

ORDINARY MIND ZEN MELBOURNE

Roles and Responsibilities

2024 v1 (Summary)

Our Teacher:

- **Supports the practice by leading the teachings**
- Holds responsibility for all teaching
- Guides the overall care and harmony of the Melbourne Group, and makes decisions on overall group practice
- Makes decisions on how the Ordinary Mind Zen School Melbourne is represented to the public

Our Senior Students:

- **Support the practice as local representatives of the teacher in Melbourne**
- Guide the Sangha to be focussed on holding the practice as represented by Geoff, but are not responsible for providing teachings
- Guide local group matters relating to care and harmony of the Sangha. For any complex issues, decisions are made with the Teacher
- Keep in regular communication with the Teacher and Sangha on general group matters
- Manage introductions and orientation for newcomers
- Are appointed by the Teacher

Our Practice Leaders:

- **Support the practice by leading meditation meetings**
- Hold the space during the sitting periods as Sutra Leader and Timekeeper
- Guide the care and harmony of the group during the sitting periods
- Are appointed by the Senior Students

Our Committee:

- **Supports the practice by managing administrative tasks for functioning of the group**
- Manages administration matters such as calendars, website, finances, Sesshin organising, meeting times, equipment and facilities
- Makes decisions on administrative matters by consensus of the committee. Holders of minority opinions are encouraged to gracefully accept the sense of the meeting, but in the event of a deadlock, decisions are made by Senior Students considering all views.
- A Committee Chair is appointed by Senior Students to manage the meetings
- Includes experienced practitioners, and are appointed by invitation of committee

Our Sangha:

- **Supports the practice by presence and contribution to the group**
- Includes all regular attendees at Kangaroo Ground or Sesshin
- As individuals, support the group through a commitment to practice
- Typically understands and acknowledges Geoff's role as the teacher of OMZM, with students recognising Geoff either as their sole teacher, or as one of several teachers.