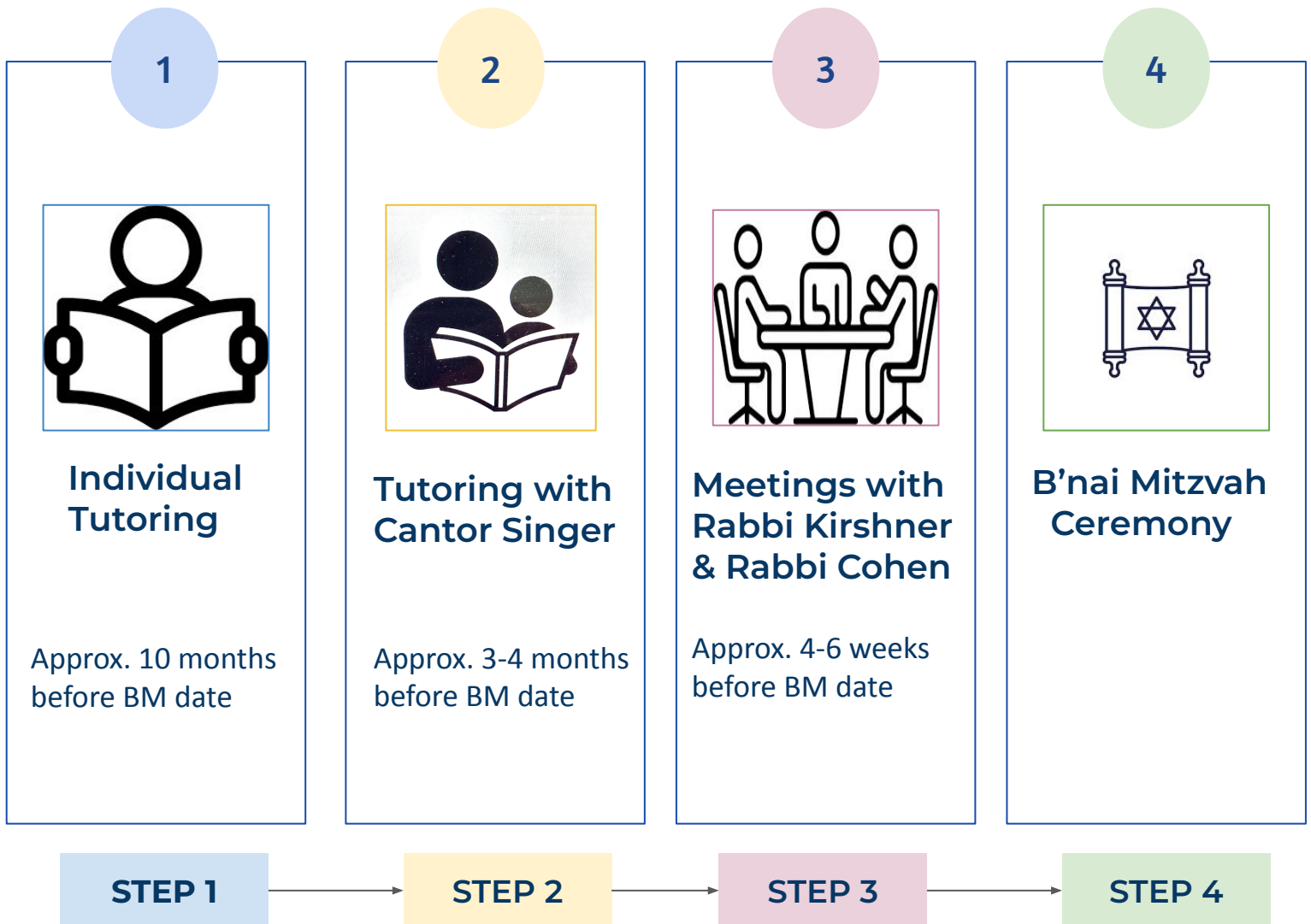


Temple Emanu-El B'nai Mitzvah Timeline



TEMPLE EMANU-EL
FROM GENERATION TO GENERATION דור ודור

STEP 1: Individual Tutoring

Individual tutoring will begin 10 months before the B'nai Mitzvah date.

