

Offer Letter Draft for Steve Walker

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Date: Saturday, October 12, 2024 at 05:28 PM CDT

Hello Don, Bret, Brad, and Steve:

I've attached the draft offer letter for Steve Walker. **Please let me know if you have any suggested edits.**

I'll get the Job description we edited today from Bret as well.

Steve Walker has confirmed that he plans to be at the elders prayer session in the morning. Don and I will be there, too. So we and anyone else who can make it will discuss the offer letter and job description with with Steve, and we'll pray together.

If we have any walk-in prayer requests we will prioritize those and get with Steve another time, but soon.

Keep praying,
Dave



Steve Walker Draft Offer Letter.docx

16.4kB

October 14,2024

Hello Steve Walker:

We are happy to offer you a part-time position on the ministry staff at McKnight Crossings as an Administration Minister. In this position, you will report directly to the Elders and work in a cohesive team approach with the ministry staff.

In your role, you will be responsible for the planning and execution of core administrative duties, as outlined in the attached job description. That will involve supervising the office staff (Elizabeth and Kaylynn) and maintaining consistent communication with the ministers and Elders to maximize effectiveness in the overall operations of McKnight Crossings.

Your planned start date is 10/14/2024. You will be paid a wage of \$■ per hour. Your work week will typically consist of 20-25 hours.

Your role as an elder of the church will continue and is separate from your role as an employee. Your input in all areas as an elder will be desired and welcomed, as always. However, you will need to abstain from any eldership votes related directly to your employment by McKnight Crossings.

Employment with the church is at will, unless otherwise stated in a written agreement signed by the President of the Church. This means that either the Church or the employee can terminate the employment at any time and for any reason, with or without notice. We are pleased you accepted this leadership role and look forward to our continued service together at McKnight Crossings church of Christ.

Blessings,

McKnight Crossings church of Christ

Admin Minister - Job Description

Develop Annual Calendar with input from staff. Prepare and present a calendar to the shepherds for review and approval. Provide goal(s)/purpose for each event to allow evaluation after the fact.

Worship Structure:

- Guidance, input, and feedback regarding Sunday Worship in conjunction with Kaylynn.
- Use calendar and new opportunities to plan events that takes place on Sunday mornings. Communicate the necessary details to key participants. Have announcements ready for Sunday mornings.
- Inform Sunday Shepherd of pastoral needs and special announcements.
- Oversee timely communication via Email, Website, TVs, Banners, Church App.
- Make decisions on outside people that would like to speak or preach (with input from Shepherds).
– This will transition to Sr Minister when hired.

Christian Formation Group. << possibly move to Jeff McGlawn

- Guidance on Bible Reading Plans, Adult Classes, Marriage Classes, Parenting Classes, and Fellowship Events.
- Fellowship Event planned during No Class Date, Dec 29.
- Make decisions on which dates to not have Adult and/or Children's Bible Classes.
- All of the above to be presented to Elders prior to implementation

Manage budget areas

- Outreach, Worship, Men's, Women's Ministry, Adult Education

Supervise Administrative Staff and Support Ministry Staff

- Support staff in fulfilling their assigned responsibilities.
- Communicate and provide staff with resources for special projects.
- Coordinate with Ministry Staff to carry out the church's vision, ensuring team cohesion, alignment, and execution of roles and tasks.
- Coordinate and facilitate staff meetings to nurture staff, respond to needs in church body, implement administrative tasks, and coordinate staff, ministry, and congregational calendars.
- Oversee congregational communications (weekly email, banners, bulletin boards, social media, TVs, Live-Stream, and Sunday announcements, etc.).
- Conduct Annual Staff Reviews (or ensure performed by other designated individual)
- Co-lead Weekly Staff Meeting and Next Gen Meeting with YM/CM.

Communication and Empowerment of Ministry Leaders.

- **Determine which ministries further the goals of MX. For those that align with vision and goals ...**
 - Understand the history and current ministries' mission.
 - Provide ministry leaders with the resources to facilitate ministry activities.
 - When appropriate, help the ministry with leadership transition.

Funerals and Weddings

- Provide or find available support as needed. Position is not responsible for the service but will be the point person and scheduling building, etc.

Next Steps Ministry.

- Visitor follow-up letters.
- Reception, Class, and / or 1-1 Follow-up with potential new members.
- Update and provide materials.

Attend to building and parking lot on Sunday mornings for worship readiness.

- Building cleanliness.
- Compliance to safety standards.
- Classroom readiness.
- Exterior presentable and safe.
- Heating, cooling and lighting are set.
- Doors unlocked and secured at the end of services.

Oversee and / or Upcoming

- Website updates.
- Church Center updates.
- Directory updates.
- Database strategy.
- Leadership Development.
- Men's Ministry.