

Introduction

A sexton is a caretaker of the church buildings, furniture and grounds. At one time, cemetery care and the opening of graves were included in the sexton's duties. In modern usage, custodians maintain buildings used by the public, including churches, libraries and schools. For the purpose of this description both terms, sexton and custodian, will apply to the same function. Since all of a church's assets and resources are tools by which the church's calling may be fulfilled, then the buildings and grounds that have been bequeathed to the current church from those in its past are an important tool in the church's present ministry. It is therefore essential that the church utilize these tangible resources to their fullest potential while being good stewards of these resources by tending to their maintenance, repair and improvement.

It is only through such care that the assets of buildings and grounds may be handed down to future generations intact and capable of continuing to offer ministry to both the church and community.

The work of the sextons and custodians is therefore essential to the functioning of the church as it seeks to serve God, its members and the wider community. A high level of custodial service helps to create a setting conducive to worship, study, discussion, pastoral care and fellowship. In order to further its mission of worship and service, the church will seek out and utilize the talents of women, men and youth who have the ability to perform the duties of sexton or custodian.

Supervision and Evaluation

This position will be supervised and evaluated by the Office Administrator, the Senior Pastor, and those designated by the church council.

Job Description

First Congregational Church in Bristol

Job Title: Church Sexton (or Church Custodian)

Hours: (20) Hours per week

Employed by the Church Council

Supervised by: Senior Pastor and Office Administrator, others designated by church council.

Summary:

Cleans and maintains buildings and grounds of the First Congregational Church.

Essential Duties and responsibilities include the following.

1. Opens and closes buildings except when other persons are authorized to do so. Adjusts thermostats and lighting.
2. Inspects and cleans sanctuary, classrooms and rest rooms.
3. Plans with supervisor and carries out seasonal tasks such as floor polishing, installation of screens or storm doors, seasonal decorations, etc.

4. Removes snow and ice from stairs and walks as needed. (A local snow removal service will also be employed)
5. Sees that safety devices such as fire extinguishers, smoke detectors and emergency lights are inspected as required.
6. Replaces light bulbs and fluorescent tubes.
7. Sets up and takes down needed chairs and tables for church meetings and usage by outside groups. Sets up and takes down liturgical spaces as directed.
8. Removes rubbish from the premises for proper disposal.
9. Orders supplies as authorized.
10. Cares for lawns and shrubs as needed. Organizes parish members to help with same.
11. Performs minor repairs and reports needs for major maintenance to the appropriate board.
12. Provides needed services related to weddings, memorials, and funerals for which the sexton is compensated separately.
13. Performs other responsibilities as directed and negotiated within the limits of the position.

Education and/or Experience:

- Must be able to read, write and speak English in a understandable manner. (a literacy and language requirement may not be necessary in every situation, however, anyone working with chemicals or operating machinery should have the ability to read and understand instructions of use.)
- Must have one or more years experience in cleaning and caring for a building.

Certificates, licenses, registrations:

- Driver's license

Working conditions:

- Sits, stands, bends, reaches and moves intermittently during work.
- Is subject to frequent interruptions.
- Works beyond normal hours for planned functions of the church and emergencies.
- Communicates with supervisor and other church staff, volunteers, members and guests.
- Is exposed to slippery conditions, odors, outside weather conditions, etc.

Specific Requirements and Physical Demands:

- Must possess the ability to make independent decisions when circumstances warrant it.
- Must be able to deal tactfully with staff, volunteers, members and guests.
- Must maintain care and use of supplies and equipment and make regular inspections of the buildings areas.
- Must possess sight/hearing senses, or use prosthetics that enable these senses to meet the responsibilities of the job.
- Must be able to manage time and multiple tasks and projects.
- May be required to lift, push, pull, and move equipment, supplies, etc., up to 50 pounds and transport up to 150 pounds with mechanical assistance.
- Must be in good general health.
- Must be able to supervise volunteers.