Facilitator and Bell Master Notes
Joyfully Together Sangha

Thank you for offering to share your presence with the Sangha through facilitating a Sangha meeting! This is a brief sheet showing the main timings and steps. The timing is approximate. Your presence and centeredness are more important than the exact timing. Please try to end on time though, so that we respect the other commitments of our Sangha friends.

Most importantly: Remain calm and centered yourself. Don't let the instructions interfere with your intention of resonating peace.

Note: the 2nd, 4th, and 5th Wednesdays generally end around 8:00, and on the 4th Wednesdays, we have a half hour of social time with tea and light snacks at the end.

Time	Steps
6:30	Greetings. If anyone is new, give a brief overview of the practice, e.g.: ● We practice in Thich Nhat Hanh's tradition of engaged Buddhism ● Give overview of meeting format (shown below)
6:40	Sitting meditation (20 minutes) – often a guided meditation.* ● *Compose yourself and breathe three times before offering respectful acknowledgement of the bell.* ● *Wake up **large** bell at the top of the rim to prepare listeners to hear the bell.* ● *Invite **large** bell to sound 3 times to begin sitting; Breathe 3 times for each sound of the bell.* ● *Wake up **large** bell before sounding it once to end sitting.*
7:00	Walking meditation (10 minutes) – one lap around the hallway ● *Invite **small** bell once for people to stretch their legs, once to stand up, once to bow and turn to their left and once to begin the walking meditation (total four times).* ● *Towards the end of the walking meditation, invite **small** bell once to inform practitioners that we now complete our last lap of walking, and proceed to the sitting area.* ● *Once everyone has arrived at their seats, invite **small** bell once for people to bow then sit.*
7:10	Sitting meditation (20 minutes) – usually unguided ● *Wake up **large** bell before sounding it once to begin sitting.* ● *Wake up **large** bell before sounding it three times to end sitting. Invite **small** bell once to bow.*
7:30	1st Wednesday: Dharma talk by Joanne Friday 2nd Wednesday: Recitation of the Five Mindfulness Trainings 3rd Wednesday: Dharma talk by one of our Sangha members 4th & 5th Wednesdays: Short reading from one of Thich Nhat Hanh's books

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	Dharma discussion (15-40 minutes) ● Dharma discussion around our experiences the past month and/or anything that was brought up as a result of the beginning teaching. ● Share the Dharma discussion guidelines, e.g. no cross-talk, deep listening, bow before and after sharing, what is said is confidential. Facilitate as needed if guidelines are not followed. ● *Invite **large** bell occasionally to remind people to breathe and listen deeply.*
8:25	Closing meditation (3 min) ● *Invite **large** bell three times, with three breaths between each invitation* ● *End with inviting the **small** bell, and bow*
8:28	Announcements
8:30	End

* If giving a guided meditation, before each guided phrase:
1. Wake up the **large** bell at the top of the rim to prepare listeners to hear the bell (with the inviter remaining on the edge of the bell, so that the sound is dampened).
2. Share the guided meditation phrase.
3. Invite the bell.

Good sources for guided meditations are: The Blooming of a Lotus: Guided Meditation for Achieving the Miracle of Mindfulness and Chanting from the Heart: Buddhist Ceremonies and Daily Practices, both by Thich Nhat Hanh.

Sample Guided Meditation (from The Blooming of a Lotus)

1. Breathing in, I know I am breathing in. Breathing out, I know I am breathing out.	In Out
2. Breathing in, my breath grows deep. Breathing out, my breath goes slowly.	Deep Slow
3. Breathing in, I feel calm. Breathing out, I feel ease.	Calm Ease
4. Breathing in, I smile. Breathing out, I release.	Smile Release
5. Dwelling in the present moment. I know it is a wonderful moment	Present moment Wonderful moment