Sri Venkateswara Swamy Temple of Colorado



1495 S Ridge Rd, Castle Rock, CO 80104

TEMPLE MANAGER NOMINATION FORM – 2016 TERM

Contact Information	
Name:	
Mailing Address:	
Email Address:	
Contact Phone Nos.:	
Briefly state your reason	
for seeking this position	
Please check the appropriate answers to the following questions	
Do you understand the time required for this position and will you have time to fulfill the duties? []Yes []No	
Will you be able to attend the necessary meetings? []Yes []No	
Are you prepared to fulfill the full term of this position? []Yes []No	
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Signature:	Date:

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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.