

HAVURAH SHALOM

Bar/Bat Mitzvah

Service Outline Worksheet

Student(s):		Service Date:	
Parsha:		Cycle Year:	Second
Tutor(s):		Phone 1:	
E-mail(s):		Phone 2:	

Part I: Preliminary Service: *Birhot Hashaḥar* and *Pseukei D'Zimrah*

Prayer/Comment	KHN	Selection	Prayer Leader	Comments ("behind the scenes")
<i>Nigun</i>				Selection:
<i>Hine ma tov</i>	535	<input type="checkbox"/>		Version:
Tallit Presentation		<input type="checkbox"/>		(Optional) If a gift, have the gift giver present.
Tallit Blessing	143			Usually the student leads
<i>Mah tovu</i>	141	<input type="checkbox"/>		Usually one prayer leader until <i>Shohen ad</i>
Welcome				Usually Rabbi Joey. Orientation, childcare, photography, community participation
<i>Birhot hashaḥar</i>	155-163			Traditional non-unison <i>davening</i> , any language, standing. Contemporary versions
<i>Elohai</i>	165-7			
(Psalm 30)	174	<input type="checkbox"/>		(Optional)
<i>Baruh Sheamar</i>				Opening blessing of the <i>Pseukei D'Zimrah</i>
(Psalms)				List selections if more than "typical;" watch time
<i>Psalms 92-93</i>	209-11			Can use Psalm 92 alone (<i>Tov l'hodot</i>)
<i>Psalm 145 (Ashrei)</i>	429-31			Can be shared with, or offered to knowledgeable family member, friend, etc.
<i>Psalm 150 (Haleluyah)</i>	231			
<i>Nishmat</i>	235-241			Often started in unison; continued non-unison. Contemporary option may be shared reading.
<i>Shohen ad</i>	241			New prayer leader until the <i>Shema</i> OR until the <i>Torah</i> Service; student can assist or lead if a good singing voice
<i>Yishtabah</i>	243			Last blessing of the <i>Pesukei D'Zimrah</i>
<i>Hatzi Kaddish</i>	245			Closing blessing; end of the Preliminary Service

Part II: *Shema* and Its Blessings

Prayer/Comment	KHN	Selection	Prayer Leader	Comments ("behind the scenes")
<i>Barhu</i> / <i>Yotzer</i> blessing	247			Call to worship; first <i>Shema</i> blessing. Student may lead.
<i>Yotzer</i> / <i>Eil adon</i> / <i>Kedushah d.</i>	248-69			Non-unison <i>davening</i> , Eng/Heb, traditional melodies. Can select sections or read commentary.
<i>Or hadash</i>	269			Traditional chant or contemporary melody.
<i>Ahava rabah</i> ; <i>V'ha'er eyneynu</i>	270-3			Can be sung or stated, unison or non-unison. <i>Talit</i> fringes are gathered at this time.
<i>Shema</i> ; <i>V'ahavta</i>	277	Song		Student may lead. <i>V'ahavta</i> may be sung or chanted in <i>Shabbat</i> trope.
2 nd -3 rd Paragraphs	279-85			Read silently until the end of the 3rd paragraph.
<i>Vayomer</i> or <i>L'ma'an Tiz-kru</i>	285			Chant in trope; release <i>tallit</i> fringes if not <i>Emet</i>
(<i>Emet Vayetziv</i>)	286-9			(Optional) Non-unison <i>davening</i> ; OR read aloud in English. Introduce the <i>Amidah</i> .
<i>Mi hamo'ha</i> - <i>Tzur Yisrael</i>	291			Release <i>talit</i> fringes. Stand during <i>Tzur Yisrael</i>

Part III: *Amidah*

Prayer/Comment	KHN	Selection	Prayer Leader	Comments ("behind the scenes")
<i>Amidah</i>	295-323			Standing, silently; offer alternatives. <i>OR</i> : First 3 prayers aloud; rest silently <i>OR</i> : Silent; followed by complete repetition
(<i>Nigun</i> , <i>Oseh shalom</i> , or another on <i>Peace</i>) or <i>Kaddish titkabal</i>	107, 381			Song or instrumental music to end, or full <i>kaddish</i>
(Creative moment)				(Optional) Special reading; watch the time.

Part IV: Torah Service

Prayer/Comment	KHN	Selection	Prayer Leader	Comments ("behind the scenes")
<i>Eyn kamoha</i>	383			Often student leads Ark openers should be ready <i>Gabbai (R. Joey):</i> Calls <i>aliyot</i> . <i>Bodek/Bodekette (2nd gabbai):</i> Seconds the Torah reader: (Usually trope teacher)
<i>Av harahamin</i>	383			Ark openers: and
<i>Va-y'hi bin soa</i>	385			
<i>Ki mitzion</i>	385			
<i>(Bei ana rachetz)</i>	387			<i>(Optional)</i>
<i>Shema / Echad / Gadlu</i>	393			<i>(Optional: Handing the Torah down the generations.)</i> Student leads.
<i>Torah procession</i> <i>Lecha adonai; Eileh</i> <i>hamda Libi</i>	393; 841			Student leads; does not have to sing! If a large event, plan on more than 2 songs.

Reading of the Torah (*Please leave open one for member(s) of the congregation.)

****Hatzi Kaddish and Maftir only if Haftarah is read.**

Chapter/ Verses	Reader	<i>Aliyah</i> Honoree(s) [name(s) and relationship(s)] <i>Compile a list with all English & Hebrew Names for Gabbai</i>
1.		
2.		
3.		
4.		
*5.		
<i>Mi Sheberach</i>		Usually R. Joey, but anyone can do it. Done in between <i>aliyot</i> .
6.		Usually parents
7.		Student
<i>(**Hatzi Kaddish)</i>		<i>(Optional)</i> Usually R. Joey, but can be anyone, or the Torah Service leader
<i>(Maftir)</i>		<i>(Optional)</i> Student
<i>(Haftarah)</i>		<i>(Optional)</i> Usually student

Part IV (continued)

Prayer/Comment	KHN	Selection	Prayer Leader	Comments ("behind the scenes")
Release Blessing			Rabbi Joey	Parents repeat after R. Joey
Lifting and Dressing the Torah; V'zot HaTorah	407			<i>Hagbah:</i> <i>G'ililah:</i>
<i>Drash</i>			Student	Written and presented commentary; please practice presentation.
Parents' brief words			Parents	Watch the time!
Congregational Gift				Member leads
Rabbi's Blessing				(Select alternate if R. Joey is not here)
(Special Song)				(Optional) Watch the time; if selected, make it short!
Returning the Torah <i>Y'hallelu</i> /(Psalm 29)	433, 435			Door openers (same or different) should be ready. (Optional 2 nd processional) Ark closers: and
<i>Etz hayim hi</i>	441			Ark closers close doors at the very end.

Part V Closing Prayers

Prayer/Comment	KHN	Selection	Prayer Leader	Comments ("behind the scenes")
<i>Aleynu</i>	445-9			Reconstructionist 1 st paragraph; remain standing through end paragraph
Mourners' <i>Kaddish</i>	451			Usually R. Joey. Otherwise, select alternate. Ask for names and read from the congregational list.
Thank you's			Student	Watch the time!
Announcements				Congregational; Event-related
Closing Song				

Final Service: *Kiddush* and *Motzi*