

**ZCLA Jikido Instructions**  
**Extracted from Zendo Manual 8-14-2009**

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# JIKIDO INSTRUCTIONS

## *General Notes and Comments*

The Jikido is the timekeeper for the sangha and caretaker of the Zendo and, as such, performs a vital service for the sangha. The Jikido is responsible for preparing the Zendo and adjacent areas for zazen and other functions, for giving appropriate time signals to begin and end sitting periods and for leading kinhin. As caretaker, the person serving in this capacity is responsible for securing the buildings and grounds in the vicinity of the Zendo by locking doors, windows and gates, turning lights on in the evening and off in the morning as appropriate. The Jikido, through his or her behavior and deportment, sets the tone for others in the Zendo. If the Jikido is mindful and precise in his or her actions, others will follow that lead.

Some additional things to be mindful of are:

1. The clock in the front gaitan is used as the Master Clock and all other clocks in the Zendo should be set to it.
2. Know the procedures well and make cue cards for yourself if necessary. You may confirm the schedule with the Head Monitor or Zendo Steward, if you are in doubt.
3. Learn how to hit the bell correctly, neither too hard nor too soft. Use the padded side of the mallet and stand on the zabutan, keeping your free hand in gassho. Likewise, please ask someone to show you how to hit and hold the clappers and the han, as well as how to handle the kyosaku, as there are specific forms for each of these.
4. When walking in the Zendo, do so softly and mindfully.
5. When approaching the altar space from the front (abbot's seat), stop and make a standing bow to Manjushri as soon as you step on the carpet.
6. When crossing from one side of the Zendo to another, use the kinhin line behind the altar. To walk towards the back gaitan, walk on the tatami mat, coming back on the carpet.
7. When transitioning from sitting to kinhin, look around and make sure everyone has stood up (unless there is someone who obviously cannot). After the first clap, make sure everyone has turned and stands still, before you clap the second time. When transitioning from kinhin to sitting, make sure everyone is back at their seat and has bowed before hitting the bell.
8. The Jikido may join fast kinhin.
9. When we go from sitting to some other activity (Service, Dharma talk, etc.), the period always ends with one hit on the bell and the announcement "Prepare for ...". If necessary, add: "Please line up in the driveway." Let them know if they need to bring their cushions. Please project your voice.
10. Those are the only announcements the Jikido makes. Procedural announcements are made by the Monitors, mainly the Head Monitor.
11. When offering incense, break off the tip of the bottom of the stick so that the stick will go straight into the ash in the bowl; and place the broken-off piece in the small dish with the candle snuffer. When lighting the stick, hold the free hand in gassho. After the incense is lit, run the fingers of your free hand up the stick to extinguish the flame; do not blow it out. If there is a stick still burning in the center of the bowl, move it to the rear.

12. The tan (wooden strip in front of the zabutans) should be kept clear and clean at all times as it is the meal surface. Do not place the clock or your feet on it.
13. If you want to go to Face-to-Face interview, you may go to the head of the line right after beginning a period.
14. Extinguish candles by using a candle snuffer; do not blow them out.
15. Keep all areas neat and clean. Put instructions and other materials in their proper place.
16. Do your best to keep the Zendo cool in the summer and warm in the winter. If you are going to turn on the heaters, please turn on only one switch on each of the street side heaters, and set each heater to level II. If you turn on both switches on each heater, it will trip the circuit breaker. If that happens, the box with the circuit breakers is on the west side of the Zendo behind the pomegranate bush.
17. Please familiarize yourself with the locations of the fire extinguishers, telephone and flashlight. In an emergency, you may be the only person who knows where they are.
18. When in doubt, consult with the Head Monitor or other senior person.
19. Practice awareness of the lights: when a dawn zazen period will end with sunrise, there is no need to turn on the lights; likewise, when an evening zazen period will end in sunset, start with lights on. If there is a reading of some sort, have the lights on bright and turn them down afterwards, etc.

Updated 8/14/2009 by Gemmon

## ***Hitting the Bell***

A Teisho by Shunryu Suzuki Roshi March, 1970

Most great Zen masters have been monks who had a difficult time in their early life. One example is Morita Zenji who became an abbot of Eihei-ji Monastery in the great Meiji Period.

Morita Zenji went to Eihei-ji Monastery when he was very young. At the time, his father was extremely ill. He knew he could not take care of the boy, so he persuaded him to go to Eihei-ji Monastery. As you know, life in Eihei-ji Monastery is not so easy, especially for a boy thirteen or fourteen. His father must have been a very good teacher to realize how important it was for the boy to continue his practice. When the boy was leaving, his father told him that his first duty at the monastery would be to collect garbage or collect radishes or to hit the big bell.

You should know that to collect garbage is the most important duty in the monastery. The older students will gather the leaves and the garbage at a certain time and place, and the young monks collect it. So you are doing half of the work, and the other monks with many heads and hands will do the other half.

The other task, to hit the bell, means to give birth to, or to make a path for Buddha. So each time you strike the bell, Buddha will appear. Each time you strike the big bell at Eihei-ji, you make a bow. His father told him that striking the bell should be done with this kind of spirit. In this way, his father instructed him.

The first morning when the boy hit the bell, the old abbot was sitting in his room and asked his attendant to go and see who had hit the bell. And here came this small boy. He thought that some well-trained monk would appear. But just a small boy appeared. So he asked him, "With what kind of feeling did you hit the bell?" The boy told him that to hit the bell was to give birth to Buddha, as his father had told him when he left home. The old abbot was very much impressed and took good care of the boy until years later when he became a Zen master.

## *Weekday Dawn Zazen*

### **5:10 a.m. Preparations**

1. Open the main gate.
2. To prepare the Zendo:
  - a. Unlock the back gaitan door by turning the knob to the horizontal position.
  - b. Open windows as needed for ventilation, turn on heaters or fans as the season and temperature indicate. Please use common sense.
  - c. Turn on the lights in the main hall. The lights should be dim, yet on the lighter side. If there is already adequate light for people to find their way, as in summer, you do not need to turn on any lights in the main hall.
  - d. Light the altar candle and offer a waiting (short) stick of incense in the back of the bowl.
  - e. Remove any chairs or left-over cushions to the rear gaitan, straighten out all zabutans (using your hands, not your feet).
  - f. Prepare your own seat, placing the clock where you can see it. Do not place it on the tan (wood in front of the zabutans).
3. Go to the front gaitan, open the sliding door. Turn on lights and open street door slightly for Roshi to enter.
4. Turn on the lights and prepare the altars in the front gaitan:
  - a. Foyer: Light only, low.
  - b. Roshi's Face-to-face Room: Light the candle and offer a waiting (short) stick of incense in the back of the bowl. If there will be Face-to-face, consider turning on the heater in winter.
  - c. Teacher's Face-to face Room: Lights only.
  - d. Kanzeon Room: Lights only. A candle may burn all the time.
  - e. Front gaitan bathroom: Turn on light only (make sure toilet seat and lid are down).  
**NOTE:** The front gaitan does not need to be prepared during hosan days (Mondays and Tuesdays).
  - f. Hang up the "Zazen" plaque.
  - g. At 5:20 a.m. hit the han once.

**5:25 a.m.** Cross over to the garden side, check to make sure everyone is out of the restroom and that the outer door is closed. Then, turn off the light, close the sliding door and return to the front gaitan.

**Shuso or Head Trainee enters for bows.** (This should not begin until the jikido has entered the front gaitan and Roshi is ready.) There is no hit on the han when the Shuso or Head Trainee enters.

**Hit the han three (3) times when the Abbot enters the Zendo.** (No hit if the Abbot is not present and another teacher enters.)

- If the Shuso/Head Trainee has entered, the cue for hitting the han is when the Shuso/HT bows to his/her seat. Do not wait for Roshi to cue you.
  - If the Shuso/Head Trainee is not present, then hit the han as soon as Roshi has completed her offerings and entered the front gaitan.
1. Check to make sure the lights in the bathroom, foyer, etc. are off, and all candles in the F-t-F rooms are extinguished.
  2. Turn off lights in front gaitan. Step into the Zendo, close the front gaitan sliding door, and stand in shashu next to the jikido seat, heels against the threshold.
  3. Roshi will offer incense and do three full bows. When Roshi gets up from her third bow, turn and prepare to hit the bell.
  4. Hit the hanging bell once at the top of Roshi's bow when:
    1. She bows at the haishiki,
    2. She bows to her seat, and,
    3. When she turns and bows to the sangha.
  5. Replace the mallet and take your seat immediately. You do not need to bow to your seat or to the person across from you.

