

Old North Foundation and Old North Church Job Description: Sexton

The Organization

The enduring fame of Old North Church began on the evening of April 18, 1775, when church sexton Robert Newman and Vestryman Capt. John Pulling, Jr. climbed the steeple and held high two lanterns as a signal from Paul Revere that the British were marching to Lexington and Concord by sea across the Charles River and not by land. This fateful event ignited the American Revolution. Old North Church is Boston's oldest surviving church building and welcomes 150,000 visitors each year as one of the Freedom Trail's most visited historical sites.

The Old North Foundation (ONF) promotes the values of freedom, liberty, and civic engagement through the interpretation and preservation of the Old North Church, an enduring symbol of American independence. The Foundation serves a wide audience by creating meaningful experiences through educational outreach, site-specific programming, and historical analysis. The Old North Foundation of Boston, Inc. was established in 1991 as a 501(c)(3) non-profit organization independent of Christ Church in the City of Boston (the Episcopal congregation of Old North Church). The Sexton position supports both organizations.

Job Description

The Sexton is required to live on the Old North campus, and is responsible for all aspects of the maintenance, routine repairs, and cleaning of the four buildings and grounds of the Old North Church & Historic Site. The Sexton will supervise a part-time Facilities Assistant, and coordinate outside contractors for all matters of maintenance outside of his/her purview.

The Sexton position is a full-time, year-round role that includes on-site housing, utilities, and a cell phone in addition to a \$40,000 annual salary. The Sexton is an employee of the Old North Foundation for the purposes of payroll, benefits, and supervision, and reports to the Director of Retail Operations. Christ Church (Old North Church) provides housing. The role includes significant responsibilities that support the needs of the congregation, and as such, the Sexton works closely with the Vicar on an ongoing basis.

Responsibilities Include (but not limited to):

- Ensuring that the church, its contents, and the grounds are secure. Address all security and alarm issues. Manage codes, keys, alarm signals and maintenance of the alarm system. Responsible for removal of intoxicated, unruly, and/or disrespectful persons. Available on call to provide access to one or more buildings.
- General maintenance including: pew repair, brick repair, lock repair, boiler upkeep, and basic plumbing and electrical work.
- Coordinate outside contractors such as plumbers, electricians, architects and masons, oversee their work, and coordinate schedules.
- Providing physical and logistical support for religious services, including weddings and funerals. Weddings and associated rehearsals are subject to additional compensation of \$250.00 paid by the church.

- Set up and break down for events, meetings, and special programs. Additional compensation is paid for selected rental events (\$250. paid by client).
- Oversee the annual brass polishing event and the greening of the church at Christmas.
- Supervise Facilities Assistant in tasks such as the cleaning of four buildings on campus, laundry, and maintaining supplies in the restrooms in all buildings.
- Snow removal. Snow removal that takes place after hours and on Sexton's days off is compensated separately. (\$25.00 per hour)
- Responsible for exterior grounds maintenance, pest control, and trash storage/removal.
- The Sexton is a public facing role. This individual must maintain friendly and positive interactions with visitors, congregants, and other guests. He/she is a representative of both the church and the foundation, and may occasionally be asked to be photographed, filmed, and speak with the media.

Skills and Qualifications

- Basic carpentry, electric, and plumbing skills
- Ability to communicate clearly with colleagues
- Ability to prioritize and manage his/her time wisely
- Ability to work well on a team, be flexible, and resourceful
- Appreciation for the church's religious and historic significance
- Ability to work on your feet for several hours at a time, climb several flights of stairs, navigate small spaces, be comfortable on tall ladders, and lift/carry up to 75 pounds
- Proof of full vaccination required
- Position requires complete background check (both CORI and SORI) and the completion of several modules of online "safe church" training

Job Type: Full-time

Salary: \$40,000 / year

Compensation and Benefits: ONF offers its staff a robust compensation and benefits package including health and dental benefits, long-term disability and life insurance, and a retirement plan with an employer match.

The provided housing is located on the Old North Campus in the historic Clough House overlooking the Paul Revere Mall. The unit is a one bedroom apartment on the third floor. The unit is move-in ready. No work can be done to the unit without prior approval

The sexton can have a dog or cat in the apartment with board approval.

To apply:

Please apply for this position by emailing a summary of your qualifications, including employment history over the last 5 years, to jobs@oldnorth.com. Applications will be accepted until the position is filled.

The Old North Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.