

# ACTS Committee Meeting

December 10, 2024

Meeting Notes



Attendees: Katie Holloway (Director), Alex Melchers, ~~Hannah Vaughn~~, Dennis Enix, Ron Orick, Bret Blackford (notes), Trent Ruckman, Sarah Ruckman

## 1. Fall 2024 Update:

This semester has been progressing at a somewhat slower pace than previous semesters. This is not necessarily negative, just less hectic and stressful. There are currently 5 Bible studies, compared to as many as 14 in past semesters. The ACTS group is currently studying the Sabbath and rest. A new student, who was baptized in August, is very new in her faith but showing growth. Katie is also working to initiate a study with a Chinese student. ACTS Fridays continue to get 30+ students (freshman are inconsistent).

## 2. Spring 2025 Summary:

In contrast to the theme of rest explored in the Fall semester, ACTS will focus on work and vocation in the Spring. Katie plans to invite guest speakers to discuss how they balance their faith with their careers. AJ and Susan Bennett are scheduled to visit in February, with Susan giving "The Talk" at the Valentine's retreat. ACTS is also planning a joint men's and women's retreat for a full day sometime in the Spring. During Spring Break, ACTS intends to organize another service ministry trip to the children's home.

## 3. Spring 2025 Plan:

ACTS Friday gatherings will continue at Katie and Trevor's home.

## 4. Summer 2025 Plan:

The summer ACTS program will be low-key. The ACTS team is also exploring internship opportunities and considering various foreign mission trip possibilities. However, the mission in Turkey may not be a viable option for the summer of 2025. Bret will contact Craig Young regarding potential ministry assistance in Marseille, France.

## 5. New Intern: Harrison

Harrison has been serving as an ACTS intern since August 2024 (Fall semester). A link to his intern offer letter is available here: [Intern Offer Letter](#). Katie reported that Harrison is doing a good job but has room for growth, which is typical for interns. Harrison is being discipled by Trevor, which is going well. This has been Harrison's first semester back at Wash-U after studying at other universities for a few semesters. He and Adam Shelley are leading a men's core group, which is progressing well. Katie would like Harrison to return as an intern for the Spring 2025 semester, and the ACTS Committee unanimously voted in favor of this.

## 6. Vacation and Down-Time:

Katie and Trevor have been practicing a Sunday sabbath. They might occasionally have a college student visit, but no serving or planning or working is done on Sunday. This has been a good way to disconnect and recharge. Katie and Trevor have also been good about scheduling vacations, which the ACTS Committee considers important.

## 7. Financials:

Bret Blackford reviewed the ACTS financial summary through October 2024, including both the year-end summary for 2023-24 and the 2024-25 summary up to October 2024. These documents are [attached](#). As mentioned, the financials are available to ensure transparency with donors and congregations regarding funding and expenses. The ACTS Committee wants to ensure that everyone is confident in how ACTS manages its finances and that every dollar is accounted for.

## 8. Christian Medical and Dental Association (CMDA):

Katie continues to be on staff at CMDA as there is a big overlap between ACTS and CMDA. Katie is working to maintain focus on ACTS and not let CMDA pull her into many different directions.

December 12, 2024

Hello Harrison,

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 Tuesday, January 14th and the end date for the spring semester internship will be Friday, May 2<sup>nd</sup>.

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

## ACTS Campus Ministry Internship – Spring 2025

**Our Vision:** Students knowing Christ, making Christ known  
**Our Mission:** To make investments that lead to lives immersed in Christ

### Discipleship Flow

1st year student <- Upper-class <- ACTS Mentor <- Campus Director

### Objectives and Expectations

#### 10 Hours/Week

**1. Campus Outreach** – Continuously build a strong growing faith community of student disciples of Christ and find or create environments to connect with those who are not disciples of Christ. Serve/help with ACTS large group.

- a. New student connections in summer and assist with orientation outreach and development team.
- b. Participation and invites to ACTS meetings, Bible studies, events and gatherings.
- c. Assist in developing a structure for outreach focus team-delegate, counsel and empower.

