

Instructions for closing Meeting for Worship, new schedule

(updated June 2025)

Business Meeting instructions follow on next page

10 minutes before the end of both Worships (*First Worship at 10:20/Second Worship at 12:20*)

Joys & Sorrows

"Friends, we have reached the time in meeting when we invite people to share personal joys and sorrows and other brief messages. Please leave space between messages. There will be time for introductions and announcements at the rise of meeting"

10:30 am or 12:30 pm or when messages have finished: (Literally, at least 50 seconds after the final message, longer if appropriate.)

"Good morning Friends. I am <your name>, serving as the meeting closer for this morning.

First Worship

"We invite you to join hands in a circle for a few more minutes of silence".

After silence: "Welcome. Please introduce yourself, and when it's your turn, please share if you're a newcomer or returning after an absence and give any announcements you have to share.

Second Worship

"Please take a minute to greet your neighbor".

Second Worship

"We invite newcomers or people returning after an absence to stand and introduce yourselves. Is there anyone in the room? Anyone on Zoom?

Are there announcements on Zoom ? In the room? Please state your name before giving your announcement."

Both Worships

"If you would like to have a name tag, receive the weekly bulletin by email, or be in the directory, there are yellow slips of paper on the lobby table to indicate your preferences."

***Second Worship add:** "If on Zoom type your information into chat".

Both:

"There is a little grey box by the front door for donations, or donations can be made through the donate button on the Meeting webpage"

First Worship - Fellowship during Common Hour

"Please join us at rise of Meeting for Fellowship and other events during the Common Hour, between now and the 11:30 hybrid Meeting for Worship."

Second Worship - Fellowship Online

"If on Zoom you may stay online for fellowship".

"Meeting has risen".

Closing Instructions for Meeting for Worship with Attention to Business Sundays (usually 3rd Sundays) (Updated June 2025)

Note: This is meant to be one long period of Worship with Attention to Business in the middle, so Joys & Sorrow, Introductions, and Announcements will take place only once, at 12:30.

On Business Meeting days, the Meetingroom and zoom will open at 9 am, with Worship formally starting at 9:30.

At 10 am we'll transition into Meeting for Worship with Attention to Business, the transition will be led by Clerks so should not require anything of the Meeting Closer at that time.

By noon, Business will close and the Meeting will return to silent Worship.

At 12:30 (could be 12:20 if we've returned to worship earlier than noon):

Joys and Sorrows

"Friends, we have reached the time in meeting when we invite people to share personal joys and sorrows and other brief messages. Please leave space between messages. There will be time for introductions and announcements at the rise of meeting"

When messages have finished (Literally, at least 50 seconds after the final message, longer if appropriate):

"Good morning Friends. I am <your name>, serving as the meeting closer for this morning."

"Please take a minute to greet your neighbor".

Introductions

"We invite newcomers or people returning after an absence to stand and introduce yourselves. Is there anyone in the room? Anyone on Zoom?"

Announcements

"Are there announcements in the room? On Zoom? Please state your name before giving your announcement."

"If you would like to have a name tag, receive the weekly bulletin and monthly newsletter by email, or be in the directory, there are yellow slips of paper on the lobby table to indicate your preferences. If on Zoom type your information into chat".

"There is a little grey box by the front door for donations, or donations can be made through the donate button on the Meeting webpage"

Potluck

"Meeting has risen and friends are invited to join us for Potluck." (in Fellowship room or outside depending on weather). You're welcome to join us regardless of whether you were able to bring anything.