



September 18, 2009

Senior Minister
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Worship & Music Minister
Doug Wiggers
Adult Discipleship Minister
Dr. Steven Hancock
Youth & Family Minister
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A special thank you to our team ministry managers and coaches,

The Elders and Staff wish to thank you who have sacrificially given of your time, talent and treasure to make our Team Ministry system a positive influence in the lives of the people we touch. Our goal has been "every member ministry." We want to encourage you to continue striving to reach that goal of encouraging Christians to use their spiritual gifts to reach, teach and serve.

An evaluation of Team Ministry is to occur at this time every year per our church bylaws and be completed by the third Sunday of October. Changes and approval of team ministry coaches, managers and elders are completed at the yearly **Congregation Meeting**, which will be held following a light luncheon in the family life center after second service on Sunday, October 18.

Enclosed with this letter are: team ministry descriptions booklet to be updated (blue), team ministry forecast form (violet), budget form (green), team ministry covenant (ivory), and a tax exempt certificate (gold).

TEAM MINISTRY FORECAST FORMS & COVENANTS ARE DUE SUNDAY, OCTOBER 4

Please confer with your team in the next few weeks to pray about and discuss your team's goals for 2010. After you meet please complete and return the enclosed violet "FORECAST" form to the mailbox labeled "TEAM MINISTRY" in the church office by October 4.

It is important that each of us take the important step of accountability that a covenant signifies. In 2006 we developed a Team Ministry Covenant that we asked every manager and coach to read and sign. Those who have not yet turned in a covenant were given a blank form. Please initial each of the four sections and sign the back of the document and return to Team Ministry mailbox in the church office.

Be sure to review and update the description of your ministry team(s) found in the blue booklet by using the forecast form. If you do not turn in your forms, your center manager will be asked to contact you. *If no forms are received, you will be removed as team coach and will no longer be considered an active member of the team ministry cabinet.*

TEAM MINISTRY BUDGET FORMS DUE BY WEDNESDAY, OCTOBER 14

An all-church budget must be completed and available to the congregation by the start of the new year. This takes several rounds of review, so your team's completed green budget form is due to the church office mailbox labeled "TEAM MINISTRY" no later than October 14, 2009. If you do not turn in your detailed budget form, your manager will be asked to complete it for you. If no form is received, your team will NOT be assigned any budget funds.

FINANCIAL OVERVIEW

Thirty-six weeks into our calendar/budget year, our general fund weekly spending (\$16,076 average) has exceeded our budget (\$15,637 weekly), but has not exceeded our general fund income (\$16,443 average). The Lord provides, and we are thankful to Him for the good stewards of the monies that have been provided. In addition to the general fund, our congregation has given \$18,515 toward our "50/50 Challenge." These funds are split evenly - 50% for debt reduction, 50% for property improvements. This fund has received \$69,552 since it was launched in 2008.

Just as the members of our church body have and continue to experiencing the ill-effects of the recession, so do the ministries of the church. The timing of the financial downturn was such that we were able to respond in a conservative manner when finalizing the 2009 budget, resulting in a 12% decrease from 2008. Compared to the same time frame in 2008 our general fund giving is up nearly 2%, and given this economic climate, that is a cause for praise.

Spending on “non-essential” items has been nearly non-existent in an effort to cover the mortgage interest rate increase and pay utilities and salaries. Salary freezes continue, and hours were cut to reduce costs. The structure of our mortgage loan is based on the LIBOR rate, which crashed to and has remained around .25%. (A rate over 5% puts us in a favorable budget position, which was where we were from the inception of the loan until February 2008.) These changes require us to spend an estimated \$60,000 in interest for which we did not budget. This is a perfect example of how debt limits our reach. Until we can eliminate or further reduce this debt, we continue to seek ways to lessen impact and have avoided further debt. This includes appealing to the congregation for increased sacrificial giving. However; the cost to pay the excessive interest is still more affordable than paying the penalties to restructure the loan. In the spring of 2011 we will be in a position to seek more stable terms on about 60% of our debt. The remaining debt remains in a position with hefty “unwind” penalties until 2016.

We have faith that our God will provide to us as we continue to strive to be good stewards of the funds He makes available. Simply look at the difficult position that we are in this year and how God has provided as an obvious example of His providence. Eventually, we will be able to defeat this debt and expand our ministry reach financially.

With these thoughts in mind, give great thought to your needs for ministry as you prepare for 2010 and pray that God will continue spreading the Biblical principle of tithing throughout our church. As the budget is prepared and goes through numerous drafts, you will be contacted if there are any questions about your requests or if it is altered. The Team Ministry Cabinet will receive a final draft of the budget for approval by the end of November and then will meet to **vote on the proposed budget on Sunday, December 13**, directly following second service.

Don't forget that a **Purchase Order System is in effect**. Purchases will not be paid for by the church unless it is outlined in your budget and you have obtained a purchase order number in advance from Sherry Strauss, financial secretary. Please provide specifics on how you want to spend the money you are requesting – map out your team's plans for the year in detail.

A copy of our **tax exempt certificate** has been enclosed (goldenrod) – always use it when you purchase on behalf of the church. (It has not altered from 2008.)

If you need a copy of your budget and/or cash account expenditures year to date for 2009, contact financial secretary Sherry Strauss or email sherry@reachteachserve.org. We encourage you to **gather as much information as possible when preparing your budget**.

ELECTRONIC TOOLS

All of the forms needed to complete your requirements as a team leader during this annual evaluation process are available on the www.CiceroChristianChurch.org website under the Ministries → Team Ministry section. You can access the detailed budgets and income from previous years. You can review monthly spending reports. You can view or print out all correspondence and forms in this process as well. Although I would prefer you turn in all forms filled out completely, you may submit your budget and forecast forms via email to beth@reachteachserve.org, following the format of the form.

In His Service,

Beth Roberts
Team Ministry Coordinator