



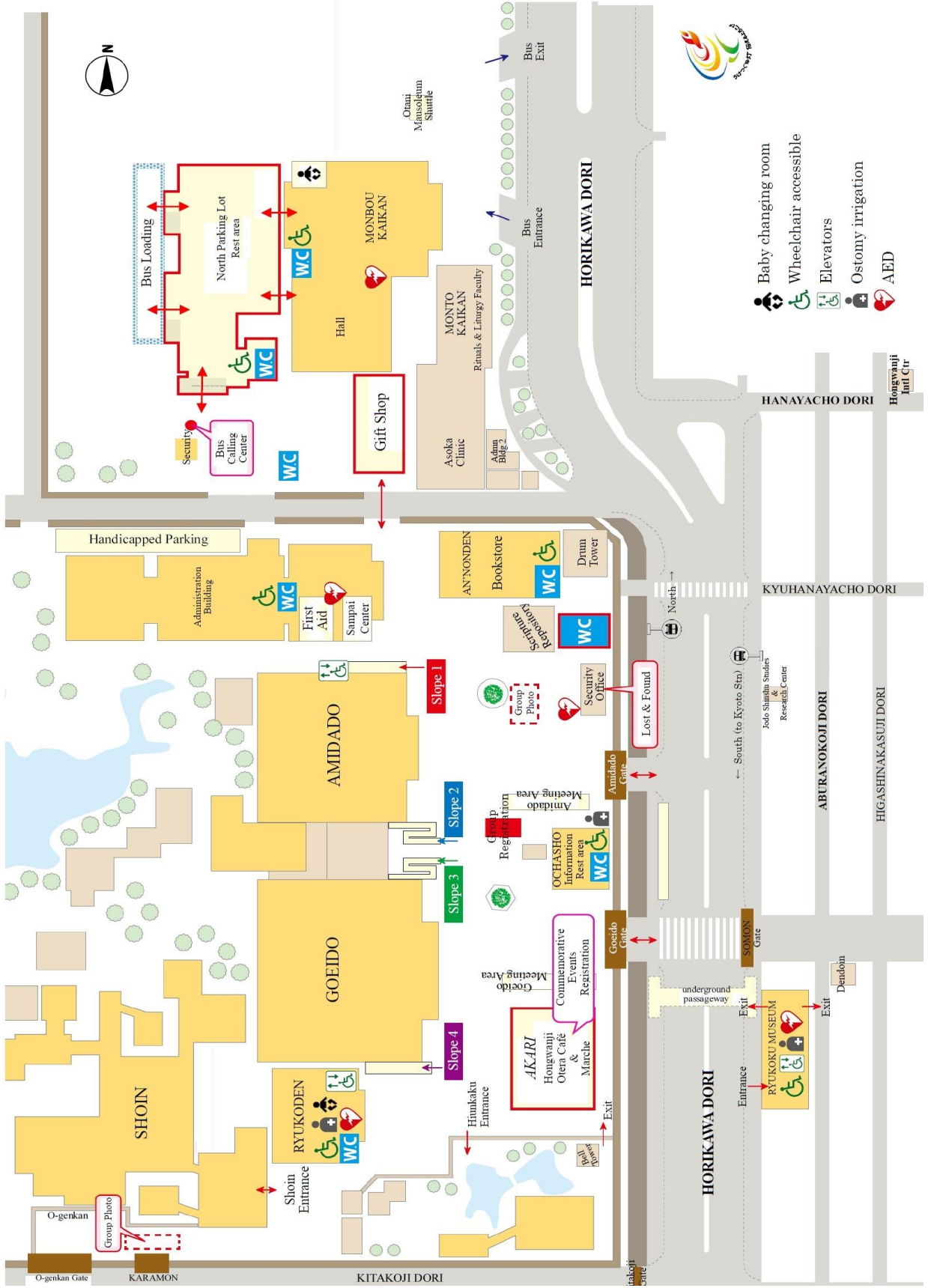
The Commemoration on the Accession of the Jodo Shinshu
Tradition to the 25th Monshu Sennyo

Group Delegations

Group Leaders' Handbook



**Jodo Shinshu Hongwanji-ha
Ryukokuzan Hongwanji**



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For any questions and concerns, please contact the International Center.

