

In-person/Zoom Version Guidelines for Care of Meeting

Thank you, Friend, for being in care of Meeting for worship today. While we all share responsibility for coming to worship prepared and for holding our Meeting in the Light, today you have taken the responsibility of being particularly attentive to the practical and spiritual needs of our worship together. By settling into worship, you set an example for others to follow. As you close worship and facilitate sharing at the rise of worship, maintain yourself as a worshipful presence.

A note about Zoom video: While most people choose to leave video feature on, there may be times, for a variety of reasons, that individuals choose to turn off that feature, which is acceptable. Sometimes when someone's connection is breaking up a lot, their audio connection may improve considerably by turning off their video feature. Because an individual isn't always aware that they are breaking up for others when they are speaking in worship or after, it may be helpful for someone else, such as care of meeting person, to suggest that they try turning off their video to see if that improves their audio.

1. **Begin the silence.** About 9:50 a.m., join worship on Zoom or in person and settle into the Silence, holding the Meeting in the Light.

2. **During worship,** if appropriate, after each instance of in-person vocal ministry, stand and give a gentle reminder: something to the effect, "Friends, remember after vocal ministry to put your mask back on."

3. **Joys and Sorrows.** About 11:00 a.m. (when you sense the worship coming to a close), invite Friends to share joys and sorrows. For example, "Continuing in the spirit of worship, we invite you to share any joys and sorrows, or to ask Friends to hold you or someone else in the Light. We will introduce ourselves and share announcements shortly."

4. **Closing worship.** When you feel there has been enough time, speak into the silence, saying something to the effect: "Welcome, Friends. Now is the time when we may choose to shake hands as we close worship. You may offer a hand, or namaste bow, or whatever you feel comfortable with." Then, if you're in person, offer a handshake, bow, or wave to the Friend(s) nearest you. Next, please continue with something like: "Thank you for coming together in worship this morning. I'm _____ and I am in care of Meeting today." [Include your preferred pronouns, if you'd like to: she-her-hers, he-him-his, they-them-theirs, male pronouns, female pronouns, gender-neutral pronouns, etc.]

5. **Optional Afterthoughts.** If time permits, you may invite Friends to share thoughts that did not rise to the level of vocal ministry during worship. (We do not generally make this invitation on Sundays when we have Meeting for Worship with Attention to Business and some second hour programs.)

6. **Introductions:** Invite everyone who is attending in person to give their name and, if they'd like, their preferred pronouns. Indicate a Friend to start introductions, going around the circle. If on Zoom, please ask Friends to wave when you say their name.
7. **Welcome newcomers and invite check-ins by other Friends if time.** If there are any newcomers among us, invite them to say how they came to be at Meeting this morning and to share their pronouns if they'd like. You may say something like, "If you are new to Meeting or returning after a while, please tell us a little about yourself and how you came to be here this morning. You may include your preferred gender pronouns, if you would like." After newcomers have responded, you could invite other Friends to check in if they'd like.
8. **Offer E-news, other information if there are newcomers or visitors.** If there are newcomers among us you may say something like, "If you would like to receive our weekly electronic newsletter or other information, please write your contact information on a Welcome card at the Majestic, or, if on Zoom, put it in the chat box."
9. **Introduction of Worship and Ministry and Pastoral Care committees.** Ask members of these committees to identify themselves: "Members of the Worship and Ministry Committee can answer questions, concerns, or ideas that you might have about our Meeting. Friends, can you please raise your hand or identify yourself verbally if you're a member of Worship and Ministry?"; pause, "Members of the Pastoral Care Committee are here to receive any personal, spiritual, or interpersonal concerns. Friends, can you please raise your hand or identify yourself verbally if you're a member of Pastoral Care?" pause "If you'd like to reach one of these Friends, you may do so in the Chat Box, or by speaking up now and asking that they stay on the line during the break after announcements."
10. **Donations.** "Friends, donations are always welcome. You can mail donations to the Meeting at the address provided on our website."
11. **Volunteer.** "Our Meeting is run entirely by volunteers. If you would like to perform the role of Care of Meeting next Sunday, please raise your hand. If you are interested in finding information about our committees, please go to our website."
12. **Announcements.** Ask Friends to share announcements and suggest that they be brief. Invite Friends to contact you directly if they need more information. Putting pertinent information in the chat box can be helpful. If not already announced, end announcements by asking, "What is today's second hour?"
13. **Second Hour.** Determine what time we will re-gather to begin the second hour.
14. **Hospitality.** Ask if there will be tea and coffee today. If so, "masking in the south alcove during social time is optional. If you'd like to drink your beverage indoors, please stay in the alcove, and open windows if its comfortable to do so. If you'd rather stay masked indoors, feel free to take tea or coffee to the front porch or steps for outdoor socializing."

Contact information for Bellingham Friends Meeting for reference:

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