

**DRAFT Job Description: Sexton  
Trinity Church, Swarthmore**

**NOTE: The following position may also be offered with fewer responsibilities and hours, in complement to a separate work agreement with a cleaning service. In other words, we are open to the possibility of someone taking on all of the below or the below minus basic cleaning duties.**

**Position:** The Sexton is responsible for cleaning the interior of the buildings under Church use, general maintenance of the property under Church use not requiring technical expertise, and on Sundays, assisting with opening, set-up and clean-up of Church space.

**Hours/Wages:**

- Hours: Sundays, 7am – 12:30pm; Three half-days (3 x 4 hours): e.g., Mon., Wed., Fri. mornings, 8am – 12pm. Timing negotiable.
- Vacation: Two weeks, plus holidays (TBD).
- Wages: \$20-\$25/hr., depending on competencies and ability to work independently. Terms negotiable.

**Training and Supervision:** The Sexton works under the direction of Rector and, as may be arranged by the Rector, week to week supervision by the Office Administrator. Background checks are required and will be paid for by the Church. Training will include an introduction before starting work and will continue on the job.

**Responsibilities:**

Sunday (6 hours)

1. Open Church for services (unlock building and turn lights on).
2. Turn on microphones and arrange furniture and piano as necessary.
3. Check temperatures (heat winter/air conditioning and fans in warm weather).
4. Ring bells, if required.
5. Prepare coffee at two locations.
6. Clean up after each coffee session.
7. Place service leaflets out before the service and collect remaining leaflets afterward.
8. Secure building and shut down lighting and appliances after use.
9. Assist Altar Guild and other groups in setting up for non-worship events.

Monday through Friday (4 hours, 3 days a week). Specific days to be determined.

1. Regular Cleaning
  - a. Clean bathrooms.
  - b. Vacuum Nave, Offices and Meeting Rooms.
  - c. Empty trash cans and put out recycling for pick up.

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- d. Keep meeting rooms otherwise clean and organized, including dusting, re-straightening furniture, and changing light bulbs as necessary.
- e. Clean windows and doors as needed.
- 2. Other regular tasks
  - a. Water plants.
  - b. Assist Thrift Shop – E.g., set up flags outside and unload cars as necessary on Friday mornings.
  - c. Inventory supplies needed for Church Secretary to order.
  - d. Set up tables and chairs for any meetings or events (e.g., Funeral, Wedding and/or Vestry meetings).
  - e. Coordinate with TCDN janitors as necessary.
- 3. Outdoor work
  - a. Pick up outdoor debris (e.g., after storms).
  - b. Treat sidewalks for ice/snow.
  - c. Clear stairwells of leaves.
  - d. Help set up for outdoor worship services.
- 4. Special events and other
  - a. As available, clean up and organize rooms on special occasions, such as weddings, Saturday Easter Vigil, and burial services.
  - b. Other occasional tasks as may be needed from time to time.