

Timekeeping & Chanting Instructions - Tuesday – Hybrid Zoom + Zendo

+ = small bell on a cushion ◆ = Inkin, the bell on a handle

Timekeeper (in Zendo)

UNMUTE DOAN ZOOM BEFORE RINGING DENSHO BELL

1. 6:58pm...Start ringdown

on densho bell (time so it ends at 7pm exactly, or slightly after). See densho instructions near the bell.

Be seated at the Doan seat after ringdown. If the Kokyo is on Zoom, let them take over until after the “All Buddhas...” (see below).

Kokyo (Zoom or Zendo)

7:00pm*Lead chanting service (follow separate instructions on the chant; as part of the chanting service, the Doan leads the “All Buddhas...” at the end, including the bells, at which point the Timekeeper takes back over)*

TURN THE SPEAKERS ON SO ZENDO CAN
HEAR ZOOM
KOKYO: UNMUTE
TIMEKEEPER (If you are not Kokyo): MUTE

Timekeeper (in Zendo)

UNMUTE DOAN ZOOM
BEFORE RINGING BELL

1. *Immediately after “All Buddhas...” - Final bows with doshi (remain seated):*

- ◆ *Doshi bows to altar*
- ◆ *Doshi bows to you (precentor)*
- ◆ *Doshi bows at seat, or door of zendo if s/he is leaving*

2. *Announce, “Zazen” immediately.*

3. **Approx 7:15pm, or earlier** *To begin zazen:*

- + *Small bell once (if someone offers incense again, wait until they are done and bow in front of altar)*
- + *Second time (at least 3 seconds later, or when incense offerer bows at his/her seat)*
- + *Third time when everyone in the room is settled*

MUTE DOAN ZOOM DURING ZAZEN

4. **7:45 pm.....** ++ *End Zazen with two bells*

UNMUTE DOAN ZOOM BEFORE BELLS

*Stand, wait for everyone to stand in front of their seats. The Zoom Host will greet people and invite Zoomers to breakout rooms. When their announcement is over, bow, signaling everyone to bow. **If doshi is not present, thank people for coming, tell them class in 15 minutes, water available in tea room.***