
Fremont Hindu Temple and Cultural Center



Temple Services Guidelines

Priest(s)	Sri Damodar Shastri Sri. Govind Srinivas
Administrator	Sri. Arun Thacker
Address	3676 Delaware Drive in Fremont, Calif. 94539
Phone	510-659-0655, 510-657-6145
Fax	510-657-6185
Web site	www.fremonttemple.org

Temple Timings .

Day	Operating Timings	Arati	Special Poojas
Monday	7AM-1PM 4PM-8PM	9am 7.30pm	
Tuesday	7AM-1PM 4PM-8PM	7.30pm	Hanuman Chalisa (7.30pm) followed by Pritibhoj
Wednesday	7AM-1PM 4PM-8PM	7.30pm	Ramayan Katha (6.30pm – 7.30pm)
Thursday	7AM-1PM 4PM-8PM	7.30pm	
Friday	7AM-1PM 4PM-8PM	7.30pm	Lalitha Sahasram (6.30pm – 7.30pm)
Saturday	7AM-8PM	9am 7.30pm	
Sunday	7AM-8PM		Bhajans & Pravachan 11AM-1PM Pritibhoj 1.15PM
Saturdays	Check date and timings from temple	Check timings from temple	Mata Ka Jagrata

Temple Charter

- To provide a place of worship and meditation for the Hindu community
- To provide facilities for Pujas, havans, marriage ceremonies or other religious sanskars
- To arrange for the celebration of Hindu religious and cultural festivals
- To provide facilities for the education of our children in various aspects of Hindu religion, culture and languages
- To establish a library of Vedic literature for use as reference by the community
- To arrange seminars and discussions, to hold workshops and lectures for the spiritual advancement of the community in areas of vedic philosophy and Hindu religion To disseminate knowledge of Vedic principles of life through periodic publications

Classes and other activities facilitated by the Temple.

Call Temple Administrator for the currently offered activities and their coordinators, timings, charges (if applicable), and any other information.

Gita Class, Every Saturday (10:30 till noon)
Medical Services
Vocal Music Class
Sitar Class
Bharat Natyam Class
Sanskrit Class
Hindi Class
Bal Vihar Kathak Class
Yoga Class
Pravachans Daily Puja
Mata Ka Jagrata
Pritibhoj
Ramayan Katha Kirtan
Aarti
Legal Services

Religious books for sale

Many religious books are available for sale at very nominal costs during Sunday Services from 12 Noon to 3 PM.

Facilities available in the temple

1. Main temple hall
2. Youth Center
3. Dining hall and Kitchen
4. Library

The availability is based on first come first serve basis.

The users must sign the request form and pay charges in advance.

Priority for the use of these facilities is as follows.

1st priority	Temple functions
2nd priority	Public religious and cultural functions
3rd priority	Social functions

Reservation charges

Temple and Saraswati Hall	\$250.00 for 4 hours (8am-12noon or 4pm-8pm)
Temple and Saraswati Hall	\$500.00 for marriage functions
Dining Hall	\$200.00
Kitchen	\$ 50.00
Library.	N/C but reservation must be made before use.

How to make reservation for the above facilities

- 1. Contact the Administrator to check for availability.**
- 2. Fill up the reservation form available with the Administrator, and pay the charges. Get a copy of the confirmation.**
- 3. Please read the rules and terms of the use carefully.**

Priti bhoj on Tuesdays, Sundays or any special occasion

- 1. Contact the administrator to check for available date.**
- 2. Fill up the reservation form available with the Temple Administrator, and get a copy of reservation. There is no occupancy charge, but if you want to get the kitchen cleaned after the priti bhoj by temple help, there will be charge of \$70.00**
- 3. Please read the rules and terms of the use carefully.**

You can cook the food yourself or give donation to temple and it will make the arrangements. This choice must be given at the time of reservation.

