

## B Mitzvah Study Timeline

During the course of the year leading up to your b mitzvah, students will meet regularly with Rabbi Aaron and Cantor Steve for tutoring sessions to prepare for the service. Generally these sessions will last about an hour, during which time you'll practice the blessings and prayers recited during the service; Torah reading; and Haftarah readings for those having a morning service.

| Milestone      | Activity   |
|----------------|--|
| 6 Months Prior | <ul style="list-style-type: none"> <li>• Begin weekly meetings with Cantor Steve for your tutoring sessions.*</li> <li>• Begin meeting with Rabbi Aaron monthly to work on your d'var Torah (speech).</li> </ul>   |
| 2 Months Prior | <ul style="list-style-type: none"> <li>• Be able to chant the Torah reading and its blessings.</li> <li>• Be able to chant designated prayers for the service.</li> <li>• Be able to chant your Haftarah and its blessings (morning service).</li> </ul> |
| 1 Month Prior  | <ul style="list-style-type: none"> <li>• Practice, practice, practice. At this point no new material will be added.</li> <li>• Students practice on bimah and perfect the "choreography" of the service.</li> </ul>                                      |
| B Mitzvah Day  | <ul style="list-style-type: none"> <li>• Clergy and staff are there to support and celebrate with you ... Mazal tov!</li> </ul>  |

\*Students who require additional Hebrew training can seek paid tutoring through OZ.

## Event Planning Checklist and Timeline

| Milestone               | Activity   |
|-------------------------|--|
| Typically 2 Years Prior | <input type="checkbox"/> Confirm membership in good standing.<br><input type="checkbox"/> Submit b mitzvah dates at:<br><a href="https://ohavizedek.shulcloud.com/form/b-mitzvah-reg">https://ohavizedek.shulcloud.com/form/b-mitzvah-reg</a>  |
| 8 Months Prior          | <input type="checkbox"/> Decide on your guest list. Reminder to invite all the student's classmates to the service. Please contact Naomi or your teacher for up-to-date class lists and addresses.<br><input type="checkbox"/> Meet with Rabbi Aaron as a family to discuss any concerns, issues, ask questions, etc.  |
| 6 Months Prior          | <input type="checkbox"/> Choose a caterer for the kiddush following your child's bar/bat mitzvah and let OZ's Admin in the office know whom you have chosen and approximately how many guests will be attending.<br><input type="checkbox"/> Send in your payment of \$650 (subject to change) to Ohavi Zedek for your child's b mitzvah.  |
| 3 Months Prior          | <input type="checkbox"/> Arrange with another b mitzvah family to trade ushering/greeter duties for each others' b mitzvah<br><input type="checkbox"/> Obtain tallit and kippah for b mitzvah and, if you choose, kippot for your guests.<br><input type="checkbox"/> Email OZ Newsletter announcement to Office@ohavizedek.org (sample below) and a .jpg photo of your child for The Voice.<br><br><div style="text-align: center;"> <p>Family Names</p> <p>Invite the congregation to attend the B Mitzvah of</p> <p>Child's Name</p> <p>Shabbat, Date</p> <p>Beginning at 9:15 AM</p> <p>Kiddush following services</p> </div> <p>(You may use a variety of terms: b mitzvah, bar mitzvah, bat mitzvah, etc.)</p> |

## Event Planning Checklist and Timeline, Cont.

| Milestone               | Activity  |
|-------------------------|---|
| 2 Months Prior          | <ul style="list-style-type: none"> <li><input type="checkbox"/> Send out your invitations. If you wish, Rabbi Aaron or Cantor Steve would be glad to assist you in preparing your invitation by identifying the names of the Haftarah/Torah portions to be read at the service.</li> <li><input type="checkbox"/> Inform office@ohavizedek.org how many tables you would like set up for the kiddush following the service.</li> <li><input type="checkbox"/> Begin discussing service guide with Rabbi Aaron.</li> <li><input type="checkbox"/> Email Torah Blessings (Aliyah honors) list to Rabbi Aaron.</li> </ul>  |
| The Week of B Mitzvah   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule photos in the sanctuary with your photographer (typically the Friday before the event as photography is not permitted on Shabbat).</li> <li><input type="checkbox"/> Rehearsal for the student, parents, the Rabbi Aaron and Cantor Steve only (reflections and encouragement from clergy on the b mitzvah process, practice bimah choreography, final service run through, etc.).</li> <li><input type="checkbox"/> Families are expected to arrive at least 30 minutes before the b mitzvah service.</li> <li><input type="checkbox"/> Deliveries of items, such as flowers, kippot and programs should be scheduled with office and maintenance staff.</li> </ul> |
| After the B Mitzvah Day | <p>Steps you may consider:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Thank you notes.</li> <li><input type="checkbox"/> Donations to the <u>rabbi's</u> and <u>cantor's</u> discretionary funds that help the clergy to support programs and tzedakah recipients in furtherance of the mission of the synagogue. (They are not used for personal benefit.)</li> <li><input type="checkbox"/> Honor your b mitzvah's achievement through OZ's Tree of Life leaves display.</li> <li><input type="checkbox"/> Sign up with Cantor Steve to be an Ohavi Zedek Torah or Haftarah reader in the years following your b mitzvah.</li> </ul>   |