

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**

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

附錄 C1 - 本宗常住上師與道場董事會之間的協調守則
Appendix C1 - TBS Code of Coordination between the Resident Masters
and the Board of Directors of the Cultivation Venues

本宗常住上師與道場董事會之間的協調守則
TBS Code of Coordination between the Resident Masters and the Board of
Directors of the Cultivation Venues

在組織機制上，「道場董事會」以「行政」為主，而董事會所聘任的「常住上師」則以「法務」為主，雙方應有周全的權利與義務的規範，群策群力，各展專長。

In terms of organizational mechanism, the "Cultivation Venues" is focused mainly on the "administrative" aspect, while the "Resident Master" appointed by the Board of Directors is focused mainly on "Dharma Affairs". Both parties should have a comprehensive standardization of rights and obligations, pool their talents, efforts, and display areas of expertise for each.

A、常住上師受聘產生方式 How the engagement request for a Resident Guru is generated.

「道場董事會」依道場組織機能需求，經董事會提案議決通過；再訂定常住上師「聘任合約」。「道場董事會」聘任常住上師後，必須向「宗委會」報備。

The "Board of Directors" of the Cultivation Venues will, in accordance with needs of the organization, seek approval from the Board of Directors for the proposal, after which an "engagement contract" for Resident Master will be drawn up. Upon engagement of the Resident Master, the Board of Directors must report to the TBF.

B、常住上師聘任合約內容，要點如下 The main points of the engagement contract for the appointment of a Resident Master :

一、常住上師的職責 Responsibilities of the Resident Master :

(1)常住上師須依「宗委會」章程內所指定弘法工作範圍，執行並推動法務。

The Resident Master is required to carry out and promote dharma affairs in accordance with the scope of work specified in the TBF Bylaws.

(2)常住上師須依「道場董事會」決議案，賦予權責策劃和領導及負責

道場的所有法務。

The Resident Master shall be empowered to plan and lead and to be responsible for all dharma affairs of the Cultivation Venues in accordance with the resolution of the "Board of Directors" of the Cultivation Venues.

- (3) 常住上師有能力及意願分擔道場行政工作者，可依道場章程規定，由董事會賦予權責。

Resident Masters who have the ability and willingness to share in the Cultivation Venues administrative workload may be delegated responsibilities by the board of directors in accordance with the Cultivation Venues bylaws.

- (4) 常住上師若入選「道場董事會」組織中，可擔任行政、財政、人事等等組織董事，具完整的運作職權。

If a Resident Master is selected to the Board of Directors of the Cultivation Venues, he or she may serve as a director of the administration, finance, human resources etc and will possess complete operational powers.

- (5) 常住上師若經「道場董事會」議決，可成立「僧團」，以帶領其他常住上師，常住法師及弘法人員一起推展道場法務；建立其他弘法人員與董事會間之雙向溝通橋樑。

A Resident Master may set up a [sangha team] upon the approval by the Board of Directors of the Cultivation Venues. He/she can lead other Resident Masters, Resident Reverends and Dharma Propagators to promote the dharma affairs of the Cultivation Venues and build a bilateral communication relationship between other Dharma Propagators and the Board of Directors.

二、常住上師守則 Bylaws for Resident Master：

- (1) 常住上師須遵守依「宗委會」章程內上師守則。

Resident Masters are required to abide by the Master Code of Conduct in accordance with the TBF Bylaws.

- (2) 常住上師應以道場法務活動為主，若有其他個人弘法行程安排必須和董事會協調安排以免影響道場法務活動。

The Resident Master should focus on the dharma activities of the Cultivation Venues, and if there are other personal dharma propagation schedules, this must be coordinated with the Board of Directors so as not to affect the dharma activities of the Cultivation Venues.

- (3) 常住上師要遵守僧團生活起居規定。

The Resident Master shall abide by the rules of living for the monastic

order.

