

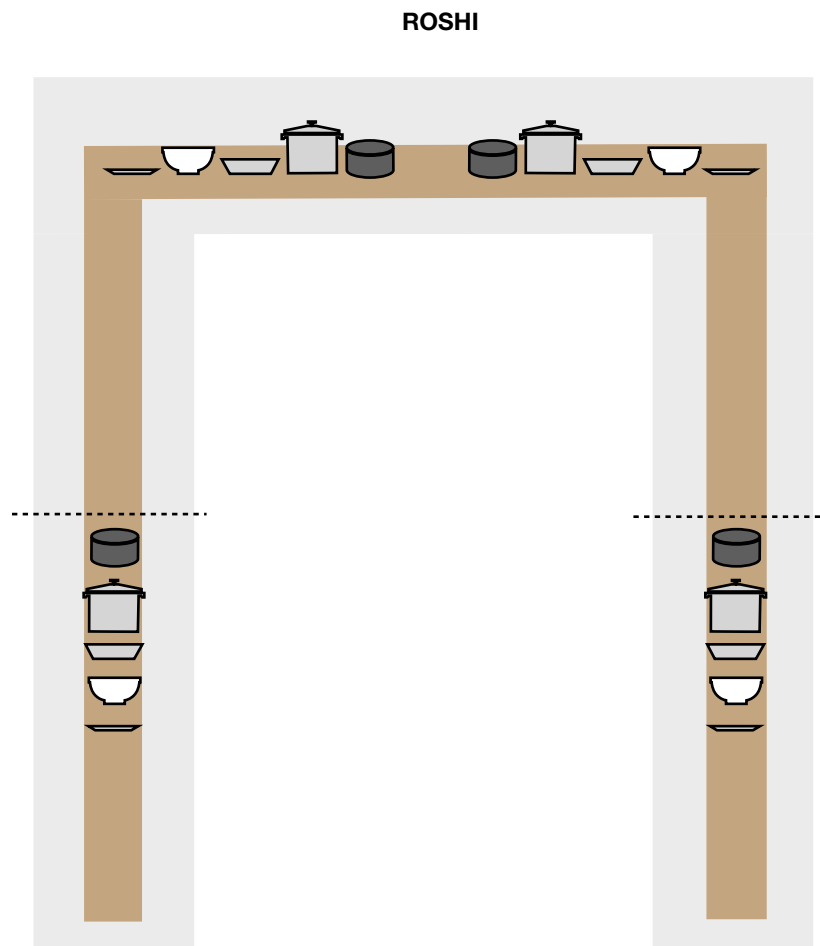
WHERE TO PUT THE MEAL ON THE TABLE

Day one, two, three and day seven

On day one, two, three and seven, the food starts from the head of the table, where the Roshi is sitting. In the pictures below 'lunch' is used as an example, but it is the same for breakfast and supper.

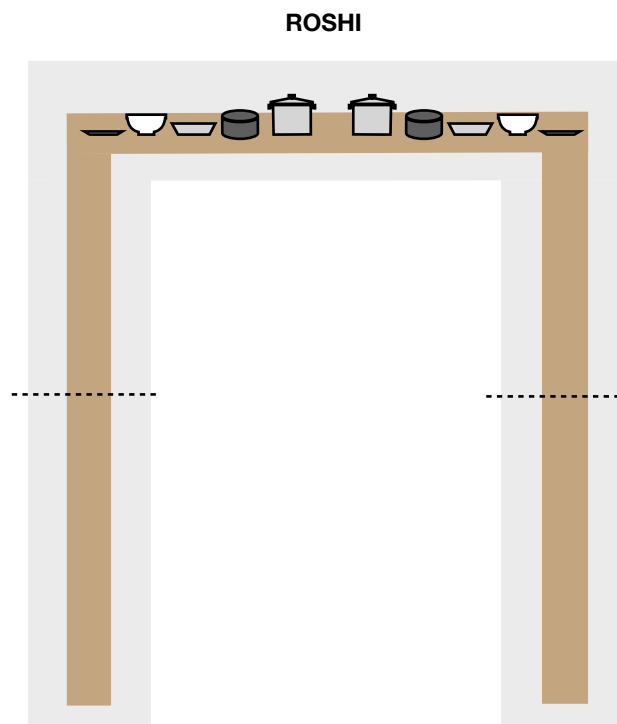
First round

For the first round there are four sets on the table. Two sets at the head of the table (one going to the left, the other going to the right), and two additional sets halfway.



