



世界真佛宗宗務委員會

-申請雷藏寺流程



GUIDELINE FOR TEMPLE APPLICATION

【 】 -雷藏寺籌備委員會

- Temple Preparatory Committee

申請雷藏寺 APPLICATION FOR TEMPLE

道場申請三個階段的檢附文件 DOCUMENTS REQUIRED FOR ALL THREE STAGES OF APPLICATION

申請日期 Date of submission	
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請提供以下資料以供審核認可之用 (已收到; 資料不齊全, 敬請重寄)。

Please submit the document for review (TBF has received; Incomplete, please re-submit)

- 一切所提供的文件若非中文、英文, 敬請擇要把文件的重點簡譯為中文或英文。
- Please briefly translate non-English or non-Chinese documents to Chinese or English before submission.
- 一切所提供的文件,若申請時間超過三年, 敬請重新呈交。
- Please re-submit the documents if the application duration exceeds 3 years.

第一階段申請 Stage 1 Application

申請雷藏寺的程序一共有三個階段。這是申請雷藏寺的第一階段, 是申請的道場首次寄給宗委會的資料。為避免觸犯當地非法聚會條例, 此階段活動只限於對內同修, 不可對外公開舉行法會及文宣活動。

There is a total of three stages for the application of temple. This is the first stage of application and is the initial submission of documents to True Buddha Foundation (TBF). In order to avoid the violation of the law of illegal assembly, during this stage, all activities and ceremonies should not be organized and broadcast to public.

- 1.1. 申請雷藏寺表格。
Application Form for Temple
- 1.2. 道場的組織表。
Organization Chart
- 1.3. 道場成立籌備委員會的成員名單。(包括職位、姓名、任期、電話、地址)
Preparatory Committee name list (Include position, name, duration, contact number and address)
- 1.4. 道場的地區位置圖(包括鄰近真佛宗道場的車程)
Location map (Include car journey to nearest TBS cultivation venue)

1.5. 道場同修名單。

Attendee name list

1.6. 道場的弘法計劃書。(包括財政計劃)

Proposal plan for True Buddha Dharma propagation (Include financial planning)

1.7. 當地密教總會建議函。(若當地無密教總會，敬請註明)

Referral letter from local TBS headquarter (Please indicate if there is none)

第一階段的道場資料齊備後呈交宗委會審核。經宗委會審核及核准第一階段的申請資料，便會賜道場名號，讓道場繼續第二階段的申請及向政府申請合法註冊。若道場已經有名號，可以用回原先的名號。

When all the documents are reviewed and Stage 1 application has been approved by TBF, cultivation venue will proceed for Stage 2 application. At the same time, a cultivation venue name will be issued to apply for the Government Legal Registration Certificate for Organization. If the name has been previously granted, chapter will use back the previous name.

第二階段申請 Stage 2 Application

這是申請雷藏寺的第二階段，所呈交給宗委會（以及當地密教總會，若有）的資料。

During Stage 2 application, the following documents are to be submitted to TBF (and local TBS headquarter if any).

2.1. 正式向政府申請合法道場註冊的相關文件影印本。

Copy of Application for Government Legal Registration of cultivation venue Certificate

2.2. 道場的平面圖（敬請註明尺寸）。

Floor plan of the cultivation venue (Please include measurement)

2.3. 道場的外觀照片。

Photo of the cultivation venue exterior view

2.4. 道場的壇城照片。

Photo of the shrine

2.5. 道場的成立時間。

Establishment date of the cultivation venue

第二階段的道場資料齊備後呈交宗委會審核。經宗委會審核及核准第二階段的申請資料後，道場可繼續第三階段的申請。

When all the documents are reviewed and Stage 2 application has been approved by TBF, cultivation venue will proceed to Stage 3 application.

