



# St. Stephen's Episcopal Church

## Employment opportunity: Sexton

St. Stephen's Episcopal Church in Richmond, Virginia is a large, vibrant church engaged in a broad range of ministries and activities for the parish and the larger community. Our sextons are key members of the church staff and work as a team to maintain and prepare our buildings and grounds for these activities. Their work is crucial to our ministry of hospitality.

We seek a person to join this dedicated team. The successful applicant will possess:

- Basic knowledge and skills with routine repairs and maintenance including painting, cleaning, plumbing, electrical, carpentry, as well as a workable knowledge of HVAC system controls.
- Ability to lift, at minimum, 50 to 75 pounds multiple times per day, as well as regular bending and climbing multiple size ladders daily.
- Ability to follow directions and complete tasks in a timely manner.
- Ability to make independent decisions.
- Ability to handle a variety of changing duties and assignments throughout the day.
- Ability to handle multiple maintenance repair projects.
- Ability to work flexible hours, including overtime and holidays.

Sextons report to the Director of Facilities and Operations.

An extensive description of responsibilities is available [here](#).

Benefits include options to participate in group medical insurance with a formula for the employee sharing premium costs, and dental insurance with the employee paying the full premium cost; a retirement savings program with an employer match; and paid leave.

To apply, send an email with your resume to David Ellis, director of facilities and operations, [dellis@ststephensRVA.org](mailto:dellis@ststephensRVA.org). The position is open until filled.

*St. Stephen's Church is a community of hospitality, healing and hope, sharing the love of Christ.*

6000 Grove Avenue Richmond, VA 23226 | 804.288.2867 | [ststephensRVA.org](http://ststephensRVA.org)