

Fifth Precept Sangha

Day & Time:

Sun start @ 6:00 pm (UK),
Mon & Thurs start @ 8:00 PM (UK)

Online location: <https://zoom.us>

Meeting ID: 453 777 7699

Meeting Passcode: 5ps

Host Key: To Be Advised

Virtual Sit-and-Share Host Instructions (V26)

These **ZOOM** instructions apply to anyone hosting a virtual 'Sit-and-Share' meeting.

Prepare images for Screen-sharing (if using)

Have a 'bell' and 'timer' to hand

Open the meeting URL

- Try to log in Sunday @ 5:45 pm (UK), Monday & Thursday @ 7:45 PM (UK) i.e. 15-minutes before the top-of-the-hour start time.

<https://us02web.zoom.us/j/4537777699?pwd=eFFWQ2JOSXIVNGIzTGJUYWtHR1IxZz09> or manually enter meeting ID **453 777 7699** and passcode '5ps'.

When you login on to Zoom using your personal account, you will be a 'participant' but not the meeting 'host'

- In theory, you could run the whole meeting from here, but you will lack the ability to mute others, share screens and do other admin tasks until you claim host status.

Use the [Claim host] button in the Participants List [or ...]

- Open the **Participants** list (or ...) using the button at the bottom of the window.
- At the bottom of the window, *IF THERE IS NO HOST YET*, there will be a **Claim Host** button.
- Click the button and enter the **Host Key** for the meeting.
- The Host Key is **ddmmyy** (the date of the first 'Sit-and-Share' online meeting).
- If the button is missing it is probably because someone else in the room is already set as host (which is visible in the **Participants** list). Ask this person to make you **Co-host**.

Assign Co-host authority to a trusted regular Participant

- If there isn't already at least one Co-host, then go to the Participants pane, hover over the name of a trusted person(s) until the options appear, and choose **Make Co-Host** (this can also be accomplished from the Participants list).

Sangha Safety: managing 'Zoom Bombing'

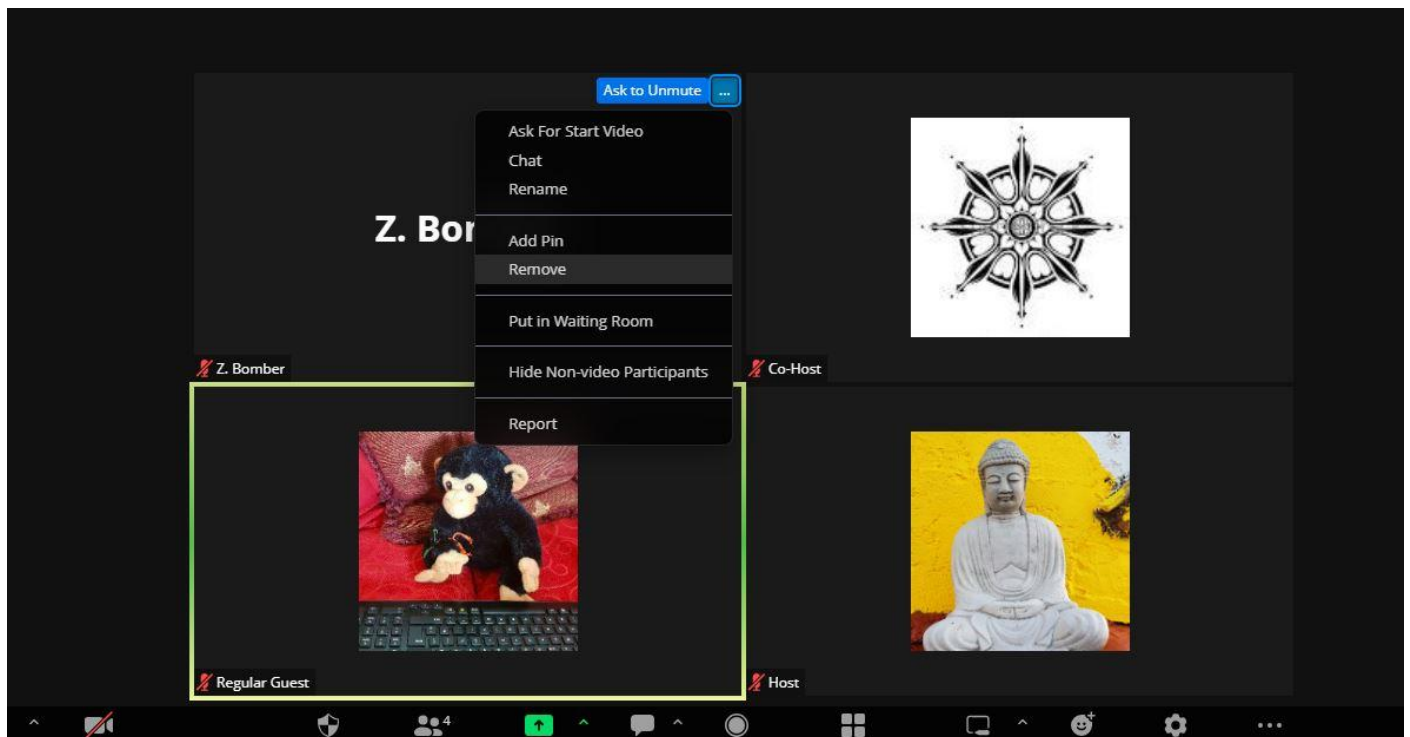
- Zoom-bombing is the term for when individuals "gate-crash" Zoom meetings. These uninvited guests share their screens to bombard real attendees with disturbing or distracting content. Please familiarise yourself with the guidelines below to minimise the risk of our meetings being targeted in this way.

