

<b>PARISH</b>	<b>OUR LADY OF THE ANGELS</b>
<b>Name of Group / Ministry</b>	<b>Usher</b>
<b>Accountability</b>	Parish team
<b>Purpose of Ministry</b>	To usher to those coming to Mass, to take collection during Mass, other duties
<b>Participant Group</b>	Parish congregation during Mass
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Seat people as needed, when church is becoming full</li> <li>▪ Guide people in Communion Procession</li> <li>▪ Collect donations at mass</li> <li>▪ Organize the offertory procession</li> <li>▪ Distribute the bulletin,</li> <li>▪ Other as per individual parish</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Good interpersonal skills</li> <li>▪ Some knowledge of the Mass</li> <li>▪ Patience</li> </ul>
<b>Time Commitment</b>	One Mass per week or as per schedule
<b>Duration</b>	As assigned by the pastor
<b>Orientation and Training</b>	Orientation per Guidelines for Volunteers Training provided by parish team
<b>Support, Supervision, Evaluation</b>	Pastor or a delegate
<b>Position Level</b>	GENERAL TRUST
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete form A</li> <li>▪ Receive Volunteer Guidelines</li> <li>▪ Sign Volunteer Covenant</li> <li>▪ Orientation and training as required</li> </ul>

**Date approved:** \_\_\_\_\_ **Dates Reviewed:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Ministry Leader:** \_\_\_\_\_

**Parish Screening Committee Member:** \_\_\_\_\_

**Pastor:** \_\_\_\_\_

Sample