

Waltham Buddhist Meditation Group Volunteer Positions

9/1/16

Assistant Coordinator

Email a gatekeeper and for class

Assure someone is doing set up and closing (Mary - Set Up, Meghan, Nick - closing)

Does set up and closing if Mary, Meghan and Nick are not attending

Oversees and assists with gatekeeper role

Arrive 15 minutes early/assure set up and closing all set

Announcements (at minimum, say there is a basket in the back for \$5 donations)

Gatekeeper/Greeter

Comes about 15 minutes early to greet new people.

Ask new attendees to sign in with name and email

Inquire if they have had meditation instruction before

Give them card that has chants and provide explanation

Give them handout (Elisse is developing) that has info about Thursday night class
and website information)

Help them get settled

Introduce to teachers and other members if time available

Let the person leading the meditation know if a new person is present and needs
meditation instruction

Direct people who are going to other groups/events at the church to the correct rooms. When meditation begins, close the door and sit in the back of the room. Open the door for people who arrive late and help them find a seat. Ask people outside of Chapel in hall or rooms to talk quietly if they are too loud.

Set up and Close

Arrive about 25 minutes early. Unlock the main door at the top of the ramp so others will be able to enter later. Set up cushions (one set on the platform, nine sets staggered in three rows). Align chairs near cushions in staggered pattern (about 12 chairs). Open windows of Chapel if room is warm. Move long table in back of room to an angled position near back door. Set up offering basket, clipboard, pen and information cards. In front of room set tape recorder on small table, plug in extension cords. Set envelope with closing dedication on bottom shelf of table. Place clock, gong and rin (small gong) next to timekeepers cushion on platform. Emily and Michael bring the items listed above in a bag to the meeting.

To close, reverse these instructions. Chairs can be arranged along the side walls two deep. Closing person also assures that everything gets put back in the bag and is given to Emily or Michael. Elisse or Michael collect money and turn it into the office.

Retreat Coordinator

Oversees all activities related to organizing a retreat. Sends out announcement via WBMG google group about upcoming retreat to get a headcount and assign volunteer positions (Chapel

Set Up and Closing. Gatekeepers and Meditation Leaders). Emily sends an announcement about the retreat to other groups and those interested in attending will contact the retreat coordinator directly. Prior to the retreat, inquires as to who is interested in receiving meditation instruction during the retreat and informs teachers of the headcount. Finds out which teachers are attending and who has a key for opening and closing chapel. The people who have keys are Emily, Elisse, Mary, Janet, and Kathleen. Janet/Kathleen send the retreat program outline to the retreat coordinator. Collects donations and gives to teacher/Elisse. Elisse, Janet and Kathleen are available for consultation on retreat coordination. Elisse, Janet or Kathleen give key to Retreat Coordinator to open and close as needed.

Community events

Oversee monthly sangha gatherings. See if people would like to host. Help with set up and clean up if needed or ask for volunteers. Organize other community events if there is interest.

Geek team

Suggest improvements to website. Set up blogs, forums, email lists, communication of announcements.