

B'MITZVAH

Handbook

Highlights

UPDATED
NOVEMBER 2023



CONGREGATION
SHOMREI TORAH
שומרי תורה



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	WHEN	FINANCIALS
B'MITZVAH DATE ASSIGNED WITH MINIMUM MEMBERSHIP & STARS ENROLLMENT REQUIREMENTS MET	SPRING OF 5TH GRADE	<ul style="list-style-type: none"> \$200 DEPOSIT CHARGED TO SECURE SERVICE DATE TRAINING PROGRAM PAYMENT PLAN SET UP FOR \$1350 REMAINING BALANCE
<ul style="list-style-type: none"> PARSHA WORKSHOP (CHOOSE 12 VERSES OF TORAH PORTION TO CHANT & SPEAK ABOUT) TALIT WORKSHOP SHABBAT MORNING LEARNER'S SERVICE 	BY THE SPRING OF 6TH GRADE	<ul style="list-style-type: none"> PAYMENT PLAN PAYMENTS CHARGED PER AGREEMENT \$300 REFUNDABLE FACILITY USE DEPOSIT CHARGED
	BEFORE 7TH GRADE	ENROLL IN CHEVRUTAH/KEHILLAH (FEES ASSESSED THROUGH STARS)
<ul style="list-style-type: none"> B'MITZVAH KICK OFF MEETING GET STARTED ON MITZVAH PROJECT PRAYER CLASS WITH RABBI 	FALL OF 7TH GRADE	INSTALLMENTS FOR TRAINING PROGRAM PAYMENT PLAN CONTINUE UNTIL PAID IN FULL, 3 MONTHS PRIOR
<ul style="list-style-type: none"> INDIVIDUAL WEEKLY TUTORING BEGINS 4 SERMON, 1 SERVICE DETAILS, 3 REHEARSAL APPOINTMENTS, & 2 FACILITY MEETINGS SCHEDULED FACILITY MEETING #1 	6 MONTHS PRIOR	<ul style="list-style-type: none"> FACILITY USE COSTS DISCUSSED AT FACILITY MEETING FACILITY PAYMENT PLAN DETERMINED INSTALLMENT #1 CHARGED
4 SERMON APPOINTMENTS (EVERY 2 WEEKS) SERMON WRITING BEGINS	4 MONTHS PRIOR	
	3 MONTHS PRIOR	TRAINING PROGRAM BALANCE DUE IN FULL
SERVICE DETAILS APPOINTMENT SERMON COMPLETE	2 MONTHS PRIOR	
<ul style="list-style-type: none"> FACILITY MEETING #2 (PROVIDE INFO REGARDING GUEST COUNT, POST-SERVICES CELEBRATIONS, VENDOR INFO) COMPLETE PULPIT HONORS FORM 	1 MONTH PRIOR	FACILITY USAGE FEES DUE IN FULL

B'MITZVAH

Timeline

B'MITZVAH PROCESS	WHEN	FINANCIALS
REHEARSAL #1 WITH RABBI	2 WEEKS PRIOR	
<ul style="list-style-type: none"> REHEARSAL #2 WITH RABBI SUBMIT PULPIT HONORS FORM (WITH PICTURE & FINAL GUEST COUNT) TO TUTOR & B'MITZVAH COORDINATOR 	1 WEEK PRIOR	
<ul style="list-style-type: none"> REHEARSAL #3 WITH CANTORIAL SOLOIST ATTEND FRIDAY NIGHT SERVICE (FAMILY LIGHTS CANDLES & HELPS WITH ONEG, B'MITZVAH LEADS V'AHAVTA & KIDDUSH) 	WEEK OF SERVICE	
MAZEL TOV! WE ARE SO PROUD OF YOU!	B'MITZVAH DAY!!	
MITZVAH PROJECT PRESENTATIONS AT SHABBAT EVENING SERVICE	END OF 7TH GRADE	

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/VENDORS 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