



## **Hindu Temple and Cultural Center of Wisconsin**

American Hindu Association

2138 S. Fish Hatchery Road, Fitchburg, WI 53575

(A Non-Profit Organization ~ Tax ID: 39-1945997)

<http://aha-svtemple.org>



### **TEMPLE PRIEST ROLES & RESPONSIBILITIES**

The Hindu Temple of Wisconsin (AHA) reveres and regards with high respect the role and the position of all priests given their immense education and training in the Hindu religion and with the understanding that they are an integral part of our temple community. The temple management, volunteers, devotees and the community will treat the priests with due respect, kindness and consideration.

AHA temple priest(s) responsibilities include;

#### **1. Meeting the Needs of Our Community:**

- a) Showcase the Hindu Temple of Wisconsin (AHA) as a peaceful place of worship for our community.
- b) Provide exceptional religious service to a diverse population of devotees from various parts of India and the world.
- c) Co-operate and collaborate with Religious Committee, temple volunteers, temple management, and other priests as necessary to ensure that highest standards of religious service are maintained for our community.
- d) Treat each and every devotee equally, with respect, and tend to their requests and needs. Always be courteous, respectful, honest and transparent towards the devotees, other priests, visitors, and temple management.

#### **2. Manage Temple Religious Services**

- a) Open and close the temple each day as per the published schedule. Ensure that all required diya (lamps) are lit as soon as the temple is opened and ensure that the lamps stay lit till the temple closes for the day. Responsible for extinguishing the diyas prior to leaving (Safety Hazard).

- b) Conduct all agreed upon pujas as per published schedule including all Abhishekams, Hindu festival pujas, daily Nitya pujas, offering of daily Nithya Naivedhyam, etc. *It is very important that priests start and finish pujas at scheduled times, thus the priests are required to get organized prior to the start of the puja so that punctuality is maintained.*
- c) Develop detailed religious events plan(s) and guide the religious committee and temple management on best practices of programs and services that need to be provided to the community.
- d) Work with the Religious Committee Chairperson to convene bi-weekly meetings to plan upcoming pujas and also schedule the events for the complete yearly calendar.
- e) Present the temple in the best possible way to the community. Maintain absolute cleanliness inside the temple sanctum area and all areas where deities are maintained. There will be no clutter and trash in these areas. Remain in the temple after the major services (Abhishekam, Archanas, etc.) and clean the remnants of these services so the Temple is ready for the next service. Priest(s) can solicit help and plan for volunteer assistance from the devotee community for this cleaning work, as necessary.

### **3. Puja Bookings and Recordings**

- a) All in-temple and outside devotee private pujas will be booked through the AHA website online booking system by filling in the form (*until a permanent Temple Manager Position is filled*)
- b) Devotees may contact the priest(s) and/or temple management directly for religious services. The priest(s) and temple representatives can discuss with the devotee on the specifics of the request but are required to inform the devotee to submit the (agreed upon) request through the AHA Website online booking system for official recording.
- c) Devotee request, once agreed, approved and scheduled must be entered into the master calendar. (*AHA Note: this function can be done by the Priest on the AHA Computer provided at the temple or by a religious committee rep*). The Religious Committee Chairperson will make sure that temple services are not unnecessarily affected before allowing out of temple requests.
- d) Devotees will be informed of the puja services charges in accordance with the *Temple Donations, Puja Receipts and Priest Dakshina Policy – 060519.pdf* as approved by the AHA Board and published on the AHA Website. Payment can be made in advance or after the service is

completed. There will be NO DEMANDS placed by the priests on the devotees for Dakshina or additional charges, except mileage charges per IRS guidance where necessary.

- e) After the service is completed, the priest will collect all charges, if not paid in advance, and will provide the collected funds, along with an accounting for all pujas including details of the pujas done to the AHA Board Treasurer, on a weekly basis at a minimum. Dakshina can be provided directly to priest.
- f) Out of Town Puja Requests
  - I. If the out of town / state requests are made to the priests, these will be directed to the Religious Committee Chairperson and AHA Board President for further consideration and approval.
  - II. No out of town or out of state requests will be approved without the concurrence of the Religious Committee Chairperson and AHA Board President.
  - III. All out of town or out of state requests have to be made at least one (1) month ahead of the planned event.

#### **4. Maintaining the Main Temple Sanctum Area Purpose**

- a) The main temple hall area is designated only for all pujas, deity darshan by devotees, and as a calm and peaceful area for devotee personal meditation. Priest(s) will ensure that the appropriate decorum is maintained so that these functions can be fulfilled.
- b) Priest(s) will not discuss their personal, employment related, or any topic not related to provision of religious services with devotees in the main temple hall area. This area shall also not be used for any meetings other than temple religious services discussions by the Religious Committee.
- c) Requests for all activities other than scheduled pujas or religious functions, such as discourses, performances, etc. to be held on the main temple hall shall be channeled to the Religious Committee Chairperson and AHA Board President for prior approval.
- d) Priests will not use their cell phones to receive or make personal calls in the main temple hall area.

## **5. Puja Material Inventory Reporting**

- a) Priest(s) will compile list of regular puja material required to provide the scheduled temple services in advance and coordinate purchase of the same with Religious Committee Chairperson.
- b) Priest(s) will compile a list of potential items (ornaments etc.) needed for the various deities and provide to the Religious Committee Chairperson to approve for purchase. This list may also be used by the Religious Committee and Priests to solicit sponsors who can donate and/or fund for these items. If the devotees approach the priests to provide a material donation, the priests should consult with the Religious Committee chairperson and jointly make a decision about accepting and recording the item on the inventory list.

## **6. Communication and Reporting Structure:**

- a) The priest(s) will report to the AHA Board President, or designate approved by the Board, for all administrative and employment related matters. The priest(s) will report to the Religious Committee Chair for all puja services and daily temple operations related matters.
- b) Any personal time-off and vacation requests will be made in writing to the AHA Board President, or designate. Once approved, the priests will enter this information in the main calendar. *(AHA Note: this function can be done by the Priest on the AHA Computer provided at the Temple or religious committee rep).*
- c) Priest(s) will maintain regular communication with Religious Committee Chairperson and AHA Board President to ensure:
  - I. That the temple services are being served as expected. Review and solicit suggestions for improvement from devotees.
  - II. Cleanliness of temple is maintained as described above.
  - III. Bring forth of any issues or problems the priests may have in performing their duties. If they are not resolvable by the Religious Committee Chairperson, the problems should be elevated to the Board President, or the Board of Directors for guidance and further action.
  - IV. All AHA policies and guidelines are followed at all times.