

# Temple Har Zion B'nai Mitzvah Guide



Aug 2023

## Note from Rabbi Glick

Dear Parents,

*First of all, Mazal Tov. We are excited to be sharing this special moment in your child's life with you. It can be an inspiring and transformative experience for the bar or bat mitzvah and the whole family.*

*Welcoming your child into the assembly of Israel is a time consuming but rewarding process. We hope to make it as smooth and meaningful as possible for you and your family. With that in mind, we've created the following guidelines that help our community and synagogue celebrate with you and prepare for the big day. If you have any questions, please do not hesitate to email me at [rabbiglick@wsthz.org](mailto:rabbiglick@wsthz.org).*

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## **Participation Guidelines and Requirements**

### **Religious School Enrollment / Synagogue Membership**

Please ensure that your membership is in good standing at West Suburban Temple Har Zion (WSTHZ) before beginning the bar/bat mitzvah journey. Membership in good standing includes up to date payments of all temple fees – membership dues, religious school tuition, b'nai mitzvah fees, etc. Membership must be maintained at least until the student completes the 8th grade, with the student enrolled in an approved religious school or day school. For membership information you can contact our temple administrator, at 708.366.9000 or [office@wsthz.org](mailto:office@wsthz.org).

If you wish to enroll your child in Jewish religious schools or day schools other than those at WSTHZ, please be in touch with the rabbi and the principal. A child who is lacking in Hebrew skills may still qualify for bar/bat mitzvah through an approved program of special tutoring. Tutoring costs are in addition to the bat/bat mitzvah fee paid to the synagogue.

### **Mitzvah Project**

In preparation for becoming a bar/bat mitzvah, each student is encouraged and expected to engage in the mitzvah of gemilut hasadim, acts of loving kindness. To that end, students will work on a personal social action project before their bar/bat mitzvah. Some projects may be done by the student alone and others may require family/adult participation. Please contact the religious school principal six months prior to the bar/bat mitzvah to begin your mitzvah project. The principal will provide a proposal form on which each student will write a description of the project that s/he intends to work on.

### **Youth Groups**

#### **Kadima**

When students reach sixth grade, we strongly encourage they join our synagogue Youth Group, KADIMA, for sixth to eighth graders. This dynamic program synthesizes learning and fun, through social, religious, and social action components. KADIMA is a terrific opportunity for our junior high students to participate in Jewish learning and interaction during and after the bar/bat mitzvah years.

## **USY**

A bar/bat mitzvah is a celebration of a significant place on the path of Jewish learning. It is not the end point. The synagogue looks to parents as partners in the endeavor of Jewish education. We urge you to discuss continuing your child's Jewish education by enrolling in Hebrew High and joining USY (United Synagogue Youth) at WSTHZ.

## **Junior Congregation Attendance**

### **Sixth Grade**

We ask all sixth-grade students to attend a minimum of 5 Junior Congregation Shabbat services throughout the year. Attendance will be taken. Junior Congregation is a Saturday morning Shabbat service for children grades K-7. Services are led by adults and older students. Junior Congregation meets in the chapel once or twice a month at 10:30 am. A special *siddur* (prayer book) for children is used and the children are given opportunities to lead and recite prayers.

In addition, sixth graders are encouraged to attend Friday and Saturday sanctuary Shabbat services on a monthly basis. Students are welcome to attend weekday morning *minyan*, service times are below.

## **Shabbat Service Attendance**

### **Sixth & Seventh grade:**

We hope that students can attend Friday and Saturday sanctuary Shabbat services, at least once a month with their parents during the year prior to their b'nai mitzvah. Our seventh-grade students should be able to lead the Friday night Kiddush, *V'ahavta*, *Vayomer* and *Ashrei* at Shabbat services during the year leading up to their bar/bat mitzvah. Students are welcome to attend weekday morning *minyan*, service times are below.