- (4) 常住上師遇有任何緊急事件，須速與董事會接洽，尋求協助與支援。

In the event of any emergency, the Resident Master shall contact the board of directions as soon as possible for assistance and support.

三、常住上師福利與假期 **Benefits and Holidays of Resident Master :**

- (1) 「道場董事會」應視常住上師為「福田僧」，適當合宜地給予尊重與照顧，以增長善業福田，令道場香火興旺。

The Board of Directors of the Cultivation Venues shall regard the Resident Master as an [abundance sangha] and should accord appropriate respect and care, in order to increase wholesome abundant karma such that the Cultivation Venues will flourish.

- (2) 「道場董事會」必須為常住上師提供食宿、每月供養金及負責醫療保險等福利。

The Board of Directors of the Cultivation Venues must provide for the Resident Master benefits such as room and board, monthly offering and medical insurance etc.

四、常住上師自修時間與休閒育樂 **Resident Master self cultivation time and leisure recreation**

- (1) 道場董事及同門不可任意打擾常住上師修法與修行時間。「道場董事會」和常住上師應該協定好修行及服務時間。

Cultivation venues directors and fellow practitioners shall not arbitrarily disturb the practice and practice time of the Resident Master. The Board of Directors of the Cultivation Venues and the Resident Master should agree on the time of practice and service hours.

- (2) 「道場董事會」應規劃結合法務，配合整年度計畫的休閒育樂活動，以增進常住上師、董事會與同門彼此的情誼。

The "Board of Directors of the Cultivation Venues" should plan and combine dharma affairs with the annual planned leisure and recreation activities to enhance the friendship between the Resident Master, the Board of Directors and fellow disciples.

- (3) 常住上師亦可向董事會建言，不定期舉辦結合法務推展的文娛活動計畫。

The Resident Master can also suggest the Board of Directors to hold adhoc recreational activities plan combined with promotion of dharma activities from time to time.

五、協調與仲裁 Mediation and Arbitration

- (1) 當「道場董事會」與常住上師之間，發生任何紛爭及衝突時，應本着以和為貴的原則，大事化小，小事化無。

When a dispute or conflict arises between the Board of Directors and the Resident Master, we should try to resolve them peacefully as far as possible.

- (2) 「道場董事會」與常住上師之間的爭執，以雙方私下協調為先，一旦溝通無法達成共識，董事會可依「聘任合約」提前解約，將解約書逕交常住上師，即日生效，並須報備「宗委會」。常住上師不服董事會裁議者，可上訴「宗委會」請求仲裁。

Where there is a dispute between the Board of Directors and Resident Master, one should first attempt to resolve the same privately. In the event no consensus is reached, the Board of Directors can, in accordance with the engagement contract, terminate the engagement in advance and present the termination contract, which takes effect immediately, to the Resident Master. This termination shall be reported to TBF. In the event, the Resident Master is unsatisfied with the decision of the Board of Directors, he/she can appeal to TBF and request for arbitration.

- (3) 決議書內容不得違反「宗委會」道場組織章程規定，及雙方所簽訂的聘任合約之執行精神。

The content of the resolution shall not violate the TBF Cultivation Venues provisions in the Articles of Association, and the spirit of execution of the engagement contract signed by both parties.

- (4) 其他涉及財務、戒律、犯罪行為等法律問題，或道場重大人事問題，可直接委請「宗委會」仲裁。

For other legal issues involving finances, precepts, criminal acts, etc. or major personnel issues in the Cultivation Venues, TBF may be directly entrusted to conduct arbitration.

六、續聘、解約及違約 Extension, Termination and Default

- (1) 「道場董事會」對於常住上師，有任何違反「聘任合約」條款，或違反道場章程規定，其情節重大者，董事會得以專案議決後逕行解約，並提報「宗委會」核備。

If the Resident Master violates the terms of the "engagement contract" or the provisions of the Cultivation Venues's Articles of Association, and the circumstances are serious, the Board of Directors of the Cultivation Venues may terminate the contract after passing a special resolution and submit it to TBF for approval.

