



BAR/BAT MITZVAH TIME LINE
(KEEP THIS POSTED ON YOUR REFRIGERATOR AT ALL TIMES!)

1-year prior – All financial obligations to Or Hadash must be met, or alternative arrangements must be made with the treasurer before tutor is assigned.

12-15 months prior – Mitzvah project proposal must be submitted to Educational Steering Committee. Rabbi assigns your tutor.

12 months prior - Begin your Mitzvah Project.

10 – 12 months prior – Contact your tutor to arrange your first lesson. You should receive an assignment from the Rabbi. If you do not, please contact the office.

8 – 12 months prior – Begin tutoring

8-10 months prior – You will receive a letter from the Rabbi informing you of the dates when you will meet with him, what will take place at each meeting, and the date of your rehearsal.

6-8 months prior – First meeting with the Rabbi in to discuss your Torah portion and any questions or concerns.

- Discuss arrangements for Friday night kiddush and Saturday oneg with the Synagogue Administrator. Any applicable rental fees are due at this time.

3-4 months prior – Second meeting with the Rabbi to discuss and finalize plans for the service and to review the *D'var Torah*.

3-6 months prior – Mitzvah project is completed. Submit your Reflection Questions and Project Log to the Education Steering Committee no later than 1 month prior to date.

2 - 3 weeks prior – Final draft of the speeches should be submitted.

- Booklet, readings, songs, etc. submitted to the Rabbi for review
- Final draft of *D'var Torah* is submitted to the Rabbi
- Completed Participation Sheet e-mailed or handed to the Rabbi

10 days prior - Membership dues must be fully paid by this date unless alternative arrangements have been made with the Or Hadash Treasurer at the time of membership renewal.

9 days prior (Thursday @ 4:00) – Rehearsal. Bring Torah portion, Haftarah, tallit, all speeches and prayers with you.

1 day prior – Family attends Friday evening service and provides oneg following service

- Bar/Bat Mitzvah leads selected prayers during the Friday night service.
- Bring tallit, *D'var Torah*, booklets, kippot and anything else you may wish to have on hand Saturday morning