

Selection Guidelines for 2022 7th Term Dharma Assistants

(Based on the True Buddha School By-laws,
“Regulations Governing Dharma Instructors and Dharma Assistants”)

1. Registration Date

Now until Mar. 31, 2022, Seattle time. The Seattle True Buddha Foundation (TBF) office will not process applications received after this date.

2. Registration Address

(1) TBF office in Seattle: 17110 NE 40TH COURT, REDMOND, WA 98052,
U.S.A.

Tel: 1(425) 885-7573 Fax: 1(425) 883-2173

(2) TBF office in Taiwan: No. 100, LianSheng Lane, Shanjiao Village, Tsao-Tun
Township, Nantou County, Taiwan, 54264, R.O.C.

Tel: +886-49-2312992 Fax: +886-49-2350801

3. Registration Method

(1) If there is a local Vajrayana Association or Vajrayana Buddhist Council (Taiwan, Malaysia, Indonesia), applicants must mail the three documents listed below in sec. 5, “Registration Documents” to the local Vajrayana Association/Vajrayana Buddhist Council prior to Mar. 15, 2022. The local Vajrayana Association/Vajrayana Buddhist Council will assist in collecting and submitting all registration documentation to TBF offices no later than Mar. 31, 2022.

(2) Where there is no Vajrayana Association/Vajrayana Buddhist Council, applicants are requested to mail the three documents listed in sec. 5 below “Registration Documents” to TBF offices prior to Mar. 31, 2022.

(3) TBF Dharma Affairs Email : tbsdda2019@gmail.com.

4. Applicant Requirements

(1) At least 21 years old.

(2) A TBS lay disciple who has taken refuge for more than three years, is in overall good countenance, is in good physical condition, and has no criminal record. The candidate does not smoke, drink, gamble or engage in other bad habits.

Candidates must be less than 60 years old, at least a high school graduate, and must have volunteered at the recommending cultivation venue for more than two years. Applicant’s record of service at the cultivation venue must be outstanding.

(3) If older than 60, the candidate must have volunteered at the cultivation venue for more than six years and have an outstanding record of service. These applications will be reviewed on a case-by-case basis.

(4) No family objections. No debt or credit issues. No mental illness or impairment. (no spiritual hindrances)

(5) Must be familiar with the Four Preliminaries, eight personal deity practices, simple karma practices, etc.

(6) Candidates must provide TBF with a letter of recommendation from a TBS cultivation venue. Letters of recommendation from masters or reverends are not

acceptable. Candidates who pass the selection examination are qualified for appointment as a TBS Dharma Assistant.

- (7) Candidates must have completed phase one 2021 training class of TBS Introductory and Training Course for Incumbent and Future Lay Dharma Propagators and the phase two training in 2022. Candidates who missed the phase one training curriculum must participate in the phase two training session, and make up the phase one coursework and tests within six months (before end of July 2022).
- (8) Applicant must have completed each of the following four prerequisites:
 - i. 1,000,000 recitations of the Padmakumara Heart Mantra.
 - ii. 1,000 recitations of the High King Sutra.
 - iii. 10,000 recitations of the long One Hundred Syllable Mantra.
 - iv. 200 sessions of Repentance Practice.

5. Registration Documents

- (1) Completed Application for Dharma Assistant, forwarded with two photos attached. Applicants can download the Application for Dharma Assistant by following this link:
https://ch.tbsn.org/uploads/download/2022_02_04/74860da1ecf85d0bd0e5de5863059efb.pdf
- (2) Letter of recommendation from cultivation venue.
 - i. Must be written on official stationery of the cultivation venue.
 - ii. Official stationery must have the letterhead of the cultivation venue.
 - iii. The body of recommendation letter is the recommendation from the board of directors of the cultivation venue. The content of the letter of recommendation must be approved by a resolution passed during a meeting of the board of directors.
 - iv. The concluding portion of the letter of recommendation must have the official seal of the cultivation venue and the signatures of the members of the board of directors.
- (3) Questionnaire for Dharma Assistant Candidates
Applicants are requested to download and complete the Questionnaire for Dharma Assistant Candidates:
https://ch.tbsn.org/uploads/download/2022_02_04/32c3112e924603849c4010b3d8b45268.pdf

6. Qualification Review

Applicants must register in accordance with the guidelines outlined in 1-5 above. After the application is reviewed and approved by the TBF Core Committee, an admission ticket will be issued to the applicant.

7. Date of the 2022 Dharma Assistant online examination and interview:

Examination: It will be an online examination scheduled for July 9, 2022.

Interview: online interviews will be scheduled and announced based on applicant time zone/geographic region.

8. Language of Examination

Chinese, English, Indonesian (Please select one of above)

9. Scope of Individual Interview

- (1) Candidate reflections on phase one 2021 training class of TBS Introductory and Training Course for Incumbent and Future Lay Dharma Propagators and the phase two training in 2022.
- (2) Candidate reflections from participation in the Dharma affairs of their cultivation venue and True Buddha School events and activities.
- (3) Candidates' views on how Dharma propagating personnel should promote the True Buddha Tantric Dharma.

10. Selection Criteria Scoring Weight

Completion of phase one (2021) and phase two (2022) training courses: 40 points

Completion of online comprehensive exam: 10 points

Hymning: 20 points

Interview: 30 points

11. Dharma Assistant Term of Appointment

- (1) Following successful completion of the TBF selection process, Dharma Assistant certification is valid for 3 years.
- (2) Dharma Assistant qualifications are subject to renewal once every three years. There is no limit on how many times a Dharma Assistant may renew his/her appointment.
- (3) A Dharma Assistant may only serve at the cultivation venue which provided the original recommendation. Service at any other cultivation venue is prohibited.
- (4) A Dharma Assistant is required to work in harmony with the cultivation venue to promote Dharma affairs and propagate the True Buddha Tantric Dharma.
- (5) The cultivation venue board of directors may terminate the appointment of a Dharma Assistant. Termination of appointment shall be accomplished by a resolution passed by the board of directors. A written report of the termination proceedings must be provided to TBF for review. Any notice of termination shall be issued by TBF.