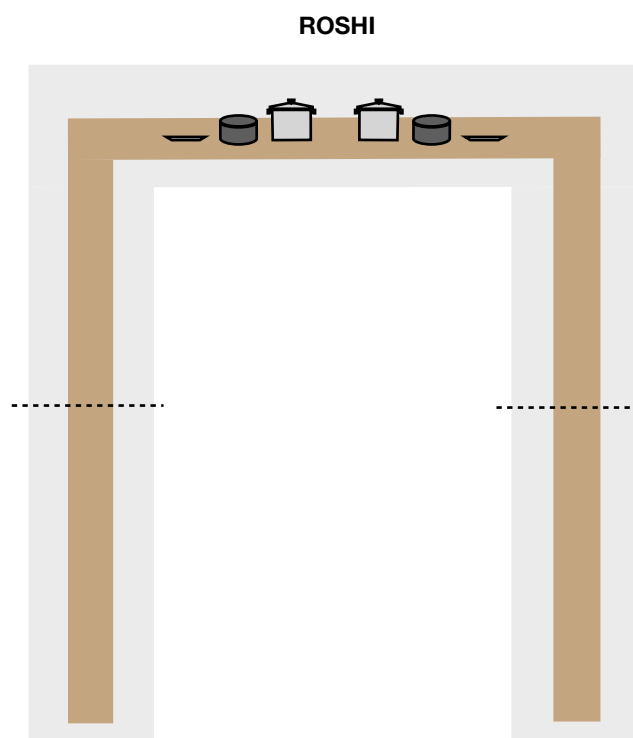
Second round

For the second round there are only two sets on the table, starting for the Roshi and moving all the way to the end of the table.



Third (last) round

For the last round there are only two sets on the table. Only soup, rice and pickles are served.



WHERE TO PUT THE MEAL ON THE TABLE

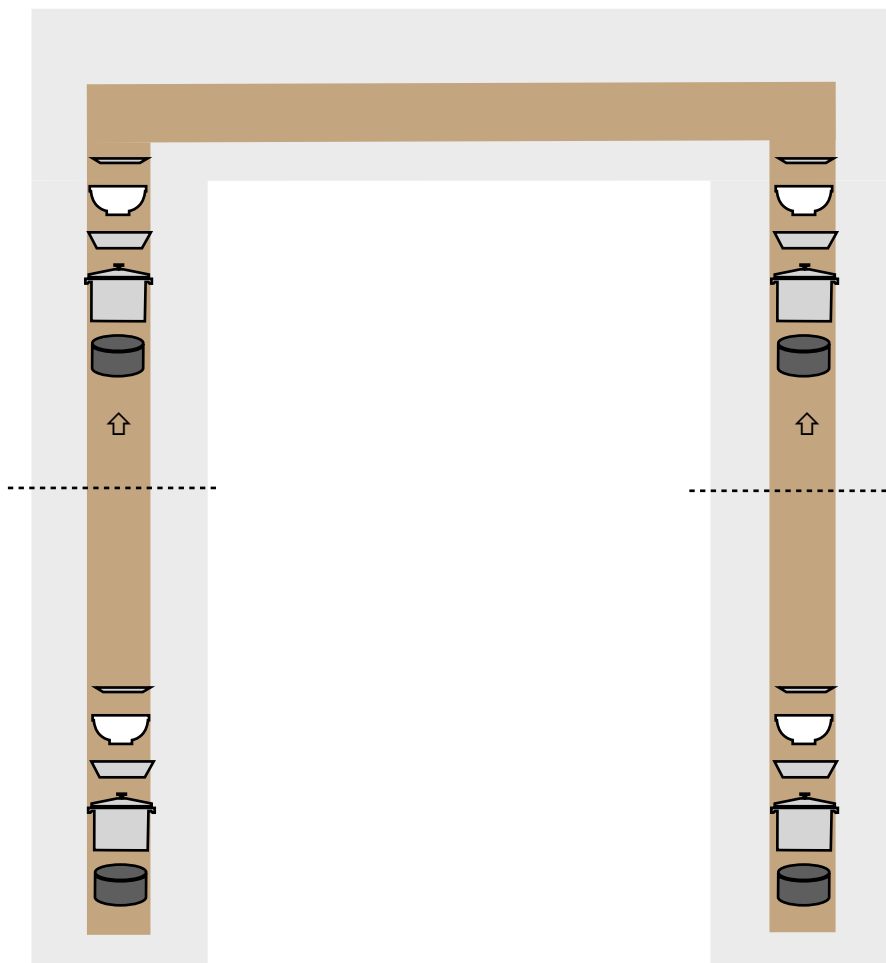
Day four, five and six

On the fourth day the direction changes. Now the food starts from the end of the table. In the pictures below 'lunch' is used as an example, but it is the same for breakfast and supper.

First round

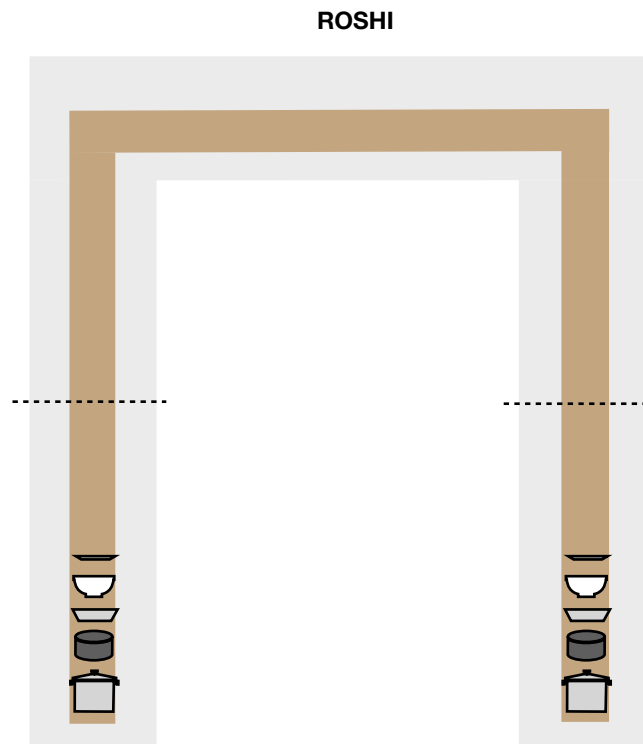
Please put the sets a little bit further than halfway on the table (as indicated by the dotted lines and arrows). This is to make sure that there is still enough food left when the dishes reach the Roshi.

