

## JIKOJI PRACTITIONER AND GUEST POLICY

### GUESTS:

#### Individual Retreat Guests

Rates and terms posted on the Jikoji [website](#) apply. The guest manager (or designee) is authorized to negotiate individual rates and terms, considering past relationships and Jikoji's circumstances.

#### Group Retreat Guests

Rates and terms posted on the Jikoji [website](#) apply. The guest manager (or designee) is authorized to negotiate group rates and terms, considering past relationships and Jikoji's circumstances. Finance will be notified of any major commitments below Jikoji's posted rates.

#### Honored Guests

Sesshin teachers, other ordained teachers and honored guests invited or approved by the guiding teacher (or designee) will not be charged.

#### Personal Guests

Staff and practitioners may host close friends and family for short stays.

- The host of the guest is fully responsible for their guest, including sleeping arrangements, meals, orientation, any damages, and any interpersonal issues.
- Personal guest requests are made to the guest manager (or designee, and subject to review by the guiding teacher or designee) and will only be accommodated on a space available basis.
- Short stays - a maximum limit of two-weeks, exceptions only on approval of the guiding teacher or designee.

### PRACTITIONERS:

#### Term Practitioners

Practice terms are bi-annual, with a practice agreement/review/dokusan before each bi-annual board meeting, with board confirmation following (generally the first Sunday in June and December). A mid-term review may also apply. Those entering or leaving Jikoji at other times of the year, same process applies with a pending board confirmation.

A practitioner's intention at Jikoji is assumed to be for spiritual development, and a serious propriety in that regard is expected. A practitioner is expected to participate in daily zazen practice, weekly Ino assignments, engagement in Sunday programs, participation in sesshins, special tasks, service work, maintenance of Jikoji, to pay a monthly utility fee, and to maintain harmonious social integration with other members of the Jikoji community and be a welcoming host to its guests.

To be considered for approval of a practice terms an applicant must:

- Be familiar with or serious interest in Soto Zen practice and living in community.
- Commitment to enter into a Soto Zen practice life.

- Compose and maintain a practice agreement, meet with guiding teacher, tanto or designee, and have the interest, time, and resources to meet the commitments.
- Engage in the needed and necessary support work for Jikoji's daily function.
- Agree that participation in practice terms shall not exceed one year in cumulative duration, provided, that only upon favorable periodic review and approval by the Guiding Teacher or designee, will the initial and subsequent practice terms be extended.

### **Short Term Practitioners**

The same conditions apply for those staying less than six months. Same conditions (practice agreement, engagement, work, fees, etc.) as Term Practitioners.

### **Practitioner Staff**

A Jikoji Staff person has a longer commitment to Jikoji established by the board. They have work or management responsibilities exceeding the Term Practitioners, and are not term-conditioned, but in other aspects of practice, participation and spiritual propriety the same. Staff does not have utility fees and may be granted a stipend.

### **Practitioners and Guests Addendum**

Practitioners and guests may not include in connection with their stay any items, projects, or activities deemed to be incompatible with Jikoji's purpose and practice as determined by the guiding teacher, staff or the board of directors, such as:

- personal pets,
- dependents, partners, friends, or relatives unless permitted as a Personal Guest,
- larger household items, furniture, etc.
- all individual property and possessions must be stored in each person's living quarters, and all personal property removed upon leaving Jikoji.

### **Utility Fees**

Fees are \$500/month or \$750/month or other amounts by special arrangement with the Guiding Teacher or other staff member(s) as designated by the guiding teacher. Fees are payable in advance by the first of each month and should be transferred electronically to Jikoji's General Fund.

### **Delinquency**

If a Term Practitioner cannot pay their fee on time they must notify Jikoji at [dana@jikoji.org](mailto:dana@jikoji.org) describing how they will catch up, including cumulative delinquencies if any. A delinquency of over \$1,000 may be reported to the Finance Committee and/or reviewed with the Board at its next scheduled meeting (generally the first Sunday in June and December).