

Fresh Pond Monthly Meeting Task Descriptions

CARE OF MEETING FOR WORSHIP

Weekly care of worship involves praying for the meeting for worship, being attentive to the state of the meeting, and closing meeting. Those who accept this responsibility are encouraged to spend time in prayer for the meeting during the prior week.

On arriving at the meeting pick up the three clipboards of the meeting, which are stored in the closet by the library, or may already have been retrieved by whoever opens meeting. Settle into worship a few minutes before 10:00.

At approximately 10:50, stand and offer this invitation, or a close approximation according your sense of the spirit of the meeting:

At this time it is our practice to invite everyone present to share a joy, a sorrow, or a concern out of the spirit of our worship. We also encourage you to discern if you are being [have been] nudged to bring a Spirit-led message to us so that we might receive it in these final moments of our worship.

Closing the meeting for worship. Worship is closed with a handshake. Stand, introduce yourself, and welcome everyone. Next, call attention to three clipboards and explain their purposes:

1. sign-up sheet for tasks associated with future meetings for worship;
2. sign-up sheet for teachers of upcoming First Half-Hour programs;
3. brochures and sign-up sheet for newcomers who would like to be on Fresh Pond Monthly Meeting's email list; encourage newcomers and visitors to take a brochure about the meeting. (Additional brochures are in a box in the storage closet by the library.)

After the clipboards have been handed out:

- invite announcements, being mindful to clarify announcements for newcomers and visitors who will not know the many references that are often used, such as acronyms for committees, NEYM, FGC, etc;
- request First Half Hour reports from teachers and/or children;
- request a report from Child Care;
- invite introductions; encourage newcomers, visitors, or persons returning after an absence to tell Friends if they are new, visiting, and where they are from;
- **Second Sundays:** remind Friends that Cornerstones of Quakerism and the monthly potluck occur at the rise of meeting. This is also the time when Friends are invited to share if they have a birthday or special anniversary during the current month.

Special notes:

- **Care of meeting.** Occasionally it is helpful to extend this invitation: If you are interested in signing up for care of meeting for worship, but have not taken this responsibility before, we encourage you to consult with a seasoned Friend or the co-clerks of the Ministry & Worship Committee.
- **Clipboards and tasks for the following week.** At some point when most Friends have left the Meeting room, retrieve the clipboards and pass them on to the person who has Care of Worship the following week. If that person is not present, put the clipboards in the cabinet, or if no one is signed up for tasks for the following attempt to find someone.