第三階段 Stage 3

這是申請雷藏寺的第三階段，所呈交給宗委會（以及當地密教總會，若有）的資料。此階段可進行開光、對外公開活動及主辦法會。

During Stage 3 application, the following documents are to be submitted to TBF (and local TBS headquarter if any) for final review and approval by TBF. At this stage, cultivation venue can proceed for official opening ceremony, broadcast activities and ritual ceremony to the public.

- 3.1. 政府合法道場註冊證件影印本。
Copy of Government Legal Registration of Temple Certificate
- 3.2. 道場新理事會正式成立的名單。（籌備委員正式解散，以新理事會取代）
Formation of new committee (Preparatory committee dismissed and replaced by new committee)
- 3.3. 政府合法團體的註冊。
Government Legal Registration of Organization Certificate
- 3.4. 道場的組織章程。
Bylaws of the Temple
- 3.5. 當地密教總會推薦函。（若當地無密教總會，敬請註明）
Recommendation letter from local TBS headquarter (Please indicate if there is none)
- 3.6. 寺地證明。
Land Title Deed of the temple
- 3.7. 當地政府合法建寺准證。
Government Legal Permit for Building Temple Certificate
- 3.8. 產權屬於寺廟組織之證明。
Legal proof of temple ownership over the land and its property
- 3.9. 呈交政府常年報告及財務報告之影印本。
Copy of Annual Report and Financial Report
- 3.10. 側面建築藍圖、正面藍圖、屋內平面藍圖。（可縮小影印成一般紙張）
Blueprint of side, front and interior floor plan view (Reduce to A4/letter size)
- 3.11. 預算動工日期及完成日期。
Estimated start and completion date
- 3.12. 面積至少大過西雅圖雷藏寺寺內面積 5200 平方英尺(483 平方米)。
Surface area must be at least more than Seattle Temple 5200sqft (483sqm)
- 3.13. 外觀要如寺廟。
Exterior of the building must resemble a temple
- 3.14. 籌款方案及計劃書（若需要籌款，請填妥申請籌款表格）
Fundraising plan and proposal (submit Application Form for Fundraising if require)
- 3.15. 未來發展計劃。
Future development plan

3.16.若有華光功德會，請提供組織名單。

Please provide Lotus Charity Organization list if any

3.17.文宣訂閱 Subscription copy : 真佛報 TBN 【 】 份，
燃燈 Enlighten Magazine 【 】 份，
師尊著作 Grand Master book 【 】 本。

3.18.近兩年皈依人數 No. of people taken refuge for past two years 【 】

3.19.常住弘法人員名單 Resident Dharma Propagator: _____

3.20.提供同修資料 Group practice information :

①每周同修次數 No. of time per week: 【 】 次。

②同修平均人數 No. of attendee : 【 】 人。

③同修主要的法 Name of main practice : _____

第三階段的道場資料齊備後呈交宗委會審核。經宗委會審核及核准第三階段的申請資料後，雷藏寺申請正式通過，由宗委會認可為真佛宗雷藏寺，並核發雷藏寺證書，有效日期為三年。

When all documents are reviewed and Stage 3 application has been approved by TBF, the temple will then be officially recognized as the temple of True Buddha School, and a 3-year term temple certificate will be issued by TBF.

與雷藏寺持續保持跟進 Constant follow up with Temple

由於宗委會每三年會審查及核發雷藏寺證書，因此雷藏寺必須與宗委會保持互動及呈報以下資料：

TBF will review and issue temple certification every three year, therefore temple should constantly correspond with TBF and submit the following information:

1.道場法務報備表(每三個月報告一次)。

Temple Activity Report Form (every three month)

2.法會收入分配表。

Ceremony Income Distribution Report Form

3.弘法成果表。

Dharma Propagation Result Form

4.呈交政府常年報告及財務報告之影印本。

Copy of Annual General Meeting Report and Financial Report

5.每三年雷藏寺問卷表。

Triennial Questionnaire of Temple

6.組織架構、成員變動時，郵寄或電郵（tbfapplication@gmail.com）報備《宗委會》。

Any changes to organization, please notify True Buddha Foundation by mail or email to: tbfapplication@gmail.com.