

Sexton Position Description
St. James Episcopal Church, Woodstock, Vermont

I. JOB SUMMARY

The purpose of the Sexton is to keep St. James' building clean and orderly; perform basic preventative maintenance and repairs; set up church/rooms for use as needed.

II. GENERAL RESPONSIBILITIES:

- Cleaning of church building, to include the nave, restrooms, upper and lower parish halls, and offices.
- Taking out trash and recycling
- Maintaining supplies of cleaning solutions, ice melt (seasonal) and paper goods.
- General maintenance, to include changing light bulbs, installing storm windows (seasonal), and minor repairs.
- Setup and cleanup for special events (for example: weddings, funerals, parish lunches) as required.
- Other duties as assigned

III. GENERAL REQUIREMENTS:

- High school diploma or equivalent
- Ability to communicate clearly
- Ability to work as part of a team
- Physical requirements include lifting, pushing, occasionally climbing a ladder

IV. HOURS & COMPENSATION:

- This position is approximately 10 hours per week, with the possibility of additional hours as needed. Pay range is \$20-\$22 per hour, with the ability to earn extra for weddings and funerals. No benefits will be offered.
- The successful candidate will be required to complete a background check and Safe Church training as required by the Episcopal Diocese of Vermont.

St. James Episcopal Church
2 St. James Place
Woodstock, Vermont 05091

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that, if I am offered employment, in accordance with policies of the Episcopal Diocese of Vermont, I will be required to pass a background check and complete training on Safe Church misconduct prevention practices.

Signature: _____ Date: _____