Welcome all first time attendees

- The Host (or Co-host) should welcome all first time attendees. It should be explained that for the purposes of a Safer Sangha, newcomers are kindly requested to switch their camera on and introduce themselves. If the newcomer doesn't respond in a timely and appropriate way, then it may be necessary to 'remove' them from the meeting as described below.

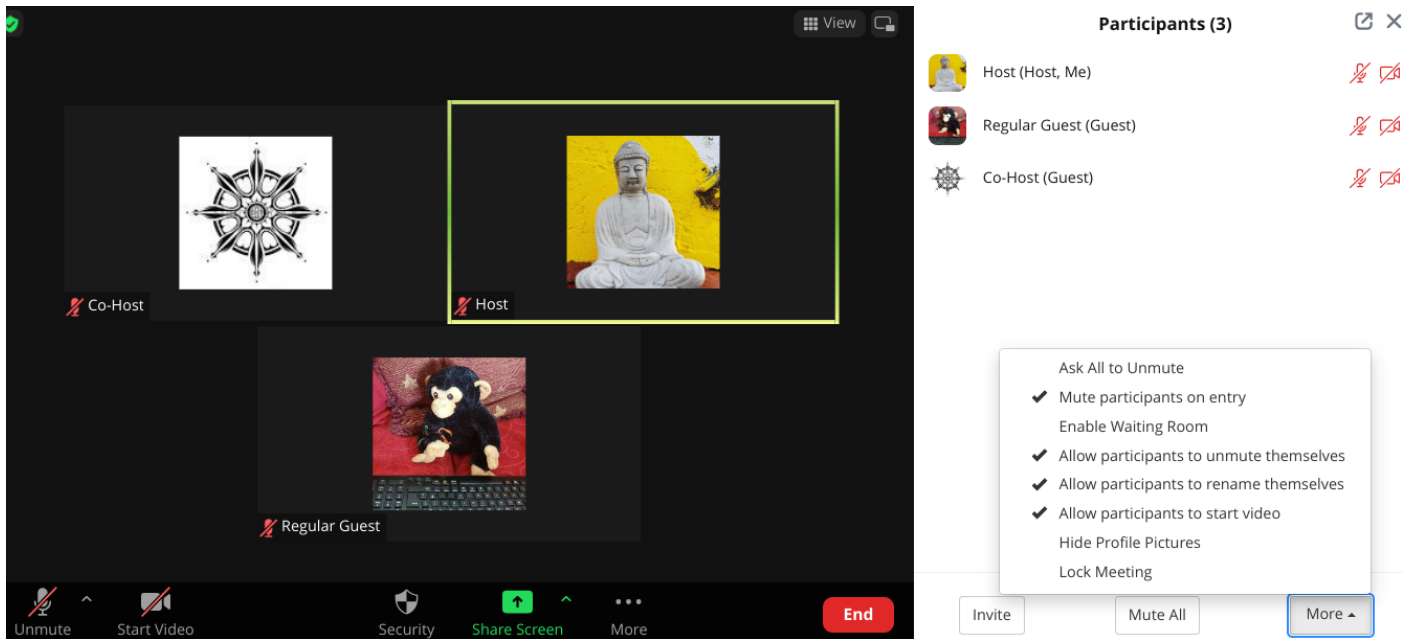
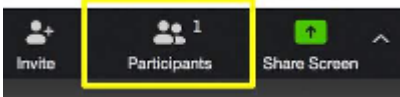
Know how to kick someone out

