

Under the direction of the Usher Coordinator, the Ushers serve the Liturgy by helping to establish a climate of welcome, helpfulness and order among those gathered. They assist the assembly with practical details so that the Liturgy and Sacred Rites can be celebrated with ease and grace.

Activities/Responsibilities

- Ensures that the Church is presentable and welcoming.
- Arrives early with appropriate attire and nametag.
- Welcomes parishioners as they arrive, being attentive to newcomers, children, the elderly and those with special needs.
- Offers information or assistance regarding the parish, the Liturgy, the facilities, parish registration procedures, location of restrooms, special events and seating arrangements.
- Helps the assembly by handing out hymnals, receiving collections and seating late arrivals and persons with disabilities.
- Ensures that a family/group has been designated to present gifts.
- Responds appropriately to particular needs or emergencies within the assembly.
- Assists in the movement of the assembly during Holy Communion.
- Carries the collection up when gifts are being presented.
- Assists with the departure of the assembly.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Carries out other functions as requested by the Rector and/or Pastoral Team.

Skills, Experience, and Qualifications

- Registered and in good standing with the Church, Pastor and community.
- Must be a confirmed, practicing Catholic.
- Is recognized within the parish community as a person of good reputation.
- Has the ability to work with others as a team.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Has a helpful, supportive and nonthreatening attitude when working with people.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

Orientation and Training

- Standard parish orientation program and training provided by the Usher Coordinator in consultation with the Rector.

Participant Group

- Other Liturgical Hospitality: Greeters & Ushers, the parish community.

Support, Supervision, and Evaluation

- The Usher Coordinator is the first level of support, supervision and evaluation.

Benefits and Working Conditions

- Will develop collaboration and team working skills.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a Medium risk position.
- Completion of a Volunteer Information Form is required.
- Signing of the Model Code of Conduct is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Ushers currently practiced at **St. Mary's Cathedral Parish**, Diocese of Calgary.