

Usher Rules and Regulations

(revised January 9, 2004)

1. Members must be at least **14** years old or be a high school (Grade 9) student. (Current members are exempted)
2. Members must wear the usher badge **prominently** while on-duty. New members will be issued a temporary badge during the 3 months probation period. The badge must be returned to the committee upon termination of services.
3. Group leaders will assign duty to their fellow members. All members must report to their leaders **5 minutes** before the mass is started.
4. **Dress Code:**
 - On Duty Inside Church Hall
 - Clothing should be **neat, tidy, respectful** and **formal**
 - No **Sport wear** (Track suits, Team jerseys, etc)
 - No **Shorts**
 - No **Walking Sandals**
 - For female members, No **Spaghetti Strap Tank Tops, Skirt no shorter than 3 inches from the knee**
 - For male members, If possible wear a **Shirt with Collar**
 - On Duty Outside Church Building
 - Dress appropriately for the pertinent **weather condition**. Stay **warm** and **dry**.
 - Members on traffic duty **must** wear an orange **reflective vest**.
 - Members must have a valid Ontario "G" Driving Licence.
5. While the mass is in progress, members must refrain from unnecessary **talking** or **discussion**. Also, cellular phone or pagers are to be **turned off** or switched to **silence/vibration** mode.
6. Members are required to pay a membership fee of \$2 annually. On top of that, members can **contribute** freely and tax receipt will be issued.
7. Members are encouraged to discuss any usher-related issues with any committee members or group leaders.
8. All members must **re-confirm** their membership every year.
9. Inform group leader in advance of time for absence.
10. **UNAUTHORIZED ABSENCE** (*absence without notifying group leader in advance*)
 - 1st 2 weeks – **Interview** with the leader or Committee member (Discipline Coordinator)
 - 2nd 2 weeks – **Warning** from the leader or Committee member (Discipline Coordinator)
 - 3rd 2 weeks – **Temporarily suspended** and the badge must be returned to the committee. Reinstatement of membership requires the approval by the membership co-ordinator.
11. Members must have served in the usher group for at least **5 months** before eligible to receive **reference letters** from the Parish. **Members who joined after August 16, 2002 will NOT be issued reference letters regarding community service hours.**
12. Member must not receive **rewards, privileges or incentives** during the course of their duties.

13. Members are encouraged to attend the **Annual General Meeting (AGM)**. The purposes of the AGM are
 - Evaluate past performance.
 - Determine the scopes and the objectives for next year.
14. Committee chairman is elected by secret ballot at the AGM. This candidate, however, must have at least **1-year** service as a committee member. All retiring committee members are eligible for re-election. Candidates must be nominated and seconded before election. Member receiving the highest number of votes will be invited to form the new committee and they will hold office for the next **two** years.
15. Committee meeting must be held at least once every 3 months. Both the co-chairman and chief co-ordinator can call for other meetings.
16. The committee can be **dissolved** any time only under the order of the Parish Council or Pastor.
17. Under a resolution of the committee meeting with a 75% consensus of those present, a committee member can be requested to **resign**.
18. The core committee **structure** is as follows:

Co-chairman	2 (Mandarin, Cantonese)
Vice Co-chairman	1
Chief Co-ordinator	2
Discipline Coordinator	1
Secretary	1
Treasurer	1
Auditor	1
Membership Co-ordinator	1
Spiritual Co-ordinator	1
Project Co-ordinator	1
Webmaster	1
Group Leaders	(1 from each group)
Assistant Group Leaders	(1 from each group)
19. This "Rules and Regulations" may be amended at anytime by a majority vote of more than two thirds of the committee members of the Usher Group.