

Willistown Friends Meeting Blended Worship

Roles and Worship Timeline

ROLES

The Facing Bench (“FB”): *attends worship through Zoom or in-person at Willistown Meeting*

- introduces worship with basic guidelines (below)
- offers the query or reading if we will have one
- invites afterthoughts and requests to hold people in the Light (see below for script)
- closes the worship and reminds people they may stay for *fellowship*

The Zoom Host (“Host”): *runs the Zoom meeting remotely or in-person at Willistown Meeting*

- logs into the Willistown Meeting Zoom account (username and password will be shared with those who volunteer for this role)
- open the Zoom worship space 10 minutes prior to the beginning of worship
- admits people from the Zoom Waiting Room as they arrive
- manages the chat space, shutting it at 10:00 so that it is available only for contacting the Zoom host during worship
- responds to people’s technical problems
- re-opens the chat space for use during afterthoughts and the post-Meeting fellowship time
- closes the Zoom room at the end of worship and fellowship
- responsible for monitoring the participants and taking action if the Meeting is Zoom-bombed

The Meeting House Technician (“MHT”): *must be in-person at Willistown Meeting*

- arrives at the meeting house at approximately 9:30 to unlock and air it out – every door and window should be open wide for at least 15 minutes prior to others arriving
- makes sure the hand sanitizer and back-up masks are easily available
- sets up the laptop/microphone/webcam/speaker/tv system for capturing and project worship from the meeting house; this should be completed by 10 minutes prior to worship
- logs into the laptop and joins the worship Zoom

Zoom Attenders:

- When you sign in to Zoom, use your real name so that we know you when you enter the "waiting room"
- If you are moved to speak, remember to *unmute* yourself. Re-mute yourself when you are finished.

In-Person Attenders:

- Masks are required for everyone in attendance
- Please sit 6 to 8 feet (in every direction) from anyone who is not in your quarantine pod
- Do not attend in person if: you are in a high-risk group or you have been exposed to someone who has CoVid-19
- Bring a sweater or jacket for cool weather as all windows and doors will be open for ventilation during meeting for worship

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ZOOM WORSHIP: Minute-by-Minute

ON THE DAY OF WORSHIP

9:30 *MHT: Open Meeting House* and begin set-up for in-person worship

9:45 *Host: Zoom Host* opens worship

9:50 *MHT: Meeting House Zoom* opened

9:55 *FB:* arrive in Zoom or at the Willistown Meeting House

10:00 *FB: Welcome and Introduction to Worship – Something like:*

- It is good to see you all and gather together for worship.
- We know this experience is different from being in the meeting house together, but we also know that it can be profound and comforting to share the silence and the messages of our Willistown Meeting community
- Worship today and every Sunday will be about an hour long, beginning with a query/reading and ending with *afterthoughts* and announcements.
- Please remember one piece of Zoom etiquette: You should remain on mute unless you are moved to speak. When you are finished speaking, please re-mute yourself.
- READING or QUERY here

10:50 *FB: Afterthoughts Invited – Something like:*

- During these last 10 minutes of worship, you are invited to ask our community to hold someone in the Light and to share your *afterthoughts* or message that didn't quite rise to the level of ministry

11:00 *FB: Close worship and ask for announcements:*

When announcements are finished, *say something like*, “anyone who wants to share fellowship with meeting participants is encouraged to stay in the Zoom to chat for a few minutes. Those of you who need to leave should feel free to do so now.”

≈11:15 *Host: Zoom Host closes the Zoom meeting for worship*

MHT: Sign out of Zoom if you have signed in

Shut down the computer and **return technology** to the tv cart

Close and lock the Meeting House

These guidelines are based on a document written by Jonathan Carmichael, Simpler Meetings Project, Quakers in Britain and the guidelines created for Westtown Upper School's online meeting for worship by students and faculty in the Quaker Leadership Project and Spiritual Life.