

Family Business Meeting Agenda

January 15, 2017

PRAYER

ADOPTION OF PREVIOUS MINUTES

UNFINISHED BUSINESS

2016 CONGREGATIONAL REPORTS

- Trustees
- Personnel Team
- Adult Small Groups
- Re|engage Marriage Ministry
- Young Adult Ministry
- Baptist Collegiate Ministries at NKU
- Kid's Avenue
- Whiz Kids
- Christian Education Center
- IMPACT Team
- CARE Mission
- Downtown Cincinnati Street Ministry
- Stewardship Team
- Elders

ADOPTION OF REPORTS

NEW BUSINESS

- Motion to Affirm 2017 Personnel, Trustee, Stewardship, and Counting Teams
- Personnel Team Motions
- Stewardship Team Motion
- Other Items of New Business

ADJOURNMENT

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Minutes - Previous Meetings

Family Business Meeting

September 25, 2016

Kevin Sell called the meeting to order and John Farrar opened in prayer. Copies of the previous business meeting minutes, along with all other written reports, were available to the church family, and were present at the meeting for review and approval.

A motion was made by Bill Rachford to approve the minutes as presented. It was seconded by Christi Sell, and the motion carried.

Reports

Oral reports were presented by the Trustees, Personnel Team, Adult Small Groups, Impact Team, Young Adult Ministry, Kid's Avenue, Whiz Kids, Downtown Cincinnati Street Ministry, and the Stewardship Team. Following the reports, Barry Jolly made a motion to approve the written reports. It was seconded by Paula Zechella, and the motion carried.

New Business

The associational annual meeting will be held on October 17, 2016 at Erlanger Baptist Church. Any members interested in serving as messengers (limit of 10) were asked to notify the church office. There was no other new business.

Bill Rachford made a motion to adjourn the meeting. It was seconded by Dave Holzschuh, and James Reis closed in prayer.

Family Business Meeting

May 1, 2016

Kevin Sell called the meeting to order and James Reis opened in prayer. Copies of the previous business meeting minutes, along with all other written reports, were available to the church family, and were present at the meeting for review and approval.

Christi Sell requested that an amendment be made to the previous meeting minutes to include the previous vote and adoption of the 2016 fiscal policies for Main Street (including the counting procedures, cash disbursements and financial controls). A motion was made by Deron Jump to amend the minutes as presented. It was seconded by Shari Hennekes and the motion carried.

Reports

Oral reports were presented by the trustees, Christian Education Center, Adult Small Groups, Baptist Collegiate Ministry, Kid's Avenue, Impact Team, Care Mission, Downtown Cincinnati Street Ministry, and the Stewardship Team. Following the reports, Bill Rachford made a motion to approve the written reports. It was seconded by Barry Jolly; motion carried.

New Business

A motion was made by Tyler Andrew to use \$3500 from the book of remembrance for capital improvements to the worship center lighting system. The funds will be used for a new console, installation, and training. John Farrar made a motion to approve the distribution of the funds from the book of remembrance. It was seconded by Bill Rachford and the motion carried.

A motion was made by the Elders that their decision to remove Brandon Shaffer from service as Associate Pastor, Campus Ministries be affirmed. After discussion, Bill Rachford seconded the motion and the motion carried.

A motion was made by the Elders that Main Street Baptist Church provide Brandon Shaffer with need-based assistance for his mortgage for up to six months, providing Brandon fully participates in the restoration and reconciliation process directed by his counselor (which will include finding employment as quickly as possible). After discussion, Danielle Andrew seconded the motion, and the motion carried.

Robert Franklin led in prayer and the meeting was adjourned.

Special Called Business Meeting

January 3, 2016

The Associate Pastor: Campus Ministries Search Team moved to install Pastor Brandon Shaffer to fill this vacant role. Brandon was presented upon recommendation of the Search Team to begin serving January 4, 2016.

Vote was taken on Jan. 3, 2016 by secret ballot. The affirmatives prevailed and Pastor Shaffer accepted the call to serve at Main Street.

Special Called Business Meeting

January 10, 2016

A motion was made by Robert Franklin to receive Brandon and Lindsey Shaffer into our fellowship by their transfer of letter in good standing from Fairway Baptist Church, Wichita Falls, TX and subsequent completion of the Foundations class. Motion carried.

Special Called Business Meeting

January 31, 2016

A motion was made by Robert Franklin to receive Rita Beer into our fellowship by her profession of faith in Christ, baptism, and completion of the Foundations class; motion carried.

Special Called Business Meeting

February 14, 2016

A motion was made by Robert Franklin to receive Matthew and Shanna Byrd into our fellowship by their transfer of letter in good standing from Florence Baptist Church at Mt. Zion and subsequent completion of the Foundations class. A motion was made by Robert Franklin to receive Randy and Kelly Hemmerle into our fellowship by their transfer of letter in good standing from Christian Tabernacle, Newport and subsequent completion of the Foundations class. Both motions carried.

Special Called Business Meeting

March 20, 2016

A motion was made by Robert Franklin to receive Jordan Hall into our fellowship by her profession of faith in Christ, baptism, and completion of the Foundations class; motion carried.

Special Called Business Meeting

April 17, 2016

A motion was made by Robert Franklin to receive Brad and Jen Neal into our fellowship by their profession of faith in Christ, baptism, and completion of the Foundations class; motion carried.

Special Called Business Meeting

November 13, 2016

A motion was made by Robert Franklin to receive Nathan Wright into our fellowship by his transfer of letter in good standing from Turner Ridge Baptist in Falmouth, KY and completion of the Foundations class. A motion was made by Robert Franklin to receive Reggie Thompson, Sr. into our fellowship by his transfer of letter in good standing from Flagg Springs Baptist Church, California, KY and completion of the Foundations class.

Special Called Business Meeting

December 18, 2016

A motion was made by Robert Franklin to receive Jackson Besecker, Tommy Campbell, Madison Copes, Aubry Ball, Mattie Meiser, Anna Pack, Greyson Stagner, Collin Stinnett, and Riley Sinclair Par-Due into our fellowship by their profession of faith in Christ, baptism, and completion of the Foundations class.