You will be contacted by the Temple office to schedule individual tutoring appointments.

Appointments are 25 minutes in length and will train students to read the Torah and chant the Haftarah. Tutoring is offered Sunday through Thursday at convenient times. Students are asked to arrive at least 5 minutes before the lesson.

STEP 2: Tutoring with Cantor Singer

Approximately 3-4 months prior to the Bar/Bat Mitzvah you will be contacted by the Temple office to schedule a weekly appointment with Cantor Singer. This will replace your weekly private tutoring appointments. In these sessions, Cantor Singer will familiarize the student with the sanctuary and refine their skills up until the Bar/Bat Mitzvah day.

STEP 3: Meetings with the Rabbis

Each Bar/Bat Mitzvah student will have the opportunity to meet with Rabbi Kirshner and Rabbi Cohen, both individually and with their parents to discuss the B'nai Mitzvah process, the speech, and other details of the date.

It is your responsibility to ensure that all appointments with the Cantor, Tutor, or Rabbi are kept and that your child practices and studies at home. Please inform us of any confidential matters that may affect your child's ability to prepare for or participate in the Bar/Bat Mitzvah.

If needed, we can occasionally provide lessons via Zoom to help your child stay on track with their preparation.

If your child is ill or stays home from secular school due to symptoms such as coughing, a runny nose, or fever, please do not send them to B'nai Mitzvah lessons and notify the office of their absence. Students must be free of symptoms and fever for at least 24 hours before returning to class.

Thank you for helping us protect the health and well-being of our students, parents, teachers, and everyone who walks through our synagogue.



Bar / Bat Mitzvah Checklist

To-Do Timeline

DONE	DATE	DETAIL	ADDITIONAL INFORMATION
☐	10 MONTHS PRIOR	Individual tutoring with Raquel Zypman	Shelby Efron will contact you to set up appointments- effron@tecloster.org
☐	6-9 MONTHS PRIOR	Your child should have chosen his/her Kesher Olam project	Your child should begin working on the project. Contact Adam Schwartzbard to discuss schwartzbard@tecloster.org
☐	6 MONTHS PRIOR	Select Simcha Package	Contact Revital Benhaim mitzvahcoordinator@tecloster.org (201)750-9997 Ext.203
☐	3-6 MONTHS PRIOR	Please let Rabbi Gabe Cohen know if any member of your family would like to read Torah	cohen@tecloster.org
☐	3-4 MONTHS PRIOR	Individual tutoring with Cantor Singer	Chareen Kramer will contact you to set up appointments kramer@teclosrer.org
☐	3 MONTHS PRIOR	Finalize Kiddush payment	Contact Revital Benhaim mitzvahcoordinator@tecloster.org (201)750-9997 Ext.203
☐	2 MONTHS PRIOR	Schedule B'nai Mitzvah pictures	Parents contact Revital Benhaim and photographer to schedule . mitzvahcoordinator@tecloster.org (201)750-9997 Ext.203
☐	2 MONTHS PRIOR	Order Yarmulkes	Sisterhood Gift Shop can help with Tallis Yarmulkes can be ordered on skullcap.com or kippot4less.com or yarmulka.com or etsy.com
☐	4-6 WEEKS PRIOR	Meet with Rabbi Kirshner & Rabbi Gabe Cohen to work on B'nai Mitzvah speech	Chareen Kramer will contact you to set up appointments. Speech guidelines will be emailed.
☐	1 MONTH PRIOR	Order Bimah Flowers from florist or prepared Food baskets through the Temple	A donation to the Closter food pantry can be made by sponsoring food baskets. Please let Revital Benhaim know what you have chosen. Checks for food pantry are made out to Temple Emanu-El
☐	1 WEEK PRIOR	- Email picture to Tiffany Garavito for digital screen - Email B'nai Mitzvah honors to Rabbi Gabe Cohen	garavito@tecloster.org cohen@tecloster.org
☐	FRIDAY OF BY 3:00PM	Bimah Flowers delivered to the Temple. Give Yarmulkes to main office	Yarmulkes/clips can be displayed on tray as well an invitation(if desired)

Please note that all of the above and additional information can be found in the **B'nai Mitzvah Handbook** - also available on our website-

Explore our website
Temple Emanu-El's Digital Home www.tecloster.org

Cantor's Corner: Preparing for a Bar/Bat Mitzvah?