Jodo Shinshu Hongwanji-ha International Center

Email: kokusai@hongwanji.or.jp

URL: <http://international.hongwanji.or.jp/>

Tel: (81-75) 371-5547

Fax: (81-75) 371-4070

Service schedule

(10 sessions / 8 days per session / 1 service per day)

| | | |
|--------------|------------------------|--|
| 1st session | October 1*–8, 2016 | *No group participation on October 1, 2016 |
| 2nd session | October 20–27, 2016 | |
| 3rd session | November 4–11, 2016 | |
| 4th session | November 18–25, 2016 | |
| 5th session | March 7–14, 2017 | |
| 6th session | March 28–April 4, 2017 | |
| 7th session | April 11–18*, 2017 | *April 18, 2017 service will be conducted at Otani Mausoleum |
| 8th session | April 25–May 2, 2017 | |
| 9th session | May 9–16, 2017 | |
| 10th session | May 24–31, 2017 | |

第25代専如門主 伝灯奉告法要

The Commemoration on the Accession of the Jodo Shinshu Tradition to the 25th Monshu Sennyō

法要期日

2016(平成28)年

- 第1期 10月1日(土)～ 8日(土)
- 第2期 10月20日(木)～ 27日(木)
- 第3期 11月4日(金)～ 11日(金)
- 第4期 11月18日(金)～ 25日(金)



2017(平成29)年

- 第5期 3月7日(火)～ 14日(火)
- 第6期 3月28日(火)～ 4月4日(火)
- 第7期 4月11日(火)～ 18日(火)
- 第8期 4月25日(火)～ 5月2日(火)
- 第9期 5月9日(火)～ 16日(火)
- 第10期 5月24日(水)～ 31日(水)

浄土真宗本願寺派 龍谷山 本願寺

TEL 075-371-5181(代) ホームページアドレス <http://www.hongwanji.or.jp>

Daily schedule

| Schedule of Activities | | Location | Notes |
|------------------------|---|----------------------|---------------------|
| 5:30 | Temple Gates OPEN | | Group Arrivals |
| 6:00 | Morning service | AMIDADO GOEIDO | |
| 7:00 | Confirmation Ceremony (concluding the morning service) | GOEIDO | |
| 7:30 | | | |
| 9:00 | Commemorative events | Designated locations | |
| 13:00 | Enter temple halls | AMIDADO GOEIDO | |
| 13:45 | Schedule overview & Opening Remarks | | |
| 14:00 | Commemoration of Accession | | |
| 15:00 | “Dharma Light gathering” | | |
| 15:30 | Exit temple halls | | |
| 16:00 | | GOEIDO | Group Departures |
| 16:30 | Confirmation Ceremony | | |
| 17:00 | Early evening service | | |
| 17:30 | Temple Gates CLOSE | | |

Recommended arrival times to Hongwanji (For groups)

- Lunch and picture taking reservations: 12:30 p.m.
- Picture taking reservation: 1:00 p.m.
- Service only (no lunch or photo reservations): 1:15 p.m.

Upon arrival to Hongwanji

A. Arrival by bus (north parking lot)

Chartered bus route available in Japanese. Contact the International Center for more information.

1. Please remain on the bus until a Hongwanji staff confirms your group's arrival.
2. A flag indicating your group's seating area will be distributed to the group representative.
3. Groups who have requested lunch will be guided to their designated dining facility.
4. After getting off the bus, enter the Hongwanji courtyard guided by a staff. The group representative should then sign-in and present the (optional) monetary donation at the Registration tent.
5. Please encourage everyone to take their commemorative pictures and use the washroom facilities prior to entering the designated temple hall. Enter the hall through the entrance as indicated by your group's flag.

B. Meeting your group at Hongwanji **or Arrival by foot**

1. Group representative must sign-in and present the (optional) monetary donation at the Registration tent.
2. Please encourage everyone to take their commemorative pictures and use the washroom facilities prior to entering the designated temple hall. Enter the hall through the entrance as indicated by your group's flag.

C. Entering the temple hall

1. Temple hall entrance and seating arrangements will be indicated by the distributed flag. Please remove footwear and place them into the distributed shoe bag and carry them with your belongings to your seat.
2. Should it rain, Hongwanji will prepare umbrellas for use by delegates arriving by chartered bus. Borrowed umbrellas are to be returned to the umbrella bins before leaving Hongwanji. Individuals and participating groups who will arrive on foot, will be asked to check their personal umbrellas in at the entrance to the temple halls. Umbrellas will be returned when leaving the temple hall.
3. Staff will guide your group to your seats. All seating arrangements have been made in advance.