There was one additional item of business: the appointment of a search team to take the lead in the filling of the open Campus Ministries staff position. A motion was made to affirm the following individuals who agreed to serve on the team: Jared Clark (young adult intern), John Farrar (elder and parent of young adults), Emily Grindstaff (young adult), Grace Rath (young adult), AJ Roseberry (member of the personnel team), Stephanie White (parent of young adults), and Robert Franklin (ex officio member). The motion was made by Bill Rachford, seconded by Keith Arnold, and the motion carried.

2017 Personnel, Trustee, Stewardship, and Counting Teams

Since our constitution allows for 7 members for a ministerial staff position and currently we have only six members, nominations or volunteers were entertained from the floor and Tracy Songer was nominated to serve on the search committee. A motion was made by Michelle Franklin, and the motion carried.

2016 Membership Transfers

The following Main Street members have moved their membership: Ann Merkley, Ron Elkins, Brenda Elkins, Dee Ward, Laura Ward, Connie Moore, Carolyn Feagan, Ken Miller, Dianne Miller, Jerry Delaney, Margie Delaney, Laura Smith, Charles Coleman, Cheryl Coleman, Beverly Prim, and Lynn Wenrick.

2016 Baptisms

Seventeen people have been "Raised to a New Life" by baptism since January.

Aric Beer, Rita Beer, Jordan Hall, David Renchen, Camden Phillips, Hannah Phillips, Carlea Brothers, Courtney Harris, Emma Boaz, Brad Neal, Jennifer Neal, Rebekah Neal, Emily Flinchum, Hope Hamilton, Kurtis Traft, Jeff Anna, and Jami Anna.

2016 New Members

Twenty people became new "gifts" to our Main Street family by becoming new members.

Rita Beer, Matthew Byrd, Shanna Byrd, Randy Hemmerle, Kelly Hemmerle, Jordan Hall, Brad Neal, Jen Neal, Nathan Wright, Reggie Thompson, Sr., Brittney Gunter, Jackson Besecker, Tommy Campbell, Madison Copes, Aubry Ball, Mattie Meiser, Anna Pack, Greyson Stagner, Collin Stinnett, and Riley Sinclair Par-Due.

Proposed 2017 Personnel Team

Dave Holzschuh
Susan Jolly
AJ Roseberry

Proposed 2017 Trustees

Danny Gilbert
Barry Jolly
Jason Boaz- vice chairperson
Jerry Bowman
Paul Hennekes- chairperson
Tom Hervey
Deron Jump
Jamie Maddy
Jim Maschinot
Katherine McGovern
Brian Painter
Jim Pickett
James Reis
Steve Schweitzer
Justin Thompson
Rick Toennis
Jody Tyra
Dan Uher
Dave Wagner

Proposed 2017 Stewardship Team

Bryan Nordheim
Nick Owen
Bill Rachford
Charlie Rush
Joyce Vallandingham

Proposed 2017 Counting Team

Joy Hill
Judy Hough
Maxine Kelly
Ron Miller
Shirley Miller
Bill Rachford
Susan Rachford
Joyce Vallandingham

Trustees

Several projects have been completed since our last family business meeting, and some are in progress now. A new 24-passenger bus was purchased with money that was donated and our older bus was donated to a Hispanic sister church. Several rooms have received new paint and carpet and L.E.D. lighting has been installed in all classrooms, halls, offices, and the parking lot. The roof section over the offices and ladies' restroom has been replaced. In addition, work has been completed on the grounds including correcting drainage problems on the ballfields and in the garden, sealing cracks in the parking lot, and landscaping around the church sign.

Looking to the future, other sections of the roof will be replaced. Trustees are getting pricing and investigating practicality of replacing the sanctuary and gym lights with LEDs. Plans are also being developed for putting a cover over the entrance at the Kid's Avenue door.

Paul Hennekes

Personnel Team

2016 proved to be an eventful and challenging year. We are grateful to the staff at Main Street as they endured one fulltime staff vacancy for most of the year and as they supported our Senior Pastor while he was away on Sabbatical for nearly two months.

*The Personnel Team reviewed and revised the Employee Handbook. Final draft copies will be available for review at the Annual Family Business Meeting.

*The Personnel Team supervised the annual review process for all staff members except for the Early Education Director (The Christian Education Center review is on a schedule different from the church staff and will be submitted too late for publication).

*The Personnel Team submitted recommendations to the Stewardship Team for 2017 staff pay adjustments. Response to those recommendations are reflected in the 2017 Annual Spending Plan.

*The Personnel Team received notice of a generous year-end gift to support the hiring of additional staff for the 2017 financial year. Because of this gift, the Personnel Team can offer for consideration the following new positions. **Both positions are for one year only and will need to be reviewed for viability toward the end of 2017.**

We recommend Karen Farrar to fill the proposed Family Ministries Coordinator position in 2017. Karen currently serves fulltime on staff in the Ministry Assistant: Relationships role. This role will be vacated to free Karen to devote the vast majority of her time to serving families with children. The Service Description for this fulltime position immediately follows this report.

We recommend Brandon Stinnett to fill the proposed Ministry Assistant: Pastoral position in 2017. Brandon will take up many of the tasks currently performed by Karen and will use his previous church planting and small group coordination experience to assist the Senior Pastor in his responsibilities. The Service Description for this part-time position immediately follows this report.

MAIN STREET BAPTIST CHURCH

FAMILY MINISTRIES COORDINATOR

A. Responsibilities

Coordinator Responsibilities

- * Participate in pastoral care to families with children.
- * Recruit, coordinate, train, and manage volunteers and paid staff involved in MSBC's varied ministries to children (i.e. Kid's Avenue, Awana, Elevate, Whiz Kids).
- * Recruit and develop leadership teams to assist in the planning, staffing, and implementation of ministries to families with children.
- * Develop and oversee the implementation of a strategic plan to engage parents of children in personal and family discipleship.
- * Coordinate ministry efforts with the Main Street Christian Education Center Early Education Director.
- * Oversee the maintenance, updating, repair, replacement, etc. of children's ministry facilities, supplies, toys, etc.
- * Develop outreach initiatives to encourage the parents of children to relationship with Jesus Christ.
- * Develop and oversee a greeting/welcome team for children's ministry activities.
- * Develop communication tools to engage families in children's ministry activities, maintaining and advancing online communication tools.
- * Coordinate with the Young Adult ministries to advance the transition from 'Child' to 'Young Adult' within Main Street.
- * Attend regular MSBC staff meetings.

