

## **Evening and Weekend Sexton**

### **St. Peter's Episcopal Church, Ladue**

A sexton is an employee of a church charged with the maintenance of its buildings. The sexton serves to maintain a high standard of cleanliness and readiness of Church facilities to enable the work and ministry of the congregation and to create a pleasant atmosphere for members, guests, and staff.

#### **Primary Duties & Responsibilities:**

##### ***Evening and Saturday Responsibilities***

When weddings, funerals or memorials are scheduled, turn on all lights in church, unlock doors, straighten pew cushions; set-up Nave, bridal/family rooms, and assist altar guild as needed. Ensure Nave, sanctuary, bathrooms, and Elliot room are clean prior to services. Make sure the delivery of flowers and outdoor niches are placed. Make sure leaves are blown and debris is removed from garden area and around entrances. Clean church, bathrooms, and bridal/family rooms for Sunday services after weddings, funerals, or memorials.

Set up furnishings and supplies as needed for parish events, meetings, and formation activities.

Maintain outdoor areas daily, including sweeping, blowing leaves, picking up trash, and disposing of small branches/debris. During the winter season, responsible for shoveling snow and salting exterior areas (flexible schedule will be required during snowfall).

Manage daily assignments determined by the Head Sexton such as mopping, emptying trash/recycling, cleaning bathrooms, doing laundry, dishes, etc.

Perform routine maintenance and basic repairs.

Close and lock all required doors and arm security alarm systems before leaving.

Engage with parishioners and visitors in a courteous and professional manner.

##### ***Sunday Responsibilities***

Turn on all lights in church, unlock doors, straighten pew cushions, set-up special needs for services, and then to altar flowers.

Make coffee and tea. Assist the breakfast team with breakfast set-up and clean-up; assist the hospitality team with coffee hour set-up and clean-up. Empty all trash in kitchen, sweep, and mop floor if needed. Wipe down all counters. Wash all dishes and put away all dishes.

Clean nursery, Sunday School rooms, and bathrooms located in Little Building; mop floors; dispose of all trash.

Between and after services, clean sanctuary and nave; remove bulletins and/or trash; straighten pew cushions. After last service, put-away any special set-ups.

Close and lock all required doors and arm security alarm systems before leaving.

Engage with parishioners and visitors in a courteous and professional manner.

**Supervision:**

The Evening and Weekend Sexton is supervised by the Head Sexton and reports to the Chief of Staff. Other members of the staff and parishioners may occasionally request assistance when needs arise in their areas of ministry. We are a collegial and collaborative staff who work together to carry out our ministries as a team.

**Qualifications and Skills Required:**

- High School Diploma or GED
- Must have adequate reliable transportation.
- Prior experience with janitorial or custodial experience required; prior experience within a church setting preferred.
- Flexibility and dependability a must, as well as high attention to detail.
- Able to lift, push, pull and move equipment, supplies, etc. up to 50 pounds and climb stairs / ladders as required.
- Able to perform, on a regular basis, moving tables, stacking chairs, moving, and setting up staging units. Occasionally move office furniture.
- Able to use cleaning and maintenance materials and equipment safely.
- Able to work cooperatively and as a member of a team and independently; able to work tactfully under deadlines.
- Able to interact courteously and respectfully with diverse staff, volunteers, parishioners, visitors, vendors, and clients.
- Able to work with a variable work schedule, depending on the season and events on the church calendar. Scheduled work shifts vary. Additional hours are occasionally required.
- Must be able to work holidays, including Christmas Eve, Christmas Day, and Easter; alternate days off are provided in coordination with the Chief of Staff.
- Criminal background clearance required post offer.
- This is an "employee at will" position.

**Scheduled Work Hours: (25 hours)**

Tuesday: 4:00 to 8:00 p.m. (4 hours)

Wednesday: 4:00 to 8:00 p.m. (4 hours)

Thursday: 4:00 to 8:00 p.m. (4 hours)

Saturday: Flexible schedule within hours of 8:00 a.m. to 8:00 p.m., except for scheduled funerals, memorials, and/or weddings. (5 hours)

Sunday: 7:00 a.m. to 3:00 p.m. (8 hours)

**Salary and benefits:**

This is an hourly position with sick leave, vacation, and pension benefits. Eligible (employee expense) to sign-up for health insurance. Rate of pay is \$15 an hour.

**Deadline to apply:**

Friday, Oct. 22, 2021

**Please email applications to:**

Angela Mahan, Chief of Staff  
angelam@stpetersepiscopal.org