- (2) 「道場董事會」對於常住上師，因個人不得已理由，必須在服務任內提出解約申請時，在董事會會議議決通過後，自動解約。離

職的常住上師須將工作表交接清楚，並提報「宗委會」核備。
If the Resident Master has to submit an application for termination during his or her term of service due to personal unforeseen reasons, his/her contract will automatically terminate after the board resolution is approved. Departing Resident Masters are required to hand over the worksheets clearly and submit them to TBF for approval.

- (3) 「道場董事會」對於常住上師，其違約情節重大而無法處理者，亦可呈報「宗委會」委請處理。

In the event the "Board of Directors of the Cultivation Venues" is unable to manage a breach of contract by the Resident Master due to its seriousness, the board can report this breach to TBF and entrust TBF to manage the matter.

七、掛單上師之道場法務及生活作息 Dharma affairs and work rest schedule of visiting masters at Cultivation Venues

- (1) 道場常住上師應協助安排前來掛單、經董事會核可的上師，使其儘快適應道場生活作息。

The Resident Master of the Cultivation Venues shall assist the visiting master, who is approved by the Board of Directors to settle down as soon as possible.

- (2) 凡「道場董事會」接受之掛單上師，董事會負責提供其食、宿。常住上師應與掛單上師和睦相處，共同分擔道場法務工作。

The Board of Directors shall be responsible for providing food and lodging for any visiting masters whose visit is accepted by the "Board of Directors of the Cultivation Venues". The Resident Master should live in harmony with the visiting master and shall share the dharma affairs workload of the Cultivation Venues.

- (3) 當道場掛單上師，在掛單服務日期屆滿時，董事會依常住上師考核報告，議決其掛單是否延期。

At the end of service of the visiting master, the board will, in accordance with the assessment report of the Resident Master, pass a resolution to decide if the service of the visiting master shall be extended.

(本宗常住上師與道場董事會之間的協調守則完)

(End of the Code of Coordination between the Resident Master and the Board of Directors of the Cultivation Venues)

附錄 C2 - 本宗常住教授師、法師與道場董事會之間的協調守則
Appendix C2 - TBS Code of Coordination between the Resident Senior Reverend, Resident Reverend and the Board of Directors of the Cultivation Venues

本宗常住教授師、法師與道場董事會之間的協調守則
TBS Code of Coordination between the Resident Senior Reverend, Resident Reverend and the Board of Directors of the Cultivation Venues

在組織機制上，「道場董事會」以「行政」為主，而董事會所聘任的「常住教授師、法師」則以「法務」為主，雙方應有周全的權利與義務的規範，群策群力，各展專長。

In terms of organizational mechanism, the "Cultivation Venues" is focused mainly on the "administrative" aspect, while the "Resident Senior Reverends, Resident Reverends" appointed by the Board of Directors is focused mainly on "Dharma Affairs". Both parties should have a comprehensive standardization of rights and obligations, pool their talents, efforts, and display areas of expertise for each.

A、常住教授師、法師受聘產生方式 How the engagement request for a Resident Senior Reverend, Resident Reverend is generated.

「道場董事會」依道場組織機能需求，經董事會提案議決通過；再訂定常住教授師、法師「聘任合約」。「道場董事會」聘任常住教授師、法師後，必須向「宗委會」報備。

The "Board of Directors" of the Cultivation Venues will, in accordance with needs of the organization, seek approval from the Board of Directors for the engagement proposal, after which an "engagement contract" for Resident Senior Reverend and Resident Reverend will be drawn up. Upon engagement of the Resident Senior Reverend, Resident Reverend, the Board of Directors must report to the TBF.

