

CARE OF MEETING GUIDELINES

Thank you for being in care of Meeting for worship today. While we all share responsibility for coming to worship prepared and holding our Meeting in the Light, today you have taken the spiritual responsibility of being particularly attentive. We ask that you arrive about 10 minutes early to settle in by example, and also ask that you close worship and facilitate sharing at the rise of worship. Feel free to use your own words, but below are some examples. Words in [brackets] indicate options to be used at your discretion.

Joys and Sorrows. About 11:00 (when you sense the worship coming to a close), please rise and offer some form of the following invitation:

“Welcome, Friends. Continuing in the spirit of worship, we would like to take a few minutes now to invite you to share any joys and sorrows you may have, or to ask Friends to hold you or someone else in the Light. We will introduce ourselves and share announcements afterward.”

Introductions. You may be seated for joys and sorrows, or remain standing if you like. When you feel there has been enough time, start a handshake around the room. We like to try to include children in the last few minutes of worship. If children have not yet arrived, open the door for them (or ask another Friend to do so), so they know rise of meeting has occurred. Then you may stand and say something like,

“Thank you, Friends. It is our custom to go around the room and introduce ourselves, [and if there's time] and share any afterthoughts that did not rise to the level of vocal ministry.” [We try to keep introductions brief on Business Meeting Sundays particularly.]

“Members of the Ministry and Counsel Committee are here to receive any questions, concerns or ideas that you might have about our Meeting. Their nametags are identified with a green dot.”

“If you are new to Meeting or returning after a long absence, please share a little about how you came to be here this morning.”

“If you would like, we invite you to share with us the gender pronouns you prefer. My name is _____ [and I prefer [she, her, hers][he, him, his][they, them, their][male pronouns][female pronouns][gender neutral pronouns][any pronouns you choose for me because I am so totally grounded and yet so totally fluid with my gender]] and I am in care of meeting today.

After everyone has been introduced, continue:

Guests. *“Welcome guests; please sign our guest book on the table and fill out a Welcome Card if you would like to receive our weekly electronic*

newsletter or other information, or to request a permanent name tag.”

Donations. *“We have a donation box on the table.”*

Sign-ups. Check to see if there are enough people signed up for cleanup after meeting. If not, announce the need. For example, *“I notice that no one is signed up for cleanup helper today. Please help if you can. It is very much appreciated!”* and then, *“Our Meeting is run entirely by volunteers. Please take a look at the sign-up sheet being passed around and sign-up to help with the meeting if you are able.”*

Children. (If children are present) *“What did the children do today?”*

Children’s departure: *“The children may leave for snack.”*

Announcements. *“Please be brief. Use the calendar to record the date and time of upcoming events.”*

Second hour. (If not already announced) *“What is today’s second hour?”*

Snack. *“Thank you to those who brought snacks. Please remember to clean your own dishes. We always need volunteers to stay and help with clean-up.”*

Revised December 2017