

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Usher Coordinator**

Department: Facilities

Approved by: Campus Pastor

### ROLE

Usher responsible for ensuring that the purpose and goals stated for the Usher Ministry are being communicated and practiced by the Ushers team.

### WIN

The environment on Sundays and at special events is safe and orderly. Usher team is cared for and communicated with and trained regularly.

### RESPONSIBILITIES

- Submit to the vision and direction of BCC, Lead Pastor, and Campus Pastor
- Wear an Usher uniform when serving to ensure that the Usher team is easily recognizable
- Pray for the Usher team daily, touch base weekly, and meet one-on-one as needed
- Plan quarterly Usher team meetings
- Schedule Usher teams on Planning Center
- Attend the Morning Huddle on days you are serving
- After the service has started, usher people into Sunday celebration during songs and other parts of the service with minimal distraction
- Intervene to minimize activities in the halls that would be disruptive to the service by encouraging people in the halls to go into the service
- Create an environment of security, from the street to the seat

### REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Be faithful to attend regular church services at BCC and be an active participant in a Connection Group
- Be a member in good standing at BCC, and support the church with your time, talent and treasure
- Must have a growing relationship with Jesus Christ
- Attend Leadership Connection and other training events
- Must be at least 18 years of age
- Must complete a criminal record check and child abuse clearance

### REPORTS TO

Campus Administrator with a dotted line to Campus Pastor