B、常住教授師、法師聘任合約內容，要點如下 The main points of the engagement contract for the appointment of a Resident Senior Reverend, Resident Reverend :

一、常住教授師、法師的職責 Responsibilities of the Resident Senior Reverend, Resident Reverend :

- (1) 常住教授師、法師須依「宗委會」章程內所指定弘法工作範圍，執行並推動法務。

The Resident Senior Reverend, Resident Reverend is required to carry out and promote dharma affairs in accordance with the scope of work

specified in the TBF Bylaws.

- (2) 常住教授師、法師須依「道場董事會」決議案，執行並推動相關法務。

The Resident Senior Reverend and Senior Reverend has to execute and promote related dharma activities in accordance with the resolution of by the "Board of Directors" of the Cultivation Venues.

- (3) 常住教授師、法師的職責，主要以執行道場法務為主。

The duties of the Resident Senior Reverend and Resident Reverend are mainly to perform dharma affairs of the Cultivation Venues.

- (4) 常住教授師、法師若入選「道場董事會」組織中，可擔任行政、財政、人事等等組織董事，具完整的運作職權。

If a Resident Senior Reverend, Resident Reverend is selected to the Board of Directors of the Cultivation Venues, he or she may serve as a director of the administration, finance, human resources etc and will possess complete operational powers.

- (5) 常住教授師、法師若經「道場董事會」議決，任命為「法務董事委員」，可帶領其他法師一起推展道場法務；建立其他法師與董事會間之雙向溝通橋樑。

A Resident Senior Reverend, Resident Reverend may be appointed as [Dharma Affairs Board Member] with the approval of the Board of Directors of the Cultivation Venues. He/she can lead other Reverends to promote the dharma affairs of the Cultivation Venues and build a bilateral communication relationship between other Reverends and the Board of Directors.

二、常住教授師、法師守則 Bylaws for Resident Senior Reverend and Resident Reverend :

- (1) 常住教授師、法師須遵守道場宿舍規則。

Resident Senior Reverends, Resident Reverends must abide by the dormitory rules of the Cultivation Venues.

- (2) 常住教授師、法師若有任何違規，如道場有常住上師，就由上師作處份，否則可交由「宗委會」處理。

If there is any violation of the rules by the Resident Senior Reverend or Resident Reverend, a Resident Master, if present at the Cultivation Venues will take appropriate action, otherwise the matter can be handed over to TBF for action.

- (3) 常住教授師、法師要遵守道場生活作息時間表；如要去參加其他道

場法務活動，必須經董事會協調批准。若未經核准，不可擅自主張，去參加宗外道場或組織活動。

Resident Senior Reverends, Resident Reverend should abide by the work rest schedule of the Cultivation Venues; If you need to participate in the dharma activities of other Cultivation Venues, you must coordinate and get prior approval from the Board of Directors. Do not participate in the activities of non-TBS Cultivation Venues or organize activities without authorization.

(4) 常住教授師、法師應該遵守僧團生活起居規定。

Resident Senior Reverends, Resident Reverends should should abide by the rules of monastic life.

(5) 常住教授師、法師遇有任何緊急事件，須速與董事會接洽，尋求協助與支援。

In the event of any emergencies, the Resident Senior Reverend, Resident Reverend shall get in touch with the Board of Directors rapidly and seek assistance and support.

三、常住教授師、法師福利與假期 Benefits and Holidays of Resident Senior Reverend, Reverend:

(1) 「道場董事會」應視常住教授師、法師為「福田僧」，適當合宜地給予尊重與照顧，以增長善業福田，令道場香火興旺。

The Board of Directors of the Cultivation Venues shall regard the Resident Senior Reverend, Resident Reverend as an [abundance sangha] and should accord appropriate respect and care, in order to increase wholesome abundant karma such that the Cultivation Venues will flourish.

(2) 「道場董事會」必須為常住教授師、法師提供食宿、每月供養金及負責醫療保險等福利。

The Board of Directors of the Cultivation Venues must provide for the Resident Senior Reverends, Resident Reverends benefits such as room and board, monthly offering and medical insurance etc.

