

## **Fresh Pond Monthly Meeting GUIDELINES FOR CARE OF HYBRID MEETING for WORSHIP**

Thank you for agreeing to have Care of Meeting for Worship, your role helps establish the spirit of hospitality for our Meeting community. Please hold the Meeting and the individuals of the Meeting in prayer during the week.

- ✓ If possible, you can be most helpful by being on-site at Cambridge Friends School; if something prevents that, you can participate on-line. Please arrive by 9:30 am so that you can help prayerfully settle that Hybrid space and be of any help to other team members (DTEN tech set up, Zoom host, and door greeter).
- ✓ The CFS door greeter invite attenders to help set up chairs as needed.
- ✓ Meeting begins when you either enter the Zoom Breakout Room yourself or when you invite Friends at the School to enter into our silent, expectant waiting worship and ask via the DTEN for the Zoom host to send waiting participants to the Breakout Room for worship.
- ✓ The announcement on our Google Group Meeting List about our Sunday Worship asks people who are at the School to identify themselves if they are moved to give a message. Note: the DTEN screen's microphone and speaker seems to be picking up voices just fine for those joining by Zoom and people at the School can also hear them perfectly well; it is the people at the School who may have trouble hearing other voices in the room. For this reason, we have been using captioning on the screen to transcribe what is being said.
- ✓ At about 10:50 am or earlier, per your own discernment, invite people to share Joys, Sorrows, & Concerns. We have found that our current circumstances have fostered additional responses from time to time.
- ✓ Also, at that time, please extend the invitation to anyone who may have felt a nudge to offer a message in ministry to consider doing so in the closing moments of worship.
- ✓ Close to 11:00 break the meeting with a welcome greeting to all. There are occasions when deeply moving messages and the sense of the gathered worship at the end of the hour should not be arbitrarily cut off. Please use your judgment.

## ***AT THE RISE (CLOSING) OF WORSHIP...***

1) Ask if there are any reports from Intergenerational Activities. As of January 2023 there are no regularly scheduled activities. Sometimes activities are at the School or off-site, we invite reports from either.

2) Ask for announcements. If you know that there are announcements that are missing, such as upcoming meetings for business (first Sunday); Intergenerational time; Third Sunday programs (if any); Sharing from the Margins (Fourth Sunday), etc., you can prompt an appropriate Friend to make that announcement. We sometimes forget the obvious.

3) Second Sundays, please invite birthdays for the month, Friends enjoy this!

5) Introductions Before asking people to introduce themselves, say something like: “If you are new, visiting, or returning after an absence, please tell us something about yourself and how you found us.” There are **returning Friends** who assume that everyone knows them, yet many in the Meeting may not. If we have **visitors new to Friends Meeting**, let them know the email for the presiding co-clerks, and, if they are participating on-site, invite them also to speak with others present. The co-clerks are Beckey Phipps, Jay Weber and Mary Hopkins. Email at: [freshpond@neym.org](mailto:freshpond@neym.org)

We usually first introduce Zoom participants. If you are participating at the School, you should be able to clearly see people on Zoom to invite them by name. If not, ask the Zoom host to name them. If you are participating on Zoom yourself, click on ‘break out rooms’ and choose ‘participants’ for a drop-down list of the attenders’ names. This is helpful if we have more than one screen’s worth of attenders (25 people). Invite each attender to introduce themselves; if you can easily see everyone on the screen, just call their names. After that, call on the people at the School; no need to name them – they can stand and identify themselves.

Ask if there are any Zoom participants staying for an after-Meeting activity, so we know to keep the screen active. If the Zoom host is not staying, they can make someone else the co-host, or the screen shot of the people who are at the School.