

St. Paul's Episcopal Church

Job Description - Sexton

Employment Type: Part-time (22 hrs/wk)

Benefits: Employee Only

Pay Rate: \$16.50/hr

Purpose of this Position

To facilitate the maintenance of the physical plant of the parish and assist in the day to day operational use of the parish buildings.

Specific Duties

Minor and intermediate maintenance of parish buildings, care for the church yard including litter collection and function of all outside features such as lights and fountains, setup, security of the parish house and church buildings, and teardown of tables and chairs for events in the Parish; this includes events of outside groups, assist the Rector with occasional services of weddings and funerals, liaise with contractors while onsite, and attend to other duties as assigned.

Nature and Scope of Decisions

The position of Sexton is responsible for the normal functioning of the parish buildings and assisting with events. Almost all decisions are made in collaboration with the Parish Administrator in consultation with the point of contact for the event. This position has task based deliverables each day as well as possible projects to complete over time.

Nature and Importance of Personal Contacts

The Sexton interacts with parishioners and staff multiple times a day. They are to communicate maintenance and repair concerns to the Jr. Warden when appropriate. The Sexton will keep the Rector informed of pastoral concerns as they become aware of them.

Supervision Received

This position reports to the Parish Administrator. Work is a combination of recurring and incidental. It is completed in collaboration with other staff and points of contact. A weekly one on one with the Rector will provide consistent feedback and support for this position.

Supervision Exercised

This position is not responsible for supervision of others.

Duration of Unsupervised Performance

The Sexton works in consultation with the Rector, Parish Administrator, other staff, and event points of contact. Individual responsibility is expected for recurring tasks. Group responsibility is the norm during collaboration.

Skills Required

Awareness of security issues in an urban setting, ability to identify building issues and perform maintenance, skilled care for church gardens, willingness to work collaboratively in an ongoing fashion, strong interpersonal communication skills, understanding of Episcopal Church's worship tradition is a plus, appreciation for the historical significance of the parish a plus, ability to climb a ladder, ability to lift 50lbs.