

Custodian of South Blendon Community Church

Sec. 1 - General Responsibilities

The Custodian is responsible for keeping the building and grounds of South Blendon Community Church clean and in good working condition. This will include all regular and seasonal cleaning of the church and surrounding grounds and basic repairs to the equipment and structure of the church buildings.

Sec. 2 - Qualifications

The Custodian must:

- A. Give evidence of a vital and dynamic relationship with Jesus Christ.
- B. Be in hearty agreement with the three basic goals of South Blendon Community Church:
 - 1. To build an authentic community of believers
 - 2. To nurture believers in the Body of Christ
 - 3. To actively seek to bring the lost to Christ
- C. Be fully committed to the ministry of South Blendon Community Church.
- D. Be physically able to organize, manage, and do the work to clean the church building and grounds and be physically able to organize, manage, and do minor repairs and preventative maintenance on the church building and grounds.
- E. Be a self-starter who takes initiative in completing the work outlined in this job description and Task List, as well as have the ability to assume a leadership role as part of a staff ministry.
- F. Be 18 years old or older and comply with the workman compensation law.
- G. Be able to deal with people graciously as a representative of Jesus Christ and South Blendon Community Church.
- H. See this position as a ministry within the church.

Sec. 3 - Accountability

- A. The Custodian is directly accountable to the Senior Pastor and ultimately accountable to the Consistory.
- B. The Custodian shall have a performance review and an evaluation of their job description once a year. A report will be presented to the Consistory upon completion of the review.
- C. The Custodian will be an active member of the Administrative Team and must work cooperatively with the Senior Pastor and the other members of the paid staff.
- D. The Staff Relations Committee shall serve as the resource for any problems, difficulties, or grievances. If the Custodian feels uncomfortable with expressing a problem with the Staff Relations Committee the Custodian may address any problems thru the elder or deacon that work with any of the ministry teams.

Sec. 4 - Specific Responsibilities

The following responsibilities are a guide for the work of the Custodian. The nature of this position is such that every detail cannot be covered and other duties that are appropriate for the Custodian may occur. Basic expectations are covered in the Custodial Task Lists (Weekly, Monthly, Annually and as-needed). Additionally, the Custodian will:

- A. Attend to the following matters before all church services.
 - 1. Clocks accurately set.
 - 2. Programs properly placed.
 - 3. Water in the pulpit and baptismal font.
 - 4. Any reserved seating marked and the greeters notified.
- B. Be expected to show cooperation to those persons authorized to use the buildings and equipment. Any proper and reasonable request for service is to be complied with.
- C. Will be expected to open and close the church buildings at the proper time before and after all church meetings. The church building is to remain open 30 minutes following scheduled Sunday services and Wednesday night activities. Closing up the building requires that all windows and entrance doors be closed and locked and all lights turned off.
- D. Be on the premises during all worship services, family night activities, special activity events and funerals without additional compensation.
- E. Be on duty for all wedding rehearsals, weddings, and wedding receptions. Remuneration will be made according to the current wedding policy.
- F. Be expected to enlist a substitute to be in attendance while on vacation.
- G. Be alert to any uncommon task and be prepared to take care of them or secure help from the Building and Grounds ministry team.

Sec. 5 - Benefits

- A. Salary and work hours
 - 1. The hourly wages of the Custodian shall be reviewed annually by the deacons and approved at the annual congregational meeting.
 - 2. Compensation is to be paid bi-weekly.
- B. This position is intended to be for no more than 29 hours per week.
- C. Vacation
 - 1. 1-3 years employment = 1 week paid vacation (29 hours)
 - 2. 4-7 years employment = 2 weeks paid vacation (58 hours)
 - 3. 7+ years employment = 3 weeks paid vacation (87 hours)
 - 4. These vacation periods are not cumulative and cannot be carried over from one year to the next, except with the permission of Consistory.
 - 5. Vacations should be planned and scheduled with other members of the paid staff to ensure that all members of the paid staff are not away at the same time. Vacation time need not be taken in weekly increments. The Custodian may take single days of vacation if necessary. The pay rate for a single day of vacation will be the same as a regular days pay.
 - 6. All vacation requests must be approved by the Senior Pastor. The Custodian must find a replacement while on vacation. The church will pay a custodial replacement for up to the amount of time based on years of employment during the fiscal year. Any additional custodial replacement time will be paid for by the church from the Custodian's salary.
- C. Other Benefits
 - 1. The Custodian will receive no paid time for personal illness, holidays or bereavement.