**5:55 a.m. End first period and prepare for kinhin.**

1. Stand up directly from your seat and hit the bell twice to signal the end of the period. Wait five seconds between hits (listen to the bell), making sure that you strike the bell neither too soft nor too hard. Replace the mallet.
2. Pick up the wooden clappers and stand beside the jikido seat.
  - a. When everyone is standing (look around), hit the clappers once. Everyone will bow and turn to their left.
  - b. As soon as everyone has turned left and stands still, hit the clappers once again. Everyone will place their hands in shashu and begin slow kinhin.
  - c. At 5:59, replace the clappers on the shelf and hit the hanging bell once. Everyone will begin fast walking.
  - d. Replace the mallet quickly.
  - e. When Roshi or the Head Monitor passes the back gaitan door, hit the clappers once to end kinhin and prepare to hit the bell.
  - f. When everyone has returned and bowed to his/her seat, hit the hanging bell once as the signal for people to take their seats.
3. Cross over to the garden side of the Zendo, open and close the sliding door, checking if there are people. Turn off the back gaitan light. If it is already light outside, or will be by the end of the second period, begin turning off the lights.
4. Offer a long stick of incense to the center of the altar bowl (put the burning center incense to the rear unless it is too small) and return to the street side of the Zendo.

5. Follow the kinhin line around the zabutans to approach the altar on the street side.
6. Place the kyosaku on the front of the altar with the handle to the left of the altar (to Manjusri's right hand).
7. Return to your seat, walking past the zabutans and the kinhin line.

**6:00 a.m.      Begin second period of zazen with three hits on the bell.**

**6:30 a.m.      End of the second period** (This is signaled by the Doan with three hits on the small kesu, which begins the Verse of the Kesa.)

**During the second round of the verse, begin closing up the Zendo:**

1. Put away the kyosaku by returning it to the side of the altar, the handle towards the Abbot seat.
2. Open the front gaitan sliding door and put Roshi's shoes in front of the street side exit door (on the inside). Open the door slightly.
3. Remove and put away the "Zazen" plaque.

**After the verse is completed:**

4. Roshi will then make her exit. Step out of the doorway and bow as she passes you.
5. Extinguish the altar candle and turn off all lights, if any are still on.
6. Close and lock all windows. Turn off all heaters, if necessary.
7. Exit through the rear entrance, making sure you are the last person to leave. Lock the Zendo door. Go to the front of the service procession line in the driveway, do a slight bow, and lead everyone down to the Buddha Hall for service.

Updated 8/14/2009 by Gemmon

### ***Three Rounds on the Han***

Begin the rounds on the han seven minutes before the sitting period is scheduled. They last a total of five minutes, if you count as shown below.

(“counts apart” means, that you count to this number between the hits.)

Introduction	..... 4 hits	medium, medium, soft, loud
Break		Count to 9
<u>First Round</u>	..... 7 hits	9 counts apart
	..... 5 hits	7 counts apart
	..... 3 hits	5 counts apart
	..... RUN	develop evenly and steadily
	..... 1 hit	medium
Break		Count to 7
<u>Second Round</u>	..... 5 hits	7 counts apart
	..... 3 hits	5 counts apart
	..... RUN	develop evenly and steadily
	..... 2 hits	soft, medium
Break		Count to 5
<u>Third Round</u>	..... 3 hits	5 counts apart
	..... RUN	develop evenly and steadily
	..... 3 hits	medium, soft, loud

Notes on hitting the han:

Individual rounds should be very smooth in their development with a smooth transition between the last five evenly spaced hits and the run which follows.

The initial hits of the run should be only slightly faster than the three evenly spaced hits, gradually becoming faster and faster. It might help to envision the sound that a bouncing ball makes as it hits the earth more and more quickly.

Please take time to practice this and find a comfortable way to do it.

Updated 8-4-09 by Gemmon



## ***Weekday Evening Zazen***

### **7:00 p.m. Preparing the Zendo for Evening Zazen**

Prepare the Zendo:

- a. Unlock the back gaitan door by turning the knob to the horizontal position.
- b. Open windows as needed for ventilation, turn on heaters or fans as the season and temperature indicate. Please use common sense.
- c. Turn on the lights in the main hall. The lights should be dim, but not too dark.
- d. Offer a waiting (short) stick of incense at the back of the bowl.
- e. Remove any chairs or left-over cushions to the rear gaitan, straighten all zabutans (using your hands, not your feet).
- f. Prepare your seat, placing the clock where you can see it.

### **Wednesday – Friday**

#### **7:15 p.m. Service**

1. If you are ready by 7:15, please go to the Buddha Hall for service.
2. You may leave the service during the dedication and go to the Zendo for final preparations.

#### **All Days**

1. Light the candle on the main altar.
2. Go to the front gaitan, open the sliding door. Turn on lights if necessary and open street door slightly for Roshi to enter.

#### **7:23 p.m. Announce zazen (Or upon arrival at the Zendo, if you are late.)**

1. Do three rounds on the han according to the instructions in the Jikido book. If the service went long, abbreviate the rounds if you have to. Shorten the breaks between the hits.
2. Turn off the front gaitan light.
3. Close the front gaitan sliding door and cross to the garden side of the Zendo and close the back gaitan sliding door.
4. If Roshi is not in the Zendo or has not offered incense, go the altar, light a long stick of incense and place it in the middle of the bowl. Return to your seat walking behind the altar.

#### **7:30 p.m. Begin zazen**

1. Begin the period with three hits of the hanging bell.
2. After ringing the bell, take your seat facing the wall.

### **8:05 p.m. End of first period**

1. Stand up promptly from your seat and hit the bell twice to signal the end of the period. Wait five seconds between hits. Listen to the bell, making sure that you strike the bell neither too softly nor too hard. Replace the mallet.
2. Pick up the wooden clappers and stand beside the jikido seat.
  - a. When everyone is standing (look around), hit the clappers once. Everyone will bow and turn to their left.
  - b. As soon as everyone has turned left and is standing still, hit the clappers once. Everyone will place their hands in shashu and begin slow kinhin.
  - c. Remain standing in your position. After two minutes, replace the clappers on the shelf and hit the hanging bell once. Everyone will begin fast kinhin.
  - d. Replace the mallet.
  - e. If you see that Roshi has turned around her cushion, that means she will leave the Zendo during kinhin. In that case open the front gaitan sliding door, turn on the lights in the gaitan if necessary, and put her shoes in front of the door.  
If Roshi leaves for Face-to-Face on Wednesday night, just open the door.
  - f. Join the kinhin line and open the back gaitan door.
  - g. At around 8:12, exit the kinhin line as you approach the jikido seat.
  - h. At 8:13, hit the clappers once when Roshi or the Head Monitor passes the back gaitan door to end fast Kinhin. Prepare to hit the bell.
  - i. When everyone has returned and bowed to his/her seat, hit the hanging bell once as the signal for people to take their seats.
3. Make sure the front gaitan light is off and close the sliding door.
4. Cross over to the garden side of the Zendo, turn off the back gaitan light, and close the sliding door.
5. Offer a long stick of incense to the center of the altar bowl (put the burning center incense to the rear unless it is too small) and return to the street side of the Zendo.

### **8:15 p.m. Begin zazen**

1. Begin second period on time. Three hits of the bell.
2. After ringing the bell, take your seat facing the wall.

### **8:50 p.m. End of period**

At the end of the second period (8:50 p.m.), the Doan leads the chanting of the Four Vows.

Following this, the Doan will give the signals and cues for three bows. Make your bows with everyone else. The Head Monitor will then lead the call-and-response Evening Gatha. This gatha should be done with a sense of utmost urgency.

HM: Let me respectfully remind you...

Assembly: *life and death are of supreme importance.*

HM: Time swiftly passes by...

