LITURGICAL MINISTRY: TASK DESCRIPTION

MINISTRY: Usher Coordinator

ACCOUNTABLE TO: Chairperson, Worship Commission

QUALIFICATIONS/SPECIAL REQUIREMENTS: Must have Certificate of Completion of Saving God’s Children Program for Adults

LENGTH OF COMMITMENT: 2 years

TIME COMMITMENT: All ministers are expected to be people of faith, enriching their lives spiritually.

* Minister is expected to take additional time outside of the specific requirements of being an Usher Coordinator to find opportunities to deepen their relationship with God and our Catholic heritage.
* Minister is expected to join Worship Commission:
	+ For specific ongoing formation as a participant and any other liturgical formation events the Worship commission deems fit to schedule.
	+ Ministers are expected to attend all Worship Commission meetings that are usually held on the 3rd Monday of every month at 7:15 PM in the Parish Activity Center (Rectory).

RESPONSIBILITIES AND DUTIES:

* Minister is expected to work closely with the Worship Commission with regards to:
	+ Recruiting of Ushers for all IC Masses
	+ Scheduling Usher training as necessary.
	+ Assisting IC Volunteer Coordinator regarding scheduling of newly trained Ushers.
	+ Working with Mass Captains to assure accountability with regards to attendance and dress considerations
* As with all liturgical ministries, appropriate dress is expected for those who minister as an Usher Coordinator.
* Be aware of emergency issues at Mass and disseminate to Lead Ushers- sick/fainting parishioners, sick Presider, location of bathrooms, lost children, cleaning spills, etc.