D. After the service

1. Groups will be led out by a staff member. To avoid congestion, please remain in your seats until directed.
2. Delegates registered to take part in the Confirmation Ceremony should remain in their seats until directed to the designated area in the Founder's Hall. Ceremony participants will be responsible for their belongings. Following the ceremony, participants will exit from the Founder's Hall.

E. Bus pick-up

1. Pick-up for all chartered buses will be at the north parking lot.
2. Groups assembled at the parking lot ready for pick-up shall inform staff at the Bus Calling Center.
3. Please board your bus quickly to avoid congestion.

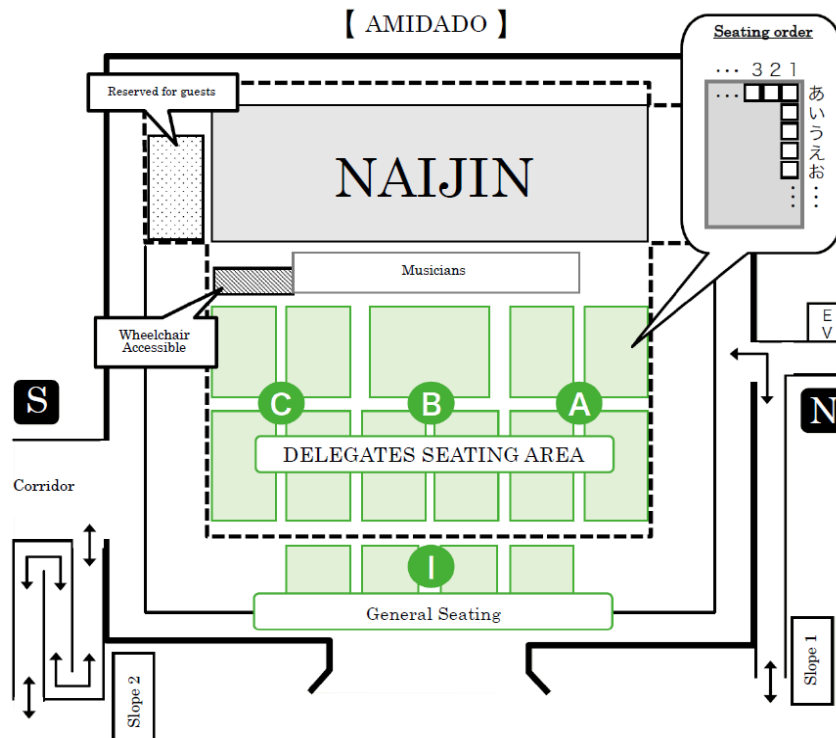
F. Others

In case of emergency or a member of your group is not feeling well, please notify staff immediately.

