



CHURCH SEXTON JOB DESCRIPTION

1. General Responsibilities

Responsible for the maintenance and general upkeep of St. Stephen's Episcopal Church campus.

2. Accountability

The Sexton is under the general direction of the Parish Administrator and the Junior Warden. The Sexton's supervisor is the Parish Administrator.

3. Responsibilities

The Church Sexton will be responsible for:

- Maintaining church grounds & buildings to the best of his/her abilities
- Reporting any major repairs to the Parish Administrator and/or Junior Warden
- Maintaining records for the *Junior Warden Book* with information of contractors, repairs, etc.
- May include: obtaining and maintaining water well license certification for all aspects of water needs
- Changing filters on a quarterly basis and any other equipment that requires such needs
- Meeting once a month with the Parish Administrator and quarterly with all staff during meetings.
- Performing related duties as needed

4. Knowledge, Skills, and Abilities

- Basic repairs
- Review and constant awareness of any special needs or attention to details of buildings and grounds
- Moderate work indoors and outdoors