General Responsibilities of Temple Committees

1. The fiscal year of the committee will correspond to the calendar year.

2. The new President, with the approval of the Executive Committee, shall appoint the various committee chairpersons at the Annual Meeting in February of each year following the election. The committee chairpersons shall recommend members to their committees before the end of February for the Board of Trustees approval.

3. The Executive Committee must meet with all the committee chairs once per quarter. Each committee chair may invite those members of their respective committees who may add value to the meetings with the Executive Committee.

4. All chairpersons of the various committees shall submit their respective budgets to the Executive Committee through the President within three (3) months after the Committees are established.

5. All committees are required to maintain accurate records of their income and expenses and submit a written report of the same quarterly to the Executive Committee through the President.

6. All chairpersons shall submit monthly reports and written quarterly reports to the Executive Committee through the President. Committees will maintain minutes of their meetings and submit the same to the Executive Committee through the President.

7. All expenses except regular maintenance expenses, not budgeted already or in excess of $500.00 will require prior approval of the President or the Vice President, and all expenses in excess of $1,000.00 shall require the approval of the majority of the Executive Committee, unless already appropriated in the budget by the Executive Committee.

8. At least two quotations shall be obtained for purchases of materials or services for $1,000.00 or more.

9. No individual member shall enter into any contracts, agreements or other instruments whether written or oral, with any other individual or organization at any time with the exception of the President by virtue of such authority conferred on him/her per Article V of the Constitution.

10. Each committee shall have at least three members. Any member who is absent from three (3) consecutive meetings without legitimate reasons will be disqualified from the respective committees.
11. The chairpersons of the committees shall be members of the Hindu Temple of St. Louis (HTSL) in good standing.

12. The committee functions can be modified by the Executive Committee, as needed.

13. The committee chairpersons of the previous year may continue as “ex-officers” of their respective committees for the current year.

14. Each committee chair must nominate an “Acting Chair” if the chair is unavailable or out-of-town for an extended period of time.

15. Modifications to this manual may be recommended by any committee for the Executive Committee’s approval or the modifications may be initiated by the Executive Committee. Devotees may also request modifications through the Executive Committee.

16. In case of a conflict between the Temple Bylaws and the rest of this Policies and Procedures Manual, the Bylaws will supersede.

17. Appointment of various committees

   a. Appointed by Board of Trustees:
      Audit Committee, Fund raising Committee, Humanitarian Committee, Public Relations
   b. Appointed by Executive Committee:
      Building Committee, Cultural & Education Committee, Food Committee, Library Committee, Operations Committee, Pooja Committee, Pushpanjaal Committee, Volunteer Committee.
Audit Committee

This committee shall consist of members who are willing and experienced in finance and accounting procedures. No Executive Committee member shall be a member of the Audit Committee. The committee shall have the following functions, among others that may from time to time, fall within its jurisdiction, after the approval of the Board through the chairperson.

1. Audit the corporation accounts on a regular basis (as established by the Board).

2. Review on a regular basis, accounting procedures, receipts and disbursement, authorization procedures and report all findings and recommendations to the Board of Trustees.
Building Committee

The Building Committee shall consist of members who are willing and active participants in the construction of The Temple. The committee shall take into consideration recommendations from Sthapathi (Chief Architect) and priests regarding applicable traditions. The Building Committee shall have the following responsibilities, in addition to the duties that may, from time to time, fall within its jurisdiction, after approval of the Executive Committee.

1. Prepare and recommend plans for temple facilities (new or remodeling) to the Board.

2. Review and assure compliance with all applicable Township, County, City, State and Federal Regulations and Laws relating to building and construction.

3. Obtain appropriate permits from applicable authorities.

4. Oversee building construction activities.

5. Ensure liaison with Sthapathis, building contractors and architects.
Cultural and Educational Committee

The Cultural and Educational Committee shall consist of individuals willing and interested in the field of education and promoting the Hindu culture and traditions. The Cultural and Educational Committee has the following responsibilities, in addition to the duties, that may from time to time, fall within its jurisdiction, upon approval by the Executive Committee.

