

EUGENE ZENDO RESIDENTIAL TRAINING GUIDELINES

I. General Statement about Residential Training

As Buddhist practitioners, our most important charge is to investigate and clarify, for ourselves and for others, the great matter of life and death. Residential training at the Eugene Zendo provides a container in which practitioners take up this investigation in a sustained and focused manner, immersing themselves in the life of the temple. Leaping together into the rigors of a formal practice schedule and into the challenges and opportunities of communal living, resident practitioners unfold the Buddha's truth through and as their own lives.

II. Statement of Intention for Prospective Residents

Residence at the Eugene Zendo is, first and foremost, a commitment to Buddhist practice, particularly as taught within the Soto Zen school of Buddhism. Residence is also a commitment to serve the temple and its community. Residents express these commitments concretely through wholehearted participation in the temple's daily activities, which include zazen, chanting, work, formal and informal meals, study, private meetings with the teacher, assemblies, and individual practice periods. Full-time residents attend all scheduled activities, while part-time residents develop an individual practice schedule together with the head teacher.

The most important prerequisite for residential practice is simply the desire to practice. Residence is not simply an opportunity to bask in the cool breeze of the dharma; rather, one must strive to actively embody the Buddha's truth through one's own body and mind. Buddhist training is demanding because it asks that we meet all of the varying situations of our lives, joyous or difficult, as opportunities for practice-realization. Such is the posture that we should maintain both within and without the gates of a temple.

III. Schedule/Requirements for Involvement

Throughout the Fall practice term (mid-September through mid-December) and Spring practice term (mid-February through mid-May), residents are expected to reside at the Zendo except on off-days, maintaining their daily practice schedule. Outside of practice terms, residents are free to arrange travel and should inform the head teacher of their plans well in advance. Residents should arrange their schedules so that at least one person is present at the temple whenever the head teacher is away, particularly during the mid-summer. Daily practice is suspended on Thanksgiving, Christmas, and the first 3 days of the New Year.

- A. Full-time Residential Trainees are expected to:
 - 1) Maintain the daily schedule.
 - 2) Take office shifts on off-days and help with introductory classes.
 - 3) Participate in all scheduled Zendo classes and assemblies (with the exception of some introductory classes).

- 4) Be Term Trainees for all practice periods.
- 5) Participate fully in all retreats.
- 6) Attend all residents' meetings.

B. Part-time Residential Trainees are expected to:

- 1) Maintain the morning schedule through breakfast.
- 2) Take office shifts on off-days.
- 3) Participate regularly in the Sunday program.
- 4) Participate in other classes and assemblies as personal schedule allows.
- 5) Be Term Trainees for all practice periods (this requires attendance at Thursday night meetings during the practice term).
- 6) Participate in retreats as personal schedule allows.
- 7) Develop a practice schedule with the teacher.
- 8) Attend all residents' meetings.

Daily Schedule

Mon., Weds., Thurs. outside Practice Term	Tues., Thurs. during Practice Term	Friday	Sat.	Sun.
4:45 Wake-up 5:10 Zazen 5:50 Kinhin 6:00 Zazen 6:40 Morning Chanting 7:20 Temple Cleaning 7:45 Formal Breakfast 8:30 Work Circle and Samu 11:30 Lunch 1:30 Work Circle and Samu 3:30 Clean-up/Break 4:00 Evening Service 4:30 Zazen 5:10 Kinhin 5:20 Zazen 6:00 Dinner 7:00 Individual Time 9:30 Temple Closes, Begin Silence	4:45 Wake-up 5:10 Zazen 5:50 Kinhin 6:00 Zazen 6:40 Morning Chanting 7:20 Temple Cleaning 7:45 Formal Breakfast 8:30 Work Circle and Samu 11:30 Lunch 1:30 Work Circle and Samu 3:30 Clean-up/Break 4:00 Evening Service 4:30 Break 5:30 Dinner 7:00 Assembly 9:30 Temple Closes, Begin silence	4:45 Wake-up 5:10 Zazen 5:50 Kinhin 6:00 Zazen 6:40 Morning Chanting 7:20 Temple Cleaning 7:45 Formal Breakfast 8:30 Work Circle and Samu 11:30 Lunch 1:30 Work Circle and Samu 3:30 Clean-up/ Break 4:00 Evening Service 4:30 Start of Off- Day	O F F	7:00 Breakfast 9:00 Assembly 12:00 Meetings and Classes (if scheduled) 3:00 Individual Time 9:30 Temple Closes, Begin Silence

IV. (A) Training Guidelines and Rules for Residents

See Section III above for the basic requirements for part-time and full-time trainees. The following is a list of supplementary rules and guidelines for residents. These guidelines are not exhaustive, and as new and unexpected situations arise, they are subject to modification.

1. Becoming a Resident

After submitting an application, prospective residents commit to a two-week trial period of residence. If a longer residence is deemed suitable, one may then commit to a longer stay. At least once every three months, a reflection meeting about resident training will occur with the head teacher. It is best to begin residence between Practice Terms—these run from mid-September to mid-December in the Fall and mid-February to mid-May in the Spring.

