

The North Carolina Zen Center

Position Description

Position title	Abbot or Abbess
Position reports to:	Board of Directors
Salary/ benefits range:	\$12,000 - \$24,000
Employment status:	part time

Position Overview

The abbot or abbess has primary responsibility to ensure that the Center achieves its mission by supporting the spiritual development and collective growth of the sangha.

The Center's Board of Directors will work with the successful applicant to tailor the position to the applicant's preferences, availability and skill-set. This document consists of preliminary guidelines and expectations, and will be revised in the form of a final Letter of Agreement.

Principal Roles and Responsibilities

- Enthusiastically embraces NCZC as the principal site of her or his teaching time and energies. This includes relocating to live at or near the Center.
- Works with the Board of Directors to develop and implement a strategy to fulfill the Center's mission and vision.
- Presents a consistent example of someone with advanced Zen training.
- Exemplifies ethical conduct.
- Serves as the primary spiritual teacher leading the Center's services and seasonal sesshins. This involves giving dharma talks, offering private interviews, and providing instructions on form and practice.
- Strong interest in working with young people and people from diverse cultural backgrounds.
- Actively involved in the wider Buddhist community.
- Maintains a strong relationship with their root teacher or other senior Buddhist teacher(s).
- Able to refer students to opportunities for more intensive study within lineage.
- Adept at working in a collaborative manner and collaborates closely with the Board of Directors, committee chairs, and sangha leaders in development and support of:
 - practice
 - outreach programs
 - sangha development
 - leadership training
 - publicity & marketing programs
 - fund-raising efforts
 - facilities and infrastructure planning
 - strategic planning
 - annual goal-setting
 - implementing a system of accountability
 - developing an ethics policy and a grievance procedure