



2014 ANNUAL REPORT

2014 marked a mile stone – completing one decade of helping men and women, in Kendall and the surrounding counties, find hope, encouragement, and confidence to seek a vocation and employment that matches their potential. Our adult students received a second chance to harness their talents and set up plans to achieve their goals. We equipped, encouraged, and empowered them with the job skills they needed for life -- to become self-sufficient and ready to enter today's workforce with updated skills. They graduated prepared and strengthened to meet life's challenges in the workplace and in daily life.

Our successes are due to God's loving grace, our dedicated volunteers, generous donors, and competent staff. Because of this, we were able to accomplish all training free to our students. We thank you for helping us in our mission.

Highlights of 2014 included:

- Adding 3 new board members; retiring 3 board members
- Completing 2 women's sessions and 2 men's session; enrolling 15 women and 11 men and graduating 14 women and 7 men.
- Holding our 3rd Annual Style Show fundraiser highlighting the women's program, engaging alumni and local business partners; adding a silent auction to event
- Hosting a successful 7th Annual Golf Tournament fundraiser (80 players)
- Holding our 2nd Annual 5K Run/Walk; this fundraiser was mothballed
- Conducting our 3rd end-of-year giving campaign
- Compiling a list of businesses to partner with CJC
- Launching a new brochure
- Redesigning our web page
- Filming a video of the women's program for a grant and online marketing
- First Graduate solicitation letter sent out and 3 graduates committed to donating monthly
- Launched new e-newsletter and hard copy newsletter with donor envelopes
- Moving email host to Office 365;reestablishing "O" drive for office files; establishing cloud and redundant external hard drive back-up
- Using insurance money to upgrade server to 2012 with Symantec protection after a power surge knocked out old server
- Holding our 3rd Strategic Planning session for the board and staff
- Women's program director attends Life Coach training
- Becoming a local mission recipient of 4 churches
- Initiating discussion with Boerne ISD counseling department re: high school grads who need help with future planning/direction

Christian Women's Job Corps Program (CWJC)

The spring session began with ten women and nine graduated. One student was released from the program due to non-compliance. The May 9th graduation ceremony was held at First Baptist Church in a combined ceremony with the men's program graduates.

Five women enrolled in the fall session, and all five graduated. The November 7th ceremony took place at First Baptist Church and was combined with the men's graduation.



6 women recognized for 10 years of volunteer commitment to the CWJC Program: pictured are Kathryn Solt, Cherie Kassinger, Lynda Harris, Anne Grozier, and Lynn Heckler. Emily Swope not pictured.

Students who leave the program early to take employment are regarded as succeeding in their goal; for most students, employment is the purpose of their enrollment.

Volunteers are the backbone of the program, providing more than 3,890 hours of service this year. They feed, instruct, encourage, transport, pray and mentor the students and the staff in many ways.

CWJC Alumni Services

Alumni continue to seek guidance for resume updating, job searches, volunteerism, and fellowship. Alumni assisted with the style show fundraiser by serving as hostesses and working the check-in desk for the 188 attendees, provided lunches to the current classes, and mentored. This year a graduate from our very first CWJC Program sought help for revising her resume and for interviewing for a new job.

CWJC Mentor Program

Staff and volunteers mentored the CWJC students. Encouraging, praying for, and empowering each woman are essential ingredients in the overall growth of the woman and the mentor plays a totally selfless role by helping build confidence in their mentee. We continue to recruit women who have a heart to mentor another woman; however, this part of our program might improve with a revamp of how we approach mentoring.

CWJC Lunch Program

Volunteers provide lunches for students, allowing them to stay on campus during the day. This program allows time for the students, staff, and volunteers to get to know one another outside

of class and the volunteers who provide food become encouragers and role models. It also enables the students to practice acceptable social engagement and share what they've learned. This year one of the CWJC alum helped solicit businesses as a part of the lunch provider program. We think this will add exposure to the business community regarding our programs.

Christian Men's Job Corps Program (CMJC)

The spring session began with four men and two graduated. Two students dropped out for personal reasons. The May 9th graduation ceremony was held at First Baptist Church in a combined ceremony with the women's program graduates.

