

Student Custodian Contract, Chores, and Signature pages – Lutheran Collegian Campus House

Dear prospective student custodian:

You have expressed interest in living in the Peace Lutheran Collegian Campus House. We would like to inform you of the guidelines and responsibilities of this position. We are offering a rent-free, utilities-partially-paid residence in our campus house. In exchange, it will be your responsibility to clean and care for the church and campus house. If there is more than one student custodian, we expect that there will be an equitable sharing of duties. We believe good maintenance is a simple way to show our love for the Lord and His House. We are reminded of Paul's words to the people at Colossae, *"Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. . . Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."* (Colossians 3:17, 23-24) Furthermore, it helps us make a good first impression on our visitors, and it is the key to preventing premature deterioration and costly repairs. Therefore your custodial work will be subject to periodic review by the Church Council at Peace and failure to perform your duties as outlined herein will be deemed a breach of contract. In addition to the custodial duties, we expect you to be active in Lutheran Collegians and faithful in hearing God's Word at Peace Evangelical Lutheran Church.

Since it is illegal under Michigan state law for anyone under 21 to purchase, possess, or consume alcohol, alcoholic beverages are not allowed in the campus house. Student custodians who violate this rule will be reprimanded and/or have their lease terminated. **Absolutely no illegal drugs or controlled substances** are allowed by anyone at the campus house. Even one offense will likely result in termination of your lease. No smoking is allowed in the campus house.

When custodians have guests in the campus house, they keep Paul's words in mind so that Jesus' name is glorified. "Be imitators of God...among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed because these are improper for God's holy people." (Ephesians 5: 1-3)

On the following pages, you will find details concerning:

- a) Monthly electricity payment
- b) Duties and Cleaning deposits
- c) Expectations of Campus House residents
- d) Reprimand policy
- e) Weekly/Monthly/Seasonal chore descriptions
- f) Sample "duty check-off" list
- g) The Student Custodian application form (to be turned in to the Pastor or Church Council).

Student custodians are responsible for garbage removal at the campus house and church. Cable TV is also the responsibility of student custodians. Broad-band internet is provided by Peace, free of charge.

Electricity Fee

Each custodian will be charged \$25/month for electricity. This monthly payment can be placed in the offering plate in an envelope marked "student custodian electricity payment". Include your name with the payment.

Duties Deposit

A duties deposit of \$300 is required from each student custodian before residency in the campus house. This duties deposit will be returned to the student custodian in full, unless deductions from this account have been made because of repeated failure to perform assigned duties. See below for the procedure that will be followed. This payment can be placed in the offering plate in an envelope marked "student custodian duties deposit". Include your name with the payment.

Cleaning Deposit

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Each student custodian will pay a “cleaning deposit” of \$50 at the beginning of the year. When you move out of the campus house, the pastor or designated person will walk through your living area and the storage area above the fellowship hall. If it is as clean as when you moved in, your \$50 will be returned to you. If not, you forfeit the \$50. This payment can be placed in the offering plate in an envelope marked “student custodian cleaning deposit”. Include your name with the payment.

Expectations of Church Custodians

Your position as a student custodian at Peace is an important one. Your work reflects your love for the place where His love is proclaimed. Therefore, Peace expects everything you do here to be to the best of your ability and to the glory of the Lord. Please do careful, thorough work. The common areas of the campus house should ALWAYS be in presentable condition, meaning dirty dishes are not left on the counter, tables are not cluttered, clothing/jackets are put away, and furniture is able to be used.

As a starting guideline for completing your custodial duties, plan to spend approximately 5 hours/week/student, especially in the winter months (snow removal). We expect weekly communications with the church council via email, detailing what was accomplished the previous week and any issues with the property or equipment that should be brought to the council’s attention. We also ask the student custodians to make a brief report at each monthly council meeting. If there is a serious property issue (like the furnace not working), report it immediately to the individual designated by the church council (phone numbers are posted on the whiteboard in the campus house).

