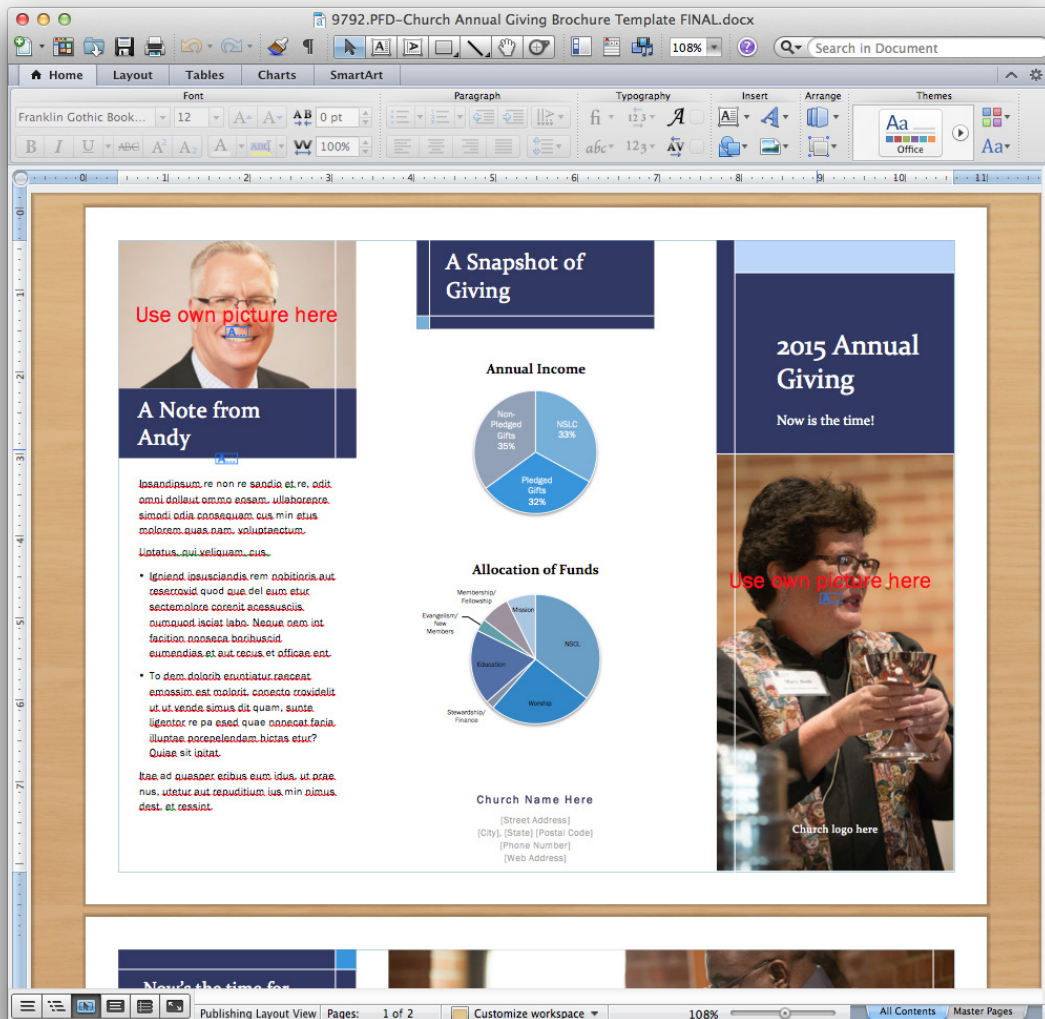


NARRATIVE BUDGET TEMPLATE INSTRUCTIONS



How to Change Images. 2

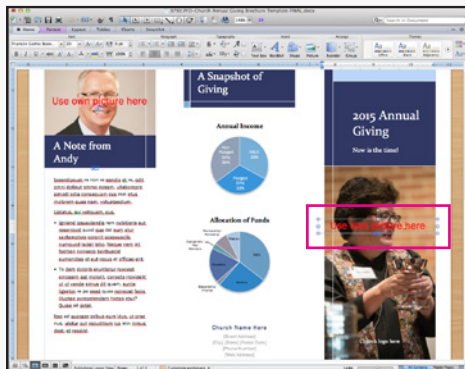
How to Change the Logo 3

How to Edit the Pie Chart. 4

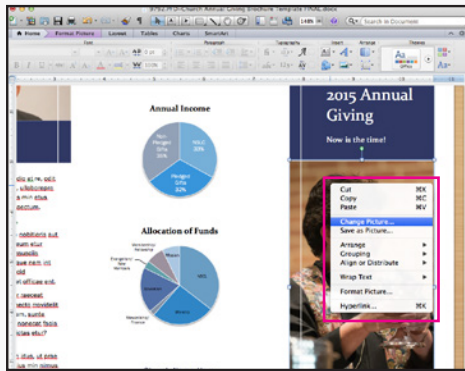
Tips for Changing the Copy 5

HOW TO CHANGE IMAGES

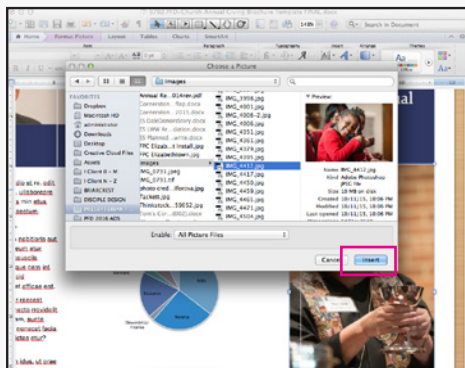
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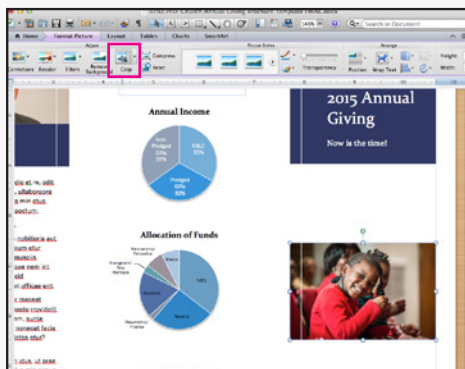
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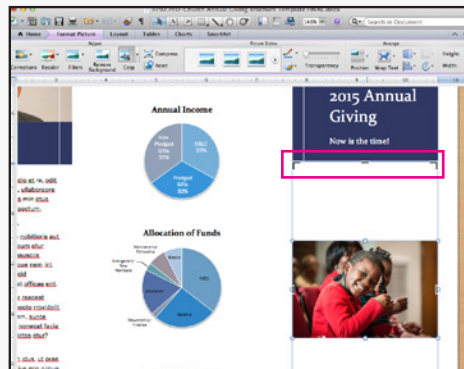
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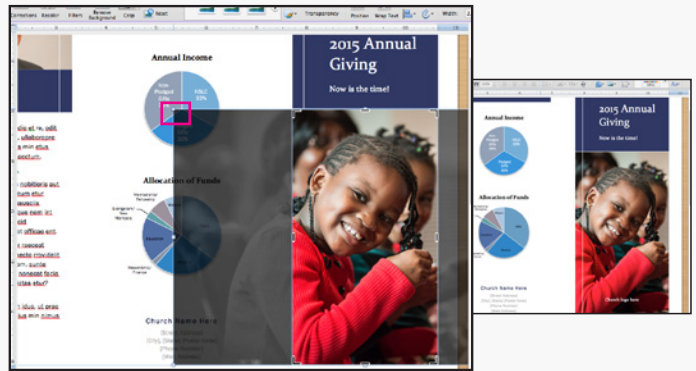
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5



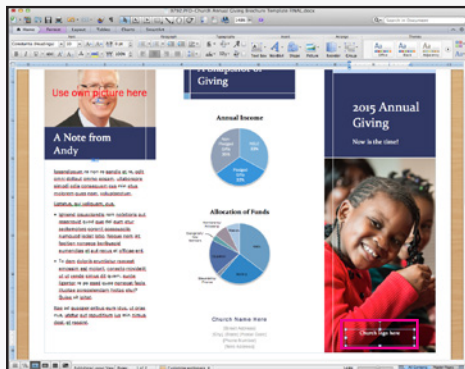
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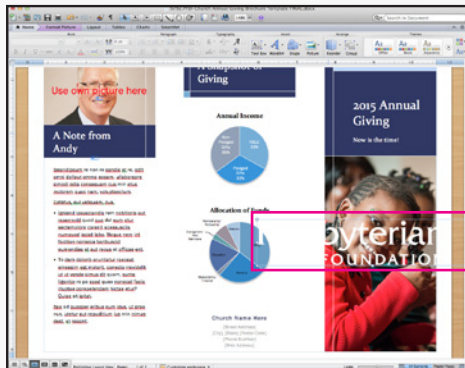
1. Delete red copy over the image.
2. Right-click the image and select "Change Picture."
3. Navigate to your picture and click insert.
4. The image will then fit itself to the width of the previous image. To crop it, click on "Format Picture" and select the Crop tool.
5. This tool will give you black bars to adjust the frame of the picture. Pull these out to the size you want the image to be. It should not edit the image itself.
6. Once your frame is the size you want, grab one of the corners of the picture and holding shift adjust the size until it fills the frame. Then click off the image to deselect it.

