**Mountain Solid, Water Reflecting Sangha Outline for Facilitating the Practice**

At 3:50 Awaken the bell and invite it once to begin Noble Silence in the Meeting Hall

**Lead Dharma talk for 20 minutes**

AT 4:00 give welcome and introductory remarks, let people know that if they need to leave early, simply bow to the group and leave quietly.

Awaken the bell and invite it three full times

Share your Dharma teaching or practice for 20 minutes

Awaken the bell and invite it three full times

**Lead walking meditation for 20 minutes**

Awaken the small bell and invite it once. Invite the Sangha to unfold

At the sound of the next small bell, invite the Sangha to stand behind their chairs or cushions.

At the sound of the next small bell, invite the Sangha to bow and then to proceed to the door to go out for walking meditation.

Stop and awaken and then invite the small bell once during the walk, take three breaths, then continue

Re-enter the room and stand behind your chair or cushion with palms joined facing inward. Awaken the small bell and invite it once and the Sangha will bow to one another and take their seats. (It is not necessary to wait for every person to be back in the room. Some people take the opportunity to go to the bathroom, etc. When the majority of members are back in the room, invite the small bell to take one's seat).

Make sure the door is closed

**Lead sitting meditation for 20 Minutes**

Awaken the bell and invite it three full times

Sit in silence for 20 minutes

Awaken the bell and invite it two full times

**Lead the Dharma sharing for 20 minutes**

Read or summarize the laminated sheet of Dharma sharing instructions

If needed, remind everyone to bow in before speaking and to bow out when finished. (Over)

Ask the Sangha members to please speak up so we all can hear what they say

Assess the group size and ask for members to limit their sharing to 2 – 3 minutes as appropriate.

Invite each person to introduce themselves by their first names and to briefly share what is in their heart, relative to the practice, or nothing but their name as they choose.

Awaken the bell and invite it 3 times to open Dharma Sharing

Dharma sharing time

Awaken the bell and invite it 3 times to close Dharma Sharing

Ask if there are any announcements.

Ask newcomers if they want to be added to our mailing list.

If you want you can now offer a Metta, or song, or other brief closing

To close: awaken the bell, then invite it three times

If it is a second Sunday, invite everyone to enjoy a vegetarian potluck in the dining area.

Each section of the meeting should take 20 minutes. If one section runs over time then shorten the following sections appropriately so that Sangha members can leave on time.

12/28/2024