



301 Hays Country Acres Rd. ~ Dripping Springs, Texas 78620

Sexton Position

Mission Statement

Loving Christ. Serving Others. Faith. Formation. Fellowship.

Workplace Values in the Episcopal Church

Believing in the call to the Church to strive for justice and peace among all people, and to respect the dignity of every human being, the Episcopal Church seeks to promote professional employment environments that offer opportunity for development and advancement. The Church's commitment to this is summed up in the widely accepted "Gold Rule" "In everything, therefore, treat people the same way you want them to treat you..."

Matthew 7:12a, commended to the Church in Resolution A125, General Convention 2006

Scope

Holy Spirit Episcopal Church and School Sexton performs direct maintenance and buildings and grounds support that furthers the mission of the church. Below is an outline of the compensation, job description, and a representative, but not exhaustive list of responsibilities.

The Sexton is required to meet and maintain all federal, state, local, and diocesan employment requirements while employed at Holy Spirit Episcopal Church and School.

Expectations

Teamwork, performance to the fullest potential, observance of the law and workplace values, a commitment to quality, honesty, truthfulness, integrity and support of the mission of the church.

Duties and Responsibilities Overview

The Sexton will keep Holy Spirit's buildings and grounds safe, clean, and orderly by performing basic preventive maintenance and repairs, setting up facilities for use as needed, regularly cleaning and organizing buildings and grounds, and alerting appropriate parties of



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dangers or serious repair needs. In addition, the sexton will liaise with the Buildings and Grounds committee, contractors, and service providers. Finally, the sexton is charged with the opening and closing of the columbarium at burials.

Representative Responsibilities

- Liaison with contract maintenance and supply companies (mowing, fire protection equipment, pest control, kitchen and worship materials, etc.)
- Monitoring, ordering and receiving kitchen supplies and equipment.
- Stocking supplies not otherwise provided by vendors
- Make sure all trash is emptied and recycled in an appropriate manner.
- Monitor heating/cooling thermostats.
- Tasks involving security: locking doors, and safety testing first aid kit maintenance, defib. etc.
- Logistics for regular services and events on church calendar (chairs and tables, decorating, lighting, acoustics, audio and video as needed, etc.) This also includes acting as a parish representative to open and close special events such as scheduled weddings, funerals, and special parish events.
- Preventative/preemptive weatherproofing measures and emergency response during bad weather.
- Minor building repairs.
- Maintaining the grounds to include picking up trash and debris, immediate landscaping needs, and coordinating with the Assistant Sexton, any contractor and/or volunteers providing mowing and landscaping services.
- Routine building cleaning as determined by Rector and Jr. Warden.
- Other maintenance tasks not handled by a contract service or church volunteers, such as: the replacement of light bulbs, returning premises to a neat and orderly state following services and events, disposal of trash, running any local errands or trips that are needed by the church, and other miscellaneous tasks.
- Report to Rector and coordinates with Jr. Warden and Parish Administrator (about tasks completion, mishaps, etc.)
- Open, close, and maintain columbarium.



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Qualifications

Education: Must have a high school diploma or equivalent.
Experience: Previous experience providing janitorial/maintenance service.
Personal: Friendly and inviting; adapts easily; self-starter.
Physical: Position requires physical activity, bending, stooping, and lifting.

Classification, Reporting & Hours

Classification: Regular Part-time Non-exempt Lay Employee
Reporting: The Sexton reports primarily and directly to the Rector and consults/liases with the Junior Warden of the Holy Spirit Episcopal Church and School. Annual mutual ministry review to be conducted.
Hours: 20 hours/week;
Rate: \$24,200 per annum.

Non-Discrimination Policy

Holy Spirit Episcopal Church and School, an equal opportunity employer, follows a policy of nondiscrimination with respect to employees and job applicants. Employee policies/procedures and the recruitment and hiring of prospective employees are made without regard to race, color, gender identity/expression, national origin, age, disability, sexual orientation, or other status protected by applicable law.