

# WEST CONCORD UNION CHURCH

Job Description: Sexton

July 2022

The Sexton facilitates gathering and fellowship of the congregation through set-up and clean-up.

## Hours & Expectations:

- Up to 4 hours/week on Sunday mornings (8:30 a.m. -12:30 p.m.) plus up to 4 additional hours per month for planning and supervision.
- Additional hours for special events such as memorial services, weddings, or other special events as mutually agreeable.
- If there is interest, this work could be combined with cleaning for a more substantial position.

**Pay Rate:** \$20/hour

**Reporting Relationship:** Reports to the Pastor.

## Essential Functions:

1. Work with staff and volunteers to move furniture as needed in the sanctuary and throughout the building.
2. Prepare kitchen and serving areas for food and drink service; clean up the kitchen and serving areas afterwards.
3. Check the building for any obvious small clean-up needs and address them.

## Core Competencies:

1. Reliable and attentive to detail.
2. Capable of comfortably moving chairs, tables, and other items around the church.
3. Welcoming, positive, and sensitive to a variety of abilities and needs when communicating.
4. Respectful of all community members, including folks of diverse identities and expressions (gender, race, culture, sexuality, ability, and more).
5. Independent and collaborative worker.

**Who we are:** WCUC is an inclusive, creative Christian community that empowers spiritual renewal and community engagement. We offer a warm welcome to folks of all identities, expressions, and abilities. WCUC is located at 1317 Main Street in West Concord, MA. We are within short walking distance of the commuter rail and located just off Route 2 for easy access by car. Learn more about our community at: [WestConcordUnionChurch.org](http://WestConcordUnionChurch.org).

**How to Apply:** Please send a letter of interest, resume, and contact information for two references to [wcuc.office@gmail.com](mailto:wcuc.office@gmail.com) or by mail to 1317 Main Street, Concord, MA 01742. Please respond ASAP or by October 15<sup>th</sup>. Call 978-369-6309 with questions.