

Sexton Job Description (approximately 20 hours per month)
Community Mennonite Church of Lancaster
Revised: August 11, 2026

Responsibilities:

Every evening

- Visually inspect the church property – 328 & 332 W. Orange St., 311 W. Grant St. Ste. 1:
 - check that all lights have been turned off and that all doors and windows are locked
 - be alert for signs of leaking water, candles or other items left burning, and unusually high or low temperatures
 - verify in Grant St. that the fan speed is set to auto and temperature is set to 85° in summer and 60° in winter on the thermostat hanging on the wall west of the restroom door
 - verify the vertical platform lift (VPL) platform is at the sidewalk level (if the VPL is not at the sidewalk level, check the building to be sure that no one needing to use the VPL is still present.)
 - Verify the VPL is turned-off at the sidewalk and vestibule control stations
 - Verify both doors are locked
 - Verify that the small brass key is hanging on the door frame edge inside and south of the CE lobby doors.
- Close shades in the sanctuary & Grant St. Ste.1 and blinds in Parrot Gallery

In preparation for Sunday morning worship

- Pick up trash around the building and in the parking lot
- Clear debris from sidewalks and patio behind the annex (CMCL to provide a leaf blower)
- Straighten chairs in the sanctuary and pick up old bulletins and trash
- Unlock the following specified doors per the timing noted:
 - Unlock the north Concord St. (Parrot Gallery) door close to the mail boxes 45 minutes before the start of the service with the hex key hanging on south door frame.
 - Verify that east CE vestibule door is unlocked 30 minutes before the service starting time. (Lock status of the east door is operated electronically by the access control system. The east door crash bar cannot be manually dogged open with the hex key.) If the east door is not unlocked by the scheduled time, unlock the west door and hang the “use other door” sign, stored on the vestibule window ledge, on the hook on the east door. Use hex key hanging on door frame edge inside and south of the CE lobby doors. Notify the facilities committee chair if the east door did not unlock.
- Check thermostats, i.e. not turned off or set to continuously unoccupied
- Turn on ceiling fans in sanctuary during heating season to move heat down from ceiling
- Turn on lighting in sanctuary, conference room, Parrot Gallery, and all halls & stairwells (not classrooms)
- Open shades in sanctuary and blinds in Parrot Gallery

Following Sunday morning worship

- Empty trash from the Gathering Place and 311
- Check that all windows are closed and locked, including 311

- Retrieve the sandwich board sign, directing people to the Parrot Gallery door, from the landing outside the sanctuary's Orange St. doors and store it in the ushers' closet.
- Lock doors and turn off lights at 328 & 311
- Turn off ceiling fans in the sanctuary
- Verify the VPL platform is at the sidewalk level (if the VPL is not at the sidewalk level, check the building to be sure that no one needing to use the VPL is still present.)
 - Turn off the VPL at the vestibule and sidewalk control stations
 - Verify both doors are locked
 - Return the small brass key to the door frame edge inside and south of the CE lobby doors.

Weekly

- Collect recycled materials from two containers in 328 and one in 311 and move to recycling tote
- Move the trash and recycling totes to and from the curb as required for pickup on collection days
- Move yard waste bags to curb as required for pickup per city schedule, not weekly.
- Water potted plants in the Ch Ed courtyard, on front stoop, and inside the building. During extreme hot and dry summer periods more frequent watering of the outdoor potted plants may be required.

As needed

- Remove snow from sidewalks, stairs, and ramp at 328, 332, and 311 including trash tote path to street
- Spread ice-melting compound on sidewalks, stairs, and ramp as needed
- Mow memorial garden grass
- Pick up and bag leaves
- Keep parking lot clear of debris which will clog porous pavement
- Remove flagpoles (if flags are on display) located on Orange St. side of main building during high wind alerts. Monitor weather service for high wind alerts.

Special CMCL events

- Turn on 3-hour HVAC override
- Perform the same duties as on Sunday morning

Compensation

The Sexton is an employee of the church and is paid every two weeks.

Vacation

Because the majority of the duties to be carried out by the Sexton are on the weekend, the expectation is he/she will be available on all weekends with the exception of 6 weekends off per year. Whenever the Sexton will be on leave, he/she is expected to inform the director of church administration and facilities committee chair two weeks in advance.

Accountability

The Sexton reports to the Facilities Committee, with supervision of daily tasks by the Facilities Committee chair.