

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Usher Coordinator (Captain)
Accountability	Pastor or pastoral team
Purpose of Ministry	To coordinate, organize and support the activities of the ushers
Participant Group	Parish congregation and the Ushers
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Recruit and train new ushers ▪ Maintain usher schedule ▪ Provide leadership and direction to ushers ▪ Attend Liturgy Committee planning meetings
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Good interpersonal skills ▪ Able to adapt to challenges and changes in routine ▪ Positive, friendly and enthusiastic ▪ Good sense of humour ▪ Patience and trustworthy ▪ Willingness to help others ▪ Sensitive to the needs of others
Time Commitment	<ul style="list-style-type: none"> ▪ 3 hours per month for preparation of schedule ▪ 2 hour per month to attend Liturgy Committee Meeting ▪ Ministry as an usher at one Mass per week as per schedule
Duration	2 years, renewable
Orientation and Training	Provided by parish team
Support/Supervision /Evaluation	Pastor or pastoral team
Position Level	GENEAL TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete form A ▪ Receive Volunteer Guidelines ▪ Sign Volunteer Covenant ▪ Orientation and training as required