2. Fees for Residence

Fees for room and board are \$500 a month for part-time trainees and \$300 a month for full-time trainees, due on the first of the month. Prior to move-in, a \$200 deposit is required to ensure that trainees have some cushion to ease the transition out from residential life. Financial assistance is generally not available, though special circumstances may be considered on a case-by-case basis. Residents are encouraged but not required to purchase their own health insurance. With the exception of residents' fees, the Eugene Zendo is supported entirely through donations, and any additional monetary support is accepted with gratitude.

3. Guest Stays

Dormitory-style sleeping is available for guests, and those who wish to stay at the temple for a week or less are asked to send in an application for a guest stay well in advance. There is no set fee, though donations are gratefully received. Such guests are expected to participate in all scheduled activities. Residents may, with the advance permission of the head teacher, invite friends or family members to stay at the temple. Such guests are the responsibility of the resident and are not required to follow the temple schedule. All guests, however, are expected to uphold the spirit of Buddhist training by being considerate of others and by following the rules set forth in these guidelines.

4. Living Arrangements

Residents share rooms with one other resident and are responsible for keeping their living areas clean and tidy. With common areas, i.e., bathrooms, the kitchen, laundry, and the common room, the rule of thumb is to “leave no trace,” and residents are expected to coordinate a regular cleaning schedule.

5. Possessions

In keeping with a spirit of simplicity, residents should avoid an excess of personal possessions or decorations. Music devices, portable DVD players, laptops, cell phones and so forth are permitted so long as use is restricted to individuals' rooms and headphones used when applicable. Musical instruments are allowed but may only be played during specified times on off-days. The Zendo computer is available for Internet access so long as use remains reasonable, as is long-distance telephoning. Residents must provide their own linens and toiletries.

6. Dress

Residents should dress modestly at all times, avoiding clothing that is flashy or revealing. Inside the temple, pants and long-sleeved shirts are most appropriate, but shorts and short-sleeved shirts are permitted during work practice. Residents should provide their own work clothing, including rain gear and work shoes.

7. Meals

Generally, meals are eaten communally, though part-time trainees may make arrangements to eat separately if their schedules require it. Meals are vegetarian. Our practice is to receive, prepare, and consume all food that is offered, wasting as little as possible, and except in the case of medical necessity, special diets are not supported. During off-time, residents may use the kitchen and supplies to prepare individual meals, or they may purchase their own food.

8. Smoking, Alcohol, and Drugs

Smoking is permitted during break times so long as residents restrict use to the designated area. Alcohol is not allowed at the temple with the exception of some special community celebrations, and illegal drugs are not permitted on the temple grounds.

9. Socializing

During the morning schedule through the end of breakfast, silence is maintained, and during work periods, personal conversation is to be minimized. During break times and during off-time, residents are free to socialize and make phone calls as they wish but are asked to be considerate of others' needs for quiet, particularly during the evening.

10. Relationships

While romantic relationships are an important aspect of most people's lives, because of the nature of our facilities and our training, we ask that trainees not conduct romantic relationships on the temple grounds. The following guidelines are aimed at structuring an environment of practice and require trainees to be clear about their decisions regarding training and relationships.

- Resident trainees may not have romantic relationships with other resident trainees. Resident trainees who wish to pursue a romantic relationship with each other should arrange to leave residential training.
- If a resident trainee is in a romantic relationship before entering residence or develops a romantic relationship after entering residence, they are welcome to pursue that relationship on their own time outside of the temple grounds.
- Sexual activity is prohibited on the temple grounds.

11. Meetings with the Teacher

In the Zen tradition, personal engagement with a teacher is of the utmost importance. Residents are expected to meet with the head teacher on a weekly basis to pose questions and discuss issues of practice.

12. Off Days

Residents are free to use their off-days as they see fit. Meals are individual or worked out informally with the other residents. Residents are reminded that practice is continual and covers all circumstances in and outside the temple.

13. Office Shifts

Zendo practitioners take turns receiving visitors at the temple and handling phone calls during off-time. When a resident is covering an office shift, they will be expected to remain on the temple grounds except in the case of brief errands.

14. Illness

In the case of illness, modifications may be made for the day's practice schedule. Please speak with the teacher or leave a note on his/her cushion if you will not be able to maintain the schedule because of illness.

IV. (B) Ethical Guidelines for Sangha

A separate document is available which contains more general guidelines for the ethical conduct of the broader temple community.

V. Processes for Residence

Becoming a Resident

- A. Submit an Application
- B. Interview with the head teacher
- C. Trial period of two weeks
- D. Reflection meeting with the head teacher
- E. Commit to a period of residence and make \$200 deposit
- F. Entering residency ceremony
- G. Reflection meetings every three months.
- H. Change of place of practice ceremony marks leaving residential training

Residents Meetings

A residents' meeting is held once a month. The purpose of the meeting is to discuss how things are running as a residential community. We celebrate what is going well and work out difficulties.