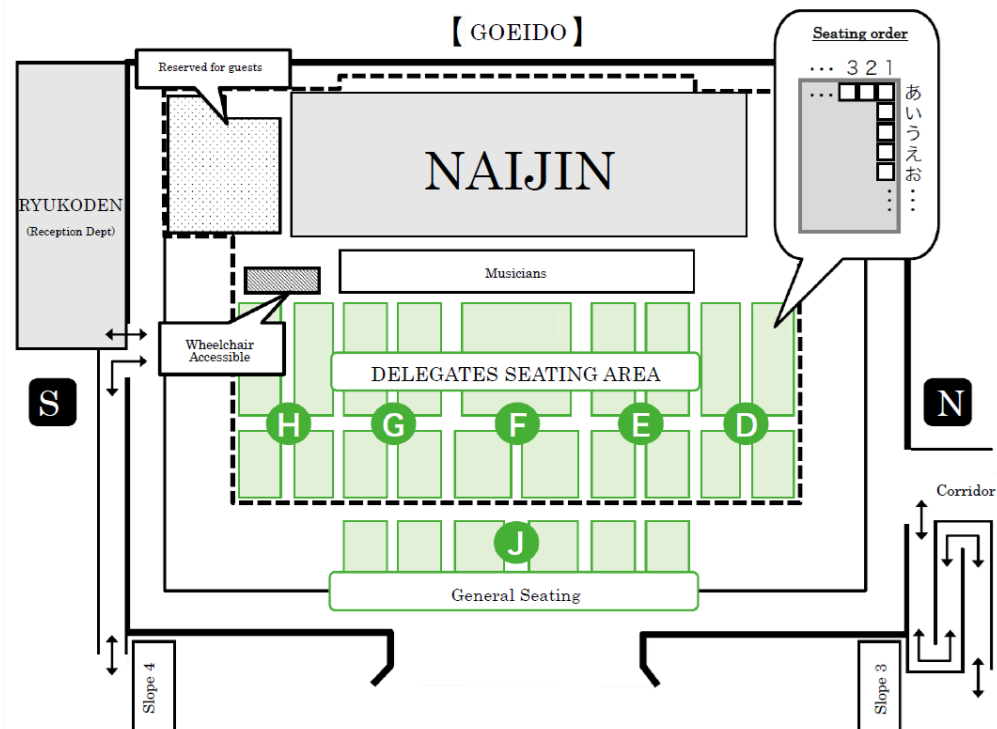
Seating arrangements

- Chairs will be set up and numbered.
- Seating will be divided into the following six categories: Special guests, Group delegates, Wheelchair accessible /assistance required, individuals with prior reservation/s, and same-day registration.
- Japanese Braille service books will be available upon request. Please return braille books after the service.
- Refer to diagram for seating location.

Hall of Amida Buddha seating chart



Founder's Hall seating chart



Wheelchair accessibility

- A limited supply of wheelchairs will be available for use at Hongwanji. Personal wheelchairs are welcome. Wheelchairs are not available at Hino Birth Place and Suminobo Temple.
- Wheelchair ramps are located on the side of each temple hall. Elevators are also available at the north end of the Hall of Amida Buddha and the Ryukoden Office.
- Delegates using wheelchairs will be asked to move to a regular seat within the group's designated seating area. Wheelchairs will be stored at the reception office during the service.
- A wheelchair section will be available for delegates unable to transfer to a regular seat. Please inquire with staff. (However, English translations of the service will only be available within the designated seating area for overseas groups.)

Assistance for the visually and hearing impaired

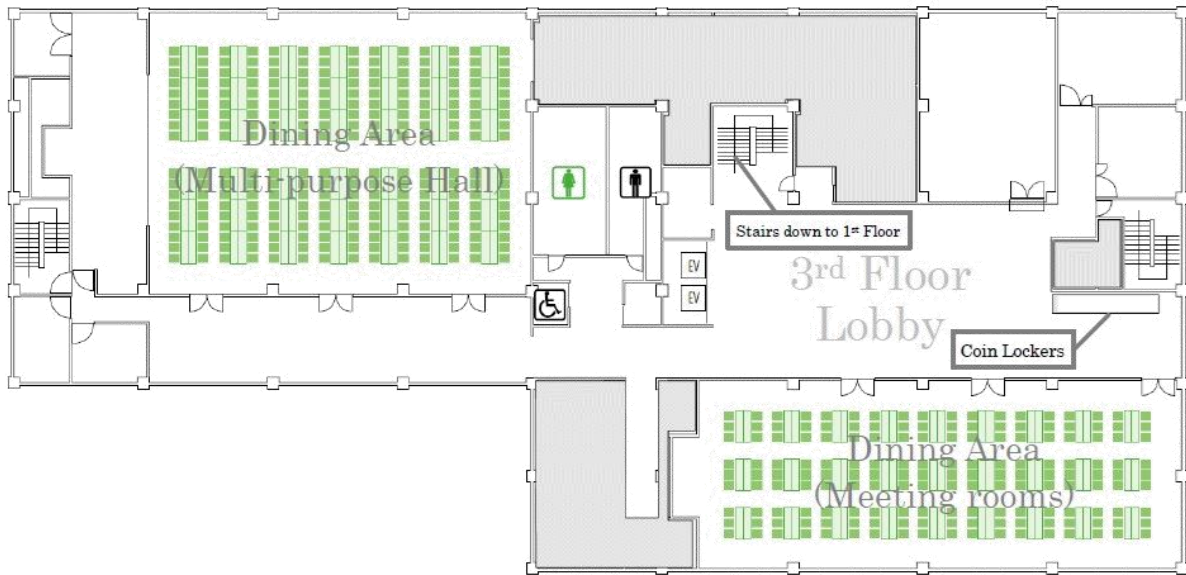
- Japanese Braille service books will be available upon request. Please return after use.
- Japanese sign language interpretation will be available on the following days:

| Session | Date |
|---------|-------------------------|
| 1. | October 2, 2016 (Sun) |
| 2. | October 20, 2016 (Thu) |
| 3. | November 4, 2016 (Fri) |
| 4. | November 18, 2016 (Fri) |
| 5. | March 7, 2017 (Tue) |
| 6. | March 28, 2017 (Tue) |
| 7. | April 11, 2017 (Tue) |
| 8. | April 25, 2017 (Tue) |
| 9. | May 9, 2017 (Tue) |
| 10. | May 31, 2017 (Wed) |