ROSHI



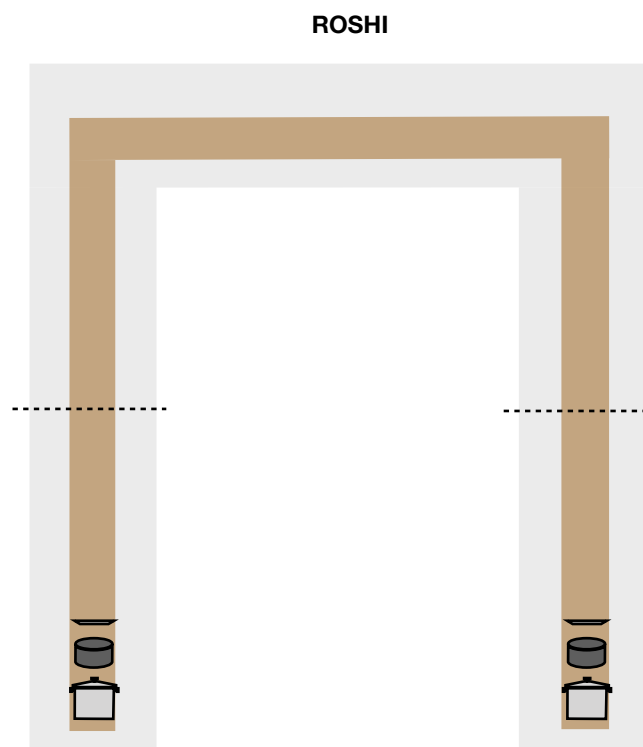
Second round

For the second round there are only two sets on the table, starting from the end.



Third (last) round

For the last round again there are only two sets on the table. Note that only soup, rice and pickles are to be served.



HOW TO SERVE BREAKFAST

What is to be served?

OKAYU – rice gruel (rice soup)

MISO – spicy paste made of fermented soy beans and brown rice

GOMA – grinded sesame seeds - or sometimes roasted sunflower seeds

SIDE DISH – usually beans and stir fried vegetables, served warm

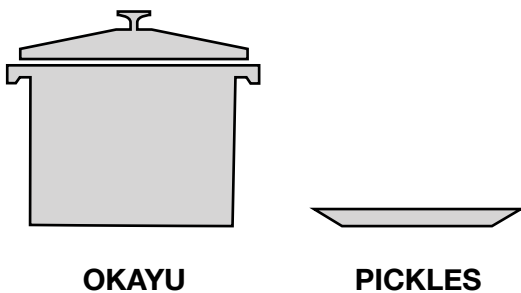
PICKLES – slices of rettich and pickles

First and second serving:



Third serving:

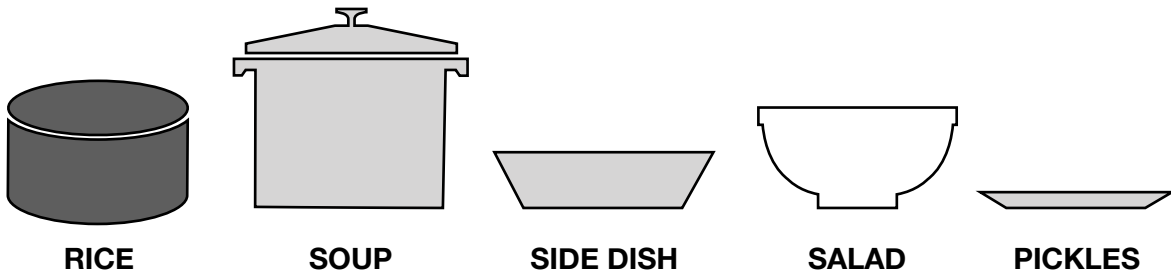
Only serve okayu and pickles. All other things go back to the kitchen.



