



September 20, 2010

Senior Minister
Tim Lueking
Worship & Music Minister
Doug Wiggers
Adult Discipleship Minister
Dr. Steven Hancock
Youth & Family Minister
Chad Allen
Children's Minister
Ben Radant

1715 Stringtown Pike Cicero, Indiana 46034 317.984.4653

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 **Congregational Meeting**, which will be held during a luncheon in the family life center after second service Sunday, October 17, 2010.

Enclosed with this letter are: team ministry descriptions booklet to be updated (yellow), 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, SEPTEMBER 29

Please confer with your team in the next few weeks to pray about and discuss team's goals for 2011. After you meet please complete and return the enclosed violet "FORECAST" form to the mailbox labeled "TEAM MINISTRY" in the church office by September 29.

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. This contract is to be renewed annually. 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 yellow booklet by using the forecast form. If you do not turn in your forms, you will be contacted. *If no forms are received after contact, 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 13

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 13, 2010. If you do not turn in your detailed budget form, you will be contacted. If no form is received, your team will NOT be assigned any budget funds.

FINANCIAL OVERVIEW

Thirty-seven weeks into our calendar/budget year, our general fund weekly spending (\$14,685 average) has been well below our budget (\$15,869 weekly), and has not exceeded our general fund income (\$15,878 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 an additional \$21,418 toward debt reduction, and we have built a picnic shelter debt-free. Compared to the same point in 2009, giving is down 3.2%

Just as in 2009, our planning in the midst of a recession resulted in a tight budget while retaining our staffing, other than Dr. Steven Hancock, who retired in July after 50 years of paid ministry service.

Spending on “non-essential” items has been very tight in an effort to cover the variable mortgage rate fluctuations and pay utilities and salaries. Salary freezes continue – none of our ministry staff has received a base pay increase since 2005.

In the spring of 2011, timed changes in certain factors in our mortgage debt require us to review options going forward. We are in a position to seek more stable terms on our debt. FAST (Financial Advisory Support Team), part of Mission 2020, has been meeting since March exploring options. We are pleased to have found competition for our business, and are in the process of securing a fixed-rate 10 year loan (amortized over 20 years) for less than 5.5%. The effect that this will have on our budget over the next 10 years is hard to fathom at this point, but it certainly brings much more stability and the thought of paying off our debt by 2020, as is our Mission 2020 goal, seems within the realm of possibility.

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 have been in these past two years, and how God has provided as an obvious example of His providence. Ask any member of the FAST team and they will tell you how much more God has provided than was even dreamed. The positive news is that it is likely that the purse strings will be loosened a bit as we prepare the 2011 budget.

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 12**, 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.

If you need a copy of your budget and/or cash account expenditures year to date for 2010, 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

The yellow “Team Ministry Descriptions” booklet prints differently on our new printer/copier and the edge of the text is slightly cut off but readable. This will be corrected in future versions, but was not reprinted for this packet. You can see the full booklet on our website.