

## 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.

**Please close worship** about 11:00 (when you sense the worship coming to a close) by starting a handshake around the room. We like to try to include children in the last few minutes of worship. If children have not arrived yet, open the door for them (or ask another Friend to do so), so they know rise of meeting has occurred.

**Joys and Sorrows.** After shaking hands with your neighbors and waiting a moment for the handshake to travel around the room, please rise and offer some form of the following invitation: *“Welcome, Friends. Continuing in the spirit or worship, we like to take a few minutes now to invite you to [hold worshipful space while we] 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 a little later.”*

**Introductions.** You may be seated for joys and sorrows, or remain standing if you like. When you feel there has been enough time, you may stand and say something like,

*“Thank you, Friends. My name is \_\_\_\_\_ and I am in care of meeting today. 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.]*

*“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.”*

**Guests.** *“Welcome to any 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 and Sign-ups.** *“We have a donation box on the table. Please take a look at the sign-up sheet being passed around to help with the meeting.”*

**Children.** *“What did the children do today?”*

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

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

**Second hour. :**

*“What is today’s second hour?”*

**Snack.** *“Thank you to whoever brought snacks. Remember to clean your own cup. We always need volunteers to stay and help with clean-up.”*

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