

Board of Property

Property Care Ministry Grass Cutting Scheduler

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 Grass Cutting Scheduler creates and manages the grass cutting schedule for the summer season and communicates with the grass cutting team to invite them to serve again each year.

Qualifications:

- Member of Grace Lutheran Church.
- Friendly
- Good verbal skills
- Dependable
- Knowledge of basic computer skills

Responsibilities:

1. Prior to creating the schedule each May, contact existing grass cutters to see if they are willing to serve again.
 - **If yes**, review responsibilities with them as listed on the grass cutter MPD. Also ask if they have any vacations planned for the summer and when.
 - **If no**, let the Property Elder know.
2. Once commitments have been made, check with the Property Elder to see if more cutters are needed. If not, the schedule can be made. Property Elder will invite more to serve if needed.
3. Create a grass cutting schedule from the list of grass cutters for May 1st – October 31st. Can use previous year's schedule and just update dates and names if any changes.
4. Maintain a working list of substitute grass cutters.
5. Email the schedule to all grass cutters on the list. Print out hard copies in the church office and put a hard copy of the schedule in their member mailboxes.
6. Email the schedule to the church office for posting. (If you are unable to get to the office to print copies as directed in #5 above, ask the office if they could do this when you email it to them.)

Time Commitment:

- 2-3 hours during the month of April each year.
- At-will commitment. You may continue in this role for as long as you are willing to serve, but may step down when you feel the time is right.

Relationships: The scheduler works with the Property Elder and communicates with members of the grass cutting team.

Training: Training will be provided by the outgoing Grass Cutting Scheduler.