

1. To begin with general lessons will be twice a month: once at the home of the cheder teacher and once before each shabbat service.
2. The BM child must attend all shabbat and festival services and participate in the life of the Community in the 12-18 months prior to their BM to enable them to become familiar and proficient with the service format and the liturgy/songs and to appreciate the cycle of festivals and Jewish practices throughout the year.
3. Approx 6-8 months before the BM, one-to-one lessons will take place with another community member on the reading of the Torah portion (parashah).
4. If the BM child wants to chant the parashah, the community will facilitate the supply of a recording from one of the LJ rabbis.
5. The family will need to decide on the date of the BM and the selection of Torah and Haftarah readings. The cheder teacher will provide a choice of 3 possible readings taken from the LJ Lectionary from which the family can make their selection. This must be done in good time to enable the 1:1 tutoring of the Torah reading.
6. The community will arrange for a rabbi or student rabbi to lead the service and provide some guidance and instruction. The cost of the visiting rabbi may need to be borne by the family.
7. There are opportunities for the BM child to take other parts of the service if they so wish and we would encourage them to present a D'var Torah on their Torah portion. They will receive support for this from the rabbi and/or the community.
8. The family will need to decide on the venue for the BM. If the BM coincides with a regular community shabbat service, there will be no room hire to be paid unless additional hours are needed for setting up or for a longer kiddush. If the family would like to hold the BM on another date at the Friends Meeting House, PLJC's Secretary will liaise with the Quakers on the availability of the hall. All costs for an alternative date will be borne by the family. If the family would like to use a local hotel, they will need to liaise with the venue themselves and be billed direct by that venue. The community can help with advice on room layout and will assist with the transfer of the ark to another venue but the family must play their part with this.
9. The family will be encouraged to sponsor and arrange the kiddush. The community can assist with advice on catering.
10. Photographers can take photos before and after the service but not during the service.

11. The BM child must wear a kippah and tallit for the service. If the family would like to purchase kippot for visitors, they are welcome to do so and must make the necessary arrangements themselves, however, PLJC can provide approximately 50 kippot for visitors to use.
12. Some families like to have "orders of service" type documents printed. These can be particularly useful if there are going to be several non-Jewish visitors, however, the Rabbi will generally guide the congregation throughout the service. The community can provide advice on this. Depending on numbers of likely visitors, extra Siddurim may need to be borrowed. Whilst the community can provide contacts, it would be up to the family to follow up and arrange collection and return.
13. If the family would like to have sweet throwing after the bar mitzvah prayer, they must purchase suitable sweets (small, individually wrapped and no pork gelatine).
14. Members of PLJC Council are always available to discuss any aspect relating to the Bar mitzvah and its preparation. PLJC Council representatives will want to liaise with the family at times to make sure that the BM service plans are comprehensive and that the day runs smoothly. We also want to be able to provide guidance and reassurance to the family in terms of service practicalities.