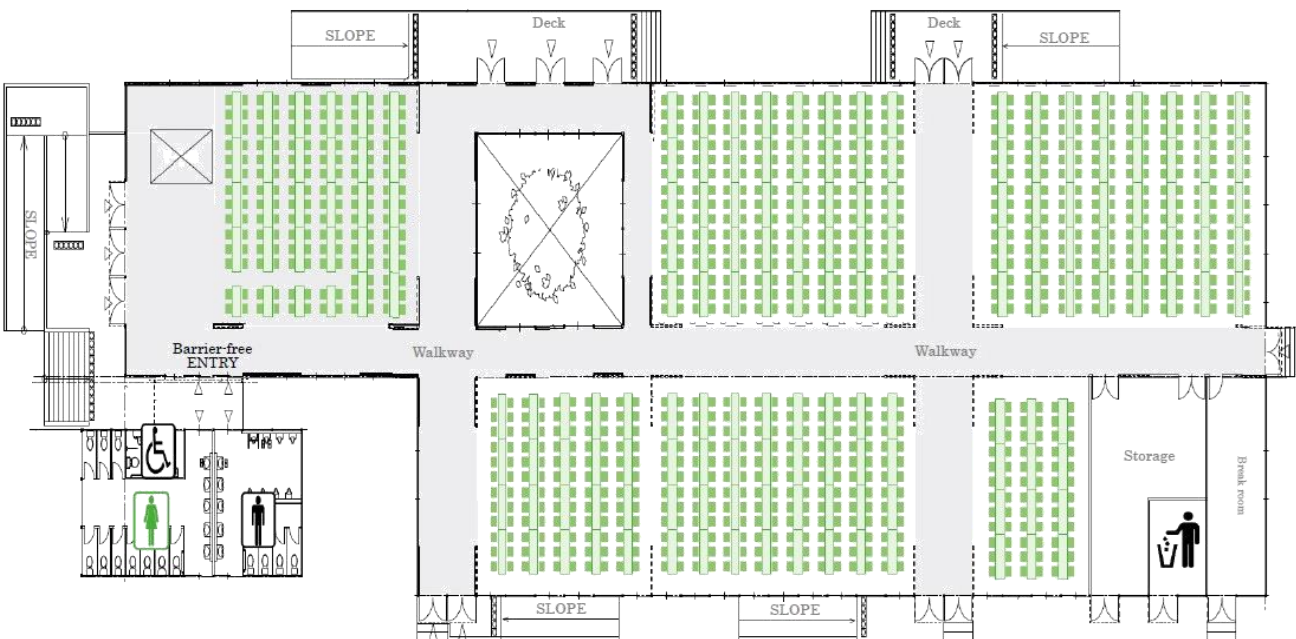
Dining Area map

In addition to the facilities in the Monbou Kaikan, a special dining facility (CAP 1,000 people) will be available in the north parking lot to serve the delegates as dining facilities.

Monbou Kaikan (Groups with bento orders)



Dining facility in the north parking lot map (Open to everyone)



Participation of Ministers

Jodo Shinshu Hongwanji-ha ordained ministers are welcome to take part in the commemoration services within the designated *naijin* area as *kesshu*, *resshu* or *sogakuin** as explained below. For more information, please refer to the Hongwanji website (<http://www.hongwanji.or.jp>) and July 2016 issue of the *Shuho* journal.

**kesshu*: Specific number of designated ministers

resshu: Ministers who wish to participate in a service, designated to be seated either in the *Yoma* or front part of the *Gejin* area (Limited seating)

sogakuin: Ministers who wish to take part in a service as part of the *gagaku* orchestra

A. Qualifications

- *Kesshu*: *Junsan Kyoka Shinsei* certification
- *Sogakuin*: *Tokubetsu Homuin* certification

B. Robes

- *Resshu* and *sogakuin* participants must prepare their own robes. Those who wish to be seated in the *Resshu* section must be dressed in the appropriate colored robes based on one's ministerial rank.
- Robes and *kesa* will be prepared by Hongwanji for minister's assigned as *kesshu*.

