

### Sewadal Team Coordinators - Sangat Duties in New York

#### During the Week

- 1 Team Coordinator must mention in their Whatsapp group to remind Sewadars about Sewa on Sunday.
- 2 Team Coordinator must make sure that at least 6 brothers and 6 sisters should be available on any Sunday.

#### Before Sangat Starts (10:00 AM - 11:00 AM)

- 1 All sewadal members must reach the bhawan at 10:00 AM on the day of their sewa duty.
- 2 Team Coordinator must assign and brief sewadal members of their duties at 11:00 AM.
- 3 Typical placement is as follows: 2 brothers and 2 sisters in the Hall, 1 sewadar at Hall Entrance, 1 sewadar sister in Kitchen, 1 sewadar at staircase downstairs, 1 sewadar inside at Main Door, 1 sewadar outside in parking lot.
- 4 Inspect stage. White sheet on the stage should be crisp and tightly laid. Put jug of fresh water, glass, and some napkins on side of dais.
- 5 Set two lines of chairs on sisters and brothers side.
- 6 Do a visual inspection of the Sangat Hall. It should be clean.
- 7 Make sure A/C or heat is on. Make sure hot water is on.
- 8 Check Supplies (toilet paper, napkins, handwash soap) as well as the hygienic conditions of the restrooms.

#### During Sangat (11:15 AM - 1:00 PM)

- 1 Water must be served at the stage at least twice – first around 12:15 PM and then before final discourse.
- 2 Langar must not be consumed during the Sangat.
- 3 Go in the kitchen and outside lobby few times during sangat and prevent any group discussions.
- 4 Rotate Sewadal after 45 minutes.

#### Before Vichar (Around 1:00 PM)

- 1 Instruct fellow Sewadal members to do Namaskar during the last geet/speech.
- 2 Assign someone to setup Microphone at the stage for the Final Discourse.
- 3 Instruct Sewadars to be vigilant of newcomers and of someone doing Namaskar during Vichar.

#### After Final Discourse (1:30 PM)

- 1 Assign one Sewadar to stand near the stafe and assist Mahapursh to get off stage after Vichar.
- 2 Ensure that assigned Sewadar must remove microphone from the Presiding Mahapursh immediately after Vichar.
- 3 Make an announcement to politely request Sangat to sit down in the langar lines and take langar. Ask everyone to join in Simran.