

DAILY PROGRAMME AND SCHEDULE IN ĀRĀMA KARUṆĀ SEVENA

Staying and practicing in the ārāma enables you to live in an order and discipline. For a short period, you can practice the way of life led for centuries by Buddhist monks and nuns. This presents a unique opportunity of replacing your old habits with wholesome ones, learning to live more skillfully, bringing about a happier life and a calm mind.

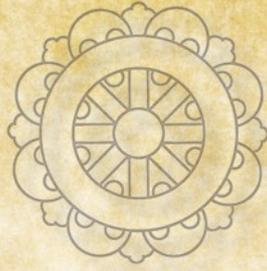
5:00 WAKE-UP ALARM AND A HYGIENE, gong – the person on duty sounds a gong

5:15 INDIVIDUAL MEDITATION PRACTICE

Follow meditation instructions given to you by the teacher on the previous day, practice calmly, diligently and persistently. A right effort and concentration will bring good results. At any time of your stay, lecturing other lay practitioners on meditation or sharing your own meditation progress is strictly forbidden. Please keep the door of the meditation hall always closed. After the first morning session, put your cushion set away, so that the hall can be cleaned later.

6:00 PREPARATION OF DĀNA AND CLEANING OF THE ROOMS – practicing mindfulness during daily duties

Rules of ārāma - everything in the ārāma has its place and order. Please try to respect that and do not change the way things are according to your own will. Always be on time and follow the time schedule carefully. After using any items, kindly return them back to where they belong. Cleaning is carried out diligently in the ārāma and Viveka (the name of the neighboring house that is used for an accommodation of visitors and lay people). On the premises of the ārāma and Viveka, please do not use wi-fi, Bluetooth, cell phones, tablets, notebooks and other electronic devices. Do not use the cell phones in the meditation hall, not even to check the time. After your arrival, hand over a cell phone and other electronic devices to the organizers or bhikkhunī Visuddhi. In case of emergencies, report the problem and use your mobile phone outside of the ārāma.



Kitchen – a breakfast is prepared by the person on duty, in Viveka. It is laid out on a buffet table: Bakery, jams, butter, cheese, bread-spread, muesli, coffee, tea, milk, juice, fruits. People are welcome to serve and offer food to the monastic and afterwards to themselves. If your eating habits vary, don't force them on others. Even though you are not used to consuming a particular food, prepare it regardless, so that everybody can have a choice.

Meditation hall – mop the floor with a well wrung out cloth and use an oil based floor cleaner, dust the window sills, the front podium and the door, carefully polish the wooden furniture. Let the air out regularly. Close the windows during rain.

Corridors and the stairway - mop the halls in the ārāma and Viveka and stairway; dust the doors, shoe rack and the bookcase. Clean the shoe rack, arrange shoes. Do not leave your shoes lying around in the corridors! Wash the doorsteps and the windowsills, sweep the pavement.

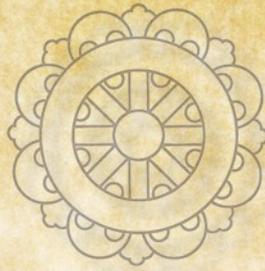
Bathrooms – clean the bathrooms and toilets in the ārāma and Viveka diligently. Mop the floors, clean the washbasins and the toilets, polish the faucets and the shower hoses with a lime scale remover, wipe the water drops down the tile-wall, polish the mirror, refill the toilet paper and the soap, and change the towels if needed. If they are dirty, wash them. Empty the bins into large dustbins located in the garage in Viveka.

7:00 DĀNA, gong – food offering to bhikkhunī

Place food for bhikkhunī either directly into her bowl or offer the content of the entire table via touching it and mindfully donating the meal. After that, please leave the kitchen and wait in the corridor or adjacent room, until bhikkhunī is finished and leaves. Do not disturb bhikkhunī or talk to her during this time. After bhikkhunī exits the room, feel free to serve yourself a meal.

