

- **SEXTONS**

Since most of the community's worship and ministry events are held at the Church and the Parish Hall, the facility is usually open to the public. However there are times and occasions that the pastor, deacons and staff may not be on site and the buildings are locked and alarmed.

When meetings are being scheduled, the group facilitator is responsible for determining if the Church and Hall will be unlocked and who will secure the property after the event. When the pastor, deacons and staff are not on site, the parish has two *Sextons*. These parish volunteers work with the pastor. They have keys to the building and are able to open/close and alarm the facility. Group facilitators should determine in advance if they need the assistance of one of the Sextons or if the facility will be open to the public during the time of their scheduled event.