

## **Memo of Understanding**

Dear Andrew,

The Elders at McKnight Crossings have enjoyed our zoom meetings and interview sessions with you, we have been praying about it, and we want to continue the interview process with you. The next step is providing you this summary of key details about the Lead Minister role and the financial wage and benefits package we have in mind for that position. It is not an offer of employment at this stage. We just want to paint a clearer picture for you and to also make sure we can meet your family's financial needs and expectations. You can follow up with us to ask clarifying questions and to discuss further any details that might not work for you.

Once we are on the same page about these elements of the position, we look forward to your upcoming interview weekend so that we can continue to explore ministering together.

Your position is under the oversight of the elders at McKnight Crossings. Of course, you will work in leading and collaborating with the other ministers and office staff.

### **I. General Information**

1. Job Title – Lead Minister
2. Job Relationship – Supervised by Elders
3. Position Summary – To lead and serve the church family in preaching, teaching, strategic planning, and in supporting and developing staff, ministries, and members.

### **II. Lead Minister Duties:**

#### **1. Proclaim the Word of God.**

- a. Maintain a discipline of personal growth in prayer and the Word of God.
- b. Deliver quality Biblical messages each Sunday that are inspiring and applicable to daily life (approx. 40/year), helping to arrange occasional guest speakers and having absences approved.
- c. Oversee and plan worship in coordination with the Worship Team, overseeing the Sunday worship assemblies, special worship times, including transitions and ad-hoc meetings.
- d. Oversee Spiritual Formation Team, teaching classes on Sunday or during the week as needed.

#### **2. Provide Spiritual and Pastoral Care.**

- a. Offer and coordinate pastoral care and guidance to church members and others, including the sick, and shut-ins.
- b. Be on call for pastoral emergencies.
- c. Coordinate pastoral care and planning for funerals, weddings, and other special requests and events.

#### **3. Provide Leadership.**

- a. Work closely in relationships of mutual trust and support with the elders. We are a leadership team.
- b. Consistently champion the church's mission, vision, and values.
- c. Cast vision for community outreach, events, and programs to strengthen the church.
- d. Offer strategic planning and support to on-going and new Ministry Leaders and Ministry Teams.
- e. Encourage and model discipleship relationships and a growing devotion to God.
- f. Meet at least monthly and as needed with church elders. Elders will set meeting agendas and chair the meetings. Your input will be welcomed and desired during these times of decision making.

#### **4. Ministry and Administrative Staff Responsibilities.**

- a. Grow into coordinating and overseeing Ministry Staff to carry out the church's vision, ensuring team cohesion, alignment, and execution of roles and tasks, including periodic meetings.

- b. Personnel decisions (hire/fire/discipline/accolades) are made by the elders with input from you as a vital part of the leadership team. Annual job reviews are conducted by you with an elder's assistance.
- c. Coordinate and facilitate staff meetings to nurture staff, respond to needs in the church body, implement administrative tasks, and coordinate staff, ministry, and congregational calendars in partnership with the Administrative Minister.
- d. Assure quality congregational communications (email, banners, social media, Live-Stream, and Sunday announcements, etc.).
- e. Office hours on several days per week to ensure office staff continuity and accessibility for congregation. Sunday absence for vacations and training up to 5 per year (i.e. 10%) is workable.

### **III. Compensation Package**

Annual Salary Range = \$72,000 - \$76,000

Medical/Dental/Vision - Allowed up to \$1,200 per month for individual and/or family coverage for medical+dental+vision as needed. Costs above that limit will be withheld pre-tax from salary. = \$14,400 max.

Retirement Match of 50% of your contribution up to 3% maximum match% = \$2,280 max.

Long-term Disability Insurance Paid by MX = \$500 est. cost

Annual budget for ministry resources (books, materials, etc.) = \$1,200

Annual budget for education/training = \$1,500

Annual budget for shepherding funds (reimbursement for meals, coffee, etc.) = \$1,200

Total Package Value: = \$97,080

Lead Minister will structure housing allowance and salary allocations as appropriate.

You will be considered a minister under the IRS code and will pay self-employment tax unless you have chosen to exempt yourself from that tax.

Relocation Expenses: The church will reimburse your actual costs up to \$5,000 in moving expenses.

### **IV. Terms and Conditions of Employment**

Start Date: To be mutually determined.

Annual Vacation: Our practice is 2 weeks for 1-5 years of ministry experience, 3 weeks for 6-10, and 4 weeks for more than 10 years. Because you come to us with extensive full-time ministry experience you will start with 4 weeks of annual vacation and remain at that level. We will prorate your vacation for 2025 based on start date.

Sick Leave: Our policy is being updated because of a newly passed Missouri law. You will have basically 72 hours per year (i.e. 9 days/year) of paid sick leave available.

Ongoing Mentoring (Re-evaluate after 6 months):

1. Meet regularly with a small multi-generational group of leaders which you help create for encouragement and feedback.
2. Meet regularly with a mentor you help select for encouragement and feedback.
3. Jeff Kryder (our recently retired Senior Minister and continuing member) is available to you as a resource for advice, historical perspective, and understanding of our church body.

Bi-annual review by elders for feedback and job performance.

Sabbatical: After 5 years with McKnight Crossings the elders will be open to discussion and consideration of the appropriateness, need, and timing of a sabbatical.