

## Identifying people for honors and Torah reading

One of the most fulfilling aspects of a Bar or Bat Mitzvah is the ability to honor friends and relatives by including them in the service. In order to insure a smooth and appropriate service on this important day, we want to make sure you are aware of the guidelines that we have regarding identifying the honorees. As guidelines, we hope that you will ask us about them and, if there are special circumstances, we will try to be flexible.

1. A list of potential roles in the service, which are available for honors will be sent out by the ritual office \_\_\_\_\_ months prior to the event.
2. The final decision regarding the assignment of the honors remains with the ritual office. There are some circumstances (deaths, births, marriages) which take precedence over fulfilling the requests of the B'nei mitzvah families.
3. It is not appropriate to request special clergy or gabbayim. These are scheduled by the ritual office and must be able to be reassigned on short notice.
4. All Torah readers must be approved by the ritual office. All Torah readers must be heard by the Hazzan at least two weeks prior to the event. If it is not possible to chant the Torah for the Hazzan, the person will not be able to read on the day of the event. Please note that Torah readers should be able to read an entire aliyah. Aliyot will only be divided by the ritual office.
5. Some honors can only be assigned to Jews, but there are some that may be appropriate for non-Jews. Please inform the ritual office if there is any doubt regarding the appropriateness of the task.
6. Most of the honors must be given to adults (post-bar/bat mitzvah age), including opening and closing the Ark. If there are children who you would like to include in the service, please discuss with the ritual office.
7. You should include the Hebrew name of the honoree if they are to be called to the Torah.
8. Each family is entitled to 4 Torah aliyot as well as the Bar/Bat Mitzvah's aliyah (maftir). This is the maximum number of honors you may have (Remember that the Torah aliyah is the recitation of the blessings before and after the reading. The Person reading the Torah is not the one getting the honor.) If you do not need all 4 aliyot, the synagogue will distribute the honors you have not allocated. If you would like to assign a specific aliyah (e.g. the fifth aliyah) in order to pair with a specific reader, please inform the ritual office.
9. Some of the honors require speaking while some are "non-verbal." Verbal honors which require Hebrew reading can use transliterations.
10. Please return your list of honorees to the office at least two weeks prior to the Bar/Bat Mitzvah (at least one month for Torah readers). Please list English names as you wish them to appear in the brochure (i.e. including titles) and identify the Hebrew names for those being given a Torah aliyah (the name should include ben/or bat father's name and mother's name).

# ALİYOT - HONORS

Hotza'a (Opening the Ark) **name** (relationship)

**First Aliyah** **Congregant**

**Second Aliyah** **Congregant**

**Third Aliyah** **Congregant**

**Fourth Aliyah** **name** (relationship)  
**name** (relationship)

**Fifth Aliyah** **name** (relationship)  
**name** (relationship)

**Sixth Aliyah** **name** (relationship)  
**name** (relationship)

**Seventh Aliyah** **name** (PARENTS)

**Maftir** **(your child's name)**

**Torah Readers** **names to be listed (get from the** **ritual office (your**  
**child's name)**

**Hagbah** (Torah Lifting)) **name** (relationship)

**Gelilah** (Torah Dressing )**name** (relationship)

**Hachnasah** **name**(relationship)  
(Closing the Ark)

**Prayer for Country** **name** (relationship)

**Prayer for Israel** **name** (relationship)

**Ein Keloheinu** **(your child's name) &**  
**HBHA/PRS School Friends**

**Adon Olam** **(your child's name) and ???**