- * Children are persons aged birth through Bridge 56.

Additional Responsibilities

- * Lead in the updating of the Main Street 'Sieveconnect' Facebook page.
- * Assist in the management of the ChurchTeams database, including but not limited to small groups under Kid's Avenue leadership.
- * Communicate with baptism candidates and hosts and prepare required materials.

B. Supervision

The work of the Family Ministries Coordinator will be supervised by the Senior Pastor.

C. Position Minimum Requirements

- * Education: Must have at least a Bachelor's degree or equivalent educational ministry experience *
- Experience: 1 to 2 years preferred *
- Employment Status: Full-time, work-for-hire, non-exempt

D. Compensation Package / Benefits

- * Starting Salary: \$15/hr
- * Reimbursable Exp.'s:

Certain expenses incurred by the employee while working may be reimbursable through the church budget including but not limited to mileage, conferences, continuing education, travel, etc.

- * Starting Vacation:

2 weeks annually (see employee manual for schedule)

* Annuity:

Employer contribution in a 403(b) through Guidestone Financial Resources with the option of an Employee Salary Reduction Agreement to increase amount contributed. (see employee manual for schedule of employer contributions)

* Life Insurance:

Life & Disability insurance provided (see employee manual for eligibility)

* Mission Leave:

1 week annually may be taken for mission work.

2017 OFFER OF COMPENSATION PACKAGE
AND EMPLOYEE BENEFITS

FAMILY MINISTRIES COORDINATOR

Total Compensation Package: \$

* Current Salary Package: \$ 34,008 (\$16.35/hr)

* Current Benefit Package: \$

o Guidestone 403(b) Annuity \$ 1,122

o Life Insurance \$

o Retention Incentive \$ 3,400

* Annual Vacation: 2 weeks

* Mission Leaves: 1 paid week annually

I believe, after prayerful consideration, that I have a sense of being called into this position by God. I will lead others by example and in truth, realizing that as part of a larger body of Christ, my witness will reflect the face of Christ to the community in all related activities. I will strive to equip myself, utilizing external sources such as Scripture, seminars, lectures, written material, and other means available to me, to develop in this position and to develop others to join me in service to the Lord and Main Street Baptist.

By signing, I agree to the above conditions for hire, have been given a copy of the job description for Family Ministries Coordinator for Main Street Baptist Church and will, to the best of my ability, perform the duties outlined above, always keeping the glory of God as the highest priority.

Signed: _____
Date: _____

Pastor: _____
Date: _____

Reimbursable Expense Proposal for 2017:

Travel/Mileage \$

Conference/Ed. \$

Hospitality \$

2017-01-03 RF

MINISTRY ASSISTANT: PASTORAL
SERVICE DESCRIPTION

A. Regular Responsibilities

MINISTRY FOCUS

- * Participate in the weekly creation of small group media.
- * Assist in the management of the Churchteams database and maintain the church membership database.
- * Serve as a resource for the management of relationships between the varied teams working at Main Street.

Elders and Deacons: assist in the preparation of the weekly follow-up and prayer lists.

HOST team: assist the Worship Educator to manage volunteers and keep resources stocked and ready.

Small Groups: Assist in the management and upkeep of the Churchteams database and the scheduling of new groups and assignment of on-campus spaces.

- * Initiate and manage the visitor follow-up process.
- * Assist in the management of Main Street's social media presence.
- * Attend regular MSBC staff meetings.

B. Supervision

- * The Ministry Assistant: Pastoral, will be supervised by the Senior Pastor.

C. Position Minimum Requirements

- * Education: High School diploma or equivalent.
- * Experience: At least 1-2 years' experience in Microsoft Office, customer service, or clerical services required; Visual arts experience preferred (Adobe Creative Suite, Microsoft PowerPoint)

- * Employment Status: Part-time, work-for-hire, non- exempt

All potential applicants will be screened by the Pastoral staff to demonstrate skill and establish Christian commitment before proceeding to the Personnel Team for further consideration.

D. Benefits

- * Beginning Salary: \$14.00/hour

- * Reimbursable Expenses:

Certain expenses incurred by the employee while working may be reimbursable through the church budget including but not limited to mileage, conferences, continuing education, travel, etc.

- * Starting Vacation:

40 hours upon eligibility (see employee manual for schedule)

- * Annuity:

No employer contribution available. Employees may contribute to personal Guidestone 403(b) account using payroll deductions.

- * Life Insurance: none

- * Mission Leave: 1 week upon eligibility

MINISTRY ASSISTANT: PASTORAL

Total Compensation Package: \$ 16,380 [based on \$15.75/hour, 1040 hours]

* Current Salary package: \$ 16,380
 Current Benefit Package: \$ 0

*Guidestone 403(b) Annuity \$

*Insurance \$

* Annual Vacation: 40 hours (see employee manual for schedule)

I believe, after prayerful consideration, that I have a sense of being called to serve in this position by God. I will lead others by example and in truth, realizing that as part of a larger body of Christ, my witness will reflect the face of Christ to the community in all related activities. I will strive to equip myself, utilizing external sources such as Scripture, seminars, lectures, written material, and other means available to me, to develop in this position and to develop others to join me in service to the Lord and Main Street Baptist.

By signing, I agree to the above conditions for hire, have been given a copy of the job description for Ministry Assistant: Pastoral (PT) for Main Street Baptist Church and will, to the best of my ability perform the duties outlined above, always keeping the glory of God as the highest priority.

