

**Church Sunday Morning Sexton (Custodian) Job Description**  
(as of 9/24/2021)

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

Telephone: 919-682-5511  
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[www.firstpres-durham.org](http://www.firstpres-durham.org)

**General Statement of Duties:**

The Sunday Morning Sexton will be responsible for the appearance and preparation of the church buildings and grounds on Sunday mornings, providing facility support to staff and church members on Sunday mornings, and providing security throughout the morning. Additional work may be 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 delegee (usually the Business Administrator).

**Specific Duties (this list is representative; a detailed schedule and list of tasks will be provided):**

1. Check on condition of church parking lot, sidewalks, and porches on Sunday, removing and blowing off leaves/debris. Put out parking signs as needed.
2. Check rest rooms and clean/re-stock if needed. Determine that toilets are functioning properly.
3. Check set-up (tables, chairs, and other equipment) of Fellowship Hall and parlors as requested; revise set-up after Sunday School as needed for events later in the day.
4. Check that the Sanctuary, chapel, narthex, and balcony are tidy and presentable.
5. Check that heating and cooling are seasonally appropriate and adjust as needed. [Note: Some of this is automated.]
6. Prepare reasonable refreshments for fellowship time after worship.
7. Assist in serving responsibilities for Sunday church meals, as needed.
8. Lock and unlock entrances according to the schedule provided.

**Committees Responsible for and Requiring Services:**

1. The Property Committee is primarily responsible for the maintenance, security, and upkeep requirements of the church.
2. The Fellowship Committee is responsible for fellowship dinners and the majority of meals needing custodial services.

**Position:**

- This is a part-time position with no benefits. Anticipated Sunday hours are approximately 8:00 a.m. to 1:00 p.m. paid at \$16.92 per hour.
- Church members and active friends of the congregation are not eligible.

**Qualifications:**

- High School Diploma or GED
- Must be able to lift 50 pounds dead weight (e.g., tables) climb steps and ladders; 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 Children 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 reliable transportation to ensure prompt arrival at work
- 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.