

## The Bar/Bat Mitzvah Timeline at Congregation B'nai Torah

- Two years prior to your child turning 13

### November (child in Grade 4 or Grade 5)

There will be a parent meeting concerning your child becoming a Bar/Bat Mitzvah. At this meeting, the “B’nai Mitzvah Date Request Form” is distributed and “nuts and bolts” information about what to expect over the next two years is shared by the Rabbi. **Forms are due no later than December 31<sup>st</sup>.** Families receive child’s date the following February or early March.

### February/March

You will receive your child’s Bar/Bat Mitzvah date. The student's birthday is the most important factor in the assignment of dates to Bar/Bat Mitzvah students. We will do our very best to try to accommodate other relevant requests as well.

- One year prior to the Bar/Bat Mitzvah date

Students preparing for Bar/Bat Mitzvah must be enrolled and attend weekly grade-level Religious School classes and any additional programs or services related to the B’nai Mitzvah experience. You will be notified by mail of dates and times of these additional programs well in advance.

Remember that a 75% attendance rate is required for your son/daughter in Grades 6 and 7. This includes all Tuesday afternoon/evening classes, scheduled programs, and informal youth opportunities. If the student falls below the 75% attendance requirement, s/he will be assigned individualized make-up work to complete and return to the rabbi/educator.

Your child and family will be invited to a Friday night Shabbat service together with other students and families whose B’nai Mitzvah ceremonies will occur in the same time-frame as yours. The group of students will be called to the Bima with family members to receive a personalized Bar/Bat Mitzvah binder and to receive a special blessing for this new beginning.

If you haven’t already done so, contact the synagogue Administrator to reserve the Temple facilities for your social function.

- Approximately 9-10 months prior to the Date

You and your son/daughter will be invited to meet with Rabbi Eiduson to review expectations for the tutoring process, discuss the Mitzvah Project, answer questions regarding study and preparation, and set preliminary goals prior to the beginning of one-on-one tutoring.

▪ Approximately 8 months prior to the Date

A letter will be sent to your family with a comprehensive Bar/Bat Mitzvah preparation schedule including: individual tutoring sessions at Congregation B'nai Torah with our B'nai Mitzvah tutor, meetings with cantorial soloist, rehearsal time in the sanctuary, and two meetings with Rabbi Eiduson concerning the student's writing of his or her D'var Torah. At the first meeting, Rabbi Eiduson meets with the parents and the student; at the second, Rabbi Eiduson meets with the student alone. The week prior to the second meeting with the Rabbi, the student should email Rabbi Eiduson a copy of the draft of his/her D'Var Torah for her review and suggestions at the meeting.

All meetings with the rabbi, the cantorial soloist as well as appointments with Congregation B'nai Torah's tutor are planned and scheduled to the best of our ability, and on a first-come, first-serve basis. Please note that no student will be taken out of CBT Tuesday afternoon or evening Religious School classes.

▪ Three to Four months prior to the Date

Meet with Rabbi Eiduson about student D'var Torah. At the first meeting, the rabbi meets with both the student and his or her parents; and at the second meeting the rabbi meets with the student individually.

▪ Two months prior to the Date

The Bar/Bat Mitzvah will have several opportunities with his or her tutor to chant directly from the Torah scroll and practice the entire service, Torah and Haftarah components in the Sanctuary.

The Cantorial Soloist will meet with families in small group to discuss the music for the services and to make decisions about the musical selections to be used in each family's particular service.

The Honors form will be reviewed with the parent at this time, so that it can be finalized with Rabbi Eiduson at the final rehearsal.

All fees must be paid and membership dues must be current.

Finalize all arrangements and pay all fees related to Bar/Bat Mitzvah celebration – if it is taking place at CBT. The Administrator will assist you with this process.

▪ Two to four weeks before the Date

During the final month of preparation, the student will have two 45-minute rehearsals in the Sanctuary with the tutor. At least one month in advance, parents are responsible for getting all information regarding service honors (for family and friends) and pamphlet/program materials to the rabbi.

In addition the following administrative details regarding the celebration/facility use needs to be submitted to the Administrator:

Caterer's name

Room(s) set-up for celebration

Number of guests attending service and/or celebration.

Requested arrival time of caterer, photographer, musicians, etc.

▪ Week of the Bar/Bat Mitzvah

Your child will have a rehearsal with Rabbi Eiduson in the sanctuary. Parents are required to attend. Siblings may also attend.

At this rehearsal, the rabbi will review the service honors and the pamphlet/program for any changes or important details.