

Bar/Bat Mitzvah Service Check List

- Select date in consultation with Rabbi
- Schedule dates for Bar/Bat Mitzvah (BM) rehearsal and follow-up meetings
- Schedule weekly family BM planning time
- Reserve a space(s) for service and/or party
- Reserve a Torah
- Design and schedule a learning program:
 - (a) Learning Circle - Language skills, Tropes, Jewish basics
 - (b) Personal Mentoring - D'var Torah (speech), Prayers, Chanting Torah
 - (c) Tzedaka project (community service)
- Make arrangements for family educational activities, such as, but not limited to:
 - (a) Visits to a Jewish museum and/or a Holocaust museum
 - (b) Oral history interviews
 - (c) Video viewing nights
 - (d) Attending prayer services

(A minimum of three family educational activities are highly suggested in order to make the BM a well-integrated, and more meaningful experience for the celebrant and the entire family)
- Purchase Jewish library starters - Hebrew Bible, Siddur (prayer book), Trope workbook and CD, and other Jewish books of interest
- Purchase Talit, Tefilin, Kipa and other specialty items for the celebrant
- Create your prayer booklet - The booklet should include a brief explanation of the ceremony and its customs, English translations of the BM, Torah (or Haftarah) portion and/or the D'var Torah (speech). It may include poems, photos etc. Begin working on booklet at least six months in advance
- Alternately, arrange for rental of Siddurim (prayer books) and create a simple introductory companion insert.
- Make and send invitations

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- Plan how to best negotiate potentially sensitive extended family issues
- Plan service logistics
 - (a) Guest seating and tables for ceremony area
 - (b) Sound equipment
 - (c) Kipot (skullcaps), Talitot (prayer shawls),
 - (d) Grape juice and Kiddush cup (ritual goblet),
 - (e) Two Hallahs, a Hallah cover, a Hallah knife, and salt
 - (f) A ceremonial hand washing pitcher, basin, and towel
 - (g) Other Kosher and/or specialty products
- Prepare additional items needed for Havdallah (Saturday night service)
 - (a) Havdallah candle(s)
 - (b) Spices and/or other fragrant items, spice box
 - (c) Match box, bowl, and aluminum foil
 - (d) Copies of Havdallah blessings
- Prepare a Blessing Circle
 - (a) Phone and e-mail invitations to the Blessing Circle (BLCR) group
 - (b) Mail out the BLCR outline/instructions to BLCR participants
 - (c) Schedule BLCR meeting
 - (d) (Optional) Create a decorated throne for the celebrant
- Decide who will be honorary participants, such as those who will be invited to the Torah table for an Aliya (ritual reading)

Suppliers:

- UAHC Press Department 212 650 4120
- Transcontinental Music 212 650 4101 www.uahc.org/transmp/
- Amazon.com, Barnes&Noble.com
- United Synagogues of Conservative Judaism Book Service
800 594 5617, 212 533 7800 x 2150 Siddur

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