四、常住教授師、法師自修時間與休閒育樂 Resident Senior Reverend, Resident Reverend, self cultivation time and leisure recreation

(1) 道場董事及同門不可任意打擾常住法師修法與修行時間。

Cultivation venues directors and fellow practitioners shall not arbitrarily disturb the practice and practice time of the Resident Senior Reverend, Resident Reverend. The Board of Directors of the Cultivation Venues and the Resident Senior Reverend, Resident Reverend should agree on the time of practice and service hours.

- (2)「道場董事會」應規劃結合法務，配合整年度計畫的休閒育樂活動，以增進常住教授師、法師、董事會與同門彼此的情誼。

The "Board of Directors of the Cultivation Venues" should plan and combine dharma affairs with the annual planned leisure and recreation activities to enhance the friendship between the Resident Senior Reverends, Resident Reverends, the Board of Directors and fellow disciples.

- (3)常住教授師、法師亦可向董事會建言，不定期舉辦結合法務推展的文娛活動計畫。

The Resident Senior Reverend, Resident Reverend can also suggest to the Board of Directors to hold adhoc recreational activities plan combined with promotion of dharma activities from time to time.

五、協調與仲裁 Mediation and Arbitration

- (1)當「道場董事會」與常住教授師、法師之間，發生任何紛爭及衝突時，應本著以和為貴的原則，大事化小，小事化無。

When a dispute or conflict arises between the Board of Directors and the Resident Senior Reverend, Resident Reverend, we should try to resolve them peacefully as far as possible.

- (2)「道場董事會」與常住教授師、法師之間的爭執，以雙方私下協調為先，一旦溝通無法達成共識，董事會可依「聘任合約」提前解約，將解約書逕交常住教授師、法師，即日生效，並須報備「宗委會」。常住教授師、法師不服董事會裁議者，可上訴「宗委會」請求仲裁。

Where there is a dispute between the Board of Directors and Resident Senior Reverend, Resident Reverend, one should first attempt to resolve the same privately. In the event no consensus is reached, the Board of Directors can, in accordance with the engagement contract, terminate the engagement in advance and present the termination contract, which takes effect immediately, to the Resident Senior Reverend, Resident Reverend. This termination shall be reported to TBF. In the event, the Resident Senior Reverend, Resident Reverend is unsatisfied with the decision of the Board of Directors, he/she can appeal to TBF and request for arbitration.

- (3)決議書內容不得違反「宗委會」道場組織章程規定，及雙方所簽訂的「聘任合約」之執行精神。

The content of the resolution shall not violate the TBF Cultivation Venues provisions in the Articles of Association, and the spirit of execution of the engagement contract signed by both parties.

- (4)其他涉及財務、戒律、犯罪行為等法律問題，或道場重大人事問

題，可直接委請「宗委會」仲裁。

For other legal issues involving finances, precepts, criminal acts, etc. or major personnel issues at the Cultivation Venues, TBF may be directly entrusted to conduct arbitration.

六、續聘、解約及違約 Extension, Termination and Default

- (1) 「道場董事會」對於常住教授師、法師，有任何違反「聘任合約」條款，或違反道場章程規定，其情節重大者，董事會得以專案議決後逕行解約，並提報「宗委會」核備。

If the Resident Senior Reverend, Resident Reverend violates the terms of the "engagement contract" or the provisions of the Cultivation Venues's Articles of Association, and the circumstances are serious, the Board of Directors of the Cultivation Venues may terminate the contract after passing a special resolution and submit it to TBF for approval.

- (2) 「道場董事會」對於常住教授師、法師，因個人不得已理由，必須在服務任期內提出解約申請時，在董事會會議議決通過後，自動解約。離職的常住教授師、法師須將工作表交接清楚，並提報「宗委會」核備。

If the Resident Senior Reverend, Resident Reverend has to submit an application for termination during his or her term of service due to personal unforeseen reasons, his/her contract will automatically terminate after the board resolution is approved. Departing Resident Senior Reverends, Resident Reverends are required to hand over the worksheets clearly and submit them to TBF for approval.

