

# Board of Property

---

## Property Care Flag Manager

**Mission Statement:** Members of the Property Care Ministry serve our Lord and all who visit Grace Lutheran church by maintaining an environment in which members and guests feel welcome and safe, all to glorify God.

**Description:** The Flag Manager raises and lowers the flag as directed by government notifications, and makes sure that its condition is respectable to be honorably flown, replacing it when needed.

**Qualifications:**

- Physically able to raise and lower the flag
- Ability to come to church at sunrise and sunset as directed by notifications
- Attention to detail

**Responsibilities:**

1. **If you have email**, subscribe to half-staff alerts on Flagpole and Flag Co. website ([www.aflag.com](http://www.aflag.com)) or other similar website to receive automatic email alerts when the flag should be lowered to half-staff and raised again.
2. **If you do not have email**, a member of the Core Team will notify you when the flag should be lowered to half-staff and raised again.
3. Manage a key while you are in this role to open a lock box by the flagpole which gives access to secure and unsecure the flag rope.
4. Lower the flag to half-mast and raise back up as directed by government postings on the website.
5. Monitor the condition of the flag and replace as needed. The flags are funded by one of our Grace members, Lylene Scholz, who should be notified when a new flag is needed.
6. Dispose of old flags by taking them either to the Court House where there is a mailbox by the parking lot marked for flag disposal, or outside of the Amvets Post 99 building in Manitowoc Rapids.
7. Notify our maintenance person, Mike Remiker, if problems with any part of the flagpole arise.

**Time Commitment:**

- Approximately 10 minutes combined to raise and lower the flag. This does not include travel time to and from Grace.
- Number of incidents varies, depending on government-determined circumstances.
- This role is an at-will commitment, for as long as you are willing and able to serve.

**Relationships:** The Flag Manager communicates with our member, Lylene Scholz, when replacement flags are needed, a member of the Core Team if he/she needs to be contacted due to having no email, and our maintenance person.

**Training:** Training will be provided by the outgoing Flag Manager.