

Bar/Bat Mitzvah Planning Guide

Gishrei Shalom Jewish Congregation

Task	Responsible	When
Introduction to Bar/Bat Mitzvah Meeting	Family, Rabbi, Education and Ritual Chairs	Upon entering 5th grade
Meet with Rabbi, Education and Ritual Committees	Family, Rabbi, Education and Ritual Chairs	18 months prior
Assess knowledge and preparedness	Rabbi	18 month prior
Choose possible dates and Torah portions	Rabbi and Family	12 - 18 months prior
Confirm Church availability	Ritual Chair	1 year prior
Meet with family to review guidelines, service outline, and expectations	Rabbi, Ritual Chair, Family	1 year prior
Hire tutor if necessary	Family	1 year prior
Student is given recordings of Torah and Haftarah	Rabbi	6-9 months prior
Tutor student on prayers, Torah and Haftarah	Rabbi and Tutor	1 year
Outline expectations for D'var Torah, introduction of Haftarah, personal remarks and mitzvah project, Friday night service as well as Saturday	Rabbi and Family Ritual Chair is informed of decisions	3 months prior
Review logistics of service and honors	Rabbi and Family	1-2 months prior
Arrange for sanctuary setup and breakdown	Family and Ritual Chair	1 month prior
Purchase and prepare certificate and gifts	Rabbi, President, Women's and Men's Clumbs	1 month prior
Final Review and Rehearsal	Rabbi, Family, Ritual Chair	1-2 weeks prior
Gifts to Rabbi and Congregation	Family	Day of or afterwards

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