Senior Minister
Tim Luebing
Worship & Music Minister
Doug Wiggers
Youth & Family Minister
Chad Allen
Children's Ministry Director
Amber Smith

CICERO CHRISTIAN CHURCH
reachteachserve.org

October 3, 2011

1715 Stringtown Pike Cicero, Indiana 46034 317.984.4653

The Elders and Staff wish to thank our Team Ministry managers and coaches for giving of your time, talent and treasure to reach, teach and serve our community for Christ.

Cicero Christian Church conducts an annual evaluation of Team Ministry to identify those who wish to serve as a coaches or managers in the following year.

Please take a moment to carefully review the current ***Team Ministry Booklet with Descriptions*** that is available online and through the church office (blue paper). This booklet reflects the current status of Team Ministry with the descriptions that were created for the current year. This booklet will be updated based on the information gleaned from the annual Team Ministry evaluation, and the description you provide on the Forecast Form. The Team Ministry Booklet with Descriptions will be sent by email or can be accessed on our website.

FORECAST FORMS DUE BY THURSDAY, OCTOBER 6

As a current or future Team Ministry coach or manager, please complete and **submit the FORECAST Form by Thursday, October 6**. If the church has an email address on file for a manager or coach, a Forecast Form has been sent which can be filled out and submitted electronically. Based on the Forecast Form responses, the list of Team Ministry Managers and Coaches inserted in the bulletin on October 2 (no descriptions, salmon paper) will be updated on October 9 and again on October 16 for review prior to approval of the proposed leaders at the **Congregational Meeting at 6:30p on Sunday, October 16**. Even if you do not wish to continue in a leadership role with Team Ministry, please complete this Forecast form (purple paper).

If you choose to continue as a Team Ministry coach or manager serving in 2012, then two additional forms are required: BUDGET and COVENANT.

BUDGET FORMS DUE BY WEDNESDAY, OCTOBER 12

The **Team Ministry BUDGET Form** for 2012 will be sent as a fillable form in a separate email and can also be submitted electronically. If you need spending information from 2011 or previous years, please contact our Financial Secretary, Sherry Strauss (Sherry@ReachTeachServe.org or 317.984.4653x14). The Budget forms (green paper) are due **by Wednesday, October 12**.

As in the past, there will be several budget drafts, and team ministry coaches and managers will be provided with reviews prior to the final budget. The requests should be detailed as will the changes to the requests. *Please pay close attention to those changes and contact Beth Roberts if you have questions or adjustments of any kind*.

COVENANT FORMS DUE BY THURSDAY, OCTOBER 13

The **Team Ministry COVENANT Form** must be updated annually. This form will be available electronically, but this form requires a team ministry leader's signature. It must be printed (or picked up at the church [cream paper]), signed and turned in by **Thursday, October 13**. If you wish to drop off the form after hours, please slip the completed Covenant into the church mailbox.

TEAM MINISTRY CABINET MEETING SUNDAY, DECEMBER 11

The **Team Ministry Cabinet Vote** to approve the 2012 Budget and Cabinet Officers will be held on Sunday, **December 11, 2011 at noon** in the multipurpose room (107). All ministry leaders currently serving in 2011 as well as new team coaches and managers approved at the congregational meeting on October 16 to serve for 2012 are requested to make every effort to participate in the vote.

Financial Overview

Thirty-nine weeks into our calendar/budget year, our general fund weekly spending ($15,380 average) is below budget ($15,867 weekly), and has not exceeded general fund income ($15,961 average). Compared to 2010, general fund giving is up 0.04% and spending is up .02%.

In addition to the general fund, our congregation has given $31,606 toward debt reduction in the first 39 weeks of 2011. In July, CCC had the honor of receiving $37,500 from the Estridge Family Foundation, a fund of Legacy Fund Community Foundation, for debt reduction in honor of Mike and Nancy Hutson. The grant is for $75,000 and the second half is to be received in January 2012. We started 2011 with $24,611 in the debt reduction fund.

In October 2010, the FAST Team of Cicero Christian Church completed a refinance of mortgage debt with Key Bank. The final borrowed amount was $2,260,000. The result was a fixed rate mortgage for 10 years amortized over 20 years at a rate of 5.12% with no annual fees. Our former loan had hefty annual fees and was based on variable bond swap agreements which placed the church in an unfavorable position starting in 2009. It is estimated that remaining in the previous loan would have cost an additional $11,000 in interest while paying $2,000 less in principal payments.

With our fixed rate mortgage, the loan will end in 2020 and about $1,413,000 will have to be refinanced. Starting with the 2011 budget, an additional $25,000 was budgeted for an annual extra principal payment. Faithfully repeating this same budget extra every year for 10 years would make the payoff about $1,130,000. *Paying $110,000 extra annually for the 10 years would pay off the loan*. It is exciting to say that the combination of debt reduction funds given weekly through the offering, the Estridge grant, and the escrowed budget funds, we can achieve that lofty target this first year. Our overall financial picture, viewed in the light of the current economy, may make it prudent to hold on to larger cash reserves, but these funds will continue to accumulate toward debt payments.

Looking forward to budgeting for 2012, we are targeting a total budget about the same as the last two years – less than $1,870 a week. We will budget funds for an additional principal payment as well as continue to build the reserved funds for property maintenance. Staffing changes in 2011 included replacing the Children's Ministry leadership position vacated by Ben Radant in May with Amber Smith. We hope to add additional staff to foster new programming and church growth in 2012, including filling the Youth Minister position to be vacated by Chad Allen in October.

About the Evaluation and Budgeting Process

Forms will not be "snail mailed" to Team Ministry coaches or managers if the church has a current email addresses on file. Hard copies of all forms are available at the church office, can be mailed at your request, or can be printed from the church website. (Click on "Team Ministry Evaluation & Budget" on the home page to be redirected to the forms, booklets and instructions.) If you did not receive forms electronically and wish to, please contact Beth@ReachTeachServe.org.

When completing electronic fillable forms either Adobe Acrobat or Adobe Reader software is required. Download the free Adobe Reader 9 from www.adobe.com/go/reader/. Using Adobe Acrobat Reader and the link to the form on our church website, you should be able to complete the form electronically then click "Submit" in the purple bar at the top right of Adobe Acrobat to return your data to the form author.

If you would like to recommend a new team for Team Ministry, or have questions about the forms or process, don't hesitate to contact me.

Beth Roberts
Office Manager / Team Ministry Coordinator & Cabinet Secretary
317.984.4653x11
Beth@ReachTeachServe.org