

CPC Sexton Responsibilities and Duties

Thank you for serving as an event sexton!

A sexton is required of all who rent the building in order to ensure the church's property is clean, safe, and ready for further use. All sextons must be approved by the Servant Leader Board (SLB) prior to the event.

Our sexton fee is \$20/hr, for all building usage, and each hour is billed in full after 15 min. This fee cannot be waived by the SLB, but approved sextons can agree with the renter to serve without pay.

Responsibilities

- Opening the facility, disarming the alarm (if alarm is accidentally tripped, making sure the alarm company does not contact the police)
- Setting the temperature in all rooms that are being rented
- Remaining at the event throughout its duration
- Monitoring the entrances during the event (we have had opportunistic thieves wander into the building when entrances are unattended)
- General cleaning of the spaces rented after the event
- Returning any furniture to its proper location
- Returning thermostat to regular setting
- Turning off lights, arming the alarm, and locking all doors

Note: Renters will be required to pay a cleaning fee so that our regular custodian can ensure the cleaning is sufficient and that the bathrooms are prepared for later church use.