

## Sunday Sexton

**Job Summary:** The Sunday Sexton works to prepare the church for Sunday morning hospitality and basic building maintenance.

**Reports to:** The Sunday Sexton is directly supervised by the Administrator, with the understanding that the Senior Minister is the Chief of all staff.

**Time Required:** This is a part-time hourly position (4.5 hours per week) with no benefits. Hours are Sunday morning 8:30 am - 1:00 pm.

***All other leave, conflict resolution and remuneration for this position will be detailed by the Personnel Policies and the Personnel Committee.***

### Duties

- **Turn off alarm** [if other staff are not already in the building].
- **Litter pick up** on the church grounds (including parking lot).
- **Climate control:** Check on thermostat settings in Sanctuary.
- **Lectern check:** Remove trash and stale beverages; bring fresh water for the speaker.
- **Flowers check:** Place flowers in front of the lectern.
- **Parking Signs:** If necessary place signs for additional parking in the parking lot.
- **Orders of Service** and usher materials (collection plates, attendance records, offertory envelopes, listening devices, etc.): From reception-desk Church Office bring all items to the usher table outside of Sanctuary.
- **Coffee set-up:** Start brewing coffee and hot water. Set out cups, saucers, etc. Set-up refreshment table.
- **Turn on Fellowship Hall** sound system and television.
- **Unlock front door:** after greeters arrive (about 9:30 a.m.).
- **Lock the front door:** about 11:30 a.m.
- **Coffee hour clean-up:** Only after everyone is finished wash cups, etc. General clean-up of refreshment table, etc.

*Ad hoc* duties, if needed on a particular Sunday:

- **Change set-ups in meeting rooms:** help with set-up for after service speakers, etc.
- **Be on hand for custodial emergencies** such as spills, rain seeping into the lobby, etc.
- **Facility check before closing:**
  - **Check the building** to make sure no groups or individuals are still in the building.
  - **Turn out the lights in the entire building.**
  - Close **doors**, including fire doors, in areas of the building with no meetings.
  - Check that thermostats are set to correct settings.
  - **Set alarm, and do final lock-up** (if no one with key access remains).