



**The Memorial Church of the Prince of Peace, Episcopal Church
Job Description
Church Sexton**

CHURCH SEXTON

1 Sexton Job Summary

The purpose of the Sexton is to keep the buildings and property of the Memorial Church of the Prince of Peace clean, orderly, well-maintained, and secure.

2. Sexton Accountability

The Sexton reports to the rector/priest-in-charge, via the Wardens and the Parish Administrator, regarding completed tasks, mishaps, damaged, broken, missing, or non-functioning equipment, or safety and hazardous conditions.

3. Job Responsibility (Representative, but not an exhaustive list of tasks):

- Opening the church for services as needed, particularly on Sundays and Wednesdays.
- Perform needed set-up and take down chairs and tables before and after services and other special functions.
- Maintain safety devices in the facilities, such as the defibrillator, smoke detectors, fire extinguishers, and emergency lighting. Ensure the devices are inspected as required.
- Monitor heating and cooling thermostats, replace all equipment filters, including the HVAC system, and replace all light bulbs and batteries as necessary.
- Clean offices, meeting, and worship spaces according to a daily, weekly, or monthly schedule.
- Perform special cleaning projects as assigned, especially during the Easter and Christmas seasons.
- Undertake minor building repairs
- Promptly report maintenance and/or repair needs to the Parish Administrator.

- Maintain outdoor areas. This includes – but is not limited to - removing trash, cleaning gutters of leaves and debris, regularly cutting and trimming the grass, trees, and shrubs as directed, sweeping the sidewalks, and picking up trash.
- Shovel snow and keep the sidewalks and entryways ice-free and sanded.
- Order and maintain a two-month supply of paper products, cleaning products, hand soap, and trash bags.
- Maintains records of expenses, submits receipts & invoices to the Parish Administrator, and chronicles all work done weekly in a log the Parish Administrator maintains.
- Answer all emails, texts, messages, and phone calls promptly.

4. Work Hours

This is a scheduled fifteen-hour part-time position that requires the Sexton to be available on Sunday to open and close the church. Work hours and compensation will be determined and included in the Employer's Letter of Agreement.

5. Education and Experience

- High school diploma or equivalent.
- Able to read, write, and speak English.
- At least one year of facility maintenance is preferred.

6. Physical Demands

The Sexton must have the physical and sensory capabilities necessary to perform all essential job functions and responsibilities safely and effectively. These include, but are not limited to

- Safely operating power tools such as drills, saws, and cleaning and buffing equipment.
- Climb stairs and ladders, as well as bend and push.
- The ability to move, carry, and lift objects weighing up to 50 lbs.
- Assist in rearranging parish furniture within the worship space.

7. Terms of Employment

The selected candidate must

- Complete Safe Churches Training and submit the necessary clearance forms associated with certification under the program.
- Have reliable transportation, a cell phone, and a means of receiving and sending emails.
- Participate in an annual review with the Personnel Committee of the Vestry.
- Liaise with the contracted cleaning service to ensure the church properties are clean, presentable, and ready for use.

Interested persons should contact the Parish Administrator at (717) 334-6463 or princeofpeace@gettysburgepiscopal.org .