**2. Discipleship/Outreach meetings** – Plan for 3 meetings each week with a male student plus a bi-weekly 90-minute meeting with Katie to process and pray.

- a. Rotate with non-Christian students
- b. Rotate with ACTS student
- c. Consistent regular meeting with a 1<sup>st</sup> year

**3. Curriculum/Ministry structure development** – One or more of the below (discuss choice together).

- a. Leadership and discipleship curriculum training for student leaders
- b. Development and implementation of Mentor/Discipleship groups
- d. Development and implementation of multi-campus integration plan

**4. Personal/Development** – It is expected you maintain disciplines of spiritual growth in your relationship with Christ – prayer, scripture reading, quiet time, etc.. Maintain ethical integrity – sign code of ethics.

- a. Bi-weekly 1.5-hour meeting with campus minister for processing/accountability and leadership learning.
- b. Alternating with meetings with campus minister, bi-weekly meetings with a male mentor to establish goals specific to the spiritual growth needs of the intern and to pursue these goals through one-on-one discipleship.
- b. Once each semester, prepare and present at an ACTS large group
- d. Twice a semester, Sunday visit to supporting church to present lesson or share with youth, eldership, or congregation. This is a critical piece of connecting with the larger ACTS family by creating connection with supporters about what God is doing in the hearts of students and by inspiring continued engagement. In addition, this is a valuable way for the intern to grow in church leadership and communication.

### Events

**Organize & Lead** – Intern should select 1 of the following events (per semester) to organize and lead: Freshmen Orientation Activity, Spiritual Eyes Trips, Worship Night, etc.

**Mentor & Guide** – Intern should select 1 of the following events (per semester) to mentor and guide another student in organizing & leading: ACTStivity, Worship Night, etc.

**Participate** – Intern will participate\* in the following events (even if not leading or guiding): ACTStivities, Valentine’s Day, DoSomethingNow, Worship Nights, Spiritual Eyes, Spring Break Mission Trip.

\*Intern may opt out of participation in individual events by discussing with Katie in advance of the event. The intern’s personal and spiritual well-being is of greater importance than a perfect attendance record.