- The Host or Co-host can expel a disruptive person with a quick click of a button. But if you aren't sure how to do it, a Zoom-Bomber will be able to disrupt the meeting a lot longer while you try to figure it out.



Please become familiar with these instructions

- **DON'T PANIC - TAKE A BREATH**
To kick someone out, (Option 1) go to the participants pane - *as in the image above* - hover over the name of the Zoom-bomber until the options appear, and then choose **Remove**. Note: You may have to have Gallery View set to use this option.
- Alternatively, (Option 2) select the Participants icon at the bottom of the screen, then hover over the name of the Zoom-bomber until the **More** options appear, and then choose **Remove**.



Enable the Waiting Room

- At this point you could enable **Lock Meeting** but this would prevent any more invited guests from joining the current session.
- A better option would be to enable the **Waiting Room** which allows the Host/Co-Host the opportunity to admit selected guests and exclude unwanted ones.

Run The Meeting As Normal

Closing the Meeting

- The meeting would normally end after 1-hour but could be extended at the Host's discretion if appropriate e.g. large number of attendees.
- Make sure to select **End Meeting For All** otherwise the Host Key may become locked.

As the Host, please follow this format closely. Everything that you say is in *italics*.

15 minutes before the top-of-the-hour start time, log on to Zoom as described above.

Remember to make yourself the Host by using the [**CLAIM HOST ROLE**] button and then entering the 'Host Key'.

At 2 minutes past the hour – [Click on **Participants** > select '**MUTE ALL**'] read the opening preamble aloud.

Welcome to this Sit-and-Share meditation meeting of the virtual Fifth Precept Buddhist Group.

This is a Peer-Led group - or Sangha - that is open to people of all backgrounds. The group is founded on the principles and practices of Truth and Truthfulness, Generosity, Harmlessness, Wise Heartedness, Forgiveness, and Fellowship, Mindfulness & Meditation. This Sangha is grounded in the principles of compassion and interdependence.

This 'Sit-and-Share' meeting is open to individuals aspiring to live in harmony with the following Five Universal Precepts:

- *To refrain from harming ourselves or harming others by our thoughts, by our words, or by our actions.*
- *To refrain from taking anything that has not been freely given;*
- *To refrain from sexual and sensual misconduct;*
- *To refrain from false speech, harsh speech, gossip and slander.*
- *To refrain from taking alcohol and other drugs that lead to carelessness.*

As part of our shared practice together - we abandon any attachments to negative self-views by identifying ourselves only by our first name. In the spirit of this intention, I will introduce myself as _____ and I wish you all a very good day!

You are now asked to please mute your microphone and keep it muted whenever you are not actively communicating within the meeting.

Please feel free to leave your video camera on or off for all or part of our meeting. If you will be moving about then it would be appreciated if you switched your camera off.