HOW TO SERVE LUNCH

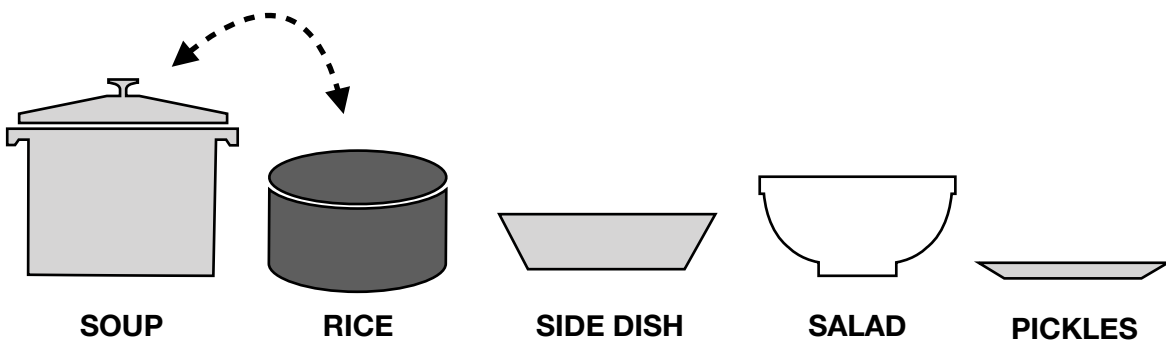
First serving:

The rice may also be pasta, potatoes or some other dish.



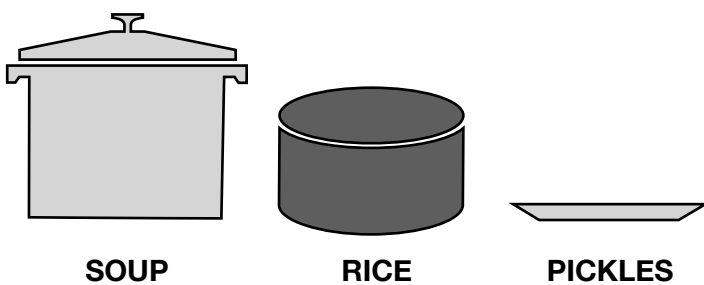
Second serving:

The soup comes first now!



Third serving:

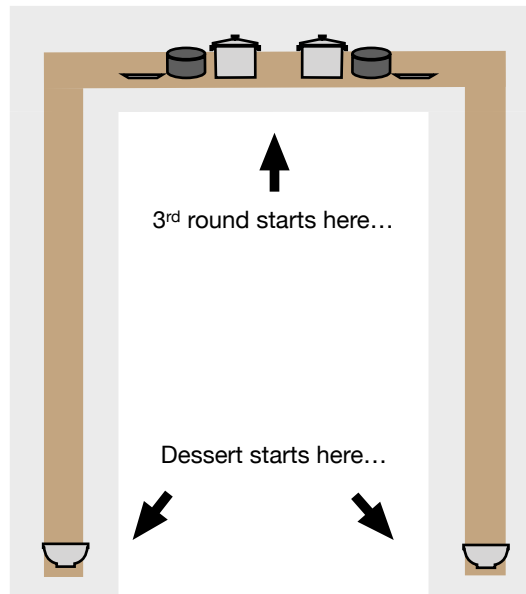
Only serve soup, rice and pickles. All other things go back to the kitchen.



HOW TO SERVE DESSERT

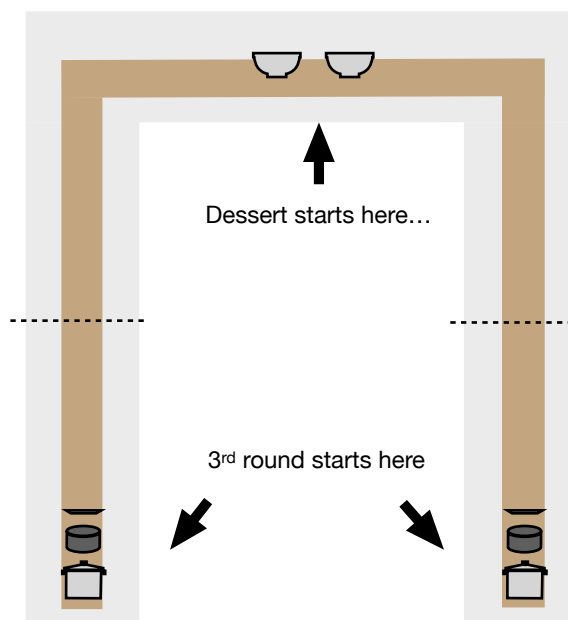
Dessert is served only during lunch. It is served as soon as the third round starts, but it starts from the opposite side of the table. So if the third round starts from the head of the table, dessert starts from the end (and visa versa).

Day one, two, three and seven



Day four, five and six

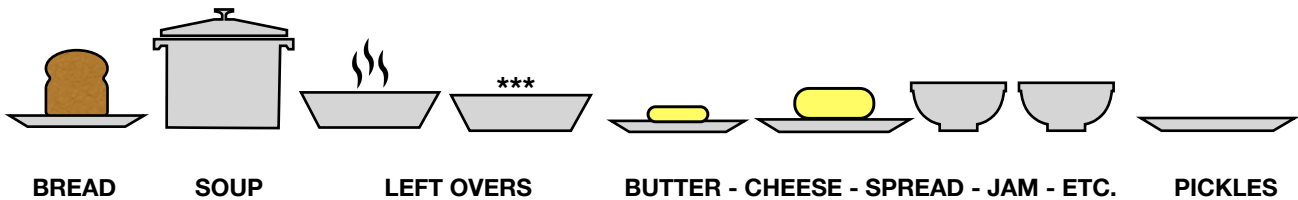
Do not forget to put the dessert in de the window sills before the meal starts.



