

**Responsible Ministry—Ministry Roles**  
**Usher**

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

Name of ministry and role(s)	Coordinator of Ushers for Masses
Groups served by this ministry	Parishioners at large
Length of term	3 year renewable
Purpose of the role(s)	<ul style="list-style-type: none"> <li>• To coordinate and prepare timely schedules</li> <li>• To oversee usher activities assigned to them</li> <li>• To help those in need of assistance</li> </ul>
Activities and responsibilities	<ul style="list-style-type: none"> <li>• Train ushers, make schedules, recruit new members</li> <li>• Deal with any problems that may arise</li> <li>• Issue any special instructions received from clergy</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>• Ensure ushers follow correct procedures and that all masses (activities) are adequately staffed</li> </ul>
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. Philip</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>St. Clare (may not need a coordinator on a regular basis, but ushers may function on as a needs basis)</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Skills, experience and qualifications desired	<ul style="list-style-type: none"> <li>• Ability to adjust to changing situation</li> <li>• Ability to deal with people</li> <li>• Skills to take charge of situation and do crowd control</li> <li>• Maturity to deal with all levels of people with tact</li> <li>• Capability of being service oriented</li> <li>• Administrative, organizational and leadership skills</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>• Outgoing personality</li> <li>• Self-confident</li> <li>• People person</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>• Mass coordinator and ushers are required to follow the “Duties” list</li> <li>• Receiving a copy of this ministry role descriptor</li> <li>• Responsible Ministry training and handout</li> </ul>
Support, supervision and evaluation	<ul style="list-style-type: none"> <li>• Ensure that all ushers act in accordance with directives issued by the parish</li> <li>• Evaluate procedures used at events and give guidance to ushers as required</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• 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</li> </ul>

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	takes place indoors at church.
Benefits to role participants	<ul style="list-style-type: none"><li>• Meeting new people</li><li>• Satisfaction from helping others and doing volunteer work for the community</li><li>• Learning how to manage people</li></ul>
Level of sensitivity ( <i>check one</i> )	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures <small>(Per the parish 'Responsible Ministry Program' document.)</small>	<ol style="list-style-type: none"><li>1. Completion of a volunteer information form is required.</li><li>2. Personal reference checks are required.</li><li>3. An interview and a police record check are required.</li><li>4. Training and orientation are required.</li><li>5. There will be supervision and periodic evaluation, as needed.</li></ol>