- (3) 「道場董事會」對於常住教授師、法師，其違約情節重大而無法處理者，亦可呈報「宗委會」委請處理。

In the event the "Board of Directors of the Cultivation Venues" is unable to manage a breach of contract by the Resident Senior Reverend, Resident Reverend due to its seriousness, the board can report this breach to TBF and entrust TBF to manage the matter.

七、掛單教授師、法師之道場法務及生活作息

- (1) 道場常住教授師、法師應協助安排前來掛單、經董事會核可的法師，使其儘快適應道場生活作息。

The Resident Senior Reverend, Resident Reverend of the Cultivation Venues shall assist the visiting Reverends, who is approved by the Board of Directors, to settle down as soon as possible.

- (2) 凡「道場董事會」接受之掛單教授師、法師，董事會負責提供其食、宿。常住教授師、法師應與掛單教授師、法師和睦相處，共同分擔道場法務工作。

The Board of Directors shall be responsible for providing food and

lodging for any visiting Senior Reverends, Reverends whose visit is accepted by the "Board of Directors of the Cultivation Venues". The Resident Senior Reverends, Resident Reverends should live in harmony with the visiting reverends and shall share the dharma affairs workload of the Cultivation Venues.

- (3)當道場掛單教授師、法師，在掛單服務日期屆滿時，董事會依常住教授師、法師考核報告，議決其掛單是否延期。

At the end of service of the visiting Senior Reverend, Reverend, the board will, in accordance with the assessment report of the Resident Senior Reverend, Resident Reverend, pass a resolution to decide if the service of the visiting Reverends shall be extended.

- (本宗常住教授師、法師與道場董事會之間的協調守則完)

(End of the Code of Coordination between the Resident Senior Reverend, Resident Reverend and the Board of Directors of the Cultivation Venues)

附錄 C3 - 本宗常住講師、助教及居士主法者與道場董事會之間的協調守則

Appendix C3 - TBS Code of Coordination between the Resident Senior Reverend, Dharma Assistant and Lay Ritual Practitioner and the Board of Directors of the Cultivation Venues

本宗常住講師、助教及居士主法者與道場董事會之間的協調守則 TBS Code of Coordination between the Resident Dharma Instructor, Dharma Assistant, Lay Ritual Practitioner and the Board of Directors of the Cultivation Venues

在組織機制上，「道場董事會」以「行政」為主，而董事會所聘任的「常住講師、助教及居士主法者」則以「法務」為主，雙方應有周全的權利與義務的規範，群策群力，各展專長。

In terms of organizational mechanism, the "Cultivation Venues" is focused mainly on the "administrative" aspect, while the "Resident Dharma Instructor, Dharma Assistants and Lay Ritual Practitioners" appointed by the Board of Directors are focused mainly on "Dharma Affairs". All parties should have a comprehensive standardization of rights and obligations, pool their talents, efforts, and display areas of expertise for each.

A、常住講師、助教及居士主法者受聘產生方式 How the engagement request for a Resident Dharma Instructor, Dharma Assistant, Lay Ritual Practitioner is generated.

「道場董事會」依道場組織機能需求，經董事會提案議決通過；推薦參加及通過「宗委會」舉辦的常住講師、助教及居士主法者考試，聘任為道場常住講師、助教及居士主法者。道場董事會亦可通過「宗委會」申請聘任「留職待聘」的講師、助教及居士主法者為常住講師、助教及居士主法者。

The "Board of Directors of Cultivation Venues" will in accordance with the needs of the organization, seek approval from the Board of Directors and propose Dharma Instructors, Dharma Assistants and Lay Ritual Practitioner who have attended and passed the examination organized by TBF for engagement at the Cultivation Venues. The Board of Directors of Cultivation Venues can also apply through TBF to engage Dharma Instructors, Dharma Assistants and Lay Ritual Practitioners who are open for engagement as Dharma Propagators of Cultivation Venues.

