



POSITION DESCRIPTION

POSITION TITLE:	SEXTON
REPORTS TO:	Pastor, Property Elder
CLASSIFICATION:	Non-Exempt - Non-ministerial Position

UPDATED: October 2023

POSITION SUMMARY:

The Sexton is responsible for the condition of the St. Mark facilities and grounds with the goal to assure that all church members, staff, and guests find our facilities and grounds clean, fresh, well organized, and have a pleasant experience.

ESSENTIAL RESPONSIBILITIES:

- With the assistance of the Pastor and Property Elder, the Sexton develops specific task list for proper cleaning and maintenance for each of the functional spaces in the main building: sanctuary, hospitality center, office, meeting room spaces, bathrooms, kitchen, choir room and equipment rooms. The task list is performed in such a way as to have these areas visitor-ready at all times.
- With the assistance of the Pastor and Property Elder, the Sexton develops specific task list for proper cleaning and maintenance for each of the functional spaces in the Family Life Center (FLC): gym, meeting rooms, nursery and laundry, kitchen, bathrooms, and storage areas. This task list is performed in such a way as to have these areas visitor-ready at all times.
- Responsible for ensuring all campus buildings are locked and secured at the end of each workday, except as required to accommodate activities still in progress at the time the sexton departs from campus. Keeps all exterior doors and locking mechanisms in good working order. Promptly notifies the Property Elder of any security concerns.
- Sets up and maintains supplies in the hospitality center and the Family Life Center (FLC) for refreshments before Sunday school and worship services. This includes coffee and water are available.
- Conducts a walkthrough inspection of building exterior and interior before each worship service and campus event. Takes necessary action to bring each area up to standard.
- Reviews campus grounds for good repair, cleanliness, and appearance. Addresses issues within scope of responsibilities or notifies Property Elder.

- Checks building access areas and building interiors for safety hazards and maintenance issues. Remedies issues within scope of responsibilities or notifies Property Elder of issues beyond the sexton's scope of responsibilities.

SECONDARY RESPONSIBILITIES:

- Participates in weekly staff meetings to incorporate specific needs into the work schedule.
- Sets up and takes down furniture and equipment for various special events, meetings, classes and dinners.
- Requests and restocks inventory necessary for building maintenance.
- Performs necessary non-routine maintenance at the request of staff or Property Elder.
- Provides expense information as requested to the Property Elder for budget purposes.
- Retrieves and returns seasonal decorations in storage as requested by the Worship Committee.

SELF-SUPERVISE:

- Plans and organizes responsibilities to be accomplished in a timely manner.
- Is resourceful and takes the initiative to resolve work issues.
- Communicates with the broader team to coordinate activities. Notifies appropriate personnel of concerns which may affect job performance.
- Adaptable to schedule changes and introduction of new work processes.
- Responds to requests from congregation, ministries, and vendors within the scope of responsibilities.
- Seeks assistance/direction from Property Elder in the event such request materially impact the Sexton's ability to perform assigned job responsibilities.

KNOWLEDGE, SKILLS, ABILITIES:

- Previous experience cleaning and maintaining commercial property interiors.
- Experience with safe handling and application of sanitizing and cleaning chemicals to bathrooms and kitchens.
- Previous experience with minor plumbing and electrical repairs.
- Familiarity with multiple HVAC systems.
- Have and maintain a valid Texas driver's license.
- Ability to speak, hear, understand, read and write English.

COMMITMENT:

- Dependable attendance and punctuality.
- Advises team of changes to work schedule and planned absences.
- Continues to develop knowledge, skills and abilities to increase effectiveness and timeliness of job performance.
- Maintains records and documents processes as appropriate for position continuity.
- Participates in opportunities to further the mission of St. Mark.

TIME REQUIREMENT: 35 - 40 hours per week. Sunday work hours are typically 6:30 am to 1:00 pm. The Sexton has routine daily and weekly work schedules to accomplish essential responsibilities. Schedules may vary to accomplish special activities scheduled for the week. Additional work hours are scheduled and approved by the Property Elder or Pastor.

WORK ENVIRONMENT: This position operates in a church environment. Work is conducted within all areas of the church buildings on campus as well as the outside of these buildings and the campus grounds.

PHYSICAL REQUIREMENTS:

- Be able to perform all physical movements necessary to fulfill the job description.
- Be able to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Be able to lift, pull, push up to 50 pounds without assistance; carry 50 pounds; and be capable of bending, stooping, climbing ladders, and sitting on floor.

EVALUATION:

The Sexton will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Property Elder will conduct an annual review as directed by the Personnel Committee. Changes in pay are a separate consideration and done as part of the annual budget process.

The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

SIGNATURE OF PASTOR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

SIGNATURE OF SEXTON

DATE

Elder Approval

Date