C. Basic Guidelines

- Registration will be accepted at the tent set-up in front of the corridor between the two temple halls.
- Registration must be completed by 12:30 p.m.
- An orientation will be given one (1) hour prior to the service.
- All ministers must remain dressed in their robes until the conclusion of the "Dharma Light gathering."
- Ministers who are leading their temple group should appoint a group representative during the service if s/he plans to take part in a service as *kesshu*, *resshu* or *sogakuin*.

Dharma Sharing

In addition to the main purpose of sharing the Dharma, to follow the Monshu's aspiration as stated in his *Shosoku* messages and to raise awareness of the significance of the Commemoration of Accession, for the duration of the commemoration observances, dharma sharing at various locations within the Hongwanji precinct will be conducted as follows:

A. Commemorative dharma talk

Founder's Hall (live broadcasting in the Hall of Amida Buddha) following the schedule overview and opening remarks prior to the service. (talk approx. 7 minutes)

B. Daily dharma talks (Main Assembly Hall, Monbou Kaikan)

Afternoon: Following a short service at **12:15 p.m.** (talk approx. 30 minutes)

Evening: Following the **7:00 p.m.** evening service. (talk approx. 40 minutes)

C. Dharma talk relay

Ochasho (rest area/Information) building. 15-minute dharma talks given by Hongwanji *fukyoshi* lecturers (morning **9:00 a.m.–12:00 p.m.**, afternoon **3:30–4:00 p.m.**)

Buddhist consultation

Ochasho (rest area/Information) building. For those who wish to discuss Buddhist concerns with a Hongwanji priest.

Confirmation Ceremony

A. Schedule

First session Following the 6:00 am morning service

Second session... Following the 2:00 pm Commemoration of Accession and “Dharma light gathering”*

*Dharma light gathering”: a 30-minute program that follows every service of Commemoration of Accession

Note: Second sessions on **October 1, 2016 and April 18, 2017 will not be conducted**..

B. Location

- Founder’s Hall (A Hongwanji staff in the hall will direct ceremony participants.)

C. Application

- Complete and submit KIKYOSHIKI APPLICATION FORM*
*Form is available on the International Center website ((<http://www.hongwanji.or.jp>)
- Application forms must be collected and submitted as a group to be received at the *Sampai* (reception) Department via postal mail or fax (075-371-7601) **at least 2 months prior** to the scheduled day of the Confirmation Ceremony.

Additions/changes/cancellations must be made at least 20 days prior to the day of the Confirmation ceremony. For additional assistance, contact the International Center.

D. Dharma name (*Homyo*) requests

Complete NAME REQUEST FORM and submit to the *Sampai* Department at least two (2) months prior to scheduled day of ceremony. Request form(s) must include the seal or signature of the applicant and his/her temple kaikyoshi minister. Faxed request forms are not accepted.

E. Designated donations

| Adults (20 years and older) | Youth (19 and under) | Request for specific <i>Homyo</i> |
|-----------------------------|----------------------|--|
| ¥10,000 | ¥5,000 | (additional) ¥10,000 |

- Please collect and submit designated donations and forms for the Confirmation Ceremony as a group.
- Before the morning service / Before the 2:00 PM service

F. Commemorative Gifts (presented to each participant)

- Pre-ceremony: *Shikisho* and *nenju*
- Post-ceremony: Dharma name document, book, and copy of *Kikyomon* (Statement of Confirmation)

G. Others

- Buddhist name request must be submitted two (2) months prior to the requested day of the ceremony.
- Participants are required to use the distributed *monto shikisho* and *nenju* for the ceremony.
- Participants will not be able to have their belongings with them during the ceremony.
- Following the ceremony, participants should be met by their group leader.
- Inquiries with the *Sampai* Department. For additional assistance, contact the International Center.

Monetary Donations

A. Amount

Monetary donations on the occasion of The Commemoration on the Accession of the Jodo Shinshu Tradition to the 25th Monshu Sennyō, is not mandatory. Group leaders are however, asked to encourage delegates to make a donation.

B. How to make a donation

- Donations are asked to be made in one lump sum as a group using the designated donation envelope.*
*Note from HIC: Group representatives will be informed on distribution of items for overseas groups.
- Please bring your donations with you and submit at the Registration Tent. A receipt will be issued under the groups' name.