Assembly: *and opportunity is lost.*

HM: Each of us should strive to awaken...

All: awaken...

Take heed...

Do not squander your life.

- Open the front gaitan sliding door.
- Roshi and/or the Shuso/Head Trainee will then make their exits. Stay out of the doorway and bow as they pass you.
- If you are serving on an evening when there is no assigned Jisha, step into the front gaitan after the three bows, pick up the inkin, and stand ready by the Face-to-Face bell. When Roshi steps over the threshold, hit the inkin twice and bow, then lead the way toward the Face-to-Face room. Hit the inkin again at 1/3 and 2/3 of the way there. When you have entered the foyer half way, step to the right and Roshi will come around your left side and stand in front of the Face-to-Face room door, with her back to the door. Complete the exit with two hits on the inkin and a bow. (This is the same exit procedure as from the Buddha Hall following service.)

Note: If you are working on an evening when there is no Doan or Head Monitor, you must be prepared to perform those duties. If you have questions or want training, please speak with the Zendo Steward.

### **Closing the Zendo**

1. Extinguish altar candle.
2. Put away zazen plaque. Make sure the lights are off and the outside door is locked. Close sliding door to front gaitan.
3. Straighten all zabutons, replace chairs and/or left-behind zafus in the back gaitan.
4. When everyone has left the Zendo, turn off all but one Zendo light (the one in the southwest corner, next to the chiden closet door).
5. Turn off gaitan lights. Lock all doors and close all windows — double check to make sure they are locked.

### **Leaving the grounds or returning to your room**

The jikido is the person responsible for closing two gates before retiring for the night. For the gate in front of the Pine House, you will need a Sangha House key. If you do not have one, please ask someone to help you lock up.

The main gate is closed with a coded push button lock. If you do not know the code, ask the Zendo Steward or any available resident.

Updated 6/6/2009 by Gemmon

## ***Traditional Intensive Practice Evenings***

Traditionally during Intensive Training Periods — sesshins excluded — the closing is a little different from normal times. At the beginning of the Intensive Practice Period, the Abbott will decide what procedure will take place.

The traditional closing includes striking/hitting the drum, the bell and the han, as well as chanting the Evening Gatha. All of these actions should flow from one to the next without a break.

### **The evening closing goes as follows:**

At the end of the second period (8:50 p.m.) the Doan leads the chanting of the Four Vows.

Sentient beings are numberless, I vow to save them,

Desires are inexhaustible, I vow to put an end to them,

The Dharmas are boundless, I vow to master them,

The Buddha way is unsurpassable, I vow to attain it.

We chant this gatha three times. During the 3<sup>rd</sup> round, stand up, go to the front gaitan, and pick up the drum and drum stick located on the windowsill. Put the drum on your forearm and hold it by placing your middle finger through the ring, palm up. Stand inside the doorway between the front gaitan and the Zendo with your heels against the threshold of the gaitan (where the jikido stands during kinhin).

*Immediately* after the Four Vows end, hit the drum eight times (signaling each hour since noon). The hits should be 6 medium, 1 soft, and 1 loud, as follows:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○

Immediately after hitting the drum, and while continuing to hold the drum, hit the bell three times evenly (medium strength).

Immediately go to the front gaitan, put the drum in its place and hit the han with four introductory hits:

○ ○ ○ ○

Next the Evening Gatha as follows:

The Head Monitor will lead the call-and-response Evening Gatha.

HM: Let me respectfully remind you...

Assembly: *life and death are of supreme importance.*

HM: Time swiftly passes by...

Assembly: *and opportunity is lost.*

HM: Each of us should strive to awaken...

All: awaken...

Take heed...

Do not squander your liiiiifffffeeee.

While chanting the last line, walk toward the han and then do three rounds, just as you do before the sitting periods begin; EXCEPT that this time, you will do the rounds faster and without the spacing. Simply keep a steady beat and remember to count how many hits you have done.

15 hits for the first round → run → short pause → one hit

8 hits for the second round → run → short pause → two hits.

3 hits for the third round → run → short pause → three hits.

The runs at the ends of the rounds are the same as always.

As soon as you finish with the han, the Doan will strike the inkin, signaling the assembly to get ready for the three bows; you can rejoin the sangha in the Zendo.

Follow the general evening instructions from this point on.

Updated 6/6/2009 by Gemmon

## *Thursday Evenings*

### **Dharma Talk**

#### **6:50 p.m. Preparing the Zendo for Evening Zazen**

Prepare the Zendo:

- a. Unlock the back gaitan door by turning the knob to the horizontal position.
- b. Open windows as needed for ventilation, turn on heaters or fans as the season and temperature indicate. Please use common sense.
- c. Turn on the lights in the main hall. The lights should be dim, but not too dark.
- d. Remove any chairs or left-over cushions to the rear gaitan, straighten all zabutans (using your hands, not your feet).
- e. Prepare your seat, placing the clock where you can see it.

#### **7:00 p.m. Preparing the Dharma Hall for the Dharma Talk**

1. Turn on the lights as well as the heater (thermostat at 68-70°) or fans depending on the temperature and season.
2. Make sure there are two inkins available on the shelf to the left of the closet door. (The red one is for the Doan and the purple one is for the Jisha.)
3. Put out two rows of chairs, but not further up than stair level.
4. Close the entrance door and go to the Buddha Hall for service.

#### **7:15 p.m. Service in the Buddha Hall**

After service, while we are chanting the dedication refrain, exit the Buddha Hall and go to the Zendo to complete preparations:

1. Light the candle on the main altar.
2. Go to the front gaitan, open the sliding door. Turn on lights if necessary and open street door slightly for Roshi to enter.

#### **7:23 p.m. Announce zazen (Or upon arrival at the Zendo, if you are late.)**

1. Do three rounds on the han according to the instructions in the Jikido book. If the service went long, abbreviate the rounds if you have to. Shorten the breaks between the hits.
2. Turn off the front gaitan light.
3. Close the front gaitan sliding door and cross to the garden side of the Zendo and close the back gaitan sliding door.
4. If Roshi is not in the Zendo or has not offered incense, go to the altar, light a long stick of incense and place it in the middle of the bowl. Return to your seat walking behind the altar.

**7:30 p.m. Begin zazen**

1. Begin the period with three hits of the hanging bell.
2. After ringing the bell, take your seat facing the wall.

**7:50 p.m. End Zazen and prepare for the talk in the Dharma Hall**

1. End zazen with one hit on the bell.
2. Stand next to your seat and announce immediately, “There will be a Teisho (if by Roshi) or Dharma Talk (if by another teacher) by \_\_\_\_\_ (announce the speaker) in the Dharma Hall. Please take your zafus, exit the Zendo in kinhin manner, and line up in the driveway.”
3. Open the front gaitan sliding door.
4. Roshi will then make her exit. Stay out of the doorway and bow as she passes you.
5. While people are exiting, you may take down the Zazen plaque, extinguish the candle, turn off the lights, and close up the open windows.
6. The jikido leaves last.
7. When you leave the Zendo, close and lock the back door. Go to the front of the line, do a standing bow in gassho, and proceed to lead the way to the Dharma Hall. The entrance door should be closed, so have your keys ready.

**End of the talk**

Closing up the Zendo

1. Straighten up all zabutans (using your hands) and return any left behind chairs or zafus to the back gaitan.
2. Turn off all lights, except for the one in the southwest corner; leave on dimly to serve as a night light.
3. Make sure all doors and windows are closed and locked. Close the sliding door to the front gaitan.

The Dharma Hall and Sangha House closing it the responsibility of the Day Manager.

## **Ceremony of Atonement:**

### **6:50 p.m. Preparing the Zendo for Evening Zazen**

#### Prepare the Zendo:

1. Unlock the back gaitan door by turning the knob to the horizontal position.
2. Open windows as needed for ventilation, turn on heaters or fans as the season and temperature indicate. Please use common sense.
3. Turn on the lights in the main hall. The lights should be dim, but not too dark.
4. Offer a waiting (short) stick of incense at the back of the bowl.
5. Remove any chairs or left-over cushions to the rear gaitan, straighten all zabutans (using your hands, not your feet).
6. Prepare your seat, placing the clock where you can see it.

