

MEDITATION FACILITATOR JOB DESIGN

ARRIVAL TIME: 8:50 a.m.

ATTIRE: Appropriate for task

DUTIES:

1. Participate in opening circle at 9:00 and obtain nametag from the administrator's desk.
2. Set up candles and portable sound system.
3. Retrieve flower pedestal from the hall closet, and set up in front of Rev. Penny's podium.
4. Retrieve flowers from the office and place them in the pedestal. If flowers are not delivered, retrieve silk arrangement (from bathroom in office) and place in pedestal.
5. If you are serving as practitioner of the day, ensure that the P.O.D. room is set-up (see #3 on P.O.D. job design).
6. Synchronize your clock with Rev. Penny
7. Make sure the blinds are down and flood lights on. All other lights should be off.
8. Light the candles, turn on background music until meditation starts and begin to set the consciousness in the room.
9. Ring a bell promptly at 9:25 to initiate the meditation service.
10. Bring meditation to a close by 9:50 so that the greeters may open the sanctuary to others.

GUIDED MEDITATIONS - 1st and 3rd Sundays

- a. To be opened with either a chant or prayer or combination of both **(8-10 minutes)**.
- b. Followed by a guided process **(10-12 minutes)**:
 1. Which can contain periods of silence
 2. Make sure you bring people's awareness back into the room and don't leave them "floating" somewhere.
 3. Close with a prayer **(2-3 minutes)**.

SILENT MEDITATIONS - 2nd, 4th and 5th Sundays

- a. To be opened with either a chant or prayer or combination of both **(5-10 minutes)**.
- b. Silence – could be set up with a concept to contemplate **(10-12 minutes)**.
- c. Close with a prayer **(2-3 minutes)**.

11. Ring bell to signal end of meditation.
12. Clean up front of the room, turn lights on and notify greeters that you are finished.
13. After meditation raise blinds on inner sanctuary windows and crack or open windows depending on weather.
14. Please report any issues to the **House Manager** for immediate or future resolution – not to the **Minister**, as her Sunday morning experience should be without interruption.

NOTE: If you are unable to cover your assigned time slot, please arrange for a substitute from the list of names on your most recent schedule, and please make your team leader and the church office aware of any substitutions.

THANK YOU FOR YOUR LOVING SERVICE!