

congregation
bet haverim



Brit Mitzvah Timeline

Date of Ceremony: _____

| Time until ceremony: | Activity: | Comments/Results: | Done: |
|----------------------|---|-------------------|-------|
| 24 months | Family decision to begin brit mitzvah process | | |
| | Must be registered for CBH Community School; consistent attendance required | | |
| | Attend Parent Brit Mitzvah Meeting for information on setting a date | | |
| | Begin attending Saturday morning services and other requirements to complete Brit Mitzvah Bingo Card. | | |
| 12-18 months | Confirm location for Brit Mitzvah service | | |

| Time until ceremony: | Activity: | Comments/Results: | Done: |
|----------------------|---|---|-------|
| 12-18 months | Gather <i>Tikkun Olam</i> (Community Service) Project ideas (2-4 ideas) | | |
| 9 - 12 months | Set up initial family meeting with Rabbi | Rabbi's Assistant | |
| | Sign Brit, Discuss Tikkun Olam project in initial meeting with Rabbi | Done at family meeting with the Rabbi | |
| | Registration for Brit Mitzvah Class | Done during CBHCS registration | |
| | Schedule Trope Tutoring | Administrator has list of tutors | |
| | Purchase Reconstructionist Siddur | http://stores.jewishreconbooks.org/-strse-25/siddur/Detail.bok | |
| | Select reception venue and caterer, reserve facility, initial contract with music, entertainment, flowers, photographer | | |

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|----------------------|---|---|-------|
| 9 - 12 months | Preliminary Guest List, do Save The Date mailing for out of town guests | | |
| 6 – 9 months | *Begin Trope Training no later than 6 months out | | |
| | Finalize guest list, select and order invitations | | |
| | Block hotel rooms for out of town guests | | |
| | Tikkun Olam Hours – begin logging volunteer time (12 – 15 hour minimum) | | |
| 4 – 6 months | Select <i>Gabbi Rishon</i> & <i>Gabbai Sheni</i> | Update Google Doc template | |
| | Begin <i>tallit</i> selection or order custom <i>tallit</i> | | |
| | Attend Shabbat morning services as much as possible | The more familiar your child is with the service, the more comfortable they will be leading the service | |

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|----------------------|---|---------------------------|-------|
| 4 – 6 months | <i>Tikkun olam</i> project and <i>trope</i> lessons should be under way | | |
| 3 months | Begin to think about music for your service | | |
| | Assign and invite honorees for aliyot | Update GoogleDoc template | |
| | Finish Tikkun Olam Project | | |
| | Check off Celebration details (Hotel gift baskets, décor, imprinted items, kippot, napkins, order thank you notes) | | |
| 2 months | Mail Invitations. Be sure to include directions to the events, and an optional note explaining what to expect at a brit mitzvah ceremony at CBH; we ask that you consider inviting all your child's CBHCS classmates and brit mitzvah class | | |

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|----------------------|--|--|-------|
| 2 months | Work on d'var with Rabbi Gottfried | | |
| | Select special readers and assign readings | Update google doc template | |
| | Dvar Writing! Tikkun Olam Summary Writing! | | |
| | Send copy of invitation to Administrator for inclusion in Bet Mail | | |
| | Design and begin creating Program | Templates available from Administrator | |
| | <p>If part of the Tikkun Olam project involves</p> <p>collecting items or <i>tzedakah</i> for a charity, communicate this opportunity to the CBH Community and guests.</p> | | |

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|----------------------|--|--|-------|
| 6 weeks | <p>Family check-in.</p> <ul style="list-style-type: none"> ● How confident is the brit mitzvah with the emerging d'var? ● Are all Torah readers practicing and becoming confident? ● Is additional tutoring needed? ● Have all aliyah honorees accepted their invitations? ● Practice blessings, prayers, and talk about the d'var topic as a family. | | |
| 3 weeks | Parents begin to write speeches to <i>the brit mitzvah</i> | | |
| | <p>*Have all <i>aliyah</i> honorees accepted their invitations? If not, make sure all honors are assigned and confirmed</p> <p>** including Gabbai Rishon and Gabbai Sheni</p> | Update template & contact Rabbi's Assistant if you are in need of names to contact | |

| Time until ceremony: | Activity: | Comments/Results: | Done: |
|----------------------|--|---|-------|
| 3 weeks | Gather names and complete Hebrew names of honorees for <i>aliyot</i> and give completed chart to <i>Gabbai Rishon</i> and to Rabbi's Assistant | Update google doc template | |
| | Add 30 congregants to your estimated attendance. | | |
| | <p>Dress rehearsal is typically the Thursday before the <i>brit mitzvah</i> date.</p> <p>If you are taking pictures, please dress accordingly.</p> <p>*Please do not plan to drop off items at the rehearsal that are for the day of the ceremony.</p> | Time of rehearsal is 3-5pm. Pictures begin at 2:30pm. | |
| | All fees must be paid in full and your CBH account must be in good standing. | | |
| 2 weeks | Send draft of program to Administrator at admin@cbhatlanta.org | | |

| The Week of the Bar/Bat Mitzvah: | Activity: | Comments/Results: | Done: |
|----------------------------------|--|--|-------|
| Monday | Confirm expected crowd size. Ensure adequate programs; we recommend approx. 2/3 of your guest total | | |
| Thursday | <p>3:00 PM Rehearsal</p> <p>Bring:</p> <ul style="list-style-type: none"> ● Prayer book ● Speeches and D'var ● Tallit and bag ● Kippot ● Any symbolic items to be used in the ceremony (yad, etc) | <p>*Note - If photos will be taken at the rehearsal, dress as you plan to dress for service. Example: some shoe styles require practice; be sure to practice carrying the Torah in your dress shoes.</p> | |
| Friday | <p>Shabbat Dinner for out of town guests. Hotel Gift Bags delivered.</p> <p>Get plenty of rest.</p> | | |

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|------------------------|--|--|--|
| <p>Saturday</p> | <p>Bring: Any last-minute items</p> <ul style="list-style-type: none"> ● Programs ● Flowers ● Check for caterer ● Tallit | | |
| <p>Beyond</p> | <p>Thank you notes, Tzedakah,</p> <p>Continue Sunday School,</p> <p>Attend classmates <i>brit mitzvahs</i>,</p> <p>Apply to be in our CBH Madrich Program!</p> | | |

Mazel Tov!