

SNOWFLOWER SANGHA

ROLES & RESPONSIBILITIES

Updated: September, 2009

SnowFlower Sangha is a lay practice community in the spirit of Thich Nhat Hanh. In addition to attending Tuesday and Friday meetings for meditation and discussion, we endeavor to engage our mindfulness practice as fully as possible throughout our day. Through the effort to bring mindful and respectful attention both to Sangha and to daily activities, we nurture mindfulness in ourselves and support it in each other.

If, in addition to daily practice, a member would like to volunteer for a role mentioned below, please contact Karuna Namenwirth (832-6658) or Mary Gallagher (274-2769). Please report additions or changes to them so that this record can be kept current.

Sangha is currently structured around the three councils whose roles and responsibilities are outlined below.

STEERING COUNCIL (STC) Sangha Administration and Record Keeping

Role: To address issues that have the potential to affect the entire Sangha, including conflict resolution; to attend to legal and budgetary issues; to sponsor the Annual Business Meeting. Duties include but are not limited to:

- Determining which issues need to be brought to the entire Sangha
- Dealing with legal issues and annual filing responsibilities
- Planning the Annual Business Meeting and following up on decisions made there.
- Making financial and budgetary decisions affecting the entire Sangha
- Selecting Sangha officers. (Officers are chosen by members of the STC at the first meeting after the Annual Business Meeting.)
- Resolving conflicts
- Sponsoring Fall Retreat

Criteria for Membership

- Commitment to the practice
- Demonstrated commitment to the Sangha
- Commitment to spend sufficient time and be willing to make difficult decisions when necessary
- Ability to attend at least three quarterly meetings a year

Desired Composition - 9 members with staggered three year terms

- 1 from Care Taking Council
- 1 from Schedulers Council
- 1 from Tuesday Sangha
- 1 from Friday Sangha
- 5 open seats

Volunteers

1 Year term: Cheri Maples, Karuna Namenwirth (Friday), Suzanne Kilkus

2 Year term: Walt Keough (Tuesday), Efrat Livny (at-large), Savitri Tsering (at-large), Carol Rubin (CTC)

3 Year Term: Karen Pluim, Chuck Heikkinen

Officer Responsibilities

President

- Creates & distributes agendas for each meeting
- Leads & facilitates each meeting

Vice President

- Assumes President's duties in his or her absence
- Becomes next Council President

Secretary

- Takes & distributes Minutes for each meeting
- Keeps records of all Minutes

Treasurer

- Collects & deposits money from Tues/Fri meetings
- Pays bills (insurance, Meetinghouse & Trinity, retreat, donations, copying, postage, etc.)
- Deposits revenues from retreat
- Balances checkbook
- Presents financial reports at the Annual Business Meeting and at the end of year

2009-2010 Officers - Suzanne Kilkus (President), Carol Rubin (Secretary), Karen Pluim (Treasurer)

STAND-ALONE ACTIVITIES RELATED TO THE STEERING COUNCIL

Financial Work Group

- Develops policies and procedures for spending

Volunteers - Karen Pluim (Treasurer), Micha Namenwirth, Pat Arnold

State of Wisconsin Non-Corporation Form Submitter

Maintains Legal Documents

- Fills out the required state form annually.

Volunteer - Mary Michal

Roles & Responsibilities "Keepers"

- Keep this document up-to-date and posted on the website

Volunteers - Karuna Namenwirth, , Mary Gallagher

Fall Retreat

- See Page 7

Volunteer Coordinators for 2009: David Haskin, Walt Keough

SCHEDULERS' COUNCIL (SC)

Role: To plan and schedule Tuesday and Friday meetings that support and sustain Sangha and the mindfulness practice of members. Duties include but are not limited to

- Determining a theme (this can be loose) for the two month cycle
- Finding people to lead the sit and discussion each week, and send the schedule to the *SnowFlower Sun* editor by the agreed-upon deadline.
- Support, offer guidance, discuss topics with leaders
- Support the leaders during your cycle by providing them with the most recent guidelines for leading.

Criteria for Membership

- Experienced mindfulness practitioner
- Willing to help the teachings of Thich Nhat Hanh flow through the Sangha
- Experience with and commitment to SnowFlower Sangha
- Willingness to work with and support members who volunteer to lead Sangha

Desired Composition - 12 members with staggered 3-year terms.

- 6 for Friday Each member to schedule a two-month cycle each year.
- 6 for Tuesday Each member to schedule a two-month cycle each year.

Volunteers

Friday

1 year term: Efrat Livny (Nov./Dec.), Susan Spiro (Jan./Feb.)

2-year term: Steve Spiro (Mar/Apr), Karuna Namenwirth (May/June)

3-year term: Steve Fleck (September/October), Linda Jordan (July/August)

Tuesday

1 year term: Walt Keough (July/August), Mary Gallagher (March/April), Cheri Maples (May/June)

2 Year Term: Maureen Brady (January/February)

3 Year Term: Savitri Tsering (November/December)

Responsibilities of Tuesday & Friday Leaders

- Prepare evening program as outlined in the Leaders' Responsibilities Documents. These documents can be found both in the Tuesday and Friday bags and on the website.
- All leaders – seasoned and newer practitioners alike - **should read the document pertaining to leading their evening before leading Sangha**

Volunteers - Varies from week to week

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.

