



Service Opportunity

Position Description

Position Title: Usher

Reports to: Director of Liturgy

Scheduled shift: Sunday 7 am – 11:30 am

Length of Commitment: 2 years

Location: Volunteer Room behind West hallway

Overview: Become part of a team that creates hospitality through assisting with seating, helping the elderly, taking up the collection, and assisting any needs throughout the Mass. Time Commitment: 1 hour/week at preferred Mass; serve every other month.

Position duties:

- Fill pew pockets with offering envelopes
- Stack offering baskets
- Place bulletins in bins by all doors
- Usher guests to seats
- Assist people with special needs, i.e.; wheelchair, stroller, etc.
- Collect offering
- Empty offering baskets, sort and put in safe

Details of Position:

- Ushers meet in the marked volunteer room behind the west hallway.
- Lockers and coat racks are available for personal items.
- Usher supplies, offering baskets, envelopes, umbrellas, first aid kit etc., are located in the marked closet on the north side of the volunteer room.
- Ushers are asked to wear suits for men and appropriate business attire for women.
- Volunteers should report for their shift at least 15 minutes ahead of time.
- Ushers are expected to represent the church in a positive way and demonstrate **good customer service skills** by being polite, patient, encouraging and engaging with the congregation and visitors.
- If an usher has a problem with a visitor or congregant, they should contact the Liturgist for assistance.