# Job Description

**Position: Shrine, Ritual and Environment**

# Hours: Fulltime residential

# Terms: Practising Sangha volunteer with monthly allowance

## Line Manager: Retreat and Practice Manager

The resident Shrine, Ritual and Environment Volunteer creates and maintains all Dzogchen Beara’s shrines and practice environments authentically and according to Rigpa’s tradition and Sogyal Rinpoche’s instructions.

This encompasses Centre House, Longchen, the Care Centre, the Temple and any other venues; and includes all events where a shrine/practice area is needed, such as the summer retreat, long-term retreat and personal retreats in Longchen, public programme events, personal shrines for Lamas or guests, etc.

Works closely with the Retreat and Practice Manager, the Practice Co-ordinator and the Household and Retreat Attendant

**Responsibilities:**

1. Co-ordinate the set up for, and attend all main practices at Dzogchen Beara.
	1. Encourage and train sangha members to hold aspects of the practice area, e.g. chopen and umze, make tormas etc.
2. Ensure that all shrines and thankgas etc. are current and up-to-date according to Sogyal Rinpoche’s wishes and Rigpa’s policy, and are inspiring, clean and in good repair.
3. Ensure the Shrine preparation area is fully stocked with all necessary offerings, items and substances: order supplies, tsok offerings, make ritual items and substances as needed e.g. chenma, kargyen, precious substances, rak, long life arrows etc
4. Support the set up and day-to-day shrine and practice item requirements for long-term and personal retreats and the Gonkhang.
5. Set up, equip and support all events where a shrine/practice environment is needed, such as the retreats with Sogyal Rinpoche and visiting Lamas, nyenpas, practice intensives, public programme events, etc. This includes ordering beforehand items such as thangkhas, and substances for ceremonies.
6. Prayer Flags –order prayer flags, and co-ordinate when and where they are put up.
7. Overview of the butter lamps, encourage sangha members to participate.
8. Chopon - Ensure that you, and Dzogchen Beara has the most up-to-date information, expertise and training to hold the ritual and chöpön-related activities authentically, and in accordance with Rinpoche's latest instructions.
9. Instructing: Support the daily meditation and Loving Kindness classes.
10. Help in the development of instructor-supported Contemplative Breaks for the public.
11. The Temple: together with the Temple Team, vision and support the building and equipping of the shrine and practice areas in the temple

**A typical working day is 6 hours and a working week is 5 days.**

**You are asked to make an initial commitment of 6 months to a year, with a 6-week trial period.**

**Requirements**

* Experienced Vajrayana practitioner
* Rigpa instructor preferable
* Good team worker and ability to work on own initiative
* Flexible
* Sociable