## **Service Times**

### **Shohet Daily Minyan**

- Sunday 9:30 am during school months; 9:00 am during the summer
- Monday and Thursday 7:30 am
- Tuesday, Wednesday, Friday 7:45 am

### **Shabbat Services**

- Friday 6:30 pm and Saturday 10:00 am

## **Planning Process**

Families should meet with the temple administrator by the beginning of their child's 5th grade year in Koven Religious School to determine the bar/bat mitzvah date. A date may be scheduled up to 3 years prior to the event. B'nai mitzvah are generally scheduled near the student's 13<sup>th</sup> birthday. Dates are usually not scheduled in July or August.

## Summary of Fees

### **Membership Dues**

*Membership Dues payment must be up to date without past due balances.*

**B'nai Mitzvah Fee** \$1000 (must be paid in full at least six months prior to your simcha)

*Private tutoring may be recommended by the Director, if needed.*

**There are additional charges** for Thursday morning breakfast held the week of the b'nai mitzvah, the Shabbat Oneg the evening prior to the b'nai mitzvah, the Kiddush following services and pulpit flowers, maintenance staff on the day of the b'nai mitzvah, etc. See section VII.

## Preparation

The majority of a student's preparation time will go to mastering their Haftarah and the *Maftir* (Torah portion). Students will also chant the blessings before and after the Torah and Haftarah readings, and lead the *Ashrei*, *V'ahavta* and *Vayomer*. If interested, students will be encouraged to learn as many additional Torah readings beyond the *Maftir* as possible, and to lead parts of *Shacharit*, *Musaf* or the Torah service.

Our students will also be expected to know the Friday night Kiddush, *V'ahavta*, *Vayomer* and *Ashrei* and lead these parts of the service the Friday night of their bar/bat mitzvah.

Special requirements for students with special needs will be discussed with the student's parents and clergy. We will be of assistance to help every student have a bar or bat mitzvah that fits them and their family's needs.

### **Family Participation before the bar/bat mitzvah**

During the week before the bar/bat mitzvah, our synagogue has a very special custom of welcoming every student and their immediate family to the morning *minyan* on Thursday, an intimate and special beginning to the weekend of celebrations. The family is required to sponsor the *minyan* breakfast in honor of the bar/bat mitzvah. The use of *tallit* and *tefillin* at these services is required for boys. The family is also expected to attend the Friday night *Shabbat* service during which the student will participate by leading portions of the service. The family sponsors the Oneg following services in honor the bar/bat mitzvah.

One of the most special aspects of the bar/bat mitzvah experience is receiving one's own *tallit* and *tefillin*. These ritual items are seen as the outward symbols of faith and will accompany a member of the Jewish community throughout their life. The *tallit* is given to the student by their parents/family during the bar/bat mitzvah service before the student is called to the Torah. At that time, the student recites the blessing before donning the *tallit*.

The *tallit*, which is made of a rectangular cloth with one fringe on each corner, symbolizes God's presence in the world. When we collect the four corners, we express the commitment of Jews from the four corners of the globe to the Land and People of Israel.

*Tefillin* have two major components, one for the arm and one for the head. These leather boxes and straps represent our commitment to Torah. With our heads, we will study and understand. With our arms and hands, we will practice the commandments and repair the world.

We ask that parents purchase both *tallit* and *tefillin* for their children. Possessing these items encourages our children to use them later in life: in KADIMA, in high school, in USY, in college at Hillel and beyond! While some children acquire the *tallit* and *tefillin* of their relatives, most purchase their own set. The Phyllis Baren Gift Shop has a selection of *tallitot*, *kippot*, *tefillin* and *yadaim* (pointer). We encourage families check out the merchandise in our Gift Shop. There are several catalogues available from which to place your orders if we do not have an item in stock.

### Family Participation and Honors at the bar/bat mitzvah

With regards to the Torah blessings, the family is allotted 6 out of 8 *aliyot*, which includes the parents' *aliyah* and the Bar/bat mitzvah *aliyah*. There are also a number of other honors such as opening the ark and Hebrew and English prayers which may be given to family and special guests.

Please complete and return the "honors sheet," which is found at the end of this handbook to our temple administrator two weeks prior to the bar/bat mitzvah. Please be sure to include Hebrew names (phonetic spelling is accepted). A copy of this form is available via email for easy use.

