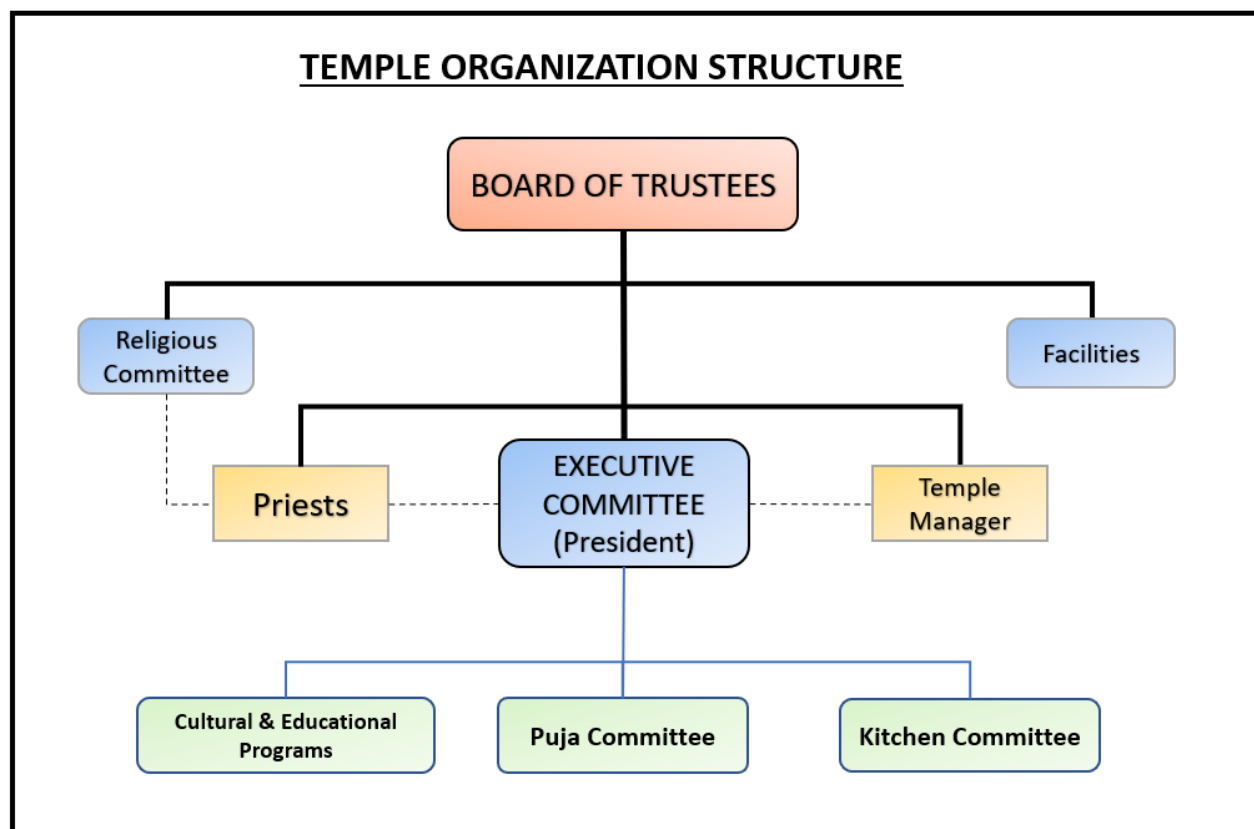




## Temple Committees and Guidelines



**This document provides a broad set of operational guidelines covering the following:**

- A. Religious Committee (RC)
- B. Temple Manager
- C. Executive Committee (EC)
  - C.1. Puja Committee (PC)
  - C.2. Kitchen Committee (KC)
  - C.3. Cultural & Educational Programs



## **A. Religious Committee (RC)**

### **Structure**

- Three members: Chairperson, a Puja Committee member, and a Board representative. Chief Priest is an ex-officio member;
- The BOT appoints the Chairperson and members of the RC, for an initial term of two years, renewable up to one additional two-year term, or until qualified successors are appointed;
- The BOT has the full authority to remove or replace the Chairperson or members of the RC;

### **Tasks (Responsibilities)**

- Recommend to the BOT the following;
  - Auspicious days to be observed and religious festivals to be celebrated;
  - Establish, maintain and review the religious services that the Temple offers;
  - Appropriate donations for various services conducted inside and outside the Temple;
  - Required Abharnams and other religious items;
- Coordinate preparation of yearly Temple calendar with Panchangam for publication;
- Monitor and execute monthly religious activities as per the published calendar;
- Provide content and images about religious events for publication/communication, as needed;
- Review and make a recommendation to the BOT when hiring Temple Priests;
- Observe the performance of the Priests. Present to the BOT any issues and concerns, and the BOT will address them with the Priests;
- As needed, arrange for additional Priests, who may be required occasionally;
- Prepare Puja Samagri list in consultation with the Priests;
- Chairperson must attend the BOT meetings and give RC updates;
- Communicate regularly with the President, including attending EC meetings, when requested.



