

Usher/Greeter Ministry Role Descriptor

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Usher/Greeter
Groups served by this ministry	Parishioners and visitors
Length of term	3 years (renewable)
Purpose of the role(s)	<ul style="list-style-type: none"> • Ensure the welcome, safety and comfort of the congregation. • Collect the offering. • Ensure the security of the collection.
Activities and responsibilities	<ul style="list-style-type: none"> • Prior to mass: greet people at door, welcome them, find seating for people if necessary, keep aisles clear, keep order, direct movement of crowd. • During Mass: collect offering and deliver to the altar; assist clergy in services as needed; select a family to bring the offering to the altar; help those who require assistance. • After Mass: organize the church and collect lost articles. • Advise coordinator if unable to serve at scheduled date/time or find a qualified substitute
Constraints	<ul style="list-style-type: none"> • Duties are mainly performed within the confines of church proper during church services. • Must safeguard monies collected by following the prescribed procedures and always be with at least one partner, never alone. • Only those screened as collection handlers are to be involved in moving the collection from the altar to the sacristy.
Descriptor scope (<i>check one</i>)	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	<p>St. Clare:</p> <ul style="list-style-type: none"> • Uses an <i>ad hoc</i> approach for selecting those taking up the collection, although only those who have been screened per the Responsible Ministry guidelines may participate
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Ability to adjust to changing situations • Ability to deal with people tactfully • Skills to take charge of situation and do crowd control
Personal traits desired	<ul style="list-style-type: none"> • Self-confidence • Integrity • Interpersonal skills

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Orientation and training	<ul style="list-style-type: none"> • Undergo on-the-job-training by an experienced usher/greeter. • Attend formal training workshops if available. • Receive a copy of this ministry role descriptor. • Receive Responsible Ministry training and handout.
Support, supervision and evaluation	<ul style="list-style-type: none"> • Under the direction of the coordinator and pastor.
Working conditions	<ul style="list-style-type: none"> • This position is light duty but requires freedom of movement and ability to stand for extended periods of time. • There is some exposure to elements but most of the work takes place indoors at church.
Benefits to role participants	<ul style="list-style-type: none"> • Satisfaction of serving an important function in the church.
Level of sensitivity <i>(check one)</i>	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> 1. Completion of a volunteer information form is required. 2. Training and orientation are required. 3. There will be supervision and opportunity to give and receive feedback.