### Rehearsal

In order for each student to be well prepared for their bar/bat mitzvah, we require them to come to morning *minyan* on Thursday the week prior to their bar/bat mitzvah to read from the *Torah* and chant the *V'ahavta*, *Vayomer* and *Ashrei*. Following the morning service, students meet with the cantor to rehearse the Shabbat service, the *Haftarah*, *Maftir* and *D'var Torah* on the *bimah*. Photographs on the *bimah*, with the Torah, may be taken at this time as well.

### Writing the D'var Torah

The *D'var Torah* is the bar or bat mitzvah's opportunity to delve into their Torah portion and engage in the ancient and timeless process of finding meaning and relevance in the Torah for their modern lives. The *D'var Torah* is a moment when they can share their wisdom with the community.

Parents should contact the rabbi at least six months prior to the bar/bat mitzvah to begin preparation of the *D'var Torah* - "a word of Torah." The first meeting takes place with the student and both parents during which the journey to bar or bat mitzvah is discussed - assignments, expectations, and the ritual significance of the date. The family of the student will make monthly or bi-weekly appointments with the rabbi in which preparation of the *D'var Torah* and other ritual and leadership aspects will be developed. As the big day approaches, some students will meet weekly or more often with the rabbi. Families should be in touch with the rabbi two weeks prior to the bar/bat mitzvah date, to finalize the *D'var Torah* and to prepare for the day itself. This five- to ten-minute talk typically includes the following elements:

- An opening story or anecdote from their own lives that introduces and illustrates the message and subject of the *D'var Torah*.
- A brief synopsis of the major themes of the *Torah* and/or *Haftarah* portions in connection to the message and theme that the bar or bat mitzvah is passionate about.

- Exploration and development of the theme and message, demonstrating their understanding of their Jewish tradition and sources, Connecting the theme to the bar/bat mitzvah experience and the Mitzvah Project.
- Brief “thank you” remarks. More extended remarks can be made at the celebratory meal. Concluding with a return to the message of the *D’var Torah* and/or a blessing everybody come to share in the special day.

### **Working with the Cantor**

Parents must contact the cantor at least nine months prior to the bar/bat mitzvah date to arrange for a preliminary meeting. If you, as a parent, feel that your child would benefit from additional time to study, please schedule with the cantor 12 months prior to the bar/bat mitzvah date. The cantor will review the *Torah* and *Haftarah* portions with parents and student and prepare a folder and CD containing the *Haftarah*, *Maftir* and required prayers and blessings. It is the student’s obligation to bring the folder to each meeting with the cantor. The cantor also works with your child on other Hebrew prayers and readings.

### **Donations in thanks to our Rabbi and Cantor**

Families can make donations in thanks to the rabbi and cantor to the Rabbi’s Discretionary Fund and the Cantor’s Music Fund in honor of the bar/bat mitzvah.

### **Sefer Haftarah Dedication**

Our congregation is blessed to have a haftarah scroll and families are encouraged to honor the bar/bat mitzvah with the dedication of their haftarah in our Sefer Haftarah Scroll, marking this moment in the history of the synagogue. The student's name and date of their simcha is typically recorded in the scroll along with the names of those making this special gift. Speak to the temple administrator for details.

### **Catering**

At all celebrations at WSTHZ food and beverages must be kosher. A caterer must be licensed, bonded and insured. Caterers must provide servers and clean-up staff unless staff is hired from an outside vendor or through the Temple. A list of some of the local kosher caterers is attached.

### **Shabbat Service Booklet**

A supplemental booklet is given to guests as they enter the sanctuary. The booklet typically contains some or all of the following: Description and order of the Shabbat morning service; meaning of the bar/bat mitzvah; explanation of certain prayers, pages of the Haftarah; list of family friends receiving honors during the simcha; a “thank you” from the student’s family. There are examples of booklets in the office for you to look at. Please email a copy of your booklet to the temple administrator two weeks prior to the bar/bat mitzvah for proofreading. Booklets may be copied at any local copy/printing shop.

