

In-person/Zoom Version Care of Meeting Guidelines

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. Before meeting. Make sure that the Vocal Ministry poster and the Vocal Ministry tri-fold pamphlets are out and visible near the entrance.

2. Begin silent worship. Shortly before 10 a.m., settle into the Silence, holding the Meeting in the Light and setting an example for others to follow.

3. 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.”**

4. 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 _____ and I am in care of Meeting today.”** [Include your preferred pronouns if you like.]

5. Introductions. Invite Friends on Zoom to wave when you say their name, and ask for additions or clarification if someone’s name is not easy to read. Invite those in person to approach the owl if it is in use, and **give their name and, if they’d like, preferred pronouns.** (If the owl is not in use, designate a Friend to begin going around the circle.) If there are newcomers among us, 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.”**)

6. Children’s Program. If there are children attending, ask what they did today.

7. 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, please put contact information on the Sign-In sheet, or put it in the Zoom chat box.”**

8. Committee Introductions. Ask members of Worship & Ministry and Pastoral Care 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?”**

“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 after announcements by approaching them in person, or, if they are on Zoom, in the Chat Box.”

9. Donations. **“Donations are always welcome. There is a donation box on the Greeting table, OR you can mail donations to the Meeting at the address provided on our website. There is also a PayPal account.”**

10. 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 our committees, you can learn about them on the website, www.bellinghamfriends.org.”**

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

12. Hospitality. **“Please feel free to mingle and enjoy beverage and snacks at the Hospitality table.”** (If there’s a second-hour program, ask the facilitator to choose a time to reconvene.)

13. FYI’s. Contact information: Website: bellinghamfriends.org

Email: info@bellinghamfriends.org

Mailing address: P.O. Box 30144, Bellingham, WA 98226-2144

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