



**SSSA**

**SIKH SOCIETY OF SOUTH AUSTRALIA**

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## **Gurdwara Guidelines**

### **Darbar Sahib**

**(The overall Responsibility of the Darbar Sahib Management Committee)**

- Parkaash in the morning and Suhaassan in the evening
- All prayers to be conducted by the Granthi/Jatha unless specified by MC
- Gurdwara programs start with recitation of Gurbani, followed by Kirtan.
- Various Gurbani Paths are done each Sunday – refer to separate Paath list.

#### **KIRTAN:**

- Kirtan times are 10.00 am -11.45 am on Sundays and 6:30 pm – 7:45 pm on all other days unless otherwise specified by the Committee.
- Kirtan is followed by Anand Sahib, Ardaas and Hukam Naama
- The local / Sangat Kirtan singers to be allocated time by DSM
- If the family hosting the Langgar has a special request, they must discuss with the DSM
- The last half hour of the program is allocated to the Resident Granthi/Jatha
- Program to be finished within the allocated times

#### **ARDAAS:**

- To be done by the Resident Granthi only, unless otherwise specified by MC
- Ardaas is according to the Rehat Maryada - no repetitions & unnecessary additions
- Only the name of the family sponsoring the program of the day is to be read out unless requested due to special circumstances.
- No monetary donations will be announced in the Ardas.
- A DSM member to collect Ardaas list from Treasurer and provide to Granthi and a list with the donations to the Secretary for announcements.

#### **LANGGAR**

- Families hosting the function on Sunday are requested to obtain the Langgar ingredient list from the Kitchen committee Sewadaar.
- Preparation for Sunday Langgar takes place on the Saturday at a time nominated by the host family. The cooking then takes place early morning on Sunday.
- The host family is responsible for leaving kitchen and langgar hall clean and tidy.
- If the family has Sehaj Path Bhog on the day, they need to inform the DSM so that the program can be adjusted accordingly
- All programs are run by the MC and the host families must adhere to the guidelines.

## Arrangements for special Gurdwara Programs

### AKHAND PATHS

- The Management Committee celebrates different Gurburabs and Shahidi Days with an Akhand Path on dates as listed on the Nanakshahi Calendar.
- Celebrations are held either on the actual date and/or the nearest Sunday.
- These programs are normally listed on the Sunday Langgar Roster and announcements are made prior to the program.
- The DSM will be responsible for drawing up the Roster and pinning up on the board two weeks prior to the Akhand Path, allowing all the Volunteer Pathis to put their names down.
- Any changes to the roster are to be done through the DSM.
- The Resident Granthi will oversee the Pathi list and attendance of Pathis.
- The DSM will have the overall responsibility to ensure the Path is on track.

### LANGGAR FOR AKHAND PAATHS

- Langgar and Prashad seva is sponsored by Sangat or individual / family.
- Sangat members are free to donate towards the langgar, either in cash or kind through the Kitchen committee Sewadaar.
- All Sangat members are welcome and encouraged to help in the preparation of the langgar and cleaning of the kitchen and langgar hall during and after the Akhand Path.
- Ardas for the beginning and end of an Akhand Path is from the Sangat only. Families sponsoring the Akhand Paath or other langgar sewa can have their names in the Ardas at the end of the Sunday Program.

## Arrangements for PRIVATE Gurdwara Programs

### PRIVATE FUNCTIONS IN THE GURDWARA

- To hold a private function in the Gurdwara such as a private Akhand Path, Sehaj Path or a marriage ceremony, bookings have to be made through the MC and not the Granthi/Jatha.
- The Granthi/Jatha cannot make the booking without informing the MC.
- An application form has to be completed, including informing the MC as to the days the kitchen will be used for preparation of langgar etc.
- Refer to Charges list and make all payments in advance to the Treasurer.
- No payments must be made directly to the Granthi/Jatha for anything.
- Host family can bring in Raagis for Kirtan with prior permission of the MC.
- The host family has to use the resident Granthi/Jatha to do the Ardaas unless prior permission /arrangement is made with the MC.
- No rituals / actions out of the ordinary are to be done in the Gurdwara ie taking langgar thali up to the Darbar Sahib.

