

JOB DESCRIPTION

CHURCH SEXTON

Position Summary

The Sexton is responsible for the care of the building and its contents.

Character Traits

- Strong Christian faith and character
- An appreciation of the United Methodist Church: its polity and theological tradition
- Integrity
- Comfortable as a member of a team
- Self-starter and initiator
- Committed to the vision/mission/and core values of Church of the Good Shepherd

Skills/Tasks

- The total facility will be maintained in a clean and orderly fashion at all times.
- vacuum all areas
- mop and wax floors
- dust as needed
- clean windows and sills
- clean restrooms and replace supplies
- Clean before and after church activities as needed, such as showers, weddings and funerals. Set up tables and rooms for these activities as requested.
- Make minor repairs to facility and equipment when appropriate and report other repair needs to the trustee chair or liaison.
- Where possible, replace light bulbs inside and out.
- Obtain cleaning supplies, paper towels, light bulbs, etc.
- Shovel snow and keep sidewalks clear of ice (arranges for salt/sand for the ice.)
- Empty all trash cans and place trash outside for regular pick-up.
- Set up rooms for Sunday.
- Clean bulletins out of the pews, straighten hymnals and put away any extra chairs used in worship.
- Provide regular weekly cleaning of meditation area, outside trash storage area, and lawn/sidewalk areas adjacent to both entrance ways.
- Shampoo carpets as needed.

Accountability

- This position is accountable to the Pastor and the Staff Parish Relations Committee.

Job Evaluation and Provisions

- It is a year-round, part-time position.
- Upon employment, the first three months are considered probationary.
- Salary and performance will be reviewed by the Staff Parish Relations Committee on an annual basis.
- The sexton shall provide the proper information to abide by the church's Safe Sanctuary Policy.

JOB DESCRIPTION

CHURCH SEXTON

- Vacation must be approved in advance by the Pastor
- The church facilities will be available as needed.
- Absence due to illness or emergency is to be brought to the Senior Pastor's attention immediately.
- Any difficulties or challenges are to be brought to the Senior Pastor's attention for assistance; triumphs and accomplishments are to be shared with Senior Pastor and fellow staff for celebration.
- Termination of Employment may be initiated by the employer or employee at any time, as long as sixty days (60) written notice is presented to the opposite party prior to the date of departure
- With sufficient cause, failure to adhere to the responsibilities outlined may result in immediate termination.