SKY K1 TRAINING WEEKENDS

UFTON COURT



MANUAL TO SUPPORT SEVA GROUP LEADERS

**October 2019**

**What is Seva?**

What is seva? *Seva* is an attitude as much as it is an action. *Seva*, defined as selfless service, is when you approach the world around you from the perspective of “what can I provide to uplift these people, this place?”

Every action and interaction can become *seva* when it is conceived and executed without thought to how it benefits you or if you will receive praise.

At other times, *seva* can be a focused, premeditated activity such as preparing *langar*, a community meal, volunteering with an existing service organization, or even starting your own organization to fill an unmet need in the community. Theconcept of *seva* is familiar, usually central, to many faiths and cultures. And doing *seva* feels good!

Once seva has truly become selfless, then you know you’ve made it. When your actions are without all the trappings of ego and [***maya***](http://www.3ho.org/kundalini-yoga/glossary.php), then you are in a state of yoga, a place of union. It is the culmination of all those Kundalini Yoga kriyas, the early mornings of [***sadhana***](http://www.3ho.org/kundalini-yoga/kundalini-yoga-yb/sadhana/), meditations to clean the subconscious, and the commitment to live consciously. Possessing the power to sacrifice manifests as seva, living in a space of neutrality, beyond dualityan expression of gratitude.

Being able to give is also an expression of deep gratitude. Starting with our breath, each of us receives so much, every day, from the Infinite that participating in seva is a natural response rooted in gratitude. When connected to the sweet presence of the divine, serving others is a way of expressing thanks and responding to the gifts we receive.

Seva allows us an opportunity to be fully compassionate, to engage with our world and community. Along with creating a space of neutrality that results in happiness, the act of seva is one of gratitude.

The i-SKY K1 course prepares you to serve others and we practice this throughout the course by serving each other. Please note that if there were doubts as to your performance as a “team player” during the course, then a satisfactory assessment of your seva performance by your peers might be made a required element of your coursework submission for certification.

A Seva Group leader is responsible for ensuring everything gets done in an “aquarian” way; this does not mean that s/he should do everything but if a decision needs to be made then s/he decides in the interests of all – preferable after consultation. We learn together, so please remember “*Wrong is only right in the making.”*

**ARRIVAL ON FRIDAY EVENINGS**

1. Check the board rota and look carefully at the allocation of duties for your group.
2. Arrange to meet your group to inform them of their duties for the weekend.
3. If a number of people from your group are absent ensure you tell SamBir, or in her absence one of the Livtars so that appropriate support can be provided for your group.
4. If your group are on Friday shopping duty (someone from your group needs to be there at 4pm), ensure that all food is checked in and packed away.
5. Ensure that a selection of teas is placed by the water machine.
6. If on cooking duty ensure that food starts to be prepared immediately unless the group has pre-arranged to bring ready prepared food.
7. If not on cooking duty just check in with the group cooking and see if you can provide any assistance.
8. Meet for 5 minutes to ensure all is ready for the weekend.

**KITCHEN CLEAR UP SEVA**

1. Allocate people in your group to different duties.
2. Food needs to be scraped from plates/bowls into bin**, raw food only to go into compost bowl,** plates/bowls need to be rinsed and stacked in dishwasher, cutlery into cutlery trays. One or two people to empty dishwasher and put everything away.
3. Pots and pans to be hand washed up in kitchen.
4. All sides to be wiped.
5. Kitchen sinks to be cleaned.
6. Floor to be swept in kitchen areas and area in and by the larder.
7. Wipe dining room tables and sweep floor.
8. Left over food that can be used again needs to be wrapped and stored safely, DO NOT KEEP AND STORE RICE (it is the biggest harbinger for unwanted stomach bugs).
9. Tell the group leader of the group that is cooking next, what food you have left and stored and where it is.
10. Empty bins (pig food, compost, rubbish, recycling). Pigs may be fed all food waste other than avocado stones.
11. Recycling and rubbish bins are near the back car park. The location of pigs and/or compost may vary.
12. Empty recycling into appropriate recycling bin.

