

# Position Description

## Saint Rose of Lima Usher Team Leads

**Special Skills:** A willingness to lead a team of Ushers in delivery of the usher service to the St Rose community once every three weeks.

### Requirements:

- Must be at least 18 years old and have sufficient experience to feel comfortable leading a team.
- Adheres to the dress code for all St Rose of Lima Liturgical Ministers.
- When feasible, attends an annual formation meeting for Ushers, or reviews the meeting minutes, and communicates relevant information to team members.
- Wears a name tag that is provided by St Rose of Lima while serving.
- Arranges for a substitute when unable to serve at a regularly scheduled mass, assuring that at least one qualified team leader will be available to serve.
- When necessary to communicate with youth team members (those less than 18 years of age) electronically, i.e., by phone, email, text, etc., includes a parent or guardian in those communications.

### Duties:

- Ensures teams are adequately staffed prior to mass.
  - o Attempts to obtain assistance from mass attendees should team members be unexpectedly absent or unable to find a substitute.
  - o Assigns sections to team members.
- Ensures collection baskets are pre-positioned prior to the start of mass. Enlists the help of team members as appropriate.
- In coordination with the Sacristan, asks 3 to 4 mass attendees to present the gifts during the offertory, prior to mass.
  - o Reviews the sacramentary posted in the Sacristy and offers the gift presentation responsibility to those associated with the mass intention when known, e.g., the family members of a child that will be baptized.
  - o When those associated with the mass intention are unknown or can't be identified, the Usher Team Lead asks 3-4 mass attendees to present the gifts and tries to ask different people each time, occasionally including individuals sitting by themselves, i.e., not just a family or group of 3-4 for people. The goal is to provide as many regular mass attendees as possible an opportunity to present the gifts over time.
- Ensures an adequate number of team members are strategically placed, e.g., at least one per side, and assist with seating when a mass becomes crowded.
- Assigns team members the responsibility of regulating mass attendees entering the church after mass has started to help ensure readings and the psalm are not disrupted.

- Counts the number of mass attendees, including children dismissed for the Children's Liturgy, delegating counting responsibilities to team members to help as needed.
  - o Alerts the Sacristan of the total number of attendees.
  - o Records the number of attendees on the form on the Usher Closet door.
- During baptisms, guides the family and friends of the individual being baptized, and other observers, so that the view of the congregation isn't blocked. Enlists the help of team members as appropriate.
- Monitors the progress of the mass, and ensures the collection is administered through the distribution and collection of baskets at the appropriate time.
  - o Ensures the weight of the food basket is adjusted so that it is easy to carry, and that it is pre-positioned within the church prior to the offertory; places excess food in the appropriate storage bin. Alternatively, assigns this responsibility to a team member.
  - o Presents the collection basket during the offertory or assigns the responsibility to a team member.
  - o Consolidates the collection into the bag in the Usher Closet designated for the specific mass; records the name of two ushers involved in the collection on the bag; deposits the bag in the safe.
- Monitors the progress of the mass and ensures the flow of mass attendees is guided and regulated during communion at the appropriate time.
  - o Determines if any mass attendees will need assistance receiving communion, and if so, ensures appropriate team members guide clergy or Eucharistic Ministers to provide them communion.
- When there is a Children's Liturgy, monitors the progress of the mass, and alerts the leader of the Children's Liturgy of the appropriate time to return to the congregation, or assigns this responsibility to a team member.
- Ensures the church is tidied up after mass and presentable for the next mass, enlisting the help of team members; places any belongings left behind by mass attendees in the lost-and-found bin, or if valuable, e.g., a phone, purse, etc., that it is provided to a St Rose staff member for safe keeping until it can be returned to the owner.