



## B'nai Mitzvah Planner

### 3 Years Before (4<sup>th</sup> Grade)...

**Your child is registered for AND attending religious school or Jewish Day School!**

- ☐ B'nai Mitzvah Reveal and Date assigned (in the spring).
- ☐ Attend **Next Steps Planning** meeting and receive an overview of online materials.

### Approximately 12-18 (6<sup>th</sup> Grade) Months before...

**Your child is registered for AND attending religious school or Jewish Day School!**

- ☐ Attend Mechina (B'nai Mitzvah Prep) Class scheduled on Shabbat or Sunday mornings during the 6<sup>th</sup> grade year of Religious School
- ☐ Attend 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.
- ☐ Attend Short term B'nai Mitzvah Planning meeting

### 12 Months before...

- ☐ Begin weekly tutoring sessions, which will continue until the week of the B'nai Mitzvah.

### 6 to 12 Months Before...

**Your child is registered for AND attending religious school or Jewish day school!**

- ☐ Attend 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
- ☐ Acquire tallit for your child (required for boys; encouraged for girls)
- ☐ Continue communication with your child's tutor to stay current on progress, discuss goals for the day, Friday evening service participation, etc.
- ☐ Receive and fulfill obligatory Shabbat Ambassador assignments.
- ☐ Tikun Olam Project-Contact a member of our Clergy if you need guidance or would like to discuss your child's Tikun Olam project.

**6 Months Before...Your child is registered for AND attending religious school  
Jewish day school!**

- ☐ 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 Tikun Olam Project requirements
- ☐ Attend Shabbat services more frequently to build familiarity

**4 Months Before...**

**Your child is registered for AND attending religious school or Jewish day school!**

- ☐ Contact Randi Simon regarding Shabbat Kiddush and submit Kiddush Agreement & pay Host Fee.
- ☐ Set up time for pictures with Maria Catezone.
- ☐ Stay current on your child's progress both with tutor and Tikun Olam Project.

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

**Your child is registered for AND attending religious school or Jewish day school!**

- ☐ Through the Clergy's Assistant, Lisa Weisner, set up a meeting with the Clergy to review timetables, logistics, and various ritual topics including the Aliyah-Honor Sheet, and D'var Torah.  
(You receive 3 Aliyot at the Torah, in addition to the B'nai 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.)
- ☐ Schedule with Lisa Weisner your final run through of the service with Clergy for 1-2 weeks before your simcha.
- ☐ Randi contacts you to discuss the menu and count for Kiddush (if applicable).

### **6–8 Weeks Before...**

#### **Your child is registered for AND attending religious school or Jewish Day School!**

- ☐ Parents –Work on Parents' Prayer for your child. You are encouraged to write something original based on the examples sent to you and which are available on the CBS website.
- ☐ Complete your commitments for the Tikun Olam Program and hand in any written/display materials to the clergy or your Tutor.

### **2-4 Weeks Before ...Your child is registered for AND attending religious school or Jewish Day School!**

- ☐ Turn in the Aliyah-Honor sheet.
- ☐ Provide Final Guest Count to Randi Simon and make arrangements with Lauri Holmes to pay Kiddush balance

### **1-2 Weeks Before ...Your child is registered for AND attending religious school or Jewish Day School !**

- ☐ Have your final run through of the service with the Clergy
- ☐ Complete your commitments for the Tikun Olam Mitzvah Program and hand in written/display materials to Cantor Steve or your Tutor.

### **The week of... Your child is registered for AND attending religious school or Jewish Day School!**

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

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

- ☐ Attend and participate in Friday evening services with family
  - ☐ 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. ☺**

**NOTES:**