

## **Resident Teacher Position Summary**

### **Cedar Rapids Zen Center**

P.O. Box 863

Cedar Rapids, Iowa, 52406

### **ZEN CENTER'S GOAL:**

To promote the practice of Zen Buddhism in the Soto Zen tradition by providing opportunities for Zen meditation, spiritual practice, religious study and community fellowship.

### **POSITION SUMMARY:**

The resident teacher at Cedar Rapids Zen Center (CRZC) directs and leads practice at the Center. The resident teacher develops the annual and daily schedule and leads zazen, sesshin, and all-day sitting, gives dharma talks, supports and guides sangha members, and participates in or leads other practice activities.

The resident teacher works in partnership with the board and the sangha to support the spiritual wellbeing, growth, and ethical conduct of the Center. The resident teacher also works with the sangha and board to ensure stable and sustainable development of the organization. The teacher also represents the Center in the community through outreach to other community groups and institutions.

The resident teacher answers to the board and also works with the board on things like strategic planning, organizational strategy, and fundraising.

### **AREAS OF RESPONSIBILITY:**

#### **Practice development**

- **Pastoral care** - the resident teacher provides care at significant life stages such as birth, marriage, illness, and death as well as at other crucial or difficult times.
- **Practice leadership** - the resident teacher leads and directs practice activities like retreats, sesshins, practice periods, and weekly dharma talks. The resident teacher plans and conducts liturgy and participates in the selection and training of those taking on service roles such as doan, ino, tenzo, and jisha.

The resident teacher also works with sangha members receiving the precepts. These activities may include helping candidates with their discernment, teaching them to sew rakusu and okesa, working with them on their training plans, and helping to facilitate that training through recommendations and personal connections.

- **Program development** - the resident teacher is responsible for program planning and direction based on the board's strategic plan. The resident teacher works to develop programs that are appealing and appropriate for the sangha.
- **Practice environment** - without a healthy practice environment, both physical and interpersonal, CRZC cannot be sustainable. The resident teacher has a leadership role in ensuring that visitors and practitioners feel safe and welcome, and has access to the information and supplies they need in order to participate.

### Administration

- **Organizational development** - the resident teacher works closely with the board, committees, staff and volunteers to ensure that roles and relationships are clear and that needed resources are in place for healthy functioning.
- **Communications** - the resident teacher helps ensure that communications reflect the Center's goals and identity and are timely and accurate. The resident teacher supports volunteers in developing and disseminating communications and will develop and distribute if needed.
- **Resource development** - the resident teacher works closely with the board to ensure a financially sound CRZC, and with the treasurer to review the details of finance reports and respond to financial questions. The resident teacher also participates in developing and executing fundraising activities.
- **Community outreach** - the resident teacher represents CRZC and the Soto Zen tradition in the community. Activities may include participation on interfaith panels, speaking engagements in schools and churches, attendance at pan-Buddhist events, or other opportunities. The resident teacher will also create initiatives that make introductions to Zen available in the community as indicated by the strategic plan.

## **Board of Directors**

The resident teacher serves as an ex-officio non voting member of the Board of Directors and participates, along with the rest of the board members, in identifying and encouraging appropriate board candidates. The resident teacher also draft policies and procedures for board consideration as part of initiatives related to organizational development and administration, and may recommend amendments to governance documents as CRZC's needs and activities change.

## **Professional development**

The resident teacher engages in continuing professional development in order to maintain and expand skills and competencies. Such activities may include attendance at conferences, enrollment in academic programs, participation in clergy training at accredited Sotoshu temples, directed personal reading and study, or other opportunities. In addition, the resident teacher participates in an annual review conducted by the board, to determine effectiveness and areas for attention.

## **Compensation**

CRZC offers financial support for the resident teacher to cover lodging, a modest stipend for personal living expenses (food, and local transportation costs, etc.), reimbursement for registration and travel expenses for professional development, and assistance with health insurance coverage. The specific details of compensation will be discussed when the candidate meets with the CRZC Succession Planning Committee and Board of Directors.

## **Required Qualifications**

- Be a fully transmitted Soto Zen Teacher.

## **Preferred Qualifications**

- Be a member in good standing of the Soto Zen Buddhist Association.
- Be a teacher affiliated with the American organization of Sotoshu.
- Proficiency in teaching and leading zazen, maintaining a practice schedule, conducting liturgy, taking care of a sangha, teaching the dharma, spiritual counseling and helping members through life transitions, including birth, marriage, and death and other practice activities within the Soto Zen Buddhist tradition.

## **Personal attributes**

- Natural ease with people

- Builds strong and engaged relationships
- Creates a positive environment
- Works well with others
- Maintains confidentiality
- Demonstrates appropriate leadership
- Self-motivated, completion-oriented, and resourceful
- Agile in attitude, flexible and willing to work to fulfill responsibilities
- Ability to approach problem solving with ease and optimism
- Ability to deal with failure constructively and flexibly
- Makes thoughtful decisions in a timely manner
- Takes ownership of commitments and actions
- Attention to detail
- Seasoned and comfortable confronting difficult situations

### **About Cedar Rapids Zen Center**

The Cedar Rapids Zen Center is a financially secure 501(c)(3) organization. It was founded as a traditional Soto Zen temple in 2000. Based in Cedar Rapids, Iowa, CRZC exists to offer opportunities for daily practice, weekly dharma talks, monthly all-day sittings and sesshins. Activities are open to all Buddhist practitioners, as well as anyone with a sincere interest in the practice of Zen.

Our Statement of Ethical Principles and Procedures is located on our website at:

[www.cedarrapidszencenter.org](http://www.cedarrapidszencenter.org)

### **Timeline:**

- We are currently taking resumes and would like to fill this position prior to 12/31/2021.

**Please submit your resume and/or questions via email to:**

[crzcsuccession@gmail.com](mailto:crzcsuccession@gmail.com)

*We look forward to meeting you!*