



St. Stephen's
EPISCOPAL CHURCH
RICHMOND, VIRGINIA

Sexton Job Description (February 2026)

Job Title: Sexton, Part-time (Facilities Staff)

Reports to: Director of Facilities and Operations

Job Summary

The sexton is a caretaker of church buildings, furnishings, and grounds and is responsible for the operation and maintenance of building systems and equipment. This position coordinates completion of repair and maintenance requests as well as routine preventive maintenance as scheduled. The sexton is the primary person onsite for both security and medical emergencies.

The sexton job is primarily responsible for all event set ups, including regular Sunday services, special services such as Christmas, Holy Week, and Easter, and funerals, weddings, and committal of remains in the church's Memorial Garden.

Key Responsibilities

- Open and close the building.
- Set lighting and temperatures throughout the building as needed.
- Inspect and maintain the overall appearance of the campus, including all buildings and grounds, and ensure that the premises are always clear and safe.
- Respond as needed to all alarms; assist facility manager with after-hour alarms.
- See that all safety equipment including smoke detectors, fire alarms, AEDs, fire extinguishers, elevators, and emergency lights are properly functioning. Report any outages discovered.
- Perform routine repairs and maintenance including plumbing and electrical. Report need for contractor repairs.
- Assist facilities manager and outside contractors with onsite repairs and maintenance.
- Replace lightbulbs and all paper products.
- Remove trash from all interior and exterior trash containers.
- Perform required set/takedown of tables and chairs for scheduled meetings and events.
- Maintain loading dock and alley in safe and clean manner.
- Use all tools, equipment, and appliances including commercial dishwasher, washer and dryer, and lift, as well as power tools including power washer, drills, and the like.

- Maintain positive communication with other staff members, parishioners, and guests onsite.
 - Adhere to all church employee policies and procedures.
 - Assist in preparing supply orders.
 - Maintain all supplies and equipment in a neat and organized fashion.
 - During winter weather, assist in cleaning and de-icing walkways around the premises. Assist snow removal contractor as needed.
 - Handle a wide variety of cleaning chemicals in a safe and proper manner.
 - Work closely with onsite contract security to respond to disruptive guests and other emergencies that arise.
 - Handle basic AV needs (both audio and video).
 - Handle any other duties assigned.
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Knowledge/Skills/Abilities:

- 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 weekends and holidays.