Sangha Support Net Leader

Job Description and Agreement

Introduction

This document is intended to serve as a guideline and agreement for the function of Sangha Support Net Leader. It is based on the experience of an informal trial period offering similar service during 2013 and based on the Board’s goals in the Fellowship strand of the Strategic Plan.

The Sangha Support Net Program is for Sangha members and Sangha members’ families during times of challenge or times of transition. These challenges could include such times as: accident, temporary illness, hospitalization, long-term illness, death of a loved one or death of a pet. We also offer Sangha support for life transitions such as: starting a relationship, ending a relationship, marriage commitments, taking Jukai, birth of a child, the transition from youth to adulthood or house blessings. Occasional service to the community at large for funerals and other life transitions is also offered.

Term

Beginning January 2014, Eugene Bush will begin formal service in the role of Sangha Support Net Leader. This role will have an initial period of review and evaluation ending January 2015, at which time a mutual evaluation with the Board of Trustees will be carried out. This agreement will end in two years (January 2016) and is renewable by mutual consent.

Duties and Responsibilities

The Sangha Support Net Leader is accountable to the Board of Trustees. The Board ensures the selection of a leader or leaders and provides for adequate leadership of Santa Cruz Zen Center.

The Support Net will offer ceremony, celebration and individual support in times of need. This could take the form of: offering food, running errands, providing transportation or offering to take care of basic needs for a limited period of time such as childcare, cleaning or laundry. The Support Net also offers guidance, teachings and ceremony for life transitions, based on the individual’s needs and the liturgy & forms of Soto Zen Buddhism.

The Support Net Leader manages and oversees the following areas:

1. Regularly convenes and guides a core group of people who are willing to commit to a limited term (one season) of service in the Support Net
2. Organizes and coordinates the following areas:
3. fielding calls/ requests from the Sangha and the community at large;
4. following up on every person whose name has been on the altar (for well-being or death) and offering appropriate sangha support;
5. training in zendo roles for ceremony related to Support Net services;
6. collaborating with the Head Teacher, the Administrator and the Global Sangha Leader as needed for the forms of ceremony, the calendar and community outreach;
7. offering guidance and counsel to the core group in order to increase the skillfulness with which this practice of generosity is undertaken;
8. assuring that anyone offering services to the Sangha Support Net has completed a background check;

g. becoming familiar with appropriate ceremony form and liturgy as needed

1. Works with the Board officers to implement goals, assure fiscal policies are working and for other interfaces between governance and operations.
2. May be invited to attend Board meetings as a non-voting guest
3. Participates in Practice Committee
4. Participates quarterly in the Teacher/ Leadership counsel
5. Manages budgetary concerns (i.e. given 2014 budget of $300 to use for program expenses such as chair rental, hospitality costs)
6. Actively participates in the regular offerings/ schedule of Santa Cruz Zen Center.

Principles of Shared Leadership

The Support Net Leader is expected to uphold the following principles of shared leadership with the Head Teacher, the Administrator, the Global Sangha Leader and the Board President:

1. Each leader is responsible for managing his/her area, is encouraged to engage others in helping to perform the tasks, solicits input from others, but has the final decision-making and policy-setting authority for his/her area;
2. All leaders are committed to staying in frequent communication with each other to coordinate their areas, and help one another keep abreast of their activities. They will immediately act to resolve any conflicts which may arise between them, large or small;
3. While each Leader is primarily responsible for his/her individual area, it is presumed that all 5 will engage in Practice and outreach activities and will support efficient and compassionate administration;
4. All 5 leaders commit to communicating and involving the Board in their activities as needed for the effective functioning of the Board and overall leadership of the Center.

Compensation

The Sangha Support Net Leader position is a volunteer role at this time. It is understood that the Sangha Support Net Leader will periodically give lectures and participate in events outside of Santa Cruz Zen Center. Any compensation received for these services is considered personal income above and beyond any donations received at Santa Cruz Zen Center.

Termination

If either party wises to terminate this agreement, the terminating party agrees to give at least 90 days advance notice in writing of intent to terminate and agrees to participate in at least two meetings to discuss the reasons for termination and create alternate plans for leadership to continue at Santa Cruz Zen Center after termination.

The Board of Trustees may release the Support Net Leader from service at any time due to extraordinary circumstances such as irreconcilable conflicts, ethical violations or moral turpitude, consistent with Santa Cruz Zen Center’s Bylaws and ethics statement.

Support Net Leader: For Santa Cruz Zen Center

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Rev. Eugene Bush D.D. Date Edie Brown, President Date