

Work Practice Apprentice Program

The Work Practice Apprenticeship Program (WPA) is designed to provide students with an integrated training in meditation and work practice at Green Gulch Farm Zen Center. The Green Gulch WPA is an entry gate to San Francisco Zen Center's 24-month apprenticeship training program. Apprentices participate fully in the practice and work schedule of the community. Room, board, and tuition are provided throughout the apprenticeship.

The first month of the apprenticeship is a time to settle in to the schedule and the rhythm of life and practice at Green Gulch. You are asked not to leave the Green Gulch valley, or have overnight guests, during the first month of residency.

The schedule includes the following weekly commitments:

- ❖ Morning program 5 days a week. While the daily schedule varies somewhat throughout the year, a typical day might include waking up at 4:45 am, an hour-long period of meditation at 5:20 am, followed by a 30-minute service and 20 minutes of *soji* (temple cleaning). The morning meditation schedule is offered six days a week. The seventh day is an all-community zendo day off (which may or may not overlap with your work day off).
**This may vary depending on crew assignment or other individual factors.*
- ❖ Evening service and meditation from 7:40 p.m.-8:30 p.m. on work days when evening meditation is offered.
- ❖ 5 work days per week on assigned crew (30-35 hours per week). Crew assignment is dependent on application and staffing needs.
- ❖ 1-2 classes per week, when offered.
- ❖ Weekly apprenticeship group meetings.
- ❖ Sunday morning Dharma talk, and other Dharma events in the evening or during the morning study period.

In addition, there will be the following requirements (See current community calendar for dates. *Please schedule personal commitments around these dates.:*)

- ❖ Participation in one-day sittings: *participation is required for all one day sittings*. WPAs are required to sit two during their apprenticeship, and work in the kitchen for all others.
- ❖ Attendance of all community ceremonies and resident meetings:
 - ❖ Ceremonies include (but are not limited to) monthly full moon Bodhisattva Precepts, and Suzuki Roshi Memorial ceremonies.
 - ❖ Resident meetings. These meetings are an important support to sangha life. All residents attend these meetings after their first month in residence. Please communicate with the director, in advance, if you are unable to attend.

Observance of Buddhist Precepts

- ❖ All residents, including WPAs, practice in relation to the 16 Bodhisattva precepts. In particular, students are asked to refrain from initiating new sexual or romantic relationships

during their first six months of residency, and to refrain from all drug and alcohol use at Green Gulch. Use of tobacco is discouraged. Please discuss any concerns you have about these guidelines with the Green Gulch director, prior to residency. WPAs will have the opportunity to deepen their study of the precepts once they arrive at Green Gulch as part of the WPA curriculum.

Continuing Practice at Green Gulch:

Reapplying to the program: You may apply for a second 3- to 4-month Work Practice Apprenticeship toward the end of your first apprenticeship, or at any time thereafter.

Practice Period: After successfully completing your apprenticeship, you are eligible to receive a scholarship for a practice period at Green Gulch. As with the apprenticeship program, you must apply for each practice period and be accepted by the practice period committee. A WPA who has earned a practice period scholarship is expected to participate in the next practice period or leave residence; participating in the practice period is not optional for those WPAs continuing in residency. No more than two practice period scholarships can be earned through the Green Gulch WPA program. These scholarships can be used at Green Gulch only.

Note: WPAs who are interested in participating in practice periods at Tassajara should speak with the director to learn more about qualifications. Completion of a practice period at Green Gulch or City Center is a prerequisite for a Tassajara practice period.

January Intensive: Apprentices in their first year of residence at Green Gulch during the annual January Intensive will be assigned to practice on the kitchen crew. Apprentices are requested to remain in the valley during intensive.

Work Practice Apprentice 2: After completion of 12 months of residency and two practice periods you may apply for the second year apprenticeship program (WPA2). Upon completion of the WPA2, students who want to remain and care for the Temple may apply for a residential staff position.

Guests, Pay, and Time-Off

Guests of residents: Green Gulch cannot currently accommodate guests of residents in student housing areas. However, WPAs may ask the Guest Student Manager whether their personal guest may come to Green Gulch as a guest student for a limited time (minimum is 3 days). WPAs may also ask the Shika whether there are rooms available in the Guest House (if available, WPAs may book rooms in the Guest House at a 20% discount). Please speak directly with the director to inquire about any exceptions to these policies.

Apprentice Scholarship Allowance: Apprentices at Green Gulch Farm in their first six months receive \$27/month for incidental expenses. The allowance increases to \$81/mo. after six months of continuous residence. The director's assistant will advise new WPAs how to receive their stipends via direct deposit from the Personnel department.

Break Time and Holidays: Apprentices have all Zen Center and Green Gulch holidays off. If work is assigned on a holiday, apprentices will be given an adjusted schedule. The adjusted schedule must

be arranged with the apprentice's crew head in advance and used immediately. In addition to holidays, apprentices are eligible to earn 1 break day for every month of active apprenticeship (with the exception of January). *All breaks must be pre-approved by crew head and director.* Break days accrue, and may be taken as earned or saved for future use. Break days that are accrued during practice periods need to be taken directly before and directly after the practice period, unless advised otherwise by the crewhead or director.

Health Insurance: As scholarship students, apprentices do not qualify for staff benefits such as health insurance. The Affordable Care Act (ACA) requires that all legal residents of the United States have health insurance. Apprentices are expected to apply for insurance under the exchanges offered in California, Covered California (www.coveredca.com) or to remain on their parents' coverage if under 26 years of age. The director's assistant can provide you with a letter detailing your scholarship income and room and board benefits as needed.

Community Car: There is a community vehicle at Green Gulch. WPAs in their first year are not eligible to use the community car. WPA 2's and staff members may "sign out" the car for personal use after approval (please check in with the director's assistant about necessary paperwork and take a test drive) , then pay the current IRS mileage rate.