

Friend at the Door Responsibilities

Thank you very much for volunteering! You are a vital part of this Meeting as the first contact that visitors and Friends have as they enter the Meetinghouse. You are an ambassador of sorts, helping everyone to feel welcome. And you are a gatekeeper of sorts, helping to make the first 15 minutes of Meeting run smoothly and quietly. (Wearing a watch is quite helpful.)

Please arrive at about 9:30 AM and put on your name-tag. Proceed outside the front door to greet Friends and shake their hands. If it is too cold or too hot to stand outside, you are welcome to greet Friends just inside the front door instead.

If you see someone you don't recognize, introduce yourself and ask them if they are new to Boulder Meeting or new to Quakerism. If so, direct them to the name-tags, the guest book, and the yellow tri-fold flyer about the Boulder Meeting (which is on the guest book table right inside the front door). Tell them that they may proceed to the worship room, and that the doors to the worship room close at 10:00, will open again at 10:15 to let the children and teachers go to First Day School, and that silence ends at 11:00 with consideration of "joys and sorrows" to conclude Meeting for Worship. This is followed by announcements. Also let them know that Meeting actually officially begins when the first person sits down.

At 10:00, close the front door and both sets of the worship room doors. Set up a few (about 4) folding chairs in the foyer to form an oval or circle with the built-in benches. This is where you will direct latecomers to sit in silent worship until entering the worship room at 10:15. (You can add folding chairs to the circle later if necessary.) Stay in the foyer (not outside) for the first 15 minutes of Meeting. Please invite late comers to sit in silence in the circle in the foyer and to center down until the doors open at 10:15. It is helpful to station one person outside the doors to the worship room for noise control and to help Friends to wait until 10:15 to enter. The other person can stay near the coat closet/name tag table to direct newcomers to the welcome table; let them know about the delayed entering at 10:15 and invite them to sit with the other latecomers. If some friends still feel the need to converse during this time, ask them kindly to do so in the fellowship room or outside. *And be sure to check that people aren't talking in the Library, as their voices can easily be heard in the worship room.*

At 10:15 quietly check to see that no one is speaking in the worship room. If someone is speaking, please wait until they have finished plus 60 seconds or so. Then open the worship room doors. (The door stops are inherently noisy.) The children and teachers will exit the worship room on their own accord. Following this, have the latecomers enter the worship room. (Sometimes the first few people need encouragement to start the flow into the worship room.) After all the latecomers have entered the worship room, please quietly close the doors and join us in the worship room.

Questions: Barbara Spies, (303-494-9207)