

## 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 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. The words here (*in brown italics*) are guidelines. Feel free to use your own words. Words [in brackets] indicate optional or occasional considerations to be used at your discretion.

- 1. Consider taking an extra microphone** from the sound cart to use at the rise of Meeting. Also consider finding out the Concern of the month for #8 below.
- 2. Begin the silence:** About 10 minutes before 10 AM, settle into the Silence holding the meeting in the Light. [On mornings when people are singing, you may need to gently remind singers that silent worship is starting.]
- 3. Joys and Sorrows.** About 11:00 (when you sense the worship coming to a close), rise and 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.”*
- 4. Handshake to close worship:** When you feel there has been enough time, start a handshake around the room. (We like to include children in the last few minutes of worship. If there are children waiting to enter, make sure that they are welcomed.)
- 5. Introductions.** Introduce yourself and explain that you are in care of Meeting today. Invite others to introduce themselves and invite newcomers to say how they came to be at Meeting this morning. You may stand and say something like,  
*“Good morning Friends. My name is \_\_\_\_\_ and I am in care of meeting today. Welcome, and thank you for being here. It is our custom to go around the room and introduce ourselves. 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 [and I prefer\_\_\_\_\_.”* [For example: *she-her-hers, he-him-his, they-them-their, male pronouns, female pronouns, gender neutral pronouns, etc.*] If time permits, you may also invite Friends to share thoughts that did not rise to the level of ministry during worship. We try to keep introductions particularly brief on when we have Meeting for Worship with Attention to Business.
- 6. Guests:** *“If this is your first time here, or if you have never signed our guest book, please do; it is on the table. And if you would like to receive our weekly electronic newsletter or other information, or to request a permanent name tag, please complete the Welcome Card that is in the same place.”*

- 7. Introduction of Worship and Ministry and Pastoral Care committees.** After everyone has been introduced, ask members of these committees to identify themselves: *“Members of the Worship and Ministry 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. Members of the Pastoral Care Committee are here to receive any personal, spiritual or interpersonal concerns. Their nametags are identified with a blue dot.”*
- 8. Donations.** *“We have a donation box on the table and donations are always welcome. There is also a box for our Concern of the Month which is \_\_\_\_\_.”*
- 9. Sign-ups sheet.** You can say, *“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.”* If more people are needed for clean-up today, you can add, *“I notice that no one is signed up for cleanup helper today. Please help if you can. It is very much appreciated!”* Pass the Volunteer Sign-up clipboard around the room.
- 10.Children.** If children are present, invite them to tell the adults what they did today: *“What did the children do today?”* And when they are done, *“The children may leave for snack.”*
- 11. Announcements.** Ask Friends to share announcements. On the first Sunday of each month, ask someone from Social and Environmental Concerns committee to share the Concern of the Month and to pass around the box. *“Please keep announcements brief and use the calendar near the donation box to record the date and time of upcoming events.”* And if not already announced, *“What is today’s second hour?”*
- 12.Snack.** *“Thank you to those who brought snacks. Please remember to clean your own dishes. We always appreciate volunteers to stay and help with clean-up.”*