



# ***Sri Venkateswara Swamy Temple of Colorado***



1495 S Ridge Rd, Castle Rock, CO 80104

## **General requirements**

- Spend at least 15 hours/week of volunteer time as needed.
- Respect the guidance and decisions of the board.
- Maintain the dignity and integrity of the temple

## **Temple Manager responsibilities and guidelines**

- Shall be responsible for scheduling Priest services
- Ensure that responsible volunteers are available at the temple to answer telephone calls, perform daily services, and other duties related to temple activities and maintenance.
- Responsible for scheduling private religious events at the temple or at devotee's home in consultation with the priests and religious committee.
- Provide financial details of all private poojas to the financial committee.
- Attend to manager's phone and email from devotees daily and respond appropriately.