## **Aliyah List**

Included in this booklet and available thru the temple administrator, the Aliyah List includes honors during the service that may be given to family and friends. English names and Hebrew names (where noted) are requested. This completed form should be emailed to the temple administrator 2 weeks prior to the simcha.

## **Kippot**

Some families choose to order personalized Kippot for a bar/bat mitzvah. This is not a requirement.

## **Calendar**

By the beginning of 5<sup>th</sup> grade, a b'nai mitzvah date should be chosen with the assistance of the temple administrator.

### **One year prior to the date**

- Please meet with the temple administrator to discuss your plans for the b'nai mitzvah celebration. We encourage you to hold your celebration at the synagogue.
- A b'nai mitzvah planner is available at the gift shop. This can be very helpful as you plan your simcha.

### **Nine months prior to date**

- Contact the cantor to schedule weekly meetings.
- Learn Torah and Haftarah portions. Review Torah and Haftarah blessings and other special prayers. Make a guest list of family and friends including school-age children.
- Meet with caterers (see list attached).
- Speak with our temple administrator about your plans for Kiddush, etc.
- Choose and order invitations. (A sample letter is available that may be used with your invitations to inform your guests of proper decorum)
- Choose a photographer/videographer
- Make hotel reservations for guests.
- Decide if you will have music/DJ/band at your celebration.

### Six months prior to date

- Schedule family meeting with rabbi regarding *D'var Torah* and other ritual obligations, and schedule additional appointments.
- Contact the religious school principal to begin the Mitzvah Project process.
- Begin planning for your Shabbat Booklet. Samples are available through the temple administrator.
- Finalize guest list. **A list of names and addresses of religious school students is available through the temple administrator.**
- ***It is WSTHZ policy that all students in the bar/bat mitzvah religious school class be invited to the Shabbat service and Kiddush.***

### Three months prior to the date

- Student continues meeting with rabbi and cantor.
- Contact the temple administrator to schedule a meeting to discuss Kiddush, Shabbat booklet, flowers, and additional arrangements.
- Choose individuals who will receive honors at the simcha.
- Submit a headshot photo to the temple administrator (hardcopy or jpeg) for the synagogue Bulletin. You may also submit photos of your child for our electronic sign in our foyer. We'll show the photos the week prior to your simcha and on the day of the b'nai mitzvah.
- Discuss centerpieces and florists with the temple administrator.
- Purchase *Tallit* and *Tefillin*.
- Determine if you will need a babysitter during the Saturday morning service.

### One month prior to the date

- Complete the Mitzvah Project and submit summary to the principal.
- Confirm all simcha and Kiddush arrangements with the temple administrator.

### Two weeks before the date

- Bring/email the Shabbat booklet to the temple administrator for approval.
- Complete aliyah/honors sheet and return to the temple administrator.
- Pay for breakfast, *oneg/kiddush*, flowers, etc.



## The week before the date

- Rehearse D'var Torah with the rabbi.
- Rehearse in the sanctuary with the cantor.
- Bring completed/copied Shabbat booklets to the synagogue office.
- If applicable, bring kippot to the synagogue office.
- Attend and participate in Thursday morning *minyán*.
- Attend Friday night services.

The *Siddur Sim Shalom* siddur and *Etz Hayim* chumash are available for purchase at the temple to assist you in your preparation.

## **Timetable of Shabbat Morning Services (times are approximate)**

Service begins promptly at 10:00 am. The bar/bat mitzvah family and the people to whom they have given honors should be in the sanctuary no later than 9:45 am.

10:00 am - Shacharit

10:30 am - Torah Service begins (processional)

10:45 am - Torah reading begins

11:15 am - Haftarah and D'var Torah

11:30 am - Rabbi's charge to the bar/bat mitzvah

11:45 am - Conclusion of Torah Service (recessional) Sermon

11:55 am - Musaf

12:15 pm - Prayers over wine and bread led by bar/bat mitzvah. Conclusion of Service

12:20 pm - Kiddush luncheon in Gottlieb Community Hall

## **Additional Arrangements**

### **Pulpit Decorations**

It is customary that the bar/bat mitzvah family pay for the flowers the Shabbat of their simcha. The synagogue uses a specific florist that provides the 2 arrangements of bima flowers. Families are welcome to order flowers through our florist or go through a florist of your choice. If you plan to use your own florist notify the temple administrator one month in advance. Note: In order to prevent allergic reactions, please do not include goldenrod in your flower arrangements. Flowers, kosher food baskets, live plants, etc. may be used as centerpieces for the Kiddush.

