**Job Description for MHCC Sexton**

**Hours:** As needed for special events. Typically, 5 hours. The Sexton will be scheduled by the church administrative assistant in consultation with the chair of the Property committee.

**Compensation:** $15/hr. with any overage charged to the event.

**Funding:** Outside events are charged a variety of fees. A $75 fee for the Sexton will be added to the list of fees with any time over 5 hours billed at $15/hr. Some events, such as member memorial services, may not be paying a fee. In this case, the Sexton fee would be paid out of the General Fund.

**Responsibilities:** The Sexton is responsible for:
- opening the building
- answering questions
- knowing where things are and providing access as needed
- enforcing church policies and rules
- emergency contact
- being onsite for the duration of the event
- ensure the building is restored to “as found”
- close and secure the building at the end of the event

The Sexton is not a laborer for the event. At their discretion they can provide assistance.

If interested, please email your interest to Personnel Chair Clayton Cunningham at personnel@midwayhills.org.