

South Church, UCC, in Kennebunkport, [an open & affirming congregation] is seeking a part time Sexton

Duties include: Assist in creating a welcoming and safe environment for all church members, visitors and employees as well as general security during the arrival and departure of parishioners and guests from the church building on Sundays. Secure building(s) upon leaving, including setting alarm(s). Light cleaning and building chores, including regulation of thermostats, furnace monitoring, ordering of appropriate supplies and proper handling of rubbish and recycle. Repair of minor property damage including broken windows, locks, paint touch up and other minor damage or breakage. Work closely with other employees and attend staff meetings as scheduled. Monitor and maintain Tower Clock (built and installed by Aaron Willard JR. in 1824) which includes climbing steep steps into the steeple for regular winding. Set-up for and staffing of recurring events and meetings, as well as for special gatherings, such as receptions, special services, and exhibits.

Minimum qualifications: Physically able to lift and carry items up to 50 lbs.; work from a tall ladder; kneel, squat, climb, and stand to perform duties. Utilize basic tools necessary to perform the duties of this position. Practice good interpersonal skills and work well with others.

Hours/Pay: Twenty hours per week, with Sunday morning/early afternoon a required day. Remaining hours flexible but regularly scheduled. Additional hours may be necessary for special events. Starting pay: \$21.00/hour.

This position reports administratively to the Minister but also works closely with the Property Manager(s) of the Church as well.