

Staff Roles

TANTO – Spiritual Leader

INJI – Assistant to Roshi

JIKI-JITSU – Meditation Leader

JOKEI – Assistant to Jiki-Jitsu

JISHA – Caretaker and Assistant(s)

INO – Chanting Leader

GYORiN – Drummer

INJI – Assistant to Roshi

Responsibilities

1. Morning Service

Set up cushions for morning service if not in regular tanto seat (ex: DBZ Dharma Hall). This can be done at the end of the evening before or the morning of. Have clappers on the right side of cushion and Sutra Book under cushion.

2. Formal Entrance

Meet Roshi outside zendo with incense and lighter. When Densho begin, light incense, bow to Roshi, and lead Roshi to zendo. Enter the zendo far enough so that Roshi is also in the zendo. Turn clockwise, bow to Roshi, hand off the incense, and quickly take your seat.

3. Teisho

- a. Set up cushions and anything else that Roshi needs – water, clock, bell, lectern, Sutra book.
- b. Do formal entrance with Roshi
- c. After teisho, dismantle set up and return anything belonging to Roshi

4. Dokusan

- a. Set up Dokusan room per Roshi instructions
- b. Discuss order of participants for Dokusan with Roshi
- c. Enter zendo and make the announcement: “Dokusan begins.”
- d. Take 3 people – one goes to dokusan when Roshi rings bell. The other two wait on cushions or chairs that you have set up.

- e. Explain bowing etiquette to participants if needed.
 - When entering, eye contact and bow. Close the door. Take your seat and when ready, eye contact and bow to Roshi.
 - When leaving, eye contact and bow. Stand up behind your cushion. Eye contact and bow. Leave the room and close the door.
- f. Participants should return to the zendo when done with Dokusan.
- g. When a waiting seat becomes available, it is least obtrusive to take the next person from the kinhin line rather than disturb a zazen.
- h. Watch the schedule. When it appears you will not have time for the waiting people, send them back to the zendo. Knock on the door to alert Roshi of 5-10 minutes remaining.
- i. When all Dokusans are complete, enter the zendo and announce: "Dokusan now ends."

5. Be on hand to attend to Roshi and help stay on schedule

6. Intermediary between students and Roshi

7. Bus dishes at meals (sit to right of Roshi)

8. Other duties as assigned by Roshi