

Students in 4 th grade	Membership in good standing at Anshe Emet Synagogue
	Families are charged \$1800 for the B'nei Mitzvah fee and \$1400 for the Kiddush luncheon fee at this time. Payment of the first part of Bar/Bat Mitzvah Fee (\$600) is due.
	Register for a date
Students in 5 th grade	Parents will be invited to an informational meeting in the spring
	Second payment of Bar/Bat Mitzvah Fee (\$600) is due.
Students in 6 th grade	J2M - Fall and Winter (Parental attendance is required.)
	Attend 8 Haftarah trope class sessions (Bernard Zell)
1 year prior	Initial Meeting with Ritual Director and begin one-on-one tutoring
	Attend Shabbat services at least once a month
	Third and final payment of Bar/Bat Mitzvah Fee (\$600) is due. Kiddush fee of \$1400 is due.
	If you are planning to have your celebration at Anshe Emet, contact the Director of Hospitality, Kim Carter, at (773) 868-5119 or kcarter@ansheemet.org .
	Meet with assigned Rabbi regarding the Chesed Project and D'var Torah
9 months prior	Continue to meet with tutor every week.
	Learn Torah and Haftarah portions and review Torah and Haftarah blessings.
	Review Ashrei .
	If not a student of Ritual Director, call for a "check-in" visit
6-8 months prior	Meet with Cantor Brook <u>once Haftarah is learned</u>
	Meet with Rabbi to begin work on D'var Torah
3 months prior	Meet with Ritual Director to review progress (if not already one of her students)
	Schedule the rehearsal time with Ritual Director .
	Contact Kim Carter, to review the Kiddush Luncheon.
2 months prior	Call the Jewish Federation if you wish to sign up for the Gift of Israel program (see page 14 for details).
	Meet with Cantor Brook for follow-up (If necessary)
	Submit photo and caption for the synagogue bulletin to Brian Schmidt at bschmidt@ansheemet.org - caption should include child's name and parents' or guardians' names exactly as you would like them to read in the bulletin.
	Review final draft of D'var Torah with Rabbi Siegel.
1-2 weeks prior	Finalize numbers and payment for Kiddush Lunch.
	Complete Honors Sheet and return to Ritual Director
1 week prior	Families serve as <u>ushers</u> for the Bar/Bat Mitzvah on the Shabbat directly preceding <u>their own</u> . (Note: in some cases this may be weeks before your child's actual date)
	Attend and participate in Monday and Thursday morning minyan
	(chant Torah, lead Ashrei , deliver D'var Torah)
	Rehearsal/Photo Op in the sanctuary with Ritual Director

Attend Friday night services and lead **Kiddush**