

**Position Description for Facilities & Grounds Manager (Sexton)**  
**Part-Time, 20 hours**

**St. Paul's Episcopal Church, Brookline, MA**

**Position Summary:**

St. Paul's Episcopal Church is a warm and welcoming community, dedicated to loving God and loving our neighbors, near and far. We seek a dedicated and detail-oriented Sexton to care for the buildings and grounds, 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 visitors so that the parish can fulfill its mission of serving God and our neighbors. The Sexton reports to the Rector and collaborates with church staff and volunteers to support the mission of St. Paul's.

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**Key Responsibilities:**

**Facilities and Space Use (Sexton Responsibilities):**

\* Routine Heavy Cleaning, Yard Work, and Snow Removal will be contracted out to vendors.

- Oversee the general maintenance and cleanliness of the premises, including sanctuary, offices, parish hall rooms, kitchen, basement rooms, and onsite preschool space.
- Perform routine inspections of facilities to identify maintenance needs or safety hazards
- Act as the liaison for external groups using the facilities, ensuring compliance with church policies and contracts.
- Set up and take down equipment and furniture for worship services, concerts, ministry and recovery group meetings, and church events, ensuring all spaces are prepared for use.
- Assist with landscaping and groundskeeping tasks as needed to maintain the exterior appearance of the property.
- Manage waste disposal and recycling efforts in accordance with environmental guidelines.
- Collaborate with other staff members to ensure that all areas meet health and safety standards.
- Respond promptly during regular work hours and paid overtime any requests for cleaning or maintenance from staff or visitors.
- Work with the parish Buildings and Grounds Committee to monitor facilities and grounds for maintenance and repair, and coordinate with vendors for needed repairs and renovations.

**Setup & Preparation for Worship Services and Regular Concerts**

- Prepare the sanctuary for Sunday worship services on Saturday
  - Arrange chairs, hymnals, and hymn number boards
  - Prepare sanctuary space for concerts with the help of other staff and volunteers by clearing the dais of altar & other worship-related furniture
  - Prepare, with the help of other staff and volunteers, the altar, credence table, lectern, prie-dieu, and chairs on the dais for Sunday morning services before 8 am

- Close all doors and secure building after concerts and events as needed
- On Sunday mornings, set up coffee and coffee supplies for the congregation.
- Receive flower deliveries on Fridays at 6 PM
- Ensure flowers are properly watered and placed

### **Supply & Inventory Management:**

- Monitor and order cleaning supplies, including carpet cleaners, bathroom cleaning agents, toilet paper, and paper towels
- Ensure necessary maintenance supplies are stocked and available.
- Track and order tea and coffee supplies for recovery and ministry groups and Sunday coffee hour

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### **Qualifications:**

- Previous experience in facilities maintenance or a similar role is preferred.
- Ability to perform physical labor, including lifting (up to 50 lbs), bending, and standing for extended periods.
- Willingness to work flexible hours, including weekends and some evenings.
- Familiarity with church settings and a commitment to creating a welcoming environment.

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### **Work Schedule:**

- Two weekdays (specific days and times to be determined in consultation with the rector) - 10 hours
- Saturdays daytime - 5 hours
- Sunday mornings and afternoons - 5 hours

### **Compensation & Benefits:**

- Pay: \$25 per hour
- Vacation: 2 weeks paid per year (pro-rated)
- Health Insurance: Pro-rated portion of premium (50%)
- Retirement: Lay Retirement Plan Contribution (401K, 5% Base and up to 4% Match)
- \$50 per month towards mobile phone costs
- Supportive and inclusive work environment within a faith-based community.

To apply, please send:

- Resume with Two References and a brief Cover Letter to **rector@stpaulsbrookline.org**

Applications will be reviewed on a rolling basis until the position is filled.

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