Donation for not self cooking and still sponsoring preeti bhoj

Priti Bhoj sponsorship for Tuesdays	\$421.00
Priti Bhoj sponsorship for Sunday	\$621.00

Facilities available for self cooking and serving

- 1. Cooking utensils**
- 2. Machine for making dough for chapattis or puris.**
- 3. Refrigerators**
- 4. Water coolers with water.**

5. Gas stoves and oven
6. Tables and chairs

Preparation of Priti Bhoj

Food should be prepared for an average of 300 people. However, on special events & festivals, this number may be more.

Please visit the kitchen one day before the priti bhoj to see the things available. You may cook some things in advance and keep in the refrigerators or outside at your own risk, if there is no conflict on that day.

Items required for priti bhoj

1. Paper plates for lunch or dinner
2. Plates for prasad
3. Spoons
4. Napkins
5. Water glasses
6. Paper towels for clean up,
7. Aprons and mittens for handling hot items.

A typical menu for the priti bhoj (You may add more items according to your own choice)

1. Prasad for serving after the aarti
2. Puris or chapattis
3. Dal or lintels
4. Vegetable
5. Raita or yogurt

Please make food less hot (less chillies) and oily as lot of seniors eat this food. Food is served only after the aarti in the Temple. Please request the Administrator if you want volunteers for serving the food or Prasad.

Collection of Cash and check donation

Donation cash boxes are emptied on a weekly basis and counted by volunteers in the presence of the Administrator. The amount is entered in the cash register and signed by volunteers. The Administrator deposits the money in the bank. In the absence of the Administrator, the Treasurer performs this activity. A receipt acknowledges all checks or cash donations given in the office. These are then deposited with the cash donations.

No receipt will be issued for money deposited in the donation boxes.

The donations can be claimed as “tax exempt”. The tax-exempt # is given on all receipts. Donations during special functions like Mata ka Jagrata are deposited separately every month.

Maintenance of Temple's accounts & book-keeping

Presently the Temple's books are maintained using Quick Books (On line edition) and updated with the help of volunteers. Periodically a CPA reviews temple accounts.

Note: Recently, 2005 and 2006 accounts were reviewed and certified for compliance by a CPA.

Collection of donations during visiting spiritual speakers

All collections made during these events should go to the Temple. However, the Temple will donate from its own funds \$101 if the speaker is visiting for only one day. If he is there for more than 3 days, then the Temple will contribute \$251.

Any spiritual individual or organization, except for the Fremont Hindu Temple, permits no fund raising. Fund raising will be only allowed if the Temple premises are rented for the purpose, at the rates specified in this book earlier.

Note: These are the general guidelines, however, under certain circumstances, temple management may have to use its discretion.

Upkeep of Temple Altar

This is done by volunteers under the guidance of the Priest on a daily basis. Volunteers, who would like to participate in this service, should give their name to the Administrator or the Priest.

Authorized persons must perform the cleaning of the moortis, changing their garments and ornaments and cleaning of the Altar only.

Garlands and flowers . Wilted and dead flowers should be removed as soon possible to give a clean look to the altar.

All donated perishable and non-perishable goods should be removed from the altar of the Temple on a daily basis. Any items needed for the temple prasad, or Priti bhoj or senior lunch program should be stored in the kitchen pantry or refrigerator.

All remaining items should be distributed amongst the Priests, the Administrator or needy devotees for their personal use. All left over items should be disposed off in the trash next day to avoid insect and rodent infestation.

Constitution of the Temple (salient points)

Under Article 1, Section 4 of the By-laws of the Vedic Dharma Samaj dated January 28, 1984 (as amended from time to time), a General Body was established to promote the activities and manage the affairs of the Temple. The By-laws further specified that the General Body should be comprised of:

- All life members. Life members are those who have made a cumulative donation of \$1001 or more; all members of community contributing \$501 or more for a year.
- All members of community contributing \$101 or more at one time during a year.

