

B'nei Mitzvah Timeline

- ❑ Spring of 5th Grade
 - ❑ work with Kol Tzedek Administrator to choose dates

- ❑ Fall of 6th Grade
 - ❑ First class meeting with Rabbi Ari Lev and Rabbi Michelle

- ❑ Spring of 6th Grade
 - ❑ First Family Education program
 - ❑ Families meet with Kol Tzedek Administrator to discuss logistics
 - ❑ Sign up for ushering/greeting responsibilities

- ❑ Fall of 7th Grade
 - ❑ Second Family Education program

- ❑ 12 months before
 - ❑ Meet with Rabbi Michelle to discuss goals and tutoring
 - ❑ Attend Shabbat services (students must attend 6 Shabbat morning services in the year leading up to B'nei Mitzvah, 4 of which should be at Kol Tzedek)

- ❑ 9-12 months before
 - ❑ Begin tutoring
 - ❑ Kol Tzedek will bill you for B'nei Mitzvah fees

- ❑ 6 months before
 - ❑ Meet with Rabbi Michelle to discuss Tzedek project

- ❑ 2-3 months before
 - ❑ Notify Rabbi Ari Lev or Rabbi Michelle if any family members or friends plan to chant Torah
 - ❑ Meet with Rabbi Ari Lev to:
 - ❑ Discuss family honors
 - ❑ Discuss specifics of the service
 - ❑ Decide if you want to hire a drummer
 - ❑ Schedule 2 D'var Torah meetings
 - ❑ Share any questions or concerns
 - ❑ Meet with Kol Tzedek Administrator to discuss further details of catering, tablecloths and setup, accessibility needs, and access to the building for any setup.

- ❑ 4-6 weeks before
 - ❑ Student will meet two times with Rabbi Ari Lev to write their D'var Torah
 - ❑ Design any handouts that you would like to prepare

- ❑ 1-2 weeks before
 - ❑ Attend rehearsal with Rabbi Ari Lev (rehearsals are generally 45 minutes to 1 hour long and are scheduled for 4:30 on the Wednesday afternoon that is 10 days before the B'nei Mitzvah. If you would like to schedule your rehearsal for another time, please contact Rabbi Ari Lev at least one month prior to this)
 - ❑ Submit honors worksheet to Rabbi Ari Lev
 - ❑ Submit a copy of any handouts to Rabbi Michelle for approval
 - ❑ Contact minyan@kol-tzedek to let them know if you want to participate in the Thursday Morning Minyan the week of your B'nei Mitzvah

- ❑ Week of
 - ❑ Finalize service outline with all names, honors and readings
 - ❑ Read Torah or lead prayers at Thursday morning minyan in preparation for Shabbat (optional)
 - ❑ Family has the option of inviting guests and sponsoring the communal breakfast following minyan (10-20 ppl)

- ❑ The day of
 - ❑ Arrive by 9:15
 - ❑ Make sure to bring the following things to Kol Tzedek:
 - ❑ Candy (for throwing)
 - ❑ The student's tallit and kippah
 - ❑ The student's D'var torah
 - ❑ Copies of handouts