

## Zoom Version of 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, 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, which is the more important function.

1. **Begin the silence.** About 9:50 AM, join the Zoom call and settle into the Silence, holding the Meeting in the Light.

2. **Joys and Sorrows.** About 11:00 AM (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."

3. **Closing worship.** When you feel there has been enough time, speak into the silence, welcoming everyone: "Good morning, Friends. 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.]

4. **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.)

5. **Welcome newcomers.** 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."

6. If there are newcomers among us you may say something like, "If you would like to receive our weekly electronic newsletter or other information, contact our Outreach and Welcoming Coordinator whose information can be found on our website, [bellinghamfriends.org](http://bellinghamfriends.org) or email [info@bellinghamfriends.org](mailto:info@bellinghamfriends.org). You can also place your email in our chat box now and someone will contact you."

**7. Check-ins.** Ask if anyone desires to check-in with the community.

**8. 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.”

**9. Donations.** “Friends, donations are always welcome. You can mail donations to the Meeting at the address provided on the website.”

**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 finding information about our committees, please go to our website.”

**11. 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. End announcements by asking, "What is today’s second hour?"

**12. Second Hour.** Determine what time we will re-gather to begin the second hour.

**Contact information for Bellingham Friends Meeting for reference:**

Website: [bellinghamfriends.org](http://bellinghamfriends.org)

Email: [info@bellinghamfriends.org](mailto:info@bellinghamfriends.org)

Mailing address: P.O. Box30144, Bellingham, WA 98228-2144

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