

**Sewadal Team Coordinators - Sangat Duties at NJ Bhawan**

**During the Week**

- 1 Team Coordinator must contact fellow team members during the week to remind about Sewa.
- 2 Team Coordinator must ensure availability of at least 5/6 brothers and 6 sisters on any Sunday.

**Before Sangat Starts (10:30 AM - 10:45 AM)**

- 1 Team Coordinator (along with the team) must reach Bhawan by 10:30 AM
- 2 Team Coordinator must assign and brief Sewadal members of their duties before 10:45.
- 3 Typical placement is as follows: 3 brothers and 3 sisters in the Sangat Hall, 1 sister to handle Namaskar and 1 brother in the parking lot.
- 4 Bal Sangat room doors should be closed during Bal Sangat. Ask Mahapursh to keep their Rotis on a separate table.
- 5 Inspect Stage. White sheet on the stage should be crisp and tightly laid. Put a jug of fresh water, glass and some napkins on the right side of the chair.
- 6 Do a visual inspection of the Sangat Hall, Bal Sangat Room and Shoe Room. Should be clean.
- 7 Check settings of all 3 Thermostats. Should be 69<sup>0</sup> F in Summer and 72<sup>0</sup> F in Winter.
- 8 Check microphones, sound system, volume ...
- 9 There should be only two-three rows of chairs at the back.
- 10 Ensure that Namaskar Change Table, Roti Table and Tea Cart are setup.
- 11 Check Supplies (Toilet papers, Napkins, Hand wash soaps) and Hygiene condition of Restrooms.
- 12 Place parking lot sign (Yield to Pedestrians) on the road.
- 13 Ensure that outdoor lights are switched off.
- 14 On the day of Baba Ji's web cast, download Baba Ji's vichar and do quality checking of video/audio before Avtar Bani recital starts. Escalate any issues to Chand Ji / Pradeep Ji immediately.
- 15 On the day of Baba Ji's web cast, assign -  
1 Sewadar to pull down Screen,  
1 Sewadar to switch on TV and Projector and  
1 Sewadar to switch off lights.
- 16 On the day of Baba Ji's web cast, politely inform Presiding Mahapursh that Sewadar will bring Mahapursh down from the stage AFTER the Manglacharan.

**During Sangat (10:45 AM - 1:00 PM)**

- 1 Water must be served at the stage at least twice – first around 11:30 AM and second before final discourse.
- 2 During Sangat, kitchen door must be closed and no noise should come out of kitchen.
- 3 Langar must not be consumed during the Sangat.
- 4 Office must not be misused e.g. surfing internet, watching games...
- 5 Go in the kitchen few times during the Sangat and prevent any group discussions, eating...
- 6 Rotate Parking lot Sewa every after 20 minutes.
- 7 Noise level in the shoe room must be low.

**During Bal Sangat (10:45 AM - 12:15 PM)**

- 1 Bal Sangat Room door must be closed during the Sangat.
- 2 Noise level in the shoe room must be low.
- 3 Any movement to and fro from the kitchen must be minimized
- 4 Assign 2 Sewadars to help Bal Sangat Coordinators in winding up activities.
- 5 Spread sheet/comforter on carpet in bal sangat room .

**Before Vichar (Around 12:20 PM)**

- 1 Instruct fellow Sewadal members to do Namaskar AFTER the last Geet / Speech.
- 2 Assign 1 Sewadar to setup Microphone at the stage for the Final Discourse.

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- 3 Assign 3 Sewadars to go and make a round in the parking lot during the Final Discourse, One at 12:40PM, Second at 12:50 and Third one at 1:00 PM. Escalate any issues to Chand Ji / Pradeep Ji
- 4 Instruct Sewadars to be vigilant of someone doing Namaskar during Vichar.
- 5 On the day of Baba Ji's web cast, place 1 chair for Presiding Mahapursh near Second column on the Brothers' side.

#### Webcast of Baba Ji's Vichar

- 1 Walkup to the stage AFTER Manglacharan, humbly request Presiding Mahapursh to get down from the stage, keep Duppta on the Stage chair and guide Mahapursh towards the designated chair.
- 2 AFTER Dhuni is finished, get Duppta from the stage, put Duppta and humbly request Presiding Mahapursh to sit on the Stage. Escort Mahapursh up to the stage.

#### After Final Discourse (1:00 PM)

- 1 Assign one Sewadar to stand near the stage. This Sewadar must stand until Mahapursh gets up from the stage.
- 2 Ensure that assigned Sewadar must remove microphone from the Presiding Mahapursh, immediately after the vichar.
- 3 One sister should go to offer Bhog at the stage AFTER Dhuni.
- 4 Sewadar must escort Mahapursh to the seating for Langar.
- 5 Namaskar box must not be removed until Mahapursh gets up from the stage.
- 6 Assign some Sewadars to lay down the tarp.
- 7 Assign 4 Sewadars to stand near the red lines and politely instruct Sangat to sit on the red lines on the tarp.
- 8 Ask 6 Sewadars to take Langar with the Sadh Sangat and serve Langar to Sewadars at the end.
- 9 Make an announcement to politely request Sangat to sit down and take Langar. Avoid any group discussions near the Langar distribution area.
- 10 Switch off Sound system and stop kids from playing with the mics and musical instruments.

#### Langar Distribution

- 1 Make Four-Six sets of Daal, Subzi, Roti, Rice, Dhai/Ryata and Sweets.
- 2 Langar distribution must not start until all Mahapursh get plates, napkins, spoons and cups.
- 3 Ensure that Sewadars must wash their hands with soap before Langar distribution.
- 4 Ensure that Sewadars wear Head-Nets and gloves before serving Langar. No exceptions.
- 5 Instruct Sewadars to be watchful about serving portions to avoid any wastage, for example, ask kids for the meal quantity before distributing Langar to them.
- 6 Send One set of Langar (Daal, Subzi, Roti, Rice, Dhai/Ryata and Sweets) in one isle each.
- 7 Instruct "Serving Sewadars" to be in the isle and ask every seated Mahapursh for redistribution of any Langar items.
- 8 After all sets are dispatched, go around in the isles and expedite the distribution.
- 9 Dispatch 4 Mahapursh (2 in each isle) with Jug of water.
- 10 Dispatch 2 Mahapursh (1 in each isle) with trash bags to pick used langar trays from all aisles.
- 11 Make an announcement for all Sewadars to sit and take Langar.

#### After Langar - Windup

- 1 Assign few Sewadars to pick up tarps.
- 2 Assign 2 Brothers Sewadars to vacuum Sangat Hall, Carpet in Bal Sangat room and Runners in Shoe room.
- 3 Assistant Team Coordinator (Female) to send 4 sisters in the kitchen and two to clean Ladies Restrooms.
- 4 Send 2 brothers to clean Gents Restrooms and replinsh supplies
- 5 Assign 2 Sewadars to put trash bags on the curb (near the back kitchen door).
- 6 Assign 1 Sewadar to get the parking signs back in the Bhawan.
- 7 Switch off all lights but the coat room.
- 8 Lock and check all the doors.