



## THE RIVER CONFERENCE

VALUES: Love God and Love our neighbor as ourselves.

VISION: To bring the hope of God's kingdom to earth by being the hands of Jesus. Our vision encompasses five intentional means:

Spiritual ♦ Educational ♦ Medical ♦ Ecological/agricultural ♦ Economic development

MISSION: To be a convergence of God's grace cascading to...

Make disciples ♦ Mobilize leaders ♦ Meet human needs ♦ Multiply churches  
(locally, nationally, and globally)

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## Duties, Responsibilities, and Authority

1. Will be an Amarillo area resident dedicated to the work of the conference and supportive of the ministry groups using the Trinity Free Methodist Ministry Center.
2. Will assist the conference as a site manager, ensuring the building is well maintained and cared for, in preparation for hosting Amarillo FMC, user groups such as the Kiwanis group, as well as new ministries for the people of Amarillo.

Duties include the following:

- Serve as the primary contact for service providers who are hired to who care for the property. Meet service providers on site as needed (pest control, lawn maintenance, janitorial services.)
- Clearly understand which groups are permitted to occupy the property to ensure of spaces and help groups abide by these agreements through clear communication.
- Regularly check mail and inspect the property (house, education building, and worship building) to report anything that needs attention for repair or cleaning. Communicate regular needs with the assistant superintendent.
- Oversee cleaning of the spaces to ensure all of these are being done weekly. Duties can include:
  - Sweeping, mopping, and vacuuming floors in main building as needed.
  - Cleaning bathroom sinks, toilets, and mirrors weekly.
  - Ensuring bathrooms are stocked with toilet paper, paper towels, and soap weekly.
  - Collecting trash and placing it in the outside cans for collection weekly.
- Ensure trash is removed regularly and sidewalks are de-iced in the winter.
- Ensure building doors are being locked, and lights are turned off after every user group is finished.
- Monitor efficient use of the heating and air conditioning. (Turn heat and air conditioning down when the church is unoccupied.)
- Keep bathrooms and kitchens well stocked with paper products and cleaning supplies. Receipts can be reimbursed.
- Meet monthly with the assistant superintendent as needed. Call when issues arise.

Pay: \$600/month.