B、常住講師、助教及居士主法者聘任合約內容，要點如下： The main points of the engagement contract for the appointment of a Resident Dharma Instructor, Dharma Assistant and Lay Ritual

Practitioner :

一、常住講師、助教及居士主法者的職責：

Responsibilities of the Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner:

- (1) 常住講師、助教及居士主法者須依「宗委會」章程內所指定弘法工作範圍，執行並推動法務。

The Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner are required to carry out and promote dharma affairs in accordance with the scope of work specified in the TBF Bylaws.

- (2) 常住講師、助教及居士主法者須依「道場董事會」決議案，執行並推動相關法務。

The Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner has to execute and promote related dharma activities in accordance with the resolution of by the "Board of Directors" of the Cultivation Venues.

- (3) 常住講師、助教及居士主法者的職責，主要以執行道場法務為主。

The duties of the Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner are mainly to perform dharma affairs of the Cultivation Venues.

- (4) 常住講師、助教及居士主法者有能力及意願分擔道場行政工作者，可依道場章程規定，必須由董事會賦予權責。

Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner who have the ability and willingness to share in the Cultivation Venues administrative workload may be delegated responsibilities by the board of directors in accordance with the Cultivation Venues bylaws.

- (5) 常住講師、助教及居士主法者若入選「道場董事會」組織中，可擔任行政、財政、人事等等組織董事，具完整的運作職權。

If a Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner is selected to the Board of Directors of the Cultivation Venues, he or she may serve as a director of administration, finance, human resources etc and will possess complete operational powers.

- (6) 常住講師、助教及居士主法者若經「道場董事會」議決，任命為「法務董事委員」，可帶領其他常住講師、助教及居士主法者一起推展道場法務；建立其他講師、助教及居士主法者與董事會間之雙向溝通橋樑。

A Resident Dharma Instructor, Dharma Assistant and Lay Ritual

Practitioner may be appointed as [Dharma Affairs Board Member] with the approval of the Board of Directors of the Cultivation Venues. He/she can lead other Dharma Instructors, Dharma Assistants and Lay Ritual Practitioners to promote the dharma affairs of the Cultivation Venues and build a bilateral communication relationship amongst other Dharma Instructors, Dharma Assistants and Lay Ritual Practitioners and the Board of Directors.

二、常住講師、助教及居士主法者守則 Bylaws for Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner :

- (1) 常住講師、助教及居士主法者須遵守依「宗委會」章程內常住講師、助教及居士主法者守則。

To abide by the TBF Bylaws for Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner

- (2) 常住講師、助教及居士主法者須遵守道場安排法務活動時間表；如要去參加其他道場法務活動，必須經董事會協調批准。若未經核准，不可以常住講師、助教及居士主法者身份，去參加宗外道場或組織活動。

Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner should abide by the dharma activities schedule of the Cultivation Venues. If you need to participate in the dharma activities of other Cultivation Venues, you must coordinate and get prior approval from the Board of Directors. Do not participate, in your capacity as Dharma Instructor, Dharma Assistant or Lay Ritual Practitioner, in the activities of non-TBS Cultivation Venues or organize activities without authorization.

- (3) 常住講師、助教及居士主法者遇有任何緊急事件，須速與董事會接洽，尋求協助與支援。

In the event of any emergencies, the Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner shall get in touch with the Board of Directors rapidly and seek assistance and support.

三、常住講師、助教及居士主法者福利 Benefits of Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner :

- (1) 「道場董事會」亦可聘任講師、助教及居士主法者為「受薪全職弘法/法務人員」。

The Board of Directors of the Cultivation Venues may also appoint dharma instructors, dharma assistants and lay ritual practitioners as "paid full-time Dharma Propagators/Dharma Affairs Staff".

