

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**

B 道場(聘用)弘法人員(被聘請)簽約表
Engagement contract between Cultivation Venues and Dharma Propagator

茲有真佛宗道場_____ 代表人：_____ (以下稱甲方)，
經由宗委會(以下稱丙方)轉介聘請弘法人員，
法號：_____ (姓名：_____)(以下稱乙方)，於甲方道場服務，雙方
簽署合約如下：

This engagement contract is signed between TBS Cultivation Venues _____, represented by _____ (known as “Party A”), through the referral of TBF (known as “Party C”), to engage Dharma name _____ (Name: _____) (known as “Party B”) to serve at the Cultivation Venues of Party A. Both parties herein agreed as follows:

一、甲方聘用乙方起訖日期：The date on which Party A engages Party B:

1. 自____年__月__日起，至____年__月__日止。

The start date shall be ____ dd ____ mm ____ yy and the end date shall be ____ dd ____ mm ____ yy.

2. 雙方得約定試用期三個月，自____年__月__日起，至____年__月__日止。試用期間若甲乙任何一方不願意續聘，可直接提出辭呈。

The probation period shall be three (3) months, starting from ____ dd ____ mm ____ yy to ____ dd ____ mm ____ yy. During the probation period, if either party does not wish to continue with the engagement, a resignation may be tendered.

3. 聘用屆滿後，本合約自動解除效力，受聘人乙方無條件於三日內搬離甲方所在道場，不得異議。

After the expiration of the employment period, this contract will automatically be terminated, and the appointee Party B shall within three (3) days from date of termination, unconditionally move out of the Cultivation Venues of Party A, without objection..

4. 若有其他未列出的協議事項，亦要甲乙雙方同意下，方可進行。

Items that are not listed shall be subject to the agreement between Party A and Party B..

5. 若甲乙雙方同意續聘，請再另行簽屬合約，延續合約效力。

In the event Party A is agreeable to an extension of the engagement, a separate agreement should be executed to ensure the validity of this engagement.

6. 若需提前解聘，請依照真佛宗章程守則之內文辦理。

In the event of an earlier termination, please follow the process in the TBS by-laws.

7.不論是期滿不再續聘或提前解聘，受聘人乙方服務期間，皆不得將經手甲方的任何資料、物品等，以任何方式如複製、夾帶等帶離道場或銷毀，除非經過甲方同意則不在此限。

Notwithstanding whether the engagement duration has expired and not extended or there is an earlier termination, Party B shall not, on his departure, remove, destroy or duplicate copies of any items and/or materials, accessible to him during the period of engagement with Party A, except with the consent of Party A.

二、甲方提供乙方之福利待遇如下：The conditions and benefits provided by Party A to Party B are as follows:

- 1.職稱 Title：
- 2.法號 Dharma Name：
- 3.月單金 Monthly offering：
- 4.保險 Insurance：
- 5.放香及弘法假 Annual or Propagation leave：
- 6.其他 Others：

三、乙方服務於甲方道場，應盡職責及工作內容：

Party B shall carry out diligently the stated work contents during his period of engagement at the Cultivation Venues of Party A.

四、簽章 Signature

甲方：聘用道場代表人簽署(道場大章+代表人簽章)

Party A: Signed by a representative of the hiring Cultivation Venues (Cultivation Venues stamp + representative signature)

乙方：被聘請之弘法人員簽署

Party B: Signed by the engaged Dharma Propagator

丙方：宗委會承辦處處長簽署

Party C: Signed by the Director of the Organizing Division, TBF

日期： 年 月 日

Date: dd mm yy

宗委會承辦人 TBF organiser：

註 Note：

1.甲、乙雙方簽署後，以傳真或其他方式傳給宗委會，丙方宗委會簽署後

建檔，並以 email、LINE 或傳真方式，分別給道場及弘法人員雙方留存。

After execution of contract by both Party A and Party B, the contract shall be transmitted to TBF either via fax or other modes. Party C shall file the contract after signing and will forward a copy via email, Line or Fax to each Party A and Party B for their records.

2.道場、弘法人員可以參照章程守則之內容，弘法人員服務於道場的工作項目，請一一列舉，越詳細越好，經雙方協定後，加註於本簽約表之中，以臻完善。

The Cultivation Venues and Dharma Propagator can refer to the contents of the bylaws to draw up the list of work items to be performed at the hiring Cultivation Venues. Please list them one by one and be as detailed as possible. After both parties have reached an agreement, annex this list to the engagement contract for completion.