



2015 ANNUAL BOARD REPORT

In 2015 we entered our second 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. We continually see the need for adults to receive a second chance to harness their talents and set up plans to achieve sustainable employment and life goals. In and around our community, we are seeing more and more young adults who lack the social skills and morays for the workplace, which hamper them from finding sustainable employment. Poor choices and lack of initiative, or a sense of failure, continue to plague adults of all ages. In this regard, Christian Job Corps is here to meet the long-term needs of our surrounding communities.

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

Highlights of 2015 included:

- Opening the year with 11 board members and closing with 7 members
- Completing 2 women's sessions and 2 men's session; enrolling 16 women and 7 men and graduating 13 women and 6 men.
- Hosting a successful 8th Annual Golf Tournament fundraiser (72 players)
- Conducting our 4th end-of-year giving campaign
- Giving donors an online option with a new donation platform page on the web site
- Launching our first "You Tube" video about the women's program
- Formally entered the "Facebook" era of publicity/networking
- Participating in the BigGiveSA 1-day giving event for the first time
- Sending out 2 newsletters and 5 e-notices re: programs, events, news
- New men's program director filled by a resigning board member
- Board members elect to receive digital minutes and reports in lieu of paper
- Discipleship Now and Geneva School students serve CJC as a mission activity
- Nominated as the Greater Boerne Chamber of Commerce non-profit of the year
- Set up second server to isolate students from office computers and from each other
- Restaged computer lab; added overhead projector, white boards and teacher station
- Explored paid advertising for students in local newspapers along with pro bono ads
- Major phone service interruption caused by internet service provider prevented incoming calls during fall session recruiting and daily business
- Bookkeeper recruited our first prayer team, praying for our organization
- Received most number of donations from fall newsletter and end of year request
- Board set-up a "rainy day" fund to provide for contingencies

Christian Women's Job Corps Program (CWJC)

As the spring 2015 CWJC session ramped up, CWJC had received 19 applications, resulting in 13 interviews. The session began with 10 women and 8 graduated. One student left for employment and the other was released due to non-compliance.

The May 8th graduation ceremony was held at First United Methodist Church (FUMC) in Boerne, in conjunction with the men's program graduation.



CWJC spring 2015 Students

The fall 2015 CWJC session began with 7 women enrolled and 5 graduated. All were on time for classes and there were no absences. One student was released due to non-compliance and another left for employment. Of note, two students were living at the Kendall County Women's Shelter at the time of enrollment and two students chose to be baptized at Nineteen:Ten Church.



Dorothea Feller sharing scripture with CWJC students

The November 6th graduation was held at FUMC in conjunction with the men's program graduation.

Approximately 159 women volunteered through both CWJC sessions, contributing over 2,615 volunteer hours to the CWJC program, which translates to a pro bono value of \$63,414 for which we would otherwise have had to fundraise.



The CWJC Fall 2015 Graduates



Fall 2015 CWJC student and her son are baptized by Pastor Jason Brown of Nineteen:Ten Church

CWJC Alumni Services

Alumni continue to seek guidance for resume updating, job searches, volunteerism, and fellowship. In 2015, alumni assisted with the lunch program by serving a meal for the next class of women, serving at the graduation reception, and one served as an instructor for resume writing.

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 student. 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 other women, but find this is a role that our instructors often play.

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. Business provided lunches are also an ongoing part of the meal program and it gives the CWJC program exposure within the business community and reminds employers there are people to hire who have been well trained.

Christian Men's Job Corps Program (CMJC)

The spring 2015 CMJC session began with four students and two graduated. One student found a job right away and had to drop out; one dropped out for other reasons. Prior to graduation, one student was accepted for CNA training upon graduation.

Our new men's program director introduced several new revisions. One revision provided for ownership and coordination of major curriculum elements. He recruited nine instructors and divided them into teams of three, with one man serving as team leader for his team's part of the program. It brought more cohesion to the instruction process and helped instructors see the need for their role and input.



