

B-Mitzvah Timeline & Checklist

This timeline/to-do list is designed to help you in the planning of your child's Bar or Bat Mitzvah. It includes only the religious and educational aspects of this event.

12 -18 Months Before

- Meet with or contact the Rabbi to identify a desired and available date and Torah portion.
- Contact the UUCA to confirm availability of sanctuary space.
- Once space is reserved, notify the Kol Ami Coordinator and Rabbi so the date can be placed on the Kol Ami calendar.
- Attend the family orientation (if offered during this period).
- Review the Kol Ami B-Mitzvah Guide.
- Explore tutoring options (see the B-Mitzvah Guide for recommendations).

9 -12 Months Before

- Interview and hire a private tutor.
- Begin attending Shabbat morning services regularly.
- Meet with the Rabbi to:
 - Review the structure of the service
 - Discuss the Torah portion
 - Share the family's vision for the B-Mitzvah experience
- Begin studying Hebrew prayers and trope with the tutor.
- Identify a mitzvah project.

3 - 6 Months Before

- Meet with the Rabbi (family and student) to review progress and discuss the mitzvah project.
- Continue studying the Torah portion and prayers with the tutor.
- Confirm sanctuary arrangements with UUCA and complete any required agreements.

2 - 3 Months Before

- Continue focused study of all elements of the service.
- Meet with the Rabbi to study the Torah portion and commentaries.
 - The student prepares a draft d'var Torah and emails it to the Rabbi within one week of this meeting.



- Alternatively, if the student is working with a tutor on the d'var Torah, the draft should be sent to the Rabbi **no later than three weeks before** the B-Mitzvah date.
- Organize aliyot and send the Reconstructionist version of the Torah blessings to all participants receiving an aliyah.
- Select any additional English readings and distribute copies to participating family members and friends.

4 Weeks Before

- Finalize the d'var Torah and email it to the Rabbi (if not already submitted).
- Polish aliyot and the prayers the student will lead.
- Send reminders to all service participants. Obtain their Hebrew names if needed, and forward to the Rabbi.
- Parents/caregivers:
 - Compose personal remarks or blessings for the child
 - Practice aliyah blessings and the Shehecheyanu

1- 2 Weeks Before

- Participate in the onsite rehearsal with the Rabbi, tutor, and UUCA Administrator.