

Waltham Buddhist Meditation Group Volunteer Positions Feb. 19, 2019

Greeter

Arrive about 20 minutes early to orient new people.

Greet new attendees and ask them to sign in with their name and email address if they wish. Inquire if they have had meditation instruction before and introduce them to the teacher who is giving the orientation class in the minister's office. Introduce them to other teachers and members if time permits. Help them get settled on a chair or cushion. Pass out the chant card to new people before meditation begins.

Direct people who are going to other groups or 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 in the hall outside of Chapel to talk quietly if they are too loud. Make sure the minister's office door is locked after the orientation class ends.

Set up

Arrive about 25 minutes early.

Unlock the Chapel door using the L key that is kept above the door. Stack some of the chairs in single row on both sides of the wall. Set up cushions (one set on the platform, nine sets staggered in three rows). Align chairs near cushions in staggered pattern (about 12 chairs) facing the front. Put out black wedge cushions. Set up front shrine with two candles, Buddha stand and Buddha statue. Place clock, gong, rin (small gong) and instruction sheet on table near timer's seat. Set up offering basket, clipboard, pen, chants and information cards on back table. In summer open windows of Chapel if room is warm.

Take down

After class ends pack up shrine and timer items. Put away cushions (including wedge cushions), clip board and other items on the back table. Make sure money in basket has been collected and store basket under the table. Before locking the storage unit, take a survey of the room to make sure all items have been put away. Lock the Chapel door. Turn off the lights. Close the doors. If there are no other groups in the building, check to make sure the front door at the top of the ramp is locked.

Timer

The timer sits in front on a chair or a cushion and leads the meditation. Before the meditation begins check to see that all the equipment is in place (clock, gong, rin, instruction sheet). Just before 7 p.m. alert people that it is time to begin. (The rin can be used to get people's attention.) Follow the instructions on the sheet for gong and timing. After the meditation period ends say "Announcements." Help put away shrine objects and set up the room for class.

Audio Recorder

Create an audio recording of the class and send it to webmaster to be posted.