

St. Andrew By-The-Sea United Methodist Church

Hilton Head and Bluffton, SC

Church Mission: St. Andrew By-The-Sea United Methodist Church is an open, nurturing body of Christian believers seeking God's guidance as we minister to others.

POSITION DESCRIPTION

Title: Sexton

Status: Part Time/Non-Exempt

Reports to: Director of Administration/Trustees

OVERALL FUNCTION

The Sexton at St. Andrew By-The-Sea is responsible for maintaining the cleanliness and functionality of the buildings on the Hilton Head Campus. Sexton performs tasks related to the maintenance of the facility, assisting with contracting vendors, and working in cooperation with the congregation and staff to provide for the worship and programming needs of the church. The position requires attention to details, excellent interpersonal skills, a high level of organization, and a willingness to work within practices that are compatible with Christian teachings.

IMPACT STATEMENT

Enables the church to achieve its mission by tending to the physical property of church operations. This support allows pastors and staff to more focus on ministry to the church and the community.

SKILLS REQUIRED FOR POSITION (key competencies)

1. Must be able to lift at least 50lbs
2. Be self-motivated and able to work independently
3. Good organizational skills
4. An eye for detail
5. Has reliable transportation
6. Prior experience in facility maintenance or management
7. Pass all background, drug, and E-verify requirements

RESPONSIBILITIES

1. Assist with event coordination and setups. Ensure staff, committee and group room requests are fulfilled and set up with the appropriate room size, tables, chairs, and technology. Ensure facilities are prepared for and transitioned after events including Bible school, dinners, weddings, funerals, rental groups, holiday services, and as directed. Moving and actual setting up of tables, chairs and walls and other items may be required.
2. Keep buildings safe and ensures compliance with Town building and related codes, including storage of hazardous material.
3. Complete regular walk-through in and around all campus buildings. Report issues needing repairs, beyond Sexton's capacity to address, to Director of Administration and/or Trustees.
4. Provide some painting and light landscaping duties including watering of flowers, sweeping of walks or ramps, cleaning of outdoor furniture and trash cans, or as directed.
5. Available to lock and unlock facilities as needed.
6. Escort vendors and contractors as requested by Director of Administration or Trustees to assure job completion and clean up thereafter. Report back to Director of Administration when jobs are completed.
7. Help to keep storage organized. Keep vacuums and other cleaning equipment in good repair.
8. Help locate and direct additional workers to assist with lifting, special set-ups and handyman work orders.

REQUIREMENTS

- Must be able to work Monday through Friday during regular office hours, a minimum of 15 hours and a maximum of 19 hours.
- Willing to work occasionally on a weekend to assist with special events or outside events as agreed upon.
- Compensation will be paid at an hourly rate for hours up to 19.0 hours per week.
- The church may ask to adjust hours on occasion for special events. For example, this may mean a slightly shorter day one day in exchange for a longer day the same week. Adjustments must be agreed upon between the church and the Sexton. Sexton agrees to exercise reasonableness and good faith in seeking to accommodate such requests.
- Sexton is subject to the St. Andrew By-The-Sea Employment handbook regarding all items related to working at St. Andrew By-The-Sea.

Sexton Definition

The sexton is a church employee tasked with the responsibility of maintaining the church's buildings and grounds. The role of sexton centers on the general upkeep of the property. This includes assisting staff and clergy by overseeing the church property and its contents to ensure everything remains in proper condition.