



St. Mark's Sexton Position

Overview

The St. Mark's Sexton serves part-time and is supervised by the Rector, working closely with all other staff, supporting the mission of the parish by providing for the cleanliness, room set-ups, maintenance, and safety of the St. Mark's buildings and grounds. The Sexton shall be responsible for the weekly maintenance and general upkeep of the Church facilities and grounds as stated in the duties and responsibilities of the Letter of Agreement. The Sexton shall work under the supervision of the Rector and the Junior Warden.

Essential Duties and Responsibilities

Maintenance and Cleaning

- Open and close buildings on days appointed by the rector; adjust thermostats and lighting.
- Inspect and clean sanctuary once a week unless otherwise told by the Rector or his/her designee. Inspect and clean classrooms and restrooms daily (Monday through Friday). This includes, but is not limited to, such duties as sweeping, dusting, washing windows, minor repairs, changing light bulbs, painting as needed, carpet and floor cleaning and related functions. This is the primary responsibility of the sexton's position.
- Empty trash and recycling receptacles regularly.
- Keep restrooms and kitchen stocked with paper products and other staple supplies.
- Submit purchase request of supplies when needed. All requests shall be submitted to the Parish Administrator.
- Perform minor repairs. Update building and grounds committee on status of needed repairs and maintenance. Maintain basic toolkit.

Security

- Open, close, and monitor facilities use as requested, including lock-up and setting alarm as needed.
- See that safety devices such as fire extinguishers, smoke detectors, defibrillator, and emergency lights are inspected as required. Maintains a log of inspection dates.

Grounds Keeping

- General clean-up and maintenance of walkways, parking area, entrances.
- Adjust light timers seasonally and for evening events.

Worship Service Assistance

- Arrive on Sundays at the time assigned by the rector.
- Clean up the common area after hospitality hour.

Event Set-up/Break-down

- Set up furnishings and supplies as needed for parish events including, but not limited to, Worship Services, Christian Formation forums, Sunday Coffee, Social Hours, Vestry and committee meetings, Seasonal/Special dinners, and use of parish campus by outside groups. Arrive on Sunday mornings at 11:30am and clean up the hospitality hour after the last service, including filling and starting the dishwasher.
- Keep kitchen clean and organized.
- Unload dishwasher Monday evening.
- When asked by the Rector or his/her designee, break down set-ups after the events conclude, storing away furnishings and supplies.
- Provide needed services related to weddings, memorials and funerals for which the sexton is compensated directly (see detailed description following).

Wedding Responsibilities (compensated directly by Sexton fee paid by bride and groom)

- Ensure church is clean.
- Clean bathrooms before and after wedding ceremony.
- Clean church for Sunday services after wedding ceremony.

Funeral Responsibilities (compensated directly by family of the deceased)

- Ensure Church is clean.
- Clean bathrooms before and after funeral ceremony.
- Set up library as family gathering room (including providing Kleenex, water pitcher, glasses).
- Clean church for next service.
- Clean the parish life area following reception.

Other

- Perform other duties as assigned.
- Attend special staff meetings.
- Provide special event coverage on a per-event basis.
- Participate in periodic performance reviews by the Rector, with regular goal-setting.
- This and all staff positions are subject to the general human resources policies of St. Mark's.

Working Schedule and Self Care

- This is a part-time position of 12-15 hours/week.
- Working hours should be arranged with the Rector to accommodate responsibilities without the need to exceed 15 hours per week on any regular basis.
- Vacation time, holidays and days off are expected to be observed to promote physical, mental, emotional and spiritual health and well-being.

Physical Requirements

The position involves work in a wide range of conditions that can be physically demanding. The Sexton must be able to:

- Lift/carry/push weights up to 50 lbs.
- Climb, crawl, stoop and kneel.
- Tolerate exposure to heat and cold and inclement weather.
- Operate and properly maintain power tools and other equipment.

Personal Qualities Needed

- Strong relational skills, service orientation, and a positive personal chemistry; must be comfortable guiding the work of a wide range of people including volunteers from the parish.
- Although St. Mark's is a religious organization, employee's religious affiliation is immaterial. However, sensitivity to the identity and mission of St. Mark's is necessary for effectiveness in this role.
- Absolute dependability, ability to communicate clearly, and honesty required.

The responsibilities listed above are representative of the job, may change from time to time, and are not intended to be all-inclusive. Applicants must undergo a background check and comply with the *Safeguarding God's Children* training upon employment.

To Apply

Please submit a resume and cover letter by email to:

St. Mark's Episcopal Church

The Rev. Bert Baetz, Rector

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