

CHRIST EPISCOPAL CHURCH OF GUILFORD

Position Description: Sexton

Contract Employee - 5-10 hours per week

Compensation: hourly, to be determined

Position Description: The Sexton supports the worship and witness of our parish every Sunday and on other occasions. The duties and responsibilities include the following. Other duties may be assigned.

- Routine Sunday responsibilities:
 - Sweep the front sidewalk and steps to the church and the rectory, the Town Hall-side pathway, and the steps and path to the parish house.
 - Keep the driveway tidy.
 - Empty the trash bins in kitchen and restrooms.
 - Replenish toilet paper and hand towels.
 - Set up and take down tables and chairs
- Hospitality and special event responsibilities:
 - The Sexton will also set-up for, and clean-up after, parish and community events, weddings and funerals.
- Seasonal / Other Responsibilities
 - Light maintenance
 - Apply ice-melt on sidewalks and pathways as needed.
 - Help install and remove/store window air conditioners in Rectory.
 - Get out floor and box fans in the spring and store them in the fall.
 - Replace burned-out bulbs in fixtures easily reached with a stepladder.
- Regarding supplies:
 - Alert parish administrator when maintenance consumables need to be re-ordered, e.g. trash bags, paper products, soap, ice-melt.
 - Obtain replacement light bulbs and other needed products from Page's Hardware, turning receipts into the Parish Administrator.
- Report needed maintenance / repairs to the Parish Administrator and the Priest-in-Charge.

Supervision: The Sexton works collegially with other staff members (Parish Administrator, Directors of Music, and Children & Youth Ministries) and cleaning, grounds maintenance and snow removal contractors. The Sexton reports to the Priest-in-Charge. In the absence of the Rector the Sexton reports to the Junior Warden.

Physical Demands: The Sexton's position is physically demanding. The Sexton needs to be physically able to perform the duties described above.

Positions Type and Expected Hours of Work: This is a part-time position with an expectation of 3 - 5 hours every Sunday and less than 5 additional hours per week.

Safe Church Expectations: As part of The Episcopal Church in Connecticut the Sexton will be expected to participate in on-line Safe Church training and a background check.

Qualifications:

- Welcoming attitude when encountering parishioners and visitors
- Flexibility in adapting to parish calendar of events
- Respect for the worship spaces, and the witness of Christ Episcopal Church of Guilford.