

Heart Sangha

Zoom Umzed

What is an Umzed?

- An [umzed](#) acts as facilitator during a meditation and dharma talk so that the dharma teacher can focus on teaching.

To Do

1. Open the Zoom room 10 minutes before we start (2:50pm)
2. Open the liturgy on your computer
3. Check that you know how to screen share the liturgy for everyone
4. Let participants in
5. Make small talk 😊
6. At 3pm ask people to mute. As host you can also mute them
7. Drop the liturgy into the chat
8. Let Sunisa in
9. Make the announcements (below)
10. Pin Sunisa
11. Check that everyone else is muted
12. Keep an eye on participants who may be coming in late. You can continue to let them in
13. If there are any sound or technical difficulties, let Sunisa know. You can type to her

Zoom login

sunisa.manning@gmail.com
98Q4Vf^d30cg

Script

1. Announcements

“Welcome to Heart Sangha. Thank you for coming! I have a few short announcements to make before we begin:

- **This is a 45 minute meditation. We’ll have a 15-minute break, and then a 45 minute dharma talk. We finish by 5pm.**
- **I’ll ring the bell to signal the start and end of meditation, and the dharma talk.**
- **We’ll chant Refuge together in the beginning, and Dedicate the Merit at the end. I will screen share the liturgy and drop it in the chat.**

2. Sunisa will ring bowl
- 3. Screen Share liturgy**
4. Sunisa will lead refuge
5. Stop sharing the liturgy
6. Sunisa will ring the singing bowl once to end the meditation
- 7. Screen share Dedication Prayer**
8. **Say the Dedication Prayer**—you lead!
9. **Say, “We have a 15-minute break now. See you back at _____.”**
10. Sunisa will ring the bowl at 15 minutes
11. Sunisa will ring the bowl 3 times to start the talk
12. Sunisa will ring 1 time to end
 - Sunisa will lead discussion
 - Sunisa will say goodbye and mute and go dark
13. **Say, “I have a few short announcements before we go.”**
- 14. Ending announcements**
 - **“Thank you for coming to Heart Sangha. We meet on Sundays for meditation and a dharma talk.**
 - **We gratefully accept cash and Venmo donations**
 - Drop this link in the chat: <https://heart-sangha.org/giving>
 - **Our next date together is _____**