

Sexton
First Congregational Church, UCC
19 Church Road, Shrewsbury, MA 01545

Reports to: Building Superintendent

Collaborates with: Sexton, Administrative Assistant & Building Use Coordinator

Position Status: up to 20 hours per week, non-exempt, Sunday morning hours expected, other hours set in coordination with the Building Superintendent.

Job Overview: The Sexton is responsible for assuring cleanliness and organization of the Church's facilities.

Responsibilities and Duties

1. Building Cleanliness

- Is responsible for the building's cleanliness overall.
- Manages the space in the building so that it is used safely and efficiently.
- Is responsible for ensuring the property is cleaned and readied for Sunday worship and special events which include but are not limited to: Christmas Eve Services, Spooktacular, Church Fair, Annual Meeting, and Easter Worship.

2. Facilities Set Up

- Ensures that the building is set up appropriately for church activities and building user events, including ensuring smooth transitions between events.

Specific Responsibilities

Prepares the building for Sunday worship, including opening and closing the church building, monitoring heat and air conditioning, ensuring safe access to the building for all weather conditions.

Performs, along with the other on-site Sexton, weekly cleaning and maintenance of all internal spaces of the church. Performs duties according to the building calendar and in coordination with the Building Superintendent and Building Use Coordinator.

Regular walk-throughs of the entire property to ensure cleanliness and safety. Monthly building walk-through with Building Superintendent and or key committee members to document completed tasks and prioritize upcoming projects.

Reports any building problems to appropriate staff.

Replenish supplies as needed and coordinate ordering of supplies with the administrative assistant.

Functions as part of an overall staff-team. Is aware of and fulfills responsibilities under the church's Personnel and Safe Church policies.

Building use contracts with over 100 participants, which may require the Sexton or a church representative to be physically present on the property for the duration of the event. Case by case situations to be coordinated with the Building Superintendent / Building Use Coordinator.

Other related tasks as assigned.

Requirements

- Driver's license and means of transportation.
- All FCC Employees are required to have a criminal background check

Working conditions:

- Sits, stands, bends, reaches, and moves intermittently during work, lifting minimum of 50 lbs
- Is subject to frequent interruptions
- May work unusual shifts and is on call for building emergencies
- Is exposed to slippery conditions, odors, outside weather conditions, etc.

Specific Skills:

- Possesses the ability to make independent decisions and act on them, when circumstances warrant
- Is able to deal tactfully and cooperatively with staff, volunteers, members, guests, building users, vendors, contractors, service providers
- Acts with integrity and respect, be sympathetic to this church's values
- Must be able to multitask
- Attention to detail and ability to document projects and respond to deadlines

Revised May 17, 2025