

Parish Sexton

ST. JAMES EPISCOPAL CHURCH

About St. James Episcopal Church

St. James Episcopal Church is a growing, welcoming parish rooted in the love of Christ and committed to worship, formation, fellowship, and service in the Lake City community. We are seeking a dependable and self-motivated Church Sexton to help care for our campus and ensure our facilities are clean, safe, and prepared for worship and ministry.

Position Overview

This is a part-time position (20 hours per week) with a flexible schedule.

The Parish Sexton is responsible for the cleanliness, appearance, and basic maintenance of the church campus. This role ensures that our buildings and grounds are prepared for worship services, formation classes, meetings, and parish events. The Sexton works closely with the Junior Warden and church staff to support the daily life and ministry of St. James Episcopal Church.

Responsibilities

- Clean and maintain the church campus, including the sanctuary, parish hall, offices, restrooms, and grounds
- Prepare spaces for worship services, meetings, classes, weddings, funerals, and special events
- Perform routine building maintenance and minor repairs
- Monitor facilities and grounds for safety, cleanliness, and maintenance needs
- Assist with setup and seasonal preparations for church events and ministries
- Coordinate maintenance needs and campus support with the Junior Warden
- Help ensure the campus remains welcoming, orderly, and ready for ministry

Qualifications

The ideal candidate will:

- Be called to serve through the stewardship and care of the Lord's house
- Be self-motivated and able to work independently with minimal supervision
- Be dependable, punctual, organized, and attentive to detail
- Be able to interact graciously with parishioners, volunteers, vendors, and visitors
- Be physically able to perform routine cleaning and maintenance tasks, including lifting and moving supplies and equipment
- Be able to successfully pass a background check

Experience in custodial work, facilities maintenance (electrical/plumbing/mechanical/carpentry), or general property care preferred.

Benefits

- Flexible work schedule
- Paid time off
- Retirement plan eligibility
- Supportive and welcoming church community
- Meaningful work that directly supports the worship, ministry, and outreach of St. James Episcopal Church

How to Apply

Interested candidates may visit our website (stjameslakecity.org, under “Employment”) to download an application. Applications may be returned to the Parish Office, or emailed to stjameslcoffice@gmail.com. *You may instead opt to send your resume and cover letter directly to the rector, rector@stjameslakecity.org*

Benefits:

- Flexible schedule
- Paid time off
- Retirement plan

Work Location: In person