

MINISTRY DESCRIPTION: CHURCH SEXTON

St. Andrew's Evangelical Lutheran Church
3900 Freemansburg Avenue, Easton, PA 18045

This position is to be guided by the Mission Statement of this congregation:

Through the grace of the living Christ we will be a friendly and loving congregation to all by being:

- A welcoming place that actively invites all into God's family;
- A worshipping and nurturing environment, teaching the way of Christ to children, youth and adults; and
- A sharing community that thankfully gives of its gifts and talents

The sexton shall respect God's House and all those associated with St. Andrew's in any way.

BUILDING EMERGENCIES –

The sexton shall respond accordingly and seek direction from the Council President, Pastor, or a Council officer.

The sexton shall report any actual or potential danger, necessity for repair or replacement, apparent break-in, vandalism, theft, or any discovery of concern to the Council President, Pastor, or a Council officer.

WEEKLY RESPONSIBILITIES (approximately 13 hours/week)

- Perform necessary janitorial duties for special events as coordinated through the Administrative Coordinator. Set up for such events is the responsibility of the group holding the event (*exceptions listed below).

IMPORTANT – DRY DUST ELECTRONIC EQUIPMENT ONLY - NO WET AGENTS

The following include the Social Room, Hallways, Narthex, Worship Space, Kitchen, Sacristy, Choir Room, Nursery School Classrooms, and all Bathrooms.

- Clean floors, light fixtures, doors, and all furniture and equipment as required.
- Empty trash.
- Clean restrooms on Fridays or Saturdays and maintain supplies in restrooms (paper products, soap, etc.).
- Clean windows, inside and outside as necessary.
- Vacuum the building.
- Attend scheduled staff meetings on a regular basis.
- **Set-up and take down tables and chairs for St. Andrew's Women, Crafters, and Election Day.*

FRIDAY/SATURDAY

- Clean and prepare church building for Sunday morning activities.
- Post hymn numbers for Sunday services.
- Dust furniture, lights, etc.
- Clean kitchen.
- Mop floors.

SUNDAY BEFORE EVENTS

- Perform necessary janitorial duties.
- (If Pastor is unavailable) Unlock all required doors, check operation of heating and cooling system, turn on necessary lights, and conduct overall inspection of building, forty-five (45) minutes before first event/worship.

TUESDAY EVENINGS

- Set up for St. Andrew's Women and Crafters as needed.

WEDNESDAYS

- Take down tables and dry mop floors after Crafters.

OTHER RESPONSIBILITIES

- Recommend equipment selection to Council President or Pastor.
- Order janitorial supplies.
- Coordinate with SAW for the annual Fall Craft & Vendor Event and Rummage Sale set up and clean up.
- Set up and clean up after weddings, funerals, voting, and other events (for an extra fee as per building use guidelines).

LETTER OF AGREEMENT shall be signed by the sexton when hired, acknowledging that this Ministry Description and financial compensation as discussed with him/her are all understood. All staff are hired on a 90 Day Probationary Period from the start date. Review/Evaluation will be held prior to the end of the probationary period.

PRESENT HOURS/COMPENSATION

- Approximately 12-13 hours weekly.
- Sexton is entitled to two weeks of (summer) vacation.

SUPERVISION: The Pastor is the direct supervisor of all staff. The Council Vice President is the liaison for all staff. If difficulties arise, a meeting will be scheduled promptly with the Sexton, the Vice President, and the Pastor.

I have reviewed this job description and understand my duties and responsibilities.

Signature

Date

Date of Hire