

Book	Poplar Springs Baptist Church Policy Manual
Section	3000 Personnel Policies
Title	Church Sexton Job Description
Number	3440
Authority	Article V of Church By-Laws
Adopted	July 11, 2021

1. The Church Sexton reports to the Pastor and the Personnel Committee. This is a part-time position and will require approximately 5-10 hours weekly.
2. The Church Sexton must possess physical and sensory ability necessary to safely and successfully perform duties. This includes:
 - A. The ability to climb steps and ladders as well as to bend, pull and push.
 - B. The ability to move and carry objects.
 - C. The ability to carry and lift up to 35 pounds.
3. The Church Sexton shall have the following weekly duties:
 - A. Unlock and lock doors at church services and special events.
 - B. Control heating and air conditioning temperatures for church services.
 - C. Inspect restrooms for cleanliness between service visits by contracted custodial service.
 - D. Inspect diaper changing areas for trash and diaper disposal following Wednesday and Sunday services.
 - E. Ensure that the Family Life Center is set up for Wednesday night meals.
 - F. Ensure that the yard and walkways are free of trash and debris prior to services.
4. The Church Sexton shall have the following duties as the need occurs:
 - A. Inspect church rooms following special events for cleanliness.
 - B. Set up the Family Life Center and/or sanctuary for special events.
 - C. Clean, fill, and drain the baptistry as needed.
 - D. Provide access to service vendors for repair and service calls if requested by the House Committee.
 - E. Remove stinging insects, spiders, and other pests from near church entrances.

- F. Provide cleaning in unforeseen circumstances that cannot wait for visit by contracted custodial service.
- G. Make minor repairs that the sexton is competent and capable of making after consulting with the House Committee.
- H. Provide inventory of needed bathroom consumables (paper products, hand sanitizer, and soap) to the church office.
- I. Report repair needs to the House Committee.