

Care of Unprogrammed Worship (summer)

Please arrive 15 minutes before the start of worship.

Check the sound system (north end of the meeting room in the cabinet with the glass doors), lights and fans. Get the microphones ready. (**See note below.)

Talk to the person closing with you and decide which of you will carry the microphone, delivering the microphone to those who stand to speak in worship and which will close worship.

Closing:

Handshake close to 11:00 am

Visitors: Welcome visitors and invite them to introduce themselves. Invite visitors to sign the guestbook on the bulletin table.

There is a concern that MFMerS are taking visitor introduction time to talk, leaving little / no time for actual visitors. Specify the first go-around as visitor-only and have the closer and microphone carrier facilitate only visitor speaking until other sharing is invited.

Sharing:

1. Because we have been largish in number, after the close of worship, invite individuals to retire to the conference room to talk about today's worship, the combined worship experience or Quakerism in general (rather than worship sharing in the meetingroom).
2. If coffee is being served, invite Friends to linger.
3. Inviting people to share joys and concerns easily gets long. You can make the call but be sensitive to balance building community with imposing on people's time and plans. You can divide the room into sections and invite any in a particular section to stand and speak - minimizing the awkwardness of multiple people standing at once.

Announcements: People should have notified you of announcements. Invite those who have contacted you to the microphone - or hand the microphone to them. If someone is trying to get your attention, yield the floor to them for spontaneous announcements but do not invite them.

Release Friends

After worship, put the mike batteries back in the charger, put the microphones in the cabinet and turn off the power strip.

**Notes about microphone:

First turn on the power strip. Take a battery from the charger in the sound system cabinet and put it in the microphone. Be sure both microphones have a charged battery in them. (Microphone #3 uses regular batteries, not rechargeable ones.) Test the microphones briefly. Speak into the microphone as if it were a trumpet - not an ice cream cone - hold it 3 to 4 inches away.

Care of Semi-programmed Worship (summer)

ARRIVAL AND SETUP

- Please arrive at least 15 minutes before the start of worship.
- Leave the doors to the meetingroom closed.
- Check the sound system (at the north end of the meeting room in the cabinet with the glass doors), lights and fans. Make sure the lectern is plugged in so that the reading light may be used.
- Get the microphones ready. (**See note below.)
- Decide which of the two carers / closers will be the carry the microphone, delivering the microphone to those who stand to speak in worship.
- Greet the scheduled speaker:
- Invite her/him to sit on the facing bench with you. Remind the speaker to speak slowly, loudly and clearly.
- Show the speaker how the mike can be adjusted and how to turn it on. Speakers should speak straight to the middle of the mike, 4 inches away.

MUSIC

- A note with information about the hymn numbers and hymnal will be on the lectern. Verify hymns with the musician. Consult with the speaker about which hymns should be sung standing and which sitting. Song sheets, if any, will be on the hymnal cart.
- Make sure hymnals / song sheets are distributed. Members usually help with this. If braille sheets for Lolly are not yet out, check the braille files in the right-hand cabinet under the sink in the hallway.
- Use the phrase *Stand as you are able* whenever requesting people to stand to sing. If standing, stand during the last line of the instrumental introduction. If you want people to stay seated, tell them so before the musician begins playing. (Sitting is easier for sharing hymnals, assisting young readers with following the words; it can be less disruptive to continuing worship in a quiet manner, and works for songs of a quiet, contemplative nature. Standing is an easier position for singing, changing the pace, and works for songs of a rhythmic or celebratory nature.)

BEGINNING WORSHIP

- Sit with the speaker on the facing bench.
- After the prelude, wait until the Meeting has settled before announcing the first hymn.
- To keep it simple and to maintain the flow of worship, introduce only the speaker (e.g. *So-and-so is the planned speaker*), then announce the first hymn by name and number and indicate if people should stand or remain seated. If there is no scheduled speaker, please announce this before you introduce the first hymn (e.g. *There is no planned speaker today*). The opening hymn should be a continuation of the worship that has already started.

CLOSING WORSHIP

Talk to the person closing with you and decide which of you will carry the microphone, delivering the microphone to those who stand to speak in worship and which will close worship.

Be sensitive to the climate of the worship when closing. You may choose to close early or allow worship to continue a bit longer than one hour. Generally, the final hymn is introduced 5-10 minutes before the end of the hour. After a period of silence following the final hymn, start the handshake to signal the end of worship. Ideally, Friends will shake hands with their immediate neighbors only and save general greeting and socializing till after rise of worship. To facilitate this, begin introductions immediately after you've shaken hands with your neighbor.

- Visitors: Welcome visitors and invite them to introduce themselves. You can divide the room into sections and invite any in a particular section to stand and speak - minimizing the awkwardness of multiple people standing at once. Invite visitors to sign the guestbook on the bulletin table.

There is a concern that MFMs are taking visitor introduction time to talk, leaving little / no time for actual visitors. Specify the first go-around as visitor-only and have the closer and microphone carrier facilitate only visitor speaking until other sharing is invited.

- Sharing:

1. Because we have been largish in number, after the close of worship, invite individuals to retire to the conference room to talk about today's worship, the combined worship experience or Quakerism in general (rather than worship sharing in the meetingroom).

2. If coffee is being served, invite Friends to linger (3rd, 4th and 5th Sundays.)

3. Inviting people to share joys and concerns easily gets long. You can make the call but be sensitive to balance building community with imposing on people's time and plans. You can divide the room into sections and invite any in a particular section to stand and speak - minimizing the awkwardness of multiple people standing at once.

- Announcements: People should have notified you of announcements. Invite those who have contacted you to the microphone - or hand the microphone to them. If someone is trying to get your attention, yield the floor to them for spontaneous announcements but do not invite spontaneous announcements.

- Rise of Meeting: You may signal the rise of meeting for worship by saying *Friends, go in peace*, *Friends are at liberty*, or a similar phrase.

Put the mike batteries back in the charger, microphones in the cabinet and turn off the power strip.

**Notes about microphone:

First turn on the power strip. Take a battery from the charger in the sound system cabinet and put it in the microphone. Be sure both microphones have a charged battery in them. (Microphone ## uses a regular batteries, not a rechargeable ones.) Test the microphones briefly. Speak into the microphone as if it were a trumpet - not an ice cream cone - hold it 3 to 4 inches away.