

Minneapolis Monthly Meeting Guidelines for Closer at Semi-Programmed Meeting

ARRIVAL AND SETUP

Please arrive at least 15 minutes before the start of worship.

Check the sound system, lights and fans. Make sure the lectern is plugged in so that the reading light may be used.

Close the doors to the meeting room 5 minutes before the start of worship if they are not closed already.

Sound system (north end of the meeting room in the cabinet with the glass doors):

- Before meeting for worship, get the microphones ready. (**See note below.)
- Find the person who has agreed to be the microphone carrier and give the “puffy” microphone to that person. The microphone carrier usually sits in the back of the room so he/she can see when someone stands to speak from the silence.

*After meeting for worship, put the mike batteries back in the charger, put the “puffy” microphone in the cabinet and turn off the power strip.

Greet the scheduled speaker:

- Invite her/him to sit on the facing bench with you. Remind the speaker to speak slowly, loudly and clearly.
- Show the speaker how the mike can be adjusted to height and how to turn it on.

Speakers should speak straight to the middle of the mike, 4 inches away.

MUSIC

- A note with information about the hymn numbers and hymnal will be on the lectern. Verify hymns with the musician. Consult with the musician and/or the speaker about which hymns should be sung standing and which sitting. Song sheets, if any, will be on the hymnal cart. If not, check the song sheet file in the office.
- Make sure hymnals / song sheets are distributed. Members usually help with this.
- If you want people to stand while singing, please use the phrase *“Stand as you are able”* whenever requesting people to stand. Stand during the last line of the instrumental introduction. If you want people to stay seated, tell them so before the musician begins playing. (Standing is an easier position for singing, changing the pace, and works for songs of a rhythmic or celebratory nature. Sitting is easier for sharing hymnals and assisting young readers with following the words; it can be less disruptive to continuing worship in a quiet manner, and works for songs of a quiet, contemplative nature.)

BEGINNING WORSHIP

- Sit with the speaker on the facing bench.
- Meeting for worship usually begins with an instrumental prelude.
- Wait until the Meeting has settled, (about 5 minutes after the prelude), before announcing the first hymn.
- To keep it simple and to maintain the flow of worship, at this time introduce only the speaker (e.g. *“So-and-so will be speaking out of the silence”*), then announce the first hymn by name and number and indicate if people should stand or remain seated. If there is no scheduled speaker, please announce this before you announce the first hymn (e.g.

“There will be no planned speaker this morning”). The opening hymn should be a continuation of the worship that has already started.

CLOSING WORSHIP

Be sensitive to the sense of worship when closing. You may want to close early or allow worship to continue a bit longer than one hour. Generally, the final hymn is introduced 5-10 minutes before the end of the hour. After a period of silence following the final hymn, start the handshake to signal the end of worship. Ideally, Friends will shake hands with their immediate neighbors only and save general greeting and socializing till after rise of meeting. To facilitate this, begin introductions immediately after you've shaken hands with your neighbor.

• Introductions:

After the handshake, introduce yourself and any musicians. Invite people to introduce themselves if they are visitors, have returned after an absence, or are newer attenders who would like to remind us of their name. Divide the meeting room in half rather than quarters and have people in one half introduce themselves if they want to, then move on to the other half. In order not to put newcomers who may feel shy on the spot, please be careful not to look at them pointedly when waiting for people to speak up. Please invite visitors to sign the guest book in the hall outside the meeting room.

• Announcements:

People will contact you by phone or prior to worship about announcements they wish to make. Some people will just stand and give their announcement. We have been asked not to encourage announcements that are not pre-arranged, but do not ignore or dissuade someone who wishes to speak.

• Rise of Meeting:

You may signal the rise of meeting for worship by saying “Friends, go in peace,” “Friends are at liberty,” or a similar phrase.

THANK YOU FOR BEING THE CLOSER!

****Notes about microphone:**

First turn on the power strip. Take a battery from the charger in the sound system cabinet and put it in the microphone. If the microphone has been used for Business Meeting, switch the battery so it will last for the whole Meeting for Worship. If both batteries are dead, there is a spare 9-volt battery in the office. It lives in the top drawer nearest the copier. The short, boxy microphone goes on the podium. The “puffy” microphone is given to the microphone carrier. Be sure it has a charged battery in it, too. Test the microphones briefly. Remind folks to speak into the microphone as if it is an “ice cream cone” and hold it 3 to 4 inches away.