



**GROSSE POINTE MEMORIAL
CHURCH**

a light by the lakeshore

Job Description

- Title:** Sexton
- Purpose:** The Sexton ensures that church buildings and grounds are clean, secure, and well maintained, contributing to a welcoming and hospitable environment for worship, fellowship, and community life. Duties include event setup, light repairs, and custodial care.
- Supervision:** Reports directly to the Facilities Manager
- Status:** This is a part-time non-exempt position, with an anticipated average regular work schedule of 24 hours per week.
- Benefits:** Paid Sick Time (PST), prorated based on annual forecasted work hours (one PST hour for every 30 work hours). Medical benefits are not provided.

Education, Experience and Skills Required:

- High school diploma or equivalent required
- Self-motivated, resourceful, well organized, and courteous demeanor
- Ability to communicate clearly and concisely, verbally and in writing
- Experience in custodial or facilities maintenance, preferably in a large public or religious building
- Basic understanding of HVAC and security system operations
- Current background check and a valid driver's license
- Respect for the church's mission and the "sacred" nature of the space being maintained

Key Responsibilities:

Facilities Maintenance & Custodial Care

- Maintain cleanliness in all public spaces, including the sanctuary, narthex, fellowship hall, and classrooms
- Perform cleaning of restrooms and restocking of supplies (paper towels, soap, etc.) to ensure hygiene and readiness
- Vacuum carpets and mop/wax hard surface floors regularly
- Remove trash and recycling from all interior bins and transport to designated pickup areas



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Event Logistics & Hospitality

- Setups and Takedowns: Arrange tables, chairs, and AV equipment for worship services, committee meetings, weddings, funerals, and community events
- Worship Preparation: Assist with specific liturgical needs, such as polishing brass, cleaning the baptismal font, or preparing the sanctuary for communion
- Sunday Support: Ensure the building is open before services, adjust temperature controls for comfort, and assist with "coffee hour" logistics

Safety & Security

- Conduct regular sweeps to ensure all windows and doors are locked and security systems are armed
- Assist with main entry/exit access control as needed
- Identify and resolve safety hazards, such as loose carpets or slippery walkways
- Clear snow and ice from sidewalks and entryways to ensure safe access during inclement weather

Light Maintenance & Grounds

- Perform basic plumbing, electrical (e.g., changing lightbulbs), and carpentry tasks as needed
- Maintain the church's "curb appeal" by removing litter, raking leaves, and performing light weeding or mowing

Working Conditions

Physical Demands

- Requires frequent standing, walking, bending, stooping, kneeling, and reaching. Must be able to climb stairs and ladders (step and extension) to change light bulbs, clean high surfaces, or access supplies
- Must be able to lift and carry objects weighing up to 50 lbs. (such as tables, chairs, and cleaning equipment) and up to 100 lbs. with mechanical assistance
- Ability to safely operate power tools (e.g., drills, saws, floor buffers) and lawn equipment (e.g., mowers, trimmers, leaf blowers)



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Work Environment

- Work is performed both inside the church buildings (sanctuary, offices, classrooms, kitchens) and on the exterior grounds
- Occasional exposure to outdoor elements and varying temperatures is required for groundskeeping, trash removal, and seasonal tasks like snow shoveling or salting walkways
- May involve handling cleaning chemicals, fertilizers, or ice-melt products, requiring adherence to safety protocols and the use of personal protective equipment (PPE)
- The role often involves working around staff, volunteers, and parishioners, requiring the ability to handle frequent interruptions and last-minute requests with a professional and helpful demeanor

Schedule & Availability

- This position requires a semi-flexible schedule. While many tasks are completed during weekday hours, regular evening and weekend availability is necessary to support Sunday services, weddings, funerals, and special events
- May be required to respond to building emergencies (e.g., security alarms or burst pipes) or urgent weather conditions (e.g., early morning snow and ice removal) outside of regularly scheduled hours

This job description may be changed from time to time to meet the needs of Grosse Pointe Memorial Church as it affects the ministry and mission as a church.