

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.74
Subject Job Description: Part-time Sexton
Effective Date 01/20/2020
Committee Administration & Personnel

CHURCH ORGANIZATION

JOB SUMMARY

The Sexton is responsible for large event room setups, spot cleaning on occasion and assists with minor repair maintenance of the church building as assigned.

REPORTS TO: Director of Administration

DIRECTLY SUPERVISES: None

EVALUATOR: Director of Administration

STATUS: Part-time (10-15 hrs)

FLSA: Hourly Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides welcoming presence to all members and guests
- Secures the building at scheduled time, turning off lights, locking doors, and arming the security system as requested (only when necessary)
- Performs minor maintenance and repair work as required
- Performs basic spot cleaning duties as required
- Responsible for Sunday worship setup in Fellowship Hall
- Open building and prepare for Sunday Worship (i.e unlock doors, turn on all required lights)
- Assists in set-up for worship services as needed (i.e. baptism, worship witness books, bulletins).
- Participates in emergency drills and environmental safety activities, as requested.
- Assist with setups for funerals and weddings as requested.

OTHER RESPONSIBILITIES:

- Engages in education and professional development as required.
- Performs other duties as assigned by the Lead Pastor, Director of Administration and Property

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.74
Subject Job Description: Part-time Sexton
Effective Date 01/20/2020
Committee Administration & Personnel

CHURCH ORGANIZATION

MINIMUM QUALIFICATIONS:

- Knowledge of basis cleaning practices and methods.

PHYSICAL REQUIREMENTS:

- Ability to listen to staff, members, and community.
- Must be capable of lifting and moving up to 65 lbs. as a regular part of the job.

CORE COMPETENCIES:

- **Teamwork**
Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.
- **Planning and Organizing**
Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.
- **Problem Solving**
Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.
- **Integrity**
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

Staff Signature

Date

Supervisor Signature

Date