Statement of Anonymity and Confidentiality

In order for this group to be a place where we can feel safe to share about our practice, spiritual aspirations and personal stories, we ask that -

- *Who you see here remain anonymous,*
- *What you hear here remain confidential.*
- *If you are sharing your space with someone, please use headphones (or earbuds) to honour the privacy of the other participants.*

Today's meeting will begin with a 10-minute Serenity breathing meditation. I will then read today's topic for reflection and we will settle into 5-minutes of silent but active contemplation. You will then be invited to unmute yourself and share your thoughts on today's topic.

First, please join me for 10-minutes of Serenity breathing to calm the breath as best as you can, relax the body as best as you can, and quiet the mind as best as you can.

Serenity Breath Meditation: Ring the bell (x1) to begin the 10-minute 'serenity' meditation and read the following guidelines...

Here are some guidelines for the cultivation of Serenity:

- For the next 10-minutes, using mindfulness of breathing, you are invited to cultivate serenity of body and serenity of mind. You are invited to practise 'calm and pleasant abiding' in the here and now.
- For the next 10-minutes, there is nowhere to go - there is nothing to be done - there is no one 'special' to be.
- Take an upright, dignified posture... a posture that represents your Heart's desire to awaken. > If it is comfortable for you, let your eyes gently close.
- We might start to settle into our meditation by taking a very full, very deep breath in... [pause]
...and a very long slow breath out... [pause]
...and another very full, deep breath in... [pause]
...and a very long slow breath out; feeling the breath in the whole body.
- Now allow your breath to settle down naturally.
- Let your face be soft and allow your jaw to relax.
- Let your shoulders drop back naturally to open up the heart area.
- Let your arms and your hands rest easily... in your lap or on your thighs.
- The Buddha's¹ instructions for the full awareness of breathing say we should breathe in with mindfulness and breathe out with mindfulness, so sometimes it can be helpful to start this practice by silently noting to ourselves -
> "Breathing in, I am fully aware that I am breathing in." [pause]
> "Breathing out, I am fully aware that I am breathing out."
[pause instructions for 2 or 3 breaths]
> ...or we might simply note with wordless awareness... 'in'... [pause] ...'out'
- Life rests upon a single breath. We are invited to bring a friendly, affectionate interest to each and every breath.
- However, if and when you notice that your mind has wandered away from your breath, just smile...
... make a kind, gentle, non-judgmental note of "not-breath"
... and then return your full awareness to your breathing.
- Our whole practice is grounded on **wise-heartedness**;
so, you are encouraged to smile inwardly...
and you are encouraged to smile outwardly;
you are encouraged to take delight in this moment...
to take delight in this only moment.

After 10-minutes – Ring the bell (x3 long gaps) to end the 'Serenity' meditation.

¹ Anapanasati Sutta: Mindfulness of Breathing <https://www.accesstosight.org/tipitaka/mn/mn.118.than.html>
www.5th-precept.org

Topic Contemplation

Read the selected topic (for examples see <https://5th-precept.org/topics-for-contemplation/>)

[OPTIONAL: You may at this point briefly introduce or explain why you chose this topic]

and then read this aloud:

We will now contemplate and reflect silently on this topic for about 5 minutes. You will then be invited to 'share' on the topic, as it relates to your aspirations, or as it relates to your practice or your experience on this path of awakening.

Ring the bell (x1) to begin the 5-minute topic contemplation [optional Share Screen]

Here are some guidelines for our contemplation meditation:

- *Take a posture that represents your Heart's desire to awaken.*
- *If it is comfortable for you, let your eyes gently close.*
- *Breathe naturally, and from a place of non-judgmental calmness, reflect on the topic >>> Read the topic again <<<*
- *Remember to be gentle with yourself.*
- *If you get lost, just practice Serenity breathing meditation again to become calm and focused.*
- *You are invited to befriend your practice – to befriend yourself.*

[OPTIONAL: ➤ Share topic on screen ➤ After a minute or two, it may be appropriate and helpful to 'drop' one line from tonight's topic into the meditation].

After 5-minutes – Ring the bell (x3 short gaps) to end the meditation.

Read the topic again, without commenting. Then read the following aloud:

As today's Host, I will share last.

