



Information for  
Yong Maeng Jong Jin  
Retreatants

## Practice Information

### Schedule

Everyone participates fully in the schedule. If you are ill or have another emergency that makes you miss any part of the practice schedule, please leave a note to the Head Dharma Teacher in the Bulletin Board. The Head Dharma Teacher is in charge of the dharma room and formal practice.

### Retreat Schedule

Interviews are given during chanting and sitting periods as determined by the retreat leader.

4:30 a.m.	Wake-up bell
4:45 – 5:00 a.m.	108 prostrations
5:15 – 6:00 a.m.	Chanting
6:00 – 7:30 a.m.	Sitting Zen

7:30 a.m.	Breakfast
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8:15 – 9:15 a.m.	Work Period
10:00 a.m. – Noon	Sitting Zen

12:00 p.m.	Lunch
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1:30 – 4:00 p.m.	Sitting Zen
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5:00 p.m.	Dinner
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6:30 – 7:30 p.m.	Chanting
7:30 – 9:30 p.m.	Sitting Zen
9:30 – 9:40 p.m.	Chanting

Sleep (or optional extra practice)

The dharma room is open during breaks for those wishing to do extra practice.

## The Dharma Room

Everyone helps maintain an atmosphere of quite in the dharma room. Please don't move during sitting periods. If you are sleepy, or in a great deal of pain, you may do a sitting bow and then stand quietly behind your cushion, with your hands in hapchang. (Before you get up to stand, please make sure your legs are not asleep.) Before sitting back down again, do a standing bow, then settle quietly.

During chanting, please hold your chanting book in the hapchang position.

Entering and  
Leaving:

When entering or leaving the dharma room, face the Buddha and bow. During sitting periods, please enter or leave the dharma room only during walking meditation, except for an emergency. If you are late, sit on a cushion outside the dharma room until the chugpi is hit and enter during walking meditation. You may enter the dharma room during bows and between chants.

During walking meditation, you may leave to use the bathroom; walk in line until you come to the door, then bow and leave. When you re-enter, either return to your place in line, or wait until everyone is standing behind their seats and enter quickly.

Interviews:

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

Interviews will be held in the interview room upstairs. Interview order usually will be described at the beginning of the practice period. When it is your turn, bow, get up, and leave immediately, bowing again as you leave the dharma room.

Go to the interview room, enter and do a standing bow facing the teacher, then stand behind the cushion and do a standing bow, a prostration, and a standing bow. Then sit. Follow this form in reverse when leaving. Do not turn your back to the teacher while leaving.

When your interview is over, re-enter the dharma room immediately so that the next person will know to go. (In this case, it is not necessary to wait until the end of sitting or chant to re-enter the room.)

Head dharma  
Teacher:

If you have questions or problems at times when interviews are not scheduled, please speak to the head dharma teacher who will help (or possibly set up a meeting with the teacher leading the retreat).

The head dharma teacher will walk with the stick during sitting periods, to help everyone stay awake and alert. Someone who is sleeping or nodding may be tapped lightly on the shoulder with the stick, then hit with a slapping sound on the back twice on each side of the spine (not near the spine). You may also ask to be hit by holding your hands in

hapchang. The person carrying the stick also corrects posture and hand position (mudra). The retreat leader will walk with the stick at the end of each day and at the end of the retreat. Everyone will receive a hit at this time.

## Silence

During Yong Maeng Jong Jin, we keep silence in all areas of the Temple. If you need to communicate with the head dharma teacher about formal practice or work, write a note; note paper and pencils are on tables around the Zen Center. Silence is one of the most powerful ways to perceive our own minds and practice, just observing silence is great practice itself. Eye contact is permitted during the retreat.

## Meals

Attend all meals, even if you are fasting. The meals are part of the formal practice and are eaten silently in traditional temple style, with four bowls. The silence of the meal includes handling the bowls and utensils quietly. You will be assigned a set of eating bowls. The moktak will be hit 5 minutes before meal time, when you hear this please go to the dinning room. The dinning room is located in the main house of the Zen Center. Please carry your bowls and you cushion from the dharma room to the dinning room.

Once you become familiar with the serving procedures, please help serve the food, unless it is your turn to use the condiment tray. Use the tray first, then help serve.

You will be assigned cooking and clean-up jobs during the retreat; everyone helps with food preparation and clean up. If you are uncertain about what the kitchen jobs are, check the assignment sheet posted on the bulletin board.

There will be no eating between meals.  
Tea is available in the kitchen during some breaks.

## Dharma Talk

A dharma talk will be given on Saturday. A student will talk for ten to twenty minutes then the teacher will answer questions. Sitting resumes after a short break.

## Living Situation

Please do not wear fragrances during YMJJ

## Sleeping

Most sleeping space will be assigned by the housemaster. If you are staying in the dharma room or the interview room you must take your personal belongings out every morning. If you have any problem with your sleeping arrangement please see the housemaster.

## Bathrooms

After the wake-up bell is rung, please use the bathrooms quickly and wait until after bows to brush your teeth, shave, etc. When a bathroom door is closed, please knock before entering. If someone knocks while you are in the bathroom, knock back to let him or her know it is occupied.

If showers schedules have been posted on the bathroom doors please sign up ahead of time to use them. There are two half bathrooms in the first floor. There are two full bathrooms upstairs. Please leave no trace when using the facilities. Hot water is limited so use it only when necessary.

## Work Period

You will be given a work period assignment each day. The beginning and end of work period is signaled by a work bell. Work period is part of formal practice. Please do the job thoroughly and meticulously. If you finish your assignment before the hour is through, please see the housemaster for a new job so that the full hour is used.

## Mindfulness

A Yong Maeng Jong Jin is an opportunity to focus on being completely present. Everything we do during the retreat is a form of practice. During sitting time, only sit; during eating time, only eat; during rest time, only rest. It is a good idea to leave behind anything that pulls you away from being completely present at the retreat: books (except those by Zen Master Seung Sahn), radios, beepers, cell phones. For two days, you don't have to think about anything. The schedule is set, the meals are provided, the bell signals when to wake up, the moktak signals when to go to the dharma room. You don't even need a watch. Take advantage of this rare opportunity.

If this is your first retreat, don't worry about trying to remember all of this. Be observant; follow the actions of others. The Head Dharma Teacher will help everyone keep correct form throughout the retreat

*Have a good retreat!*