**ACTS CAMPUS MINISTRY**  
Income and Expense Report

Jul-24

	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Total
<b>INCOME:</b>													
Individual Deposits to Campus Ministry Fund	\$4,216	\$1,184	\$3,402	\$3,508	\$14,437	\$19,090	\$1,500	\$5,974	\$1,905	\$1,573	\$4,441	\$1,718	\$62,946
Congregational Giving	\$2,521	\$3,721	\$4,421	\$3,521	\$3,721	\$3,846	\$3,346	\$5,771	\$3,721	\$3,021	\$7,421	\$3,021	\$48,052
Mission Trip Donations (Panama, Turkey, etc.)													\$0
Other (retirement, etc.)													
<b>TOTAL INCOME</b>	<b>\$6,737</b>	<b>\$4,905</b>	<b>\$7,823</b>	<b>\$7,029</b>	<b>\$18,158</b>	<b>\$22,936</b>	<b>\$4,846</b>	<b>\$11,745</b>	<b>\$5,626</b>	<b>\$4,594</b>	<b>\$11,862</b>	<b>\$4,739</b>	<b>\$110,998</b>
<b>EXPENSE:</b>													
<b>SALARY</b>													
A Base Salary	(\$2,516)	(\$2,516)	(\$2,516)	(\$2,516)	(\$2,516)	(\$2,605)	(\$2,605)	(\$2,605)	(\$2,605)	(\$2,605)	(\$2,605)	(\$2,605)	(\$30,812)
A Housing Allowance	(\$1,175)	(\$1,175)	(\$1,175)	(\$1,175)	(\$1,175)	(\$1,234)	(\$1,234)	(\$1,234)	(\$1,234)	(\$1,234)	(\$1,234)	(\$1,234)	(\$14,511)
Medical Insurance	(\$883)	(\$883)	(\$883)	(\$883)	(\$1,200)	(\$1,133)	(\$1,133)	(\$1,133)	(\$1,200)	(\$1,133)	(\$1,133)	(\$1,135)	(\$12,730)
Retirement	(145)	(145)	(145)	(145)	(145)	(\$149)	(152)	(\$151)	(151)	(151)	(151)	(151)	(\$1,777)
<b>TOTAL SALARY 2</b>	<b>(\$4,718)</b>	<b>(\$4,718)</b>	<b>(\$4,718)</b>	<b>(\$4,718)</b>	<b>(\$5,036)</b>	<b>(\$5,120)</b>	<b>(\$5,123)</b>	<b>(\$5,122)</b>	<b>(\$5,189)</b>	<b>(\$5,122)</b>	<b>(\$5,122)</b>	<b>(\$5,124)</b>	<b>(\$59,831)</b>
<b>TOTAL SALARY</b>	<b>(\$4,718)</b>	<b>(\$4,718)</b>	<b>(\$4,718)</b>	<b>(\$4,718)</b>	<b>(\$5,036)</b>	<b>(\$5,120)</b>	<b>(\$5,123)</b>	<b>(\$5,122)</b>	<b>(\$5,189)</b>	<b>(\$5,122)</b>	<b>(\$5,122)</b>	<b>(\$5,124)</b>	<b>(\$59,831)</b>
Intern Stipend	0	(812)	(738)	(763)	(738)	(148)	(763)	(714)	(763)	(492)	0	0	(5,930)
Intern Housing Allowance													0
Mission Trip Expense													
Campus Ministry Seminar and Passion Event													
Computer Purchases and Repair													
AJ Professional Development													
<b>General Expenses:</b>													
A. Books & Ministry Resources			(\$25)		(\$56)	(\$41)	(\$628)	\$0	(\$171)	\$0	(\$184)	\$0	(\$1,105)
B. Vehicle Insurance and Repair													\$0
E. Gasoline						(\$47)			(\$38)	\$0	\$0	\$0	(\$85)
I. Parking	(\$12)	(\$43)	(\$57)	(\$49)	(\$22)	(\$96)	(\$63)	(\$43)	(\$60)	(\$35)	(\$16)	(\$18)	(\$514)
C. Communication: internet, mailings, etc.										(\$148)			(\$148)
D. Food & Dinner Supplies	(\$746)	(\$1,048)	(\$283)	(\$227)	(\$280)	(\$467)	(\$807)	(\$856)	(\$315)	(\$757)	(\$691)	(\$490)	(\$6,967)
H. Office Supplies			(\$119)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$119)
J. Special Events	(\$130)	\$0	(\$135)	(\$55)	(\$127)	(\$225)	(\$108)	\$0	(\$156)	\$0	(\$108)	\$0	(\$1,044)
G. Mission Work (not related to mission trip)								(\$1,327)	\$0	\$0	\$0	\$0	(\$1,327)
L. Cell Phone													\$0
F. Miscellaneous	(\$105)	(\$155)		(\$519)	(\$106)	(\$192)	(\$27)	\$0	\$0	(\$10)	\$0	\$0	(\$1,114)
Less: Expenses funded by WU													0
<b>Total General Expenses</b>	<b>(993)</b>	<b>(1,246)</b>	<b>(618)</b>	<b>(850)</b>	<b>(590)</b>	<b>(1,070)</b>	<b>(1,632)</b>	<b>(2,227)</b>	<b>(740)</b>	<b>(950)</b>	<b>(999)</b>	<b>(508)</b>	<b>(12,423)</b>
<b>TOTAL EXPENSES</b>	<b>(\$5,711.12)</b>	<b>(\$6,776.65)</b>	<b>(\$6,074.42)</b>	<b>(\$6,331.20)</b>	<b>(\$6,363.64)</b>	<b>(\$6,337.61)</b>	<b>(\$7,518.11)</b>	<b>(\$8,062.02)</b>	<b>(\$6,692.14)</b>	<b>(\$6,563.50)</b>	<b>(\$6,120.58)</b>	<b>(\$5,632.78)</b>	<b>(\$78,183.77)</b>
<b>NET INCOME</b>	<b>\$1,026</b>	<b>(\$1,872)</b>	<b>\$1,748</b>	<b>\$698</b>	<b>\$11,794</b>	<b>\$16,598</b>	<b>(\$2,672)</b>	<b>\$3,683</b>	<b>(\$1,067)</b>	<b>(\$1,970)</b>	<b>\$5,741</b>	<b>(\$894)</b>	<b>\$32,814</b>
Panama ...	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjust for Mission Trips	<b>\$1,026</b>	<b>(\$1,872)</b>	<b>\$1,748</b>	<b>\$698</b>	<b>\$11,794</b>	<b>\$16,598</b>	<b>(\$2,672)</b>	<b>\$3,683</b>	<b>(\$1,067)</b>	<b>(\$1,970)</b>	<b>\$5,741</b>	<b>(\$894)</b>	<b>\$32,814</b>