## Candy for “Mazal Tov”

If the family chooses, they can toss candy at the bar/bat mitzvah to say “*mazal tov*.” Please use Sunkist Fruit Gems, Seneca Truly Fruit or deeBest Super Dooperz candies. All are kosher, individually wrapped, soft and available online. Limit your candy to 5lbs max. Please contact the rabbi prior to your simcha details regarding when the candy will be distributed to the congregation and when it will be thrown during the service.

## Kiddush: Synagogue Policy Regarding Bar/Bat Mitzvah Participation

The family of the bar/bat mitzvah sponsors the Kiddush luncheon after the service. We hope that the b'nai mitzvah family will join the congregation for the Kiddush luncheon with their family and guests, as a continuation of the simcha. Regular temple member attendance is generally no more than 40 people.

A bar/bat mitzvah is a powerful statement that a young adult wishes to be a responsible member of the Jewish community. At WSTHZ, the b'nai mitzvah ceremony is a celebration for the entire community. During the Kiddush, families are encouraged to offer congratulatory speeches to the bar/bat mitzvah. Catering information is attached.

If the “basic” Kiddush items are requested (see page 11), the temple administrator will place your order. Payment in advance is required. If you would like a significantly different menu from what we serve at our “basic” Kiddush, you must order directly from the vendor/caterer.

## Synagogue Policy Regarding Music During Kiddush

There are a variety of opinions regarding the playing of musical instruments on Shabbat in the Jewish community. At WSTHZ, we do permit appropriate music at the Kiddush lunch that has been ***pre-approved*** by the rabbi.

## Bar/Bat Mitzvah Celebration

In keeping with the tradition of the bar/bat mitzvah you are encouraged to hold your celebration in the synagogue. Our Gottlieb Community Hall and kosher kitchen facilities are available to accommodate your simcha. We will do our best to make your celebration suit your individual style. Please contact our temple administrator for information.

***It is WSTHZ policy that all students in the bar/bat mitzvah religious school class be invited to the Shabbat service and Kiddush.***

## Photography and Videotaping

Contact the temple administrator to schedule a time to take photographs in the sanctuary prior to the bar/bat mitzvah. Many families take photographs in the sanctuary after the Thursday morning *minyan* the week prior to the bar/bat mitzvah. Photography is prohibited during Shabbat services.

You may videotape the bar/bat mitzvah service utilizing a stationary camera placed in the choir loft on the second floor of the synagogue. Still photography and videotaping are allowed during the Kiddush. Please make any arrangements for videotaping the services with the temple administrator.

## Security

This will be discussed with the temple administrator and security needs determined based on the number of attendees and type of celebration.

*On behalf of the staff and clergy of West Suburban Temple Har Zion, we wish you Mazal Tov. We are honored to be sharing this sacred moment with you. Nesiah Tovah! (A good journey).*

## **Bar/Bat Mitzvah Event Fees**

### **Breakfast (Thursday prior to the simcha) - \$100**

Bagels, cream cheese, tomatoes, cucumbers, onion sweets, 1 pound of lox. Coffee, tea and orange juice. We will try to accommodate additional food requests and charges will be added to the basic \$50 fee.

### **Friday night Oneg (Evening before the simcha) - \$125**

Challah, wine and juice for the *kiddush*, cake (or other sweets), fruit, coffee & tea. Napkins and glass plates are used for serving. We will try to accommodate additional food requests and charges will be added to the basic fee.

### **Bima Flower Fee - \$150**

If the family prefers, they may order bima flowers on their own and pay the florist directly. All other centerpieces/decorations will be paid for by the family directly to the vendor.

