

**JOB DESCRIPTION
CHURCH SEXTON
Zion Evangelical Lutheran Church
Enola, PA**

Job Summary:

Responsible for the custodial cleaning and building readiness of the church/church office for worship services and related activities, scheduled meetings, and special events, i.e. fellowship dinners, funerals, weddings.

Reports to:

Property Committee

Qualifications:

1. Physical ability to perform duties/responsibilities
2. Ability to work independently without supervision
3. Communication skills to work with pastor, office staff, congregation and general public
4. Accept responsibility for opening/closing the church building
5. Ability to prepare a work schedule for completing duties/responsibilities
6. Self-motivated to have a good sense for cleanliness and orderliness
7. Ability to identify and report items for repair to the Property Committee

Duties and Responsibilities:

I. CUSTODIAL CLEANING

Weekly (or as needed)

- A. Sanctuary, Chancel, Sacristy
 1. Dust pews, window sills, furniture, and remove cobwebs
 2. Vacuum carpets (floors/steps). Including narthex rug
 3. Arrange hymnals in pews and remove 'old' bulletins
 4. Empty waste can in sacristy

- B. Other Rooms, Halls, Offices
 1. Dust furniture, window sills, and remove cobwebs
 2. Vacuum floors
 3. Collect wastepaper/trash and empty waste cans
 4. Arrange furniture (tables/chairs) in an orderly fashion
 5. Clean drinking fountain

- C. Restrooms
 1. Clean sinks and mirrors, commodes and urinals
 2. Wet-mop floor
 3. Refill dispensers with paper towels, toilet paper, deodorant, or soap

Monthly (or as needed)

D. Floors

1. Scrub or damp mop all tile and linoleum floors, including the kitchen area
2. Wash and wax linoleum floors (every six months)
3. Clean under the organ/bench using a dry cloth
4. Inspect the carpeted areas and remove the soiled spots, including candle wax

E. Chancel

1. Dust the wood panels, including around altar
2. Wipe down the wood panels, including around the altar (every six months)

Annually (or as needed)

- F. Windows, light fixtures, and walls - A thorough general cleaning should be given to windows, walls and lighting fixtures. (Accumulation of excess dust, cobwebs, etc.. should be removed as noticed.)

II. BUILDING READINESS

A. Prior to church service and related activities, including scheduled committee meetings

1. Unlock doors
2. Open windows (warm weather)
3. Turn on lights
4. Adjust thermostat as needed per Congregation Council guidelines
5. Turn on fans: SLOW (cold weather) MEDIUM (warm weather)

B. Following church services and related activities

1. Close windows
2. Turn off fans
3. Adjust thermostat as needed
4. Turn off lights
5. Lock doors

III. GENERAL DUTIES

- A. Take trash to the curb (Columbia Road) every Monday
- B. Replace burned out light bulbs or (report those unable to replace)
- C. Maintain correct time on all clocks
- D. Check water level in furnace (weekly)
- E. Water all living trees/plants during the Christmas season
- F. Snow melting material should be kept available for emergency use at the church and church office (winter season)
- G. Clean out outside stairways of leaves and trash when necessary

IV. SPECIAL EVENTS / SITUATIONS

- A. When the building is used for weddings, receptions, fellowship dinners, or special services, the building will be clean and orderly prior to and after the activity. Additional trash containers will be made available for these special occasions. (Extra compensation)
- B. When emergency situations (water problems, excess snowfall, icing, plumbing and electrical failures, etc.) occur, the sexton will attempt to correct the problem to the best of ability. Problems that cannot be corrected should be reported immediately to a member of the Property Committee or the Pastor

V. RESPONSIBILITY

- A. Report to the Property Committee
- B. Arrange for a substitute when absent
- C. Submit recommendations to the Property Committee for budget consideration of supplies or equipment
- D. Complete other tasks as assigned by the Property Committee

TERMS OF EMPLOYMENT CONTRACT
CHURCH SEXTON
Zion Evangelical Lutheran Church
Enola, PA

1. **Length of Contract** – The terms of this contract shall be effective from date of signing and remain in effect until contract is terminated by either party.
2. **Probationary Period** – The first six months of employment shall be considered a probationary period. If the employee’s services are not satisfactory to the employer, employment will be terminated at the end of the probationary period.
3. **Hours** – Between 25-30 hours per week. These work hours may be completed on a flexible schedule to be logged by the employee.
4. **Annual Salary** - The annual salary of the Church Sexton shall be part of the congregation’s annual budget. Paychecks will be issued on the 1st and 15th of each month.
5. **Vacation** - The Church Sexton will receive two (2) weeks paid vacation each year. The Church Sexton is expected to arrange for volunteers to perform basic custodial duties in his/her absence. Vacation time shall not be accumulated nor compensated for if unused.
6. **Sick Leave** – The Church Sexton will not be compensated for sick leave.
7. **Responsibilities** – Duties and responsibilities of the Church Sexton are as outlined in a separate job description.
8. **Evaluation** - An annual performance evaluation will be conducted by the Property Committee, and the results will be forwarded to the Congregation Council.
9. **Contract Review** – Any changes to the Church Sexton’s job description will result in review of this contract within thirty (30) days.
10. **Termination of Contract** – Either party may terminate this contract with a minimum of thirty (30) days notice in writing.

Date: _____ Signature of Employee: _____

Date: _____ Signature of Council President: _____

Revised
8/25/04