Reprimand Policy

In the event that you fail to perform your duties as outlined in this contract, you will be deemed in breach of contract. (See page 1) How can the council lovingly follow the directives our Lord gives us to use his Word for “rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work”? (2 Timothy 3:16-17) The council will use the following steps with the goal of clearly articulating their expectations so that you can remedy this breach of contract. More importantly, we want to follow our Lord’s direction to “restore” someone who is caught up in the pattern of repeated sinning. (Galatians 6:1)

1. After the first failure to perform assigned duties, there will be a discussion between the student custodian(s) and the church council combined with a written, dated reprimand. This discussion and written, dated reprimand may be shared in person or via email.
2. After the second failure to perform assigned duties, there will be a discussion between the student custodian(s) and the church council combined with a written, dated reprimand. This discussion and written, dated reprimand may be shared in person or via email. The parents of all custodians will be notified (in writing or via email) of the infractions.
3. After the third failure to perform assigned duties, there will be a discussion between the student custodian(s) and the church council combined with a written, dated reprimand. This discussion and written, dated reprimand may be shared in person or via email. \$150 will be deducted from the “duties” deposit of each resident.
4. After the 4th failure to perform assigned duties, there will be a discussion between the custodian(s) and the church council combined with a written, dated reprimand. This discussion and written, dated reprimand may be shared in person or via email. The remainder of the “duties” deposit will be deducted at this time. Because this is also a spiritual matter (a repeated sin in the form of disobedience of elders, 4th commandment), the pastor and elders may need to undertake further steps of spiritual discipline with the student custodian(s) who are not carrying out their assigned tasks. (Matthew 18) These steps may include not renewing the student(s) application for residency.

Student Custodian Contract, Chores, and Signature pages – Lutheran Collegian Campus House

The church council reserves the right not to renew a student custodian's application for the following semester at any time and for any reason.

Weekly Chore Descriptions:

*All the weekly chores, **and any associated duties**, are to be done **each week**. It is not acceptable to perform these chores Sunday morning before service. Plan accordingly to complete these chores no later than Saturday evening. What follows is one suggested way to divide the chores among three student custodians*

Student Custodian #1

1A Dust window sills, blinds, organ, piano, computer area, altar, pulpit, communion rail (check for /remove wine spills with damp cloth as needed)

1B Clean fellowship hall table tops and chairs

1C. Sweep campus house porch, stairs, church entrance, and sidewalk (please check again Sunday morning, especially when leaves are falling rapidly)

1D. Sweep and mop bathrooms and kitchen floors

1E. Change Hymn boards

1F Check and fill altar (and advent) candles with oil

Student Custodian #2

2A Clean inside toilet with toilet cleaner, and outside, seat, and cover with disinfectant

2B Clean counters, sinks, faucets, and door handles with disinfectant. (Don't forget sink in the nursery)

2C Replace urinal block, toilet bowl deodorizers, refill soap, TP, and paper towels as necessary

2D Clean drinking fountain (foam disinfectant or glass cleaner)

2E Clean mirrors and door windows (pay special attention to entrance area)

2F Empty all garbage cans before Sunday service and move trash bags to storage shed (do not store garbage in the hallway).

- Take *all* trash to the transfer station before Wednesday of the following week (remove all the trash weekly even if only 1 can is full as this will keep it to a manageable level for each person to make one trip).
- You may also put the trash out next to our driveway on Mill Road, on the side next to the Green House. Special Portage Township garbage bags (green) must be purchased and used for this. Place the garbage bags in the garbage cans by the road, to prevent crows and raccoons from getting into the trash.

Student Custodian #3

3A Vacuum sanctuary, sacristy, narthex, fellowship hall, hallway, entry way mats (inside and outside), offices, classrooms, and nursery.

3B While vacuuming, check for spider webs / dust in the wall corners, around the heaters, and flies in church window and by communion rail.

Special Services Note: If a mid-week service (Lent) or funeral is scheduled, be sure trash cans are empty, bathrooms are clean, and kitchen floor is moped, before these events.

