



THE PARISH OF SAINT MARY THE VIRGIN

6501 North 39th Avenue

Phoenix, AZ 85019

Position Title: Sexton

Job Type: Non-exempt

Work Hours: Up to 15 hours/week, including evenings and weekends.

Compensation: \$15.15 per hour

Supervisor: Priest in Charge

Overview

St. Mary's Episcopal Church is an inclusive Episcopal Church in the Anglo-Catholic tradition, seeking to be a welcoming, loving, diverse, inclusive, and Christ-centered community. We seek a dedicated and detail-oriented Sexton to care for the Church building and Parish offices, overseeing their cleanliness, maintenance, and general upkeep. This position ensures that our worship space and facilities remain welcoming, safe, and in good working order for our congregation and community members so that the parish can fulfil its mission. The Sexton reports to the Priest-in-Charge and collaborates with church staff and volunteers to support the mission of St. Mary's.

Major Duties and Responsibilities

1. Church Security
 - a. Sexton is responsible for opening the church for services as needed, particularly on Sundays.
 - b. Ensure all doors are locked and lights are out following Church functions at which sexton is present.
 - c. See that safety devices such as fire extinguishers, smoke detectors, and emergency lights are inspected as required. Maintains a log of inspection dates.
2. Cleaning and Maintenance

- a. Responsible for maintaining and cleaning the Church building and parish office, including but not limited to sweeping, vacuuming, mopping, cleaning and stocking bathrooms, dusting, collecting trash and recycling, and taking out the trash and recycling bins for pickup.
 - b. Actively monitor building conditions to identify maintenance and repair needs and communicate them to Rector or Chair of Building and Grounds committee.
 - c. Maintaining the grounds around the church including clearing the grounds of trash and debris and minor landscaping work.
 - d. Perform minor repairs.
 - e. Maintain stock of needed cleaning supplies, submitting purchase requests to Parish Administrator.
3. Worship support
- a. Set up furnishings and supplies as needed for parish events including, but not limited to, worship services and formation gatherings.
 - b. Assist hospitality guild with set up of furnishings and supplies for parish cookouts and coffee hour.
 - c. Assist Altar Guild in preparing space for worship by refilling oil candles, disposing of all dead flowers, cleaning and refilling baptismal font as needed,
 - d. Unlock doors and turn on lights.
 - e. Serve as needed for Weddings and Funerals.
 - i. Responsibilities may include cleaning the Church before the service, ensuring bathrooms are clean and stocked, set up spaces for funeral reception.
 - ii. Compensation for weddings and funerals are paid for by the family at rates established in the Letter of Agreement.
 - f. Assist with teardown after parish events.
 - g. Receive flower deliveries as necessary, and ensure flowers are properly watered and placed for Sunday service.

Working Schedule and Self-Care

1. This is a part-time position.
2. Working hours are arranged with Priest-in-Charge to accommodate responsibilities without need to exceed 15 hours per week on any regular basis.
3. Vacation time, holidays, and days off are expected to be observed to promote physical, mental, emotion, and spiritual health and well-being.

Required Skills and Experience

1. This position involves work in a large range of conditions which may be physically demanding. The Sexton must be able to:
 - a. Lift/Carry/Push weights up to 50 lbs.
 - b. Climb, crawl, stoop, and kneel.
 - c. Tolerate exposure to heat and inclement weather while ensuring proper hydration and individual safety.
 - d. Operate and properly maintain power tools and other equipment as needed.
2. Education, Experience, and licenses
 - a. High School diploma or equivalent
 - b. Able to read, write, and speak English
 - c. Valid Driver's License
 - d. Reliable Transportation, cell-phone, and means of receiving and sending e-mails.
 - e. Familiarity with church settings and a commitment to creating a welcoming environment, especially of transgender and gender non-conforming individuals.

Other Requirements

Successful Candidate must pass a background check and complete Safe Church training through the Episcopal Diocese of Arizona. Position requires work among and with immune-compromised populations, so up-to-date immunizations, including COVID-19 are required.

How to Apply

Please send a resume and brief cover letter to clergy@stmarysphoenix.org. Applications will be reviewed on a rolling basis until the position is filled.

St. Mary's Episcopal Church is an equal opportunity employer and encourages applications from all backgrounds.