**ACTS CAMPUS MINISTRY**  
**Income and Expense Report**

Oct-24

	Aug-24	Sep-24	Oct-24	Total
<b>INCOME:</b>				
Individual Deposits to Campus Ministry Fund	\$3,430	\$1,745	\$1,574	\$6,750
Congregational Giving	\$7,221	\$4,251	\$3,721	\$15,193
Mission Trip Donations (Panama, Turkey, etc.)				\$0
Other (retirement, etc.)				
<b>TOTAL INCOME</b>	<b>\$10,651</b>	<b>\$5,996</b>	<b>\$5,295</b>	<b>\$21,943</b>
<b>EXPENSE:</b>				
<b>SALARY</b>				
A Base Salary	(\$2,605)	(\$2,605)	(\$2,605)	(\$7,814)
A Housing Allowance	(\$1,234)	(\$1,234)	(\$1,234)	(\$3,701)
Medical Insurance	\$0	\$517	\$616	\$1,133
Retirement	(151)	(151)	(151)	(\$452)
<b>TOTAL SALARY 2</b>	<b>(\$3,989)</b>	<b>(\$3,472)</b>	<b>(\$3,373)</b>	<b>(\$10,834)</b>
<b>TOTAL SALARY</b>	<b>(\$3,989)</b>	<b>(\$3,472)</b>	<b>(\$3,373)</b>	<b>(\$10,834)</b>
Intern Stipend	0	(787)	(738)	(1,525)
Intern Housing Allowance				0
Mission Trip Expense				
Campus Ministry Seminar and Passion Event				
Computer Purchases and Repair				
Professional Development				
<b>General Expenses:</b>				
A. Books & Ministry Resources	\$0	(\$365)	(\$79)	(\$444)
B. Vehicle Insurance and Repair				\$0
E. Gasoline				\$0
I. Parking	(\$16)	(\$54)	(\$66)	(\$135)
C. Communication: internet, mailings, etc.		(\$378)		(\$378)
D. Food & Dinner Supplies	(\$522)	(\$1,767)	(\$82)	(\$2,372)
H. Office Supplies			(\$315)	(\$315)
J. Special Events	\$0	(\$80)	(\$278)	(\$357)
G. Mission Work (not related to mission trip)				\$0
L. Cell Phone				\$0
F. Miscellaneous	(\$2,127)	(\$1,096)	(\$65)	(\$3,287)
Less: Expenses funded by WU				0
<b>Total General Expenses</b>	<b>(2,665)</b>	<b>(3,740)</b>	<b>(886)</b>	<b>(7,290)</b>
<b>TOTAL EXPENSES</b>	<b>(\$6,653.57)</b>	<b>(\$7,999.19)</b>	<b>(\$4,996.72)</b>	<b>(\$19,649.48)</b>
<b>NET INCOME</b>	<b>\$3,998</b>	<b>(\$2,003)</b>	<b>\$299</b>	<b>\$2,293</b>
Panama ...	0	0	0	0
Adjust for Mission Trips	<b>\$3,998</b>	<b>(\$2,003)</b>	<b>\$299</b>	<b>\$2,293</b>