

Hindu Temple of Arizona (HTA) Policies and Procedures

1. Prasad food – Prasad for HTA sponsored functions as defined by HTA Board

Each co-ordinator should try to find a volunteer for preparing Prasad for the event or puja that the coordinator is coordinating. There will be time when the coordinator does not have any volunteer for sponsoring or preparing Prasad, however. In those cases, coordinator must contact the board assigned person or its Executive Committee (EC) Members who in turn will contact HTA Board approved food provider for preparing Prasad. It is encouraged not to directly contacting Prasad provider for Prasad for avoiding any confusion.

HTA should continue the practice of having Prasad prepared by Prasad provider, and Prasad provider should be given year-end credit in terms of US dollar cost for the Prasad as agreed between HTA Board Executive Committee (Board EC) and Prasad provider Management.

It is also agreed between HTA Board EC and Prasad provider Management that year-end credit for the Prasad cost (US \$) shall be credited towards Prasad provider donation to HTA.

If any devotee(s) wants to sponsor Prasad on any given day, the devotee(s) should co-ordinate with HTA Prasad coordinator who will inform Prasad provider for not preparing Prasad for that day.

The proposed Prasad from Prasad provider is applicable to all functions that are sponsored (approved) by HTA Board.

2. Effective and Efficient Day to Day Temple Operations.

It is responsibility of HTA Board EC to guard against unexpected drop in reserve fund (such as saving should have at least 4 months of operating expenses. Beside, HTA Board EC shall also review the Temple daily operation on regular basis to make sure that operations are cost effective and efficient as well.

HTA Board proposes to enforce such actions as:

1. Analyze the big ticket items such as monthly mortgage, utility bills, priest salary and take timely actions if needed.
2. Install thermostats with locks in place and control the temperature during Temple hours. If necessary, program thermostats for shut off the AC during non-temple hours.
3. In addition, HTA Board EC forms a three member committee who oversees such operations as cleaning, supply materials, telephone, internet, and other misc costs.
4. HTA Board EC assigns a volunteer on-site supervisor to co-ordinate such operations as shutting off lights and close temple doors.
5. Have an on-site supervisor or any other volunteers including HTA BOD for issuing receipts for those who want to participate in special Pujas or Functions organized by HTA.
6. Any job(s) irrespective of amount in terms of \$ that requires upgrade or addition to the existing structure or both should be first discussed with Board and approved by the board.



7. It is also encouraged that jobs should start only after we have enough funds available. It is also courtesy of each of us to inform board or seek their approval if job requires HTA Board support for funds.
8. Any expense equal to or less than \$250 can be approved any EC member (i.e., President, Secretary, and Treasurer). Board shall approve all expenses over \$250.

3. Communication with Priest (s)

Only HTA Board or its assignee should communicate with Priest(s).

4. Temple Employee(s) Code of Conducts and Ethics

Temple employees including priests play important roles in keeping Temple image. And so is the case for Temple devotees dedicated to HTA. Any actions by Temple employee(s) and priests that damage Temple reputation should be dealt per Temple Employee(s) Code of Conducts and Ethics.

It is recommended that HTA Board EC (consisting of President, Secretary, and Treasurer or their assignees) clearly define these guidelines while hiring Temple employees or priests. HTA Board EC shall clearly define guidelines in writing about the donations and recommended Dakshina for priest for different functions. Under no circumstances, any actions against or outside of these guidelines shall be allowed.

5. Main guest or main Yajaman in any major pujas.

President of HTA is the Pramukh Yajaman by default; however, it is recommended that HTA President can designate somebody else to recognize that individual's contribution to the temple. Alternatively, President and other major donor can be treated as Co-Pramukh Yajaman.

6. Internal and external puja.

Temple priest is Temple employee and therefore any jobs performed by Temple priest should be coordinated by HTA Board authorized person. The person can be a HTA Board member or any volunteer. This is important to make sure that each devotee is served fairly and applicable donation for each service is credited to Temple revenue.

In addition, all major functions approved by HTA Board will take precedence over any outside puja. Moreover, each puja (including internal and external) should be properly listed and documented with no exceptions by the Temple priest.

7. Use Temple facilities and Applicable Donations

HTA Board's actions should be uniform for all such requests from any devotees including HTA BODs and EC.

The recommended donations are: \$ 101 for one day, \$251 for 3 days and \$501 for 4-7 days. In addition the organization using the premises should also pay the cost for cleaning or clean the premise and bring all supplies.

These recommendations are applicable when Temple facilities are used for only advancement of cultural and religious causes; not for raising fund for any organizations or causes.



This will not apply to those functions which are sponsored by HTA Board.

8. Signing Official Documents

Any two out of President, Secretary, and Treasurer (per HTA Constitution and Bylaws) should sign all official documents and Checks.

9. Procedure and policies for hiring a contractor or employee or both for Temple

In order to eliminate any such issues as discriminations, Temple should define protocols for hiring any outside contractors or employees. It is important that roles and responsibilities of these staff are clearly outlined in their offer of employments.

