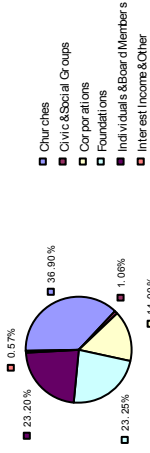


## Highlights 2003

- ◆ NCM moved into its new facility at 2275 Mitchell Road on February 10, 2003. The new 12,000 square foot facility is the first permanent home the ministry has designed, built and owned.
- ◆ NCM helped over 1,000 families in 2003, a new record high for NCM representing a 15% increase in the number of families served over 2002.
- ◆ NCM collaborated with Hopewell Missionary Baptist Church Employment Network and Hope for the Future this year on our 3rd Annual Job Fair. 60% of the Career Seekers were scheduled for follow-up interviews as a result of our 3rd Annual Job Fair.
- ◆ NCM expanded its Job Services Program to include evaluations of résumé's and job search counseling.
- ◆ NCM continued its annual school supply program through which we provide school supplies for children in 13 Norcross-area schools.
- ◆ NCM conducted its first annual Charity Book Fair in conjunction with Barnes & Noble at the Forum. The funds raised from the book fair will support our weekly ESOL classes for all of 2004. The classes are offered to our clients free of charge.
- ◆ A group of NCM volunteers completed the computer design, development, and implementation of an NCM proprietary client data management system including training of volunteers and some back file conversion in less than eight months. The software application they developed is reliable, stable and perfectly suited to the needs of NCM volunteers and our clients.
- ◆ Campus Church of Christ, an NCM member church, provided a community Thanksgiving meal for over 200 NCM client families.
- ◆ NCM provided Christmas meals for almost 1,200 families and toys and gifts for 3,000 children. We would like to thank Technology Park, Toys for Tots and other companies and churches for their donations to our Holiday Assistance Program.

## Financial Donations / Income



36.90%	Churches	\$ 112,174
23.20%	Individuals	70,572
14.90%	Corporations	45,506
23.25%	Foundations	70,650
1.06%	Civic / Social	3,225
0.57%	Other / Interest	1,717

**TOTAL INCOME \$ 303,844**

ESTIMATED VALUE OF DONATED FOOD \$ 258,090  
TOTAL INCOME INCLUDING VALUE OF FOOD \$ 561,934

## Overhead / Operating Expenses

Salaries (Full-time & Part-time)	\$54,510
Office Expenses	3,333
Rent / Mortgage	16,199
Repairs & Maintenance	3,114
Facility Utilities	11,556
Bank Charges	634
Insurance	5,195
Legal / Accounting	2,500
Auto Reimbursements	414
Other	2,000

**32.76% OVERHEAD \$99,547**

## Direct Aid Provided to Clients

Rent	\$ 43,242
Utilities	110,907
Food Purchases	15,684
Temporary Lodging	21,269
Medical Aid / Prescriptions	6,408
Transportation / Gas Vouchers	3,047
Christmas Toys / Other	15,300

**TOTAL DIRECT AID \$ 215,857**

TOTAL FINANCIAL & FOOD ASSISTANCE \$ 473,947  
**OVERHEAD INCLUDING FOOD ASSISTANCE 17.7%**

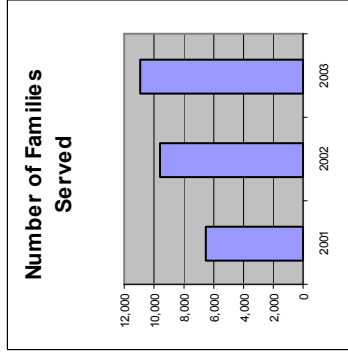
## Who is on the Board of Directors ?