Signed: _____

Date: _____

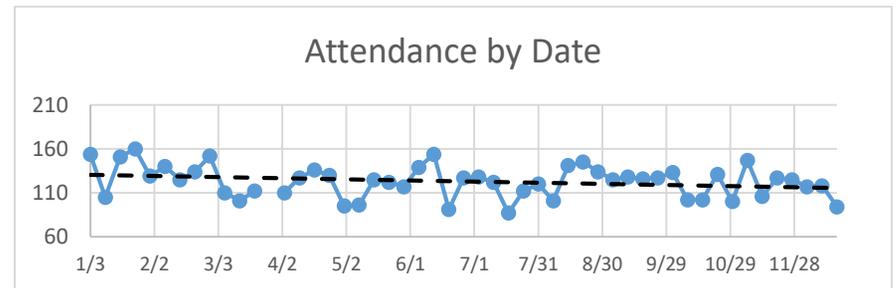
Pastor: _____

Date: _____

Small group attendance averaged 123 for 2016, excluding Resurrection Day and Christmas Day when small groups were cancelled in whole or in part. This is a decrease of about 15 over 2015. There was a downward trend line over the year for small group participation as shown in the figure below. In 2016, there was a major summer emphasis with a combined sermon and small-group emphasis on the persecuted church and spiritual warfare.

We believe that small groups are the best places to facilitate spiritual growth—discipleship. Therefore, a renewed focus with a designed curriculum is scheduled to begin on January 29 for all adult and student small groups. The curriculum called “Step by Step” will train and prepare our members to participate in and lead small groups of various sizes. The focus will be on what do we need to know, what do we need to be, and what do we need to do as disciples. It incorporates teaching from the sermon on the mount, strengths finders, and our Foundations course.

John Farrar



ReEngage Marriage Ministry

Plans are underway to begin a new session of ReEngage. This Bible study is for all married couples regardless of how long you have been married. Being a part of ReEngage will improve your relationship with GOD which will in turn strengthen all other relationships. We are praying for church wide involvement. To date 32 couples have completed this Bible study.

Keith Arnold

Young Adult Ministry

Another semester is in the books, and what a semester it was. On Wednesday nights, in Route 415, we made our way through a series called MythBusters, in which we examined and discussed the veracity of various topics espoused in today's world. We tackled such topics as how we can know that the Bible is the true Word of God, how we many times place other "gods" ahead of God, how salvation does not rely on us being pure, and much, much more. This was an informative series that most seemed to enjoy and in which much was learned. It's not about numbers, but much of the semester we averaged between 40 and 50 students during Loft/Route 415, with new students attending each week. God is good in allowing us this platform to build relationships and share the Gospel.

This semester, we will be going through a series titled SYNC. The focus of this series will be to discuss what it means to live our lives in Sync with Jesus Christ. The focal verse for the semester will be 1 Corinthians 6:17, "But the person who is joined to the Lord is one spirit with him." SYNC stands for many things which we'll discuss throughout the semester, but the main acronym is "SO YOU NEED CHRIST.?!". This is a question, statement, and exclamation all in one. By and large, this series is about our connection with Christ and each other. This should be another great semester. Please pray for the YA ministry that lives will be renewed and changed for Christ.

During this last semester, Sunday mornings have been changed slightly for our Young Adults. Prior to meeting in their small groups to learn and discuss, the young adults have been gathering in the Loft to

fellowship, relay announcements and sometimes eat. This has been done in an effort to build community and seems to be going over well. The study content has also been different this last semester with much of the lesson planning being prepared in house by Brandon Stinnett based on the current sermon series. Students are being encouraged to participate in the greeting team on Sunday mornings to welcome people to Main Street as well as being involved in Kid's Avenue.

The Young Adult Leadership Team continues to meet and plan. Last semester we planned events such as a Halloween Costume Contest, OCC Packing Party, Parent's Night Out, Student Christmas Party, and Glow-in-the-Dark Lock-In. This semester there will be even more. In January, we are having a camp fundraiser with Wendy's along with a student bowling outing. In February, we are having Taste of Main Street/Blood Drive, as well as attending Winter Jam. We are having a winter retreat in March at Cleft Rock. In April, we are planning Main Street's Got Talent as well. There will also be other activities spread throughout leading up to camp in June, in which we will be attending TeamEffort in Copperhill, TN. At camp, we will enjoy the camp atmosphere while serving the surrounding area. It will be a time of mission focus, study, and building relationships with each other and Jesus Christ.

As we move forward seeking God's direction for our YA ministry, please continue to pray for our students, parents, leaders, and church. May God help us to get out of the way, and let Him be the center of His ministry here at Main Street.

Randy Wright and Young Adult Ministry Team

Baptist Collegiate Ministries at NKU

At the Baptist Collegiate Ministry, we completed our Tuesday night fall semester worship topic, "8 Affections of a Christian". We also had special Tuesday night worships such as Prayer Night, Testimony Night, and Worship Night. Attendance has been on average 100 students each Tuesday night throughout the semester. Finals week started 12/11/2016, and during finals week, the BCM served pancakes to the students of NKU; this semester we served

approximately 500 students. While the students were eating pancakes, leaders of the BCM engaged in conversation at every table we served, building relationships with other students who are not familiar with the Baptist Collegiate Ministry. The Baptist Collegiate Ministry presented a paddle to Delta Zeta for having the most students from their organization to come eat pancakes.

Josh Skipper, Campus Minister, and the leaders of the BCM have started collecting funds for our Spring Break Mission trip, Beach Reach, and have met with the students who are signed up to go. Josh Skipper has assigned reading for those who signed up to go to Beach Reach- "How Good is Good Enough?" by Andy Stanley and "Don't Waste Your Life" by John Piper.

Please continue to pray for the BCM. We are uncertain how long we will be able to remain in our building, but it seems that we will keep the building for the Spring 2017 semester.

Nathan Wright

Main Street Kid's Avenue

The children in Kid's Avenue are continuing to study the Bible chronologically using the Gospel Project curriculum. As we approach the end of the Old Testament, we are looking forward to studying the life of Christ, but in every lesson of the Old Testament, we have seen glimpses of His coming.

Our Bridge56 students are continuing to spend time alone with God each day and helping to teach in their small group on Sunday. Many of them are also serving in Kid's Avenue and on our host team. In addition, they have had the opportunity to develop relationships with each other and invite friends to game nights and bowling parties.

