

TRINITY EVANGELICAL LUTHERAN CHURCH

SEXTON

Job Description

Job Function

Responsibilities of the job include, but are not limited to the items listed below:

Weekly

1. Keep the church facilities clean, attractive, and accessible and ready for use at all times.
 - a. Check rooms and empty wastebaskets twice a week or as needed.
 - b. Bathrooms to be checked at least twice a week and cleaned weekly.
 - c. Carpeted areas to be vacuumed once a week.
 - d. Classrooms and offices with vinyl flooring to be dry mopped once a week.
 - e. Clean hardwood flooring in the sanctuary once a week.
 - f. Social hall tile floors to be dry mopped at least every other week depending on usage.
 - g. Classroom tables and chairs to be wiped down weekly with disinfectant during Sunday school season or depending on use.
 - h. Inspect and clean/sanitize walls, switch plates, doors and door jams.
 - i. Dry mop walls, corners, ceilings, stairwells to remove dust and cobwebs.
 - j. Inspect and clean interior windows and sills regularly.
 - k. Open the church entrance door prior to services.
 1. After services, lock the church, turn off lights, adjust thermostats and set alarms as needed.
2. The Sexton may update and utilize the Calendar of Tasks document as a helpful daily task planning document.

Bi-Monthly

3. Social hall tile floors to be wet mopped/cleaned bi-monthly.

Annually

4. Social hall tile floors to be cleaned and waxed at least once per year.
5. Coordinate with the Property committee to wash windows during annual spring clean up.

As Required

4. Attend Staff and Property Committee Meetings.
5. Consult church bulletins, newsletters, and calendars to be aware of regular and special meetings.
6. Responsible for the setup and take-down of tables, chairs and associated items as requested by church committees, or outside groups.
7. Assist members and groups utilizing the church for funerals or weddings by assisting them with their services both before and after the service. Coordinate funeral service details with funeral home. For this work, the Sexton may expect remuneration.

8. Order bathroom, kitchen, and cleaning supplies when necessary. time
9. Responsible for all tools and supplies used in the cleaning of Church property and grounds. Communicate with the Property Committee as to the condition of all tools and recommend any necessary repairs or replacements.
10. Notify the Property Committee of the need for repairs or replacement to any furnishings of the Church. Perform basic repairs if possible, or request Property Committee assistance.
11. Keep the Church grounds in a presentable condition. This includes the areas around the church and the Sexton's house, the Serenity Garden, and the grove by raking leaves, removing fallen branches, clearing and salting snow on steps and walks.
12. Be responsible for the condition of the boiler room and know the necessary operation of the heating and A/C systems. Call HVAC service company for any repairs or adjustments required to the systems and notify the Property chairperson.
13. Regularly inspect interior and exterior lighting and replace bulbs when needed. Adjust timers for property lighting as required seasonally and after power failures. Alert Property Committee chairperson if lighting or electrical work requires outside assistance.
14. Adhere to [Trinity's Vacation Policy](#).

Seasonally

15. Responsible for checking thermostats to assure heating and AC systems are set appropriately to conserve energy as per written guidelines.

Vacation

Sexton will be entitled to two weeks vacation a year and is to notify the Property Committee and Pastor in advance of vacation plans. The Sexton is responsible for finding volunteer replacements during vacation.

Hours

Approximately 26 hours per week.

Remuneration

In addition to the agreed upon salary, the Sexton will live in the stone house located just north of the church as part of the total compensation package with no charge for room and board, taxes, partial utilities, and property insurance. The position requires the Sexton to be on the church property to respond quickly to the needs of the church, parishioners, visitors, and emergency situations.

Refer to the [Trinity Staff Policy Guide](#) for additional information.