver.org
Contact with questions about/assistance with d'var Torah, general questions.

Rabbi Salomon Gruenwald ext. 219 sgruenwald@HEAdenver.org
Contact with questions about/ assistance with d'var Torah, general questions.

Cantor Martin Goldstein ext. 212 mgoldstein@headenver.org
Contact for liturgy related questions, information regarding rehearsals.

Albert Cohen ext. 209 cohenscuisine@hotmail.com
HEA Mashgiach. Contact with questions about kitchen use, HEA kashrut policy, and Thursday morning minyan meal.

Dani Salinger 303-810-5467 dsalinger@HEAdenver.org
Youth Director, contact to find out how your child can get involved in youth activities.