The Norcross Co-Op is staffed by more than 90 volunteers, one full-time employee and one part-time employee. The staff members are non-voting board members. The voting polity of the board is composed of one voting and one alternate delegate elected by each participating church. The board holds open meetings the first Monday night of the month at 7:00PM at 2275 Mitchell Road. For the year-ended 2003, the participating churches include:

Atlanta Church of Christ	Campus Church of Christ
Christ Church Episcopal	Christ Fellowship
Christ the King Lutheran	Faith Baptist Church
Grace Church of CMA	Grace Church
Hopewell Baptist	John Wesley UMC
Kirk of the Corners Christian	Mt. Carmel UMC
Norcross 1st Baptist	Norcross First UMC
Norcross Presbyterian Church	Norcross Presbyterian Church
Northeast Community Church	Northeast Community Church
Peachtree Corners Baptist	Peachtree Corners Baptist
Peachtree Corners Church of Christ	Peachtree Corners Church of Christ
Peachtree Corners Presbyterian	Perimeter Church
Simpsonwood UMC	St. James Lutheran
	Victory World Outreach

## How do we measure our success?

The Members of the Board would like to express their gratitude for tremendous support the ministry received this year from the staff, volunteers, and the community. The businesses, schools, civic and social groups banded together with us again this year to provide a great deal of time, food and personal care items, clothing, school supplies and toy donations. We measure the effectiveness of our ministry one family at a time. In the last few years the Co-Op has served a rapidly growing number of clients.



The support we provide to our clients helps to prevent homelessness, satisfy hunger, provide needed medications to help people through hard times.

Our responsibility is to be good stewards of the resources donated to the ministry. Toward that end we have policies and procedures in place to allow for smooth operation, fair distribution of resources, and prevention of client fraud and abuse.

## Whom do we serve?

The Norcross Co-Op serves individuals and families in crisis on a walk-in basis, no appointments are necessary. We serve many different races and creeds, two-parent and single-parent families, individuals, the elderly, persons with disabilities, and the homeless. Quite often individuals and families who are otherwise self-sufficient need assistance when there is a crisis in their lives. Job loss, short-term disabilities, medical bills, car repairs, just to name a few, can all play a part in the inability to pay rent and utility bills or to buy food. Other individuals and families in the community have long-term needs due to single income, low paying or day labor jobs, long-term unemployment, permanent disability, or fixed income.

## Where do our clients live?

Our clients live in one of eight zip codes in the southwest corner of Gwinnett county. The zip codes NCM covers includes: 30071, 30091, 30092, 30073, 30093, and the Gwinnett County portions of 30084, 30340, and 30360. This area covers approximately one quarter of the county. The children who are part of our client families attend one of 13 Norcross area schools.

## What services do we provide?

We provide approximately one week's worth of groceries to each family. We operate a clothing closet from which clients select clothing and shoes free of charge. We also provide financial assistance for rent, utilities, prescription medicine, temporary lodging and automobile gasoline vouchers. The Co-Op also operates a Job Services Program through which we plan and host an annual Job Fair, schedule local companies to conduct on-site recruiting sessions, and post current job openings. The Job Services volunteers review resumes, help clients identify employment search resources and post announcements about current job openings. The Co-Op offers Spanish classes for our volunteers and ESOL classes for our clients.

## What can you do to help?

Our clients need you! Volunteers are needed to help in the office. We also need volunteers to work with clients to identify their need for assistance, to sort incoming food and clothing donations and to conduct neighborhood food drives. Food and financial donations are needed throughout the year. Prayer partners are also needed.