Monthly Chore Descriptions:

*All of these monthly chores, **and any associated duties**, are to be done **each month**. What follows is one suggested way to divide these chores up between the three student custodians.*

Student Custodian #1

1M Vacuum chair upholstery in sanctuary and offices

Student Custodian #2

2M Clean blinds and insides of all reachable windows in the church and campus house

Seasonal Chore Descriptions:

*All these seasonal chores, **and any associated duties**, are to be done with the goal of keeping the property attractive, clean, and safe, so as to make a favorable impression on visitors and members—all to the glory of the Lord!*

- Snow Removal: Snow removal will more than likely be needed multiple times/day. Areas that **must** be kept clear include: sidewalks, church entrance, stairs, campus house entrance porch, church mail box, and parsonage trail (*use salt as needed on the steps, sidewalk and entrance areas. This becomes a very important safety issue*). Side walk snow should be shoveled every time a student enters or leaves the Campus House.
- Lawn Mowing/String Trimming: weekly in front of church and around church building and parking lot and ditch
- Rake leaves: pick up sticks, paying special attention to the front and sides of church
- Parking lot: clean up sticks, leaves, garbage, etc., from the church parking lot
- Shrubs: wrap shrubs in fall (mid-October) and unwrap in spring (mid-April)
- Volleyball court: rake the volleyball court and pull weeds
- Water hoses and spigot: drain all water hoses and store in shed, before first freeze (mid-October), so they are accessible for winter carnival. Turn off and drain outdoor water spigot.
- Roof shoveling: after 100" of snowfall or before snow amount on roof reaches mid-thigh, a roof-shoveling event will be held at Peace. It will be coordinated by the members but you are expected to participate and help with snow removal.
 - Student custodians also need to shovel problem areas (weekly) on the roof
 - edges of roof
 - areas around and below roof vents
 - valleys
 - area where the church and campus house meet.
- Windows: thoroughly wash all church/campus house windows inside and out (early April)
- Carpet cleaning: clean all carpets in the church and campus house. Econo foods, Jims Food Mart, and Wal-Mart rent Rug Doctors for reasonable daily rates (early April).

The following page contains the duty check list that is posted in the furnace room. Students date and initial when the chore has been completed.

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Preparing for departing the Campus House

As you prepare to leave the campus house, you must ensure the following items are completed, in order to receive your entire cleaning deposit:

1. Remove all refrigerator/freezer items and wash both the inside and the outside with hot, soapy water
2. Clean the inside and outside of the stove
3. Disinfect/scrub the bathrooms including the toilets, showers, and floors
4. Vacuum all carpeted areas. Use attachment to clean baseboards
5. Dust all furniture
6. Wash windows, inside and out
7. Clean linoleum floors with hot soapy water or floor cleaner
8. Clean and put away all dishes
9. Remove all personal items from the Campus House, including the storage area. Failure to remove your personal items from the storage area will result in forfeiture of your cleaning deposit.
10. Return your Campus House key to Pastor. Failure to return your key will result in forfeiture of 50% of your cleaning deposit.

The following page contains the duty check list that is posted in the furnace room. Students date and initial when the chore has been completed.

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Application Form: Please turn in to Pastor Schwanke or a member of the Peace Church Council.

I am applying for the position of Peace Lutheran Student custodian and its duties as outlined in the preceding contract, in exchange for rent-free, utilities-partially-paid living in the student center.

Indicate the terms when you would like to live in the Student Center.

School Year _____

Summer _____

Fall Semester _____

Spring Semester _____

Please note: You may indicate more than one term on this application form (i.e. fall and spring semester). However, **please remember that the council only approves for one semester at a time.** Your work as a student custodian will determine whether or not the council approves your residency in the campus house for a second semester.

Do you understand the responsibilities as outlined in this contract?

Please share with the Peace Church Council why you would like to live in our Student Center.

Please share with us your understanding of the commitment required to carry out the responsibilities as outlined in this contract.

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Please provide a brief resume of your past work experiences. (Or attach a resume you have already prepared.)

Do you have any health problems that our staff should be aware of in case of emergency?

Signed: (student signature) _____ (date) _____

Current Address: _____

Phone: _____

Email: _____

Parent Contact Information:

Parent's Names: _____

Parent's Address: _____

Parent's Home Phone or Cell Phone: _____

Parent's Email: _____

Approved by Church Council: _____ (date) _____

Please submit pages 7 through 8 as your student custodian application. Thank you!

Should the Church Council accept your application for student custodian, we pray that it will be a blessing to you! If you have any or suggestions questions about this program, please share them with the pastor or a council member.