CMJC Program Director Mike Cheek (center) with spring 2015 students

The fall 2015 CMJC session began and ended with the same four students graduating.



Board member Harold Teel stands to the right of his rendition of Jesus Christ which he painted at the fall 2015 graduation.



Computer (and sometimes Bible) instructor, Mario Roth (standing), has taught in the men's program for the last seven year

The men in this class bonded in a way that no other class has evidenced. In addition to the nine instructors, the students also supported and encouraged each other as they moved forward. Both spring and fall CMJC classes graduated in conjunction with the CWJC classes.

Approximately 62 men and women volunteered through both CMJC sessions, contributing over 1,606 volunteer hours to the CMJC program, which translates to a pro bono value of \$38,946 for which we would otherwise have had to fundraise.

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 the men in this program, and they network to inform each other about new employment opportunities. Periodically, a men's Bible study will form to encourage their faithfulness to the Lord.

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. We are exploring an opportunity to supplement some meals with the Rainbow Senior Center program.

Networking:

We continue to partnership with Hill Country Daily Bread Ministries, Family Services, and Mission for Health to enable their clients to connect with our programs. We recruited several students from both agencies. Attempts to recruit graduating high school seniors who lack vision for their future have been unsuccessful thus far, but we have not given up. 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 13 women, and 6 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 2015, 15 of our 19 graduates were employed or volunteering in lieu of employment.

As we enter our second decade of personal growth for adults, we remain focused on our students and the transformation and outcomes God is working in them. 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.

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

2015 Staff



Pro Bono Executive Director, Lynn Heckler serves as a voting member of the board and as CJC Executive Director. She was the Lord's instrument to begin CWJC of Kendall County in 2004. She had been praying for an answer on how to reach women who needed life and job skills, and also needed Jesus Christ. The Lord brought her in touch with CWJC after 6 months of prayer. Lynn retired from the Air Force in 1999 as a Colonel and since then has devoted her life to local Christian ministries. She has served on the Ladies Ministry Council at First Baptist Boerne; as FBC's Care Boerne outreach leader partnering with other ministries, and

as a member of the Boerne Chamber's Small Business Council. Lynn has a M.S. in Nursing and a breadth of experience in leadership and administration. She is married to former Boerne City Mayor, Dan Heckler. Lynn's mom, Eleanor McLeod, resides with them and all are members of First Baptist Church Boerne.



CWJC Program Director, Debbie McCormick became part of Christian Job Corps in 2007, first as a CWJC student and then as the Administrative Assistant for both the men's and women's programs. She became the CWJC Program Director in 2013. CWJC was a life changing experience for Debbie and her desire is to give back so that other women may benefit. She and husband Richard married in 1973 and attend Cibolo Creek Community Church in Fair Oaks Ranch. They are blessed with two children and four grandchildren.



CMJC Program Director, Mike Cheek served on the CJC Board of Directors and as a volunteer in the CMJC program prior to assuming reigns of the CMJC Program. Mike is an engineering graduate from Purdue University, with an MBA from Indiana University. He served three years in the U.S. Army and spent the next 40-years in executive manufacturing and operations positions. He is a Stephen's Minister and a certified growth coach. Mike is married to June Cheek, and they have four grown daughters and six grandchildren. Mike retired from Kinetic Concepts Inc.'s global supply chain, and was awarded the corporation's

Founder's Leadership Award in 2005. The Cheeks are members of First United Methodist Church Boerne and have lived here since 2002.

Christian Job Corps of Kendall County
Balance Sheet
As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Banks	
PayPal Income Account	195.30
Petty Cash account	195.62
Post Office Account	120.89
Texas Heritage Bank-Operating	74,298.47
Total Banks	74,810.28
Total Checking/Savings	74,810.28
Other Current Assets	
Restricted Funds	
THB Money Market	26,238.26
Total Restricted Funds	26,238.26
Total Other Current Assets	26,238.26
Total Current Assets	101,048.54
Fixed Assets	
Accumulated Depreciation	-22,226.90
Computer Equipment	15,905.79
Computer Software	1,329.91
Office Equipment	7,805.63
Office Furniture	135.00
Total Fixed Assets	2,949.43
Other Assets	
Accumulated Amortization	-1,289.00
Organizational Costs	500.00
Total Other Assets	-789.00
TOTAL ASSETS	103,208.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Liabilities	-47.62

