

## MINISTRY POSITION DESCRIPTION

<b>Name of Group / Ministry</b>	<b>Ushers (2)</b>
<b>Accountability</b>	Parish team
<b>Purpose of Ministry</b>	To help keep the parish organized during Mass
<b>Participant Group</b>	Parish congregation during Mass
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Greets people as they enter church for mass.</li> <li>▪ Operates elevator.</li> <li>▪ Distributes worship leaflets and parish bulletins.</li> <li>▪ Directs people to seating areas and directs them to communion</li> <li>▪ Evaluates the appearance of the pews and cleans them if necessary (i.e., lost articles, garbage).</li> <li>▪ Collects offerings.</li> <li>▪ Checks parish hail during and after each mass.</li> <li>▪ Food Bank collection taken to Sacristy once a month.</li> <li>▪ Helps to clean up and prepare church for next liturgy.</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Registered, practicing member of the parish</li> <li>▪ Good interpersonal relationships;</li> <li>▪ Able to adapt to challenges and changes in routine.</li> <li>▪ Positive, friendly, enthusiastic: hospitable and welcoming</li> <li>▪ Willingness to help others.</li> <li>▪ Able to maintain a proper decorum. / Neat, clean, modest appearance.</li> <li>▪ Punctual</li> <li>▪ Patient</li> <li>▪ Trustworthy</li> <li>▪ Good sense of humour.</li> <li>▪ St. John's Ambulance training highly recommended.</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>▪ Attend and serve at the mass as requested and scheduled by coordinator</li> <li>▪ (2 hours total time on average)</li> </ul>
<b>Duration</b>	Not applicable
<b>Orientation and Training</b>	New volunteers are walked through all activities they are responsible for by the Captain or Usher Coordinator.
<b>Support/ Supervision /Evaluation</b>	Captain of Usher Coordinator and Usher Team
<b>Position Level</b>	GENERAL TRUST
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete form A</li> <li>▪ Receive Volunteer Guidelines</li> <li>▪ Sign Volunteer Covenant</li> <li>▪ Orientation and training as required</li> </ul>