### **7:15 p.m. Service**

1. If you are ready by 7:15, please go to the Buddha Hall for service.
2. You may leave the service during the dedication and go to the Zendo for the final preparations.
3. Light the candle on the main altar.
4. Go to the front gaitan, open the sliding door. Turn on lights if necessary and open street door slightly for Roshi to enter.

### **7:23 p.m. Announce zazen (Or upon arrival at the Zendo, if you are late.)**

1. Do three rounds on the han according to the instructions in the Jikido book. If the service went long, abbreviate the rounds if you have to. Shorten the breaks between the hits.
2. Turn off the front gaitan light.
3. Close the front gaitan sliding door and cross to the garden side of the Zendo and close the back gaitan sliding door.
4. If Roshi is not in the Zendo, or has not offered incense, go to the altar, light a long stick of incense and place it in the middle of the bowl. Return to your seat walking behind the altar.

### **7:30 p.m. Begin zazen**

1. Begin the period with three hits of the hanging bell.
2. After ringing the bell, take your seat facing the wall.

### **7:50 p.m. End Zazen and prepare for Ceremony of Atonement**



1. End zazen with one hit on the bell.
2. Stand next to your seat and announce immediately: “Please prepare for Ceremony of Atonement.”
3. Open the front gaitan sliding door.
4. Roshi or the officiant will then make her/his exits. Stay out of the doorway and bow as she/he passes you.

### **End of the Ceremony:**

#### Closing up the Zendo

1. Straighten up all zabutans (using your hands) and return any left behind chairs or zafus to the back gaitan.
2. Turn off all lights, except for the one in the southwest corner; leave on dimly to serve as a night light.
3. Make sure all doors and windows are closed and locked. Close the sliding door to the front gaitan.

#### After tea

Normally, it is the Jikido’s responsibility to close and lock the front gates at the end of the day’s program. If you are unable to stay, please ensure that someone else will do so. (Locking the gate to the Pine House driveway requires a Sangha House key. If you do not have one, please see the Office and ask for one to be assigned to you.)

Updated 6/6/2009 by Gemmon

## ***Saturday Morning Zazen***

Before entering the Zendo, check the schedule to see if there is any special event that might affect the schedule or for which you may need to make an announcement. If in doubt about the schedule, ask the Day Manager or the Zendo Steward.

### **8:00 a.m. Preparing the Zendo**

1. Open the main gate if it is closed.
2. To prepare the Zendo:
  - a. Unlock the back gaitan door by turning the knob to the horizontal position.
  - b. Open windows as needed for ventilation, turn on heaters or fans as the season and temperature indicate. Please use common sense.
  - c. Turn on the lights in the main hall, if necessary. Normally, they are not needed on Saturday mornings because we begin sitting well after sunrise.
  - d. Remove any chairs or left-over cushions to the rear gaitan, straighten out all zabutans (using your hands, not your feet).
  - e. Prepare your own seat, placing the clock where you can see it. Do not place it on the tan (Wooden strip in front of the zabutans).
  - f. Open the front gaitan sliding door.
  - g. If someone will be giving interviews in addition to Roshi, roll out the carpet strips on the street side of the Zendo.
  - h. When all is ready, go to the Buddha Hall for the 8:30 Service.

### **8:50 a.m. Final Preparation of the Zendo**

1. Plan on making your bows and leaving the Buddha Hall during the 3<sup>rd</sup> service dedication.
2. Enter the Zendo and immediately light the altar candle and offer a waiting stick, then go to the front gaitan and open the street door slightly for Roshi to enter.
3. Hang up the “Zazen” plaque front door.
4. Wait for everyone to enter the Zendo. After Roshi has entered, close the front gaitan sliding door.
5. Cross to the far side of the Zendo (behind the altar) and close the sliding door to the back gaitan. Check to make sure the door to the outside is closed and there is no one in the bathroom.
6. If, for some reason, Roshi or the most senior teacher has not offered incense, offer a long stick to the center of the bowl.
7. Begin the first period at 9:00 a.m. with three hits on the hanging bell. Do not start the period early (you may have to begin a little late).
8. After ringing the bell, take your seat.

**9:35 a.m. Kinhin**

1. Stand up promptly from your seat and hit the bell twice to signal the end of the period. Wait five seconds between hits. Listen to the bell, making sure that you strike the bell neither too softly nor too hard. Replace the mallet.
2. Pick up the wooden clappers and stand beside the jikido seat.
  - a. When everyone is standing (look around), hit the clappers once. Everyone will bow and turn to their left.
  - b. As soon as everyone has turned left and is standing still, hit the clappers once. Everyone will place their hands in shashu and begin slow kinhin.
  - c. Remain standing in your position. After two minutes, replace the clappers on the shelf and hit the hanging bell once. Everyone will begin fast kinhin.
  - d. Replace the mallet.
  - e. If you see that Roshi has turned around her cushion, that means she will leave the Zendo during kinhin. In that case, open the front gaitan sliding door, turn on the lights in the gaitan if necessary, and put her shoes in front of the door.
  - f. Join the kinhin line and open the back gaitan door.
  - g. At around 8:42, exit the kinhin line as you approach the jikido seat.
  - h. At 9:43, hit the clappers once when Roshi or the Head Monitor passes the back gaitan door to end fast Kinhin. Prepare to hit the bell.
  - i. When everyone has returned and bowed to his/her seat, hit the hanging bell once as the signal for people to take their seats.
3. Make sure the front gaitan light is off and close the sliding door, if there is no Face-to-Face line running.
4. Cross over to the garden side of the Zendo, turn off the back gaitan light, and close the sliding door.
5. Offer a long stick of incense to the center of the altar bowl (put the burning center incense to the rear unless it is too small). Return to the street side of the Zendo.

**9:45 a.m. Zazen**

Start the sitting period with three hits on the bell.

**10:20 a.m. Kinhin**

Follow instructions as above.

**10:30 a.m. Zazen**

Begin the third period at 10:30.

## **11:00 a.m. Closing**

1. The Doan will end the third period by signaling the beginning of the Four Vows on the small kesu (bong, gatz, bong).
2. During the second round of the Four Vows, return the kyosaku to the left side of the altar and return to your seat.
3. After Roshi and the Shuso/Head Trainee exit and announcements are made, begin closing up the Zendo.
4. Take down the “Zazen” plaque.
5. During a regular Saturday, the Head Monitor will announce and organize the Zendo cleaning. Help if you can.

Then:

- Make sure all windows are closed and locked, the lights are off and all candles are extinguished (check dokusan room).
- Return any left behind chairs or cushions to the rear gaitan.
- Make sure the back door is locked.

## **SPECIAL EVENTS:**

### New Member Entering and Shared Stewardship Installation and Leave-taking Ceremonies:

From time to time, there is an installation ceremony for new members or people assuming positions of responsibility on various circles. These are usually on the calendar. Consult with the person serving as Guide for the precise installations.

To prepare:

1. In addition to lighting the altar candle and offering two waiting sticks (one at 9:00 and one at 3:00), also turn on the light above the altar.
2. After everyone has filed in from service and the Guide is ready, announce: “Prepare for New Member Entering and Shared Stewardship Installation and Leave-taking Ceremony.”
3. After the Guide announces, “That concludes the ..... Ceremony,” Say: “Prepare for Zazen.”
4. Then turn off the light over the altar, go close up the back gaitan, and begin the sitting period as usual.

Day of Reflection: Once a month, usually the 3<sup>rd</sup> Saturday, we have a Day of Reflection.

To prepare:

1. Set out the Day of Reflection precept sheets which are found in the cabinet in the front gaitan. Place half on the sound system cabinet behind the Doan seat and the other half on the counter in front of the west window. These will be handed out after the sitting begins.
2. Make sure the Zendo is adequately lit so that people can read the sheet. The lights can be left on until the first kinhin period.
3. Start the first sitting period. Then sit down, facing the floor like everyone else.

4. End the 3<sup>rd</sup> sitting period at 10:45 with one hit on the bell, and announce: “Prepare for precept talk.” The Head Monitor will give any needed instructions.
5. The talks will conclude with the normal Four Vows and three bows. Put the Kyosaku away during the 2<sup>nd</sup> round of the Four Vows.
6. Close up the Zendo as usual.