On Wednesday nights, our children are busy learning Scripture and participating in service projects during AWANA. The children have enjoyed working in the CARE mission and the garden, packing OCC boxes, and working with the young adults to prepare Christmas gifts to be given to families through the CARE mission.

In early December, Main Street hosted a family Christmas party for our Kid's Avenue families as well as our CEC families. About three hundred people were on our campus to focus on the true meaning of Christmas- the birth of our Savior. We enjoyed the opportunity to fellowship together and build relationships with CEC families.

During the next year, children will be able to attend and invite friends to VBA, go to Kid's Camp at Cedarmore, join a class for new Christians, participate in service activities, and much more.

If you would like to invest in sharing the love of Christ with kids, there are many ways to get involved. One of our greatest needs is for adults who will commit to teaching a preschool class for one month during the 11:00 worship service.

Karen Farrar and Kid's Avenue Leadership Team

Whiz Kids

Whiz Kids is an outreach ministry that will begin in two weeks at Main Street. Begun by City Gospel Mission, Whiz Kids is a tutoring program that also teaches children about Jesus and encourages one-on-one relationships with caring adults. We have partnered with Reiley Elementary and will work with 7-10 of their students on Thursday afternoons between 3:30 and 5:30. Students will enjoy a snack, play games, participate in Bible study, and spend one hour working one-on-one with a caring adult to improve their reading skills.

There are many ways to become involved in this ministry.

*tutor each week

*provide snacks

*plan and play group games with the children

For more information, contact Karen Farrar at karenfarrar@sievechurch.org.

Karen Farrar, Whiz Kids Site Coordinator

Christian Education Center

In September our four-year-old teachers kicked off the year hosting “Goodies With Grandparents.” The four-year-old preschoolers had the opportunity to invite grandparents to see their classrooms and meet their friends. Eighty-two grandparents and grandfriends shared in a time of food, crafts, and meet and greet with their teachers and friends. In October our Preschool parents hosted our Harvest party in the gym. We closed out 2016 with a joint Christmas party with Kid’s Avenue where our CEC families were able to see the love and support our Main Street families have for each other. The four-year-old preschoolers opened up Main Street’s “Carols and Cookies” with a few festive songs. Mid-year evaluations were conducted and nearly all of our students are hitting all the benchmarks for kindergarten readiness! We have ten of our four-year-old students pre-reading! Since the fall, our enrollment has continued to increase. We had the opportunity to split our two-year-old class and add Ms. Katie, Ms. Brooke and Ms. Brittany. We currently have 83 preschoolers enrolled. Enrollment applications have already started to come in for the fall! If you would like more information about enrollment opportunities, please contact Magen Grate at 859-474-3102. The CEC Preschool is excited about 2017! We look forward to finishing out a fantastic year!

Magen Grate
Early Education Director, CEC

IMPACT Team

2016 served as a breakout year for the International Missions Personnel and Community Transformation Team. Because of a generous lead gift and joined by God’s people faithfully giving all year long, we witnessed God do amazing things!

Together we ‘sieved out’ just over \$24,000 in 2016. These funds could have purchased one base model, 4-door car in the US. Put to work around the world these same funds were used in the following ways:

- Dozens of pastors from **5 countries** in southeast Africa were given access to theological education so they could start new

churches and properly teach those under their shepherding care.

- We provided basic food support to over **40 orphans** all year long.
- We provided basic food staples and Scripture for our missionaries to give to **20 families** fleeing the war in Syria.
- We successfully completed a challenge to fund an irrigation well so that an orphanage could become **self-sustaining**.
- We funded **an entire year’s salary** for a street-child social worker to assist rescuing young boys off the streets and to reconnect these boys with their families.
- We provided **transport/cargo fees** to deliver much needed technology and textbooks to an international school.
- We provided funds to **build a shelter** (church building) for a church meeting outside.
- We provided funds to advance **building of an orphanage**, funding the flooring and several other needed structural items.
- We provided funds to purchase the materials and labor to make **school clothes** for over 30 children.
- We provided matching funds for the purchase of a **4WD van** to transport children and supplies from a village orphanage.
- We provided funds to purchase about **145 printed and electronic Bibles** for communities of refugees who had no access to the Bible in their language.
- We provided a **fellowship meal** to an entire community of churches.
- We **advanced the work** of refugee workers native to the area where people fleeing war are arriving.
- We funded a **series of medical clinics** near Mosul, Iraq.

We are constantly looking for people who have a passion to investigate ‘sieve opportunities’ and to assist the work of the IMPACT team. We are already distributing funds this year to make a massive difference in the lives and eternity of those receiving these gifts. Volunteer members are welcome to join in the effort of making ‘sieve’ dollars into Kingdom treasure.

CARE Mission

As we reflect on 2016 here at the Mission we are overwhelmed with many different emotions and close our year with grateful and humbled hearts. We work hard on building relationships with our families and those relationships carry a huge responsibility. We have comforted families through death, loss of jobs, health issues, failed marriages, drug abuse, and broken friendships, while on the other hand we have celebrated births, new jobs, marriages, addiction/health recovery, and new/renewed friendships. We have seen many doors close on folks who didn't see it coming and some who did. We cried with them, prayed with them, and rejoiced with them as God opened a new door that carried with it a renewed sense of direction and His plan for their future.

We can't thank God enough for the many blessings of 2016; we were indeed showered with mercy and grace. We look forward to His plan for the CARE Mission in 2017 with joyful hearts and confident hope.

2016 In Review:

Families Served	4,067
Individuals Served	13,049
Lbs. of Food Distributed	143,485
Pantry	102,721
Commodities	33,967
Garden Produce	6,797
Lbs. of Clothing Distributed	60,757
Lbs. of Housewares Distributed	47,555
Volunteer Hours Worked	11,200+

Thanks to The Bridge Church, MSBC Awana's, MSBC Adult Women's Sunday School Class, Dollar General Store, and a few others, the CARE Mission was able to provide new toys, hats/gloves, blankets, and stocking stuffers to **405** children for Christmas morning. Without the help of all these people working together, many of these children

would have had nothing for Christmas. The parents were overwhelmed with emotion as they entered our "toy store" and were able to select the toys, etc. for their children. We truly ended our year on a high note.