Explore Cantor's Corner to access recordings by Cantor Singer designed to support your practice. These materials are available anytime, so you can review your assignments whenever it works best for you.

Instructions:

- 1- Go to www.tecloster.org
- 2- Click on **Worship and Ritual**
- 3- Click on **Cantor's Corner**

Navigate to *Cantor's Corner* on our website.

Find the prayers assigned to you.

Listen to the recordings and practice along with Cantor Singer.

Review the material regularly to strengthen accuracy and confidence.

Bring any questions or difficulties to your next session with the Cantor, Tutor or Rabbi.



B'NAI MITZVAH TRAINING SIDDUR LEV SHALOM

SHACHARIT PART 1 TRACKS 1-7	Page	SHACHARIT PART 2 TRACKS 8-14	Page
1- Shochain Ad	147	8- Shema/Ve'ahavta	155
2- Yishtabach	148	9- Emet V'yatziv	156
3- Chatzi Kaddish	148	10- Ezrat Avoteinu	157
4- Barchu	149	11- Mi Chamocha	158
5- El Adon	151	12- Amidah	159-160
6- Uma'aritzim	153	13- Kedusha	161
7- Ahava Rabbah	154	4- Kaddish Shalem	167
TORAH SERVICE TRACKS 15-19	Page	TORAH/HAFTARAH BLESSINGS TRACKS 20-25	Page
15- Ayn Kamocha	168	20- Torah Blessing(before)	172
16- Bei Ana Rachetz	170	21- Torah Blessing(after)	172
17- Shema	171	22- Haftarah Blessing(before)	175
18- Ashrei	181	23- Haftarah Blessing(after)	175
19- Yehalelu	183	24- Torah Trope	
		25- Haftarah Trope	

B'NAI MITZVAH FOR WEEKDAY- SUNDAY-ROSH CHODESH-CHANUKAH

-Pages in the Sim Shalom for Weekdays-

PRAYER	PAGE
1- Yishtabach	29
2- Chatzi Kaddish	30
3- Barchu	30
4- Uma'aritzim through Yotzer Hameorot	31
5- Ahava Rabbah	32
6- Shema/ Ve'ahavta	34
7- Emet Ve Yatziv	34
8- Ezrat Avoteinu	35
9- Mi Chamocha- Ga'al Yisrael	35
10- Amidah/ Kedusha	36b-37
11- Hallel-Advanced for RC and Chanukah-	50-55
12-Chatzi/ Full Kaddish	56
13- Torah Service	65
14- Torah Reading	varies
15- Birchot HaTorah	67
16- Ashrei	78
17- Return Torah/ Yehalelu	76
18- Musaf/ Amidah-Rosh Chodesh-	104b
19- Aleinu	83

MINCHA FOR SHABBAT SERVICE	214
1- Ashrei	214
2- Chatzi Kaddish	217
3- Vayehi Binsoa	218
4- Gadlu	218
5- Torah Reading- not in the Siddur-	varies
6- Aliyah to the Torah	219
7- Yehallelu	221
8- Chatzi Kaddish	222
9- Amidah/ Kedusha	223-225
10- Ose Shalom	229
11- Full Kaddish	230
12- Aleinu	231
MAARIV TO CONCLUDE SHABBAT	264
13- Hashem Hoshia/ Barchu	264
14- Hamaariv Aravim	264
15- Ohev Amo Yisrael	264
16- Shema/ Ve'ahavta- Last three words-	265-266
17- Mi Chamocha/ Hashem Yimloch	267
18- Ga'al Yisrael	267
19- Chatzi Kaddish	269
20- Full Kaddish/ Ose Shalom	280
21- Aleinu	281

B'NAI MITZVAH TRAINING FOR MINCHA/MAARIV ON SHABBAT -Pages in Siddur Lev Shalem-

HAVDALAH	283
Eliyahu Hanavi	
Brachot	
Shavua Tov	