



# SAINT PAUL-REFORMATION LUTHERAN CHURCH

*Evangelical Lutheran Church in America (ELCA) +*

[www.stpaulref.org](http://www.stpaulref.org)

*The Sunday Morning Sexton is responsible for preparing the building to receive parishioners as well as other ancillary minor maintenance duties.*

## **Sunday Morning Duties (Academic Year):**

- Open building by unlocking doors and turning on all indoor lights on Sunday Morning at 7:30 a.m.;
- Worship preparation:
  - Replace eternal candle weekly;
  - Take sandwich boards to Lexington before 8:00 a.m. service and return to building during 10:30 a.m. service.
  - Occasionally walk church property and parking lot area and pick up trash.
- Bring up and take back large worship items to sub-basement as necessary (seasonal); .
- Take flowers from lower kitchen to chancel, as required, in conjunction with the floral volunteers; remove dead plants from altar platform to dumpster;

## **Sunday Morning Set-Up (Academic Year):**

- During 8:00 liturgy: set up Tidemann for Adult Forum with chairs in Theater style, lower screen, bring in A/V cart;
- Set up one table for Parent's Roundtable in Lower Auditorium;
- Set-up tables for service projects such as blanket tying and sandwich making, as required (occasional);
- Between services set-up West Transept for the choir, as required in consultation with the Cantor;
- During 10:30 service:
  - Record sermon;
  - Reset Tidemann for weekly use with 3 long tables surrounded by chairs, as required;
  - Lower auditorium: break-down, as required;
- Narthex - depends on what is happening, as required;
- Empty dehumidifiers in the summer;
- Water outdoor plants under the tree, in front of post and across street by parking lot as needed in summer;
- Close off Laurel side stairs and post sign in winter; take down in the spring;
- Change outdoor flags on poles and signs in corner box and on wood frames as necessary;
- Loading vehicles for Summer Worship and picnic in July;
- Light maintenance when needed;

- Change clocks for spring forward and fall back;
- A/C units - spring and fall - 3 apartment, 1 Pastor's office, 3 permanent that cover and uncover on outside of building. A/C unit from Pastor's office is taken to sub-basement;
- Light cleaning/straightening up as required;
- Garage Cleaning - when time allows in the summer or if there is a great need.
- Moving things, as necessary;
- Maintain professionalism, safety, and uniform/nametag standards;
- Abide by parish policies regarding child/vulnerable adult safety;
- Undergo a background check;

### **Winter Duties:**

- Maintain stairs, sidewalks, and walking areas after Contractor has shoveled, snow blown; this may require additional snow blowing/shoveling/salting;

### **Expectations**

- Arrive and leave as scheduled: Sept Rally Day through May, 7:30 - 11:30 a.m.
- Summer hours: 8:15 - 11:15 a.m.
- Know location of keys in lock box and all hex keys for doors. Know lock out uses for elevator.
- Know where all cleaning supplies, light bulbs, are in case of need on Sunday morning.
- Other duties as required;

### **Additional Hours, Additional Pay:**

- Cleaning before and after funeral, weddings, etc.
- Setting up and taking down and cleaning the lower auditorium if these extras have a reception, luncheon etc.
- Set up tables and chairs for any Sunday Potlucks by coming in on Saturday morning after Jazzercise. Take down tables and chairs Sunday afternoon after Potluck or luncheon to prep space for Jazzercise.
- Lenten Wednesdays - set up tables and chairs in the morning on Wednesday and return on either Wednesday evening after 6:30 p.m. or on Thursday morning to take down tables and chairs.

### **Compensation and Time Off**

- This position is offered with four (4) Sundays off a year; the following Sundays and Festivals are not eligible to be taken off (blackout dates):
  - Rally Sunday, the Sunday after Labor Day;
  - Christmas Eve Day/Christmas Day;
  - Palm Sunday
  - Easter Sunday
  - Annual Meeting Sunday, usually last Sunday in January;
  - Sunday of the Global Fiesta
- The position pays \$17/hr.
- In accordance with the parish pay schedule, salary is made on the 1<sup>st</sup> and 15<sup>th</sup> of the month.