



# DZOGCHEN BEARA

BUDDHIST MEDITATION CENTRE

## **Open Application - Practice Team Assistant**

*A wonderful opportunity to join the Practicing Sangha at Dzogchen Beara*

**The practice team assistant works as part of the practice team under the direction of the practice manager and the practice vision holder.**

**This is a practicing sangha role with a work commitment of five hours per day, five days a week, plus attending daily Sadhana practices.**

With the completion and opening of the temple at Dzogchen Beara on the horizon, there is a need to expand and develop the practice team. With this aim in mind, we are seeking to recruit new passionate practice team assistants from within the Rigpa Sangha, who wish to develop their knowledge and understanding of Vajrayana practice. This is an evolving role with an opportunity for development in one or more aspects of Vajrayana practice including shrine ritual, practice co-ordination, and/or umdze activities and musical instruments. The job description includes a core job description listing the daily tasks associated with holding the practice area, and additional tasks associated with training and development. The core job description includes tasks held by the team as a whole as there is significant overlap in the duties of all members of the practice team. This is because they are required to cover each other's days off, personal retreats and training, and each member needs to be flexible depending on the additional tasks that arise daily.



# DZOGCHEN BEARA

BUDDHIST MEDITATION CENTRE

## JOB DESCRIPTION

<b>Position:</b>	Practice Team Assistant, <b>Dzogchen Beara</b>
<b>Hours:</b>	Five hours a day, five days a week
<b>Terms:</b>	Practising sangha
<b>Reporting to:</b>	Practice Manager

### **Core Responsibilities of Practice Team Members**

*(Note: These duties are shared and distributed amongst all members of the practice team)*

#### **Shrine Area**

- Clean and maintain the Shrine Room and preparation area
- Open the Shrines daily
- Clean the Shrine and ritual items once a month and as required

#### **Butter Lamps**

- Monitor and respond to online butterlamp requests
- Clean and make butter lamps as required
- Replace used butter lamps with new ones daily as required

#### **Prayer Flags**

- Aiding in the sewing and preparing of prayer flags and banners
- Hanging and disposing of prayer flags and banners

#### **Offerings and Tormas**

- Prepare precious substances for sang burner
- Prepare and operate sang burner
- Prepare the offerings for daily practice
- Assist in cleaning up and washing dishes after the daily practice
- Assist in tsok shopping for daily practice and special days
- Make tormas for daily practices and special days as required



# DZOGCHEN BEARA

BUDDHIST MEDITATION CENTRE

## **Chöpön & Umdze Activity**

- Chöpön for daily Tendrel Nyesel practice as required
- Assist in Chöpön activity for special days and practices
- Umdze for Riwo Sangcho practice
- Umdze for daily Tendrel Nyesel practice as required

## **Communication**

- Maintaining and updating prayer lists for daily practices
- Communicating with the sangha on social media chats and website, providing essential information regarding practices and responding to requests
- Sending prayer and butterlamp cards as well as pictures and videos when butterlamp requests are made
- Attending regular practice team meetings

## **Special Days, Practice Intensives and Drupchös**

- Preparing for and holding special day practices twice a month
- Aiding in the organisation of wheel day practices four times a year
- Working as part of the team to plan, prepare and hold practice intensives and Drupchös

## **Miscellaneous Tasks**

- Occasionally additional tasks may arise that will be communicated by the practice manager or vision holder



# DZOGCHEN BEARA

BUDDHIST MEDITATION CENTRE

## **Additional Tasks Associated with Training and Development**

It is envisioned that each member of the practice team will evolve in a way that facilitates the Dzogchen Beara practice team in preparing for the opening of the temple and holding daily, special day and intensive practices thereafter. The role will evolve to provide the opportunity for personal, practice and educational development. Accounting for the requirements of the practice team as well as the existing skills, potential and motivation of the candidate, this will involve training and development in the area of practice co-ordination, shrine ritual and chöponing, and/or chanting and musical instruments. The degree and intensity of this training will depend on the interests and potential of the individual candidate.

## **Competencies and Skills**

- A member of the Rigpa Sangha, and a Vajrayana or Ngöndro practitioner committed to Rigpa's vision
- The enthusiasm, capability and commitment to develop in the future
- Good written and verbal communication skills
- Must be a team player and have the ability to work well with others

## **Conditions**

- A typical working day is five hours a day, five days a week plus attending daily Vajrayana practices
- The position includes accommodation in a single room, full catering, health insurance, pension contributions, holidays and retreat time.
- This position includes a small monthly allowance
- The applicant must be aware of, and sign, the Rigpa Code of Conduct.