



August 19, 2021

Katie Holloway
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Hello Katie,

We are happy to offer you a position on the ministry staff at McKnight Crossings, as a Campus Minister. In this position, you will report directly to AJ Bennett, Director of Campus Ministry, and work in a cohesive team approach with the ministry staff.

In your role, you will be responsible along with the Director of Campus Ministry, for the planning and execution of the college-age ministries; with your primary focus on the items noted under the Campus Minister section of attachment A. You will maintain consistent communication with the Director of Campus Ministry, office staff, and ACTS Committee to prevent overlap or gaps in the overall ministry.

You will be paid an annual salary of \$43,000 (which consists of a base salary and housing allowance). Your work week will consist of a minimum of 40 hours. You will receive two weeks of vacation and three days of sick leave. As a minister, you will be offered medical and dental insurance coverage up to \$1,100 per month or an opt-out option, as well as disability insurance, and a retirement match. 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 look forward to our service together at McKnight Crossings Church of Christ.

Sincerely,

A handwritten signature in blue ink that reads "Don Fitzgerald". The signature is written in a cursive, flowing style.

Don Fitzgerald
President of McKnight Crossings Church of Christ

Staff Responsibilities:

Campus Director

1. *Weekly Large Group* - Oversee/Integrate/Host or find Host spaces/Teach/Counsel/Coordinate Volunteer Involvement.
2. *Core Groups* – Oversee/Integrate/Manage. Train leaders.
3. *Starting Point Cores* – Curriculum/Training leaders/Theological & Biblical assistance.
4. *Focused “Academic Disciplines” Bible Study Fellowship* – Recruit and Vet Christian Professionals to teach and/or serve.
5. *Do Something Now* – Provide direction/encouragement/feedback as needed to Student Leader Team. Share about any opportunities to DSN for supporting churches.
6. *Outreach/Missions* – Pray, help develop outreach orientation and outreach events. Coordinate/Recruit Volunteers/Pursue funding for mission trips. Develop new pursuits.
7. *Discipleship Training to Undergrad. / Graduate* – Provide mentorship, counsel, guidance and teaching to students & leadership teams. Advise on strategic planning, teaching and organizing events.
8. *Spring Break, Retreats, Special Events* – Oversee, Co-coordinate.
9. *Fundraising* – To maintain budget, grow into expansion and increase stakeholders. Maintain relationship with supporters and keep supporters informed. Thank you responses!
10. *Marketing – Oversight.*
11. *Alumni Connections* – Email, phone, Zoom meetings, Bible studies, in person visits....Update database.
12. *Mentors/Committee* – Pray for, Recruit, Nurture, Train, Encourage.
13. *Fellowship/Education/Speaking Engagements* – Church Congregations/Supporters/Young Adults/New stakeholders.
14. *University and Organizational Relations* – Interfaith membership, meetings, id’s, relationship development...Partnering Church Congregation and Org. relations (i.e. CFS, Neotez, CMDA...).
15. *Get Spirit-filled!* No-one needs a burned-out, shallow, campus minister. Follow Christ, model Christ.

Campus Staff

1. *Weekly Large Group Student Meeting* – Coordinate outreach activities and assist with teaching.
2. *Core Groups* – Recruit, Advertise, Coordinate and Mentor.
3. *Starting Point Cores (Outreach Bible Studies)* – Seek students/Train/Co-lead/Assist with curriculum.
4. *Focused Academic Discipline Bible Study Fellowship* – Assist in recruiting and vetting speakers.
5. *Do Something Now (Service)* – Provide guidance and assistance to student leader team.
6. *Outreach/Missions* – Pray. Outreach Orientation (first 4 weeks especially) Recruit students/Assist in Coordination
7. *Discipleship Training-Undergrad.*
8. *Spring Break, Retreats and Special Events* – Co-coordinate, assist students and Campus Director.
9. *Fundraising/Alumni* – Lead on students’ missions/events, assist with current supporter relations, new supporters and congregational relationships. Correspond with Alumni.
10. *Marketing – Social Media and campus awareness oversight (pursue adult and student volunteers to help maintain.)*
11. *Get Spirit-filled!* Prioritize your relationship with God. Follow Christ, model Christ.