

Timeline For Bar/Bat Mitzvah Preparation

Timeline begins 10 months prior to Bar/Bat Mitzvah date unless there is a block of time when the child will be unavailable for lessons (i.e. summer camp, vacations). This timeline is flexible to meet the varied individual needs of our students.

Write in Dates:	Time Frame	Preparation	Student/Parent Notes
	10 months prior	<u>Ready, Set, Go</u> : Student and parents meet with a clergy member to introduce and get started on the Bar/Bat Mitzvah journey.	
	10 months prior	Student will begin to meet with Cantor for the initial 3-4 months of weekly 30 minute lessons to learn to lead the congregation in prayer.	
	8 months prior	Review Temple arrangements with Executive Director, including Friday night Oneg (if applicable).	
	6 months prior	Schedule 5 meetings with Rabbi to discuss meaning of Torah/Haftarah and to write speeches. Additional appointments scheduled as needed. <ul style="list-style-type: none"> • One parent must be present at all these meetings. • First meeting includes a review of the Hebrew name. • The final meeting is a speech rehearsal on the bimah. 	
	6 months prior	Schedule 30 minute weekly appointments with Mr. Horowitz to learn Torah and Haftarah portions. These should begin following 1 st meeting with Rabbi.	
	5-6 months prior	Begin meetings with Rabbi.	
	5-6 months prior	Begin meetings with Mr. Horowitz.	
	1 month prior	<ul style="list-style-type: none"> • Final review of speeches with Rabbi. • Arrange/Prep food baskets, flowers, or other option for the bimah. 	
<i>Timeline continues on next page...</i>			

Timeline For Bar/Bat Mitzvah Preparation (Continued)

Write in Dates:	Time Frame	Preparation	Student/Parent Notes
	1 month prior	Schedule 4 final meetings with Cantor: <ul style="list-style-type: none"> • <u>Meetings 1-3</u>: Meet with Cantor to review Torah and Haftarah readings, prayers, and to become comfortable on the bimah. Complete and review Honors/Information Sheet with Cantor; additional copies available in the office (see Administrative Assistant). • <u>Meeting 4</u>: A full rehearsal of the service with parents present. 	
	10 days prior	<ul style="list-style-type: none"> • Notify Administrative Assistant if there are any last minute changes on the Honors/Information Sheet, including the expected number of attendees for the Bar/Bat Mitzvah service and at the Friday Erev Shabbat Service. • Review leaflet (if applicable) and make any edits if needed. 	
	1 week prior	<ul style="list-style-type: none"> • Complete rehearsal with Cantor. • Practice speeches on bimah with Rabbi. 	

MISSING A LESSON

If you need to cancel a lesson, please call your tutor with as much notice as possible, and then reschedule the lesson. It is your responsibility to keep from missing your weekly lesson. If less than 24 hours notice is given, the tutor still gets paid. You are allowed one missed lesson without additional cost to you. If additional lessons are missed without the proper 24 hour notice, it will be the family's financial responsibility. If there are extraordinary circumstances, please contact the Executive Director.