

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

JISHA – Caretaker

Jisha cares for the participants, in and out of the zendo. The Head Jisha should act as team leader and assign jobs to the other Jishas.

Responsibilities

1. Set up zendo before sesshin begins
2. Post room assignments and schedule
3. Safety and well-being of all retreatants
 - a. Have a seating chart for the zendo and room assignments. Immediately check on anyone that is missing.
 - b. Post 1-2 Jishas at the zendo entrance before each session so participants can easily find you if help is needed
4. Liaison with the staff of our hosting center
5. Cleanliness/order of zendo
 - a. Periodically check on the cleanliness and order in the zendo
 - b. At the end of the day, straighten up and clean cushions
6. Preparing the Zendo in the morning before wake up
 - a. Mirrors and incense bowls clean
 - b. Light candles
 - c. When Jiki opens the zendo 15 minutes before morning service, one jisha stands in the entrance to stop participants from entering until the Jiki is done.

7. Coffee and tea – Keep well supplied throughout sesshin
8. Shinrei
 - a. Wake up
 - b. 15 minutes before event/sit
9. Lights
 - a. Morning Service when Atta Dipa claps
 - b. Evening Service – For the Lineage Chant
10. Pure Awareness Dharani
 - a. If the dance occurs, 2 jishas should get up when the chant begins and remove items from the central mirror
 - b. At the next kinhin, clean mirror and replace items
11. Meal Reflections
 - a. Before breakfast and lunch, put meal reflection cards on table
 - b. Remove them after meals
12. Samu
 - a. Head Jisha should assign non-staff participants to do Samu
 - b. Post assignments in an accessible location
13. Other Duties specific to site or per Roshi