### **Basic Shabbat Kiddush for up to 40 people - \$400 (in house)/\$500-700 (outside caterer)**

Bagels, cream cheese, 2 salads, 2 sweets, wine, juice, coffee, tea, ice water, lemonade. Glass plates, napkins and silverware. Maintenance included. We will try to accommodate additional food requests and charges will be added to the basic \$400 fee. Over 40 people will incur additional cleaning charges for tablecloths and dishwashing.

## **Other fees that the bar/bat mitzvah families may be responsible for depending on their simcha celebration:**

### **Linen Rental**

Linen rental fee of \$12 per temple tablecloth. Light green and dark blue cloths are available thru the temple. White or Blue plastic cloths are \$3 per piece.

### **Glass Dishes and Silverware**

The temple has dairy and meat dishes and silverware which you are welcome to use. For parties over 40 persons, it is the bar/bat mitzvah family's responsibility to hire staff that will be in charge of dishwashing, drying and clean-up in the kitchen. This can be arranged through your caterer, or our Temple maintenance person will be hired.

### **Disposable Items**

Disposable plates and silverware are no longer available from the Temple due to changes in recycling policies from our providers. Disposable paper goods can be purchased and used at your own cost.

## **Maintenance Staff**

For parties over 40, a temple maintenance staff person will be at the temple to help with various tasks on the day of the bar/bat mitzvah. The cost is \$300. These functions can be arranged through a caterer instead, if desired.

## **Babysitting**

If you or your guests have small children who will need babysitting during the Saturday morning service, please arrange for a babysitter to be at the temple by 9:45am to stay throughout the entire service which usually ends at 12:30pm.

If you do not have a babysitter, the temple will make every effort to find someone to babysit. Cost for 2½ hours of babysitting is \$50.

## **Other Important Information**

### **Proper attire to be called to the Torah**

- All men must wear a *kippah* (head covering) and Jewish men must also wear a *tallit*. Women are encouraged to wear head covering and *tallit*.
- Men may wear a suit, sport coat and tie, or dress slacks and dress shirt.
- Women may wear a dress, skirt or dress slacks. No short skirts, bare midriffs or sleeveless tops.

### **Protocol for Being Called to the Torah**

- A Torah honor (*aliyah*) may be given only to a Jewish person over the age of 13.
- The Torah blessings must be recited in Hebrew.
- The Torah is read from a lectern on the main floor. Approach the lectern from the Torah reader's right as he/she faces the congregation.
- When called for an *aliyah*, stand on the *ba'al kriya's* (Torah reader's) right side.
- The *ba'al kriya* will open the Torah scroll and indicate where the Torah reading begins. Touch the Torah in the place indicated by the *ba'al kriya* with the *tzitzit* or the *siddur*, kiss the *tzitzit* or *siddur*, and recite the blessing before the Torah reading.
- Touch the Torah with the *tzitzit* or the *siddur* in the place where the Torah reader ends the reading. Then bring the *tzitzit* or *siddur* to your lips and kiss them.
- Recite the blessing after the Torah reading then move to the left of the Torah Reader.
- Remain at the Torah reading lectern during the next person's *aliyah*. The rabbi and board member in attendance will shake hands with you to acknowledge the honor of your receiving an *aliyah*. After the *aliyah* ends, you may return to your seat

## Additional Tip

It is helpful to speak to other parents and students and parents who have hosted a bar/bat mitzvah celebration. Find out what worked well and what didn't. Start your planning early, as there are always last minute details to attend to. Attend several Shabbat morning services when a student is becoming bar/bat mitzvah. Everyone is welcome -- you do not need a special invitation for the Saturday morning service. Experiencing the flow of the service and familiarizing yourself with it will be an enormous help to you and your child.

Please remember that the rabbi, cantor, principal and temple administrator are available and happy to answer your questions. Please call the temple office at 708.366.9000.

## Glossary of Terms

Adon Olam – ("Master of the World") – Prayer that is usually sung at the conclusion of every service.

Aleinu – ("We rise to our duty to praise the God of all") – prayer that proclaims sovereignty and unity of God, recited towards the conclusion of every service.