Here are some guidelines² for individual 'Sharing'

- *You are invited to pause before you share to provide a space for ideas to become embodied.*
- *Everyone is equally invited to contribute; but 'sharing' is optional and voluntary.*
- *You do not have to agree with the topic.*
- *Please do not interrupt during individual sharing.*
- *Please refrain from criticism or personal comments.*
- *Please try to suspend assumptions and judgement; and try not to convince others.*
- *Sharing should not be driven by fear of censure or judgement, or by any desire for success.*
- *Please be mindful of the time and keep your share to around 3-minutes in consideration of others' desire to share.*

² To put these guidelines into effect requires buy-in from all participants – from the whole Group. We do this using the guidelines for [Bohmian Dialogue](#). These are based on principles laid down by David Bohm, a theoretical physicist (b. 1917), associate of J. Krishnamurti and A. Einstein, and advisor to the Dalai Lama.

- *You are encouraged to be open to the whole experience – the whole is greater than the sum of the individual contributions.*

As today's Host, I may remind you of these guidelines, if necessary.

Who would like to start?

10-minutes before the top-of-the-hour – **the Host shares and then closes the topic discussion.**

5-minutes before the top-of-the-hour - **announce the closing meditation:**

There will now be a 5-minute (or longer if time allows) 'Wise-Heartedness' meditation.

Ring the bell (x1) to begin the >> Wise-Heartedness Meditation <<

(OPTIONAL ➔ an image to share can be found here and downloaded in advance:

<https://5th-precept.org/Sit-and-Share-Wise-Heartedness-Bhavana-Meditation.jpg>)

Here are some guidelines for our Wise-Heartedness Meditation:

- *Take a posture that represents your Heart's desire to awaken.*
- *If it is comfortable for you, let your eyes gently close.*
- *For this meditation, we might imagine that we are breathing in and out through our Heart.*
- *Take a very deep breath in through the Heart and a long slow breath out through the Heart.*
- *You are now invited to recite one, some, or all of the following aspirations like a silent whisper at the back of your mind...*
 - ***May I have stillness...*** *in the midst of chaos.*
 - ***May I be at ease...*** *in the midst of discomfort.*
 - ***May I be safe & well...*** *in the midst of uncertainty.*
 - ***May I live with kindness...*** *in the midst of all that is difficult.*
 - ***May I find joy...*** *in the midst of the ordinary and the mundane.*
 - *[pause and repeat above phrases if time allows and/or close with the following phrases]*
 - ***May I have stillness.***
 - ***May I be at ease.***
 - ***May I be safe & well.***
 - ***May I live with kindness.***
 - ***May I find Joy.***

After 5-minutes ring the bell (x3 short gaps) to end the closing meditation.

Announcements and Dedication of Merit

- Ask for volunteer Hosts for the next few meetings
> details at <https://5th-precept.org/virtual-sit-and-share-meetings-via-zoom/>
> and let Vince or Nicole know, if necessary, any changes.
- Any other business.

Dedication of Merit

Please feel free to join me now in offering the benefits of our practice here together to others by repeating after me...

*We dedicate the merits of this practice
to all suffering beings.
May everyone be free of suffering,
and the causes of suffering.
May everyone enjoy happiness,
and the causes of happiness.
Keep sitting, and keep smiling.*

Meeting Ends... but the Host may, at their discretion, keep the Zoom Room open for community connection until the last person leaves or 15-minutes past the top-of-the-hour, whichever is earlier.

IMPORTANT NOTE: Please close the meeting by selecting **END MEETING FOR ALL** option, otherwise the Host function may become locked.

Version V26 (19-09-2023) was inspired and adapted from [Wat Thamkrabok](#) Tudong Sajja contemplations; [Against-the-Stream](#) Refuge Recovery Meeting format; [Awakin Wednesday Gatherings](#); 'How to start a 12-step Sangha Meeting' (Darren Littlejohn), [Buddhist Recovery Network](#) (Kevin Griffin), and the [Recovery Dharma Sangha](#)