

Usher Group Committee Meeting Minutes

Date: Friday, January 9, 2004

Time: 8:30pm - 10:00pm

Place: CMC Room 207

Present: Lillian Lam, May Yu, Grace Wong, Sister Josephine Liu, Cheryl Li, Leo Chan, Clement Yin, Roger Chong, Pat Chow, Peter Chan, Hector Kwok.

Absence: Vicki Ma (authorized)

1. Opening Prayer

- By Clement Yin

2. Brief Message from the Co-Chairman

- "I understand that everyone here in the committee have heavy workloads either at school or at the office. I also understand that everyone of you have already devoted heavy hours to our Church as well as to the Usher Group as a great volunteer. I appreciate it, but in the meantime, I hope everyone can maintain a certain degree of integrity and professionalism when volunteering here at CMC. After all, you represent the Group, similar to the time when you wear your school uniform and representing your school. Thank you!" – Hector Kwok, Co-Chairman

3. Introducing the Committee Members

- The newly appointed committee members as well as the Group Leaders and Assistant Group Leaders are listed at the end of this document.

- All committee members MUST attend Usher Group Committee meetings. Absentees have to notify the Co-Chairman or Chief Coordinator with valid reasons. The Co-Chairman have the right to dismiss any members from the Usher Group Committee. From each mass group, either the Group Leader or the Assistant Group Leader has to come to the meeting. It is welcome for them both to come together. At least one of them MUST show up.

- A couple of new positions, namely the Vice Co-Chairman and the Discipline Coordinator, are introduced. The former position, held by Pat Chow, will be helping the Co-Chairman to make decisions whenever he is unavailable (due to his work at Waterloo). The latter position, held by Clement Yin, will deal with any disciplinary actions involving the group.

4. Rule Changes

- There have been some minor modifications to the Rules and Regulations document:-

(i) Annual Membership fee of \$2 will be collected beginning Year 2004 as per last meeting.

(ii) The organizational chart for the Usher Group is slightly changed.

(iii) The introduction of the Discipline Coordinator for any disciplinary actions before the Co-Chairman is involved.

- Also, the Members manual and the Group Leaders manual are both written a few years ago. They were a bit out-dated. Some changes have been made to both, and they should now be more up-to-date.

5. Members and Group Leaders Manuals in Cabinet

- The updated version of both the Members and Group Leaders manuals are now binded and can be found in the Usher Group cabinet on the left side at the back of the Church Chapel.

6. *STRICT* enforcement of badges - Clement (discipline coordinator)

- With Clement Yin appointed being the discipline coordinator, he has the right to interview or suspend any active members of the Usher Group in regards to the disciplinary actions. Dress code and badges are the more specific duties for him.

- Any actions that involve the termination of a specific member in the Usher Group requires the consent of the Co-Chairman. The Discipline Coordinator does NOT have the right to terminate a member's service.

- NO BADGE NO SERVE! No badge = badge not seen on the chest.

7. Attendance Awards

- Less than or equal to 1 absence all year
- New Year's Day and Christmas Day masses count!
- Easter masses count as one mass
- Church Chapel vs Balcony Attendance

- With 9:30am and 11:00am mass having a different approach to assigning ushers to serve the balcony, Group Leaders of those two masses are required to coordinate with how the attendance for the ushers on the balcony are recorded.

- Group Leaders of each mass are responsible for the integrity of the attendance record.

That is, if anything in the attendance record is found to be suspicious, the Group Leader will be faced with very serious consequences.

8. Badge Storage and New Badges

- A new badge storage box has been made by Pat Chow (THANKS!) to store the usher badges for the different masses. Please make good use of them. Again, if you forget to bring your badge, you will be treated as an absence.

- Badge Replacement after January 2004 is \$1 each.

- Hector will bring new badges to each mass in January 2004 for FREE replacement.

9. Tournaments

- Altar Boys vs Ushers
- Basketball/Badminton/Soccer

- Signup sheets for sporting events are ready in the folder. Group Leaders please kindly ask your group members if they are interested in joining the team to compete against the Altar Boys.

- Suggestion for other sporting events are welcome!

10. Orientation - someone gotta do it!

- Almost a decade ago, new members joining the Usher Group are given an orientation session to go over the Rules and Regulations, the committee structure etc.. However, it has terminated for a few years already.

- There is a need for an orientation session, as most members just come to serve a particular mass and won't have the heart to participate.

- Hector and Clement will prepare a documentation for the Orientation, which will be approved by the Committee first.

- Orientation will take place maybe once every 3-4 months.

11. Merge with Mandarin/English Usher Groups

- It seems like we are the only group in the parish that has the Cantonese groups separated with the English and Mandarin ones.

- From Sr. Josephine, Mandarin Group and 2pm ministry is organized differently. Their Bible readers and Ushers and others are from one big group.

- Hector is to contact Jimmy Lee from Mandarin Group to discuss this.

12. Emergency - Fire Drill?

- Never had this in the Parish since its built.

- A fire drill procedure and a diagram illustrating the fire extinguisher location are given to Hector from Auntie Winnie.

- Hector will talk to Fr Leung about this to see if one can be organized. Maybe it can be brought up during the Parish Meeting in March when Fr Leung is back.

12. Committee Dinner - Co-Chairman's Treat!!!

- Friday, January 16, 2004
- 7:30pm
- Kennedy/14th Avenue ("Ming Gu Uk")
- Pat Chow to reserve table of 15.

13. Receipts

- Receipts and Income Statement from AGM/Membership fee etc are sent to Peter Chan for auditing.
- Hector/Lillian are to contact Patrick Wan for money from previous year.
- Thanks Cheryl for preparing the Income Statement and organizing the receipts. =)
- Hector will send the Income statement to Vicki for posting onto the website.

14. New Members

- Clement has put in a News in the Church Bulletin for recruiting new Ushers. (Thanks Clement!) Group leaders please make sure that any new ushers MUST fill in (1) the membership form, (2) the screening program form (there is one for age 18 and above and one for below age 18), and (3) collect \$2 membership fee no matter what time in the year they join us.
- Membership Termination Form to be filled out if any members withdraw from the group. More in the next committee meeting.

15. Closing Prayer

- By Sister Josephine Liu.

Committee List

Co-Chairman	Hector Kwok
Vice Co-Chairman	Pat Chow
Chief Coordinator	Leo Chan, Clement Yin
Discipline Coordinator	Clement Yin
Secretary	Cheryl Li
Treasurer	Cheryl Li
Auditor	Peter Chan
Membership Coordinator	Vicki Ma
Spiritual Coordinator	Sr. Josephine Liu
Project Coordinator	Pat Chow, May Yu (Part-time)
Webmaster	Vicki Ma

Group Leaders and Assistant Leaders

Group	Group Leaders	Assistant Group Leaders
6:00pm	Cheryl Li	Leo Chan
8:15am	Grace Wong	Vicki Ma
9:30am	Roger Chong	Pat Chow
11:00am	Lillian Lam	Frances Cheung
8:00pm	Hector Kwok	Winnie Lo

- Minutes by Hector Kwok.