

Wednesday Meditation – Volunteer Tasks

Team or Leader	Tasks
<p style="text-align: center;">Opening and Closing Team</p> <p>This group of volunteers revises its schedule and seeks new members every four months.</p> <p>The member designated for the evening arrives at 6:40 PM to open the doors and departs after locking the doors at 9:00 PM.</p> <p>Please ask any member or write to ptsangha@gmail.com to volunteer for this team or to ask questions. Thank you.</p>	<ul style="list-style-type: none"> ● Get security code to access key from key box. ● Learn location of cabinet lock combination. ● Unlock Front and Back Doors and cabinet ● Open doors by 6:40 PM ● Assist with setup and takedown as required ● At end of evening: <ul style="list-style-type: none"> Ensure that Dana is Secured in cabinet; All lights off; All doors locked.
<p style="text-align: center;">Set-up and Take-down Activities</p> <p>All participants are encouraged to arrive early to help with setup.</p> <p>Everyone helps to put away our few supplies and leave the hall as we found it.</p>	<p style="text-align: center;">Main Hall</p> <ul style="list-style-type: none"> ● All sangha equipment is kept in the locked cupboard in the disabled bathroom accessed from meditation area. ● The combination for the padlock is written on transparent tape on the upper left corner of the right side of the cabinet. ● Other equipment (table, partitions, meditation mats) if found adjacent to or above the cabinet. ● The small square table for the Buddha Statue is often set up on one corner of circle (usually near the disabled bathroom) and covered with one of the cloths in the cupboard. ● The shoji screen(s) go behind the Buddha statue; and a floor lamp is often placed behind them on dark evenings. ● The tea light ‘candles’ and the string of prayer flags are often placed in front of Buddha statue. ● The vase with flowers is often placed on the floor in front of Buddha. ● The bell goes on the chairs at the front of the hall for the volunteer meditation leader. ● Place the Dana Basket (with its sign) somewhere prominent near the Buddha statue.

Set-up Activities Continued

All participants are invited to arrive early (6:40 to 6:50 PM) to help with setup.

Entry (foyer area):

- Move the long table that resides in the back of the sanctuary to the front foyer area.
- Place long table at an angle, easily accessible as people enter.
- Place 20 x 30" *Welcome to PT Sangha* poster board on its black stand and center on table. The poster is located on the top shelf of the cabinet, under a thick cardboard box (for protection).
- All materials for the entry table are in a white plastic box in the cupboard.
- Arrange the Contact List Clipboard, Volunteer Sign-up Sheets Clipboard, Brochures, Copies of the Contact List and any other current material on the table. Put the appropriate a-frame signs in back of each item. Make sure there are pens available on or near clipboards.
- Ensure front door is unlocked and lights are on in the foyer, hallway, library and kitchen.

Library (second office):

- Turn on the light; open the door; and ensure the Sign-Out Sheet Clipboard is accessible on the book shelf.

<p><u>Meditation Leader, and Discussion Facilitator</u></p>	<ul style="list-style-type: none"> ● Arrive 6:45 – 6:50 PM ● Be on look out for anyone new. ● Welcome them, show them the brochures, briefly explain how the evening runs.
<p><u>Meditation Leader</u></p>	<ul style="list-style-type: none"> ● In advance, select a short poem or reading for the end of meditation. ● Poems and readings are available if needed in a binder in the supply cabinet drawer. ● Leaders often start with the Pali chant. If you wish to chant, show new members the lyrics on the brochure, and invite them to join in if comfortable. ● Ring the bell once to start the meditation period. ● Ring the bell (softly) once at 25 minutes as a signal people who want to practice walking meditation. ● After 45 minutes, ring the bell and read your short prepared text. ● Then ring the bell three times to end the meditation period. ● Welcome newcomers; introduce ourselves.
<p><u>Break</u></p>	<ul style="list-style-type: none"> ● We take 10-minute break for tea in the kitchen. ● Silence is maintained in the main hall.
<p><u>Discussion Facilitator</u></p>	<ul style="list-style-type: none"> ● Prepare or select a dharma talk or reading in advance. ● After the break, call people back into the circle by ringing the bell. ● Welcome the group back to the main hall. ● Introduce the theme for the evening and the topic you are proposing to explore. ● Explain about the Dana Basket. These contributions are needed to pay our weekly rent of \$50. ● Play or read or pass around your prepared dharma talk/text. (Recorded talks should not exceed 20 minutes). ● Facilitate discussion ● Ask for announcements ● Conclude at 9 PM ● At end of evening, invite newcomers to return or contact ptsangha@gmail.com if they have any questions. ● Mention the website.

Take-down Activities

- Return seats to original locations.
- Store all items. They are stored in, on or near the cabinet in the adjacent rest room (zabutons, zafus on top; screens and table alongside; Buddha covered with cloth and inside).
- Return table in foyer to main hall.
- Collect dana money and put in an envelope, marking it with the day's date. There is a small black box used for the treasury in the cupboard. Envelopes should be in there. The Treasurer will collect the funds for deposit.
- Turn off all lights, and lock front & back doors.