

## **LAM RIM BUDDHIST CENTRE**

### **INFORMATION FOR PROSPECTIVE VOLUNTEER COMMUNITY MEMBERS**

Thank you for your interest in joining our community and being of service at Lam Rim Buddhist Centre. The service offered by our volunteer community at the Centre makes it possible for people who come to the Centre to benefit from the Buddhist teachings and the peaceful environment that we have created here. Giving service is an opportunity to learn and grow and demands a strong commitment. In addition to your interest in Buddhism and having the appropriate skills and experience you will need to have a good sense of humour, the ability to work hard, to be patient and to get along with others. We ask you to make a commitment of a minimum of one year (maximum length of stay 2 years). Before applying please consider carefully your motivation and interest in becoming a volunteer community member at Lam Rim Buddhist Centre. This is a serious commitment of your time and energy.

#### **About the Centre**

Lam Rim Buddhist Centre is a Tibetan Buddhist Centre situated in the small village of Penrhos in South Wales. We are 4 miles from the village of Raglan, 8 miles from Monmouth and 9 miles from Abergavenny. The Centre has 8 ½ acres of land, including an organic vegetable garden and is set in beautiful countryside with views of the Black mountains. The Centre has been providing Buddhist teachings, meditation, retreat opportunities and weekend workshops and courses for over 30 years. The Venerable Geshe Damcho Yonten is the Spiritual Director and Edita Kleisch and Margaret Travis who are founder members have been running the Centre during this time. We envisage that new volunteers will be able to relieve Margaret and Edita of their substantial workload and enable the Centre to continue to flourish.

#### **About the Trust**

Lam Rim Buddhist Centre is a registered charity with a Board of Trustees who meet four times a year at present. The Trustees are responsible for the financial, legal and ongoing development of the Centre.

#### **About giving service as a volunteer**

Volunteer community members are responsible for the day-to-day running of the Centre which includes:

**Shrine room:** cleaning the room and setting up the shrine and making offerings on a daily basis and preparing the shrine room for special pujas and ceremonies.

**Kitchen:** Planning, preparing, cooking and serving meals and clearing away afterwards. Purchasing supplies. Maintaining adequate standards of cleanliness and hygiene in accordance with Health and Safety Legislation. Supervising volunteers. Experience of cooking for groups (max 20 people) essential.

**Housekeeping:** Maintaining the house and ensuring that it is clean and safe. Preparing rooms for incoming retreatants and course participants.

**Administration:** Maintaining financial records. Organising regular maintenance and service checks of appliances and the building. Maintaining fire safety and acting as fire warden. Managing post and correspondence, telephone and email enquiries. Organising and managing courses and preparing the programme for printing and distribution. Purchasing stationery and office supplies. Act as designated first aider. Supervising volunteers. Computer literacy essential.

**Interfaith and community liaison:** Representing the Centre at Interfaith meetings and in the local community. Arranging and supporting school visits.

**Garden:** Maintaining the garden including the organic vegetable garden. Knowledge of plants, growing fruit and vegetables and use of garden machinery essential. Supervising volunteers

**Transport :** The Centre is in a rural location and is not served by public transport so you will also need to be able to drive and have the use of a car.

**Spiritual Practice:** It is expected that volunteer community members will take part in the daily spiritual practices at the centre including teachings.

**In return for your service, volunteer community members receive:**

- Free board and lodging
- Opportunity to practice with personal instruction from Venerable Geshe Damcho Yonten.
- Petrol allowance of 30p per mile for journeys made on Lam Rim business
- 4 weeks holiday per year and 5 days for sitting meditation
- Relatives or friends (maximum of 2 at any one time) can stay for up to a total of 7 nights per year at a cost of £3.50 per night plus a donation for food and subject to accommodation being available. Visitors must respect the rules and precepts of the Centre. There are no facilities for children, but in exceptional circumstances children may visit as long as they are accompanied and supervised by a parent or responsible adult.

- Responsible use of phone and internet. Mobile phone use in own room only.
- Training where appropriate eg food hygiene, first aid, fire safety. Further development opportunities are negotiable depending on funding.
- An opportunity to attend courses and workshops held at Lam Rim.
- Support – The Trustees are responsible for the support of volunteer community members and initially weekly one-to-one meetings with a Trustee or a person nominated by the Trustees and a weekly team meeting facilitated by a Trustee or a person nominated by the Trustees. These meetings are considered to be essential to the smooth running of the Centre and are therefore obligatory.

**What to do next:**

**If you are interested in applying for these positions please log on to our website [www.lamrim.org.uk](http://www.lamrim.org.uk) for further information and to download an application form or alternatively you can request an application form by emailing [judith@lamrim.org.uk](mailto:judith@lamrim.org.uk) or writing to Judith Harte, 2, Rockleaze Avenue, Sneyd Park, Bristol BS9 1NG or by telephoning 0117 962 6390**