

**Park Street Church**  
**Facilities Sexton**  
**Job Description**

Park Street Church (“PSC”), founded in 1809, is a large thriving church in downtown Boston, with a membership of 800 and about 25 staff members. We are a diverse community of people whose mission is to make disciples of Jesus who become like him together. We believe and are united by the good news that Jesus is Lord. Our common life together is fueled by the joy that God has been so good to sinful and broken people like us, bringing us forgiveness, healing, and salvation—new life! Our response to God’s gift is to follow Jesus on the way of the cross, the way of love. This means that our life together—embodied in nine Regional Fellowships—consists of growing in loving God, loving one another, and loving our neighbors, and we regularly feed upon the word of God, the Bible, to inform and guide us in this way of love. We are committed to life-giving biblical proclamation, to transformative relationships with one another across the diverse generations and ethnicities that are found in our community, and to faithful worship of the triune God. Our mission and life are shaped by our location in the heart of the city of Boston and by a longtime passion for mission across the world.

Our staff are committed to serving one another as we serve Christ and to growing to greater maturity in Jesus. We meet weekly for a time of prayer and engagement in the Scripture. In our teammates we value godliness, collaboration, excellence, courage, and a commitment to healthy relationships.

**Overview**

The Facilities Sexton is responsible for the appearance, cleanliness, maintenance and security of the building and grounds of Park Street Church.

**Accountability**

The Facilities Sexton will report to the Facilities Manager and/or Assistant Facilities Manager on all aspects of the job.

**Responsibilities**

The Facilities Sexton will be responsible:

1. For keeping the building clean, attractive and well maintained, inside and out.
2. For setting up and taking down the sanctuary and rooms as needed for classes and meetings.

3. For conducting him or herself in a respectable manner, while on duty or in the vicinity of the church premises or acting on behalf of the church.
4. For opening and closing the buildings except when other persons are authorized to do so. Also, for adjusting thermostats and lighting.
5. For inspecting and cleaning sanctuary, classrooms and rest rooms.
6. For removing snow and ice from stairs and walks as needed.
7. For replacing light bulbs and fluorescent tubes.
8. For removing rubbish from the premises for proper disposal.
9. For performing minor repairs and reporting needs for major maintenance to the Facilities Manager.
10. Assisting with routine computer-related tasks including assisting with energy monitoring/conservation management
11. For performing other tasks and responsibilities as assigned by the facilities manager
12. For notifying the Facilities Manager when illness or other emergency might prevent the performance of scheduled duties.

### **Job Skills and Requirements**

1. Enthusiastic willingness to serve Christ and His church.
2. Successful completion of background criminal check at the time of initial hire.
3. Regular timely attendance during stated or negotiated hours.
4. Ability to communicate with staff and volunteers on facility needs and uses.
5. Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.
6. Must possess the ability to make independent decisions when circumstances warrant it.
7. Must maintain care and use of supplies and equipment and make regular inspections of the building areas.
8. Must be able to manage time and multiple tasks and projects.
9. Must be in good general health.
10. Must function independently, have flexibility, personal integrity, and the ability to collaborate effectively with the pastors, office staff, members, and visitors, and patience and perseverance as needed.
11. Must maintain Park Street Church membership, with encouragement to become involved and participate in the general life and ministry of the church.

### **Other Requirements**

The Facilities Sexton must agree with the PSC statement of faith and all PSC policies.

July 2024