

**Saint Mary's Episcopal Church**  
**3055 Route 6A, P O Box 395**  
**Barnstable MA 02630**

Job Title: Sexton  
Reports to: Parish Administrator  
Effective date: October 2024

The Sexton performs weekly and monthly custodial duties, troubleshoots and performs minor repairs and responds to emergency calls for service; implements setups and takedown for a variety of church activities; works closely with staff to meet the custodial/maintenance needs. Attention to safety and good judgment are paramount.

Key responsibilities include:

- Ensures safety of the church building and grounds
- Cleaning, maintenance and upkeep of church and offices.
- Coordination of outside contractors and scheduling of all service related agreements and repairs.
- Set-up/Clean-up for Sunday fellowship and other events scheduled in the church.
- Open/close memorial burial plots.
- Procurement of custodial and maintenance supplies.
- Must be available to work some hours on religious holidays (Easter, Christmas)

Qualifications:

- High School graduate or equivalent; previous work experience preferred
- General knowledge of building maintenance and upkeep
- Basic carpentry skills
- Basic understanding of mechanical systems such as heating, cooling, and electrical and cleaning equipment, and work on a ladder if needed
- Must be able to lift up to 50lbs, bend over, kneel and squat as needed to clean/repair areas.
- Ability to manage work flow in a timely and efficient manner
- Must pass a background check (CORI and SORI)

Salary and Benefits: This is a part time non-exempt position of 28 hours per week with a schedule of Sunday through Thursday. Hourly wage is \$25/hour. Benefits include paid vacation, paid sick, most paid holidays, and retirement plan. This position does not include health care benefits.

**Please send letter of interest and resume to: St Mary's Episcopal Church, Attn: Parish Administrator, P O Box 395, Barnstable MA 02630 or email at [admin@stmarys-church.org](mailto:admin@stmarys-church.org).**