Aliyah – ("Ascent" or "to go up") – Although commonly used to refer to immigration of Jews to Israel, in the synagogue context, it means to be called up to the Torah during worship. Once being called up, the person who receives an *aliyah* chants the blessings before and after the actual Torah reading.

Ashrei – ("Happy are they who dwell in your house.") – Psalm 84:5 that is recited in the morning and afternoon services.

Bar/bat mitzvah – ("Son /Daughter of the Commandment") – Ceremony marking a child's passage into becoming an active member of the Jewish community by publicly reading Torah and into observance of the precepts of the Torah.

D'var Torah – ("A word of Torah") – Refers to the teaching of a text. Teaching given by bar/bat mitzvah about their Torah and/or Haftarah portions.

Ein Keloheinu – ("Who is like You, our God?") – Prayer that is sung towards the conclusion of the Shabbat morning service.

Gabbai – Person who assists at a bar/bat mitzvah ceremony by directing people who have *aliyot*.

Gellah – refers to the honor of rolling and dressing the Torah after it is read.

Haftarah – ("Completion") – refers to the portion from the Prophets that corresponds to a particular Torah reading.

Chagbah – refers to the honor of lifting the Torah at the conclusion of the Torah reading.

Havdalah – ("Separation" or "Distinction") – The ceremony that takes place at the conclusion of Shabbat, separating the Shabbat from the rest of the days.

Kiddush – ("Sanctification") – Refers to the blessing over wine also refers to the wine and foods that are served to the congregation following Shabbat and holiday morning services.

Maftir – the person who reads the last Torah reading and then the Haftarah. The bar/bat mitzvah child is usually the *Maftir*.

Minyan – a group of ten adults required for communal prayer. At WSTHZ, this also refers to the early morning service held on weekdays.

Parashah – ("Portion or section") – Refers to a passage in the Torah or the weekly Torah reading.

Siddur – (Prayerbook) – *Siddur Sim Shalom* is used at WSTHZ for daily and Shabbat services.

Trope – Musical cantillations that direct the reader in the chanting from the Torah or chanting a Haftarah.

## Shabbat Morning Aliyot

Page numbers for the *Siddur Lev Shalem* for Shabbat and Festivals

Page #	Aliya	Religious Requirement	Age Requirement	# people	Assigned to... Include full Hebrew name for Aliyot
168	Opening Ark (Va-y'hi)	Jew	Any age	1+	
172 - Torah Service	1st Aliya	Jew	13+	1	Reserved - congregant
172 - Torah Service	2nd Aliya	Jew	13+	1	Reserved - congregant
172 - Torah Service	3rd Aliya	Jew	13+	1	Guest
172 - Torah Service	4th Aliya	Jew	13+	1	Guest
172 - Torah Service	5th Aliya	Jew	13+	1	Guest
172 - Torah Service	6th Aliya	Jew	13+	1	Guest
172 - Torah Service	7th Aliya	Jew	13+	1	Parents of the b'nai-mitzvah
172 - Torah Service	8th Aliya	Jew	13+	1	B'nai-mitzvah
174	Hagbah (Lift Torah)	Jew	13+, strong!	1	
174	Galilah (Wrap Torah)	Jew	13+, knows how to	1	
177 (Bottom)	Prayer for our Country (English)	Jew or other faith	any age	1+	
178 (Top)	Prayer for Israel, (English or Hebrew)	Jew or other faith	any age	1+	
178 (Bottom)	Prayer for Peace, (English – responsive)	Jew or other faith	any age	1+	
183	Opening Ark (Y'hal'lu)	Jew	any age	2+	
205 (optional)	Open Ark (Aleinu)	Jew	any age	2+	

