

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

JOKEI – Assistant to Jiki-Jitsu

Responsibilities

1. Attends to Jiki
2. Replaces Jiki in their absence
3. Offers incense during zazen at Jiki's request.
4. Plays densho to bring in Roshi for morning service and Teisho

Densho Pattern

LOUD... soft... soft... LOUD... soft... LOUD... soft... LOUD... soft... LOUD... soft...

Continue this pattern as Roshi makes his ceremonial entrance, offers incense, offers water, offers the candle, stands and opens zagu. Ring... soft ... soft ... as zagu is being placed down.

As Roshi stands up from setting the zagu down and hands are in gassho...LOUD.

5. Meals

- At the staff table, Jiki (on one side) is in the center, and you sit to their right. Roshi is opposite Jiki with the Inji to his right.
- Bus Jiki's dishes.
- At the end of breakfast and staff meeting, take the clappers back to the zendo.

6. Plays the han 3 times a day

- **After Morning Service**

Morning service ends. At the end of kinhin when everyone returns to the zendo, go wait by the han. Jiki will ring one bell to sit everyone down. Wait until they are settled and then begin the han.

- **Evening Service**

This period begins with the bonsho played by the Ino, and the han played by Jokei. Begin standing at the han. When everyone else is seated, Ino will play the bonsho.

At the end of the bonsho ... soft... soft...LOUD, leave a slight pause, and begin the han. When the han is finished, the Jiki-Jitsu begins leading the lineage chant. During the chanting, come back quietly into the zendo with the Ino and take your seat.

- **Closing Service**

Jiki-Jitsu will signal you to play the closing han by raising hands in gassho. Bow, stand, and light the service candle before going to the han. At the end of the han, Jiki announces Heart Sutra Dharani with 4 bells. Take your seat before the Dharani begins.

Han Pattern

- Loud, soft, soft
- 7 loud, spaced slowly; 1 soft; start 7 loud as before but roll into progression
- 5 loud, spaced slowly; 1 soft; start 5 loud as before but roll into progression
- 3 loud, spaced slowly; 1 soft; start 3 loud as before but roll into progression
- Soft, soft, LOUD!