Infractions and Difficulty

Minor difficulties—with the schedule, with the rules, with those around us, with what we have been asked to do—are an essential part of day-to-day practice. Difficulty is an opportunity to bring forth the heart of our practice and to gain valuable insight into our lives. We can support each other through the experience of difficulty with compassionate silence, gentle reminders and occasional squabbling, facing our own and others' shortcomings with compassion and a broad heart.

Infractions against the rules, schedule, guidelines, and intent of residential practice do need to be attended to immediately and without hesitation. Serious resistance should be discussed with the teacher and explored through practice and community, while serious infractions should be brought to the attention of the

teacher and, if necessary, the Board of Directors. Residential trainees may be asked to leave residence at any time by the teacher if s/he feels that serious infractions are destructive to the temple community.

Conflict Resolution

We work to resolve conflict throughout our daily practice together. We also use the residents' meeting as a time to reflect on lingering and reoccurring personal or institutional conflicts and strive to find resolutions. For more serious unresolved conflict please refer to the conflict resolution process developed by the Board.

VI. (A) Authority Lines

The harmony of the Sangha is valued deeply. We strive to maintain an environment that balances cooperation with individual character and autonomy. Sharing the same intention to immerse ourselves in the Buddha's teaching, we return to this intention to find our way together as a group. Difficulties and disagreements will naturally arise and should be discussed openly with the teacher and other residents. The Reconciliation Council has the authority to facilitate resolutions to conflict. They may make any number of recommendations for proceeding with a difficulty (see the Reconciliation Council document for further details).

Residents should be aware that decisions about the workings of the temple and training are not a matter of individual preference or democratic vote. They are to be processed through the appropriate individuals and committees. Generally speaking, group decision-making is done on a consensus basis. Regular residents' meetings are a good place to engage in discussions about difficulties and ideas for improving the residential program.

The head teacher does have sole authority over the various temple programs and training. The head teacher is entrusted with decisions about who engages in residential training and may ask residents to leave residential training at any time.

VI. (B) Guidelines Review Process

Minor adjustments to these guidelines will be made through residents' meetings as the residential program is being established. The Board will be kept informed about the development of this document and may wish to amend portions as it sees fit.

After the end of the Spring practice period in 2011, these guidelines will be reviewed through a process that includes the residents and Board. Appropriate changes will be made to the guidelines by the Board after that review process is complete.

Application for Guest Stay at the Eugene Zendo

Individuals who wish to stay at the Zendo and undergo Buddhist training for a week or less are asked to arrange a guest stay well in advance of their planned stay. Guests are expected to participate wholeheartedly in the temple's training schedule.

This temple functions through the freely given support of those who study here—if you feel that this study is of benefit, please consider making a donation to help allow others the same opportunity.

Mail completed applications to: Eugene Zendo, ATTN: Guest Stay 2190 Garfield St., Eugene OR 97405

Name: _____ **Age:** _____ **Gender:** _____

Current Location: _____ **Phone number:** _____

E-mail Address: _____ **Dates for Guest Stay:** _____

Please describe any dietary restrictions, allergies, medications, physical disabilities, or other special concerns:

Emergency Contact: _____

On the reverse side of this application, please describe why you would like to stay at the Zendo, as well as any prior experience you've had with meditation and Buddhist training.

By signing here, you indicate that you agree to, throughout the duration of your residence, abide by all of the rules set forth in the Residential Training Guidelines:

(Name) _____ **(Date)** _____

Application for Residence at the Eugene Zendo

Before committing to residential training, prospective residents are asked to undergo a two-week trial period, during which they sleep in the guest dorm and take part in all aspects of daily life at the temple. For those who wish to become part-time trainees, trial stays can be coordinated with work or school schedules. One may, if one wishes, enter residence immediately following the trial period, or one may leave the temple and enter residence at a later date.

Fees for part-time trainees are 500 dollars a month, while fees for full-time trainees are 300 dollars a month. A 200 dollar deposit is also required in order to ensure that trainees have some cushion to help ease the transition out from residential training. There is no set fee for the initial two-week trial, but if you feel that this training is of benefit, please consider making a donation to help allow others the same opportunity.

Mail completed applications to: Eugene Zendo, ATTN: Residency 2190 Garfield St., Eugene OR 97405

Name: _____ **Age:** _____ **Gender:** _____

Current Location: _____ **Phone number:** _____

E-mail Address: _____ **Dates for Trial Stay:** _____

Intended date for entering residency: _____

Do you intend to stay as a full-time resident or part-time resident? _____

Please describe any dietary restrictions, allergies, medications, physical disabilities, or other special concerns:

Emergency Contact: _____

On the reverse side of this application, please describe your current life circumstances, including your religious background and any prior experience with meditation and Buddhist training. Also, please describe what has led you to consider residence. If applying for a part-time residence, please outline the activities you plan to engage in outside of residential training including any information you now know about your schedule.

By signing here, you indicate that you agree to abide by all of the rules set forth in the Residential Training Guidelines throughout the duration of your residence:

(Name) _____ **(Date)** _____