



FULL-TIME SEXTON

St. Stephen's Church in Edina is an active faith community with stone and glass facilities located along the Minnehaha Creek at 50th Street and Wooddale Avenue. The church is seeking an experienced individual to care for facilities, to manage maintenance and facilities renovation projects, coordinate with vendors and contractors, and to provide custodial services. The Sexton collaborates with a team of church program ministers, ensuring that the buildings and grounds support the overall programs and ministries of the church.

Hours Weekly: Full Time; on average 40 hours weekly

Schedule: Includes weekly Sunday morning and Wednesday evening work hours; occasional weeknights for special events and services throughout the year; Sexton needs to flex to church event schedules

The Sexton will serve on average forty hours weekly to manage all aspects of property maintenance, facilities upgrades, and custodial care. Although the Sexton need not be a member of the church, the Sexton is considered a part of the church ministry team and will be present to support the church on Sunday mornings year round and Wednesday nights September through May, as well as during holiday services and occasional special events. The Sexton is responsible for snow removal from the premises, and is the leader of the church Response Team for weather/snow/flood emergencies, elevator malfunction, and break-in or vandalism.

The successful candidate will have appropriate experience, can perform simple, routine, and general facilities maintenance and repair and holds (or is willing to immediately acquire) up-to-date certifications for boiler inspection in accordance with Minnesota state regulations.

The Sexton reports to the Rector (the senior pastor of the church) in collaboration with the chair of the Properties Committee. The Sexton supports the program of the church Properties Committee and attends their meetings.

Competitive salary with pension plan, health/dental insurance, paid leave.

To apply, send e-mail resumé and cover letter describing your experience to:

Deen Hubin
dhubin@ststephens.com

or, if necessary, mail to 4439 W. 50th St, Edina, MN 55424