



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 Rabbi Dollin rabbi@headenver.org , Cantor Goldstein mzahav@aol.com , Stacy Wasserman (Director of Education) swasserman@headenver.org , or Neal Price (Executive Director) nprice@headenver.org 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.

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 child. 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 Herzl, Denver Academy of Torah, or Hillel Academy, beginning in first grade. Thus, minimally, a child will begin religious school or day school no later than the first 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 Stacy Wasserman 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, bar/bat mitzvah students are expected to attend 10 worship services at the HEA. During 6th grade, the students are expected to attend 8 of these services.

Included with this guidebook, you will find a menu of service options and descriptions available at the HEA.

6th Grade

There is an additional educational component for b'nai mitzvah students in their 6th grade year comprised of family education programs, and learners' *minyanim*. Students will participate in these learning opportunities to help them explore and begin to make choices about their adult Jewish lives. The schedule for these programs is distributed to families at the beginning of the 6th grade school year, and reminders are also given throughout the year. **The cost for this required program is \$240. This cost will be reflected on your November 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 the approved tutor list included in the back of this guidebook.

Updated lists will be distributed as created. **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. We hope that your child will choose to be confirmed at the HEA at the end of 10th grade. Currently, all HEA 10th Grade students who have become b'nai mitzvah in a ceremony are eligible.

Formal post-b'nai mitzvah education is provided by the Colorado Agency for Jewish Education's Hebrew High. Please contact Stacey Delcau, 303-320-3191 for information.

It is also our hope that students participate in informal education through our award winning USY programming, which begins in 4th grade and continues through 12th grade, or through one of the several other Jewish youth group opportunities in Denver. Michelle Nikolayevsky, michelle@headenver.org, is our Youth Groups Director.

Congregational B'nai Mitzvah Fees

The Hebrew Educational Alliance has organized and implemented an extensive b'nai mitzvah program both for your child and for you. Among the components of the program are documents such as this guide, Junior Congregation programming, and classes for the entire family. A number of breakfasts and dinners will be held. To help defray a portion of the costs for these events and materials, families are currently charged \$50 during your child's fifth grade year and \$240 during the sixth grade. 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, 303-758-9400.

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. During the spring of the child's fourth grade year, Rabbi Dollin, Neal Price and Stacy Wasserman meet with all fourth and fifth grade families to review HEA's bar/bat mitzvah procedures and requirements.

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 Rabbi Dollin. **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.

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. **Please be sure to bring all of the student’s 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 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.

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 Boutique Judaica, 5052 E. Hampden Ave, Denver 80222, 303-757-1317.

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 encouraged 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 mzahav@aol.com , or 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 Janet Purvis, Director of Operations 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 .

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 on the bima.

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 25 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 *bima*, and that the *bima* is a raised platform. Parents should remind the children to sit modestly and appropriately on the *bima*, 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, 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 calendar 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 Herzl, Denver Academy of Torah, 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 the informational meeting in the spring.

Attend 10 worship services at HEA.

During the sixth grade year:

Make sure child attends the class for families

Attend 8 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; submit the form

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 form and child's picture to Janet Purvis 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*
(Some families like to 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

<i>Aliyah</i>	the honor of being called up to the Torah, an honor on the <i>bima</i>	after the Torah is read in services
<i>Bar Mitzvah</i>	son of the commandments	
<i>Bat Mitzvah</i>	daughter of the commandments	
<i>Bimah</i>	The raised platform in the sanctuary	
<i>B'nai</i> (Mitzvah)	the plural of sons, used for the collective, boys & girls	
<i>B'not</i> (Mitzvah)	the plural of daughters (bat)	
<i>Daven</i>	Pray	
<i>D'var Torah</i>	A commentary on the Torah portion, haftarah or other teaching	
<i>Haftarah</i>	Weekly portion from the Prophets, read on Shabbat and festivals	
<i>Hagbah</i>	the honor of lifting the Torah	
<i>Havdalah</i>	a brief ceremony which closes the Shabbat day, held after three stars appear on Saturday night. Wine, a braided candle and a spice box are used.	
<i>Gabbai</i>	A rabbi's ritual assistant who facilitates the smooth running of the services	
<i>Gelilah</i>	The honor of redressing the Torah after it is read during services	
<i>Kashrut</i>	observance of the dietary laws	
<i>Kiddush</i>	1) blessings over wine 2) the light refreshments following the Shabbat morning service	
<i>Kippah</i> (Yiddish = yarmulke)	Skullcap (pl. <i>kippot</i>)	
<i>Ma'ariv</i>	The evening service	
<i>Maftir</i>	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

HEA phone number 303-758-9400

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.

Janet Purvis ext 215 jpurvis@headenver.org

Director of Operations, contact for information about building contracts and HEA Highlights.

Gail Kessel ext. 201 gkessel@headenver.org

Administrative Assistant, contact for information regarding resources, office and building hours, deliveries.

Stacy Wasserman ext. 211 swasserman@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 and to report service attendance.

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.

Albert Cohen ext. 209

Contact with questions about kitchen use, HEA kashrut policy, and Thursday morning minyan meal.

Michelle Nikolayevsky ext. 206 michelle@headenver.org

Youth Director, contact to find out how your child can get involved in youth activities.