**Meeting Schedule**

**6 MONTHS BEFORE:**

**-** Parent/s and students attend.

- Receive all the materials needed and Torah Portion.

- After this meeting begin working with designated Tutor on blessings and Torah/Haftorah portions.

Homework:

- Study should consist of a minimum of 20 minutes per day, 5 days a week, out loud.

- Read entire Torah Portion, come up with 1-3 potential topics or D’var Torah.

- Decide on your Mitzvah Project and make an action plan.

**5 MONTHS BEFORE:**

**24 hours in advance email** **rabbikramer@bnaijehudah.org** **your D’var Torah potential topic and mitzvah action plan.**

- Be prepared to explain the ENTIRE Torah portion, not just the section you are chanting and the one topic of focus for your D’var Torah.

Homework:

* #1 and 2 on the D’var Torah Sheet
* Write Summary
* Write Transition

**15 WEEKS BEFORE:**

**24 hours in advance email the rabbi your summary and transition sections.**

- Bring your blue folder and laptop (if you have one) with you to the meeting.

- Together, you will begin to formulate your first rough draft of your D’var Torah.

**13 WEEKS BEFORE:**

**24 hours in advance email the rabbi your current draft.**

-Bring your blue folder with you to the meeting

-Together you will review your second draft and work on changes, corrections, and additions.

**12 WEEKS BEFORE:**

-Service design meeting to pick out readings, melodies, and prayers.

-Student should be familiar with the entire service, both Hebrew and English prayers.

-Increase study to 40 minutes per day, 5 days a week, out loud.

**11 WEEKS BEFORE:**

- Third meeting for a 30-minute review of your final draft of D’var Torah. (Minimum of 4 pages typed, double-spaced, one-inch margins, 14 pt. font.)

- Email your third draft 24 hours in advance to this meeting

- Together, you will review your third draft and work on changes, corrections, and additions.

**9 WEEKS BEFORE:**

- Final 30 minute review of D’var Torah.

- Email your final draft 24 hours in advance to this meeting.

- Bring your final draft of your D’var Torah with you.

-Together you will further refine your language and make your message clearer.

**6 WEEKS BEFORE:**

-Student should be able to lead the service (Hebrew and English), chant Torah, and all b’rachot. **Bring all materials to rehearsal**

**1 Month BEFORE:**

-Email the final copy of D’var Torah to the rabbi 24 hrs. in advance of this meeting.

-Family meets with the rabbi to review the Bet Mitzvah Honors Sheet and to discuss parent(s) and other’s role in the services.

**Bring all materials**

**Homework: Assign Parent Blessing**

**3 WEEKS BEFORE- Bima Rehearsal with Laura Payne**

 **Laura will reach out to schedule your meeting, but if you do not hear from her, you can email her at:** **lpayne@bnaijehudah.org**

- Student should be able to chant Torah without vowels, chant Haftarah portion (if applicable), chant b’rachot, and be able to lead the service.

**Bring Siddur and Blue Folder to rehearsal**

**2 WEEKS BEFORE:**

**Bring Siddur and Blue Folder to rehearsal**

**1 Week Before:**

**EMAIL Rabbi Kramer the parent(s) blessing. Must be 400 words or less**

**THE WEEK OF B/BM:**

**with a rabbi**-**Final Dress Rehearsal** with one of our rabbis.-

-We will go through the service exactly as it will occur during Shabbat services.

-ONLY parent(s) and student should be present.

**Bring Siddur, Blue Folder, and printed out copy of D’var Torah**