1. Organize, plan and implement educational programs which are relevant to the mission of the Hindu Temple of St. Louis.

2. Organize, promote and enhance the religious and cultural education and training among all segments of the temple devotees, adults, as well as youth.

3. Organize, plan, schedule and implement the youth Sunday School classes for Hindu religion and Indian languages.

4. Review and evaluate suggestions for courses/classes to be taught and the text materials and arrange for classroom instructions. Have the course materials evaluated by individuals with expertise in the particular field, as needed.

5. Coordinate with the Pooja Committee the preparation/translation of religious materials (stories, Bhajans, etc.).

6. Organize, plan and schedule appropriate lectures and discourses by invited guest speakers who have expertise in the Hindu religion, devotional music and Indian culture, art and traditions. Coordinate these activities with the Volunteer Committee and the Operations Committee.

7. Maintain contacts with the other Hindu temples and Indian cultural associations in North America for organizing educational activities and cultural, artistic and devotional programs.

8. Coordinate activities with other relevant temple activities as well as other religious organizations like interfaith organization.

9. Organize group visits to the Temple from schools and other organizations.
Food Committee

The Food (or Prasadam) Committee consists of members who can prepare food on a large scale and can manage the kitchen. The committee has the following responsibilities, in addition to other duties that may from time to time fall under its jurisdiction after approval of the Executive Committee:

1. Coordinate the preparation of Prasadam and its distribution to devotees during regular temple activities and special events.

2. Manage the supplies and inventory of the temple kitchen.

3. Manage the supplies for priests and Shilpis.

4. Coordinate sponsorship of food for various events.

5. Manage the revenue collected by the sale of Prasadam and turn over the funds to the Temple Treasurer.

6. Coordinate major Prasadam activities with the Pooja Committee and the Fund-Raising Committee.

7. Manage Sunday brunches and turn over the funds to the Temple Treasurer.
Fund-Raising Committee

This committee shall consist of members who are willing and experienced in business and finance and who have good contacts with businesses and members of the community. The Treasurer will be one of the members of this committee. The Fund-Raising Committee has the following responsibilities, in addition to the duties that may from time to time fall within its jurisdiction after approval of the Board through the President:

1. Actively solicit new funds by arranging and conducting fund-raising events or by any other appropriate and legal methods.

2. Plan fund-raising events as needed.
Humanitarian Committee

1. Assistance to individuals in the event of a tragedy or emergency.
   a. Moral support
   b. Priestly services
   c. Information on Funeral services
   d. Medical help
   e. Financial help
   f. Transportation

2. Social service to the community.

3. Recommend fund-raising efforts towards national disasters in USA and India.

4. Hospitality work for needy students (after checking with various International Advisors in the area Universities).

5. Health support for uninsured and needy parents.

6. Assistance to newcomers to the community and new students. Provide information regarding groceries, Indian restaurants, cultural activities, etc.

7. Organize fund-raising events for supporting and maintaining Humanitarian committee activities.

8. Publicize the work and projects in Pushpanjali and Temple's web site.
Library Committee

The Library Committee shall consist of individuals willing and experienced in educational and library programs. The Library Committee has the following responsibilities in addition to the duties that may from time to time fall within its jurisdiction upon approval by the Board:

1. Manage the temple library.

2. Organize temple books, journals, newspapers and magazines under appropriate categories/catalog system.

3. Develop and maintain a system to ensure that the library materials are properly accounted for.

4. Update and maintain the library materials periodically and file the updated listing in the temple office.

5. Coordinate activities with other temple committees as appropriate.
Operations Committee

This committee comprises of members who are willing and members in good standing experienced in managing operations of organizations and/or facilities. This committee has the following responsibilities in addition to other duties that may from time to time fall within its jurisdiction as approved by the Executive Committee.

1. Ensure cleanliness of temple premises which includes ground maintenance (landscaping, temporary structures, etc.), parking lot and any other activity that falls in the “general up-keeping of premises” category.

