

JOB DESCRIPTION FOR THE POSITION OF SEXTON  
FOR REDEEMER LUTHERAN CHURCH

The Sexton will be a part-time employee of the church.

**Qualifications:**

1. Commitment to the church.
2. This individual must be a self starter, self motivated, resourceful, and possess good organizational skills. This person must have the knowledge to operate small appliances, e.g., vacuum cleaners, floor polishers, scrubbers, lawn equipment and tools, snow blowers. This person must have the ability and mechanical skill to use various hand tools.

**Authorities:**

This individual will be held accountable to the Pastor(s) of the Church and to the Director of Mutual Ministry for the performance of the following daily and seasonal duties that lead to maintaining clean, well manicured and functional building and grounds. The Mutual Ministry Committee shall handle all personnel matters concerning the Sexton's position.

**Responsibilities:**

1. Daily general duties
  - A. Sweep sidewalks when necessary.
  - B. Replace burned out light bulbs.
  - C. Clean lights and fixtures, replace light bulbs when necessary.
  - D. Perform small repairs if capable, or notify Director of Property Committee.
  - E. Set up classrooms for evening when required/practicable.
  - F. Maintain cleanliness of boiler room.
  - G. Report to the Director of the Property Committee any church property that needs to be repaired.
2. Monday: Normal workday is 5 hours.
  - A. Clean narthex.
    1. Vacuum carpet (spot clean when necessary).
    2. Dust furnishings (polish as needed)
    3. Spot clean doors, walls, woodwork, when necessary.
    4. Clean windows (doors, display case, and memorial case).
    5. Empty trash container.
  - B. Clean nave and sanctuary.
    1. Vacuum carpets (spot clean when necessary).
    2. Dust pews, windowsills, baseboards.
    3. Spot clean doors, walls, and woodwork, as needed.
    4. Place hymnals in proper position.
    5. Check pews and racks for old bulletins.
  - C. Clean sacristy and adjoining rooms.
    1. Vacuum carpets (spot clean when necessary).
    2. Dust furnishings, windowsills, baseboards.
    3. Spot clean doors, walls, woodwork, when necessary.
    4. Empty trash containers.
    5. Clean restroom.
    6. Clean windows and mirrors when necessary.
  - D. Clean Pastor's room and spiral staircase area.
    1. Vacuum carpet (spot clean when necessary).
    2. Dust furnishings (polish as needed).
    3. Spot clean doors, walls, woodwork, when necessary.
    4. Clean mirror when necessary.
  - E. Sweep and replace chairs and tables in the Social Hall.
  - F. Daily General Duties.
3. Tuesday: Normal workday is 5 hours.
  - A. Clean both inside and outside Stairways.
    1. Vacuum carpets (spot clean when necessary).

2. Sweep, dry mop, wet mop as necessary.
  3. Dust woodwork, railing, windowsills.
  4. Spot clean doors, walls, and woodwork when necessary.
  5. Clean windows as needed.
- B. Clean all hallways.
1. Sweep, dry mop, wet mop floors when necessary.
  2. Dust woodwork, baseboards.
  3. Spot clean doors, walls, and woodwork when necessary.
  4. Clean windows when necessary.
- C. Clean library.
1. Vacuum carpet (spot clean when necessary).
  2. Dust furnishings (polish when necessary).
  3. Dust windowsills, baseboards.
  4. Spot clean doors, walls, and woodwork as needed.
  5. Clean windows when necessary.
  6. Empty trash container and pencil sharpener.
- D. Clean Parish House.
- E. Daily General Duties.
4. Wednesday: Normal workday is 5 hours.
- A. Clean all rooms in basement area (classrooms, stage, kitchen, choir room, choir library, boiler room; exclude Pastor's room).
1. Sweep, dry mop, wet mop when necessary.
  2. Dust furnishings.
  3. Dust windowsills, baseboards.
  4. Spot clean doors, walls, and woodwork when necessary.
  5. Clean blackboards.
  6. Empty trash containers.
  7. Clean windows when necessary.
- B. Clean Parish House on Parish Secretary's day off.
- C. Daily General Duties.
5. Thursday: Normal workday is 5 hours.
- A. Clean all restrooms.
1. Sweep, dry mop, wet mop floors when necessary.
  2. Dust woodwork, windowsills, baseboards.
  3. Clean, sanitize, deodorize washstands, urinals, and commodes.
  4. Spot clean doors, walls, and woodwork as needed.
  5. Check paper supplies, soap.
  6. Empty trash containers.
  7. Clean mirrors when necessary.
- B. Ensure classrooms are set in basement for Sunday.
1. Sweep, dry mop, wet mop when necessary.
  2. Empty trash containers when necessary.
- C. Clean rooms on first floor (infant nursery, nursery, prekindergarten, and storage room).
1. Vacuum carpets (spot clean when necessary).
  2. Sweep, dry mop, wet mop as necessary.
  3. Dust furnishings (polish when necessary).
  4. Dust woodwork, windowsills, baseboards.
  5. Spot clean doors, walls, and woodwork as needed.
  6. Empty trash containers.
  7. Clean windows when necessary.
- D. Change Hymnal boards prior to services. (Parish Secretary provides numbers prior to services).
- E. Daily General Duties.
6. Friday: Normal workday is 5 hours.
- A. Clean balcony.
1. Vacuum carpet (spot clean when necessary).
  2. Dust pews, baseboards, railings.