## Partial list of local Caterers, Bakeries, Staffing

<p><b>Wes Kung – our in-house full-service caterer</b>          312.371.1050          kung.wes@gmail.com</p> <p>Wes does all our catering and can do the same for your party at a lower cost than Danziger or Zelda’s. Highly recommended!</p>	<p><b>Slice of Life - Salads, Deli, Platters (Dairy)</b>  <b>Hy Life – (Meat)</b>          4120 W. Dempster          Skokie, IL 60076          847.674.2021          Fax: 847.674.2036</p>
<p><b>Danziger Kosher Catering - Full service caterer</b>          3910 W. Devon Avenue          Lincolnwood, IL 60659          847.982.1818          danzigerkosher.com</p>	<p><b>Tel Aviv Bakery</b>          2944 W. Devon Avenue          Chicago, IL 60659          773.764.8877          Fax: 847.679.0030</p>
<p><b>Goldman-Segal Catering – Full service caterer</b>          3411 W. Church St.          Skokie, IL 60623          Phone: 847.675.4060</p>	<p><b>North Shore Bakery</b>          2919 W. Touhy Avenue          Chicago, IL 60645          773.262.0600</p>
<p><b>Sarah’s Tent (Hungarian) - Salads, Deli Platters</b>          4020 W. Oakton Avenue          Skokie, IL 60076          847.674.8008          Fax: 847.674.6256</p>	<p><b>The Sandwich Club (Meat and Pareve)</b>          4507 Oakton Avenue          Skokie, IL 60076          847.677.6020          www.thesandwichclub.net</p>
<p><b>Pa’Nosh, full-service caterer (Glenn)</b>          4218 N. Walnut Ave          Arlington Heights, IL 60004          847.947.2100          www.panoshcatering.com</p>	<p><b>Emma’s Bagel Cafe</b>          9306 Skokie Blvd.          Skokie, Illinois 60077          847.673.3030          emmasbagelcafe.com</p>
<p><b>Chicago Tailgators (Steve)</b>          3760 Dempster Avenue          Skokie, IL 60076          224.534.7787          http://www.chicagotailgators.com</p>	<p><b>That Special Event, Staffing</b>          847.698.9100          Fax: 847.299.1355</p>
<p><b>Zelda's Kosher Gourmet (Eileen Jacobs) - Full service caterer</b>          4113 Main St          Skokie, IL 60076          847.674.0033          inquiry@zkgourmet.com</p>	<p><b>Milt’s Barbecue for the Perplexed and Milts Extra Innings (Deli)</b>          3411 N Broadway St          Chicago, IL 60657          stephenk@miltsbbq.com  <u>(773) 661-6384</u></p>



## Miscellaneous Vendors

### Disc Jockeys:

Bizar Entertainment - 847.564.1269  
Energy Productions - 847.581.1031  
FunnSongs - 708.246.3866  
O'Day Entertainment - 773.376.1535  
Personalities Inc. - 847.272.7892  
Sounds Abound - 630.718.1152

### Music:

Maxwell St. Klezmer Band - 847.675.4800  
Randi Simon Band, "Spirit" - 847.651.9255  
Stuart Rosenberg Music - 847.971.9197

### Kippot:

[www.kippah.com](http://www.kippah.com)  
[www.coolkippahs.com](http://www.coolkippahs.com)  
[www.yarmulkes.com](http://www.yarmulkes.com)

### Balloons/Centerpieces:

Balloon Fantasy - 708.343.1311

### Florists:

Tulipia Floral Design - 708.209.1323  
Westgate Flower and Plants - 708.386.0072

### Photographers/Videographers:

Diane Black - 708.681.0029  
Lisa Ebright - 708.710.2874  
Phil Goldman (videographer) - 847.681.8535  
Diane Rasche - 708.524.8815  
Michael Scarpelli - 312.455.1144  
Schwartz Video Productions - 847.609.7343  
Video Experience - 847.843.3665

### Rentals:

AA Rentals - 708.343.8110  
A to Z Tent Rental - 630.627.2690  
Halls Rental - 847.982.9200

### Oak Park Lodging:

Bishops Hall Bed & Breakfast - 708.383.7774  
Carleton Hotel & Inn - 708.848.5000  
Harvey House Bed & Breakfast - 708.848.6810  
Longwell Hall B&B - 708.386.5043  
Write Inn - 708.383.4800

### Security Services:

Blue Star Security (Tony Jannotta) -  
708.669.7470

***We are excited to be starting this journey together with you!  
L'shalom, The Temple Har Zion Staff and Clergy***