

ZCLA STEWARDSHIP MEETING FORMAT

General Remarks:

- We wear our rakusu to meetings.
- Meetings: co-creation of intentional space for us to awaken together by engaging in conscious discussion and actions.
- Preparations for meetings are done beforehand. Agendas will include statement of purpose of the group, format, and items for consideration.
- Time and participation is respected: phones are off and face down.

1 - OPENING

- **Welcome** by facilitator. Facilitator is the “holder of the space” and keeps the meeting on track.
- **Sit** five minutes of zazen (Time for everyone to settle oneself into the meeting space.)
- **Check in:** check in with yourself and then with the circle. Say your name and succinct statement by sharing what is present for you at this moment: “What are you bringing to the meeting?” The check in connects us to the “we” of the circle by letting the group know what it needs to know about you so that you can be present for the meeting, and so that others know how present you will be. (Everything that is going on with a person is present for the circle, whether anyone is explicitly aware of it or not.)
- **Offer a brief Dharma teaching** for the meeting (a brief Dharma principle to frame the meeting and remind us that the Dharma is our foundation). No explanation or interpretation is given. An obvious example might be principles or teachings on Dana (Generosity, Giving) for the Development Circle, but use your imagination!

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2 - AGENDA

- **State intention** (purpose and attitude) **and time allotted** for the meeting. For example, "Our meeting today is to attend to facilities issues with the intention of serving the needs of the Sangha. We'll end at 7:00 PM."
- **Review of agenda.** When preparing the agenda, include statement of the Circle's mission statement & primary guiding questions on the agenda itself and read these in the meeting.
- **Engage** the agenda.
- **Get agreement** from the group if meeting needs to run overtime.
- **Define next steps:** include action items with date due, date and time for next meeting, and timely (within a few days) distribution of notes.

3 - CLOSING (Allow enough time. If a large group, this can take 15 minutes.)

- **Sit** five minutes of zazen Everyone returns to silence. You may shorten to three minutes if necessary.
- **Check out:** succinct final reflections from each person.
- **Chant the Four Vows.**