



Liturgical Commission

Usher Coordinator Position Description

Reports To:

Liturgical Commission Chair

Ministry Purpose / Objective:

To serve the parish by offering hospitality to all those attending liturgies and special events, providing assistance in seating and facilitating the first and/or second collections during all liturgies.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of Usher Coordinator:

- Maintains communication with the Director of Liturgy for strengths and areas of growth, as well as ministry needs and direction.
- Trains and orients new ministers on the duties of the position.
- Ensures ushers are aware of and follow the instructions in the Usher Ministry Guidelines.
- Informs Ushers of any changes as requested by the Liturgical Commission or Pastor.
- Supervises implementation of Usher Ministry Guidelines to the Usher Servers.
- Serves as usher.
- Ensures collection baskets are available.
- Assists in the maintenance of emergency supplies.
- Collaborates with pastor for specific instructions regarding the program.
- Recruits and trains a suitable candidate for Assistant Coordinator.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.
- Training/Update Sessions.
- Annual formation session for all lay ministers.
- Annual Ministry Meeting

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Liturgical Commission meetings.
- Scheduling and meeting preparation.
- Additional time as required during special seasons
- Usher Meetings

Average Time (may vary):

1 ½ hours
2 ½ hours
2 ½ hours
Individual Basis

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- A Registered parishioner.
- A person who is friendly, works well with people, and is organized.
- Must serve as an active usher.

Usher Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



Liturgical Commission Usher Coordinator Task List

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Recruits Usher volunteers for Holy Days and special liturgies or events, informing them of any needs other than their regular duties.
- Maintains collection baskets and bags. Inform Director of Liturgy if any need repair or replacement.
- Maintains First Aid kit (by the kitchen) with the needed supplies, i.e.; smelling salts, band aids, etc. Check on a monthly basis and request supplies from Director of Liturgy.
- Ensures that the defibrillator is in working order (light blinks) and is regularly checked by an assigned person.
- Maintains the hearing assistance headsets and informs the Business Manager of any issues.
- Ensures that the wheelchair is in place by the water fountain, when not in use.
- Schedules and facilitates annual Usher Meeting.