

Coordinators

Are to schedule the ushers, train any new ones, and answer any questions which come up. They are also to correct and help if they see things which are concerning or if asked by Father. They basically keep things going smoothly. Try to avoid scheduling the same person to do two ministries during mass.

St Mary	Rick Peine
St. Mathias	Greg Endres
St. John	Kyle Hanson

General Guidelines

- Dress is appropriate attire, nice shirt, shoes, pants or dress. No shorts, short skirts or sleeveless dresses, tennis shoes, or flip flops.
- Scheduling – The coordinator does all the scheduling and gives this schedule to the parish secretary. If you know you will be on vacation, let the coordinator know so you are not scheduled during your vacation. The schedule is made up 3 months ahead. If you can't make the scheduled time, you are responsible for finding a replacement. Schedules will be either emailed, available on the web, or some will be available in the back of church.
- Training – Training is required. If someone can't make the training sessions for a good reason, then they should read the documents and let the coordinator know they have through email or whatever and that they have no questions. (This should be the exception. If they can attend a training session, they should.)
- Questions – Call the coordinator listed above for your parish.

Additional Instructions

- Fire alarm – on fire panel downstairs (obtain door key from presider), place switch into "silence" mode
- Cleaning up vomit – custodial closet is located in stairwell. Broom and dustpan are in custodian's closet downstairs. Vomit granules and vinyl gloves are in ushers' cabinet in back of church.
- First aid kit – located on shelf in ushers' cabinet. Flashlight is in ushers' cabinet.
- Call 911 in case of heart/fainting or at a family member's request. **Stay on the line with the operator** until she/he tells you to hang up. If necessary, ask cantor to request help from a person with first aid/CPR training from the people present in the congregation.
- Understand how to use the difibulator. (Will have training.)
- See the Usher Emergency Procedures document for further details.