HOW TO SERVE SUPPER

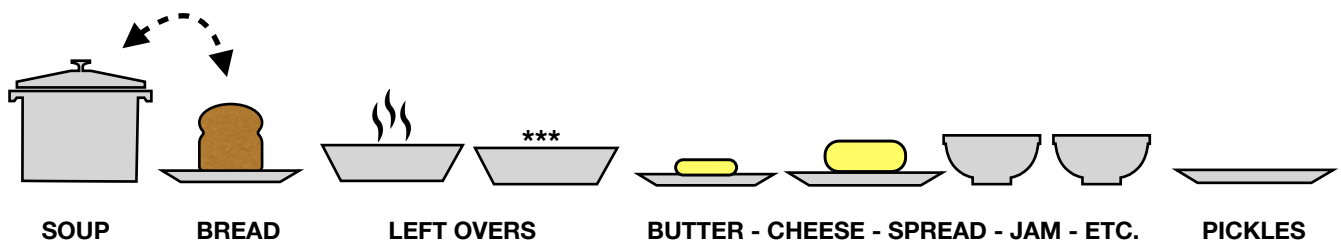
First serving:

Warm dishes come before cold dishes.



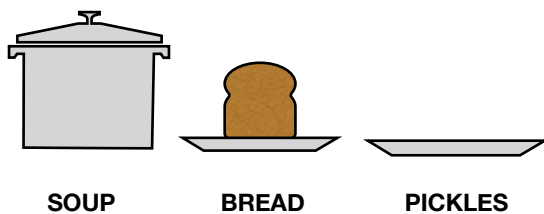
Second serving:

The soup comes first now.



Third serving:

Only serve soup, bread and pickles. All other things go back to the kitchen.

