

MOUNTAIN MONASTERY

Dai Bosatsu Zendo • Kongo-ji  
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Livingston Manor, NY 12758  
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CITY ZENDO

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THE ZEN STUDIES SOCIETY

March 31, 1979

Kevin Malone  
263 Haworth Avenue  
Haworth, N.J. 07641

Dear Kevin,

To formalize the matter of Gatehouse Keeper, first may we say that we are very pleased that you and Peggy would like to come up here.

These are the duties, in general, expected of Gatekeeper, subject, of course, to additions according to your creativity and needs which may arise.

Collecting, cutting, splitting, stacking wood for furnaces. Other matters concerning logging.

In winter - plowing, sanding road, helping people who get stuck.

General maintenance matters, such as winterizing, etc., and cooperating with Zomu in the maintenance of Zendo vehicles.

Tending the gate - checking who comes in and related matters. Especially during sesshin it is necessary to have someone at the gate, but we will make some arrangements to permit each of you to attend some sesshins full time.

Bringing the mail up and down to the RFD box daily. Keeping the lawn and entrance area as well as the inside of the Gatehouse clean and neat.

Tending the artesian well spring water which we may begin bottling for sale.

We hope you will make a minimal commitment of two years.

These are some considerations we offer in return.

To begin \$400.00 per month plus Social Security and Federal and State employe's tax.

Since there are two of you, we offer the Gatehouse rent free, electricity, (though in winter we expect you to heat with the wood-burning furnace, not electricity), gasoline for your car, local telephone service.

Paid vacation time will be provided, the dates to be arranged in relation to the Zendo calendar.

We hope a gratuity can be added twice a year.

As Sangha members of Dai Bosatsu Zendo, you are of course welcome to all our meetings whenever you can come.

If you would like to discuss any of these matters, we will be happy to do so. We should be glad if you can come up any time after April 15th, when Zempo plans to leave.

Looking forward to having you with us,

Sincerely,

*Chudo*