

## SERVING TEA

5:25 am 2:00 pm	Cantor	✧ “Prepare for tea” Announcement may be suspended after 1st morning On 1st morning, explain etiquette (see next)
	All	Place cups on floor in front of mats
	Servers	Serve tea, beginning with HofP and Cantor Leave hall
	Cantor	✧ to signal participants to start drinking tea
by 5:30 am or 2:05 pm	All	Put away cups and sit in meditation posture
	Servers	Return to hall and sit

### Tea Etiquette (given before tea on Day 1)

- When the Cantor rings once, take out your teacup and place it in front of you
- The servers will serve 3 people at once, standing in front of the middle person and beginning with the person closest to the altar
- All 3 bow when the Server reaches you
- When receiving tea, hold your cup out to the Server; to signal “enough”, hold your upraised palm next to the cup and raise your hand sharply
- After your teacup is filled, hold it with both hands on 1 knee, wait for all 3 to be served, and return the Server’s final bow
- Place the teacup in front of you and wait for the bell to begin drinking
- When you’ve finished drinking, store your cup behind your cushion and sit in meditation posture

## SIMPLE MEAL SERVICE FOR BREAKFAST & LUNCH

Cook	✘ ✘ ✘ 10 minutes before meal, calls servers to kitchen
Head Server	Once work in room is complete (and Teacher has entered hall), rings <i>accelerando</i> on gong outside hall door to announce meal is ready
Timekeeper All	✧ Bow and stand up
Timekeeper	✧ “Please follow me” Leads participants into dining hall, to stand behind seats around table(s)
Cantor	✧ “We remember this... We have food while some have none, we have each other while some are alone.” ✧
All	Bow Beginning with Teacher, go through buffet line, sit down, and begin eating
Cantor	When everyone is seated, begins food offering: ✧ “All you demons and hungry ghosts, whose desire is never satisfied, take this food, share it with us, be at peace”
All	Stop eating While chanting, place small amount of food in offering dish as it is passed around Remain with palms together until chant is over, then lower hands
Server(s)	Take offering bowls outside or to kitchen altar and return
Cantor	When servers return: ✧ “Out of the mysterious source we and the things that sustain us come. Waking and eating, embracing and sleeping, we walk on the empty sky.” ✧
All	Bow and resume eating, helping selves to drinks and seconds Leave when finished, taking dishes into kitchen

## SIMPLE SILENT EVENING MEAL

Head Server	Rings accelerando on gong
Timekeeper All	✧ Bow and stand up
Timekeeper	✧ “Please follow me” Leads participants into dining hall, to stand behind seats around table(s)
All	✧ Bow Beginning with Teacher, go through buffet line, sit down, and begin eating
Cantor	When everyone is seated: ✧ Begins silent food offering
All	Stop eating Place small amount of food in offering dish as it is passed around Remain with palms together until servers rise to take offering dishes out, then lower hands
Servers	Take offering dishes outside or to kitchen altar and return
Cantor All	✧ Bow and resume eating, helping selves to drinks and seconds Leave when finished, taking dishes into kitchen

