

Metta Circle Programme				
	Duration	Activities		Comments
2 hours	mins	Gathering everyone	Formal Session	
	mins	Puja		
	mins	Metta Meditation		Between 15 – 30 mins*
	mins	Dedication of Merits		Between 30 – 45 mins*
	mins	Discussion Session		
	mins	Light refreshment	Informal Session	Between 20 – 30 mins*
	120 mins			

* duration to be adjusted according to members preference. Eg. where most team members are regular meditators, the Metta meditation duration may be upto 40 mins by reducing discussion & refreshment time.

Items to be prepared:

1. Chanting Script / book
For beginner's sake, have the list of suttas to be chanted written down with the page nos. if a Chanting book is used.
2. Metta Meditation Guide download into Notebook/CD/mobile phone
3. Dedication of Merits Guide download into Notebook/CD/mobile phone
4. Discussion Topic Notes
5. Prayer List
6. AV player (as necessary)
7. Venue
8. Light refreshment

END