Wall-Gazing Day (see separate document for detailed instructions):

1. Prepare the Zendo as usual.
2. After the Service/Chant Circle, lead the procession to the Zendo.
3. Everyone aside from the head monitor faces the wall.

Regular wall gazing schedule means:

- Get up and close the back gaitan sliding door nine minutes after the hour.
- Period lasts until xx:50 a.m.
- Mandatory Walking Zen (closed door if not outside) till full hour.
- Nine minutes for personal needs.
- 11:50a.m. Doan ends with Four Vows and bows, followed by teasnack
- On a Wall-Gazing Day, there will be no Face-to-Face Interviews and no Kyosaku.

Tangaryo, Zazenkai, Special Retreat, and Sesshin

There is an assigned Jikido for those days, the regular Jikido is off duty.

## *Wall-Gazing Jikido Instructions*

Please note that the han is not used on Wall-Gazing days to announce zazen periods. Normal Zendo preparations apply. Please refer to a.m. or p.m. instructions as appropriate. Also please note that Roshi may or may not do a formal entrance on Wall-Gazing days. Check with the Jisha; she will normally offer incense after the regular morning Service or Chant Circle, then take her seat.

### Dawn sitting:

1. On the hour, be in your seat.
2. Nine minutes past the hour, get up and close the sliding door to the Zendo. Then offer a regular stick of incense.
3. Upon returning to your seat, close the front gaitan sliding door, hit the hanging bell three times, and take your seat.
4. 50 minutes past the hour, the Doan will end the period with the announcement of the Verse of the Robe. At the end of the verse open the front gaitan sliding door for Roshi to leave, if she is in the Zendo.
5. After Roshi has left the Zendo, announce: "Please prepare for breakfast in the Sangha House. You may go there informally."

### Morning sitting

1. Lead the procession from the Service/Chant Circle to the Zendo.

Then repeat the following pattern for the three sitting periods:

2. On the hour, be in your seat.
3. Nine minutes past the hour, get up and close the sliding door to the Zendo and offer a regular stick of incense.
4. Upon returning to your seat, (close the front gaitan sliding door if open), hit the hanging bell three times, and take your seat.
5. 50 minutes past the hour, end the period with two hits on the hanging bell.
6. Once everyone has stood up, bowed to their seat, turned, and is standing still,
7. Announce (at least the first time): "Please remain in the Zendo during kinhin. You will have ten minutes afterwards if you need a break."
8. Then strike the clappers.
9. Once everyone has bowed, turned to the left, and stands still, strike the clappers to begin slow kinhin. Remain by the jikido seat.
10. After two minutes have passed, strike the bell to signal the beginning of fast kinhin. (If there is to be a change of jikidos, the change should be done during fast kinhin.)
11. About one minute before the hour, strike the clappers to signal the end of fast kinhin.

12. Once everyone has bowed to their seat, has turned, and is standing still, strike the bell once as the signal for everyone to resume sitting or leave the Zendo.
13. The Doan will end the last period of the day with the appropriate hits on the small kesu, signaling the beginning of the Four Vows, followed by three bows. The Head Monitor will make the appropriate announcement after that.
14. Close the Zendo as usual.

Updated 6/6/2009 by Gemmon

## ***Sunday Morning***

Before entering the Zendo, check the schedule to see if there is any special event that might affect the schedule or for which you may need to make an announcement. If in doubt about the schedule, ask the Day Manager or the Zendo Steward.

### **8:00 a.m. Preparing the Zendo**

1. Open the main gate if it is still closed.
2. To prepare the Zendo:
  - a. Unlock the back gaitan door by turning the knob to the horizontal position.
  - b. Open windows as needed for ventilation, turn on heaters or fans as the season and temperature indicate. Please use common sense.
  - c. Turn on the lights in the main hall, if necessary. Normally, they are not needed on Saturday mornings because we begin sitting well after sunrise.
  - d. Put out all possible extra zabutans along the wall.
  - e. Remove any chairs or left-over cushions to the rear gaitan, straighten out all zabutans (using your hands, not your feet).
  - f. Prepare your own seat, placing the clock where you can see it. Do not place it on the tan (wood in front of the zabutans).
  - g. Open the front gaitan sliding door.
  - h. If someone will be giving interviews in addition to Roshi, roll out the carpet strips on the street side of the Zendo.
  - i. Put out closing ceremony chant sheets
  - j. When all is ready, go to the Buddha Hall for the 8:30 Service.

### **8:50 a.m. Final Preparation of the Zendo**

1. Plan on making your bows and leaving the Buddha Hall during the third service dedication.
2. Enter the Zendo and immediately light the altar candle and offer a waiting stick. Then go to the front gaitan and open the street door slightly for Roshi to enter.
3. Hang up the “Zazen” plaque front door.
4. Wait for everyone to enter the Zendo. After Roshi has entered, close the front gaitan sliding door.
5. Cross behind the altar to the garden side of the Zendo and close the sliding door to the back gaitan. Check to make sure the door to the outside is closed and there is no one in the bathroom.
6. If, for some reason, Roshi or the most senior teacher has not offered incense, offer a long stick to the center of the bowl.
7. Begin the first period at 9:00 a.m. with three hits on the hanging bell. Do not start the period early (you may have to begin a little late).
8. After ringing the bell, take your seat.



**9:35 a.m. Kinhin (Walking Zazen)**

1. Stand up promptly from your seat and hit the bell twice to signal the end of the period. Wait five seconds between hits. Listen to the bell, making sure that you strike the bell neither too softly nor too hard. Replace the mallet.
2. Pick up the wooden clappers and stand beside the jikido seat.
  - a. Look around the Zendo and when everyone is standing, hit the clappers once. Everyone will bow and turn to their left.
  - b. As soon as everyone has turned left and is standing still, hit the clappers once. Everyone will place their hands in shashu and begin slow kinhin.
  - c. Remain standing in your position. After two minutes, replace the clappers on the shelf and hit the hanging bell once. Everyone will begin fast kinhin.
  - d. Replace the mallet.
  - e. If you see that Roshi has turned around her cushion, that means she will leave the Zendo during kinhin. In that case, open the front gaitan sliding door, turn on the lights in the gaitan if necessary, and put her shoes in front of the door.
  - f. Join the kinhin line and open the back gaitan door.
  - g. At around 8:42, exit the kinhin line as you approach the jikido seat.
  - h. At 9:43, to end fast Kinhin, hit the clappers once when Roshi or the Head Monitor passes the back gaitan door. Prepare to hit the bell.
  - i. When everyone has returned and bowed to his/her seat, hit the hanging bell once as the signal for people to take their seats.
3. Make sure the front gaitan light is off and close the sliding door, if there is no Face-to-Face line.
4. Cross over to the garden side of the Zendo, turn off the back gaitan light, and close the sliding door.
5. Offer a long stick of incense to the center of the altar bowl (put the burning center incense to the rear unless it is too small) and return to the street side of the Zendo.

**9:45 a.m. Zazen**

Start the sitting period with three hits on the bell.

**10:20 a.m. Closing**

1. The Doan will end the third period by signaling the beginning of the Four Vows on the small kesu (bong, gatz, bong).
2. During the second round of the Four Vows, return the kyosaku to the left side of the altar and return to your seat.

**Closing Ceremony and Dharma Talk**

On most Sundays, we will do the Closing Ceremony (Nenju) directly after the Four Vows and bows.

1. As soon as Roshi has returned to her seat after fudosampai or everyone stands still, announce: "Prepare for Closing Ceremony." Go to the altar (around the zabutans) and turn on the light above.

**The instructions for the Closing Ceremony are at the end of these instructions.**

**There is a separate copy which you may take and hold as a "cue sheet."**

2. After the Closing Ceremony is complete, Roshi and the Head Trainee/Shuso will do an official exit. As soon as they have exited the Zendo, the Program Steward or the Head Monitor will make announcements and everyone will leave.
3. Begin closing up the Zendo. The chanter of the Closing Ceremony will hang up the Hosan plaque. Make sure all windows are closed and locked, the lights and all candles are out.
4. You should be the last one to leave. Please straighten up all zabutans (using your hands, not your feet), return chairs and zafus to the back gaitan, and lock the door on your way out.

