

Triangle Insight Meditation Community

Welcoming Committee Responsibilities (4-10-19)

Monthly meetings

We meet approximately once a month at a private home in Durham, generally on a Sunday afternoon. At these meetings we fine tune our ongoing projects and discuss new ideas to enhance connection and community within the sangha

Responsibilities at Wednesday Evening Sangha

Each of us commits to taking care of the Welcome Table at least once a month. It works best if two people sign up. This responsibility includes the tasks below.

Before Sangha Begins:

- Show up between 6 and 6:10 PM and plan to stay until about 8:20 PM.
- Retrieve name tags; they are hanging behind the door of the closet where chairs are stored.
- Retrieve other materials that are kept on the book shelf in the hallway, near the women's restroom. These materials include:
 - brochures and flyers.
 - a box containing: lavaliers; sharpies; blank paper squares for long term name tags; sticky name tags for one time visitors, or if we run out of the others.
 - a clip board with a sign- up sheet for the newsletter.
- Locate the small table and set it up in the area between the kitchen and sanctuary. Hang tags wherever possible near there. (We've used the strap that holds the folding door and the elbow of the door closer right above that space.) Arrange the other items on the table however seems reasonable to you.
- Retrieve Welcoming Committee sign from behind the book shelf and hang it above the table.
- Have some sharpies, cards, and lavaliers handy for people to make new name tags.
- Encourage people to find their own name tags on a hanger, or if they don't have one there, to make one.
- Keep an eye out for new people and gently invite them to make a name tag; not everyone wants to, and we don't push for it.

At the End of the Evening:

- Greet new people and any answer questions they might have.
- Invite them to sign up for the newsletter and select any written material that interests them.
- Encourage people to hang up their own name tags or do it for them.
- Put everything away where you got it.
- Turn the sign-up list over so names and emails aren't visible.
- Someone will periodically send the names to Ron to add to mailing list.
- The sign-up sheets will be given to Sarah to enter in a spreadsheet.