

Employment Overview of St. Stephen's Lutheran Church Sexton

Work Hours:

Thirty-six (36) hours a week: eight (8) hours a day Monday through Thursday and four (4) hours on Friday. Included in these hours is a mandatory morning walk through at 7:00 am Monday through Thursday.

Accountability:

The Church Sexton is a support staff member of St. Stephen's Evangelical Lutheran Church and employed by the Church Council. He/She will report to the Parish Administrator directly with further supervision and direction from the pastors.

Compensation:

Salary: \$30,000

Vacation: 36 hours paid vacation for the first year of service; 72 non-consecutive hours paid vacation beginning second year of service. Vacation must be approved by the Parish Administrator in advance. The sexton is responsible for making appropriate arrangements to assure that responsibilities are covered while absent.

Mileage: Standard Annual IRS Rate

Paid Holidays:

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

References & Screening:

References will be checked. SC Law Enforcement Dept. (SLED) check will be requested for all applicants and a drug screening test will be performed.

Evaluation:

Initial evaluation will occur after 90 days of service, with evaluations occurring annually thereafter.

Job Description:

I acknowledge receipt of this job overview. It does not constitute a contract of employment. Employment remains at will and may be terminated by either party at any time with or without notice.

Church Council President

Name Date

Pastors

Name Date

Name Date

Parish Administrator

Name Date

Sexton

Name Date

Job Description for St. Stephen's Lutheran Church Sexton

The word "Sexton" and "sacristan" both derive from the Medieval Latin word *sacritanus* meaning "custodian of sacred objects." A "Sexton" in the church is the officer charged with the responsibility of providing general property care and maintenance for all congregational facilities. The Sexton should also work to ensure the safety and security of the facility and the people who inhabit it. The person filling the position should be of good character, and willing to advance the ministry of the congregation by having a helpful attitude toward the members and staff. The person should be an active member of a Christian congregation, understanding the nature of Christian ministry. The person should also have a sense that this position is a ministry of the church, for and with the congregation, understanding that the duties of this position will enable members to carry out their calling to proclaim the gospel.

Qualifications:

- High school minimum education
- Provide references proving knowledge and skill capabilities for minor repairs and improvements to facilities
- Ability to lift 75lbs.
- Pleasant and helpful disposition
- Ability to work independently of supervision; to initiate and complete duties as needed.

Duties and Responsibilities:

The Sexton will attend weekly staff meetings and called meetings of the Property committee, Landscape committee, and as needed by the Cemetery committee. He/She will be the primary contact for after hour security phone calls. He/She will also care for the church facilities/campus as follows:

Interior of Facilities

- Clean facilities as outlined in "Exhibit A."
- Oversee maintenance contracts: termite, pest control, waste management, fire extinguishers and alarm, elevator, heating and air, lawn care, etc.
- Maintain inventory of cleaning, kitchen, bathroom and maintenance supplies; order supplies as needed with Parish Administrator's approval. Monitor bills related to church property including water, heat and air, dumpster, grounds maintenance, etc.
- Set up and break down of rooms for scheduled events in any of the church's facilities as needed. Includes but not limited to putting up and taking down tables, chairs, props, stage, etc., moving equipment (TV, VCR, DVD, projector, audio, etc.) to proper locations. Assistance with Non-Congregational Events will also be required. Compensation and usage will be determined by conversation with the group and the Parish Administrator. The Church Council's recommendations are as follows:
 - Social Hall - \$50
 - Gym - \$100
 - Kitchen - \$50
 - Parlor - \$25
 - Nave - \$100
- Maintain all church facilities. Includes but not limited to changing light bulbs, making minor repairs, maintaining and organizing janitor's closets, maintenance supply areas, storage shed, etc.
- Monitor and program programmable thermostats in church buildings as needed.
- Perform unforeseen needed duties as directed by the pastor and/or council chair.
- Respond in a timely fashion to cleaning/work requests
- Report repairs to property committee and work with them as needed
- Be proficient in the operation, setup, and putting away of the sound system components for church functions.
- Lock all the entrance/exit facility doors daily before leaving for the afternoon, with the exception of the door to the office lobby.

Exterior of Facilities

- Keep all campus walkways free of debris as needed.
- Arrange/Perform the planting/care of attractive seasonal plants.
- Monitor/program sprinkler system on church grounds.
- Make minor repairs: repair water leaks, replace hot water heater, replace light bulbs, etc.
- Perform unforeseen needed duties as directed by the pastors, Parish Administrator, and/or council chair.
- Maintaining and General Upkeep of the Church Bus

- Updating and Maintaining of the Church signs
- Programing the Church Carillon Bell System
- Coordinate an annual pressure washing of the facility

Interior Cleaning of Church Facilities Exhibit A

Cleaning Schedule for all areas of the church reviewed for necessary attention three times weekly and performed accordingly. Additional attention will be required for classrooms and facilities in use by the Preschool.

- Empty all trash receptacles and place trash in church dumpster; replace trash can liners.
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture and pews.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture. (Use disinfectant in restrooms.)
- Sweep/mop stairwells.
- Spot clean carpet.
- Damp wipe and/or dust all horizontal surfaces.
- Clean all entrance door areas including fingerprints on glass.
- Clean windows.
- Clean drinking fountains.
- Remove fingerprints and marks around all light switches and door frames.
- Clean sinks found in preschool classrooms.
- Clean and sanitize bathroom basins, toilets and urinals inside and out.
- Clean bathroom mirrors, towel cabinet covers, partitions; remove splash marks from walls around basins.
- Replenish supplies in kitchen and bathrooms (toilet paper, hand towels, soap, air freshener, etc.)
- Keep kitchen and eating areas clean – check daily
- Check coffee pots daily and empty and clean
- Clean up after Sunday and Wednesday activities and other events as needed.
- Clean gym floor and kitchen floor after use according to floor specifications
- Clean and Finish tile floors annually, taking steps to schedule this in coordination with other activities for purposes of efficiency and safety.
- Check and clean light fixtures – change bulbs when needed
- Keep the Altar, Eternal, and Paschal Candles filled with wax

Job description of St. Stephen’s Evangelical Lutheran Church Sexton acknowledged by:

Church Council President

Name Date

Pastors

Name Date

Name Date

Parish Administrator

Name Date

Sexton

Name Date