## **B. Temple Manager**

### **Structure**

- Temple Manager is appointed or hired by the BOT and can be replaced at any time by the BOT;

### **Tasks (Responsibilities)**

- Shall implement the policies of the Temple as established by the BOT;
- Responsible for the front office and its related activities;
- Must ensure that all devotee pertaining information is kept confidential;
- Ensure that proper Temple etiquette and rules are followed at all times by devotees;
- Works closely with BOT, EC, Priests, and all the Committees to ensure the smooth day-to-day functioning of the Temple;
- Supervise the Priests under the guidance of the BOT and RC. Present to the BOT any issues and concerns, and the BOT will address them with the Priests;
- Schedule Priest services inside and outside the Temple. Seek advice from the RC when in doubt;
- Responsible for Community Halls rental coordination;
- Attend Committee meetings, as needed;
- Work with the Treasurer to open the Hundis, count the donations, and deposit into the bank;
- As requested by the PC, procure the necessary Dhruvams, Puja Samagri, flowers/garlands, etc. needed for Nitya Puja, weekly Abhishekams, and all special occasions;
- Organize any security and safety-related meetings with local fire and police departments or other experts;
- Maintain the Temple property and its assets as guided by the BOT and the Facilities Representative from the Board;



## **C. Executive Committee (EC)**

### **Structure**

Temple Executive Committee (EC) provides significant support to the Temple operations under the leadership of the President;

- The BOT appoints the President;
- The Chairpersons and Coordinators of the various Committees and Programs make up the Executive Committee;
- The BOT has the full authority to remove or replace the President;

### **Tasks (Responsibilities)**

- As an ex-officio member of the Board of Trustees with no voting powers, the President shall attend all BOT meetings and fulfill all obligations normally concomitant to such position, as well as other tasks as may be required from time to time by the Chairman and or the Board of Trustees;
- By attending all BOT meetings and taking guidance from the BOT, The President must operate the Temple within the set mission of the Temple.
- President will be in charge of the day-to-day operations of the Temple and responsible for the assigned committees, programs, and their functions. In addition, the President will coordinate overall Temple operations by working with the RC, the Priests, and the Temple Manager;
- Must ensure that all activities are in the best interest of the Temple, and develop an environment that enhances devotee experience for the entire community, to visit and volunteer equitably;
- As necessary, President schedules and presides the EC meetings;
- Discuss and generate the annual budget plan for the EC, which includes the roll-up of the budgets from individual committees and programs.



## C.1. Puja Committee (PC)

### Structure

- Chairperson, and four members, including a Board representative;
- The BOT appoints the Chairperson and PC members for two-year terms. BOT will renew additional terms, as necessary;
- The BOT has the full authority to remove or replace the Chairperson or any member of the PC;

### Tasks (Responsibilities)

- Provide the needed support for conducting all Temple religious services and activities;
- Have a representation in the RC as a liaison to help the PC support the religious activities;
- Procure and maintain the necessary Vasthrams;
- Support the Treasurer in managing the Abharnams inventory;
- Select specific Vasthrams and Abharnams needed for all religious services, festivals, and events;
- Work with the Temple Manager to procure Dhravyams, Puja Samagri, flowers, garlands, etc. needed for Nitya Puja, weekly Abhishekams, and all special occasions;
- Discuss and generate the annual budget plan and submit it to the EC;
- Plan and provide volunteers for yearly festivals and special events with event setup and clean-up requirements.



## C.2. Kitchen Committee (KC)

### Structure

- Chairperson, and three members, including a Board Representative;
- The BOT appoints the Chairperson and KC members for two-year terms. BOT will renew additional terms, as necessary;
- The BOT has the full authority to remove or replace the Chairperson or any member of KC;

### Tasks (Responsibilities)

- Prepare and plan the weekly menus and special event menus;
- Support the Temple Paricharaka in planning and preparation of food items;
- Work with the Temple Manager to procure the necessary items and ingredients needed for kitchen & food preparation;
- Follow food safety guidelines and implementation;
- Help keep the Kitchen clean and safe;
- Turn over the donations to the Temple Manager or Treasurer;
- Discuss and generate the annual budget plan for the Kitchen activities submit it to the EC;
- Have teams of volunteers to support food preparation and related activities;
- Organize volunteers for yearly festivals and special events with event set up and clean up requirements;



## C.3. Cultural & Educational Programs

### Structure

- Three members: Cultural Programs Coordinator, Educational Programs Coordinator, and a Board Representative;
- The BOT has the full authority to remove or replace the Coordinators or any member.

### Tasks (Responsibilities)

- Support Temple religious programs with educational activities and cultural events as needed;
- Organize all aspects related to music (Vocal and Instrumental) and dance classes;
- Class schedule timings must be coordinated with Temple Manager to accommodate any Temple activities and events;
- Organize appropriate cultural programs for different Temple fundraising events;
- Schedule and coordinate BOT approved educational courses at the Temple;
- Support Temple tours for local students and guests;
- Encourage and recruit high school volunteers for various Temple activities;
- Organize BOT-approved guest talks/lectures related to Hindu traditions & culture in the interest of the Temple.