



Diocese of Toronto
Anglican Church of Canada

St. Mark's Anglican Church, Port Hope

Sexton Job Description - 2017

Ministry Position Title:	Sexton
Term of Office:	This part-time position is for 1 year commencing May 1 st , 2017
Supervision and Support:	Reports to: <u>Incumbent</u> Committee responsible for this ministry: <u>Churchwardens</u>
Purpose of the position:	The Sexton assists in managing the security of the church building and the parish hall, and performs basic janitorial duties.
Population(s) served:	the congregation through facility maintenance
Duties & Responsibilities:	<ul style="list-style-type: none">• Opens the buildings by 7:15 am each Sunday and closes the buildings after service• Clean the church entrances, narthex, nave, and sanctuary in preparation for all worship services.• Walk around the buildings and grounds nightly, checking doors, windows, lights and general security.• Maintain, clean and change Rectory storm windows in the Spring (by the end of May) and Fall (by the end of October)• Clean gutters of rectory, parish hall and church as needed• Ensure the churchyard is free from garbage and other debris.• Regularly collect and separate for recycling all garbage and put out for the weekly pick-up.• Replace burnt out lights in all buildings and smoke and carbon dioxide detectors in the rectory• Maintain supplies (paper, soap) in washrooms and kitchen of parish hall• Ensure the safety devices are maintained, inspected and tagged as required, on a monthly basis.• Ensure that walkways, doorways, and steps are free of snow after the removal of snow by the contractor• Sets up and takes down needed chairs and tables for church meetings, seasonal parish events, and usage by outside groups• Open the building before all weddings and funerals and close after all worshippers have departed.• Performs minor repairs and reports needs for major maintenance to the church wardens.• Replace filters and grease machinery, as required• Adjust thermostat according to rental calendar



St. Mark's Anglican Church, Port Hope

- Maintain a written log of hours worked and submit such log for review to the church wardens on a monthly basis.

Skills Required:

1. Promptness
2. Reliability
3. Neatness
4. Good communication skills
5. Flexibility
6. Patience
7. Able to work independently with minimal supervision

Qualifications needed:

1. Has the training or equivalent experience to perform the work.
2. Has the training to manage the equipment required to safely perform his/her duties
3. Has adequate physical strength and agility to perform his/her duties.

Limits of the position:

- The Sexton reports to and meets regularly with the Incumbent or his/her designate. Any requests made of the Sexton by parishioners, or other people, being beyond the scope of this agreement must first be approved by the Incumbent, in consultation with the churchwardens.
- This position will require flexible working hours to accommodate seasonal variations in duties and responsibilities and the priority of building use on the occasion of weddings, funerals or holy day worship services.
- Work will be conducted in accordance with all applicable laws and diocesan and parish policies particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies. Failure to comply with these laws and policies, including the duty to act honestly, will constitute cause for termination
- The sexton will not be alone with children or vulnerable adults in the normal performance of his/her duties

Hours of work/service:

Flexible within the part-time position of ___ hours per week.

Training provided:

Check all that apply

- Position-specific training (pre-requisite)
- Care Lift and Security System Training
- Diocesan Sexual Misconduct Training

Position Risk Assessment:

Low Medium High

Benefits & Opportunities:

1. flexible hours
2. a critical component of the parish staff team



Diocese of Toronto
Anglican Church of Canada

St. Mark's Anglican Church, Port Hope

3. contribute to a warm, welcoming environment by offering well groomed and safe facilities

Terms:

1. Extra jobs will be reimbursed at a rate of \$30.00 per hour.
2. Insurance and WSIB to be filed in the church office.

Office Instructions: Provide a copy for the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this document on the Screening Checklist.