3. Spot clean doors, walls, and woodwork as needed.
4. Set hymnals in proper position.
5. Check pews and racks for old bulletins.
- B. Clean classrooms on second floor (kindergarten, grades 1, 2, 3, 4, 5).
  1. Sweep, dry mop, wet mop floors when necessary.
  2. Wax floors when necessary.
  3. Dust furnishings, windowsills, baseboards.
  4. Spot clean doors, walls, and woodwork as needed.
  5. Empty trash containers.
  6. Clean blackboards.
  7. Clean windows when necessary.
- C. Clean P.A. system room.
- D. Daily General Duties

The Sexton's work week is typically Monday through Friday, five hours per day, for a total of 25 hours per week. Additional hours per week will be paid on an as-needed basis to perform special functions that are in addition to regular job duties described above. Additional hours will be paid at straight time rate. The Sexton is to notify the Pastor and the Director of Mutual Ministry Committee when any special functions requiring extra hours must be performed. The following are some examples of special functions:

- A. Mow and trim lawn as needed. This service is currently contracted, but the Sexton may need to occasionally perform this work.
- B. Rake leaves and debris around church when necessary.
- C. Remove snow on steps to church; in parking area behind church; on sidewalks along church; on driveway to covered entrance to the church; and in the alley between church and Parish office. If snow is over six inches deep, the property committee contracts with a service to remove snow from the parking area behind the church and in the alley between the church and Parish office. The Sexton is responsible for clearing all other areas. If the contracted service does not clear its areas before services, the Sexton must clear these areas. The church has a snowblower.
- D. Trim bushes around the church buildings up to twice per year.
- E. Check the Social Hall during / after heavy rains and clean any water from the floor.
- F. Purchase cleaning supplies, Trash bags, Bathroom / Kitchen paper products.
- G. Change the outside sign boards:
  - A. 5<sup>th</sup> Street sign
    - A. Worship times (Summer/Winter)
    - B. Activity Information
  - B. Pearl Street Sign
    - A. Worship times (Summer/Winter)
- H. Change all of the clocks and replace the batteries every 6 months for the Time change

Additional special functions include the following, which are paid for by the party listed (not paid by Redeemer Church):

1. Weddings: Thoroughly clean Nave and Sanctuary before and after all weddings and the Social Hall, if it is to be used. The wedding party provides a donation to the Sexton.
2. Funerals: Thoroughly clean Nave and Sanctuary before and after all funerals when requested. The funeral party pays donation to the Sexton. If the funeral home has made all arrangements, the funeral party pays the funeral home for Sexton services, and the funeral home pays the Sexton.
3. Church Rentals where setup is requested. This would involve setting up chairs & tables prior to their event and putting them away after. They will pay a \$50 fee to you for this service.

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