## FORMAL MEAL SERVICE FOR BREAKFAST & LUNCH

Cook	<p>✘✘✘ 10 minutes before meal, calls servers to kitchen Makes food offering at altar</p>
Cantor	<p>On Day 1, describe signals to use when being served:</p> <ul style="list-style-type: none"> <li>• to indicate “more”, rub one hand in circular motion on other</li> <li>• to indicate “small amount”, put thumb &amp; index finger close together where Server can see them</li> <li>• to indicate “stop”, wipe 1 hand quickly across other</li> <li>• signals should be loud enough for server to hear, because s/he might not see it</li> <li>• indicate you want seconds by bringing palms together as Server approaches; otherwise remain in meditation posture until Server passes</li> <li>• receive tea in first (buddha) bowl</li> </ul>
Head Server	<p>Once interviews are finished and TL has returned to hall, rings accelerando on gong outside hall door to announce that meal is ready to be served</p>
Timekeeper All	<p>✧ Bow Place wrapped bowls on floor in front of mat</p>
Cantor (spoken) All (spoken)	<p>✧ ✧ ✧ We remember this...” ✧ “We have food while some have none, we have each other while some are alone.”</p>
Cantor All	<p>✧ Unwrap bowls</p>
Cantor (chanted)	<p>“We call upon...” [✘ = clappers]</p>
All (chanted)	<p>✘Black Tara, mother of all things ✘Vairochana, boundless sky ✘Amitabha, joy of awakening ✘Shakyamuni walking the earth ✘Maitreya waiting to be born ✘All Buddhas everywhere — past, present, future ✘Mahayana lotus rising from the mud ✘Manjushri, great wisdom ✘Samantabhadra, great action ✘Avalokiteshvara, great compassion</p>

	<p>✘ All Bodhisattvas who ferry us to the other shore</p> <p>✘ The Heart of Perfect Wisdom</p>
Servers	<p>Enter hall at “Vairochana” and serve tray #1</p> <p>Head Server serves Cantor, who is leading sutras</p> <p>Return to kitchen and serve tray #2 or pot</p>
Cantor/All (spoken)	<p>After everyone is served and trays are removed:</p> <p>✧ “We honor the Three Treasures and are grateful for this food— the work of many hands and the sacrifice of other lives.”</p>
Cantor & Head of Practice	<p>Pick up food offering dishes, put small amount from first (buddha) bowl in, and pass to next people</p>
Cantor/All (chanted, palms to- gether)	<p>✘ “All you demons and hungry ghosts, whose desire is never satisfied, take this food, share it with us, be at peace.”</p>
All	<p>While chanting, place small amount of food in offering dish</p> <p>Last people to receive dishes hold them for Servers</p>
Servers	<p>Take offering dishes and leave</p>
Cantor/All	<p>Raise first bowl, with spoon inside, to eye level</p> <p>“We eat with joy, and let go of sorrow.”</p> <p>Lower bowls</p>
Cantor (spoken)	<p>“An old teacher was asked, ‘What is Zen?’ and replied, ‘Attention! Attention! Attention!’</p> <p>Now we eat.” ✘</p>
All	<p>Eat</p>
Head Server	<p>Kneels at door of hall; when most participants have finished eating:</p>
Servers	<p>Serve seconds</p>
Head Server	<p>Resumes seat in hall doorway, and when most participants have finished eating, gets tea</p>
Servers	<p>Serve tea as with food, beginning with HofP and Cantor, &amp; pouring into first (buddha) bowls</p>

All	Wash bowls with tea & drink it, reserving small amount in third bowl
Cantor & HofP	After most have finished washing bowls, pass tea offering bowls
Cantor/All (chanted, palms together)	✘ "Here is our tea for the earth and the spirits of the earth. We give it back with thanks. May you be refreshed. Om Makurasai Svaha"
All	While chanting, pour small amount of tea in offering bowls Last people to receive bowl hold it for Servers
Servers	Remove tea offerings in same manner as food offerings were removed
All	Wrap bowls
Cantor (chanted)	"Out of the mysterious source we and the things that sustain us come. Waking and eating, embracing and sleeping, we walk on the empty sky." ✘
Timekeeper	✧
Cantor	✘
Timekeeper	✧
All	Stand with bowls at eye level
Timekeeper	✧
All	Bow, then turn and put bowls away and straighten up their cushions Stand with hands folded at solar plexus
Timekeeper	✧ Dismisses participants from hall
All	Bow and leave hall

## FORMAL SILENT EVENING MEAL

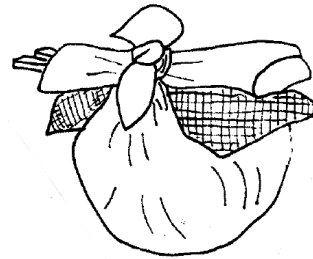
*The evening meal is silent and simple in honor of the fact that traditionally no food is eaten in Buddhist monasteries after the midday meal*

