

### Temple Beth Or B'nei Mitzvah Timeline

Months prior	Task, * = optional	Responsibility	Notes
<b>12 to 18 months</b>			
	Pass the qualifying test: 6 prayers & sight reading	Student/Family/TBO	
	Meet w/ Rabbi and set date; select Torah portion. Consider number of aliyot for service & how many verses for B"M	Rabbi/Family	
	Meet w/ RPC rep to review handbook & receive tutor list	Family/RPC rep	
	Continue to attend services	Family	
	Continue to study prayers & add new ones	Student/TBO (B"M class)	
	Read "Putting G-d on Your Guest List"*	Family	How to claim the spiritual meaning of your bar or bat mitzvah / by Jeffrey K. Salkin
<b>6 to 12 months</b>			
	Set schedule with tutor	Family	Tutor and Rabbi stay in communication
	Continue to attend services and read prayers aloud as practice; continue to add new prayers	Student	
	Study Torah & Haftarah portion w/ tutor	Student	
	Begin intros to Torah and Haftarah portions	Student	
	6 mos. Read through commentaries and write a rough draft of D'var Torah, then meet with Rabbi and continue to refine and discuss.	Student/Rabbi	
	6-month review w RPC; bring intros for review. Final approval of intros by Rabbi	Student/RPC/Rabbi	
	Work on 13 mitzvot projects. Choose Tikkun Olam project and have approved by Rabbi.	Student/Family	
	Make guest list- Decide on photographer and celebration room*	Family	
	Begin participation forms: service attendance, 13 mitzvot projects, & tikkun olam project	Student	
<b>4 to 6 months</b>			
	Continue to attend services and read prayers aloud as practice	Student	
	Continue w/ study of Torah, Haftarah and blessings	Student/Tutor	

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	4-month review w RPC	TBO/RPC committee	
	13 mitzvot projects-ongoing	Student/Family	
	Perform Tikkun Olam Project	Student/Family/RPC/Rabbi	
	4 mos. Meet w Rabbi; continue to refine d'var Torah	Student/Rabbi	
	Choose Tallit for B"M; order celebration Kipot*	Family	
	Choose invitations*	Family	
	Discuss honors w Rabbi; send final list to TBO office & Hebrew names to Rabbi. Include members for honors.	Family/Rabbi/TBO office	
<b>2 to 3 months</b>			
	Continue to refine d'var torah	Student/Rabbi	
	Cont. w/ study of service prayers, Torah & Haftarah	Student	
	Choose Kiddush coordinator for challah & wine	Family	
	Decide on <b>hypoallergenic</b> flowers for Bima*	Family	
<b>6 to 8 weeks</b>			
	Complete d'var Torah	Student/Rabbi	
	Review service outline with Rabbi	Student/Rabbi/RPC rev. team	
	2 month review w/ RPC team	Student/RPC com	
	Prepare Shabbat Bulletin/Torah-Haftarah insert	Family/TBO office	
	2 mos. Send article to <i>ORacle</i> & <i>JT NEWS</i> *	Family	
	Address & send invitations*	Family	
	Invite congregation via <i>ORacle</i>	TBO	
<b>1 month</b>			
	Rehearsal w Rabbi	Student/Rabbi	
	Contact Steve Wolff about recording the service*	Family	
	Write parent blessings, 2 - 3 min total	Family	
	Write student Thank You speech	Student	
<b>14 days</b>			
	Inform TBO of number of people expected at service	Family	
	Turn in participation forms to B"M coordinator	Family/Student	
<b>B"M weekend</b>			
<b>Friday</b>	Attend Evening Service	Family	
<b>Saturday</b>	Arrive 30 min. early	Family	
	Relax and enjoy the service	ALL	