Notes for Close of Atlanta Friends Meeting
Updated 09.13.2016

Before Meeting
- Pick up on front table:
  - colored (red, yellow, etc.) folder with last minute announcements,
  - copy of Announcement Sheet and a Newcomer’s Packet

Near End of Meeting
- ~ 10:50: e.g., “Let us hold in the Light those for whom we have special concerns.”
- Handshake. “Welcome”; ask greeters to alert small meeting.
- Introduce yourself and what committee you’re on.
- Unfamiliar with Meeting? e.g., “For the past hour in our Meeting for Worship, we gathered in silence to listen to that of God in ourselves and in others.” Use your own words.

Welcome Newcomers; Joys/Brief Announcements
- Go around the room two (2) times, except 1st Sundays (Potluck)

<table>
<thead>
<tr>
<th>1st time around room: (every Sunday)</th>
<th>Newcomers? Or back after a long absence? – stand &amp; tell us your name and where you’re from. If there are newcomers, make a few brief, newcomer-related announcements. If no newcomers, then abbreviate this section.</th>
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<tbody>
<tr>
<td>2nd time around: (except on 1st Sundays)</td>
<td>Any Joys to share or brief announcements concerning life of the Meeting that are not in the Folder or Announcement Sheet?</td>
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<th>1st Sunday:</th>
<th>Potluck – everyone welcome</th>
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<td>Birthdays, form a circle. Everyone else circle up and -- after a moment of silence -- sing Happy Birthday</td>
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<td>2nd Sunday:</td>
<td>Coffee; Committee meetings</td>
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<td>3rd Sunday:</td>
<td>Coffee; Meeting for Worship with Attention to Business @ 11:45</td>
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<td>4th/5th Sundays:</td>
<td>Coffee; forum?</td>
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Standard announcements
- Today’s greeters are ……….; they have announcements sheets
- Read any announcements in the colored folder
- Contributions needed – “mail slot”, credit cards
- Volunteer sign-up clipboard is being circulated (or near coffee urns and online at AFM web site)
- Smaller meeting for worship in Library; other area worship groups are listed in announcement sheet
- Care & Counsel Committee -- undergoing difficult times? Ask members to raise their hands.
- Ministry & Worship Committee -- guidance about spirituality? Ask members to raise their hands.

- Depending on which Sunday it is: