

協議書分為四大部分：

A1 弘法人員(上師、法師)意願服務道場申請表-求職表

**Application Form for Dharma Propagators (Masters, Reverends)
Who Wish to Provide Service at Cultivation Venues**

A2 道場申請弘法人員(上師、法師)常住(掛單)需求表-求才表

**Application by Cultivation Venues for Resident (Temporary)
Dharma Propagators (Masters, Reverends)**

附件一 Annexure 1 :

**真佛宗道場_____聘請弘法人員於道場之服務工作範圍，或弘法人員視
情況需要安排人員協助，列舉事項如下：**

**The scope of work to which the Dharma Propagator is engaged at TBS
Cultivation Venues _____ and the list of items where the
Dharma propagators may arrange personnel assistance as necessary, are
listed below:**

B 道場(聘用)弘法人員(被聘請)簽約表

**Engagement contract between Cultivation Venues and Dharma
Propagator**

C-1 服務道場(受聘服務期間)滿意度調查表

**C-1 Satisfaction Questionnaire (during period of service employment) at
Cultivation Venues**

C-2 服務道場(受聘服務期間)滿意度調查表

**C-2 Satisfaction Questionnaire (during period of service employment) at
Cultivation Venues**

參考文件：宗委會章程守則中之弘法人員與道場之間的協調守則

**Reference document: TBF Bylaws - Code of coordination between
Dharma Propagators and Cultivation Venues**

A1 弘法人員(上師、法師)意願服務道場申請表
Application Form for Dharma Propagators (Masters, Reverends)
Who Wish to Provide Service at Cultivation Venues

填表日期： 年 月 日
 Date: dd m y

法號 Dharma Name		姓名 Name	
性別 Gender		出生年(西元) Date of Birth (C.E.)	
國籍 Nationality		現年歲數 Current Age	
聯繫方式(1) Contact (1)		聯繫方式(2) Contact (2)	
目前居住國家省市： Current Country of Residence:			
可前往服務之國家地區： Countries/regions you are open to serving:			
習慣之語文： Mother Tongue:			
最高教育程度： Highest Education Level:			
電腦操作能力： Computer Literacy:			
是否為素食者： Are you a vegetarian:			
目前的健康情形，是否有慢性病或重大疾病需要定期就醫： According to current health conditions, do you have chronic or critical illnesses that require regular medical attention:			
可勝任的法務項目(請列舉)： Competency in type of dharma affairs (please provide examples):			
服務屬性(請勾選) Service category (Please tick) : <input type="checkbox"/> 1. 常住(一年) Resident (1 year) <input type="checkbox"/> 2. 常住(二年) Resident (2 years) <input type="checkbox"/> 3. 長期掛單(半年) Long-term temporary stay (6 months) <input type="checkbox"/> 4. 短期掛單(3個月) Short-term temporary stay (3 months) <input type="checkbox"/> 5. 其他期間(請說明) Other duration (please specify) _____			

希望之福利及待遇 Expected benefits and conditions :

1. 月供養金(註明幣別) Monthly offering (please specify currency) _____

2. 保險 Insurance _____

3. 其他待遇要求 Other requested benefits _____

宗委會輔導暨轉介道場 / 聯絡人 / 電話 :

TBF Counseling and Referral Cultivation Venues / Contact Person / Contact Number:

承辦人 Organiser :

日期 Date :

A2 道場申請弘法人員(上師、法師)常住(掛單)需求表
Application by Cultivation Venues for Resident (Temporary)
Dharma Propagators (Masters, Reverends)

填表日期： 年 月 日

道場 Cultivation Venues		道場編號 ID of Cultivation Venues	
負責人 Person-in- charge		聯絡人 Contact person	
聯繫方式(1) Contact (1)		聯繫方式(2) Contact (2)	
道場所在地(國家省市)： Location of Cultivation Venues (Country, City)			
希望聘請之弘法人員(請勾選)： <input type="checkbox"/> 上師 <input type="checkbox"/> 教授師 <input type="checkbox"/> 法師 Choice of dharma Propagators (please tick) <input type="checkbox"/> Master <input type="checkbox"/> Senior Reverend <input type="checkbox"/> Reverend			
特別需求 Special Request： 華文之外的語文需求，如： Language requirement apart from Mandarin/Chinese, e.g.： 電腦作業： <input type="checkbox"/> 文書處理 <input type="checkbox"/> 影片剪輯 <input type="checkbox"/> 其他_____			
IT Assignments: <input type="checkbox"/> Correspondence <input type="checkbox"/> Videos Editing <input type="checkbox"/> Others_____			
服務屬性(請勾選) Service Category (please tick)： <input type="checkbox"/> 1. 常住(一年) Resident (1 year) <input type="checkbox"/> 2. 常住(二年) Resident (2 years) <input type="checkbox"/> 3. 長期掛單(半年) Long-term temporary stay (6 months) <input type="checkbox"/> 4. 短期掛單(3個月) Short-term temporary stay (3 months) <input type="checkbox"/> 5. 其他期間(請說明) Other Duration (please specify) _____			
道場提供之待遇/福利 Conditions/Benefits provided by Cultivation Venues： 1. 掛單禪房，個人一間或____人共住一間。 Temporary meditation house-room, individual or _____ pax per house-room 2. 禪房提供衛浴設備、洗衣機、烘乾機、簡單小廚房。 Facilities of meditation house-room include sanitary facilities, washer and dryer, simple pantry.			

3. 月供養金(註明幣別，應符合當地生活指數) Monthly offering (please specify currency. Amount should be in line with the local living standard index

4. 保險 Insurance _____

5. 放香假/弘法假 Off-duty / Propagation leave _____

6. 其他福利 Other Benefits _____

弘法人員服務於道場的工作項目(請列舉，內容可酌參附件一)：

Areas of responsibilities of Dharma Propagators serving in the Cultivation Venues (please list and provide context in Annexure 1 where appropriate):

宗委會輔導暨轉介道場 / 聯絡人 / 電話：

TBF Counseling and Referral Cultivation Venues / Contact Person / Contact Number:

承辦人 Organiser：

日期 Date：

附件一 Annexure 1 :

真佛宗道場_____聘請弘法人員於道場之服務工作範圍，或弘法人員視情況需要安排人員協助，列舉事項如下：

The scope of work to which the Dharma Propagator is engaged at TBS Cultivation Venues _____ and the list of items where the Dharma propagators may arrange personnel assistance as necessary, are listed below:

- 1.道場開放時間 Opening hours of Cultivation Venue : _____

- 2.道場固定同修時間 Cultivation Schedule : _____。
同修_____法。Group Cultivation _____Practice

- 3.弘法人員帶領同修或與在職弘法人員輪流帶領同修。
Dharma Propagator to lead group cultivation or take turns with incumbent Dharma Propagators to lead group cultivation

- 4.每天更換壇城八供之淨水、沐浴水、水果及供品，供品由道場專人(或弘法人員)採買。若有其他各殿需要更換供品，請依序列出殿名。
To refresh daily, the 8 offerings before the shrine - water, soapy water, fruits and other offerings, the purchases of which will be done by a Cultivation Venue's personnel (or the Dharma Propagator). If there are other halls where offerings need to be refreshed, please specify the names of the halls.

- 5.每天午供、晚課時間，上午_____做午供，供養飯菜由道場(或弘法人員)負責。下午_____做晚課。
Daily, to conduct noon offering, evening practice.
Morning _____ to conduct noon offering. The Cultivation Venues or the Dharma Propagator will be in charge of the food offering.
Evening _____to perform night practice

- 6.清潔道場（包括洗手間及整體道場內部）。Clean the Cultivation Venues (including washrooms and the interior of the Cultivation Venues).