7:30 CLEANING THE KITCHEN

After the breakfast, a person on duty cleans the kitchen, washes the dishes and puts them back where they belong. Do not wash large pots under running water. Any food or dishes need to be cleaned off the kitchen countertops. Sweep and wash the floor. Sort out the paper and plastic waste into the bins.



Please do not hang around or cook in the kitchen in the periods between breakfast, lunch and afternoon tea. Be mindful and keep noble silence.

8:00 ORGANIZATIONAL MEETING, gong

An organizational meeting will take place in the large common room in Viveka in order to plan the work schedule for the day and discuss other organizational matters. You will get a chance to report if something is broken and needs a repair. At this time, please do not bring up interpersonal issues and conflicts that may have arisen, we recommend practitioners to focus on organizational matters only.

8:30 MINDFULL WORK ACTIVITIES – practicing mindfulness in the daily duties

Gardening – water the plants and the grass on the ārāma’s garden, take care of the window flowers (the ones in the flowerpots on the street as well as those in the garden house,) mow the lawn, pull out weeds.

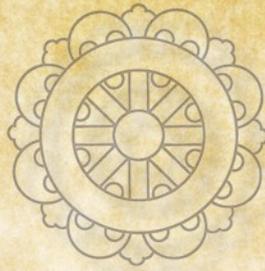
Cleaning up in Viveka - jobs will be assigned in the morning, according to what is needed. Use the cleaning supplies stored in the cupboard in the kitchen and put them back after using. Do not disturb others during activities. Work is part of the meditation training of mindfulness.

Windows – clean the windows as needed at least once a week in all rooms of the ārāma. If the air conditioner is on, open the windows to let the air out in the morning and evening, for 20 minutes at the most in order to save energy. The same applies in the winter, when the heating is on.

Preparation of midday meal – carefully wash, peels or cut fruit and vegetables. Prepare other ingredients, dough, side dishes, sweets, etc.

10:00 PREPARATION OF DĀNA, CLEANING THE KITCHEN, GROCERY SHOPPING, PERSONAL LAUNDRY

Preparation of dāna – only vegetarian meals are cooked in the ārāma (egg free). Prior to cooking, check the refrigerator and the shelf life of food that needs to be used up first. Meals are prepared without salt or spices, those will be laid out separately on the buffet table, so that everybody can season the meal to his or her



own liking. Meals are served fresh, simple and dietetic. Cook in such way, so that the food leftovers do not need to be thrown away and wasted (e.g. 2 potatoes per 1 person, if there is other side-dish, like rice, then use 1 potato per 1 person). The optimal nutrient ratio is the same amount of proteins (tofu, curd, cheese, soy), vegetables (raw and cooked) and carbohydrates (rice, couscous, pasta, oats). The leftovers can be re-heated only once. It is recommended that you use a rubber band or head band, while cooking. Clean your hands and nails thoroughly.

Cleaning the kitchen – clean out refrigerator, drawers and shelves, polish the cutlery and glasses, throw out old and expired foods, arrange items in the cupboards, and polish furniture.

Grocery shopping – the amount of groceries bought will be determined by the number of visitors or laypeople staying in the monastery. Lay practitioners will be kindly asked to arrange sharing cost of groceries between themselves. Buy only fresh food. Mind the expiration date when shopping as well as the amount of calories, fat and carbohydrate content in the food items.

Laundry – wash and dry laundry in the designated area and during this scheduled time. Save water and energy.

Personal cleaning – keep your rooms clean and air out regularly. Put your luggage away after arrival to a designated space. Do not move furniture or other items from one room or floor to another (e.g. lamps, pillows, cloths, buckets, brooms).

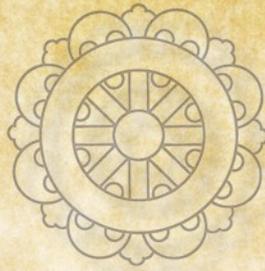
11:30 DĀNA, gong – offering to bhikkhunī

According to vinaya rules, bhikkhus and bhikkhunīs may receive dāna until 12 o'clock. If you wish to give a dāna to venerable, please do so during this period only (including foods, chocolates, tea, drugstore products, etc.) Offer gifts respectfully with both hands and place them in front of bhikkhunī without touching her.

