

Meeting Schedule

6 MONTHS BEFORE:

- Parent/s and students attend.
- Receive all the materials needed and Torah portion.
- After this meeting, begin working with the designated tutor on blessings and Torah/haftarah portions.
- Homework:
- Study should consist of a minimum of 20 minutes per day, 5 days a week, out loud.
- Read the entire Torah portion, come up with 13 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 select readings, melodies, and prayers.
- The 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-point font.)
- Email your third draft 24 hours in advance of 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 of 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:

- The student should be able to lead the service (Hebrew and English), chant Torah and all *brachot*.
- **Bring all materials to rehearsal.**

1 Month BEFORE:

- Email the final copy of *d'var Torah* to the rabbi 24 hours in advance of this meeting.
- The family meets with the rabbi to review the *bet mitzvah* honors sheet and to discuss parents' and others' roles in the services.
- **Bring all materials.**
- **Homework: Assign parent blessing.**

3 WEEKS BEFORE Bimah 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.

The student should be able to chant Torah without vowels, chant the haftarah portion (if applicable), chant *brachot* 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 fewer.

THE WEEK OF BET MITZVAH:

- **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 the student should be present.
- **Bring the siddur, blue folder, and printed-out copy of the *d'var Torah*.**