

Students in 4 th grade	Membership in good standing at Anshe Emet Synagogue
	Payment of the first part of Bar/Bat Mitzvah Fee (\$600)
	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)
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
	Balance of Bar/Bat Mitzvah Fee (\$600) is billed
	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 Hazzan Mizrahi <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.
	Payment of \$1400 toward the Kiddush Fund
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 Hazzan Mizrahi 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

