

## Sewadal Team Coordinators - Sangat Duties in New York

### During the Week

- 1 Team Coordinator must call his/her fellow team members during the week to remind about Sewa.
- 2 Team Coordinator must make sure that at least 6 brothers and 6 sisters should be available on any Sunday.

### Before Sangat Starts (2:30 PM )

- 1 Team Coordinator along with the team must reach Sangat Venue by 2:30 PM
- 2 Team Coordinator must assign and brief Sewadal members of their duties.
- 3 Typical placement is as follows: 3 brothers and 3 sisters in the Hall, 1 to handle Namaskar Change, 1 at the Hall Entrance door, 1 at the Main Entrance and 1 at the
- 4 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.
- 5 Do a visual inspection of the Sangat Hall. It should be clean.
- 6 Check settings of all Thermostats. Should be 70<sup>o</sup> F in Summer and 75<sup>o</sup> F in Winter.
- 7 Check microphones, sound system, volume ...
- 8 Lay down white sheets between Stage and Chairs in the Sister's section.
- 9 Check Supplies (Toilet papers, Napkins, Hand wash soaps) and Hygiene condition of Restrooms.
- 10 On the day of Baba Ji's web cast, assign 1 Sewadar to switch off lights and 1 Sewadar to play Vichar.
- 11 On the day of Baba Ji's web cast, Pull down the screen at the back. Do video/audio quality checking of the web cast before Avtar Bani recital starts.
- 12 On the day of Baba Ji's web cast, inform Presiding Mahapursh that Sewadal will bring Mahapursh down AFTER the Manglacharan.

### During Sangat (3:00 PM - 5:00 PM)

- 1 Water must be served at the stage at least twice – first around 3:40 PM and then before final discourse.
- 2 Langar must not be consumed during the Sangat.
- 3 Go in the kitchen few times during the Sangat and prevent any group discussions, eating...
- 4 Rotate Parking lot Sewa every after 20 minutes.

### After Bal Sangat (Around 4:00 PM)

- 1 Assign Sewadar to help Bal Sangat coordinators in winding up activities.

### Before Vichar (Around 4:20 PM)

- 1 Instruct fellow Sewadal members to do Namaskar during the last geet.
- 2 Assign someone to setup Microphone at the stage for the Final Discourse.
- 3 Instruct Sewadars to be vigilant of someone doing Namaskar during Vichar.
- 4 Assign 3 Sewadars to go and make a round in the parking lot during the Final Discourse, One at 4:40PM, Second at 4:50 and Third one at 5:00 PM. Escalate any issues to Rev. K.D. Sharma Ji.

### Webcast of Baba Ji's Vichar

- 1 Assign 1 Mahapursh to switch off lights during the Manglacharan. Do not switch off side lights.
- 2 Walkup to the stage AFTER Manglacharan, humbly request Mahapursh at the Stage, keep the Duppta on the Stage and guide Mahapursh to the sitting area.
- 3 AFTER Dhuni is finished, get Duppta from the stage, put Duppta and humbly request Mahapursh to sit on the Stage. Escort Mahapursh up to the stage.

### After Final Discourse (5:00 PM)

- 1 Ensure that assigned Sewadar must remove microphone from the Presiding Mahapursh, immediately after the vichar.
- 2 Assign one Sewadar to stand near the stage. This Sewadar must stand until Mahapursh gets up from the stage.
- 3 Namaskar box must not be removed until Mahapursh gets up from the stage.
- 4 Make an announcement to politely request Sangat to go down in the hall and take Langar. Avoid any group discussions near the Langar distribution area.
- 5 Switch off Sound system and stop kids from playing with the mics and musical instruments.
- 6 Put back all Sangat related materials (Sound system, White Sheets, Musical Instruments...) in the storage area under the stage.

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**Langar Distribution**

- 1 Assign 6-7 Sewadars for distribution of Langar
- 2 Assign 1 Sewadar to monitor Garbage/Trash disposal.

**After Langar - Windup**

- 1 Inspect Langar Hall and Sangat calls for cleanliness
- 2 On every 3rd Sunday, put back Chairs in the Sangat Hall after Sewadal Rally.