## Civic and Social Groups

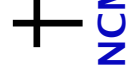
City of Norcross  
 Greater Atlanta Christian Schools  
 Gwinnett Council for Seniors  
 Gwinnett County Public Schools  
 Laureate Delta Kappa  
 Local Boy & Girl Scout Troops  
 Norcross Garden Tour  
 Norcross Lions Club  
 Providence School  
 Wesleyan School  
 Williamsport Women's Club  
 UPCCA—United Peachtree Corners Civic Association

## Grants and Foundations

Allmerica Financial Foundation  
 Cecil B. Day Foundation  
 Episcopal Charities Foundation  
 Gwinnett County GCPS Grant  
 Community Foundation for Northeast Georgia  
 Harland Charitable Foundation  
 Howard Ingram Foundation  
 ING Foundation  
 National Christian Foundation  
 Nordson Corporation Foundation  
 North GA Homeless Council  
 Presbytery of Greater Atlanta  
 Richard Munroe Foundation  
 Sun Microsystems—Matching  
 The Community Foundation For Greater Atlanta  
 Tull Foundation  
 Waterfall Foundation  
 Watkins Christian Foundation  
 Woods Family Foundation  
 UPS Foundation

## Businesses and Corporations

Allied Electronics  
 Analytical Services (ASI)  
 Best Software  
 Burger King  
 C. K. South  
 Career Builder  
 Concord Cable  
 Czapkowski, Dumpel & Associates  
 Dixie Industrial Finishing Company  
 EMS Technologies  
 FUNDTTECH  
 HCA  
 Hobbs Group  
 InterMarket Research  
 Isakson-Barnhart  
 Jim Ellis Atlanta, Inc.  
 John Wieland Homes  
 Kroger  
 McMaster-Carr  
 Pathcon Labs  
 Plaid Enterprises  
 Potash & Phosphate  
 Publix  
 Rock Tenn  
 Solarcom  
 SunShine House  
 Technology Park - Atlanta  
 Tetra-Tech  
 The Corban Group  
 Transwestern Investment Company  
 Trinity Press  
 Waterford Homes  
 Yost Communities  
 Amway  
 Barnes & Noble Booksellers  
 Brinks ATM Services  
 Business Software, Inc.  
 CGI Information Systems  
 CEO Business Centers  
 Conway Data  
 Financial Asset Management  
 Georgia Pacific  
 HCA Law  
 Intel Corporation  
 Interstate Insurance Group  
 Jim Cowart Residential  
 Konica Minolta, Inc.  
 L. Lowe & Company  
 ODL  
 Peachtree Bank  
 Plymart  
 Pre-Solutions  
 Remax Atlanta  
 Siemens Dematic Rapistar  
 Stratix  
 Suzanna's Kitchen  
 Tele Track  
 Thamer Construction  
 The Marketing Workshop  
 US Filter  
 Wells Capital, Inc.  
 Wells Real Estate, Inc.



## NORCROSS COOPERATIVE MINISTRY

The Greg Ellis Center

Helping those in crisis through the resources of the community given in the love of Christ.

## 2003 Annual Report

*"For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me... whatever you did for one of the least of these brothers of mine, you did for me."*  
 Matthew 25: 35-40

Mailing Address: P.O. Box 1489  
 Norcross, GA 30091  
 Street Address: 2275 Mitchell Road  
 Norcross, GA 30071  
 (770) 263-0013 - Office  
 E-Mail - [norcrosscoop@aol.com](mailto:norcrosscoop@aol.com)

### Client Services Hours:

Monday, Wednesday, Friday 10AM to 2PM  
 Wednesday Evenings 6PM to 8PM  
 Saturdays 10AM to Noon

### Administrative Office Hours:

Monday, Wednesday, Friday 9:00AM to 4:00PM  
 Tuesday 9:00AM to 4:00PM  
 Wednesday Evenings 6:00PM to 8:30PM

Call the Administrative Office number for more information.

## What is the Norcross Co-Op?

The Norcross Cooperative Ministry is a faith-based, non-profit, non-political organization dedicated to serving men, women, and children in the Norcross community, a metropolitan suburb north of Atlanta, GA. Founded in 1988, the purpose and mission of the Norcross Co-Op is to provide emergency assistance to families in crisis. The Co-Op is an ecumenical ministry supported by 23 participating churches in Norcross. In addition, we also receive support from local businesses, civic and social organizations, foundations, and individuals.