

December 1, 2023

Hello Jeff,

Thanks for serving ACTS: the Association of Christian Truth-Seekers! We are pleased with the direction the ACTS Ministry is taking and you are a part of that exciting plan. We are happy to have you work with Katie Holloway, the campus minister. You will report to her directly.

In your role, you will be responsible for the spiritual development and execution of aspects of the ACTS ministry (as outlined in the Student Internship Expectations Document) and will be expected to uphold the standard of ethics outlined in the Student Intern Code of Ethics. Your role will focus on relationship, outreach, and leadership development. The start date will be Wednesday, January 10th and the end date for the fall semester internship will be Friday, May 3.

You will be paid \$16.00/hour with the expectation that you work no more than 10 hours per week, and you will communicate with Katie if you feel an exception is necessary. This is a part time position (less than 30 hours per week) so there are no employee benefits such as vacation, paid holiday, sick leave, insurance, or retirement.

Employment with the Church is at will unless otherwise stated in a written agreement signed by the President of the Church. Your at-will employment means that either the Church or you may terminate the employment at any time and for any reason, with or without notice.

We look forward to our service together at McKnight Crossings church of Christ.

Blessings,



Bret Blackford

Elder of McKnight Crossings Church of Christ & Campus Ministry Committee Chair