10. Procedure for funding and supporting visits by spiritual leaders or speakers

Temple should not invite more than three well known and knowledgeable speakers every year as the discourses by these individuals promote the understanding of Hindu religion. HTA board must approve their visit.

The decision about who to invite can be made by BOD in first quarter of each year. Maximum donation for 1 week discourse shall be \$ 501 and one way airfare to come to HTA.

It can be pro-rated for shorter discourses. If additional speakers are recommended by somebody the person recommending the speaker shall be responsible for ensuring that the event is cost neutral to the temple.

Temple should work with these speakers for any excessive marketing towards their own organizations or interests.

11. Sales, marketing, and advertisement or fund raising

Review cost benefit of cost of paper ads. Encourage all devotees to participate in Archanas for a nominal fee \$ 11. Archana for special functions and pujas will be decided by BODs, coordinator (s) or both. Devotees should be invited to join Archana before start of Archana by the priest. Give a standard announcement text to Pandit ji so he can read it and the message is consistent every time. Pandit ji asking everyone present to recite their names/gotras etc so that they are part of the puja being performed.

12. Roles and responsibilities of priest(s)

Document exists and should be enforced.

13. Guidelines for raising donations in exchange of Temple assets

A standard donation amount of \$ 51 per day can be used for Temple assets. Devotee taking these items must co ordinate with a HTA board designated member or President before taking items and when returning items. Items must be returned in a clean state and stacked in the storage area when returned.

The donation amount stated above does not apply to those devotees who donate equal to or more than \$501 in the calendar year.



14. Means for being inclusive towards membership

In order for Temple to retain and/or to increase ~~or both~~ its member devotees, HTA Board must be inclusive to all members (old and new) and recognize them as often as possible. In addition, Temple priest should be pro-active in engaging those devotees who come to Temple during those hours when only Temple priest is present.

Another option that Board should consider for having an on-site manager who can be provided on-site accommodations with utilities included but no monetary compensations.

15. Disciplinary actions against a HTA Board of Director or Member or Both

HTA Constitution and Bylaws state that any disciplinary actions against any BODs or its members can be taken during Board meeting but HTA board can't dismiss any BOD from its elected position without approval of the AGM.

16. Process for daily announcements

Announcements to be made by Temple President or Secretary or board designated member or Temple manager. Time of announcements should be before the daily Aarti. A standard format should be prepared so all announcements are correct and consistent and include all important information.

If HTA board President and Secretary are present either of them should make the announcements. If board President and Secretary are not present, any HTA Board BOD should make the announcements but President or Secretary or HTA Board should prepare a proper format for these announcements.

17. Temple key management

Key should be available with temple manager, president, secretary and treasurer or President assignee.

18. Distribution of coins to puja sponsors

Coins should be given to devotees donating \$501 or more in cash during special puja events like Shivratri, Janamashtami, Hanuman Yayanti and Ganesh Chaturthi etc. If there are more such events they should be identified. The event co-ordinator should be co-ordinate this process.

19. Temple priest services for other organizations

Board must approve such visits. They must not interfere with any regularly scheduled activity at the temple. Amount for pandit ji's dakshina and donation to the temple should be identified when confirming the visit. For visits less than 4 hours, the recommended temple donations are \$ 251 and Dakshina \$51. For visits greater than 4 hours, temple donation and priest dakshina are \$ 501 and \$101; respectively. Amounts are suggestions and can be adjusted after discussions.



20. Roles and responsibilities of event coordinators.

These should be defined so that expectations are clear to all. These can include arranging the event, Prasad co ordination, parking, cleaning, arranging flowers etc, puja thalis and collecting committed donations. Of Course the event coordinator can take help of other members but overall responsibility lies with event coordinator. Temple manager can also help in collecting committed donations.

21. HTA charges and pandit Ji's dakshina for various pujas inside/outside the temple.

HTA Board or its assignee should provide the updated sheet showing temple charges and pandit ji's dakshina for various pujas in the beginning of the new board tenure. The updated sheet should be put on the website and temple notice board. Currently, the recommended dakshina is 25 % of the Temple fees.

22. Other Misc Topics

1. Shiv abhishekam should be done only using milk and water by devotees. In case of special Shiv Puja organized by temple or by devotee abhishekam can be done by other approved items.
2. If it is a devotee organized pujas its devotee's responsibility to clean the Shivling and surrounding area.
3. No oil will be offered on the Navgrah Murties by devotees. Only in case of regular weekly Navgrah Puja or Special Puja devotees will be allowed to offer oil in the presence of HTA pundit.
4. Diya's should be allowed to be lighted by devotees only in the designated area in the temple.

Approved and Signed by:



Name: -Surendra Singh

Title: - President, HTA Board 2015

Date: - Feb 13, 2015



Name: - Madhu Aggarwal

Title: - Secretary, HTA Board 2015

Date: - Feb 13, 2015