Seven men enrolled in the fall session, and five graduated. The November 7th ceremony took place at First Baptist Church and was combined with the women's graduation.

Students who leave the program early to take employment are regarded as succeeding in their goal; for most students, employment is the purpose of their enrollment.

CMJC Alumni Program

The program director maintains contact with graduates and many of the students who left the program early. He and the CMJC instructors mentor for this program, and they network to inform each other about new employment opportunities.

CMJC Dinner Program

The evening meal program allows students, staff and volunteer instructors the time to know each other outside the classroom. We are grateful to First Baptist Church and First United Methodist Church again this year for providing meals two out of three nights a week. Volunteers provide meals the third evening.

Networking:

We continue to partnership with Hill Country Daily Bread Ministries and the Kendall County Women's Shelter to enable their clients to connect with our programs. We recruited several students from both agencies.

Additionally, CJC partners with Hill Country Family Services, Hill Country Pregnancy Care Center, Hill Country Mission for Health, and Benedictine Ministries' Health and Wellness Center and The Sisters' Attic Thrift Shop, all of whom refer clients to our programs.

The area Christian churches provide a network of willing volunteer mentors and teachers for our programs and we are grateful to have these resources. We are now recipients of mission funds from four area churches and have an abundance of volunteers from their members.

Overall Summary

We are confident that fourteen women, and seven men are now equipped with new job skills and empowered to compete in today's job market, thanks to our generous donors and

dedicated volunteers and staff. We praise God for His blessings upon our programs this year and know that He will continue to guide the board members, staff, executive director and other volunteers in this ministry. By the end of 2014, 19 of our 21 graduates were employed.

As we completed one decade of personal growth for adults, we saw a need to hold a strategic planning session to move us forward into the next decade. We continue to improve marketing and branding and are taking steps toward developing a TV commercial. Christian Job Corps of Kendall County now has a new web page, Facebook® page, a new logo, and a new banner to promote the annual 5K Run/Walk. We brought a new volunteer in as a communications assistant to keep the web page and Facebook® updated and write our CJC newsletter.

God continues to transform our students. For many, ours is the first Bible instruction they have received. Some receive their very first Bible from us. Their commitment to succeed is inspiring, and we are blessed by seeing them grow as they learn new computer and interviewing skills and gain confidence and enthusiasm for job seeking.

Our volunteers are just as amazing as our students. Our volunteer return rate is 95 percent. When one tires, another one steps up to take his/her place. This is true for our instructors, lunch providers, office workers and others. We could not have had such successful fundraisers without the involvement of so many volunteers for the golf tournament, 5K Run/Walk, and style show.

While our women's program seems to have a waiting list of students, the men's program is challenged in recruiting men desiring the personal growth we provide. We know these are God's programs, and He will provide all we need and will lead us to take up new opportunity.

Faithfully committed to the Lord's work,



Emily Swope
President, Board of Directors
Christian Job Corps of Kendall County

Christian Job Corps of Kendall County
Profit & Loss
 January through December 2014

	Jan - Dec 14
Ordinary Income/Expense	
Income	
0 ORDINARY INCOME/EXPENSE INCOME	
1 Direct Public Support	
Individual Contributions	27,279.70
Monthly Pledges	17,497.74
Total 1 Direct Public Support	44,777.44
2 Direct Public Grants	
Restricted Public Grants	295.00
Unrestricted Public Grants	11,625.00
Total 2 Direct Public Grants	11,920.00
3 Investments	
Interest	
Money Market	33.36
Total Interest	33.36
Total 3 Investments	33.36
4 Special Events Income-Golf	25,490.00
5 Special Events-Style Show	17,359.00
6 Special Events - Run	3,022.20
Total INCOME	102,602.00
Total 0 ORDINARY INCOME/EXPENSE	102,602.00
Total Income	102,602.00
Expense	
1 GENERAL OPERATING EXPENSES	
Board Training and Recruitment	145.91
Contract Clerical Support (10%)	582.10
D&O Insurance	900.00
Professional Fees	325.00
Total 1 GENERAL OPERATING EXPENSES	1,953.01
2 PROGRAM EXPENSES	
1 SHARED PROGRAM EXPENSES	
1 Advertising and Publicity	1,993.49
2 Business & Banking Fees	753.72
3 Business/Ntwrkg/Volunteer	144.28
4 Contract Clerical (90%)	3,438.82
5 Dues and Subscriptions	381.00
6 Facility Expenses	
Facility Lease	14,832.00
Facility Mtnc & Supplies	84.10
Utilities- Electric	2,315.13
Total 6 Facility Expenses	17,231.23
7 Information Technology	
Telephone/Telecommunications	2,772.28
Total 7 Information Technology	2,772.28
8 Insurance	
Liability Insurance	475.00
Total 8 Insurance	475.00
9 Office Operations Expense	
Comptr Mtnc, Upgrds, Software	1,135.00
Off Eqmnt Lease & Printing	3,251.69
Office Supplies	889.84
Postage & PO Box Rental	862.06
Total 9 Office Operations Expense	6,138.59