2. Keep an open line of communication with all the other committees and Manager as needed.

3. Ensure appropriate sound systems are available for various temple functions (pooja services, lectures, etc.)

4. Oversee the maintenance of utilities and sanitation.

5. Assist the Manager in managing the payroll of all temple employees (time sheets, payment of wages), utilities and provide accommodation and other daily requirements as needed.

6. Assist the manager to make and confirm reservations for the basement, kitchen and pooja activities. Coordinate all the necessary activities with the pooja and food Committee.

7. Review the suggestions/complaints from the devotees and resolve issues. Forward all unresolved items to the Executive Committee.

8. Maintain and manage the operations of the temple vehicles.

9. Manage the insurance requirements for the temple’s employees, vehicles, workers compensation.
Pooja Committee

This committee shall consist of members who are willing and familiar with the Hindu religious rituals and traditions. The committee should reflect the diversity of duties in terms of age, gender and religion. They should have a basic understanding of the temple activities (Poojas, Homas and other rituals). At least one priest of the Hindu Temple of St. Louis will serve as an ex-officio member of the committee. The Pooja Committee has the following responsibilities in addition to other duties that may from time to time fall within its jurisdiction as approved by the Board:

1. Recommend the auspicious days to be observed and the religious festivals to be celebrated and prepare the calendar of religious events for publication (by the Pushpanjali Committee).

2. Establish, maintain and review the list of services that temple offers to the devotees and recommend the charges for those services to the Executive Committee.

3. Plan, make necessary arrangements and oversee the performance of religious services and festivals. These arrangements may include decorations, sponsorship of materials needed for the Poojas (flowers, fruits, Prasadam, etc.), assignment of tasks, and coordinating with other committees (sound system, volunteers, etc.) as needed.

4. Evaluate at the request of the Executive Committee prospective candidates for priests and make recommendations to the Executive Committee for final selection.

5. Review performance of the priests and make recommendations to the Executive Committee on a regular basis.

6. Review and make recommendations for any text material that is published by the temple regarding religious events and rituals.

7. Arrange for substitutions (alternatives) when temple priests are on call.

8. Establish and maintain an inventory for jewelry, ornaments and clothing used for temple deities at least every six months and forward records to the temple secretary. The committee shall confirm the listing through field verifications against the inventory list.

9. Provide all the relevant information to the Pushpanjali Committee in a timely manner for publication. A sub-committee consisting of President, Chairpersons of Operations Committee and Treasurer will be in-charge of jewelry & ornaments.
10. Assign committee members (along with representatives from the committees as needed for special Temple Poojas/functions (Satyanaragan Pooja, Janmashtami, Shivratri, etc.

11. Prepare flyers/posters for the routine and special Pooja functions.

12. Maintain a list of items offered for blessings by devotees for use only in specific Poojas. These items must be returned promptly to the devotees.
Public Relations Committee

The Public Relations Committee shall consist of individuals who are willing and experienced in promoting the public relations' aspects of an organization. This committee has the following responsibilities in addition to any other duties that may from time to time fall within its jurisdiction after approval of the Board of Trustees.

1. Promote the mission and the objectives of the Hindu Temple of St. Louis in the metropolitan St. Louis area.

2. Facilitate all local, state and federal government relationships with respect to the mission and objectives of the temple.

3. Develop public relations materials for distribution.

4. Develop brochures, posters, letters and any other relevant communication aids and advertising materials for promoting routine as well as special Temple functions.

5. Work closely with the Communications (Pushpanjali) Committee to provide appropriate public relations and advertising materials for timely publications.

6. Work closely with the Cultural and Educational Committee with respect to publicity for special seminars, invited guests and cultural events.

7. Coordinate the local, national and international charitable events with the Humanitarian Committee, the Youth Committee and the Volunteers Committee.

