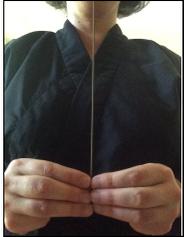


JIKO INSTRUCTIONS - Austin Zen Center

The Jiko's role is to carry incense for the Doshi (officiating priest). The Doshi's role is to offer incense and bow; the Jiko provides the incense. There are various different styles of doing this; in Japan, each temple has its own traditional way. Within Zen Center, different people have slightly different preferences. Please follow the form described below, unless the Doshi asks you to do something different.

General Incense Carrying Instructions:

Light tip of incense stick in candle flame. Extinguish flame by bringing incense straight down; do not wave it around.



Hold incense at the *bottom* of the stick. Carry it at chest level in the right hand, joined by the left hand. When a shashu bow is appropriate, you may bow while holding the incense in this way. Be conscious of your upper body mudra - shoulders back, space in the armpits, chest lifted, as well as how you hold your fingers both while carrying incense and when handing it to the Doshi.

At the altar, stand to the right of and slightly behind the Doshi, facing towards the doan (the Doshi will be closer to the altar than you.) After Doshi bows at altar, hand incense by holding it about 8-10 inches directly in front of Doshi's hands (in gassho) and low. If Doshi bows at left of altar and then moves to center, wait until they are standing still with hands in gassho before handing the incense. Once you have handed off the incense, offer a slight gassho bow to the altar, walk to your place in gassho, and stand in shashu while Doshi bows.

The Jiko spot:

Kaisando	to the right of the altar
Zendo	to the right of the altar for offering, next to Kokyo seat for sitting <or> standing in the entryway to the zendo
Other altars	to the right and slightly behind Doshi

Morning Routine:

- Be at the upstairs Kaisando altar by 5:55am. Open the Kaisando doors and check to see that Kaisando is neat and tidy.
- At 5:57, light both the offering candle and jiko candle (jiko candle is the lower one).
- Light 2 sticks of incense (using the jiko candle) and lay them across the incensor or lower ceramic plate.
- Extinguish jiko candle.
- Greet the Doshi when they arrive, pick up incense for the offering, and stand to the right of the altar.
- After Doshi bows and is standing in gassho, extend one incense stick with your right hand out for Doshi (the other stick is held in your left hand).
- After Doshi takes the incense, offer a slight bow to the altar and step back to give Doshi room to offer three bows [You may join in these bows with the Doshi, or else stand to the side in shashu].
- Extinguish the offering candle and lay the 2nd (lit) incense stick onto the square ceramic holder.
- *Except during sesshin*, pick up kaishaku (clackers) and hold them in front of you as you did

- with incense. (There is no use of kaishaku during sesshin)
- When the 2nd rolldown ends with 2 hits, respond by striking kaishaku together **once**. Fukudo will respond once, and you **respond again** (approximately three seconds between each signal).
 - Pick up incense, bow with Doshi, and follow them to the zendo.
 - Upon entering the zendo, follow Doshi to the foot of bowing mat (standing on the right side of the mat) and shashu bow with them. Proceed up the right side of the bowing mat *very slightly* behind the Doshi (who is walking up the left side).
 - After the Doshi offers a standing bow at the altar, extend the stick out for the Doshi (approximately 8 inches directly in front of their gassho), offer a slight standing gassho bow to the altar, then walk (in gassho) to the entry of the zendo, facing into the zendo.
 - Stand in shashu in the entryway (blocking anyone from entering the zendo during the brief ceremony) At the three small bells that begin zazen, offer a shashu bow before re-entering the zendo (offering a standing bow to the room as usual once you've taken a step or two in). Walk *slowly and quietly* to the jiko seat in shashu and take your seat for zazen, bowing to and away from your seat, turning clockwise.