Head Server	Rings accelerando on gong
Timekeeper	✧
Cantor/All	Bow Unwrap and spread bowls
Servers	Serve as above
Cantor & HofP	✘ Bow and pass food offering dishes
Servers	Remove food offering dishes
Cantor All	✘ Eat
Servers	Serve tea
Cantor	✘ Bow and pass tea offering dishes
Servers	Remove tea offering dishes
All	Clean bowls Wrap bowls
Cantor Timekeeper Cantor Timekeeper	✘ ✧ ✘ ✧
All	Stand with bowls at eye level
Timekeeper All	✧ Bow, then turn and put bowls away and straighten up their cushions Stand facing in with hands folded at solar plexus
Timekeeper	✧ to dismiss participants from hall
All	Bow and leave hall

## FORMAL MEAL PRACTICE (ORYOKI)

The formal meal practice is a way of extending our meditation into the meals during a retreat. It is a monastic tradition over a thousand years old, and most people who try it come to deeply appreciate its elegance and simplicity. You receive and eat your food, and then clean up afterwards, while remaining on your meditation cushion.

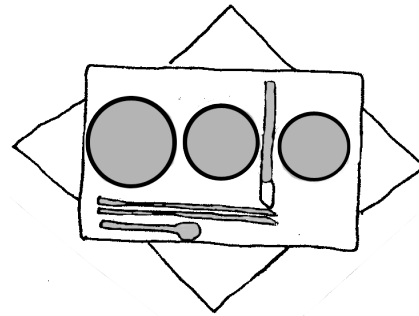
A formal bowl set includes three nesting bowls, chopsticks, a wooden or plastic spoon (no metal, please), a small rubber spatula for cleaning bowls, a drying cloth, a napkin, and a cloth to wrap everything in, which also serves as a placemat.



To assemble it, spread the placemat in a diamond shape. Place the three nested bowls in the center. Fold the top and bottom corners of the placemat over the bowls. Roll your utensils in the napkin and place it and the drying cloth on top of the bowls. Fold the two remaining corners of the placemat over the whole thing and tie like a kerchief.

### Opening the bowl set

After the opening prayer, lay out your set so that it ends up looking something like this. First, spread the placemat in a diamond shape and then tuck the four corners underneath as shown. Put your napkin in your lap and the dishcloth in front of you.



### Receiving food from the servers

During the first chant, the servers bring food in on trays and in pots. Any time a server is in front of you, bow until the server has moved on. Serve yourself from the tray and slide it down the line; hand your bowl to the server for food from the pots. If there are condiments, use them and pass them down the line. Don't begin eating yet.

### Making the food offering

During the offering chant, pick up a small piece of food (usually grain) and place it in the offering bowl as it comes to you. If you are the last to receive the bowl, hold it until the server takes it from you.



### **Eating**

When the cantor indicates, begin eating. After awhile the servers will come in with seconds; if you want something from the pot, bow when the server reaches you. If you wish, serve yourself again from the tray and slide it along.

### **Cleaning the bowls with tea**

When you've finished eating, you can begin cleaning your bowls by scraping them out with the rubber spatula and eating the food particles. When the servers bring in the tea, receive it as you would food from a pot. Wait until you've bowed to the server, and then begin cleaning your bowls and utensils with the tea and spatula. You can pour the tea from one bowl into another. When everything is clean, drink the tea, leaving an ounce or two in one bowl for the offering. Dry everything else with the dishcloth and put away.

### **Making the tea offering**

During the offering chant, pour your remaining tea into the pitcher when it reaches you. If you are the last to receive the pitcher, hold it until the server takes it from you.

### **Packing up the bowl set**

Dry your last bowl and pack up the bowl set. Remain in meditation posture until the service is ended. Stand up with everyone else, holding your bowl set in front of you, and bow. Put your set behind your cushions, tidy up your cushions, and stand up until the final bow signals the beginning of the break period.