

## First Religious Society, Unitarian Universalist Newburyport, Massachusetts

The First Religious Society is seeking a Sexton to be caretaker of its historic buildings and property in downtown Newburyport as well as to be an overseeing and nurturing presence within the church. The ideal candidate will live nearby, will be experienced at custodial and cleaning tasks, as well as light repairs and light grounds keeping, and will be available to set up rooms for meetings and to help those with weddings and memorial services.

We strongly desire a person who can make a commitment to our operations by being available both at regular hours and on call. Ideally, the candidate should also be an experienced team player who will work well with volunteers and staff.

The Sexton position is expected to require an average of 30 hours a week over the year, some weeks more than that during the church year (September - June) and considerably fewer hours during the summer. This non-exempt, hourly position offers competitive salary and benefits, including health care coverage and a generous retirement plan. The position is available now.

Letter of inquiry should include:

- Educational and vocational background
- Previous positions and duration of appointments
- References, optional at time of application

Please letter of inquiry by e-mail or regular mail:

John Mercer, FRS Business Administrator  
First Religious Society in Newburyport  
26 Pleasant St.  
Newburyport, MA 01950  
[frsuu@netway.com](mailto:frsuu@netway.com)  
(978) 465-0602

See the abbreviated job description on the next page.

## Position Description Sexton

Position Status: 0.75 FTE, Non-Exempt. Over the year, the Sexton position requires an average of 30 hours a week. The Sexton will receive an additional fixed fee for duties associated with weddings, funerals and other special events. Presently, this fee is set at \$100.

### **On-site Work Expectations**

In addition to regularly scheduled work hours, the Sexton is expected to be on-site as needed to provide support for meetings, special events, weddings and funerals. The Sexton is also expected to be available on call for emergencies.

### **Position Description**

The Sexton is responsible for the appearance, cleanliness, maintenance and security of the buildings and grounds of the First Religious Society of Newburyport.

### **Core Responsibilities**

1. Keeps the buildings clean, attractive and well maintained.
2. Maintains the attractiveness, cleanliness and safety of the walkways and grounds around the building.
3. Sets up and takes down the sanctuary and rooms as needed.
4. Allows access to FRS facilities to subcontractors, vendors, and tradesmen and orients them to the facility and the work required. Checks the work and the property after the work is completed.

### **Administrative Responsibilities**

1. Monitors and reports on areas in the buildings or on the grounds that are in need of maintenance.
2. Operates, manages and maintains the appropriate equipment.
3. Orders cleaning articles, paper towels, toilet paper, and deodorant spray as needed.
4. Performs minor repairs.
5. Assists the Building and Grounds Committee in setting up the work schedule for church clean-up days.

### **Collaborative Responsibilities**

1. Communicates and collaborates with staff and volunteers on facility needs and uses.

2. Is available on call to take care of emergencies.
3. Attends monthly Building and Grounds Committee meetings to keep committee members informed of property and facility needs and status.
4. Performs other administrative duties and responsibilities as required or assigned.

### **Required Knowledge, Skills and Abilities**

- Ability to work effectively and collaboratively in a team with staff, volunteers and other facility users.
- Ability to organize, manage and carry out tasks in a timely manner.
- Ability to lift a minimum of 40 pounds and to have complete mobility.
- Knowledge of basic mechanical functions of a large non-residential building.

### **Salary**

The hourly wage for this position is from \$11.50 to \$13.50, depending on experience. Special services and events such as weddings and memorial services are separately compensated. We offer a generous program of benefits including health and life insurance and a retirement benefit.