

Job Description of Shri Parmanand Mauni

As Head Priest of the Hindu Community Center (HCC), you will have overall responsibility for operation of the Center for all religious and cultural programs. You will work in conjunction with the HCC Executive Committee and the Board of Trustees. Your responsibilities will include, but not be limited to the following:

1. Ensure the Devasthan & Deities are maintained with the utmost care & cleanliness. This includes changing the Deities outfits & offering Bhog.
2. Performing daily Morning & Evening Aartis.
3. Conduct monthly HCC ceremonies including 2nd Sunday Havan, Satyanarayan Katha, 4th Sunday Pooja, Shiva Abhishek, Balaji Pooja and other rituals on as needed basis by yourself or in coordination with other priests, as required.
4. Perform Pooja and coordinate all ceremonies as required per Hindu calendar, such as, Shivratri, Ram-Navmi, Janma Ashtami, Diwali, Dussehra, Durga Navratra, etc. and as determined by HCC Executive Committee.
5. Perform other ceremonies, such as weddings, etc. as requested by the community members with HCC Executive Committee concurrence.
6. Conduct Gita and Ramayan Path, explain other Hindu scriptures, or perform other religious rituals as requested by the community members and concurred by HCC Executive Committee.
7. Perform Poojas or other religious rituals at the premises of community members and collect donations as described in HCC Constitution. Outside activities shall be undertaken when there is no scheduled event at HCC.
8. Provide general vigilance of HCC facility for security, cleanliness and maintenance.
9. As overall incharge of HCC premises, provide oversight on the performance of the duties of Durga Dutt Kandpal, Rameshbhai Purohit and Savitaben Purohit.
10. Maintain the main hall, storage rooms and Library in well organized manner.
11. Report all accidents, fire and other security and maintenance issues to the Executive Committee and Board of Trustees as soon as possible. Call 911 for major issues.
12. Answer HCC phone calls from members needing event or religious information.
13. Maintain a register to document the names of sponsors for performing various scheduled Poojas at the temple and reserving halls for HCC sponsored or private functions. Have the person reserving the hall pay appropriate fees in advance as decided by the HCC management. For reserving HCC premises, priority must be given to HCC events over private puja, wedding, functions etc.
14. You will be provided with a HCC credit card to buy necessary supplies for HCC. Prior approval of HCC Executive Committee President or Treasurer must be obtained prior to charging any amount more than \$500.
15. Ensure that money received from rental of HCC halls, sale of food and from all other sources in the form of cash or checks is immediately recorded in the Donation Register

with donor's name and date. Durgaji will maintain petty cash account and the Donation Register under the supervision of Trustee Secretary. Co-sign the Donation Register when the amount is collected from the Donation boxes by Trustee Treasurer or his designated HCC member, when requested.

16. Make necessary arrangements, such as, Devasthan decorations, flowers, various items needed for the Puja, microphones for singing bhajans, etc. prior to the ceremonies.
17. Coordinate preparation of various events, as needed, with the designated Executive members or others as needed. Follow the guidelines as described therein.
18. Function as a Liaison between the community members and the HCC management by providing information from each other. Perform Pujas or other religious rituals at the premises of community members and collect donations as described in HCC Constitution. Outside activities shall be undertaken when there is no scheduled event at HCC.
19. In absence of Durga Dutt Kandpal, perform all duties assigned to him.
20. Perform other HCC related activities as assigned by HCC management from time to time.

I, Parmanand Mauni have read and understood the above duties. My duties have also been explained to me in Hindi. I agree to discharge them to the full satisfaction of the HCC management.

Signed: _____
Parmanand Mauni

Signed: _____
Kantibhai Patel
Chairman, HCC Board of Trustees

Date: _____

Signed: _____
Hitesh Patel
President, HCC Executive Committee