Christian Job Corps of Kendall County Profit & Loss

January through December 2015

	Jan - Dec 15
Ordinary Income/Expense	
Income	
0 ORDINARY INCOME/EXPENSE	
INCOME	
1 Direct Public Support	
Individual Contributions	49,349.43
Miscellaneous Income	500.00
Monthly Pledges	24,339.91
Total 1 Direct Public Support	74,189.34
2 Direct Public Grants	
Unrestricted Public Grants	6,800.00
Total 2 Direct Public Grants	6,800.00
3 Restricted Funds	
1 Money Market	25.28
Total 3 Restricted Funds	25.28
4 Special Events Income-Golf	25,665.00
5 Special Events-Style Show	540.00
Total INCOME	107,219.62
Total 0 ORDINARY INCOME/EXPENSE	107,219.62
Total Income	107,219.62
Expense	
1 GENERAL OPERATING EXPENSES	
Contract Clerical Support (10%)	357.85
D&O Insurance	900.00
Professional Fees	350.00
Total 1 GENERAL OPERATING EXPENSES	1,607.85
2 PROGRAM EXPENSES	
1 SHARED PROGRAM EXPENSES	
1 Advertising and Publicity	1,123.66
2 Business & Banking Fees	693.50
3 Business/Ntwrkg/Volunteer	250.00
4 Contract Clerical (90%)	3,220.74
5 Dues and Subscriptions	196.00
6 Facility Expenses	
Facility Lease	14,832.00
Facility Mtnc & Supplies	177.89
Utilities- Electric	2,694.56
Total 6 Facility Expenses	17,704.45

Christian Job Corps of Kendall County
Profit & Loss
 January through December 2015

	Jan - Dec 15
8 Information Technology	
IT Mtnc and Upgrades	2,462.43
New IT Equipment	-1.82
Telecommunications	3,285.80
	5,746.41
9 Insurance	
Liability Insurance	475.00
	475.00
Office Operations Expense	
New Off Eqmnt	0.00
Off Eqmnt Lease & Printing	4,215.11
Office Supplies	815.91
Postage & PO Box Rental	880.91
	5,911.93
Payroll Exp - Non-management	
CJC Adm Asst Salary	445.50
CMJC Prog Dir Salary	6,200.00
CWJC Prog Dir Salary	28,900.00
Employer Payroll Tax Expense	2,719.23
	38,264.73
Special Events Expense	
Special Events-Fashion Show	0.00
Special Events - Run	0.00
Special Events Expense-Golf	9,534.95
	9,534.95
Staff Development	195.00
	83,316.37
Total 1 SHARED PROGRAM EXPENSES	
2 JOB AND LIFE SKILLS TRG PROG	
1 Curriculum MatrIs & Supplies	
Bibles	269.94
Classroom Supplies	753.33
Workbooks	1,207.32
	2,230.59
2 Graduation Expenses	1,363.33
	3,593.92
Total 2 JOB AND LIFE SKILLS TRG PROG	
3 MENTOR PROGRAM EXPENSE	
Supplies, Printing & Postage	48.96
	48.96
Total 3 MENTOR PROGRAM EXPENSE	

Christian Job Corps of Kendall County
Profit & Loss
 January through December 2015

	Jan - Dec 15
4 LUNCH/DINNER PROGRAM	
Food	78.87
Paper goods and supplies	310.97
Total 4 LUNCH/DINNER PROGRAM	389.84
5 ALUMNI PROGRAM	
Supplies, Prtg & Postage	90.00
Total 5 ALUMNI PROGRAM	90.00
Total 2 PROGRAM EXPENSES	87,439.09
Depreciation Expense	789.00
Total Expense	89,835.94
Net Ordinary Income	17,383.68
Net Income	17,383.68