- 7.本地區垃圾處理方式，垃圾車前來或自行送至定點丟棄，由_____負責丟垃圾。For the local garbage disposal arrangement, the garbage truck will either come or one has to send it to an allocated disposal point. _____ will be responsible for garbage disposal.

- 8. 安排及紀錄一切超度法事事宜。
To arrange and make a record of all bardo ritual matters
- 9. 安排或協助臨終關懷出勤。
To arrange or attend to hospice/end of life care.
- 10. 處理道場之所有文書工作，例如：_____。
To deal with all correspondence of the Cultivation Venues, e.g.

- 11. 協助常住上師或主壇上師處理法務。
To assist the Resident Master or Principal master or dharma affairs
- 12. 協同理事會或堂主負責人擬定各法會日期，安排文宣及資訊佈達。
Coordinate with the committee or person in charge of the chapter to draw up the dates of each dharma ceremony, arrange for publicity and announcements.
- 13. 日常信件收發工作，來電詢問解答服務。Daily receipt of mails and attending to queries from incoming telephone calls.
- 14. 印製或準備法會儀軌。To photocopy or prepare sadhanas for dharma ceremonies.
- 15. 印製法會疏文。To photocopy the scroll for dharma ceremonies
- 16. 印製或準備法會報名表格。To photocopy or prepare the registration forms for dharma ceremonies.
- 17. 處理法會報名表格。To process registration forms of dharma ceremonies.
- 18. 訂購法會所需供品。To make purchases of items required for dharma ceremonies.
- 19. 處理佛具部(流通處)銷售。To manage the sale of Buddhist items at the distribution section.

- 20.同門通訊檔案資料整理及更新。To organize and update the communication records to fellow disciples.
- 21.整理所有道場文件／物品記錄存檔。To organize all files of the Cultivation Venues / items for records archiving.
- 22.皈依同門檔案資料整理及更新。To organize and update the records of fellow disciples who have taken refuge
- 23.跟進皈依證書發放事宜。Follow up on the issuance of certificates of refuge.
- 24.安排及紀錄年度點燈事宜，如：
 - 太歲及光明燈
 - 消災延壽除疾燈
 - 財神燈

To arrange and record matters relating to annual light offering, such as:

 - Annual Guardian (“Tai Sui”) or Illuminating Lamp (“Guang Ming Deng”)
 - Disaster relief, Longevity, Sickness elimination lamp
 - Fortune god lamp
- 25.蓮位登記及安牌位。Registration of “Lotus” seat and allocating a tablet number.
- 26.與理事會或堂主負責人商討年度清屯工作安排。Discuss the annual work arrangement with the committee or person in charge of the chapter.
- 27.道場提供禪房供弘法人員住宿，禪房之環境清潔由住宿之弘法人員自行維持。若有多位弘法人員共住，則輪流清潔公共區域。若要留宿其他人，必須得到道場負責人同意。For the accommodation provided by the Cultivation Venues, the resident Dharma Propagator will ensure its cleanliness. If there are several Dharma Propagators sharing the accommodation, to take turns with cleaning the common areas. If you have guests staying overnight, please ensure that prior consent has been obtained from the person in charge of the chapter.
- 28.弘法人員若不再續聘，搬離時請將宿舍打掃乾淨，恢復原狀後離開。When the dharma propagator is no longer engaged, please clean up and restore the accommodation to its original state before departing.

- 29. 弘法假及護持根本上師傳法，弘法人員和道場負責人商議之。For dharma propagation leave or supporting the dharma propagation activities of our Root Guru, the Dharma Propagator is to discuss the same with the person in charge of the Cultivation Venues.

- 30. 其他未盡事項，道場得依照本國國情酌情修正並以文字列明，或遵照本道場服務守則規範之。Other outstanding matters may be amended and set out in writing as appropriate in accordance with the local regulations of the country, or in accordance with the code of service of the Cultivation Venues.