

# Ten Directions Zen Community of Chicago

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*Yong Maeng Jong Jin Information*

## **What to Bring**

Beds and bedding are provided. If you prefer your own pillow, bring it. A towel set and soap is also provided. You will need to bring your own toiletries and personal care items and an alarm clock. There will be no wake up bell.

If you need a special kneeling bench, special cushion or chair, bring your own. Some benches, cushions, mats and straight back chairs will be provided. Also bring:

- Bowing robe if you have one and if you are a Dharma teacher – long robes and bowls
- Seasonally appropriate clothes, i.e. gloves, coat, hat, scarf if it is winter, etc.
- Loose clothing for sitting that is comfortable (preferably long pants)
- Outdoor work clothes including rain gear for walking meditation and work

Please do not bring

- Perfumes or any personal care products which are strongly scented
- Personal food or beverages unless medically needed – be advised that we are unable to accommodate all food allergies

## **Transportation**

If you need assistance with transportation, check with your local Sangha first. Arrangements can be made for transportation from the train station in Wheaton (not College Ave.). There is also Pace bus service from the Wheaton train station – bus no. 711 goes by the Theosophical Society. See the website for the Theosophical Society for more information – [www.theosophicalsociety.org](http://www.theosophicalsociety.org)

## **Sleeping Arrangements**

Most rooms have two beds with a shared bathroom between. If an individual room is requested, there is a surcharge of \$20 per night. If you have special needs, contact the registrar before arriving at the retreat.

## Schedule

Everyone is expected to participate fully in the schedule. If you are ill or have another emergency that makes you miss any part of the practice schedule, inform the Head Dharma Teacher. The Head Dharma Teacher is in charge of the Dharma room and formal practice. Interviews are given during chanting and sitting periods as determined by the retreat leader. The Dharma room is open during breaks for those wishing to do extra practice.

Practice begins at 5 AM with bows and continues until the last two chants of the evening about 9:30 PM. Breaks are scheduled at specific intervals during the day. Specific schedules for each retreat will be posted outside the Dharma room.

## Silence

We keep silence during a Yong Maeng Jong Jin in all areas of the building. If you need to talk with the Head Dharma Teacher during the retreat, do so out of the hearing range of others.

## The Dharma room

Always bow when entering or leaving the Dharma room. It is the job of everyone to help maintain an atmosphere of silence in the Dharma room. Refrain from moving during sitting periods. If you need to move or are getting sleepy, stand up behind your cushion. During sitting periods, please enter or leave the Dharma room only during walking meditation, except for emergencies. If you are late for the sitting period, sit in the reception area until walking meditation. You may also enter the Dharma room during bows and between chants.

During walking meditation, you may leave to use the bathroom or get a drink of water. Walk in line until you come to the door, step out of the line and then bow at the door and leave. When you re-enter, bow at the door and wait until the line comes around for you to return to your correct place or wait until everyone is standing behind their seats and enter quickly. It is not necessary to bow in and out of the line, just step in and out.

## Interviews

Everyone participating in the retreat will usually have at least one interview per day with the retreat leader. The teacher helps participants with their individual practice and questions.

The Head Dharma Teacher will determine the order of the interviews before the start of each sitting period. When it is your turn for an interview, bow, get up, bow at the door

and go to the waiting area. Wait at the wait station until you hear the bell ring. Immediately get up and go to the interview room. The person returning from the last interview should hold the door for the person going to the next interview. The door to the interview room will be open. Do a standing bow facing the teacher. Close the door, and then stand behind the mat, put the cushion off to the right side. Do a standing bow, prostration and another standing bow. Return the cushion to the mat and sit down. Follow this form in the reverse when leaving. Do not turn your back to the teacher when leaving.

When the interview is over, re-enter the Dharma room immediately so that the next person will know to leave for an interview.

## **Head dharma teacher**

If you have questions or problems, speak to the Head Dharma Teacher. If you must leave the retreat early or leave and come back or are sick, let Head Dharma Teacher know.

The Head Dharma Teacher will walk with the stick during sitting periods to help everyone stay awake and alert and to relieve muscle tension. You may ask to be hit by putting your hands in hapchang before the teacher gets to your cushion. The retreat leader may hit everyone once at the end of the day and at the end of the retreat. The correct form of bowing for the hitting stick will be discussed during orientation.

## **Meals**

Attend all meals, even if you are fasting. The meals are part of the formal practice and are eaten in silence in the traditional temple style with four bowls. The silence of the meal includes the quiet handling of the bowls and utensils. Find a set of bowls and put your name on them. You will use them during the entire retreat. The Head Dharma Teacher will guide you through the meal and washing of the bowls with tea and clean water.

Cooking and cleanup will be assigned jobs during the retreat. Everyone is expected to help in the kitchen at some time during the retreat. The kitchen master will make the assignments and give guidance. Silence is to be maintained in the kitchen.

## **Dharma Talk**

A Dharma talk may be held about the mid-point of the retreat. A student will talk for ten to twenty minutes and then the teacher will answer questions. Sitting resumes after a short break.

## **House Information**

If there is a problem with your room, i.e. no towels, etc. See the housemaster who will contact the Theosophical Society for you.

The housemaster is responsible for the lights and heat during the retreat as well as job assignments during work practice.

## **Work Period**

Work assignments will be given to everyone each day of practice. Work period is part of formal practice and should be done in silence. Please do your job thoroughly and meticulously. If you finish your assignment before the hour is done, see the housemaster for a new job so the full hour is used.

## **End of Retreat**

Retreats end with a circle talk or once a year with a precepts ceremony. Everyone is expected to stay and help with cleanup. Plan on leaving between 3 and 4 PM.