C. Mementos

| Donation Amount | Less than 3,000 yen | 3,000–10,000 yen | 10,000 yen or more |
|------------------------|----------------------------|--|----------------------------------|
| Description | Hongwanji rice crackers | <i>Udewa</i> (bracelet-type) <i>nenju</i> Made from bodhi tree wood | Drawstring pouch 4 variations |

Picture taking

A. Reservations

- Complete and submit the RESERVATION FORM FOR GROUP PICTURES* through your travel agent.
*Form is available on the International Center website (<http://www.hongwanji.or.jp>)

B. Location (Select one)

- Hall of Amida Buddha
- Karamon

C. Time

- Picture taking will be available from **7:30 a.m.** (following daily morning service) **to 5:00 p.m.** (gates close).
- Groups will generally have their picture taken upon arrival to the Hongwanji courtyard unless specified otherwise.

D. Photo pick-up and delivery

- Photographs will be ready for pick-up approximately two hours following the photo session. Groups who will have their picture taken before the service will receive their photographs upon departure from Hongwanji.
- Those with accommodations near Hongwanji may request to have the photographs dropped off at the lodging facility.
- Groups who will depart Hongwanji in two hours may have the photographs sent by postal mail.

E. Hongwanji contracted photography studios

- Kyoei Shashin
- Corona
- Shimizu Kogeisha

Note: If your group is attended by an exclusive photographer, please have your travel agent inform the Sampai Department to receive a picture taking permit. To avoid causing delays and congestion, group photos may not be allowed without a permit or proper permission.

Meals

A. *Bento* (boxed lunch) reservations

- The following 4 variations of boxed lunches (with tea) are available for order. Sales tax included.

Tomoshihi (light) ¥1,000

Minori (Dharma) ¥1,200

Goen (fortunate encounter) ¥1,200

Nagomi (gentleness) ¥800

- Photos of lunch are printed on the flyer.* Complete and submit order forms through your travel agent.

*Form is available on the International Center website ((<http://www.hongwanji.or.jp>))

B. Location/s

- Monbou Kaikan Multi-purpose Hall (3rd floor)
- Dining facility set-up in the Hongwanji north parking lot

C. Time

- **11:00 a.m. – 1:00 p.m.**
- Groups will be notified through their travel agent of specific time to avoid congestion in the dining areas.

D. Caterers

- Ichifuji Catering Kabushikigaisha
- Hatoya Foods Corporation
- Nanyoken Inc.

Life Insurance Coverage

A. Summary

Insurance coverage shall be provided to group participants attending the Commemoration on the Accession of the Jodo Shinshu Tradition at Hongwanji (Kyoto, Japan) effective from the group's entry into Japan until the time of departure from the country. Coverage shall include the following categories:

- Accidental death due to disease or injury
- Emergency medical assistance including hospitalization and treatment due to injury

Note: In addition to the insurance coverage provided by Hongwanji, we encourage groups to obtain supplementary travel insurance coverage.

B. Coverage

| Maximum benefit amount per insured person | | |
|---|-------------------------|---------------|
| Death caused by disease or injury | | 1 million yen |
| Hospitalization due to casualty | Days hospitalized | |
| | 1–4 days | 10,000 yen |
| | 5 days or more | 20,000 yen |
| Treatment of injury (no hospitalization) | Days treatment received | |
| | 1–4 days | 5,000 yen |
| | 5 days or more | 10,000 yen |

C. In case of accident

- Should an accident occur, please contact the Sampai Department (Japanese) or Hongwanji International Center (English) **immediately**.

Sampai Department: (81-75) 371-5060 Hongwanji International Center: (81-75) 371-5547

- Please submit all necessary documents as instructed, to the Sampai Department.
- Reimbursement will be deposited into a designated bank account after documents have been reviewed.

Gifts and Souvenirs

A. North Parking Lot dining facility

- Hours: 10:00 AM – 5:00 PM
- Participating vendors: *Monzencho* (lit., Hongwanji neighborhood) shops
- Booths will include an array of quality Buddhist artifacts, souvenirs, and food from area vendors

B. Hongwanji Café and Marche “AKARI”:

- Location: Hongwanji Courtyard
- Hours: 9:00 – 5:00 p.m.
- A café will be set up where visitors of all ages can relax and enjoy a Hongwanji original menu of food and drinks. Kyoto gifts and bento (take-out meals) will also be available.