B'MITZVAH Handbook
Highlights

UPDATED
APRIL 2024
B'MITZVAH BIG PICTURE

TORAH:
LEARN TO CHANT 12 VERSES OF TORAH FROM THE TORAH SCROLL WITH TRADITIONAL TROPE (MELODY)

SERMON:
STUDY YOUR TORAH PORTION AND DELIVER A TEACHING REFLECTING ON YOUR INTERPRETATION

LEAD T'FILAH:
LEARN TO LEAD SELECT PRAYERS AND PARTS OF THE SHABBAT MORNING SERVICE

MITZVAH PROJECT:
TZEDAKAH (PHILANTHROPY) AND TIKKUN OLAM (REPAIRING THE WORLD)

B'MITZVAH TRAINING PROGRAM

INCLUDED:

- UP TO 24 INDIVIDUAL TUTORING SESSIONS (45 MIN.)
- 4 SERMON APPOINTMENTS WITH RABBI (30 MIN.)
- 1 SERVICE DETAILS APPOINTMENT WITH RABBI (45 MIN.)
- 2 REHEARSALS WITH RABBI IN SANCTUARY (45 MIN.)
- 1 REHEARSAL W/ CANTORIAL SOLOIST IN SANCTUARY (45 MIN.)
- 2 FACILITY MEETINGS W/ EXECUTIVE DIRECTOR & STAFF

TOTAL COST: $1550
# B'Mitzvah Timeline

## B'Mitzvah Process

<table>
<thead>
<tr>
<th>Event</th>
<th>When</th>
<th>Financials</th>
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| B'Mitzvah Date Assigned  
(Minimum Membership & STaRS enrollment requirements met) | Spring of 5th grade |  $200 Deposit charged to secure Service Date  
Training Program Payment Plan Set up for $1,350 Remaining Balance (due 3 Months Prior to service) |
| Parsha Workshop (choose 12 verses of Torah portion to chant & speak about)  
Tallit workshop (Through STaRS)  
Shabbat Morning Learner’s Service | By the Spring of 6th grade |   |
| Enroll in Bina/Kehillah  
Submit Communications Release Form | Before 7th grade | Bina/Kehillah fees assessed & billed through STaRS |
| B'Mitzvah Kick Off meeting  
Prayer practicum with rabbi | Fall of 7th Grade |   |
| Individual Weekly Tutoring Begins  
Start Mitzvah Project  
4 Sermon, 1 Service Details, 3 Rehearsal appointments, & 2 Facility Meetings Scheduled  
Facility Meeting #1 | 6 months Prior | Facility Use Costs discussed at Facility Meeting  
$300 Refundable Facility Use Deposit Charged  
Facility Payment Plan determined |
| 4 Sermon Appointments (every 2 weeks)  
sermon writing begins | 4 months Prior |   |
| Service Details appointment  
Sermon complete | 3 months Prior | Training Program Balance Due in Full |
| Facility Meeting #2 (provide info regarding guest count, post-services celebrations, vendor info)  
Complete Pulpit Honors Form | 2 months Prior |   |
| Facility Meeting #2 | 1 month Prior | Facility Usage Fees Due in Full |
# B'Mitzvah Process

## Timeline

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<tr>
<td>Rehearsal #1 with Rabbi</td>
<td>2 Weeks Prior</td>
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<tr>
<td>Submit Pulpit Honors form (with picture &amp; final guest count) to Tutor &amp; B'Mitzvah Coordinator</td>
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<tr>
<td>Rehearsal #2 with Rabbi</td>
<td>1 Week Prior</td>
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<tr>
<td>Rehearsal #3 with Cantorial Soloist</td>
<td>Week of Service</td>
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<td>Attend Friday Night Service (Family lights Candles &amp; helps with Oneg, B'Mitzvah leads V'ahavta &amp; Kiddush)</td>
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<tr>
<td>Mitzvah project due &amp; displayed</td>
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<tr>
<td>Mazel Tov!</td>
<td>B'Mitzvah Day!!</td>
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<tr>
<td>We are so proud of you!</td>
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### Facility Use

#### Standing Oneg:
1 HR, includes security, ends by 1PM
Light refreshments requiring no plates or utensils
No outside caterer or vendor onsite
Limited use of kitchen

Mandatory minimum reception
$385
*Fees subject to change

#### Kiddush Luncheon:
2 HRS, includes security, ends by 2PM
This is a meal (or heavy apps)
Full use of sanctuary, patio, tables, chairs, classrooms, kitchen included
Outside caterer/vendor allowed

Most popular reception choice
$660
*Fees subject to change

#### Evening Party:
4 HRS, includes security
Full use of sanctuary, patio, tables, chairs, classrooms, kitchen included
Outside caterer/vendor allowed
Includes building attendant subject to availability

$960
*Fees subject to change

#### Friday Dinner:
Kolbo room, up to 30 people
Ends by 9PM, includes security
Outside caterer/vendor allowed
Limited use of kitchen
Includes building attendant subject to availability

$280
*Fees subject to change

*Fees subject to change