

## Checklist for Responsibilities and Assignments

What To Do	How Long Before Our Date	When We Should Do It	Done
<b>Parent Readings</b> <ul style="list-style-type: none"> <li>○ <i>Putting God on the Guest List</i></li> <li>○ Parents Handbook</li> </ul>	1 year 1 year		
<b>Student Responsibilities</b> <ul style="list-style-type: none"> <li>○ Choose Torah verses (as a family) and turn in “Torah Reading Selection &amp; Jewish Name” sheet</li> <li>○ Using the recorded and printed materials, finish learning all prayers and blessings (this is very important)</li> <li>○ Finish half your service requirements</li> </ul>	June 1 6 months 5 months		
<b>Rabbi</b> <ul style="list-style-type: none"> <li>○ Discuss any special needs for family or student</li> <li>○ Call rabbi’s assistant to schedule 3 meetings (2 for child, 3<sup>rd</sup> to include parents)</li> <li>○ Attend D’var Torah Parents Meeting (scheduled by the temple)</li> <li>○ Write D’var Torah</li> </ul>	1 year 3 months November or June – check temple calendar 2 months		
<b>Director of Congregational Learning</b> <ul style="list-style-type: none"> <li>○ Call for appointment to discuss student’s written statements (Intro to Torah, Intro to Haftarah, Name Statement and <i>Tzedekah</i> Statement). This meeting is for parent and student.</li> </ul>	3 months		
<b>Cantor</b> <ul style="list-style-type: none"> <li>○ Call for appointment to schedule tutoring</li> <li>○ Call to arrange final rehearsal – this rehearsal is customarily the Wednesday before your child becomes <i>B-Mitzvah</i> (during the day)</li> <li>○ Submit completed “Honors” form</li> </ul>	6 months 1 month 2 weeks		
<b>Office</b> <ul style="list-style-type: none"> <li>○ Contact office if you are planning to rent WCT facilities for your reception (with or w/o a caterer)</li> <li>○ Contact office before setting the invitation list – there are a limited number of available seats due to the sharing of <i>B’nai Mitzvah</i> dates</li> <li>○ Contact office to discuss flowers for bimah, Kiddush, etc...</li> <li>○ Obtain the contact information of your usher families. Call them to introduce yourself, to review any special need and to confirm their attendance</li> <li>○ Contact office with final attendance number</li> </ul>	1 year or ASAP 3 months 6 weeks 6 weeks 2 weeks		
<b>Saturday Morning Usher Requirements</b> <ul style="list-style-type: none"> <li>○ Confirm your assigned ushering dates with the office</li> <li>○ Begin serving as usher family at two services during which a child becomes bar/bat mitzvah</li> </ul>	Once you receive your dates Any time before your child’s date		
<b>Invitations</b> <ul style="list-style-type: none"> <li>○ Consider printing “A Word About Behavior” for inclusion with your invitation</li> </ul>	6 months		