Morning Service:

At the end of zazen, light the two offering candles, the jiko candle, and one stick of incense (if you stand directly in front of the altar you can easily reach both offering candles). Extinguish the jiko candle. Holding the incense as described above, stand to the right, slightly back from the altar so that when the Doshi arrives (from the left) they will be closer to the altar than you are. Stand perpendicular to the altar. Silent bow with the Doshi (and assembly) at the very start of service. The Doshi will approach the altar and bow. After handing incense to Doshi, do a small gassho bow to the altar, walk to your place (still in gassho), and then stand in shashu.

Join the nine bows with the assembly. Notice if the Doshi needs a chant card and offer them one after their first gassho bow during the chant. To offer the chant card, carry it at eye level with both hands and extend the card out to them from their right side.

During ALL BUDDHAS at the end of service, open the curtain and exit the zendo, bowing with Doshi, HT, and Tanto when they exit the zendo.

Morning Service during Sesshin:

Everything is the same as above except the following:

After lighting incense at the start of service, **leave the candle lit for the second incense offering. During the first ALL BUDDHAS, light 2nd stick of incense and offer to Doshi** when they come up to the altar. **Extinguish candle and return to your seat in gassho.**

Evening Zazen and Service (and all zendo openings during sesshin):

Be at the Kaisando before the second rolldown and light *only* the jiko candle and one stick of incense. Set incense stick down and extinguish the candle. Greet the Doshi when they arrive. At the end of the 2nd rolldown, respond with the kaishaku as described above (except during sesshin). Follow Doshi to zendo as usual. Exit zendo in gassho after the offering and stand (in shashu) in the entryway until after the three bells that begin the period (when you will offer a shashu bow before entering zendo). Enter and take your seat in the usual way.

At the beginning of service, light the jiko candle (and offering table candles if unlit). Light one stick, extinguish candle, and stand in jiko position at the altar as described above. At the end of

service during ALL BUDDHAS, open curtain and bow with Doshi, HT, and Tanto in foyer (unless during sesshin, when we will remain in the zendo for the meal)

Dharma Talk:

Before the Dharma Talk, ask Speaker if they would like tea or water during the talk. Prepare this for them in a nice cup (usually we have used the white ceramic one with black bamboo design), and place it in the zendo on the foyer-side of the teaching seat.

Make sure fukudo lectern is placed facing the zendo entry pillar closest to the front door. Use the fukudo lectern if the speaker will be on the platform, or the tall lectern (stored in the upstairs library) if they will be in a chair.

Meet the Speaker upstairs at the Kaisando (or in foyer during sesshin) a few minutes before the dharma talk begins. Light one stick of incense using the jiko candle and set it down on the ceramic plate. Extinguish the candle. Pick up Kaishaku to signal with Fukudo/Shoten as usual (except during sesshin). Take the incense in your right hand, and whatever materials the Speaker has with them in your left hand.

Follow the Speaker downstairs as usual, placing their materials onto the lectern before going into the zendo. There is no bow when entering the zendo as you are in a procession. Shashu bow with the speaker at the back of the mat as usual, follow them up to the altar on the right side of the mat, and hand them the stick of incense. Gassho bow to the altar and exit zendo (still in gassho). Stand in the doorway in shashu and wait until the Speaker is seated before bringing them the lectern.

Pick the lectern up from both sides and walk to the Speaker. Stand to face them *slightly* on the left before taking a *small* side-step to stand directly in front of them. Bow with them, and set the lectern down. Bow again, and make a small side-step to the right before taking the reserved jiko seat near the window (bowing to and away from your seat before sitting down. If you sit in a chair, make sure to claim one with a RESERVED plaque when the zendo is initially set up for the talk).

At the end of the talk, stand up during the end-of-lecture chant and bow to and away from your seat. Walk to the Speaker and bow with them before and after removing the lectern (side-stepping as described above). Set the lectern back where it was in the entryway and wait (in shashu) for the Speaker to offer their bows. While they are bowing, gather their materials from the lectern. When the Speaker exits the zendo, follow them to the foot of the stairs and bow with them before giving them back their materials.

Thank you very much!