



Christ Church Parish

Seeking Christ in Ourselves,
Serving Christ in the World

Sexton (church buildings and grounds keeper), 10 hours per week - Christ Church Parish - Plymouth, MA

Christ Church Parish, an Episcopal congregation in Plymouth, MA, seeks a part-time sexton (church buildings and grounds keeper) to join our staff and work collaboratively with our parish leadership, other staff members, volunteers, and outside vendors to maintain our buildings and grounds so that we can carry out our ministries effectively and with care.

Experience and Skills:

- Knowledge of and ability to perform basic building and grounds maintenance and repairs
- Knowledge of which projects and tasks can be completed “in-house,” and which need to be completed by outside specialized vendors
- Physically able to lift, carry, and move heavy objects such as tables and chairs, trash, and other items, up to 50 pounds
- Physically able to lift, carry, and climb a ladder (with another team member present for safety as needed)
- Organization and attention to detail
- Able to work well both independently and collaboratively with a team
- Able to communicate and interact kindly and professionally with a wide range of people, in-person, by email, and by phone
- Basic computer skills: email, word processing, spreadsheets

Required during the hiring process:

- three professional references
- background check
- completion of online Safeguarding/Safe Church training

The primary duties and responsibilities of the sexton will include:

- following and completing weekly, monthly, and yearly buildings and grounds maintenance checklists
- meeting regularly (schedule to-be-determined) with the wardens (parish lay leaders in charge), rector (priest), and parish administrator
- responding to buildings and grounds requests
- performing basic repairs, or helping to schedule, meet with, and get quotes from vendors for repairs that cannot be completed “in-house”
- organizing, cleaning, and maintaining janitorial closets, basements, garages, and other storage and workspace areas in the church, and the equipment and tools stored there
- spot-cleaning areas of our buildings as needed in-between professional cleanings
- weekly removal of trash and recycling for our three buildings
- re-supplying and re-filling various janitorial and other supplies in our buildings, such as paper goods, trash bags, cleaning supplies, hand soap, and others
- notify parish administrator when we need to order or reorder supplies (both refills of regularly needed supplies and supplies for special projects)
- maintaining building safety systems, such as smoke and carbon monoxide detectors
- regularly keeping an eye on and inspecting the buildings and grounds (schedule to-be-decided), alone and semi-annually with the wardens and other buildings and grounds committee members
- identify potential buildings and grounds problems, and notify the wardens
- scheduling and completing seasonal maintenance of heating systems and installing air conditioning units
- seasonal maintenance of grounds, including basic lawn and garden maintenance and working with snow removal contractors
- prepare, move, and set up chairs, tables, and other items in the church sanctuary, rooms, and other areas for ministries, special events, and activities

- special events: outside of their regular hours (as their schedule and availability allow), for special events like funerals, weddings, and building group rentals, the sexton will be the first person asked to open/unlock and lock the building, prepare the space and clean up and reset the space afterwards. For these types of special events, the sexton will be paid directly by the family or organization who is renting or using the space. We do not expect the sexton to be “on-call” - there is a team of volunteers who will provide back-up for special events if the sexton is not available.

Position reports to: the rector (priest), and works closely and collaboratively with the junior and senior wardens

Schedule: Part time, 10 hours per week. Some hours will be set, and others will be flexible. Must be able to work some hours on Tuesdays and/or Wednesdays.

Pay: Hourly, \$20 per hour, plus any fees for opening and closing the church for special events (those fees are paid directly to the sexton by the family or organization using the space)

Paid vacation: Two weeks per year

Please send a letter of interest, resumé and/or any inquiries to:
revmelissa@christchurchplymouth.org