8. Coordinate the public relations’ aspects of various fund-raising activities with the Fund-Raising Committee.

9. Coordinate public relations’ aspects of all other Temple activities with relevant Temple committees.

10. Temple Directory should be published and updated as necessary.
Pushpanjali Committee

The Pushpanjali Committee shall consist of individuals who are willing and have experience in the area of written communications and the interest and ability to produce/edit articles relating to various aspects of the Hindu traditions. This committee has the following responsibilities in addition to any other duties that may from time to time fall within its jurisdiction after approval of the Executive Committee.

1. Publish the temple newsletter – Pushpanjali – at least every quarter.

2. Solicit written materials/information from individuals and/or committees for publication in the Temple newsletter.

3. Review all materials initiated by any committee or individual for approval.

4. Publish approved articles, announcements, invitations and any other information of interest to the devotees.

5. Print the calendar of religious events, list of services offered by the Temple (as compiled by the Pooja Committee), and all other Temple schedules in the Temple newsletter.

6. Maintain the Temple web-site and provide the updated information on Temple activities in a timely manner.

7. Update the Temple mailing-list in coordination with the Temple treasurer and the Operations Committee.

8. At least once a year, the mailing should be sent first class in the service area.
Volunteer Committee

The Volunteer Committee shall consist of individuals who are willing to volunteer their services for multiple tasks for routine temple activities and for special temple functions. The Volunteer Committee has the following responsibilities, in addition to other duties that may from time to time fall within its jurisdiction upon approval by the Executive Committee

1. Recruit and schedule volunteers for routine activities and special Temple functions (special Poojas/Homas, Hindu festivals, etc.)

2. Update and maintain the volunteers listing as needed.

3. Provide assistance in setting up facilities/tables/chairs for lectures, discourses, etc. and the sound systems.

4. Assisting devotees with their Pooja materials and coordinating with the priests.

5. Coordinate local, national and international humanitarian programs, disaster and relief assistance, food pantries, senior citizen help, services for the needy, etc.—as required/needed.
Youth Committee

The Youth Committee shall consist of individuals who are willing and interested in promoting the involvement of the younger generation in the Hindu religion, culture and related activities. The Youth Committee shall be chaired by a youth and this committee has the following responsibilities in addition to the duties that may from time to time fall within its jurisdiction upon approval by the Executive Committee.

1. Promote the involvement of youth members in the Temple activities – both routine and special functions.

2. Coordinate the religious and cultural educational lectures, seminars and workshops with the Cultural and Educational Committee.

3. Coordinate religious as well as social summer camps.

4. Coordinate and promote sports activities, both on and off-site, involving both the youth and adult members of the Temple.

5. Promote familiarity of the youth members with the Temple deities and Hindu religion and schedule the youth members to provide “guides” for the Temple tours by outside groups/schools/organizations.

6. Coordinate with and assist the Volunteer Committee with respect to local, national and international humanitarian programs, disaster and relief assistance, food pantries, senior citizen assistance, services to the needy, etc.

7. Coordinate activities with other Temple committees as required or requested.

8. Coordinate activities with and as requested by other committees (Operations, Pooja, Volunteer, Cultural and Education and others) as needed.
Responsibilities of Priests

1. All temple Poojas and rituals are to be performed according to the procedures described in the “Agama Sastras.” The rituals shall be authentic and should not be altered.

2. Daily oblations to all of the installed deities shall be done at appropriate times.

3. Cleanliness of the shrines and the surrounding area shall be the responsibility of the priests.

4. Lists of materials needed for common Poojas and other usual rituals shall be maintained by the priests and given to the sponsoring devotees.

5. Priests should be familiar with and may collect the appropriate fee for Poojas (off-site).

6. Priests shall meet regularly with the Pooja Committee members to plan and execute regular Poojas and special functions of the temple.