Updated 8/4/2009 by Gemmon

## ***Closing Ceremony (Nenju)***

After the three bows at the end of sitting, Roshi, if present, will stand at her seat for the Closing Ceremony. The Ino will exit to the front gaitan.

1. From your position standing next to the jikido seat, announce: “Prepare for Closing Ceremony,” then open the front gaitan door and turn on the light above the altar. The Head Monitor will usually say a few words about the closing ceremony and the chanting of the names of the Buddhas.
2. On the hanging bell, do four introductory hits and begin tolling. When the Ino is ready, he/she will signal you to wrap up the round by doing a short run, ending with three hits. The three hits must be spaced so that the Doan is able to intersperse two chings on the inkin.

e.g., **dong** ching **dong** ching **dong**

At this point the Ino will enter the Zendo and make a bow to Roshi. Upon returning to the front gaitan, he/she will begin chanting the closing gatha. At the end of the gatha, we will chant the names of the Buddha; each is preceded with a hit on the hanging bell:

- Pure Dharmakaya Vairochana Buddha
- Complete Sambogakaya Lochana Buddha
- Myriad Nirmanakaya Shakyamuni Buddhas
- Future Maitreya Buddha
- All Buddhas throughout space and time
- Mahayana Sutra, Lotus of the Wondrous Dharma
- Great Wisdom Manjushri Bodhisattva
- Great Action Samantrabhadra Bodhisattva
- Great Compassion Avalokitesvara Bodhisattva
- Great Vow Jizo Bodhisattva
- All Bodhisattva-Mahasattvas
- Wisdom beyond Wisdom, Maha Prajna Paramita

Note: These hits ○ should be placed very carefully, after the sound of one name has ended and before the beginning of the next name. A good guide is to place the hit when you see the chanter taking his/her breath before the next name.

Following the names of the Buddha, the Ino will reenter the Zendo and make a bow to Roshi. Then, he/she will return to the gaitan and request people to make bows to Roshi and each other.

At this point, the Ino will turn the Nenju plaque around to Hosan and say:

○ ○ ○

HOOOOOOOOOOSAAAAAAAAAAAAAAAAANNNNNNNNNNNNNN.

Note: The three hits should be evenly spaced, the first coming a couple of seconds after the “SAN” has started.

Roshi will do the usual exit.

Important Note for Zendo Steward: The line “*until this year 2008*” should be updated at the beginning of the year and the line, “*twenty-four hundred and seventy years have passed*” should be updated on February 15th, which is considered the date of the Buddha’s Parinirvana.

Updated 6/6/2009

# SESSHIN JIKIDO INSTRUCTIONS

(Normal Sesshin; adjust Roshi instructions for other teachers)

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## *General Instructions*

### **The Zendo**

- The preparation of the Zendo always follows the same pattern as for dawn and evening Zazen.
- Both sliding doors to the Zendo should be closed during sitting. The only exception is during Face-to-Face meetings. Then it is the responsibility of the Jisha to open and close the front-gaitan door for the teacher.
- Please check “General Notes” in the Jikido book.

### **Preparing the Zendo (15 to 20 min before scheduled Zazen)**

- Unlock the back gaitan door by turning the knob to the horizontal position.
- Open windows as needed for ventilation. Turn on heaters or fans as the season and temperature indicate (see general instructions). Please use common sense.
- Turn on the lights in the main hall. The lights should be dim, but not too dark.
- Light the altar candle and offer a waiting (short) stick of incense in the back of the bowl.
- Remove any chairs or left-over cushions to the rear gaitan. Straighten out all zabutans (using your hands, not your feet).
- Prepare your own seat, placing the clock where you can see it. Do not place it on the tan.
- Open the front gaitan sliding door and turn on the lights if necessary.
- Put up the “Zazen” plaque. The plaques are hanging on the west wall in the front gaitan. The “Zazen” plaque is the first on the left.
- Open the street door for Roshi to enter.
- Seven minutes before scheduled Zazen, do three rounds on the han.

- When finished on the han, step into the main hall and close the front gaitan sliding door.
- Cross to the back gaitan. Make sure the outside door is closed. Close the sliding door and return to the doorway of the front gaitan. Stand with your heels against the threshold.

### ***Handling the Waking Stick (Kyosaku)***

During zazen periods in the Zendo, the Jikido is responsible for placing the kyosaku on the front of the altar and moving it to its resting place when sitting is finished. The following points are intended to provide guidance. If you have questions about the proper way handle the stick, please ask one of the Monitors to show you.

#### **The Kyosaku**

- During longer sesshins (five days and more), the kyosaku will not be put out on the first day. It is up to the leading teacher to make adjustments to this. The Head Monitor will have to clarify this with her/him.
- The kyosaku is not put out during the first period in the morning, not during and after the last two scheduled periods of the day.
- The kyosaku is not put out the period before a teisho/dharma talk.
- When putting out or removing the kyosaku, do not cross between the zabutans in the ryoban; walk around them.
- The kyosaku is not offered when we are following a wall gazing schedule. (This is generally the case. However, Roshi or the Sensei may ask that it be offered.)

When holding the kyosaku, the ends of the stick should be held between your thumbs and a fist made with the other four fingers of each hand.

After you pick up the stick, hold it at eye level and step to the left front side of the altar and bow. Then step to the middle front of the altar and place the stick on the altar, in front of the incense bowl. Step to the left side of the altar and bow again, then return to your seat.

When placing the stick on the front of the altar:

- During **normal training periods**, the handle is to your left.
- **During sesshin**, the handle should be to your right. The reason for this is that during sesshin, we have Manjusri's permission to use it freely.

Both of these moves will require you to “flip” the stick as you pick it up by crossing your arms. (Please ask one of the Monitors or a senior person to show you how if you have any doubts about this.)

The stick should be returned to its resting place on the street side of the altar as follows:

- After dawn zazen, during the second repetition of the Verse of the Kesa.
- After the mid-morning and afternoon sitting blocks are finished.

When returning the kyosaku to its resting place:

- During **normal training periods**, the handle of the stick should be to your right. We are returning the stick to the scabbard.
- During **sesshin**, the point of the stick goes toward your right and the handle to the left.

## ***First Evening***

**20 minutes before scheduled Zazen:** Prepare the Zendo and do the han as described in the General Notes. There is no service during the first evening of sesshin.

### **Roshi's greeting round (Kentan)**

- 1) Normally, Roshi has entered by now and is sitting in her seat.
- 2) After you have closed the back gaitan sliding door, she will get up, do three bows on the haishiki, and begin her greeting rounds (kentan).
- 3) When Roshi crosses behind the altar the first time, put your hands in gassho and do a standing bow. Remain bowing until she leaves the street side again.
- 4) After Roshi passes you, pick up the bell mallet and be ready to hit the bell. Roshi will finish her greeting round along the Walking Zen (Kinhin) line. You will hit the bell three times:
  1. When she bows to Manjusri,
  2. When she bows to her seat, and
  3. When she bows toward the altar. These three bells begin the first sitting period.
- 5) Take your seat facing the floor, not the wall.

### **End of first period.**

1. Stand up directly from your seat and hit the bell twice to signal the end of the period. Wait five seconds between hits (listen to the bell), making sure that you strike the bell neither too softly nor too hard. Replace the mallet.
2. Pick up the wooden clappers and stand beside the Jikido seat.
  - When everyone is standing (look around), hit the clappers once. Everyone will bow and turn to their left.
  - As soon as everyone has turned left and stands still, hit the clappers once. Everyone will place their hands in shashu and begin slow Walking Zen.
  - Remain standing in your position. After two minutes, replace the clappers on the shelf and hit the hanging bell once. Everyone will begin fast Walking Zen.
  - Replace the mallet.
  - Join the Walking Zen line and open the back gaitan door.
  - Three minutes before the next scheduled Zazen, exit the Walking Zen line as you approach the Jikido seat and wait.
  - Two minutes before the next scheduled Zazen, to end fast Walking Zen hit the clappers once when Roshi, or the Head Monitor, passes the back gaitan door. Prepare to hit the bell.
  - When everyone has returned and bowed to his/her seat, hit the hanging bell once as the signal for people to take their seats.
3. Make sure the front gaitan light is off and close the sliding door.