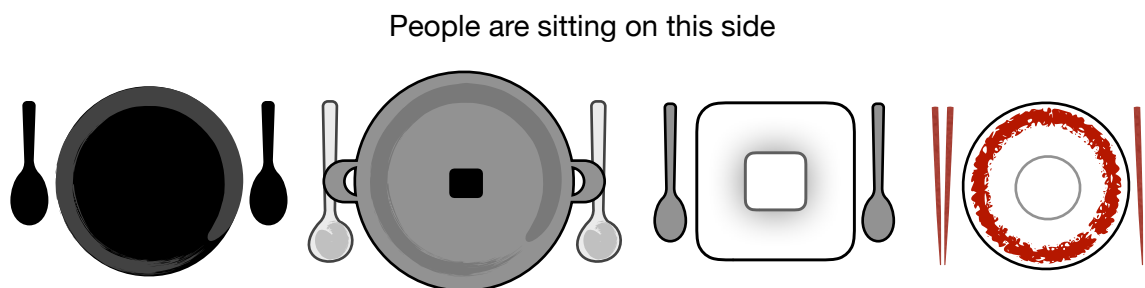


Placing laddles, spoons and chopsticks

Day 1, 2, 3 and 7

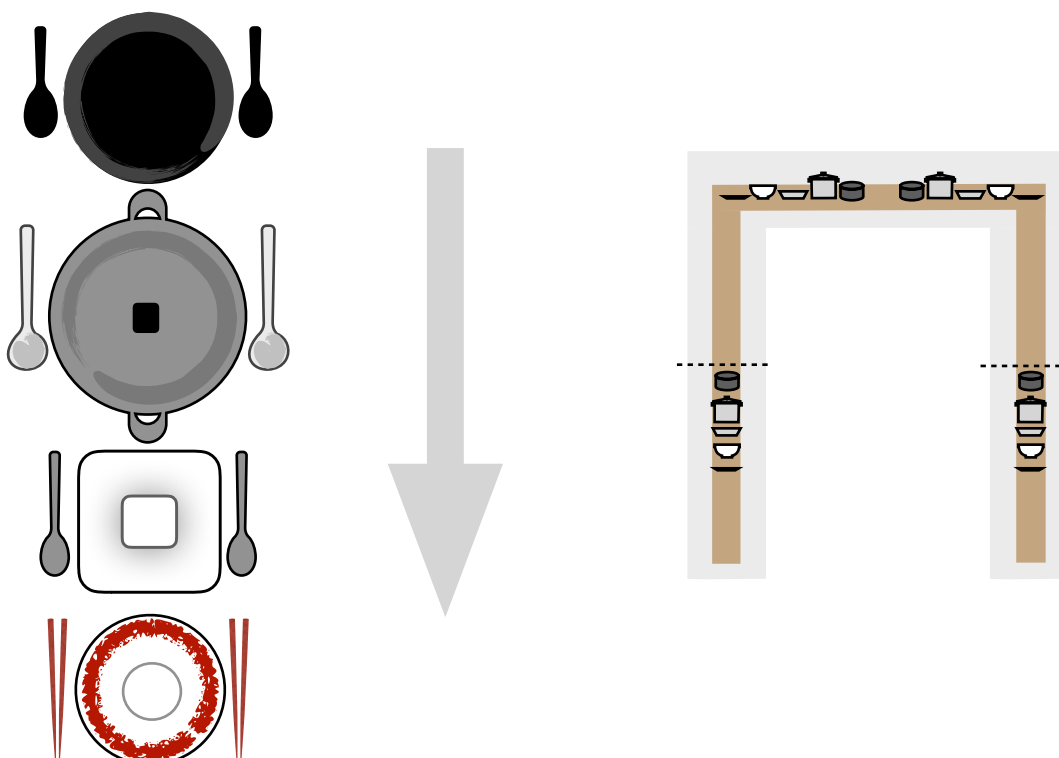
Head of the table

At the head of the table the ladles, spoons and chopsticks are always placed with the handles pointing to where the people are sitting.



Side tables

At the side tables the ladles, spoons and chopsticks are pointing in the direction that they are moving, away from the first (main) dish. On day 1, 2, 3 and 7 they move down the table, so they are pointing down.

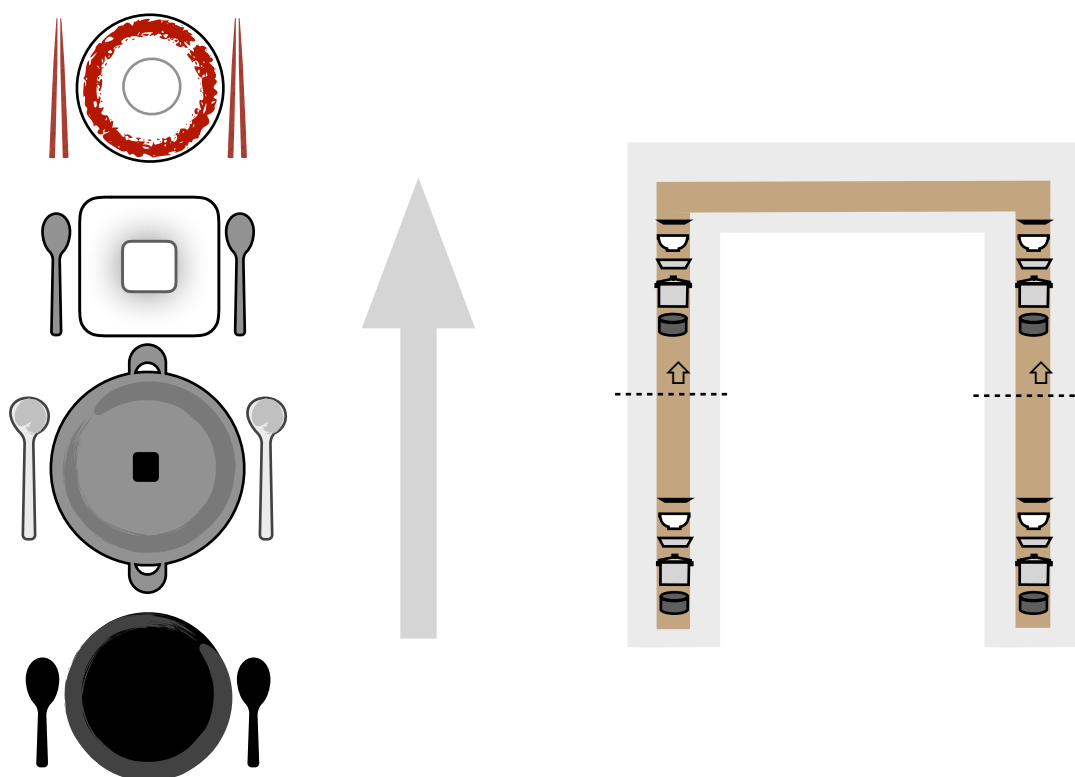


Placing laddles, spoons and chopsticks

Day 4, 5 and 6

Side tables

On day 4, 5 and 6 all the sets start from the side tables. The ladles, spoons and chopsticks are pointing in the direction that they are moving, away from the first (main) dish. On day 4, 5 and 6 they move up the table, so now they are pointing up.



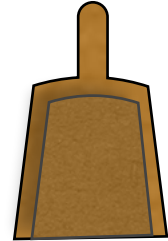
Offerings and cleaning up

Overview

The daily tenzo team and the table servers are also responsible for the preparation for the offerings and the cleaning after the meal.

