

# Custodial Minister (Sexton)

SAMPLE MINISTRY DESCRIPTION © Vibrant Faith Ministries 2007

Vibrant Faith Ministries  
1604 West Old Shakopee Rd  
Minneapolis, MN, 55431  
952-405-7300  
www.vibrantfaith.org



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## Mission

(Your church's mission statement)

**We** help people live a vibrant faith in Jesus Christ that is... authentic, available and affirming

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## Custodial Ministry Vision

The Custodial Minister welcomes all strangers and friends by his/her presence, and by maintaining the indoor and outdoor physical facilities.

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## Desired Outcomes

As a result of the Custodial Minister...

- The physical indoor and outdoor environments are safe, clean, inviting, and welcoming
- People feel personally invited and welcomed.
- People's gifts and talents are recognized and utilized in meaningful ways.
- People take pride in and ownership of the facilities by participating in building, repairing and cleaning opportunities.

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## Tasks and Innovations

### *Hospitality Ministry*

Creates a welcoming, hospitable, people-come-first atmosphere, for all who enter and experience the facilities.

### *Group Building and Service Ministry*

Each week, different neighborhood groups are invited to a one-hour time of cleaning and work projects. A single neighborhood may be invited two or three times a year. The Custodial Minister efficiently organizes cleaning and needed building and grounds projects; leads Four Key faith nurturing practices, resulting in people meeting their neighbors; builds participants pride and ownership in facilities; and develops a better knowledge of people and their gifts.

- Custodial Minister facilitates short prayers and devotional thoughts, gathers people in ritual circles to facilitate introductions and caring conversation, and directs people in service activities.
- Custodial Minister observes gifts and talents of people and helps them apply their talents.
- Custodial Minister is able to make invitational phone calls to invite people for group building /work times.

### *Ritual Opening and Closing of Facilities*

Opening and closing of facilities are honored with a prayerful morning and evening blessing.

### *Facility and Grounds Ministry*

Personally and by facilitating others,

- Cleans building, including carpets, windows, walls
- Disposes of waste and recycling
- Maintains lawns and shrubbery
- Removes snow
- Makes minor equipment repairs
- Sets up rooms and equipment for church services and other events
- Changes light bulbs
- Orders and purchases supplies
- Ensures general security and safety of building
- Reports breakdowns or major problems to Administrative Minister
- Attends weekly staff meetings
- Works closely with property leadership
- Supervises volunteer crews for special projects

### *Crises Management Ministry*

Understands and is qualified to take action when property or personal emergencies arise  
Assists in creating and reviewing crisis management plans

**S**upervised by Senior Pastor (or as appropriate for congregational setting)  
Supervisor oversees the flow and priority of projects and responsibilities

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## Relationships

Shares in Team Covenant. (Read together at all Ministry Team Meetings)

This ministry team will share the love of Christ, equipping households of faith to nurture faith in children and adults. We will...

- Work from a common youth and family ministry vision
- Intentionally affirm, encourage, pray for, and bless one another and the ministries each represents
- Appreciate and affirm each other's gifts
- Be open to new ways of seeing and doing things
- Arrive on time for meetings, being well prepared to address the issues at hand
- Speak well of each other, to build up the body of Christ
- Commit to ongoing personal and professional growth
- Honor each other's individual pace and working style
- Keep confidentiality and deal with issues and concerns directly with those involved

- **B**elieves that, "Sunshine is to flowers as smiles are to people." (quoted from a Custodial Minister!)
- Theology and values are in harmony with the congregation's mission, vision, and values.
- Understands this job description as being in alignment with personal vocational calling, skills, and ability to learn.
- Committed to Jesus Christ
- Professional work ethic and positive attitude
- Experience with building structures, heating, cooling, and basic maintenance.
- Experience with grounds and parking lot upkeep and maintenance.
- Knowledge of and experience with repair and maintenance providers.

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## Qualities and Requirements

### **B**enefits and Wellness

Two hours a week to participate in various congregational activities, in order to be more familiar with the people and ministry of the congregation

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## Benefits and Wellness

- \_\_\_\_ Salary
- \_\_\_\_ weeks of vacation
- Benefits
- Quarterly ministry reviews for the first two years
- After two years, annual ministry reviews
- Continuing education, support, and networking, such as...
  - Job Skill training
  - Red Cross training
  - Vibrant Faith Events
  - Training in Four Key practices