STAND-ALONE ACTIVITIES RELATED TO THE SCHEDULERS' COUNCIL

Materials & Inventory Caretakers

- Monitor the Tuesday and Friday files to be sure there are sufficient handouts. Remove unnecessary items
- Purchase candles
- Ensure that bell, altar items, lamps, tables, etc are accounted for and well-maintained

Volunteers

Tuesday: Celeste Robins, Mary Gallagher

Friday: Delia Unson

Liaison with Friends Meeting House and Trinity United Methodist Church

Volunteers - Tuesday: Mary Gallagher; Friday: Linda Jordan

CARE TAKING COUNCIL (CTC)

Role: To look after the on-going practice and well-being of Sangha. Duties include but are not limited to

- Sponsoring & promoting activities that nurture Sangha and its members, such as
 - Integration & mentoring of new members
 - Kalyana Mittha groups
 - Organize general discussions on the New Mindfulness Trainings
- Encouraging Sangha members to suggest and plan their own other practice-related activities

Criteria for Membership

- Mindfulness practitioner
- Commitment to Thich Nhat Hanh's teachings
- Experience with and commitment to SnowFlower Sangha
- Commitment to attend regularly Tuesday and/or Friday night Sangha meetings

Desired Composition- 6 members with staggered three year terms.

- 1 from Tuesday night
- 1 from Friday night
- 4 open seats consisting of both newer and older members of Sangha

Volunteers

1 year term: Leah Sampson-Samuel, Susan Pearsall (Tuesday)

2 Year term: Celeste Robins, Carol Rubin

3 Year Term: Don Katz, Steve Fleck

STAND-ALONE ACTIVITIES RELATED TO THE CARE TAKING COUNCIL

Music Coordinator:

- Directs Vox Ephemera for special nights and at retreats
- Makes copies of music for retreats and sits

Volunteer - Jane Peckham

Librarians

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

Tuesday: Susan Pearsall and Karuna Namenwirth

Friday: Jane Peckham and Micha Namenwirth

“Care Group”

- Proactive approach to serve with equanimity Sangha members in need of support in times of illness, death in the family, etc.

Volunteer Contact - Jane Peckham

Mentoring:

- See details of Mentoring program and Kalyana Mitta program on the website.

Volunteers - Karuna Namenwirth, Don Katz, David Haskin, Maureen Brady, Curt Pawlisch, Celeste Robins

COMMUNICATIONS

Newsletter Editor & Staff

- Solicit schedules for Calendar from Tues & Fri schedulers
- Solicit announcements and articles, including half-days of mindfulness, social events, etc.

Volunteers - Erin Hanusa (Editor), Karuna Namenwirth

Website Maintenance

Webmaster

- Updates notices in MS Front Page
- Ensures payment for domain registration and website hosting
- Adds Newsletter and other notices/info to the website
- Improves functionality of website
- Makes site accessible to multiple webmasters if more volunteers step forward

Webmaster : Mike Winckler

Webmaster Liaison: David Haskin

Website Content

- Keep documents current
- Add appropriate Sangha related texts (such as the Mindfulness Trainings)
- Communicate with the Webmaster through the Liaison

Volunteer: Mary Gallagher

Email Group Manager (snowflower@yahoo.com)

- Provides general maintenance of yahoo groups memberships, including response to viruses
- Adds & removes participants, as requested
- Changes addresses, as requested

Volunteer - David Haskin

Member Database Coordinator

- Maintains address / phone/ email list
- Adds & removes names, as requested
- Makes changes to addresses, phone-numbers, and e-mails as requested
- Updates list yearly

Volunteer - Mary Gallagher

STAND-ALONE ROLES OR GROUPS

LOVE & UNDERSTANDING PROGRAM

- Coordinated directly with Sister Chan Khong and the monastics

Criteria for membership: commitment to this program, willingness and ability to help out

Volunteers - Steven Spiro, Efrat Livny, Jon Reed, Mary Michal, Susan O’Leary, Chuck Heikkinen, Delia Unson, Linda Jordan, Sherry Wacholtz

COMING HOME PROJECT

Criteria for membership: commitment to this program, willingness and ability to help out, complete training

Coordinating Council: Kate Edwards, Carol Rubin, Steve Fleck, Cheri Maples

Circle of Support: Margot Kennard, Walt Keough, Carol Rubin

LOCAL SANGHA ACTIVITIES

Half-Days of Mindfulness

- Schedule dates and venues
- Let people know (including newsletter)
- Find leaders/Coordinate activities

Volunteers - Jane Peckham (Oct-March) and Karuna Namenwirth (April-Oct)

Social Events

- American Player's Theatre: Efrat Livny
- Holiday dinner: Susan O'Leary & Jim Roseberry
- Sangha dance parties: Sarah Carroll, Efrat Livny, Savitri Tsering
- Sangha of the Silver Spokes: Bike rides on country roads. Contact Jane Peckham

REGIONAL SANGHA ACTIVITIES

October Retreat

- Reserve retreat center one year ahead
- Arrange for cook and staff
- Design and distribute registration forms (and coordinate with other regional Sanghas)
- Design and copy the retreat schedule and packet with Jack Lawlor
- Coordinate with the Bethel Horizons staff
- Solicit volunteers for setup of retreat
- Sign up volunteers for retreat duties (kitchen help, altar maintenance, wakeup bell, readings)
- Coordinate end of retreat cleanup
- Enter registrations into database (keeping track of who has paid)
- Handle calls/ emails from prospective retreatants
- Assign rooms
- Process scholarship requests
- Work with Willy St to buy food at discount
- Make coffee purchases
- Purchase or get donations of flowers
- Assemble altar materials
- Pay retreat center and cook and staff and work out finances after retreat (coordinate with the Treasurer)

2007 Volunteers

Coordinators: David Haskin; Walt Keough

Registrar: Celeste Robins

Treasurer – pay retreat center, etc – Karen Pluim

Kitchen & Dining Room Coordinator: Efrat Livny

Beverage Coordinator (Meditation Hall) : Cathy Goray

Flowers: Efrat Livny

Altar: Diane Lauver