



Dharma Rain Zen Center

Dharma Rain Zen Center Position Description

Position Title: Abbot

FTE: 1.0 FTE; hours variable

Pay Rate: Salaried

Benefits Status: Benefited

Reports to: Board of Directors

Date Prepared: 4/19/2012

Purpose: The abbot is the spiritual director of Dharma Rain Zen Center, and must be ordained and transmitted as a Soto Zen Priest. S/he determines matters of liturgy and teaching, and gives direction to the membership on these matters. As the leader of the Center, the abbot is responsible for supporting and promoting organizational goals as described in the [strategic plan](#). The abbot is subject to an regular performance reviews by the Board of Directors.

Summary of Essential Duties and Responsibilities:

- Provide spiritual leadership, guidance, and instruction to the sangha.
- Lead and serve in ceremonial roles; have a working knowledge of Soto Zen services, rituals, and ceremonies.
- Understand, follow, and support DRZC articles of incorporation, bylaws, and policies, including ongoing support of the organizational mission and vision.
- Foster the health of the organization by participating in and supporting fundraising activities and contributing to Dharma Rain's positive reputation in and connections with the larger Portland community.
- Represent Dharma Rain at the local, state, and national levels; participate in community events; participate in professional organizations as appropriate (e.g., the SZBA).
- Appoint and supervise the Godo, Kanin, and any assistants to these positions. The abbot may fill one or more of these positions him/herself. Appointments are subject to ratification by the Dharma Council.
- Serve as a formal teacher to monastic and/or lay disciples
- May sit on the Dharma Council; Dharma Council decisions are subject to ratification by the Abbot.
- Appoints the temple shuso/s.
- The abbot is expected to conduct him/herself according to the 16 Bodhisattva precepts, and to adhere to the highest ethical standards. This includes abiding by Dharma Rain's *Zen Practice in Community* ethics policy. No teacher, including the abbot, may exploit the teacher-student relationship for personal services, financial gain, or sexual favors. No teacher, including the abbot, may engage in a sexual relationship with his/her students.

Qualifications

Skills:

1. Proven ability to foster collaboration and consensus
2. Skill in communicating the dharma in English
3. Strong leadership and facilitation skills
4. Familiarity with legal, ethical, and financial rules and regulations as they apply to religious organizations
5. Understanding of the Mandala [organizational structure](#) and Councils' and Temple Officers' respective areas of responsibility.

Education and Experience:



Dharma Rain Zen Center

Required:

1. A minimum of five years of monastic training
2. Full dharma transmission by a teacher recognized by the SZBA
3. Authorization and experience in offering formal sanzen
4. Leadership experience in a religious setting
5. An understanding of and support for the Buddhist style of practice at this temple as described in [Lineage Tradition and Temple Culture](#).

In order to be hired, completion of a satisfactory background check is required. Upon hire, the employee will be asked to sign this position description indicating that they understand the requirements of the position. There is a probationary period that lasts 90 days from date of hire. During this time, employees have the opportunity to evaluate Dharma Rain as a place to work and the supervisor of this position has a chance to evaluate the employee. During this introductory period, both the employee and Dharma Rain have the right to terminate employment without advance notice. Upon satisfactory completion of the probationary period, a 90-day review will be given. Assuming this is satisfactory, thereafter employee performance will be evaluated by regular reviews.

Print Employee Name

Employee Signature

Date