

Christ Church

E P I S C O P A L
5000 Pouncey Tract Road
Glen Allen, VA 23059
ccerva.org

Christ Church Episcopal – Glen Allen **Sexton**

Position Overview

The Christ Church Episcopal **Sexton** serves part-time and is supervised by the Facilities Manager and 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 Christ Church 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;
- Inspect and clean the sanctuary once a week unless otherwise told by the Rector or his/her designee. Inspect and clean meeting rooms and restrooms as needed. 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 requests of supplies when needed. All requests shall be submitted to the Facilities Manager.
- Perform basic repairs and upkeep. Update Facilities Manager on status of needed repairs and maintenance. Maintain basic toolkit.

Security

- Open, close, and monitor facilities usage 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 designated by the Facilities Manager. Normal Sunday shift is roughly 7 am to 1 pm.

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, Social Hours, Vestry and committee meetings, Seasonal/Special dinners, and use of parish campus by outside groups.
- Keep the kitchen clean and organized.
- When assigned, break down set-ups after the events conclude, storing away furnishings and supplies.
- Provide needed services related to weddings, memorials and funerals.

Wedding Responsibilities

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

Funeral Responsibilities

- Clean bathrooms before and after the funeral ceremony.
- Set up the Parlor as a family gathering room (including providing Kleenex, water pitcher, glasses).
- Clean church for next service.

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 Facilities Manager, with regular goal-setting.
- This and all staff positions are subject to the general human resources policies of Christ Church

Working Schedule and Self Care

- This is a part-time position of 25 hours/week.
- Working hours should be arranged with the Facilities Manager to accommodate responsibilities without the need to exceed 25 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 Christ Church is a religious organization, an employee's religious affiliation is immaterial. However, sensitivity to the identity and mission of Christ Church 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, send resume and cover letter to David Ellis, Facilities Manager, at d.ellis@ccerva.org. Questions? 804-364-0394

