

## Timekeeping & Chanting Instructions - Sunday Hybrid Zoom + Zendo with Recorded Chanting Service

+ = small bell on a cushion    ◆ = Inkin, the bell on a handle    □ = wooden clappers  
~ While COVID is still an issue, Doan/Timekeeper is in the Zendo, Kokyo is on Zoom ~

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### Doan (in Zendo) – Initial Zazen, Robe Verse, Bows

9:28am ..... Monitor Zoom. The **Bright Way Zen – Doan** Zoom connection will not be connected to audio yet. Once the Zoom Host has muted everyone, they will send you a private Chat (“Everyone muted”). When you get this message, ► **Join Audio** (lower left corner) AND ► **Unmute**.

Go do the ► **Ringdown on densho bell**. See densho instructions near the bell.

9:30am ..... ► **Short Zazen: three bells to begin** –

- + **first** as doshi bows at bowing mat after offering incense;
- + **second** as doshi bows to her seat;
- + **third** after everyone (including doshi) is settled

9:34am ..... ► **Robe Verse: Slowly** slide clappers together, then (□) and begin -

(First time)

Dai sai gedap-puku  
musō fuku den e  
hi bu nyorai kyo  
ko do shoshu jo

(2<sup>nd</sup> and 3<sup>rd</sup> time)

How great, the robe of liberation,  
a formless field of benefaction!  
Wrapping ourselves in buddha’s teaching,  
we free all living beings.

9:35am (or right after robe chant) ..... ► **End Zazen** with **two bells** + +

► **Announce** “Chanting Service, please rise, make sure everyone has a chant book, and prepare for three bows”

► Lead the **Three Full Bows** with the inkin ◆

► **Mute the Bright Way Zen – Doan Zoom!**

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### Kokyo (on Zoom) – Karma Verse and Refuges

**IMMEDIATELY AFTER BOWS** (no gap; don’t do full bows yourself, be ready as soon as people have stood up from their third bow)

► **Unmute yourself**

► **Announce** “Face the altar and turn to page 3 and 4 in the chant book”

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## Kokyo (on Zoom) – Karma Verse and Refuges, *continued*

- ▶ Lead the *Gatha of Atonement* and the *Three Refuges Prayer*
- ▶ *Announce* “Please be seated. Today we will chant Full Service [A, which begins on page 5] OR [B, which begins on page 16].”
- ▶ *Mute yourself*

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## Doan – Playing Recording of Chanting Service

▶ Once people are seated, *play the recording* of the chanting service, which will be queued up in Groove Music. The recording goes all the way until just before the final dedication of merit in the Service. The recording will end by itself, although at some point you will want to click “Stop Share” in Zoom.

You don’t need to Unmute the **Bright Way Zen – Doan Zoom**. The Zoomers will be able to hear the recording anyway.

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## Kokyo (on Zoom) – Dedication of Merit & All Buddhas

- ▶ *Unmute yourself*
- ▶ Chant the *Dedication of Merit*, including the list of names.
- ▶ Lead the *All Buddhas* at the very end of the service, including the bells
- ▶ *Mute yourself*

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## Doan – Final Bows

- ▶ *Unmute the Bright Way Zen – Doan Zoom*
- ▶ *Announce* “Please rise for the three bows.”
- ▶ Lead the *Three Full Bows* with the inkin ◆
- ▶ Then: ◆ *first* as doshi bows at bowing mat after folding their fabric mat
- ◆ *second* as doshi bows to you
- ◆ *third* as doshi bows toward Sangha from their seat (or the door)

Announce: “To the left” ◆  
“To the right” ◆  
“To the center” ◆  
“Zazen”

Next page for Zazen + Kinhin Instructions →

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## Timekeeper – Zazen & Kinhin (Sundays)

▶ **10:00am** (or after service) ..... Begin Zazen: *three bells to begin –*

- + *first as people start to be seated*
- + *second as things start to settle down*
- + *third after everyone (including doshi) is completely settled, even if this means a delay of a couple minutes*

▶ **10:25am** .*Kinhin (one bell to end zazen) +*

▶ Announce “**Kinhin, walking meditation**”

▶ Stand in front of seat and hold the inkin bell end up, wait for people to be standing

◆ *strike once and then bow away from seat, announce “Bow”*

◆ *strike second time and then turn, announce “Those in the rows closest to the walls turn to your left, those in the inside rows turn to your right.”*

◆ *strike third time and then start walking, announce “Begin kinhin”*

▶ **10:35am** .*End kinhin*

◆ *Strike inkin once and stop(very briefly), announce “Pause”*

◆ *Strike inkin second time, bow and then walk back to seat, announce “Bow, and then walk at a normal pace until you reach your seat.”*

◆ *Strike inkin third time once everyone is standing in front of seat and make final bow.*

▶ Announce “**Zazen.**”

▶ Begin Zazen + + + *When everyone is seated, three bells to begin zazen, as before*

▶ **11:00**.....End Zazen with two bells. + +

▶ *Then Mute the Bright Way Zen - Doan Zoom.*

▶ *Stand, wait for everyone to stand. The Zoom Host will make an announcement about breakout rooms.*

▶ *Bow, signaling everyone to bow.*

*If doshi is not present, thank people for coming, tell them talk in 15 minutes, water available in tea room.*