

ST. PETER'S LISCHHEY'S UCC

Sexton - Job Description

Updated 3/2017

(Safe work habits & good common sense is a priority)

SUMMARY: The Sextons are responsible to maintain the church, cemetery, and parking lot in a neat, orderly, and safe fashion, maintaining all electrical and mechanical systems to be in good working order.

QUALIFICATIONS: High School Graduate
Responsible and having mechanical ability to perform duties and routine maintenance
Ability to work well with people
Excellent oral communication skills

ACCOUNTABILITY: Property Committee and Cemetery Board.

Church:

1. To keep the church in a neat and orderly appearance at all times. Periodically dust and clean underneath furniture (pews, overflow room, stairways, lower level, classrooms, fellowship hall, kitchen, etc.). Vacuum pew cushions and report any stain or damage to Property Committee. Schedule cleaning weekly to avoid long workweek. Keeps supply room clean & orderly.
2. The sexton is in charge of lighting, heating, ventilation, garbage, water coolers and calling the proper refuse company to empty dumpster. All exterior doors upstairs are to be kept closed.
3. To lock and unlock church as required. Make sure church is locked at night.
4. To keep plumbing, boiler, and water treatment system in good operating condition by checking on a regular basis. Keep boiler room clean & orderly. The sextons are to track, in writing, hours for church and cemetery work separately. Monthly forms for church hours will be given to the treasurer by the 15th of the following month.
5. To maintain an adequate supply of cleaning supplies and replacement items (light bulbs, bathroom supplies, kitchen supplies, etc.). A supplies list is to be filled out and given to contact person for needed items. Cleaning supplies are kept in supply closet, located off the fellowship hall.
6. Remove snow from sidewalks, ramp, and stairs in winter. Mow lawn and trim shrubbery. Grass clippings and snow and ice to be cleared from sidewalks for all services.
7. If an unsafe condition exists or there are maintenance problems, notify Property Committee contact person, as per maintenance contact list. If an emergency situation arises, call respective service contact immediately. Maintenance contact list is posted in supply room.
8. Change outside bulletin board as needed per church season.
9. Extra duties may occur with seasonal decor in church such as: Christmas trees need water, extra cleaning around nativity scene & Christmas trees, etc.

10. The only cleaning inside Communion Rail to be done by sexton is to vacuum floor.
11. To keep sexton house in neat & orderly fashion & report any maintenance or repairs needed.
12. The garage is to be shared by sexton and church for storage in their respective halves. No cars may be parked in the building.
13. Must attend staff meeting monthly to be informed of church use.
14. Shipley will supply fuel oil for church. Sexton is responsible for fuel oil for sexton house. Church will pay for yearly furnace cleaning.
15. Sexton should have a copy of all contracts, wedding, church use, reception, equipment loaned out, etc. Extra compensation is included in some of these contracts.
16. Employee mailbox, which is located in the overflow room of the church, should be used for communication with sexton. Sexton's number with answering machine should be posted in bulletins, newsletters, and on bulletin board.
17. Contact the Property Committee chairperson as needed, per maintenance contact list.
18. Duties not listed under job description may be added by Council, approval & copy given to Sexton.

Sexton and family are invited to become members of St. Peter's Lischey's UCC if not already members. Sexton and family are also invited to attend all published breakfasts, dinners, picnics, etc.

BENEFITS:

1. A cash salary reviewed each calendar year, to be paid as agreed on by the Council and the Sextons.
2. Vacation arrangement: Sextons are granted 2 weeks vacation (calendar weeks including one Sunday) with compensation. It is the Church's responsibility to get work done by volunteers or pay someone to do it. Other vacations must be approved and it is the Sextons' responsibility for work to be done and any compensation necessary.

I have read and understand this position description and accept its terms.

Date

ST. PETER'S LISCHHEY'S U.C.C. CEMETERY ASSOCIATION

Duties and Safe Practices for the Sexton to care for the cemetery safely and satisfactorily.

1. Locate, lift sod, install ground box, and notify contractor for grave openings. Sexton is to close graves before day's end after funeral. When necessary, snow is to be removed from gravesite for funeral.
2. Backfill and seed sunken graves, ruts, and holes left by equipment used in cemetery.
3. Remove dead flowers from cemetery on dates listed on cemetery signs.
4. Notify police and/or contact person on cemetery board of unusual activity or vandalism in the cemetery.
5. Keeping the cemetery in neat appearance is the most demanding and time-consuming responsibility of the sexton. The following rules and safe practices must be adhered to:
 - a. Equipment Maintenance
 - i. Check oil level each day before operation.
 - ii. Change oil and filters as recommended by operators' manual.
 - iii. Clean air filters as recommended by operators' manual.
 - iv. Sharpen blades as needed.
 - v. Lubricate as per manual.
 - vi. Report needed repairs or faulty operation to designated cemetery board member.
 - b. Safe Practices
 - i. No passenger riding on tractors or mowers.
 - ii. Individuals assisting the sexton must be 14 years old to operate power lawn equipment, 16 years old to operate flexible line trimmers, and 18 years old to move ground with powered equipment.
 - iii. Eye protection must be worn when string trimming, as well as other appropriate protection as necessary.
 - iv. Bumping or constantly contacting the monuments must be avoided to prevent equipment damage and defacing monuments.
 - c. Additional Rules
 - i. Trimming to be done on a three-week rotational schedule (old cemetery, section A, section B) throughout the mowing season. The entire cemetery needs to be trimmed specifically for Memorial Day.
 - ii. Mowing should be accomplished to minimize clippings on monuments.
 - iii. Mowing wet grass should be avoided due to accumulation on equipment and monuments.
 - iv. Additional compensation from cemetery board:
 1. \$100.00 per grave opening and closing including cremation and baby or stillborn burial, of which the last two grave types are hand dug and closed.