



## 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.

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### 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).
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### 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.
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### 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.
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### 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.
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#### **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
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#### **1- 2 Weeks Before**

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