McKnight Admin Minister

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| August 2024: Jeff Kryder document of duties, including administrative (noted in red) |  |
| September 17: **Received a call from Don Fitzgerald with the idea of Steve Walker being an Admin Minister.** |  |
| September 18: emailed elders with need to develop a draft job description |  |
| September 20: emailed elders with questions about hours and responsibilities | See above email |
| September 21: emailed elders asking what a reasonable hourly rate would be for the new Admin Minister position | See above email |
| September 25: email to self with various files including possible org chart and job description |  |
| September 30: Steve Walker draft of Admin Minister job responsibilities |  |
| September 30: Bret’s response/comments to Steve Walker’s email above |  |
| September 30: Steve’s response to Bret’s edits |  |
| **October 1**: Bret’s email to Elders regarding Admin Minister job description |  |
| October 1: Bret asking how much we pay part-time minister Jeff McGlawn per hour |  |
| October 1: Steve Awtrey mentioning Elders should be flexible as we develop Admin Minister job responsibilities |  |
| October 4: Bret offers $25.00/hr rate for new Admin Minister |  |
| October 4: Dave Weiler and Steve Awtrey discuss some arrangements for the Admin Minister |  |
| October 6: Bret’s email to Dave Weioler following up on some Admin Minister items to share with Elders (Bret missed Oct. 7 Elder mtg) |  |
| October 9: Discussion on Elder approval of Admin Minister job description |  |
| October 10: Email asking confirmation on Admin Minister specifics |  |
| October 10: approval – Brad Stevens (noting position s/b temporary) |  |
| October 10: approval – Dave Weiler |  |
| October 10: approval – Bret |  |
| October 12: TEAMs mtg to discuss the Administrative Minister position and details. |  |
| October 12: offer letter |  |
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