

## Meditation Facilitator Guidelines

These are guidelines to assist you in facilitating a meditation session. Please cover this information in some manner so that new people receive the information that they need and feel comfortable coming into the group.

Place candle and other objects on table. Light candle.  
Locate Newcomer Handouts among folders in closet in case you have new folks.  
Locate facilitator signup calendar (in Red Bag).

Welcome: "Welcome to the Community of Mindful Living - UUFR."

"This is a lay-led group which follows the teachings of Thich Nhat Hanh. We meet each Monday night from 7:30 to 9 o'clock, and have a general format we follow for each week, which is explained in our Newcomer Handout."

"Is there anyone here who has not received a Newcomer Handout?"  
If yes, hand them a sheet and give a general description of the group, below:

"An optional donation of \$1 per session supports the group in several ways, including a donation for Vietnamese children and bringing meditation speakers to the area. Our lending library is in the closet and books may be checked out on the honor system."

"So that we can get to know each other better, let's go around and say our names."

"If you have a joy or concern that you would like to share with the group, please do so now."

Announcements and Business:

Explain facilitator and tea signup calendar, then pass it around.

Open the floor for announcements and/or group business.

Program: "This is the \_\_\_\_ Monday of the month, so the program this evening will be focusing on \_\_\_\_\_."

Explain your schedule for the program, e.g., We will begin with sitting meditation, move into walking meditation, and end the session with a second sitting meditation. Say about how long each meditation period will be and that there will be some mindful movements following the break.

Explain when and for how long the break will last. Explain the purpose of bowing to indicate you want to speak and to recognize others.

If doing a walking meditation, explain where you will walk and how, e.g., in a circle in the room, at a slow walking speed, starting clockwise.

Explain your use of the bell, e.g., three rings signify the beginning of the meditation session and three rings signify the end of the meditation session.

Begin program. Take a 5-10 minute tea break in the middle.

You may want to end by calling the bell 3 times, i.e. once before each action: the 1<sup>st</sup> time to awaken our feet and legs, the 2<sup>nd</sup> time to bow to the Buddha nature in each of us, the 3<sup>rd</sup> time to bow to the altar. At the completion of the program, thank everyone for coming. Put out the red bag so people can donate a dollar.