

The Members Only section of the website (password protected) contains most of these materials.

Date/Date Due	Item Due/Event	Items Needed	Complete (Y/N)
7 months prior	Family Launch meeting with Rabbi Moritt	Booklet from R' Moritt, printed copies of prayers	
7 months prior	Secure your username and password for the TBE Website for your child. Done through the website via our Office		
7 months prior	Mark your calendar to ensure your child attends the b'nai mitzvah services of all classmates.		
Before tutoring begins	Ensure your B'nai Mitzvah fee is paid and School and Terumah fees are up to days.		
Starting 6 mos	BM child meets weekly with Morah Marian for tutoring	Booklet	
Starting 6 mos	BM child meets weekly with Rabbi Moritt for tutoring	Booklet & Prayers	
15th of the month, 1-2 months prior	Submit BM child bio and photo for TBE newsletter to Cantorial Soloist and KScuttler@gmail.com (Karen	Sample bio in TBE BM Toolkit folder	
3 weeks prior to BM event date	Submit Honors Sheet for service to Rabbi Moritt	Document in TBE BM Toolkit folder	
3rd Thursday prior to BM event date (exact time	In-person rehearsal for BM child in sanctuary with Rabbi- 1 hour/child only	Bring Devar Torah, tallit & booklet	
2nd Thursday prior to BM event date (exact time	In-person rehearsal for BM child in sanctuary with Rabbi- 1 hour/child only	Bring Devar Torah, tallit & booklet	

BM service prior to Own Bar Mitzvah date (Saturday dates)	Usher for previous BM child and family	Usher details/instructions in BM Toolkit folder	
1-2 weeks before your b'nai	Order your bimah flowers and kiddush sponsorship on the TBE website (optional).	https://www.betheljc.org/give/donate	
Final Thursday before BM weekend (exact	In-person rehearsal for FULL FAMILY in sanctuary with Rabbi- 2 full hours	Bring Devar Torah, tallit & booklet	
Friday of your B'nai Mitzvah	Child will lead the congregation in Kiddush at the beginning of services. Family will offer an English		
Shabbat morning- B'nai Mitzvah day	Arrive by 10am. Parents and child meet in the rabbi's office at 10.15am. Fully experience and enjoy the day!	Bring devar Torah, tallit and booklet	