Boulder Friends Meeting Program Guidelines (ver. 11)

BFM Programs are intended to be focused on topics that foster spiritual insight such as Spiritual Journeys, exploring the work of the Meeting, topics of concern and relevance to the Meeting as a whole, presentations about member activities, aiding conflicts in the Meeting, and sharing knowledge and insight about Quaker history and spirituality. The Spiritual Life and Membership (SL&M) Committee is responsible for overall guidance and spiritual health of the Meeting. If needed, the SL&M Committee can consult with the Continuing Spiritual Education Team (CSE) to help evaluate a request and determine what support may be needed and provided by the Team.

Any standing committee, the Spiritual Journey Team, or the CSE team, may organize BFM Programs directly.

Individuals may suggest a BFM Program to the appropriate committee or to the CSE team for seasoning and approval. The following guidelines and questions maybe be helpful:

- Please inform SL&M of the name, leader(s) and proposed timing of the program.
- How does the topic connect to Boulder Meeting or Quaker values in general?
- What format will be used (hybrid? Worship sharing? Lecture? Etc.)
- What is the desired outcome?

Once a BFM Program has been approved by a committee or team, the organizer(s) should follow the procedure outlined below.

Steps to take after a BFM Program has been approved by a committee or team:

- Confirm that SL&M is aware of the basic details of the program.
- Check BFM's online calendar (https://boulderfriendsmeeting.org/zoom-events-calendar/) to make sure there's no conflict with your date and time.
  Note: Our usual time for hybrid programs is Sundays from noon to 1pm (or if only on Zoom, usually from 1pm to 2pm)
  If the program is not at our usual time on Sundays, and the meetinghouse is already being used on that date and time, but your program can use a different room, it's possible that it could still work.
- If the program is not at our usual time on Sundays and requires use of the kitchen, please check with the Building Use Coordinator (buildingcoordinator@boulderfriendsmeeting.org) regarding rules for kitchen use.
- Then, send complete details to the Communications Team (communications@boulderfriendsmeeting.org) in order to:
  - Schedule the program on the BFM calendar
  - Add the program to the Announcements page (announcement can be any length)
  - Add the program to the Friday Bulletin (40 word maximum).

  The communications team will contact you if there are any questions.
- Contact the BFM Program Tech Coordinator: (programtech@boulderfriendsmeeting.org) to arrange for technical support if you want the program to be on Zoom or if you plan to share slides, pictures, or music. *Note that for programs scheduled outside of our usual time on Sundays, it may be difficult to find a tech team for Zoom.*

Note: Boulder Friends Meeting is committed to offering all programs in hybrid format whenever possible.