

Title: Church Sexton

2023

Primary Responsibility/Scope:

Provide care for the church building and its contents to help St. Michael's live into her vision of Transforming Hearts through Jesus Christ in the specific area of pastoral and parishioner support.

Responsibilities:

Leadership

- Commitment to the Lordship of Jesus Christ
- Spiritually mature and able to live a positive Christian lifestyle
- Demonstrate calm demeanor; manage smooth transitions; set a positive example
- Directly motivate volunteers and staff
- Lead with integrity, honesty and knowledge that promotes the culture, values and mission of St. Michael's

Qualifications:

Dedicated, devoted disciple of Christ

Strong, well organized with a heart to serve others

Excellent People Skills

An ambassador for St. Michael's

Able to lift up to 50 pounds and climb ladders

Able to work quickly and efficiently when required due to quick turnovers of rooms

Tasks:

Develop and maintain a working knowledge of the set up, arrangement and expectations for the Altar, Pulpit, Reading Desk, Narthexes and Pews.

Maintenance of all church property:

- The Brass: Keep polished; reporting any repair concerns to the Property Manager
- The Candles: Maintain candles; supply and storage
- The Lighting: Maintain lighting; change bulbs and dust
- The Floors and Pews: Mopped, dusted, free of wax or gum
- Dust the dome over the pulpit as needed

Maintenance of the Belser Building, Hewitt Building, and Pentecost House, including vacuuming, mopping, floor polishing, replacing light bulbs, etc.

Event set up and maintenance as needed at The Rectory.

Prepare classrooms and meeting areas, to include setting up tables and chairs. Moving tables and chairs between buildings as needed.

Collect trash and recyclables from offices, meeting rooms, kitchen, and church; take trash and recyclables to the street daily.

Keep books straight and in order. Remove worn or tattered books; reporting needs to Director of Communications

Maintain stock for Welcome Center, South Narthex and nametags

Hang banners in front of the church

Act as Sexton contact for Altar Guild and Flower Guild for weekly and special services (weekends, Weddings, Funerals, Church calendar events etc). Assist as needed

Plan and execute major cleaning three times a year; coordinating with Sexton for Programming and Property Manager

Clean the Furnace Room and Ringing Room once a week

Keep the hangings; change according to calendar and needs. Coordinate and support work schedule for the week, Sundays and weddings with the Sexton for Programming and Property Manager

Create and maintain work routine checklist for Sundays and weddings

Provide back up to Sexton for Programming during time of absence (vacations, illness etc)

Communicate with the Property Manager on each day's agenda

Report stock or inventory needs to appropriate contact

Hours/Time Commitment:

Full Time. One hour for lunch. Hours vary, depending on whether there are scheduled evening activities.

Required to be on campus every other weekend, usually during the morning until lunch time. Required to be present for weddings and funerals.

Coordinate changes to weekly schedule to accommodate for the weekend work schedule so that overtime is kept to a minimum.

Get required approval from the Property Manager or Chief of Administration prior to incurring overtime. Overtime is not paid if not approved prior to being worked.

Provide weekly timesheet to the Property Manager for signature approval prior to submission to the bookkeeper.

Paid Time Off (PTO) is approved by the Property Manager and filed with the Office Manager prior to time being taken.

Education:

High School Graduate

Previous Experience (Volunteer or Professional):

Experience in logistics, cleaning, set-up and organization

Staff Relationships:

Reports to: Property Manager

Church Sexton is required to carry out all requests made by the Property Manager, Chief of Administration and the Rector.

Peers: Sexton for Programming, Housekeeper



Statement of Faith of St. Michael's Church, Charleston, South Carolina

St. Michael's Church (the Parish) is an Anglican congregation in the Diocese of South Carolina. Our Vision is to "transform hearts through Jesus Christ." We are committed to the fulfillment of our vision by way of mission to our Homes, the Holy City, the Hurting Coast and the Hungering World. As the Vestry of St Michael's Church in the Diocese of South Carolina, we ascribe to the following as our core doctrine:

A belief in the Triune God: Father, Son and Holy Spirit; three distinct persons co-equal in glory and coeternal in majesty and of one substantial Godhead, such that there are not three gods but one God;

A belief in the Holy Scriptures as divine revelation, trustworthy, carrying the full measure of His authority, containing all things necessary to salvation, and to be submitted to in all matters of faith and practice of life;

A belief in the One Savior of mankind, Jesus Christ, who in His person is both fully God and fully man; of one substance with the Father as regards His Godhead, and at the same time of one substance with us as regards His manhood;

A belief in the perfect obedience of Christ; His true and actual suffering, his substitutionary and atoning death on the cross, and His bodily resurrection and ascension as the only means given for our salvation and reconciliation with God;

A belief in faith alone as the only grounds for the merits of Christ being imputed to us for our justification before God (justification by grace alone through faith alone in Christ alone), leading to good works empowered by the Holy Spirit;

A belief in the consummate return of Jesus Christ in glory to judge the living and the dead, and a belief in the bodily resurrection of the dead and their entrance into either eternal damnation or everlasting blessedness;

A belief in the one, holy, catholic, and apostolic Church as those souls that have been redeemed entirely by the work of Christ and called out of bondage into freedom, out of darkness into light, out of error into truth, out of death into eternal life;

A belief that historic Anglican polity organizes the visible Church under the offices of Bishop, Presbyter and Deacon. Furthermore, the Church exists to worship the Triune God and to lift up the Savior Jesus Christ before all people through the faithful preaching and teaching of the Gospel, through prayer, and through the faithful administration of the sacraments of Baptism and the Lord's Supper (Holy Communion, the Eucharist);

A belief in the Nicene and Apostles' creeds as accurate representations of the essence of the Christian faith, and affirmation of the (39) Articles of Religion as a coherent and concise expression of Anglican doctrine.

Further:

We believe Christians are called beyond mere church membership to the lifelong journey of discipleship, learning to faithfully live what God has revealed about us (Matthew 7:24-29, Mark 8:34-36, Galatians 5:22);

We believe all people are created in the image of God, who wonderfully and immutably creates each person as genetically male or female. These two distinct complementary genders reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is in conflict with this created-ness and is inconsistent with our beliefs;

In the Church, we believe marriage is the uniting of one man and one woman in Holy Matrimony, a single, exclusive, lifelong union, as delineated in Scripture (Gen 2:18-25; Mark 10:1-9). This covenanted relationship signifies to us the mystery of the union between Christ and his Church, reconciling and re-uniting two complements. God's good intention for us is that sexual intimacy is to occur only between a man and a woman who have entered into this marriage covenant. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) For the blessing and protection of the bond of marriage, our families, and particularly our children, God has commanded that no intimate sexual activity be engaged in outside of marriage (as previously defined as being between a man and a woman);

Because God is the one who has ordained and ordered marriage according to His good purposes, the Parish will only recognize and solemnize a marriage that is between a man and a woman. The facilities and property of the Parish shall only host weddings between one man and one woman;

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11);

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Parish.

Finally: This statement of faith does not exhaust the extent of our beliefs. The Bible is the trustworthy Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind. For purposes of the Parish, in faith, doctrine, practice, policy, and discipline, the Bishop is the final interpretive authority on matters of doctrine and their application;

In order to preserve the function and integrity of the Parish as the local Body of Christ, and to provide a biblical role model to both parishioners and the community, it is imperative that all persons employed by the Parish in any capacity, or who serve as leaders, agree to abide by this Statement of Faith. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22.);

We celebrate and stand for the unchanging truth of the gospel as centered in the grace of Jesus Christ, in the gift of biblical revelation, and the moral vision expressed in historic, Anglican Christianity.