### PRIVATE AKHAND PATH

- Any family wanting to hold an Akhand Path in the Gurdwara may do so but need to seek the permission of the MC.
- The responsibility of the three days is with the host family (including organising Pathis, Darbar Sahib and langgar), and MC will be there to help.
- Host family must provide Langgar for the three days.
- Refer to Charges list and make all payments in advance to the Treasurer.
- No payments must be made directly to the Granthi/Jatha for anything.
- MC is responsible for distributing the payment to Granthi/Jatha or Pathis as required, immediately after the event.
- The Ardaas on the final day will be done by the Resident Granthi, unless some prior arrangement has been made with the MC.

## Arrangements for PRIVATE Home Programs

### HOME PROGRAMS

- All home programs have to be booked through the MC.
- No booking to be made with the Resident Granthi/Jatha.
- Any payments involved have to be done through the MC.
- At the Home Program the host family must give the Golak monies to the Granthi / Jatha and request to be issued with a receipt. The Granthi/Jatha is then responsible to pass the monies onto the MC.
- The Granthi/Jatha is responsible to declare to the Treasurer the Bheta amount collected, for record purposes.

## KIRTAN ROSTER

Time	Week 1	Week 2	Week 3	Week 4	Week 5
<u>Paath</u> 8.00 am 10.00 am	Asa di vaar	Sukhmani Sahib	Jaap Sahib	Japji Sahib	Japji Sahib
<u>Kirtan</u> 10.00 am 10.30 am	Local Jathas	Local Jathas (Youth)	Local Jathas (Ladies)	Local Jathas	Local Jathas
<u>Kirtan/Katha</u> 10.30 am 11.30 am	RESIDENT JATHA	RESIDENT JATHA	RESIDENT JATHA	RESIDENT JATHA	RESIDENT JATHA

*The last half to one hour of the program is allocated to the resident **Granthi & Resident Jatha**.  
NOTE: Program subject to change without any notice.*

## CHARGES / COSTS

Description of Services	Cost	
<b>Gurdwara Programs</b>		
Darbar Sahib Hall	\$100.00	
Kitchen/Langgar Hall	\$200.00	
Eliza Hall	\$100.00	
Granthi Services	\$50.00	
Jatha Services	\$100.00	
Akhand Path*	\$750.00	
Sehaj Path	\$500.00	
Sunday Morning Langgar (if organised by MC)****	\$750.00	
Wednesday Evening Langgar (if organised by MC)****	\$450.00	
Langgar for all other days in the evening (if organised by the MC)****	\$250.00	
<b>Home</b>		
Home Programme – Gurdwara Services**	\$100.00	
Granthi for Home Programme	\$50.00	
Jatha for Home Programme	\$100.00	
Refundable deposit for borrowing Utensils***	\$200.00	
<b>Ceremonies</b>		
	<b>Member</b>	<b>Non-Members</b>
Weddings	\$550.00	\$750.00
Refundable deposit *****	\$250.00	\$250.00

All monies must be paid in advance to the Management Committee.

\*inform the family if there are Volunteer Pathis and the balance monies gone to the Golak.

\*\* cost of Palki and associated services

\*\*\*Subject to all items cleaned and returned in good condition.

\*\*\*\* if organised by the MC on behalf of sponsoring family/individual.

\*\*\*\*\*premises to be left clean and condition as received.

### CLEANING PROCEDURES FOR KITCHEN / LANGGAR HALL

(The host family has to ensure the kitchen and langar hall are left clean)

Updated May 2019

- Wash dishes-plates, cups, glasses and cutlery in the dishwasher and dry them before putting them away in the appropriate areas
- Wash and oil all large fry pans to prevent rust
- Clean and put away large utensils in appropriate areas including tea urns and bain maries
- Put away all dry ingredients and masalas into appropriate containers
- Clear / distribute left over langgar
- Clean stoves and surrounding benches appropriately
- Wash, clean and wipe sinks (including the hand-washing room sinks), bench tops and the splash backs
- Switch off all gas stoves and make sure the tavee is off
- Turn off water taps and dishwasher
- Garbage bins to be cleared and put into outside bins. Garbage bins to be lined with new liners.
- Wipe tables and put chairs up onto the tables, in the Langar Hall
- Sweep and mop floors in the kitchen and Langgar Hall
- Put tea towels in the washing machine and put them out for drying (or the host family to take them home to wash them
- Switch off all lights