4. Cross over to the garden side of the Zendo, turn off the back gaitan light, and close the sliding door.
5. Offer a long stick of incense to the center of the altar bowl (put the burning center incense to the rear unless it is too small). Return to the street side of the Zendo.

**At scheduled time, begin Zazen.**

1. Begin second period on time. Three hits of the bell.
2. After ringing the bell, take your seat facing the floor.

**At scheduled time.**

1. At the end of the second Zazen period, the Doan leads the chanting of the Four Vows.
2. After the second bow, the Jisha will open the front gaitan sliding door.
3. Roshi and/or the Shuso/Head Trainee will make their exits. Stay out of the doorway. Bow as they pass you.

***Closing the Zendo at Night***

1. Extinguish altar candle.
2. In the front gaitan, put away Zazen plaque. Make sure the lights are off and the outer door is locked. Close sliding door to front gaitan.
3. Straighten all zabutons, replace chairs and/or left-behind zafus in the back gaitan.
4. When everyone has left the Zendo, turn off all but one Zendo light (the one in the south-west corner, next to the chiden closet door).
5. Turn off back gaitan lights. Lock all doors and close all windows — double check to make sure they are locked.

**At the time of scheduled Lights Out:**

Put Manjusri to bed and signal “lights out” for sesshin participants.

1. Fetch the lantern located on the lower back shelf of the Zendo altar. Place it on the carpet to the right of the altar. The “Ring Bell” side should be facing the altar.
2. Check the candle in the lantern. If it is less than two inches tall, replace it with a new candle from the chiden closet. If using the old candle, trim the tip of the wick. You can do it with your fingers. Light the candle.
3. Take the small handheld bell (during non-sesshin time, this bell is in the Buddha Hall, at the Doan station) and put it next to the lantern.
4. Go to the right of the haishiki and make three full bows.
5. Pick up the lantern and the bell and exit through the back gaitan to start the “Sesshin Participants Lights Out Call.” Please don’t ring the bell while you walk. Walk around all buildings and check if the gates and the windows in the public areas are closed. Open the



doors to the following buildings: Buddha Hall, Dharma Hall, Zendo, and ring the bell. When you have finished, go back to the Zendo.

6. Holding the small handheld bell in one hand and the lantern in the other, go to the haishiki, do a standing bow with your forearms parallel to the floor. As you ring the bell, say in loud voice: “Good night, Manjusri.”
7. Put the lantern back in the same place you had it before. Put out the candle with the snuffer (hanging on the back side of the altar). Put away the lantern and go to bed.

## ***Opening the Zendo in the Morning***

### **At scheduled wake-up time:**

Wake up Manjusri and sesshin participants.

1. Enter the Zendo through the back gaitan. Fetch the lantern located on lower rear shelf of the Zendo altar, and put it on the carpet to the right of the altar. The “Wake Up” side should be facing the altar.
2. Check the candle in the lantern, (See above.)
3. Go to the right of the haishiki and make three full bows.
4. Holding the small handheld bell in one hand and the lantern in the other, go to the haishiki and do a standing bow. (Your forearms should be parallel to the floor.) Ring the bell and say in loud voice: “Wake up Manjusri.”
5. Step to the side of the haishiki. Go out through the back gaitan to start the “Sesshin Participants Wake Up Call.” Please don’t ring the bell while you walk. Open the doors to the buildings where sesshin guests are housed and ring the bell. When you have finished, go back to the Zendo.
6. Put the lantern back where you had it before. Put out the candle with the snuffer hanging on the back side of the altar. Put away the lantern.
7. Open the Main Gate. (If you do not know the combination, please ask for it.)

### **Walking Meditation Instructions and Distinctions. Please check the schedule carefully.**

In the schedule, we distinguish between Walking Zen and Kinhin.

In Walking Zen (Chinese style), we do outside Kinhin in the Pundarika lot. Please leave the Zendo in kinhin manner and go to the Pundarika courtyard to start walking immediately. Chinese Zen means that we walk vigorously with open arms. The left arm swings in a 30-degree arc, the right one in a 70-degree arc. We walk in a big circle. If people wish to pass or walk faster, they go to an inner circle and do so. To end, the Jikido will hit the clapper once for everyone to stand still, then a second time to do a standing bow and return to the Zendo.

When the schedule says kinhin, we walk in the Zendo. The leading teacher will decide if we will walk only in slow kinhin. During Wall Gazing days, we remain in the Zendo (see below). During other days, people may step out of the line at any time for a bathroom break and return to your original place in line. At the end, the Jikido will hit the bell and we return to our seats in fast walking meditation.

## ***Dawn Zazen - Regular Schedule (Not Bodhidharma Wall-Gazing)***

### **Before Waking up the Body, Outside Walking Zen:**

Prepare the Zendo as described in General Notes plus:

1. Go to the front gaitan and open the sliding door. Turn on lights in the front gaitan. (Let the Jisha open the door to the street, so it is not open and unattended when you leave for outside Walking Zen.)
2. Turn on the lights and prepare the altars in the front gaitan:
  - Foyer: Lights on only.
  - Roshi's Face-to-face Room: Light the candle and offer a waiting (short) stick of incense in the back of the bowl. If there will be Face-to-face, consider turning on the heater in winter.
  - Teacher's Face-to face Room: Lights on only.
  - Kanzeon Room: Lights on only. A candle may burn all the time.
  - Front gaitan bathroom: Turn on light only (make sure toilet seat and lid are down).
  - Hang up the "Zazen" plaque.

### **Waking up the Body, Outside Walking Zen:**

- At the scheduled time for Outside Walking Zen, go to the front of the line, hit the clappers once and start walking.
- Walk wherever you want but make sure to stay in lighted areas with level, safe walkways.
- Check the walkways if you are uncertain, before you lead the first time. Do not walk to the Nilotpala courtyard in the morning
- Three minutes before scheduled Zazen, approach the Zendo and hit the clappers once as Roshi gets close to the front gaitan door.
- Lead the procession into the Zendo.
- People may get seated without an extra hit on the bell.

### **At the time of the scheduled first period (or as you return from Walking Zen):**

1. Cross over to the garden-side gaitan. Check to make sure everyone is out of the restroom and that the outer door is closed. Then, turn off the back gaitan light, close the sliding door, and return to the front gaitan.

**Shuso or Head Trainee enters for bows.** (This should not begin until the Jikido has entered the front gaitan.) There is no han when the Shuso or Head Trainee enters.

**Hit the han three (3) times evenly when the Abbot enters the Zendo.** (No hit if the Abbot is not present and another teacher enters.)

- If the Shuso/Head Trainee has entered, the cue for hitting the han is when the Shuso/HT bows to his/her seat. Do not wait for Roshi to cue you.

- If the Shuso/Head Trainee is not present, hit the han as soon as Roshi has completed her offerings and entered the front gaitan.
2. Check to make sure the lights in the bathroom, foyer, etc. are off.
  3. Turn off lights in front gaitan. Step into the Zendo, close the front gaitan sliding door, and stand in shashu next to the Jikido seat, heels against the threshold.
  4. Roshi will offer incense and do three full bows. When Roshi gets up from her third bow, turn and prepare to hit the bell.
  5. Hit the hanging bell once at the top of Roshi's bow when:
    1. She bows at the haishiki,
    2. She bows to her seat, and,
    3. When she turns and bows to the sangha.
  6. Replace the mallet and take your seat immediately, facing the floor. You do not need to bow to your seat or to the person across from you.

**At scheduled time, end first period and prepare for Kinhin.**

**If we are doing regular Kinhin:**

1. Stand up directly from your seat and hit the bell twice to signal the end of the period. Wait five seconds between hits. Listen to the bell, making sure that you strike the bell neither too softly nor too hard. Replace the mallet.
2. Pick up the wooden clappers and stand beside the Jikido seat.
3. Follow Walking Zen instructions for evening Zazen.
4. Cross over to the garden side of the Zendo, turn off the back gaitan light, and close the sliding door. If it is already light outside, or will be by the end of the second period, begin turning off the Zendo lights.
5. Offer a long stick of incense to the center of the altar bowl (put the burning center incense to the rear unless it is too small) and return to the street side of the Zendo.
6. Put out the kyosaku. Do not cross between the zabutans in the ryoban; walk around them.
7. Place the kyosaku on the front of the altar. (See earlier instructions on page 30.)
8. Return to your seat (walking around the zabutans in the ryoban.)

