

***Sexton Job Description***

***Purpose:***

The purpose of the position of Sexton at The Church of Bethesda-by-the-Sea is to perform a variety of essential duties and responsibilities on behalf of the church and parish, which ensure a clean and safe church environment. Each Sexton position is divided, although not always evenly, between two primary tasks, a specific area of focus, such as grounds, hospitality, etc., and the general duties of being a Sexton, which may include cleaning, set-up, etc.

One of the primary responsibilities will be to assure that all activities and events happening on the grounds, or on behalf of The Church of Bethesda-by-the-Sea, are prepared, set-up, managed and cleaned up afterward.

The position of Sexton is a full-time, year-round position.

***Accountability:***

Individual Sextons will directly report to the Lead Sexton, who reports to the Parish Administrator to gain accountability, direction and needs assessment.

***Qualifications:***

* Minimum High School diploma or GED, with one to three years related experience or training.
* Must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom they will be working.
* Reputation of a Christ-like attitude towards colleagues, parishioners, vendors, and members of the community.
* Absolute dependability, ability to communicate clearly, and honesty required.
* Ability to make personal connections, connecting with people of all backgrounds.
* Physical and emotional good health and social poise.
* Good written and verbal communication skills.
* Availability to perform duties on all weekends, major holidays, and multiple evenings per week, in addition to weekday hours.
* The individual in this position must possess physical and sensory abilities necessary to perform all essential job functions and responsibilities safely and successfully, including, but not limited not:
  + The ability to climb steps and ladders.
  + The ability to bend, pull and push.
  + The ability to move and carry objects that may weigh up to 50 lbs.

***General Job Functions:***

* Check work schedule monthly, weekly, and daily, confirming adequate sexton coverage for the needs of the church.
* Oversight and maintenance of buildings and grounds, assuring cleanliness, preparedness, and good repair of our buildings and grounds always.
* Assist the Sextons as needed. This includes landscaping, general maintenance, set up for funerals, weddings and inurnments.
* Attend meetings as required or requested by the Rector or Parish Administrator.
* Set-up, break down, clean up, and set up for the next event.
* Prep for upcoming events, and/or Sunday service; this includes janitorial work, cleaning all bathrooms and mopping if needed.
* Trash pickup from offices, once or twice (if possible) a week.
* Work closely with the Membership and Hospitality Coordinator to ensure all needs are being met for all church scheduled events and activities.
* Additional duties as assigned by the Lead Sexton, Rector or Parish Administrator.