The General Body was authorized to establish a joint Board, consisting of:

- (1) A Board of Trustees; and
- (2) A Management Board.

Election to the Board of Trustees

In the original By-laws and Constitution of the Temple dated January 28, 1984, any member of the general community who wanted to become a Trustee could do so by making a cash donation of \$5001 or more, and to continue as a Trustee, each member must make a cash donation of \$1501 on an yearly basis.

However, the current practice is that any member of the community, who contributes \$1500, is eligible to become a member of the Board of Trustees. But in order to stand for election for the office of Chairman and Co-Chairman, a person must be a Trustee for at least 6 months previous to the year in which he stands for election. The Temple By-laws also provide that the Board of Trustees on a yearly basis can nominate any person who provides services to the Temple on a regular basis, in lieu of cash, as a Trustee.

Tenure of Members of Board of Trustees

As per By-laws, the members of the Board of Trustees will be elected by the last day of February and a new Board will take charge of the affairs on the 1st day of March every year. Tenure of all Board members will expire on the last day of February.

Appointment of Election Committee

The newly elected members of the Board of Trustees, and the Management Board formed thereafter, will immediately elect an Election Committee comprising of 3 members, to supervise the election of Chairman and Co-Chairman of the Board of Trustees.

Chairman and Co-Chairman of the Board of Trustees

A Chairman and a Co-Chairman will be elected by and from among the members of the Board of Trustees for a period of 2 years. The same person may be re-elected for another term for a maximum of 2 consecutive terms, provided he is in good standing as a member of Board of Trustees. To be eligible for being elected as a Chairman and Co-Chairman, a Trustee must have served on the previous Board of Trustees for a period of at least 6 months.

Election of Chairman and Co-Chairman

The By-laws provide that the election is to be held and supervised by an Election Committee. The election will be held by a secret ballot on the last Sunday of March and results announced on the same day. Election Committee's decision will be final and irrevocable. The newly elected Chairman and Co-Chairman will assume offices in the 1st week of April.

Election for the offices of Secretary and Treasurer

The original Constitution did not provide for the election of Secretary and Treasurer, but a Committee established in January 1987 consisting of Dr. Romesh Japra, Dr. Vinod Sawhney and Mr. Ram Kathuria recommended the addition of these two offices to be elected in the same manner as for the offices of Chairman and Co-Chairman. The Joint Board accepted the recommendations of this Committee.

Meetings of the Board of Trustees

The original Constitution stated that the Board of Trustees must meet regularly at least once in two months. However, the Committee formed in 1987 changed it to once every month. This Committee also recommended that an annual meeting of the General Body be held on 2nd Sunday of January every year. The Chairperson may call unscheduled meetings of the Board at any time deemed necessary.

Note: During a joint board meeting in 2006, it was resolved to have a meeting every 2 months.

Management Board

The By-laws of the Vedic Dharma Samaj provided for the election of a Management Board, which will be responsible for the day-to-day operation. These operations will include Religious, cultural and educational activities, maintenance and security of the premises and Priti bhoj arrangements. The Management Board will be accountable to the Board of Trustees for all its actions. The Management Board will consist of elected heads of various management committees. A total of 9 Standing Committees shall be established as follows:

- (1) Religious Committee;**
- (2) Cultural Activities Committee;**
- (3) Education Committee;**
- (4) Library Committee;**
- (5) Priti Bhoj Committee;**
- (6) Maintenance and Security Committee;**
- (7) Sports and Youth Activities Committee;**
- (8) Accounts and correspondence Committee;**
- (9) Coordination Committee.**

Election of Members of the Management Board

All eligible members of the General Body of Vedic Dharma Samaj will elect the heads of the Standing Committees of the Management Board. Any member of the General Body may seek election to head any of the specified Standing Committee. The deadline for filing nominations will be no less than 15 days before the election date. Two other members of the General Body must second all nominations. All elections are for a period of one year. All elections shall be conducted by a secret ballot.