四、協調與仲裁 Mediation and Arbitration

- (1)當「道場董事會」與常住講師、助教及居士主法者之間，發生任何紛爭及衝突時，應本著以和為貴的原則，大事化小，小事化無。

When a dispute or conflict arises amongst the Board of Directors, dharma instruction, dharma assistant and lay ritual practitioner, we should try to resolve them peacefully as far as possible.

- (2)「道場董事會」與常住講師、助教及居士主法者之間的爭執，以雙方私下協調為先，一旦溝通無法達成共識，董事會可依「聘任合約」提前解約，將解約書逕交常住講師、助教及居士主法者，即日生效，並須報備「宗委會」。常住講師、助教及居士主法者不服董事會裁議者，可上訴「宗委會」請求仲裁。

Where there is a dispute amongst the Board of Directors, dharma instructors, dharma assistants and lay ritual practitioners, one should first attempt to resolve the same privately. In the event no consensus is reached, the Board of Directors can, in accordance with the engagement contract, terminate the engagement in advance and present the termination contract, which takes effect immediately, to the resident dharma instructors, dharma assistants or lay ritual practitioners. This termination shall be reported to TBF. In the event, the resident dharm instructor, dharma assistant and lay ritual practitioner is unsatisfied with the decision of the Board of Directors, he/she can appeal to TBF and request for arbitration.

- (3)決議書內容不得違反「宗委會」道場組織章程規定，及雙方所簽訂的聘任合約之執行精神。

The content of the resolution shall not violate the TBF Cultivation Venues provisions in the Articles of Association, and the spirit of execution of the engagement contract signed by both parties.

- (4)其他涉及財務、戒律、犯罪行為等法律問題，或道場重大人事問題，可直接委請「宗委會」仲裁。

For other legal issues involving finances, precepts, criminal acts, etc. or major personnel issues in the Cultivation Venues, TBF may be directly entrusted to conduct arbitration

五、續聘、解約及違約 Extension, Termination and Default

- (1)「道場董事會」對於常住講師、助教及居士主法者，有任何違反聘任合約條款，或違反道場章程規定，其情節重大者，董事會得以專案議決後逕行解約，並提報「宗委會」核備。

If the Resident Dharma Instructor, Dharma Assistant, Lay Ritual Practitioner violates the terms of the "engagement contract" or the provisions of the Cultivation Venues Articles of Association, and the

circumstances are serious, the Board of Directors of the Cultivation Venues may terminate the contract after passing a special resolution and submit it to TBF for approval.

- (2) 「道場董事會」對於常住講師、助教及居士主法者，因個人不得已理由，必須在服務任期內提出解約申請時，在董事會會議議決通過後，自動解約。離職的常住講師、助教及居士主法者須將工作表交接清楚，並提報「宗委會」核備。

If the Resident Dharma Instructor, Dharma Assistant, Lay Ritual Practitioner has to submit an application for termination during his or her term of service due to personal unforeseen reasons, his/her contract will automatically terminate after the board resolution is approved. Departing Resident Dharma Instructor, Dharma Assistant, Lay Ritual Practitioner are required to hand over the worksheets clearly and submit them to TBF for approval.

- (3) 「道場董事會」對於常住講師、助教及居士主法者，其違約情節重大而無法處理者，亦可呈報「宗委會」委請處理。

In the event the "Board of Directors of the Cultivation Venues" is unable to manage a breach of contract by the Resident Dharma Instructor, Dharma Assistant, Lay Ritual Practitioner due to its seriousness, the board can report this breach to TBF and entrust TBF to manage the matter.

- (本宗常住講師、助教及居士主法者與道場董事會之間的協調守則完)
(End of the Code of Coordination between the Resident Dharma Instructor, Dharma Assistant and Lay Ritual Practitioner)