

Role title	Pastoral Care Organiser
Principal function	Be responsible for keeping in contact with members
Duties	<ul style="list-style-type: none"> • Keeping in contact with members to ensure that we are there for them where appropriate • Handling communications with members • Encouraging people to volunteer for Sangha tasks
Accountability	To the whole sangha. The person holding this role will also be a member of the Caretaking Council. Close liaison will be needed with the Membership Secretary.
Time commitment	Hard to predict and will depend what the role holder will feel able to commit. Could be 2 or 3 hours a week and one hour a week for Caretaking Council matters.
Personal qualities	<ul style="list-style-type: none"> • Good interpersonal skills • Good communications skills • Tact • Some familiarity with Buddhist concepts
Equipment needed	Computer, word processing program, email, telephone
Mentoring available	Can be arranged if necessary