

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Usher Team Member**

Department: Facilities

Approved by: Usher Coordinator

### ROLE

Ushers make people feel welcome and assist the pastors and teachers with people management. They assist with seating, collecting offerings, and maintaining a safe environment.

### WIN

The Campus is running effectively on Sundays and people are safe, secure and loved.

### RESPONSIBILITIES

- Submit to the vision and direction of BCC, Lead Pastor, Campus Pastor
- Be easily recognizable by wearing an Usher uniform when serving
- Attend the Morning Huddle on days you are serving
- Be intentional about seating people: face the auditorium doors (not the stage), greet people first, then ask where they would like to sit and seat them accordingly
- Have baskets ready to collect offerings and give to the Head Usher
- Record attendance: include all congregation in attendance, the Pastor, A-Team members, and all children (account for duplicates that attend more than one service a week)
- 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.
- Must have a growing relationship with Jesus Christ
- Must complete a criminal record check and child abuse clearance

### REPORTS TO

Usher Coordinator