

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Ushers (<i>version 1</i>)
Accountability	Parish team
Purpose of Ministry	To help keep the parish organized during Mass
Participant Group	Parish congregation during Mass
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Seat people when church is becoming full ▪ Guide people o Communion ▪ Collect donations ▪ Organize the offertory procession ▪ Distribute the bulletin
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Good interpersonal skills ▪ Patience
Time Commitment	One Mass per week or as per schedule
Duration	Not applicable
Orientation and Training	Provided by parish team
Support	Not applicable
Supervision	Not applicable
Evaluation	Not applicable
Position Level	GENERAL 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