**If we are doing solely slow Kinhin:**

1. Stand up directly from your seat and hit the bell twice to signal the end of the period. Wait five seconds between hits (listen to the bell), making sure that you strike the bell neither too soft nor too hard. Replace the mallet.
2. Pick up the wooden clappers and stand beside the jikido seat.
3. When everyone is standing (look around), hit the clappers once. Everyone will bow and turn to their left.
4. As soon as everyone has turned left and stands still, hit the clappers once again. Everyone will place their hands in shashu and begin slow kinhin. You may join the line.

5. One minute before the scheduled end of kinhin, replace the clappers on the shelf and hit the hanging bell once. Everyone will begin fast walking.
6. Replace the mallet quickly.
7. When Roshi or the Head Monitor passes the back gaitan door, hit the clappers once to end kinhin and prepare to hit the bell.
8. When everyone has returned and bowed to his/her seat, hit the hanging bell once as the signal for people to take their seats.
9. Cross over to the garden side of the Zendo. If necessary open and close the sliding door, checking if there are people. Turn off the back gaitan light. If it is already light outside, or will be by the end of the second period, begin turning off the lights.

**At scheduled time:**

1. Begin second period of Zazen with three hits on the bell.
2. Sit down facing the wall.

**End of the second period** (This is signaled by the Doan with three hits on the small kesu, which begins the Verse of the Kesa.)

**During the second round of the verse, begin closing up the Zendo:**

1. Put away the kyosaku by returning it to the left side of the altar. The handle should be next to Manjusri (away from the abbot's seat).
2. Remove and put away the "Zazen" plaque.

**After the verse is completed, immediately announce:**

"Prepare for Service. Please leave the Zendo in Walking Zen manner and line up in the driveway."

(The precise instructions need to be given once or twice, till participants know them.)

3. Roshi will then make her exit. Step out of the doorway and bow as she passes you.
4. Extinguish the altar candle and turn off any lights that are still on.
5. Close and lock all windows. Make sure all heaters are turned off.
6. Be the last person to leave the Zendo and lead the procession to the Buddha Hall.
7. After service, make sure the Buddha Hall is cleaned up and closed, go to the front of the line, and lead participants to breakfast in the Sangha House.

## ***Mid-Morning and Afternoon Zazen - Regular Schedule***

### **General instructions:**

- The Jikido does not need to participate in Samu. Use the time to rest.
- Keep the practice of starting and ending Zazen/Walking Zen as described above.
- Keep a schedule under your seat. Also make sure there is a copy in the front gaitan.
- Strike the han seven minutes before the first scheduled period of each block of Zazen.
- Before every second or third period, you will have to offer a long stick of incense. If there is still an incense in the center of the bowl, move it to the rear.

### **Instructions for Outside Walking Zen (Instructions for Kinhin see above):**

- Stand up directly from your seat, and hit the hanging bell two times.
- When everyone is standing, hit the clappers once. Everyone will bow and turn to their left.
- As soon as everyone has turned left, hit the clappers once again. Everyone will place his/her hands in shashu.
- At that moment announce, “Outside Walking Zen” and hit the clappers for a third time.

### If we are doing Chinese-style Walking Zen:

- The Head Monitor will explain this walking style the first time it is done.
- Everyone will then go to the Pundarika courtyard and start walking.
- Leave the Zendo, with clappers in your hands, through the back gaitan.
- Put the clappers on the outside bench by the Jizo garden and join the Walking Zen line.
- Two minutes before the next scheduled Zazen, pick up the clappers and hit once.
- Everybody will stop where they are.
- Hit the clappers a second time.
- Everybody will do a standing bow and return to the Zendo.

### If we are doing regular outside Walking Zen, walking in line:

- Line up in the driveway and lead the line wherever you want. Make sure to stay on even ground. In summer, seek out shaded areas.
- Three minutes before scheduled Zazen, approach the Zendo and hit the clappers once as Roshi gets close to the front gaitan door.
- Lead the procession into the Zendo.
- When everyone has returned to their seat, hit the bell once as a signal to sit down.

Start the next sitting period as usual.

### **Instructions for Dharma Talks:**

- If there is a dharma talk, end the period with one hit, replace the striker, stand beside your seat. Put your hands in gassho and announce:

If the Dharma Talk is in the Zendo:

- “Please prepare for Dharma Talk (or Teisho, if it is Roshi).” The rest of the instructions will then be given by the Head Monitor.

If the Dharma Talk is in the Dharma Hall:

- “There will be a Dharma Talk (or Teisho, if it is Roshi) given in the Dharma Hall. Please take your zafus and line up in the drive way. Please exit the Zendo in Walking Zen manner.”
  - When everyone is in line outside the Zendo, go to the head of the line, make a bow and lead the procession to the Dharma Hall.
- At the end of the Dharma Talk, you will need to assess how much time you have and what the next appropriate step is. You might want to check in with the Head Monitor. Make the appropriate announcement.

**Instructions for Service:**

- Stand up from your seat.
- Hit the hanging bell one time.
- Stand beside your seat, put your hands in gassho, and announce: “Prepare for service. Please leave the Zendo in Walking Zen manner and line up in the driveway.”
- Close the Zendo as usual and lead the procession to the Buddha Hall.
- After service, when everyone is in line and the Buddha Hall is closed, lead the procession to the dining room.

**Instructions for Stretching Zen:**

- Seven minutes before scheduled time, hit the garden bell to signal the beginning of Stretching Zen.

***Evening Zazen - Regular Schedule***

- 15 minutes before scheduled Zazen, prepare the Zendo as described above.
- Do three rounds on the han.
- Start the periods as during the day, but sit facing the floor during the second period.
- At the end of the second period, the Doan leads the chanting of the Four Vows.
- After the second bow, the Jisha will open the front gaitan sliding door. Roshi and/or the Shuso/Head Trainee will then make their exits. Stay out of the doorway and bow as they pass you.

**If there is an optional sitting period:**

- After Roshi and/or Head Trainee/Shuso have left, Jikido announces: “There will be an optional sitting period. If you intend to leave, please do so during fast Walking Zen. Prepare for Walking Zen.”
- Follow procedure explained for Walking Zen explained above. It will be a short Walking Zen period of not more than four or five rounds in the Zendo.
- At scheduled time, begin optional Zazen period. Sitters should face the floor.
- According to schedule, end optional period with one hit on the hanging bell.
- Close the Zendo as the described for the first night.

## ***Wall-Gazing Days***

Please note that the han is not used on Wall-Gazing days to announce zazen periods. Normal Zendo preparations apply. Please refer to AM or PM instructions as appropriate. Also please note that Roshi may not do a formal entrance on Wall-Gazing days. Check with the Jisha; she will normally offer incense at the front altars as usual and then enter, offer incense, and take her seat.

Everyone except of Roshi and the Head Monitor will face the wall during all periods.

Clarify with the Head Monitor if the kyosaku needs to be put out during Wall-Gazing days (teacher's decision).

1. On the hour, be in your seat.
2. Ten minutes past the hour, get up and close the sliding doors to the front and back gaitans and offer a regular stick of incense. Pass behind the altar.
3. Upon returning to your seat, hit the hanging bell three times and take your seat.
4. 50 minutes past the hour, end the period with two hits on the hanging bell.

### If there is indoor Walking Zen:

- Once everyone has stood up, bowed to their seat and turned to face the floor, announce:
- "Please remain in the Zendo during Walking Zen. You will have the first ten minutes of the next hour to leave and return to the Zendo."
- Then strike the clappers.
- Follow the general Walking Zen instructions.

### If there is outside Walking Zen:

Follow the appropriate instructions above.

1. Make any needed announcements regarding meals, samu, etc. when you have ended a period.
2. The head monitor or Doan will end the period before dawn service and the last period of the day with three hits on the small bell, signaling the beginning of the Verse of the Kesa or the Four Vows.

Updated 8/4/2009 by Gemmon