

September 17, 2007

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 serve the Body of Christ.

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 **Congregational Meeting**, which will be held at 6:30pm, Sunday evening, October 21.

Enclosed with this letter are a current team ministry listing (blue), and the team ministry forecast form (violet), budget form (green) and team ministry covenant (ivory), and a tax exempt certificate (goldenrod).

Senior Minister  
Tim Lueking

Music & Worship  
Minister  
Doug Wiggers

Adult Discipleship  
Minister  
Dr. Steven Hancock

Youth & Family  
Minister  
Chad Allen

Children's Minister  
Ben Radant

[www.CiceroChristianChurch.org](http://www.CiceroChristianChurch.org)

#### **TEAM MINISTRY FORECAST FORMS ARE DUE SUNDAY, OCTOBER 7**

Please get with your team in the next few weeks to pray about and discuss your team's goals for 2008. After you meet please complete and return the enclosed violet "FORECAST" form to the mailbox labeled "TEAM MINISTRY" in the church office by October 7.

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 had not 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.

#### **TEAM MINISTRY BUDGET FORMS DUE BY WEDNESDAY, OCTOBER 17**

Budgets must be completed and available to the congregation by the end of the 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 17, 2007.

#### **FINANCIAL OVERVIEW**

Although at 36 weeks into our calendar/budget year, our general fund receipts (\$16,482 average) weekly have not exceeded our budget (\$17,267 weekly), praise the Lord that our spending from the budget has stayed below the offerings (\$16,107 average). The Lord provides, and we are thankful for the good stewards of the monies that have been provided. In addition to the general fund, our congregation has given just shy of \$65,000 toward our mortgage principal debt on the "Cultivating Community" goal of \$100,000 for the year.

**Give great thought to your needs for ministry** as you prepare for 2008 and pray that God will continue spreading the Biblical principle of tithing throughout our church.

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 the current tax exempt certificate for Cicero Christian Church has been enclosed—be sure to use it when you purchase on behalf of the church so we don't pay needless tax expense.

If you need a copy of your budget and/or cash account expenditures year to date for 2007, contact our financial secretary, Sherry Strauss at the church office or [SherryStrauss@CiceroChristianChurch.org](mailto:SherryStrauss@CiceroChristianChurch.org). We encourage you to **gather as much information as possible when preparing your budgets.**

#### **ELECTRONIC TOOLS**

All of the forms needed that you need to complete your budgeting or spending as a team leader are available on the church website in the News & Notes→Resources→Forms & Policies section. You may also review Team Ministry information via Ministries→Team Ministry (such as this letter), or financial information via News & Notes→Resources→ Financial & Attendance (such as the budget, or a monthly spending report). If all goes well with my self-training on some new software, you'll be able to fill out all the forms online and submit them via our website. If not, you'll be able to print out blank forms using Adobe Acrobat

In His Service,

Beth Roberts  
Team Ministry Coordinator