12:00 CLEANING UP THE KITCHEN – the same as after breakfast

13:00 AFTERNOON RESTING – during this time, please stay in our rooms and rest. Do not disturb or talk to others, keep noble silence.

14:00 INDIVIDUAL MEDITATION PRACTICE, gong



17:00 INDIVIDUAL INTERVIEWS, TEA, COFFEE, PERSONAL HYGIENE, gong

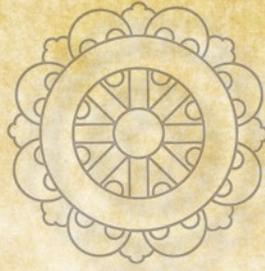
Interviews – a possibility to talk about the meditation practice with bhikkhunī. The topics may be directed to meditation only. During the interviews, focus on what has been happening in meditation on the specific day, or the day before at the most. Do not talk with bhikkhunī about your past, future, don't lapse into mental formations (what if, how if). Bhikkhunī is interested in:

1. how your meditation progresses, what is currently happening here and now,
2. what the hindrances of your mind are,
3. what is happening in the body and on the level of mind,
4. how your health condition is, how you are sleeping,
5. if you are satisfied with food,
6. how you handle the climate.

The interviews must be short and to the point, so that others can take turns also. The person waiting for an interview does not hang around on the staircase but rather waits in the corridor upstairs to ensure practitioners' privacy.

Tea & coffee – for making tea, coffee or other beverages, please use the kitchen in Viveka. When you are finished with your drink, wash and dry the cup and put it away. Do not leave your cups, water bottles, thermos bottles and other dishes lying around in the ārāma. Do not bring drinks into the meditation hall. That applies all day long even during breaks between meditation sessions.

Personal hygiene – take a shower every day during this period. Mind others and do not use the bathroom too long. Because of hygienic reasons, please wear clean underwear every day. Dirty outfits make the meditation cushions dirty and leave odors. It affects the whole environment in the meditation hall. For meditation and its development is essential to keep good hygiene. Also, do not use strong deodorants and perfumes. Pleasant or unpleasant scents irritate our senses. If you take a shower, save water so that there is enough hot water left for other people, mind others and do not use the bathroom too long. Use reasonable amount of toilet paper. While using the bathroom, wrap up the sanitary pads and tampons in the toilet paper and throw them in the trash, do not flush them into the toilet. Please, take your personal items with you, only toothbrushes can be left in the bathroom.



Flushing the toilet – the small button disposes 3 liters, the large button 5 liters. Save the water!

18:00 GROUP CHANTING AND MEDITATION, gong

19:00 INDIVIDUAL MEDITATION PRACTICE

22:00 LIGHTS OUT, TURNING THE ALARM ON, gong

Night quiet time starts at 22:00. Do not stay in the ārāma after 22:00 as the alarm is turned on. Move around Viveka quietly, without disturbing others. Do not take a shower at this time. Keep mindful and silent.

On departure, take off the bed linen, and put it on a designated place. Clean up the room after yourself. Make sure you do not forget any items in the bathroom. It is not possible to keep lay practitioners' personal belongings in the ārāma that have been left behind or ship them out to meditators.

We ask you to respect the labels on the doors and do not enter the monastic premises. Pointing out the mistakes by bhikkhunī or committee members of Karuna Sevena Trust Fund is part of the training and meditation practice with the intention to help you. During your stay, please, treat others thoughtfully and keep the noble silence. Do not leave the monastery without asking for permission. You will find more information in the Rules for lay practitioners section.

Thank you and may your meritorious deeds be the cause of attaining Nibbāna
(*nibbāna paccayo hotu*)

May all beings be happy and well!

Trust Society Karuna Sevena