

SNOWFLOWER SANGHA
ROLES & RESPONSIBILITIES
2006-2007 **Final: 08/25/06**

SnowFlower Sangha is a lay practice community in the spirit of Thich Nhat Hanh. In addition to attending our Tuesday and Friday meetings for meditation and discussion, Sangha members can give and receive support from each other as we endeavor to engage our practice as fully as possible throughout the day. We try to bring an attitude of mindful and respectful attention to all Sangha activities and to our own daily activities, thereby nurturing one another in our mindfulness practice.

If, in addition to your daily practice, you would like to volunteer for a new role, please contact Edward or the lead person under each activity. Please report additions or changes to Edward so that this record can be kept current.

SANGHA ADMINISTRATION AND RECORD KEEPING

Caretaking Council (CTC)

- Meet every six weeks to check the pulse of the Sangha – is there anything that needs attention at this time?
- Create Mentoring Group
- Help resolve issues, locally and with the region, as needed
- Bring Sangha together between annual meetings, if needed
- Post announcements and information in the newsletter, by email and on the web
- NOTE: The council will commence its work after the fall retreat (October 13-15, 2006)

Volunteers (2006-2007)

Susan, Jim, David H, Karuna, Linda, David L, Karen, Jane

Second Bodies to Volunteers (2006-2007)

Jill, Edward, Melissa, Mary, Lisa, Celeste, _____, _____

Officers

- SnowFlower is a non-profit corporation, which facilitates having liability insurance coverage, a checking account, and the ability to accept contributions
- Officers tend to the legal responsibilities of filing necessary forms, maintaining insurance, managing the financial account(s), etc.

Volunteers (2006-2007): Mary (President), Edward (Co-President and Secretary), Savitri (Vice President) and Melissa (Treasurer)

State of Wisconsin non-corporation form submitter

- Fill out the State non-profit corporation form annually

Volunteer: Mary

Treasurer

- Collect cash from Tues/Fri meetings & deposit
- Pay bills (insurance, Meeting House & Trinity, retreat expenses, donations copying, postage, etc.)
- Deposit revenues from retreat
- Balance checkbook
- Create financial reports
- Arrange for donation decision-making

SnowFlower Sangha Roles & Responsibilities – 2006

- Document/clarify processes for making donations & purchases
- Get bi-monthly updates to Newsletter editor

Volunteer: Melissa

Annual Business Meeting

- Schedule & publicize the meeting
- Ask for & collect agenda items, set agenda
- Arrange for the facilitator and bell master
- Take & distribute minutes

Volunteers (2006): Susan and Anne (Facilitators); Sarah (Minutes)

Roles & Responsibilities “Keepers”

- Keep this document up-to-date & accessible
- Send to the newsletter editor for periodic publishing
- Make sure that the most recent version is posted on the web

Volunteers: Edward, Sarah, Karuna

Budget Review Committee (new activity for 2006-2007)

- Consider involving anyone who deals with Sangha money, such as the retreat coordinators, treasurer, the librarian, a CTC Member, etc...
- Determine if developing a budget is worthwhile
- Develop policies and procedures for spending?
- Work with questions about how to acquire books for the library, what to do with Fair Wisconsin, how to donate what amount of money to what groups, etc...
- Create and publish documents to inform Sangha members about the status of savings, etc...

Volunteers: Melissa (Coordinator), David L, Margot, Micha, Mary, Linda, Pat

TUESDAY AND FRIDAY SITS

Tuesday and Friday Schedulers

- Schedule topics/leaders for 2 month period
- Support, offer guidance, discuss topics with leaders
- Keep the Deer Park Chanting & Recitation Book on the “parking lot”

Volunteers: **Tuesday:** Savitri Don
Heather Mary G

Friday: Cheri – Jan/Feb Karuna – July/Aug
David H – Mar/Apr Susan – Sept/Oct
Edward – May/Jun David L – Nov/Dec

Sangha Meeting Leaders (Tues & Fri)

- Get the bag with key & bell; unlock door; help setup
- Set up altar (bring flowers or other ornamentation)
- Create mood for quiet beginning & support mindful awareness in Sangha
- Prepare evening program
- Manage time to ensure ending as scheduled

SnowFlower Sangha Roles & Responsibilities – 2006

- Pass out money bag at end
- Close windows, turn off lights, lock door
- Pass key bag and bell to next leader

Volunteers: Varies

Note: Everyone who attends should be mindful of helping with set-up and clean-up. Members are also asked to support new people by greeting them upon arrival and being available to answer questions after closing.