This consist of putting out:

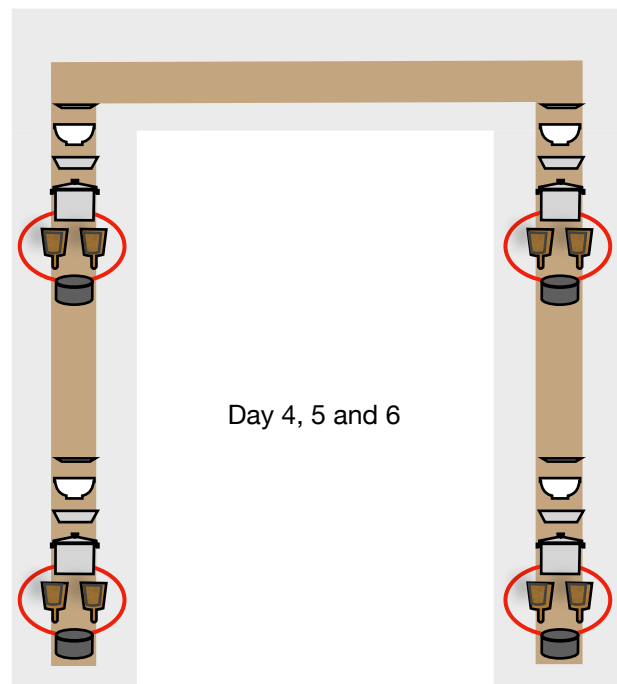
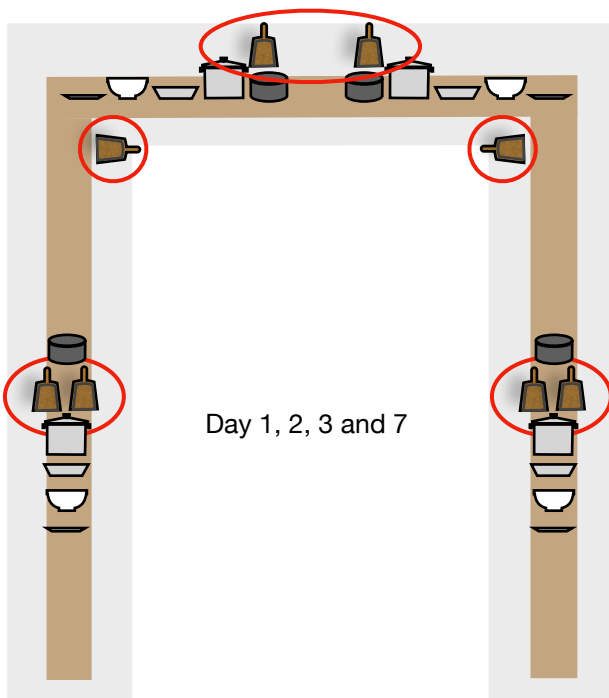
- the wooden *saba* for the rice offering at the beginning of the meal
- the tea
- the bamboo containers for the water offering after the meal
- the cloths for wiping the tables



A saba

Where to put the saba

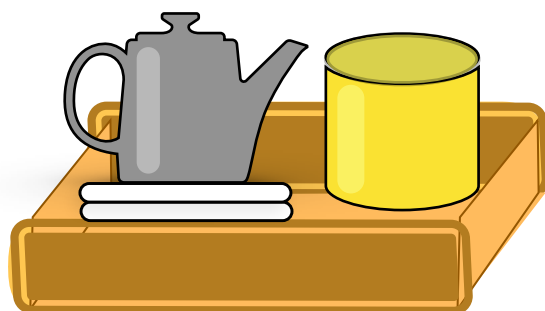
The saba should be right after the main dish.



Water offering and cleaning

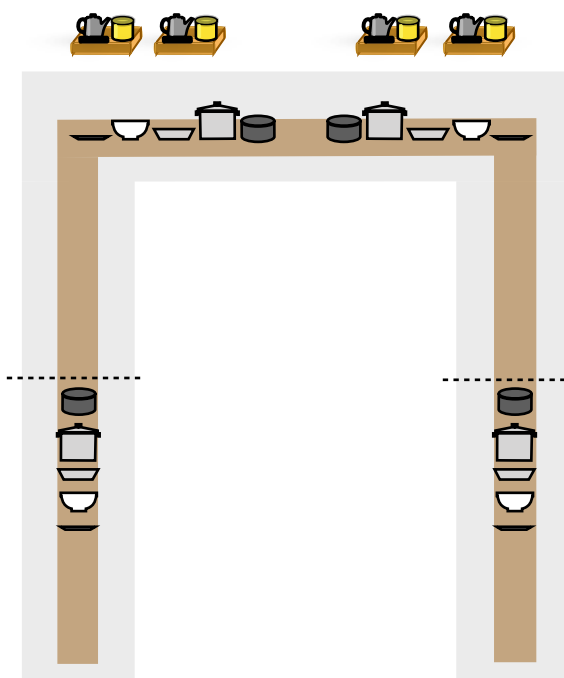
For the water offering, cleaning of the bowls with tea and cleaning of the tables, the serving team has to prepare 4 sets. These 4 sets are placed in wooden boxes, containing:

- a bamboo container for the water offering
- a white, wet cloth for cleaning the table
- a tea kettle filled with tea or hot water, standing on top of the cloth (to keep it warm.)



Where to put the boxes

On day 1, 2, 3 and 7, the four wooden boxes are placed at the head of the table in the window sills. (Two sets in each window.) They have to be put there before the meal starts.



On day 4, 5 and 6 the boxes are standing are just standing on the other side of the zendo, on the round table right next to the kitchen door.

