

**Church Sexton  
Job Description**

**First Presbyterian Church  
305 E. Main Street  
Durham, NC 27701**

**Telephone: 919-682-5511**  
[sexton-search@firstpres-durham.org](mailto:sexton-search@firstpres-durham.org)  
[www.firstpres-durham.org](http://www.firstpres-durham.org)

**General Statement of Duties:**

The Church Sexton will be responsible for the overall maintenance and upkeep of the church buildings and grounds except those contracted out. Additional work is required, as needed, in set-up and serving duties for fellowship meals and other church related activities. Duties are supervised by the Senior Pastor as Head of Staff, or his or her designee (usually the Business Administrator)

**Areas of Responsibility and Specific Duties:**

1. Maintain and clean the church building: working with the Property Committee and coordination of responsibilities with the Business Administrator.
2. Check church parking lot and check porches and grounds.
3. Set up tables/chairs/etc. for church-related activities.
4. Escort vendors and trades at the request of the Business Administrator.
5. Work church business hours Monday-Friday.
6. Attend weekly/semi-weekly staff meetings
7. Meet with the Business Administrator weekly [usually Thursdays] to go over the upcoming calendar and upcoming building needs.
8. Run errands to make building-related purchases.
9. Be on the call list for the 24/7 alarm systems (#2 of 4 people).
10. Take part in staff first aid/CPR/AED training

**Additional Opportunities**

1. Assist in serving responsibilities for church meals, as needed. There will be compensatory time for any additional work hours needed to provide these services (e.g., fall congregational dinner, Christmas dinner, third Sunday luncheons, receptions after the worship service; officer meals, etc.).
2. Have first refusal for providing security at Music on Main functions, for which compensation is provided.
3. Have first refusal for providing security, set-up, and clean-up for weddings, for which compensation is provided.

**Position:**

This is a full-time position (35 hours per week) with health insurance (including vision and dental) and pension [403(b)].

**Qualifications:**

- High School Diploma or GED

- Must be able to lift 100 pounds dead weight (tables, packages delivered, access gate to sump pumps, etc.); climb steps and ladders; climb, crawl, stoop, and kneel
- Sensitivity to First Presbyterian's identity and mission
- Meet requirements of the FPC Personnel Policy, including successfully pass a criminal background check.
- Because the sexton works in close proximity to the Preschool and Youth Programs, applicants must meet the requirements of the Church's Children and Youth Protection Policy.
- Ability to work independently and be a self-starter
- Fluent in English
- Must have own transportation and a valid driver's license
- Must have a mature, pleasant, and flexible personality and an understanding of the hospitality part of the job.
- Must be comfortable with texting and e-mail.
- Church members and active friends of the congregation are not eligible.