

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

JIKI-JITSU – Meditation Leader

Jiki-Jitsu is the disciplinarian and holds a somewhat fierce presence.

- Jiki literally means “straight;” jitsu means “day,” implying one who sits straight through the entire day to hold the intensity of the zendo. Another meaningful interpretation of the word Jiki: “ji” means temple, and “ki” is the same as chi or prana, “essential energy.” So Jiki is the embodiment of the temple energy.

Responsibilities

1. Keep time and maintain discipline
2. Make announcements regarding discipline or schedule
3. Keep order and impeccability of zendo
4. May go to dokusan at any time
5. Open Zendo in the morning 15 minutes before service begins. People may be seated in Zendo before opening. Jisha closes door when opening begins and reopens when Jiki is finished

- Light the incense with the ceremonial candle and brush flame out with fingers
- Offer the incense, slowly lifting it straight up and then down
- Bow to Buddha and plant incense in bowl
 - If there is a center altar, turn clockwise with one hand in gassho and offer incense, raising stick straight up slowly
 - Kneel and place the stick in the center of the incense bowl
 - Turn clockwise to Buddha
- Do three formal prostrations to the altar
- Turn clockwise. Do fourth prostration to sangha
- Turn clockwise. Bow to Buddha
- Return to your seat

6. Lead meditation and kinhin periods

Zazen

Zazen always starts with wood (clackers or han) and 4 bells.

- After kinhin, ring once to sit down.
- Pause to let people settle a bit and strike the bell three more times to begin the sitting period.
 - Leave a slightly longer space before the fourth bell and strike the fourth bell a bit louder.
 - Let the bell ring out all the way before setting it down.

Ending Zazen and Starting Kinhin

- One bell and a bow
- Stand, clap twice, and bow
- Start Kinhin
 - Kinhin after morning service ends when priests/roshis have removed kesas, and all are back in line. No need for a full 10 minutes.

Ending Kinhin and Starting Zazen

- One clap. Move at a fast pace to return to seats.
- When everyone is standing in front of their seats, strike the bell once and bow, and sit down.
- Follow with 3 more bells
 - Ding – Get seating adjusted
 - Ding – Hurry, get settled
 - (Longer pause) Ding – Stillness

7. Run the staff meetings and notes areas of refinement or improvement regarding the form and the container

8. Offer incense with formal bows during the han 3 times a day

9. Control the keisaku (can assign others to carry it)

10. Lead the meal reflections with clappers and signals start and end of meal

- Lead the line to the dining hall.
- After serving themselves, everyone stands at their place.
- Roshi puts palms together.
- Clap once and everyone recites the meal reflection.
- Clap once and everyone sits.
- Clap once to begin eating.
- When the meal is finished, Roshi brings palms together.
- Clap once and everyone recites the After the Meal Verse.
- Announce “Four Awakened Vows.”
- Clap once for everyone to recite the four vows.
- Clap twice to close.

11. **Evening Service:** Lead lineage chant at the beginning of the evening sitting with inkin

The evening period begins with the bonsho and the han. Ino plays the bonsho, and Jokei plays the han. As always, during the han Jiki-Jitsu offers incense with formal prostrations.

As the han finishes, instead of bells to begin the period, bells announce the lineage chant. The han ends ...soft ...soft ...Loud.

Strike the inkin – **ding... ding... ding... dink**, and announce, “Hollow Bones Rinzai Zen Lineage” - **ding**

Lead the chant at a relatively quick pace. Strike one bell at the top of each column in the lineage, preceding the change from India to China, China to Japan, and Japan to U.S.

The chant flows into the dedication. Strike one bell on each of the “Ones,” four in all. This begins the zazen period. The bell should ring out into stillness. Make sure someone extinguishes the service candle.

12. **Closing Service:** Lead the Heart Sutra Dharani and the Four Vows and 4 bows at the close of the evening sitting with the inkin.

Signal Jokei to go to the han by putting hands in gassho, 8-10 minutes before the closing time.

The Jokei plays the han, and Jiki offers incense with formal prostrations. When the han finishes with a ...soft... soft... LOUD, Jiki hits the inkin **ding... ding... ding... dink**, (and Gyorin goes **thunk**). Announce, "**Heart Sutra Dharani**," **ding...** ("Tadyatha Gate Gate....") 21 times.

Strike the bell after hits #7, 14, and 20; on hit #21 hit **ding, ding** on "Tadyatha;" bells on the last two "Gates;" and bell progression on "Bodhi swaha..."

Pause; then announce, "Four Awakened Vows" and **ding**, one bell preceding each of the vows, then right into the bells for the bows:

Ding... (get ready) **ding, ding...** (stand up) **ding... ding... ding... ding... ding... ding... ding... (progression)**

1st bow - **Ding...** (bow) **dink.** (stand up)

2nd bow - **Ding...** (bow) **dink** (as people start to stand – **Ding**)

3rd bow - **Ding ...** (bow) **dink** (as people start to stand - **ding ...short pause... ding**)

4th bow - **Ding ...** (bow) **hand damp the inkin...** (stand up).

Clap twice and announce the next activity.