

## In-person/Zoom Version Care of Meeting Guidelines

[Black type indicates instructions. **Red** is critical. **Bold blue** is to be read out loud.]

**Thank you, Friend,** for being in care of Meeting today, tending to our practical and spiritual needs during worship and at the rise of worship.

- 1. Begin silent worship.** Shortly before 10 a.m., get the sign-up task sheet and check the next week (see #6 below). Then settle into the Silence, holding the Meeting in the Light and setting an example for others to follow.
- 2. Joys and Sorrows.** About 11 a.m. or a little earlier (when you sense the worship is ready to close): **“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.”**
- 3. Closing worship.** When you feel there has been enough time for joys and sorrows: **“Welcome, Friends. You may choose to shake hands, wave, or offer a Namaste bow as we close worship.”** After a pause for greetings, continue: **“Thank you for coming together in worship this morning. I’m \_\_”** [include your preferred pronouns if you like] **“and I am in care of Meeting today.”**
- 4. Introductions.** If there are newcomers, invite them to say how they came to be at Meeting this morning and a little about themselves. For instance, **“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.”** Invite Friends on Zoom to wave

when you say their name. If someone's name is not easy to read, ask for clarification. Invite those in-person to approach the owl if it is in use, and then, **"Please give your name and, if you'd like, your preferred pronouns."** (If the owl is not in use, designate a Friend to begin going around the circle.)

**5. Children's Program.** If there are children attending, ask what they did today.

**6. Volunteers.** Use the sign-in task sheet to see needed roles for next week. **"Our Meeting is run entirely by volunteers."** On second Sundays, and on fourth Sundays if this is a month with five Sundays, be certain that a Care of Meeting person is signed up for Zoom. As appropriate ask, **"A Care of Meeting person is needed for \_\_\_\_\_. If you would like to perform the role of Care of Meeting next Sunday, please raise your hand."** Also check for volunteers on Zoom (if used). **Be willing to wait until someone volunteers.** Make sure that names are recorded and sent to the newsletter editor.\*

**7. Committee Introductions.** **"Members of the Worship and Ministry Committee can answer question and reply to concerns or ideas that you might have about our Meeting. Please raise your hand or speak up if you're a member of Worship and Ministry."** Also check Zoom. **"Members of the Pastoral Care Committee are here to receive any personal, spiritual, or interpersonal concerns. Please raise your hand or speak up if you're a member of Pastoral Care?"** Also check Zoom.

**"You are welcome to reach out to either committee after**

announcements. If you are on Zoom, you can send a message in the chat box.”

“If you are interested in more information about committees and other roles in our meeting, you can learn about them on the About page of our website.”

**8. Offer E-news, other information if there are newcomers or visitors.** “If you would like to receive our weekly e-mail newsletter or other information, add your contact information to the sign-in sheet at the Greeting table or in the chat box on Zoom.”

**9. Donations.** “There is a donation box on the Greeting table. Donations are always welcome. You can also mail donations to the address on our website, or use our PayPal account. If you have questions, please ask me.”

**10. Announcements.** “Please BRIEFLY share any announcements you have.” If not already covered, end by asking, “Is there a second-hour program today?”

**11. Hospitality.** “Please feel free to stay to enjoy beverage, snacks, and conversation.” (Ask the facilitator of second hour to choose a time to reconvene.)

**12. \*After Meeting:** Take a photo and text or email the sign-up task sheet to our newsletter editor (Andy), [info@bellinghamfriends.org](mailto:info@bellinghamfriends.org).

**Zoom video/audio troubleshooting:** While most people on Zoom choose to leave their video on, it's fine for people to turn their video off. If someone's connection is breaking up, you may want to suggest that their audio connection may improve if they turn off their video.

**FYI:** Website: [bellinghamfriends.org](http://bellinghamfriends.org) Email: [info@bellinghamfriends.org](mailto:info@bellinghamfriends.org)

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PayPal donations can be sent using "Bellingham Friends Meeting"