

Wednesday Meditation – Volunteer Tasks

Facilitator

- Prepare or select a dharma talk or reading that fits your theme.
- After the meditation is closed with bell and reading, announce a 10 minute break for tea and quiet conversation in the adjoining kitchen. Explain that silence will be maintained in the hall with the door closed for those who wish to continue meditating. If you wish, before the break ask participants to introduce themselves and welcome new members, or do so after the break; show them dana basket.
- At the beginning of the second hour, at 8 PM after the short break, call people back into the circle by ringing the bell. Complete introductions and explain the dana basket if not done earlier.
- Introduce the theme for the evening and the topic you are proposing to explore.
- Play or read your prepared dharma talk/text (no more than 20 minutes). If you prefer, you can pass around sections of your presentation for members to read aloud.
- Begin discussion period. Some facilitators will suggest breaking into small groups for discussion. Others prefer whole-group discussions.
- Facilitate discussion period by offering some reflection or discussion topics and questions.
- Help ensure that all members have had an opportunity to speak and share, as some may be shy and need a little encouragement.
- At about 8.45 to 8.50 PM, conclude the discussion and begin the “Announcements” period
- Remind the group of the online sign-up sheets, the GoogleGroups email lists and the hard copy contact list, and the need for volunteers.
- Remind the group about the *dana* basket, the online sign-up sheets, the GoogleGroups email lists. Mention the need for volunteers.
- At 9:00 PM, close the evening with either a brief period of silence, a ring of the bell or a final welcome to new members or thanks to the group.