



## Bar/Bat Mitzvah Planner

### Three years before...

**Your child is registered for AND attending religious school!**

- Bar/Bat Mitzvah Date assigned.
- Attend **Next Steps Planning Meeting** and receive an overview of online materials.

### 12 – 18 Months before...

- Set-up and serve Kiddush at 2 Shabbat services.
- Receive and fulfill obligatory Shabbat Ambassador and Kiddush serving assignments. You are required to help others, as you will be helped.

### Approximately 1 Year before...

**Your child is registered for AND attending religious school!**

- Attend Mechina (Trope) Class on Sunday mornings with your child (9 sessions). BM will be assigned a Bar/Bat Mitzvah tutor during Mechina class.
- Receive "3 Pillars" Mitzvah Program – Contact Cantor Steve if you need guidance on or you'd like to discuss your child's "3 Pillars" project.
- Depending on the month of your Simcha - attend **B'nai Mitzvah Planning** meeting and review online materials.

### After Mechina Class is Complete...

- Begin weekly tutoring sessions, which will continue until the week of the Bar/Bat Mitzvah. Stay in contact with your child's tutor to express concerns and remain current on his or her progress.
- Begin attending Shabbat morning services with your child to become familiar with the service and help you and your child set expectations for their participation on their day.

### 6 Months Before...

**Your child is registered for AND attending religious school!**

- Depending on the month of your Simcha - attend **B'nai Mitzvah Planning** meeting and review online materials.
- Continue communication with your child's tutor to stay current on progress, discuss goals for the day, Friday evening service participation, etc.
- Arrange with our B'nai Mitzvah coordinator, Randi Simon, regarding Torah readings for other family members who can and would like to read.
- Make sure your child is on track with the "3 Pillars" requirements.
- Attend Shabbat services more frequently to build familiarity
- Acquire tallit for your child (required for boys; encouraged for girls).

**Continued on the back!**



#### **4 Months Before...**

- Contact Randi Simon regarding Shabbat Kiddush and complete the Kiddush agreement.
- Set up time for pictures with Maria Catezone.
- Stay current on your child's progress both with tutor and 3 Pillars program.

#### **2 - 3 Months Before...**

- Through the Clergy Assistant, set up a meeting with our Assistant Rabbi to review timetables, logistics, and various ritual topics including the Aliyah-Honor Sheet. You receive 3 Aliyot at the Torah, in addition to the Bar/Bat Mitzvah's Aliyah and an ark opening. Participants must be Jewish and over BM age. A younger sibling may lead a blessing such as Kiddush/Motzi.
- Through the Clergy Assistant, schedule your final run through of the service with Rabbi Melman for within 1-2 weeks of your simcha.
- Randi contacts you to discuss the menu and count for Kiddush (if applicable).

#### **6- 8 Weeks Before...**

- Parents – Work on Parents' Prayer for your child. You are encouraged to write something original based on the examples, which are available on the CBS website.
- Complete your commitments for the "3 Pillars" Mitzvah Program and hand in any written/display materials to Cantor Steve.

#### **2 -4 Weeks Before ...**

- Turn in the Aliyah-Honor sheet.
- Provide your final Kiddush count to Randi.

#### **1-2 Weeks Before ...**

- Have your final run through of the service with Rabbi Melman.
- Complete your commitments for the "3 Pillars" Mitzvah Program and hand in any written/display materials to Cantor Steve.

#### **The week of...**

- Remain calm. Your child is well prepared and everything will run smoothly!
- Take pictures and video as previously scheduled through Maria in the office.
- If ordering kippot, drop them off to the CBS Office.

#### **The Shabbat of ...**

- Attend and participate in Friday evening services with family (optional).
- Arrive at the synagogue by 9:00 AM Saturday morning.
- Hug and kiss your child. Tell your child you love them and that you are proud!

**Smile and enjoy the service...it all goes by so quickly. ☺**