

## CARE of MEETING GUIDELINES for In-Person, Outdoor, Meeting for Worship

1. SUPPLIES- Gather supplies, take them to Meeting, place them to one side of the center circle. The supplies you collect will be yours to use each time you are in care of meeting. Present your receipts to the BFM treasurer, Joanne Cowan, if you wish to be reimbursed for purchases or if you wish to make an in-kind gift.

Hand soap

Alcohol-based sanitizer >60% ethanol or >70% isopropanol

Tissues

Trash bag

Disinfecting wipes

Poster from CDC (provided by Janine)

Paper/pen to record names of attendees

Paper copies of “Welcome to BFM In-person Outdoor, Midweek MfW”

Paper copies of “BFM Policies and Plans”

Thermometer and disposable sleeves (sleeves provided by Janine)

2. COVID POLICIES and PLANS- Greet Friends as they arrive and collect their initialed, signed and dated BFM Policies and Plans documents. These are required for attendance. If someone has not brought it, a) Give them a paper copy to read, initial, sign and date and return to you before they sit down to begin worshipping. b) Ask them to take their temperature (using a thermometer sleeve) and if exceeds 100.4 degrees ask that they come back when it is lower. c) Ask them to be sure to go to the BFM website to get all the important information about the in-person Meetings for Worship.

***The document is required only the first time one attends a Meeting for Worship.***

3. IN THE LIGHT- Ask the first or second Friend who arrives to begin to sit in worship and to hold the Meeting and all those present in the Light throughout our worship together.

4. RECORD NAMES- Record the names of the Friends who are present.

5. JOYS AND SORROWS- At approximately 4:45, state: “Friends are invited to express joys and sorrows and to ask that we hold you or someone else in the Light.”

6. RISE OF MEETING- To indicate rise of meeting stand and declare so that all can hear: “Welcome Friends. It is so wonderful to worship with you in person this afternoon. (Name of person who has been holding the Meeting in the Light) and I have been in care of meeting today. (Name of person) has been holding the Meeting in the Light while I have been doing the logistical duties. I asked her/him to help me today.”

7. SEEK VOLUNTEER FOR CARE OF MEETING- “Who is willing to serve as care of meeting next week? We need someone to do the logistical part.”

8. CHECK-INS- If it is well before 5:00 (4:50 or so) and if not too many Friends are present you might state: “We have a few minutes for check-ins if anyone would like to check-in with us today. We will try to conclude by 5:00 so that we can all get on with our evenings though some might want to linger and socialize.”

9. DELIVER ITEMS TO COORDINATOR- a) deliver the signed BFM Policies and Plans (see 2. Above) and the record of Friends present (see 4. Above) to the coordinator, Janine Bruton. Do so at that time if she is present or contact her to make arrangements for delivery. Also, inform her of the volunteer for the next week’s care of meeting. (see 7. Above)

MANY, MANY THANKS FOR VOLUNTEERING!  
IT MAKES THE WORLD GO ‘ROUND!