The Constitution provides that 4 (four) members of the Management Board will be nominated by the Board of Trustees on an ad hoc basis.

To allow for maximum community participation, a list of volunteers is compiled for various committees. The head of various committees are chosen from the volunteers list.

The members of the Management Board will meet regularly at least once a month. The Chairperson of the Board of Trustees may call unscheduled meetings of the Management Board at any time, if deemed necessary.

Functions of Board of Trustees

The Board of Trustees shall be responsible for organization, control and management of the Temple's property and to run its affairs as provided by law or by-laws of the Vedic Dharma Samaj. The Chairperson will execute deeds, mortgages, sign checks

and contracts in the name of Vedic Dharma Samaj and perform all and any other functions deemed necessary for the orderly day-to-day operation of the affairs of the Temple.

In case of failure of the Management Board to carry out its responsibilities, the Board of Trustees shall assume these responsibilities till a new Management Board has been elected within 3 months.

Note: A copy of the constitution can be obtained from the Administrator for reference purposes to be read in the library (no charge). A hard copy can be obtained by paying \$10.00 to cover printing and handling.

Responsibilities of Administrator

The Administrator of the Fremont Hindu Temple performs multifarious activities and his main responsibilities include the following:

- (1) Opening and closing the main temple and ancillary buildings;
- (2) Scheduling and reservations of different activities;
- (3) Maintaining the Temple's bulletin board;
- (4) Primary interface with public for scheduling priti bhojs;
- (5) Receiving donations and issuing receipts;
- (6) Attending to all office duties, including telephone and book keeping;
- (7) Conducting Yoga classes;
- (8) Keeping track of kitchen supplies;
- (9) Maintaining the Temple's activity calendar;
- (10) Interfacing with other organizations as the Temple's representative;

Responsibilities of Priests

- (1) Perform Aarti – both morning and evening;
- (2) Conduct pujas and havans;
- (3) Arrange cleaning of the altar and the deities;
- (4) Arrange supplies for puja ceremonies;
- (5) Provide outside services like pujas, havans, etc. at devotees' homes;
- (6) Coordinate timings with Administrator on special occasions;
- (7) Conduct services on weekdays as follows:

<input type="checkbox"/> Monday	Shivji puja
<input type="checkbox"/> Tuesday	Hanuman Chalisa
<input type="checkbox"/> Wednesday	Ramayan Katha
<input type="checkbox"/> Friday	Lalitha Sahasram 6.30 to 7.30 p.m.
<input type="checkbox"/> Saturday	Vishnu Sahastram -do-

☐Sunday

Parvachan & bhajans

Please call Administrator to find out the fees for services performed by the priests at the devotees' homes.

Maintenance and upkeep of the Temple premises

(1) General Cleaning and Maintenance including Kitchen and bathrooms:
The Temple hires janitorial services to perform these services.

(2) Other services like maintenance of landscaping, fire alarm system, HVAC, garbage collection and disposal etc. are contracted out, and the Maintenance Committee's Chairperson checks their performance.

(3) Misc. Guidelines:

- (i) Bulletin Boards: Display of posters of irregular sizes on the walls: It has been observed that devotees are posting various sizes of posters and pictures on the temple walls and placing deities on the altar without pran partishta. This practice has to be stopped and in future, anyone who wants to bring in a moorti or picture should consult the Administrator before placing it on the altar or posting it on the wall. It will be for the Administrator to approve or disapprove it himself or take the advice of the Board of Trustees; and**
- (ii) Usage of shoe racks: The temple has provided some shoe racks and proposes to build a shoe room where racks with capacity of over 500 shoes will be provided. Devotees are requested to use the racks.**

Devotee's feedback on these service guidelines are welcome and may be forwarded to the Temple's Administrator or the Chairman of the Board of Trustees (templedevotee@comcast.net).

Om tat sat