We are blessed beyond measure every day. It is a privilege to be a part of His work here at the Mission. If you would like to join our family, please contact Penny at 635-4500 or pennyc@caremission.net.

Penny Clark

Downtown Cincinnati Street Ministry

We had a great year this past year. A lot of people define the word "great" differently. Some define it by what they can see. Here are a few things that we are able to see:

4,433.8 lbs of hot food
376 gallons of drinks
8,187 donuts
6,740 buns
5,031 tubes/bags of candy with a Bible verse
405 hygiene bags
5,141 cookies/snacks
496 volunteers
754 bottles of water
133 blankets
338 scarfs
319 hats
138 coats
7 Bibles
1,172 pairs of socks
142 pairs of gloves
182 backpacks
248 t-shirts
319 pairs of underwear
33 pairs of shoes

If we were to look at those numbers alone, that would be impressive and we could all give ourselves a pat on the back. But I had to be honest with myself- those are the things "**We**" are able to do.

As humans, we see that as “great”, but “Greatness” comes when God steps in, takes what we consider to be great and turns it into something so much bigger.

The way I have learned to define “great” is not by what I see but by what I can’t see. The things I can’t see are the individuals who give financially on a regular basis to help support the ministry, the love and support from our spouses and children who live without us for four to five hours each week, the items that appear behind Karen’s desk and we have no idea who they are from but are much needed for that week. For example, our young adult ministry collected 2,000 pairs of socks last week, and we just ran out of socks about two weeks ago! What I forget is how many different churches from three different states will come together each week and all serve for the same purpose.

For a lot of us, we like to see the results right now, but God works differently than that. One of the best examples is a couple we were talking with for a few weeks this past summer. They eventually stopped coming by to see us. Not sure what happened, we just had to pray that God was working in their lives. About 6 months later, one of our volunteers got a message from the lady thanking them for all we did and letting us know she was in rehab and was doing great. God’s greatness surpasses our understanding every single week. We simply show up every Thursday night to be his tools.
Rob Holmes

Elders’ Report

5 & 2 and Still Growing! 2016 was the second year in a planned three year 5 & 2 challenge. As a reminder, the challenge comes out of Jesus’ command to feed the masses found in Mark 6:30-34. The Disciples only had 5 small loaves of bread and two fish available to them. Obedience was impossible...without Jesus. After Jesus gave thanks for what was insufficient even to feed one man, 5,000 men *and their families* were fed to the full.

Main Street is blessed to witness God doing this miracle in our midst! We may not have much compared to others, but we are seeing God provide an abundance because we are learning to trust him obediently.

Even though we endured some significant struggles in 2016 we still are adding new families to God’s Kingdom work in this place and

seeing new additions to Jesus’ family because of our witness. We completed 2016 in the best financial shape we have been since 2000. Last year we informed the congregation that Wayne Biddle and Barry Jolly were being examined as Elder candidates. Both men have met with the current Elders and have proved themselves to be wise and able leaders. The Elders have examined these men this past year and recommend both men be appointed as Elders by the Congregation. If the congregation responds in the affirmative, we will arrange for a public ordination as an act of worship in the near future.

- The office of Elder is assigned specific Biblical responsibilities.
- Protect the congregation from heresy (no matter where it is found).
- Protect the congregation from division (no matter who is causing the trouble).
- Protect the congregation from ignorance (by teaching them Truth).
- Protect the congregation from being self-willed (by leading them to obedience in Jesus).
- Protect the congregation from hypocrisy (by setting a proper example and confronting those who 'profess to know God, but by their deeds, deny Him').
- Protect the congregation from confusion (by leading them to know and follow our Lord's commands).
- Protect the congregation from man-worship (by establishing shared responsibility and share leadership rather than dependence on one person's perspective and/or integrity).

The qualifications of the Elders are taken from **1 Timothy 3:1-7; Titus 1:5-10**

The man must be...above reproach, a one-woman man, temperate, prudent, respectable (within and outside the congregation), hospitable, able to teach, not addicted to alcohol, not combative, gentle, uncontentious, not addicted to money, a good manager of his household, not a new Christian, the father of believing children, free from a wasted life, not self-willed, not quick-tempered, a lover of what is good, devout, self-controlled, able to defend the faith.
Biblical mentions of Elders: Acts 14:23; 15:2-6, 22-23; 16:4, 20:17, 28-30; 21:18; 1 Timothy 5:17-19; Titus 1:5-10; Hebrews 13:7-9,17; James 5:14; 1 Peter 5:1-5

2017 Main Street Spending Plan Proposal

Ordinary Income/Expense

	Income		
		Contributions	
		Unrestricted	816,640.00
		Restricted	0.00
		Total Contributions	
	Total Income		
	Gross Profit		816,640.00
	Expense		
		Advertising	1,300.00
		Catering	
		Worship	1,200.00
		Teach Children	400.00
		Teach Young Adults	500.00
		Total Catering	2,100.00
		Charitable Contributions	
		Mission Possible	1,250.00
		Fellowship of Christian Athletes	2,000.00
		Disciple Makers	4,560.00
		Deacon Ministry	2,500.00
		IMPACT	8,166.40
		Care Ministry	24,000.00
		NKBA	20,000.00
		Whiz Kids	2,150.00
		Cooperative Program	39,700.00
		Total Charitable Contributions	104,326.40
		Event Expense	
		Awana	2,500.00
		Easter Program	4,500.00
		Bridge 56	1,500.00
		Kid's Ave (VBA)	2,000.00

