



The Mindfulness Meditation Institute

Mindfulness Meditation Meeting Format

Open with 3 sounds of the bell

"Hi, my name is _____. Welcome to the ___(day)___ meeting of the (group name) Mindfulness Meditation group. We are glad you are here.

Preamble

The Mindfulness Meditation Institute is worldwide secular organization whose primary purpose is to help beginning and experienced meditators advance their personal development through the "12 Steps of the Mindfulness Meditation Practice." Its teachings are based on the experiences of its founder, Charles Francis.

There are no requirements for membership, nor any dues or fees. Our groups are self-supporting through their own contributions. We are not affiliated with any other organizations or causes. The main goal of each group is to help its members get the most from their meditation practice, and to provide them with the spiritual nourishment they need to grow, so they can find freedom from their suffering, and achieve true inner

- **Readings** – Ask someone to read out loud to the group. Remember to read mindfully.
 - "What is mindfulness meditation", "Who we are", and "12 Steps of the mindfulness meditation practice."
- **Brief instructions:** sitting posture, concentration, mindfulness, and dealing with distractions. You may read instructions from "Welcome Sheet."
- **Meditation session** – at least 25 to 30 minutes.

- Relaxation meditation: approx. 10 min.
- Concentration meditation: approx. 10 min.
- Mindfulness meditation: approx. 10 min.
- **Break (optional) – 5 to 10 minutes.**
- **Discussion/Questions and answers.**
 - Ask if anyone has any questions about the practice. If there are any, encourage members to help answer.
 - If sufficient time, introduce a practice related topic for discussion
- **Pass the donations basket and announce:** “We are self-supporting through our own contributions. We encourage you to contribute, if you are able. The money we put in the basket goes to pay for group expenses, such as rent, literature, and supplies. Any excess funds will go to the Mindfulness Scholarship Fund, which will help us further transmit the practice of mindfulness meditation.”
- **Announcements:**
 - Mention any upcoming events, literature available, and the CD for sale.
 - “The Mindfulness Meditation Institute has a website where you can learn more about mindfulness meditation through free articles and other resources. The address is: **MindfulnessMeditationInstitute.org**”
- **Membership:** “We encourage you to become an active member of this group. Not only will you participate in the decision-making process, but you will also receive free email updates from the Mindfulness Meditation Institute. If you’re interested in becoming a member of this group, see me after the meeting.”
- **Read out loud to the group:** “The 5 Suggestions of the Mindfulness Meditation Practice.”
- **Close with 3 sounds of the bell.**

Group Membership: We suggest you keep current contact information of your members, so you can keep them up-to-date on current events in your group and at the Mindfulness Meditation Institute.