ANNOUNCING THE MEALS

Ringling the big bell in the hallway

Exactly five minutes before the meal starts, one of the tenzo's announces the meal by ringing the big bell in the hallway. The pattern for ringing the bell is 'big-big-big-small-big':



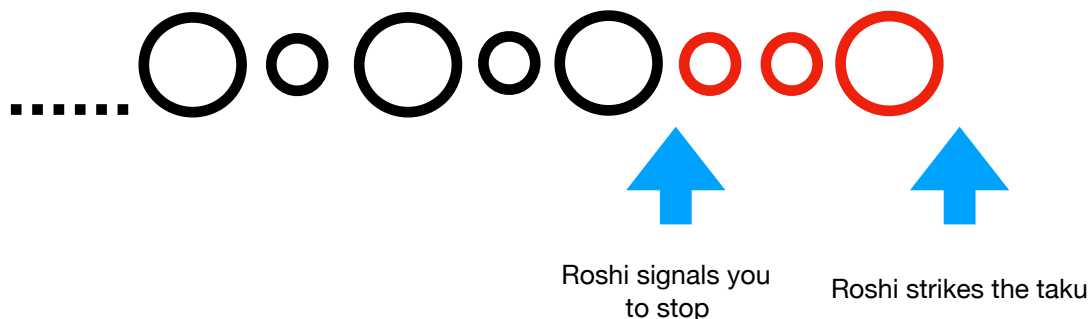
Ringling the Umpan

Immediately after ringing the big bell, the tenzo starts ringing the *umpan*, the small gong from the kitchen. The pattern for ringing the umpan is as follows:



So you **start** with big-small-small (in red), and then **continue** with big-small-big-small-big-etc. when the sangha is entering the dining hall.

When everybody is seated, the Roshi gives a signal to the person with the umpan by crossing the *taku* ('claves' – his wooden rhythm sticks) in front of him. This is the sign for person with the umpan to stop. This is done with the pattern 'small-small-big' (below in red):



Right after the last strike, the Roshi hits the taku and starts the Heart Sutra.

(Please see the other side for two common mistakes.)

Two common mistakes

There are two common mistakes which should be avoided:

- WRONG: The umpan already stops when the jisha rings the inkin. This is too early. The umpan should stop only when the Roshi gives his signal.
- WRONG: To stop, the umpan waits for the Roshi to hit the taku. This is the wrong way around. The Roshi waits for you to do the closing pattern (small–small–big, the red pattern) and only then strikes the taku. (Or to be more precise: they hit exactly at the same time.)

HOW TO PREPARE OKAYU

For preparing the *okayu* – the rice gruel we eat for breakfast – we use the pressure cooker. The pressure cooker will cook the rice much quicker than cooking it in a regular pot would.

PLEASE FOLLOW THE INSTRUCTIONS AND INDICATED TIMES CAREFULLY

Using the pressure cooker



Pressure cooker



Ladle

1. Put pressure cooker on big fire until the cap starts to spin (this takes about 20-25 minutes)
2. Turn the flame very small and cook for 23 minutes (use the timer!)
3. Put pressure cooker under cold running water for 3 minutes (careful: **HOT**)
4. Empty cooked rice into big pot and add hot water, using the ladle. (The main tenzo will tell you how many ladles of water you must add.)
5. Cook for ± 10 minutes while stirring gently
6. Divide into 4 serving pots

WARNING

When you put the pressure cooker under cold running water (at 3) **DO NOT TAKE OFF THE CAP.** This will cause very hot steam to escape from the valve and you run the risk of burning yourself.

Time table

Preparing the okayu takes approximately 1 hour and 10 minutes.

	Start preparing at:	Meal serving starts at:	Breakfast at:
Summer and samu sesshin	5:20	6:30	6:55
Winter sesshin	6:20	7:30	7:55

HOW TO PREPARE PASTA

Cooking pasta for lunch



Cooking pot



Sieve



Pan

7. Preheat the oven to ± 100 °C
8. Fill up 2 cooking pots with hot water and bring them to the boil
(If you start out with cold water, it will take 15-20 minutes for the water to boil)
9. When the water is boiling, put in the right amount of pasta (see below)
10. As soon as the water starts to boil again, turn down the fire and cook the pasta for about 10-15 minutes (try the pasta to see if it is already cooked!)
11. When the pasta is ready, put it into 2 big sieves (to get rid of the water)
12. Put a little bit of oil in 4 pans, put in the pasta and cover with aluminium foil
13. Keep the pasta in the oven until serving

Amounts

When cooking pasta for about 60-70 people, you can calculate the right amount like this:

- Take **50** gr. of pasta per person
- Add **300** gr. extra on top of it

EXAMPLE: Pasta for **65** persons is **65** x **50** (= 3.250) + **300** makes 3.550 gr. of pasta.

Time table

Preparing pasta takes approximately 45 minutes.

	Start preparing at:	Meal serving starts at:	Lunch at:
Summer session	9:50	10:30	10:55
Winter and Samu session	10:50	11:30	11:55