Music Coordinators

- Vox Emphera for special nights and at retreats
- Make copies of music for retreats and sits
- Use Deer Park Daily Chanting and Recitation Book
- Continue to offer more music, poetry, other diverse modes

Volunteer: Jane

Materials/Inventory Caretakers

- Ensure that there are enough copies of handouts for the Tues/Fri binders
- Purchase candles
- Ensure that bell, altar items, lamps, tables, etc are accounted for and well-maintained

Friday Volunteers:

Pat – Jan-Mar

Diane – July-Sept

Linda – Apr-June

Jon – Oct-Dec

COMMUNICATIONS

Newsletter (Calendar) Editors & Staff

- Solicit schedules for Newsletter Calendar from Tues & Fri schedulers
- Include half-days of mindfulness, road cleanup, social events, etc
- Solicit announcements and articles
- Collect info from other email lists (international and local) and other regional Sanghas
- Copy & assemble paper copies of newsletter, prints labels and mail
- Email to Dave Haskin, who maintains the email list
- Get info to Webmaster

Volunteers: Erin (Layout Editor), Karuna and Lisa (Content Co-Editors), and Marianne (Labels)

Webmaster

- Update notices in MS Front Page
- Ensure payment for domain registration and web site hosting
- Add info from Newsletter to the web site
- Add other notices/info to the web site
- Improve functionality of web site
- Make site accessible to multiple webmasters if more volunteers step forward

Volunteer: Mike

SnowFlower Sangha Roles & Responsibilities – 2006

Email Group Manager

- Provide general maintenance of yahoo groups memberships, including response to viruses
- Add & remove people, as requested
- Change addresses, as requested

Volunteer: David H

“Member Database” Coordinator

- Maintain address / phone/ email list
- Add & remove people, as requested
- Change addresses, as requested

Volunteers: Sarah, Mary G (input for Tuesday practitioners)

Librarian

- Maintain library book collection & ensure good condition of books
- Solicit book returns, as needed

Volunteer: Margot

REGIONAL SANGHA ACTIVITIES

October Retreat

- Arrange/ reserve retreat center (one year ahead)
- Arrange a cook and staff
- Work with Willy St on buying food for retreat at discount
- Make coffee purchases
- Purchase or get donations of flowers
- Gather altar materials
- Discuss structure with Jack Lawlor
- Design and mail registration forms (and coordinate mailing with other regional Sanghas)
- Design and copy the retreat schedule and packet (with Jack's advice)
- Pick up registration forms from post office box
- Enter registrations into database (keeping track of who has paid)
- Handle calls/ emails from prospective retreatants
- Coordinate with the Bethel Horizons staff
- Arrange volunteers for setup of retreat
- Assign rooms to retreatants
- Get a list of volunteers for retreat duties (kitchen help, altar maintenance, wakeup bell, readings)
- Coordinate end of retreat cleanup
- Pay retreat center and cook and staff and do the finances after retreat (coordinate with the Treasurer)
- Handle scholarship requests and tracking

Volunteers:

Coordinator: David L

Registrar: Sarah

Treasurer – pay retreat center, etc – Melissa

Kitchen Coordinator (Dining Room) – Efrat, Margot, Suzanne

Beverage Coordinator (Meditation Hall) –Cathy (Coordinator)

Flowers - Efrat

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Altar: Diane
TBD - Karen

LOCAL SANGHA ACTIVITIES

Half-Days of Mindfulness Coordinators

- Schedule dates and venues
 - Let people know (including newsletter)
 - Find leaders/Coordinate activities
- Volunteers:** David H, Savitri, David L, Jane (winter)

Mentoring Program Developers (new activity for 2006-2007)

- Consider ways that newer practitioners can be mentored by experienced practitioners; grow in Sangha leadership; explore ordination in the Order of Interbeing; etc...
- Volunteers:** Edward, Karuna

“Care” Group (new activity for 2006-2007)

- Serve with equanimity as coordinators in the response and proactive approach to Sangha members who may be in need of support (e.g., in times of a death in the family, illness, etc.)
- Volunteers (2006-2007):** Jane, Karuna, Savitri, Jill, Erin

Conscious Relationships Half-Day (new activity for 2006-2007)

- To be offered in winter 2006; addresses the issue from the 2005 annual meeting for support for committed relationships in Sangha
- Volunteer:** Suzanne

Introduction to Mindfulness class (new activity for 2006-2007)

- Four week re-occurring class to start at the end of October 2006, on Fridays (6:15pm) at Friends Meetinghouse
- Volunteers:** Cheri, with guidance from CTC

Roadside Cleanup Coordinators

- Set dates, make announcements
 - Work with Madison Mindfulness Community to assure volunteers
 - Facilitate group during the day of cleanup
- Volunteer:** David L

Social Event Coordinators

- Annual APT activity – **Volunteer:** Efrat
- Annual Holiday Potluck – **Volunteers:** Susan and Jim
- Initiate bike rides, kayaking, other events – _____