

Board of Property

Property Care Ministry Vacuum 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 Vacuum Scheduler creates and manages the vacuum schedule throughout the year and invites new team members to serve.

Qualifications:

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

Responsibilities:

1. Create a vacuuming schedule 3 times a year. (Schedules are made out for 4 months at a time.)
2. Send a paper copy and email a copy of the schedule to all vacuum team members.
3. Contact existing team members once a year to see if they are willing to continue serving for the following year. **If yes, review responsibilities and put a hard copy in their member mailbox.**
4. Work with the Member Ministry Coordinator to invite members to join the vacuum team as needed (send invites through bulletins, church announcements, and personal invitations).

Time Commitment:

- Approximately 10 hours per year for scheduling and inviting.
- At-will commitment, for as long as you are willing and able to serve.

Relationships: The scheduler works with the property elder, members of the Property Care Ministry, and fellow members of the vacuuming team.

Training: Training will be provided by the outgoing Vacuum Scheduler. The property elder and other Property Care Ministry team members may also assist with training.