**COOKING SEVA**

1. Allocate different people to different jobs.
2. Follow the seva cooking manual for recipes so that food is utilised appropriately and a balanced diet is followed during the weekend.
3. For Breakfast Seva it is not necessary to have the entire group out of sadhana. Porridge needs only one kilogram bag of porridge to be made, it gets thrown away otherwise, fruit, toast, dried fruit and nuts are all that is required for breakfast along with a large pot of Yogi Tea (see recipes).
4. For lunch and dinner Seva consider delaying serving the main part to assist portion control. Consider plating up meals for the teaching team who are usually the last to come in and eat. Don’t let people go up for seconds until everyone has eaten.
5. Prepare vegetables after breakfast or lunch and during breaks; try to avoid missing classes. When someone needs to remain behind to complete the cooking ensure that two people remain, preferably group leader plus one other, this is necessary for support and also for safety reasons.
6. Mung beans require soaking all day or overnight; be prepared!
7. Ensure bowls of fruit, soaked nuts, rice cakes and toppings are available for snacking.
8. Ensure that the kitchen is cleared up and everything that has been used is washed up and put away before the clear up Seva group take over.
9. Talk to the next Seva leader about what you have used and what is left over.

**SUNDAY AFTERNOON CLEAR UP SEVA**

1. Ensure teas are packed away before the clear up
2. Ensure all washing up is done and packed away after lunch.
3. Clean cooker inside and out.
4. Clean all the tiles.
5. Clean all surfaces.
6. Clean out microwave.
7. Clean larder.
8. Clean out fridge.
9. Ensure waste disposal is empty and clear.
10. Clean and drain dishwasher.
11. Empty all bins.
12. Empty any compost from bowl and wash the bowl up.
13. Wash dining room tables and sides.
14. Sweep and wash the kitchen floors.
15. Sweep and wash larder and corridor floors.
16. Sweep and wash dining room floor.
17. At the end of the afternoon session check around for mugs, re-run dishwasher and pack everything away.
18. Check kitchen for last time.

**FINAL TIDY UP DUTY OF HOUSE**

1. Ensure all beds are stripped and bed linen has been placed in the appropriate space (trolley at bottom of main stairs).
2. Check all rooms for mugs and take to kitchen.
3. Ensure all bins are emptied from bedrooms.
4. Check all rooms, if there is any lost property take it downstairs to get it claimed, if unclaimed leave on sideboard between main front and back doors.
5. Check whole house, including conference room for mugs, rubbish and left property, clear where needed.
6. Check to see if any other clear up groups require a hand.

**SHOPPING SEVA**

1. Appoint a shopper or two.
2. Stock check the larder to see what food is already left (after lunch on Sunday**) and ensure that the person who is shopping adapts the shopping list accordingly,**SamBir will help with this.
3. Put the food left on the trolley either into the boxes or leave on trolley if perishable.
4. Clear fridge and put any perishables onto trolley.
5. Put all food and tea that can be stored into boxes.
6. All boxes to be placed outside by Darryl’s car (under cover if raining).
7. All perishables to be shared out at end (a fair way is Kitchen and Shopping Seva groups to have first choice).
8. Collect food money from everyone on Saturday, the amount is usually £20 (give to Darryl/SamBir)
9. Ensure that the person shopping takes a copy of the shopping list from the manual and adapts it according to the stock take.
10. Ensure that the people shopping have the appropriate money needed - currently the order is placed by Darryl/SamBir and £20 per person usually builds up a surplus for a free weekend (or two) from food contributions at the end of the course)

**GENERAL HINTS AND TIPS**

1. Be on time for Seva, this enables you to be on time for classes!
2. Ensure that everyone in your group is given responsibility for an area rather than a general free for all.
3. Be mindful of clearing as you go along, if you see cups lying about then take them to the kitchen, don’t leave it for someone else.
4. Don’t waste food, use all parts of vegetables, compost what really cannot be used, do not overcook but equally ensure that there is a plentiful selection of fresh fruit and vegetables daily.
5. Exercise portion control, encourage your group to think of others who are coming behind, we can always go back for more after everybody has eaten! Remember teachers and some students may be late in because they are in discussion, check everyone has been through and if necessary plate some meals up.
6. When you are in a Seva group please be mindful and present – sitting and chatting whilst everyone else in your group is working does not make for a good Seva group dynamic.
7. Recycle what you can
8. All food is vegan.
9. Please check the kitchen food list for intolerances, for example wheat, gluten etc.
10. If you have anything specific that you require, for just yourself, please talk to Livtar Kaur about your needs and whether you can bring it for yourself. SamBir will then organise where to keep it and when to cook it.
11. When it is time to do the food journey Livtar Kaur will be on hand for general and individual nutritional advice and guidance. A consultation with Guru Dharam may also be recommended in particular cases.