Christian Job Corps of Kendall County
Profit & Loss
 January through December 2014

	Jan - Dec 14
91 Special Events Expense	
Special Events-Fashion Show	4,154.23
Special Events - Run	2,019.23
Special Events Expense-Golf	9,097.70
	15,271.16
Total 91 Special Events Expense	15,271.16
Payroll Exp - Non-management	
CMJC Prog Dir Salary	8,701.86
CWJC Admin Asst Salary	594.00
CWJC Prog Dir Salary	28,401.72
Employer Payroll Tax Expense	2,883.62
	40,581.20
Total Payroll Exp - Non-management	40,581.20
Staff Development	917.73
	90,096.50
Total 1 SHARED PROGRAM EXPENSES	90,096.50
2 JOB AND LIFE SKILLS TRG PROG	
1 Curriculum Matris & Supplies	
Bibles	231.31
Classroom Supplies	702.48
Workbooks	678.96
	1,612.75
Total 1 Curriculum Matris & Supplies	1,612.75
2 Graduation Expenses	1,148.90
2 Information Technology	
Computer Mtnce & Upgrds	764.99
	764.99
Total 2 Information Technology	764.99
	3,526.64
Total 2 JOB AND LIFE SKILLS TRG PROG	3,526.64
3 MENTOR PROGRAM EXPENSE	
Supplies, Printing & Postage	70.18
	70.18
Total 3 MENTOR PROGRAM EXPENSE	70.18
4 LUNCH/DINNER PROGRAM	
Food	671.90
New Kitchen Eqmnt	220.80
Paper goods and supplies	228.31
	1,121.01
Total 4 LUNCH/DINNER PROGRAM	1,121.01
	94,816.33
Total 2 PROGRAM EXPENSES	94,816.33
Depreciation Expense	604.00
	97,373.34
Total Expense	97,373.34
Net Ordinary Income	5,228.66
	5,228.66
Net Income	5,228.66

Christian Job Corps of Kendall County
Balance Sheet
As of December 31, 2014

	Dec 31, 14
ASSETS	
Current Assets	
Checking/Savings	
Banks	
PayPal Income Account	217.37
Petty Cash account	140.81
Texas Heritage Bank-Operating	60,175.39
Total Banks	60,533.57
Total Checking/Savings	60,533.57
Other Current Assets	
Investments	
THB Money Market	24,202.98
Total Investments	24,202.98
Total Other Current Assets	24,202.98
Total Current Assets	84,736.55
Fixed Assets	
Accumulated Depreciation	-22,226.90
Computer Equipment	14,142.92
Computer Software	1,329.91
Office Equipment	7,672.81
Office Furniture	135.00
Total Fixed Assets	1,053.74
Other Assets	
Accumulated Amortization	-500.00
Organizational Costs	500.00
Total Other Assets	0.00
TOTAL ASSETS	85,790.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Liabilities	-47.62
Payroll Liabilities	92.20
Total Other Current Liabilities	44.58
Total Current Liabilities	44.58
Total Liabilities	44.58
Equity	
Fund Balance-Unrestricted	60,517.05
Net Income	5,228.66
Total Equity	65,745.71
TOTAL LIABILITIES & EQUITY	85,790.29