

ROLE DESCRIPTION—GROUP COORDINATOR

A Group Coordinator is the representative of the Sakyong in a city or region and is selected by the members of their Shambhala group. Once selected, their appointment is confirmed once they have been formally presented to the Sakyong and the President by Shambhala Europe.

Outer View

Overall, the Group Coordinator is the representative of the Sakyong in their city or region, and is generally responsible for ensuring that the local community flourishes and that the dharma takes root. The Group Coordinator and the overall administration are responsible for creating and maintaining the container in which the dharma is presented—in terms of programme offerings, physical environment, finances, legal set up and managing volunteers.

Practice and Study

- Ensuring that there is a regular sitting evening offered, as well as occasional Nyinthuns or other practice days.
- Planning and coordinating a number of weekend programmes. Identification and potentially training of responsible coordinators for each weekend.

Physical Environment

- Ensuring that there is an appropriate physical environment for the community to come together and hear the dharma and making sure it is clean and accessible.

Councils

- Inviting people to take responsibility for tasks in the group and potentially training them in their roles
- Heading the council and organising meetings to plan and coordinate the activities of the group. Ensuring that tasks are taken care of in a precise and gentle manner.

Finances

- Establishing a dues system and a sound system of financial management.
- Ensuring that the revenues and expenses of the group are properly handled and that they balance

Inner View

The Coordinator is responsible for establishing and maintaining the container in which the Shambhala and Buddhist teachings occur. A brilliant and gentle container can be enormously helpful for people to understand the teachings that are presented. In fact, such a container is itself a manifestation of the dharma, and can be seen to be a teaching. A Group Coordinator can take care of the container in some of the following ways:

- Setting the tone for the environment of the Shambhala Centre: working to ensure that there is a generally warm and welcoming environment, an environment of some kindness, some sharpness and some brilliance – the atmosphere of Great Eastern Sun.
- Encouraging a culture of practice: Shambhala Culture is a culture that is supportive of practice. Encouraging a culture of practice, and ensuring that there are sufficient opportunities for people to practice.
- Attending to ones own state of mind and paying attention to “being” as well as “doing”. Setting an example in the way one works: use every opportunity to raise windhorse and remember to maintain a sense of humour, while at the same time paying close attention to details.

- Attending to form and decorum: the Dorje Dradul introduced many aspects of form and decorum to help wake us up and cut through cocoon. Some examples are: beginning and ending meetings with a bow, mindfulness of speech, cutting through speed and sloppiness by using decorum when entering and leaving rooms, and mode of dress.
- Taking care of the well being of the community: ensuring that there is harmony and cohesion in the community. Making sure that there are no conflicts and that no one feels excluded or left out.