Christmas	1,000.00
Total Event Expense	11,500.00
Fee Expenses	
Licenses	1,000.00
Sam's Club	225.00
Bank and Online Transactions	9,520.00
Other (BackGround Checks)	400.00
HOA	550.00
Total Fee Expenses	11,695.00
Honorariums	
Worship	500.00
Teach Young Adults	1,500.00
Total Honorariums	2,000.00
Chaperones	
Teach Young Adults (Camp)	1,800.00
Teach Children (Camp)	1,800.00
	3,600.00
Hospitality	
Lead	1,400.00
Teach Young Adults	750.00
Worship	100.00
Children	1,250.00
Total Hospitality	3,500.00
Information Systems Maintenance	5,600.00
Insurance	13,000.00
Interest Expense	26,000.00
Literature/Publications	
Worship	2,100.00
Teach Adult	4,000.00
Teach Young Adult	1,000.00
Bridge 56	1,500.00
Teach Children	5,000.00
Total Literature/Publications	13,600.00
Office Supplies	3,000.00

Postage and Delivery	2,200.00
Printing and Copying	8,500.00
Repairs & Maintenance	20,000.00
Salaries and Employee Benefits	
2017 Retention Incentive	25,000.00
Salaries	
Worship Educator	57,100.00
Coordinator Children's Ministry	34,008.00
Minister of Administration	32,522.00
Ministry Assistant Admin	35,984.00
Admin Assistant, Pastoral	16,380.00
Custodian	34,000.00
Nursery Workers	2,000.00
Senior Pastor Salary	60,996.00
Interns	10,000.00
Total Salaries	282,990.00
Employee Benefits	
Housing	
Senior Pastor Salary	14,400.00
Total Housing	
403(b) Annuity	7,844.64
Life Insurance	2,500.00
Total Employee Benefits	24,744.64
Total Salaries and Employee Benefits	332,734.64
Staff Development	750.00
Supplies	
Young Adult (Events)	8,500.00
Kid's Ave Summer Events	2,000.00
Church Decorations	125.00
Custodian	10,000.00
Kids Ave	3,200.00
Music	2,800.00
Total Supplies	26,625.00

Taxes		
	Payroll	
	Medicare	
	Social Security	
	Total Payroll	<u>18,237.14</u>
Total Taxes		18,237.14
Training		
	Worship	250.00
	Young Adult	8,000.00
Total Training		
Utilities		
	Electric	34,700.00
	Refuse Removal	1,539.22
	Telephone/Internet	
	Reimburse phone (Lead / Teach Children/Facilities)	720.00
	Telephone/Internet	<u>9,500.00</u>
	Total Telephone/Internet	10,220.00
	Water/Sewer	<u>7,600.00</u>
Total Utilities		54,059.22
Vehicle Ministry Expenses		
	Mileage Reimbursement	
	Reimburse mileage (Lead Adult)	800.00
	Teach Young Adults	<u>500.00</u>
	Total Mileage Reimbursement	1,300.00
	Gas	
	Serve - tractor	200.00
	Gas - Other	<u>2,500.00</u>
	Total Gas	2,700.00
	Vehicle Insurance	3,000.00
	Repairs & Maintenance	<u>1,000.00</u>
Total Vehicle Ministry Expenses		8,000.00
Total Expense		680,577.40

Net Ordinary Income	
Other Income/Expense	
Other Expense	
Budget Purposes Only	
Principal Payments	136,065.00
Total Budget Purposes Only	
Total Other Expense	
Net Other Income	
Net Income	-0.00

FINANCIAL CONTROLS

	<u>Budget</u>	<u>C.E.C.</u>
<i>Who can submit a check request?</i>	All paid employees Treasurer	All paid employees Bookkeeper
<i>Who approves checks to be written?</i>	Christi Sell or Robert Franklin	Christi Sell
<i>Who approves funds to be released to write checks?</i>	Christi Sell or Robert Franklin	Christi Sell
<i>Who writes the checks and keeps the books?</i>	Stephanie Tarter or Christi Sell	Christi Sell
<i>Who signs the checks?</i>	Diana Reis, Bill Rachford Christi Sell or Stephanie Tarter	Stephanie Tarter or Christi Sell
<i>Who records gifts/offerings?</i>	Dan Pompilio, Stephanie Tarter, or Christi Sell	Not Applicable
<i>Who prepares statements?</i>	Christ Sell and Stephanie Tarter	Christi Sell
<i>Who counts the monies received weekly?</i>	Team 1: Shirley Miller & Joyce Vallandingham Team 2: Judy Hough & Joy Hill Team 3: Maxine Kelly & Susan Rachford Team 4: Ron Miller & Bill Rachford	
<i>Who is on the Stewardship Team to oversee fiscal policy, the budget, etc.?</i>	Bill Rachford, Charlie Rush, Bryan Nordheim Joyce Vallandingham (auditor, deacon rep) Nick Owen, Stephanie Tarter (treasurer, non-voting), Christi Sell (Staff Representative, non- voting)	

FISCAL POLICIES

No person may write and sign any check unless emergency circumstances occur. In such cases, a second party must also initial the check to verify that 2 persons have seen the transaction.

Only Financial Secretary Dan Pompilio, Minister of Administration Christi Sell, and Ministry Assistant: Administration, Stephanie Tarter, have access to giving records.

Appropriate paperwork is retained on all checks written for five years including invoices, requests for payments, shipping receipts, etc.

The church maintains five bank accounts (checking for church; Church Savings; checking for CEC; savings for CEC;

Book of Remembrance for church) Dan Pompilio, Christi Sell and Stephanie Tarter administrate the Book of Remembrance.

Where possible, payroll is authorized through direct deposit and bills are paid online.

The same protocols are enforced for online banking and transactions - one person submits payments, deposits, transfers, etc., and another person reviews the transaction.

Online Giving is available through the church's website. Persons may give to both general and designated funds directly from their bank account or through the use of a debit card. Credit card giving is not allowed.

Online Registration Payments are available through the church's website. Persons may register for events, purchase

study materials, etc. from their bank account or through the use of a debit or credit card.

