



# CONGREGATION EMANU-EL OF THE CITY OF NEW YORK

## B'nei Mitzvah Checklist

Ceremony Date: \_\_\_\_\_

### **Requirements:**

- ☐ Family must be Temple members in good standing
- ☐ Students must be enrolled in Religious School each year until they become b'nei mitzvah
- ☐ All outstanding balances must be paid in full, including:
  - ☐ Membership fees
  - ☐ Security fee
  - ☐ Deposit (to secure date)
  - ☐ Music deposit (if afternoon service)
  - ☐ Tutoring fee

### **B'nei Mitzvah Orientation:**

Please join the date student attends Religious School

🍂 Fall session (for students becoming b'nei mitzvah September - February)

- ☐ Sunday, October 15, 2023 at 11:30 am
- ☐ Monday, October 16, 2023 at 5:30 pm

🌸 Spring session (for students becoming b'nei mitzvah March - June)

- ☐ Sunday, January 28, 2024 at 11:30 am
- ☐ Monday, January 29, 2024 at 5:30 pm

### **Finishing touches:**

- ☐ Interested in reception space at Temple Emanu-El? Please contact [John O'Hara](#):  
Events & Operations Manager
- ☐ Kiddush cups - fill out the [form](#) to receive an engraved Kiddush cup, gifted from  
the Men's and Women's Club of Temple Emanu-El



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## Program Timeline:

- ☐ B'nei Mitzvah Orientation
- ☐ Mitzvah Project Introduction
- ☐ 12 months - Student meeting with Cantor
- ☐ 12 months - Student tutoring begins
  - ☐ Cantor check-ins every 6 weeks begin
- ☐ 6 months - Family meeting with Rabbi
- ☐ 4 months - Family D'var Torah
- ☐ 3 months - Student Meeting with Rabbi
- ☐ 1 month - Rehearsals at Temple Emanu-El
  - ☐ First Rehearsal
  - ☐ Second Rehearsal
  - ☐ Third Rehearsal
  - ☐ Final Family Rehearsal

## B'nei Mitzvah Weekend:

- ☐ Friday, one day prior - 🕯️ candle lighting ceremony!
- ☐ Saturday
  - ☐ Photographers should plan to arrive up to one hour in advance to test for lighting
  - ☐ During the ceremony, flash photography is **not** allowed
- ☐ B'nei Mitzvah Ceremony! 🎉

## Post-Ceremony Week:

- ☐ Video recording sent via email

## Journey Forward:

- ☐ Mitzvah Project Presentations
- ☐ Confirmation Class
- ☐ Teen Activities



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