

# Taoist Temple Management Positions and Job Responsibilities

## 1. Abbot

Fully responsible for the strategic leadership of the Taoist temple, external representation, and decision-making on major matters. Ensures the legal and compliant operation of the Taoism (Yuanshi/Primordial) in the United States.

Responsibilities:

- Overall leadership in development strategy for the entire Taoist temple.
- Represent the temple externally with the United States Taoist Association, local governments, media, and all sectors of society.
- Approve major rituals, financial budgets, and personnel appointments/dismissals.
- Ensure the temple complies with U.S. federal 501(c)(3) tax-exempt regulations and state laws governing religious organizations.
- Promote cultural exchange between Chinese and American Taoism.

## 2. Hall Master

Responsible for the daily operational management of specific temple halls, undertaking execution of certain routine affairs, and ensuring orderly conduct of temple activities and effective delivery of community services.

Responsibilities:

- Manage day-to-day affairs (coordination of matters, execution of activities, allocation of supplies, and arrangement of services for devotees).
- Coordinate local Ceremonies (fa hui), online courses, and community wellness workshops.
- Manage the hall's budget and supplies to ensure smooth daily operations.
- Coordinate collaboration among multiple halls and implement higher-level ritual services and activity plans.

## 3. Temple Supervisor

Responsible for the overall macro-level administration, finance, and ritual coordination of the Taoist temple. Maintains disciple discipline and the

sanctity of the sacred space. Serves as the core manager of daily temple operations.

Responsibilities:

- Oversee macro-level administration, finance, personnel, and logistics coordination of the temple.
- Schedule rituals of various scales, develop calendars, and coordinate required resources.
- Lead daily morning and evening services (zao wan ke), maintaining the solemnity of the Taoist sanctuary and the continuity of incense offerings.
- Supervise disciples' speech, behavior, appearance, etiquette, and compliance with Taoist rules.
- Develop and execute the annual budget, conduct financial audits, and handle tax filings.
- Monitor performance of all positions and resolve major internal disputes.
- Promote the integration of Taoist tradition with modern management.

#### 4. Ritual Master (Fa Shi)

Focuses on presiding over medium and large-scale rituals, disciple training, and teaching classics Taoist scripture.

Responsibilities:

- Primarily preside over medium and large-scale rituals (regular ceremonies, consecration rituals, etc.).
- Conduct disciple training and in-depth teaching of Taoist classics (in both Chinese and English).
- Provide high-level spiritual counseling and guidance to devotees.
- Assist in external propagation and cultural exchange activities.

#### 5. Incantation Master

Specializes in talismans, incantations and blessing rituals. Supports the esoteric components of all temple ceremonies.

Responsibilities:

- Specialize in talisman drawing, prayers, exorcism, blessing rituals, and other esoteric practices.
- Create and teach protective talismans and Taoist auspicious items.
- Cooperate with Ritual Masters (Fa Shi) to complete incantations and esoteric segments in large ceremonies.
- Research and digitize traditional incantation resources to support online courses.

## 6. Supervisory Master

Assists in supervising ritual standards, disciple cultivation records, and internal discipline to ensure strict adherence to traditional protocols.

Responsibilities:

- Assist the Temple supervisor in daily supervision and disciplinary management.
- Oversee ritual compliance, disciple practice records, and temple discipline.
- Conduct internal training and assessments to preserve the authenticity of Taoist traditions.
- Handle devotee complaints and crisis public relations matters.
- Maintain ritual activity logs: Record detailed daily/per-ritual activity logs of Ritual Masters.
- Record participants: Compile and archive attendance lists and sign-in records for each ritual.
- Record ritual procedures: Fully document the specific processes, ritual steps, duration, and special notes of ceremonies presided over by ritual Masters.

## 7. Dharma Protector

Responsible for internal safeguarding, security management, and external affairs handling. Maintains the physical and legal safety of the temple.

Responsibilities:

- Protect the space: Safeguard the temple's physical and spiritual environment, ensuring solemnity, purity, and safety.
- Maintain temple order and protect property.
- Coordinate local security, fire safety, and emergency response.
- Handle legal matters, contract review, applications for religious activity permits, and insurance affairs.
- Liaise with local police, lawyers, and manage intellectual property protection.

### 7-1. Righteous Dharma Guardian

Holds equivalent status to the Dharma Protector, with a primary focus on externally safeguarding the orthodox Dharma. Proactively identifies, prevents, and resolves threats to the Xuan Men Xiang Sect.

#### Responsibilities:

- Safeguard the Orthodox Dharma (external focus): Proactively identify, prevent, and counter harmful forces (heretical paths, cults, malicious actors, defamation, or infiltration).
- Protect authentic Taoism through legal, cultural, public opinion, and ritual means.
- Monitor the external environment, collect and respond to negative information and threats against the temple.
- Assist the Presiding Priest and Superintendent in formulating strategies to protect the Dharma and organize special operations to defend the faith.
- Work closely with the Dharma Protector to form a comprehensive internal-external defense system.

### 8. Taoist Physician

Provides traditional Taoist medical clinical services and wellness care, combining acupuncture, tuina, and other modalities to promote community health.

#### Responsibilities:

- Deliver clinical services including acupuncture, tuina (therapeutic massage), cupping, gua sha, ear acupressure, moxibustion, etc.
- Conduct wellness counseling and adjunctive support for chronic conditions using pulse and tongue diagnosis.
- Comply with U.S. state regulations for TCM/acupuncture practice.
- Organize community wellness workshops, health lectures, and experiential activities.
- Establish health records and develop integrated Chinese-Western wellness programs.

#### 9. Compiler

Responsible for compiling, digitizing, and producing Taoist literature and external promotional materials to advance cultural dissemination.

Responsibilities:

- Compile, proofread, and digitize the Taozhang (Taoist Canon), historical materials, and other texts.
- Create bilingual (Chinese-English) promotional materials, website content, and social media posts.
- Manage the temple library, archives, and intellectual property.
- Publish Taoist books or electronic journals.

#### 10. Receptionist (Zhang Mo)

Fully responsible for temple reception affairs, front-desk services, and visitor experience. Maintains a positive external image of the Taoist temple.

Responsibilities:

- Oversee devotee reception, consultation guidance, and appointment scheduling.
- Manage daily front-desk operations (registration, guidance, sign-ins).
- Handle routine inquiries (rituals, Taoist medicine, courses, etc.) and provide bilingual (Chinese-English) services.
- Coordinate reception for distinguished guests and group visits.
- Maintain order in public areas and create a strong first impression (environment, etiquette, tea service, etc.)