2017 COUNTING PROCEDURES

1. Separate non-envelope bills and change; place in one basket.
2. Stamp all non-envelope checks and set aside.
3. Open envelopes:
 - a. BLANK (no writing): add the contents to either cash basket or to check basket (stamp the checks).
 - b. WRITTEN ON: *Always keep the cash or check with the envelope that had the writing.* Separate the envelopes into two stacks:
 - i. Envelopes with cash-place in a separate basket
 - ii. Envelopes with checks (stamp the checks)-place in basket with other checks
4. Run a tape on the following baskets in this order and give to the recorder:

- a. Non-envelope cash
- b. Envelopes with cash
- c. Offering Checks
- d. Misc (i.e. camp, catering, Bible study; cash and/or checks)

*When running a tape of cash, you should add each individual bill (except for \$1's and change, where you can total them and mark the classification on the tape).

5. After the recorder finishes recording a basket, all checks need to be scanned into the computer. Then the recorder will return the basket contents with a computer generated deposit slip to the counters. Counters may then make a deposit slip for each basket returned.
6. Each designated offering envelope should be opened, counted, checks stamped, and a tape run (including both checks and cash for a grand total). Then the envelope, checks, cash, and tape should be given to the recorder. Again, when the recorder finishes with the basket, they will return the basket with cash, checks, and a computer generated deposit slip. Then the counters should prepare a deposit slip for the bank.
7. Run a total of all the deposits being made for the day. Double check the total with the recorder and leave this total for the Minister of Administration.
8. Place deposits back in the safe to be picked up by courier on Tuesday and taken to the bank.

Notes

- Counting Team of at least 2 persons is approved by the church body annually.
- When counting offerings, at least 3 persons are involved: the counting team (minimum 2) and the recorder (Financial Secretary, Ministry Assistant: Administration, or Minister of Administration).

2017 CASH DISBURSEMENTS

Payment Procedures

1. Bills are to be directed to the Ministry Assistant: Administration upon receipt either through mail or in person by any employee.
 - a. The Ministry Assistant: Relationships will collect mail from the mailbox and sort all mail and direct all bills and/or other relevant accounting documentation to the Ministry Assistant: Administration.
 - b. Any employee of the church who receives an invoice or other relevant accounting documentation (packing slips, email receipts, store receipts, etc.) must give this documentation to the Ministry Assistant: Administration upon receipt.
2. The Ministry Assistant: Administration will match all invoices with their supporting documentation, e.g. packing slips, receipts. No invoices will be paid until proof of receipt (for tangible purchases) or proof of job completion (for labor) can be used to validate the invoice as an accurate and true liability of the church.
3. Upon completing invoice validation, the Ministry Assistant: Administration will complete a check request form and attach the invoice and all appropriate support documentation to the check request form. This paperwork should be compiled along with all other check requests for payment.
4. The Ministry Assistant: Administration will also compile a Bill Payment Authorization list detailing the following for each check request:
 - a. Due date
 - b. Payee
 - c. Amount
 - d. Accounting Category to be charged
 - e. Approval column to be initialed by the Minister of Administration.
5. The Minister of Administration will receive from the Ministry Assistant: Administration the check request folder along with the Bill Payment Authorization list on Tuesday.

- a. First, the minister will approve all check requests by signing the check request, verifying the amount requested, category to be charged, and ensuring all supporting documentation is in good order.
 - b. Second, to maintain appropriate cash flow, the minister will initial on the Bill Payment Authorization form those approved check requests for which cash is available for payment to be made.
6. The Minister of Administration will give the Ministry Assistant: Administration the check request folder with the Bill Payment Authorization form on Tuesday. The Ministry Assistant: Administration will write checks for all approved check requests for which funds have been approved on Tuesday. Checks will be copied for filing in a Sequential Checks folder. The Ministry Assistant: Administration will attach the printed check to the check request and place all of these in a folder labeled “checks to be signed,” along with the Bill Payment Authorization form. Any check requests not approved for payment at this time will remain in the check request folder to be kept by the Ministry Assistant: Administration.
 7. The “checks to be signed” folder is placed in the Minister of Administration’s mailbox. On Tuesday, one of the church’s designated signors on record at the church’s bank via a signature card will then retrieve the folder and sign all checks, once again verifying the check request information, supporting documentation, and Bill Payment Authorization. Once the folder is complete, it is to be placed in the Ministry Assistant: Administration’s mailbox. If there are questions/problems, the signor should consult the Minister of Administration for answers/solutions.
 8. On Tuesday, the Ministry Assistant: Administration will retrieve the “checks to be signed” folder. All checks over \$500 shall be signed a second time by the Minister of Administration. The Ministry Assistant: Administration will prepare all checks for delivery on Tuesday (either through mailing or handing out to persons), and then file all supporting documentation with their respective check stubs. The Bill Payment Authorization form should also be filed.

In case one of the following employees is not available, the following substitutions may be made:

1. **Ministry Assistant: Relationships**: collecting mail from the mailbox. The Pastor may himself complete this task or designate another assistant to complete this task.
2. **Ministry Assistant: Administration**: validating invoices, preparing check request and Bill Payment Authorization form. The Minister of Administration may complete these tasks.
3. **Minister of Administration**: approving check requests and funds requested for release. The Pastor will complete these tasks in the absence of the Minister of Administration or if the Minister of Administration is already acting as a sub for the Ministry Assistant: Administration.
4. **Ministry Assistant: Administration**: writing checks, signing checks over \$500, preparing payments for delivery. The Minister of Administration may complete these tasks. All filing will be left for the Ministry Assistant: Administration upon their return.
5. The church has multiple signors in case one is unavailable. For a list of approved signors, see the church minutes.

Payroll:

1. Employees are to be paid on the last working day on or before the 15th and last working day of the month. Holidays causing banks to be closed on a weekday (M-F) shall cause payment to be made the day before payday.
2. Salaries are based upon annual contracts. Supporting documentation for payments may be found in personnel folders or other places and is not necessary for each pay date or tax deposit date.
3. All taxes are paid on a timely basis. All paperwork arising from such transactions shall be filed appropriately.

ACH Transactions

All transactions being fulfilled through the ACH process must be printed for filing and recording purposes. All ACH transactions must involve two persons, one performing the transaction and recording it in Quickbooks and the second reviewing the transaction. These transactions can include but are not limited to the following:

1. Salary payments
2. Tax deposits
3. Direct deposits
4. Direct payments to approved vendors