7. The priests shall act as hosts of the temple and serve the needs of the devotees as much as possible.

8. Priests should be fair and impartial toward all devotees.

9. Priests should alternate in performing the Poojas between (among) themselves.

10. Priests should be present in the temple during Temple hours unless they are assigned for duty outside.

11. Priests shall not engage in other than Pooja rituals and stipulated Temple activities.

12. Priests are forbidden to read palms of devotees and forecast astrological futures for devotees.

13. Priests should ensure that no devotees are allowed into the sanctum sanctorum.

14. Priests should ensure (with the assistance of the Temple Committee representative) that no photography and/or videography of the deities is done by any individuals(s)/group(s).
Office Manager

1. On duty at all Temple major functions and maintain Temple work schedule.

2. Confirm all private reservations and set up tables and chairs, sound system, if needed.

3. Ensure timely payments of bills and payroll, coordinating with Operations Committee and Treasurer.

4. Keep record of all donations and coordinate with Treasurer and Operations Committee to maintain inventory.

5. Answer phone calls.

6. Responsible for collection of pooja and rental fees.

7. Assign priests for Pooja services for both on-site and off-site services – unless the devotee/sponsor expresses a preference for a particular priest. Confirm assignments through daily review of the temple reservation book.

8. Responsible for maintenance of temple facilities, coordinating with Operations Committee.

9. Ensure St. Louis County Inspections:
   i. Kitchen
   ii. Elevator
   iii. Backflow system
   iv. Fire extinguishers, etc.

10. Implement Temple policies including cameras and videos upstairs.

11. Oversee custodian duties.

12. Monitor Priests’ activities and report any problems to the Pooja Committee Chairperson.

13. Keep an open line of communication with all committees.

14. Works under direct supervision of the President.
Temple Schedules –
Temple Timings and Regular Temple Services

**Temple Timings**

**Weekdays**
- 9:00 a.m. to 12:00 p.m.
- 5:00 p.m. to 8:00 p.m.

**Weekends**
- Saturday: 9:00 a.m. to 8:00 p.m.
- Sunday: 9:00 a.m. to 8:00 p.m.

**National Holidays**
- 9:00 a.m. to 8:00 p.m.

**Regular Temple Services**

**Weekdays**
- 9:00 a.m.
- 10:00 a.m.
- 7:00 p.m.
- 8:00 p.m.

- Nitya Pooja
- Archana, Mantrapushpam and Aarati
- Kumkum Puja (on Fridays)
- Archana

**Saturdays**
- 9:00 a.m. to 10:30 a.m.
- 8:00 p.m.

- Suprabhatham Balaji, Abhishekham, Vishnu Sahasra Nama Archana, Aarati and Prasadam
- Archana

**Sundays**
- 9:00 a.m. to 10:30 a.m.
- 8:00 p.m.

- Suprabhatham, Rudra Abhishekham, Archana, Namakam and Chamakam, Aarati and Prasadam
- Archana

*Note: Due to circumstances beyond our control, worships can be delayed or cancelled.*

The Hindu Temple of Saint Louis
**Temple Documentation**

1. All of the documentation related to the temple activities/operations must be filed and maintained in the Temple office located in the Temple basement.

2. The Temple secretary shall have the overall responsibility for maintaining all of the Temple documentation.

3. The Temple secretary shall develop and implement an organized system for filing all the relevant documentation and ensure accurate documentation through periodic reviews.

4. As a minimum, the Temple documentation shall include: minutes of the Board and Executive Committee of the General Body meetings, minutes of the meetings of the various Temple committees, building drawings, blueprints and sketches, permits and approvals granted by government authorities, listing of current and previous donors, bank loans and all relevant documentation related to various fund-raising activities.

5. Important and permanent records should be stored in the Bank Safe Deposit box.
Coordination with Gandhi Center

1. The HTSL and the Mahatma Gandhi Center (MGC), located on the same premises, are governed by their own autonomous executive bodies.

2. HTSL and MGC share common parking, water and sewage facilities, electricity and street lighting.

3. A Coordination Committee shall be formed each year to facilitate the organizational activities/programs. This committee shall consist of two (2) members each from HTSL and MGC.

4. The Coordination Committee shall meet as frequently as needed but at least once a year to discuss the common issues of concern and corrective actions, capital and operational expenses, utilities and bills, safety and security and maintenance and improvements of the facilities.