HOW TO CHANGE THE LOGO

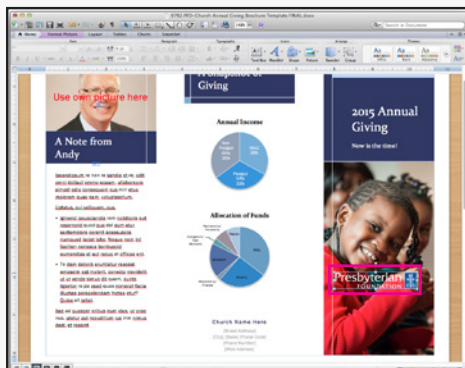
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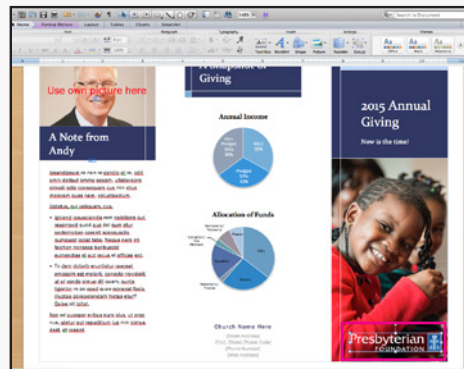
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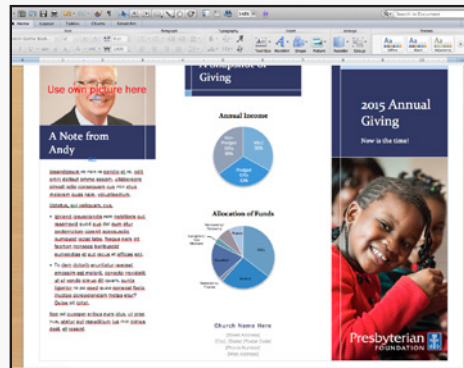
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4



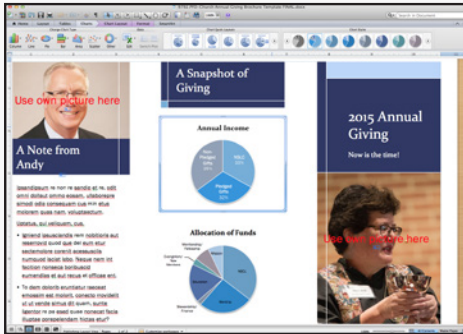
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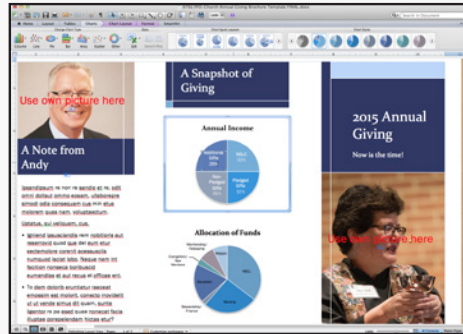
1. Delete the white copy over the image.
2. Drag and drop your church logo file (preferably a transparent gif or png) or in the tool bar under Insert > Photo > Photo Browser
3. Holding "Shift" grab a corner and resize your logo to an appropriate size to fit along the bottom portion of the brochure cover. (approximately 2.25" wide)
4. Center the logo between the edge of the picture and the white bar approximately 0.25" from the bottom of the picture.
5. Click the edge of the page to deselect.

HOW TO EDIT THE PIE CHART

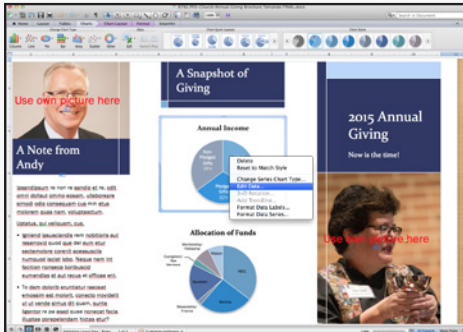
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4

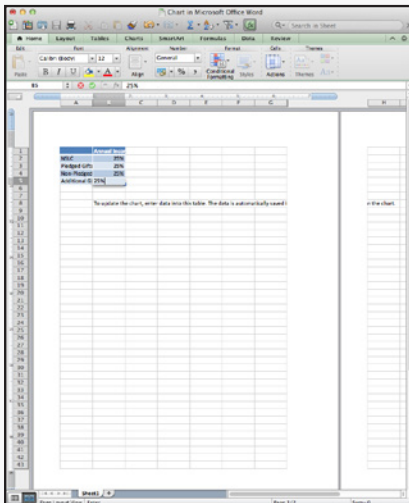


2



1. Select the pie chart.
2. Right-click the pie chart to edit the data.
3. Editing the data opens Excel. Use the cells to edit the titles and numbers for each slice. Make sure they add up to 100%
4. Close the Excel document and the pie chart will update in Word. To add the percentages, those have to be manually added just by hitting enter and typing the number.

3



TIPS FOR CHANGING THE COPY

This template is to be filled with information regarding your specific church. All the current images and copy are meant to be replaced with yours. Please reference the brochure below for the type of content meant to be used.

A Note From Andy

Community, compassion, commitment... three words that deeply describe us as people of God.

We are people in community, sharing ourselves with God and one another, walking alongside each other in the ups and downs of our lives, and worshipping God together as one family.


We are people of compassion, pouring ourselves out for others with a generosity that can only be God-driven.


We are people of commitment, committing our time and our treasure to the growing life of Christ in the church.

Canyon Creek has been blessed with a strong sense of these three "C's". Join the community, grow in compassion, deepen your commitment in 2014!

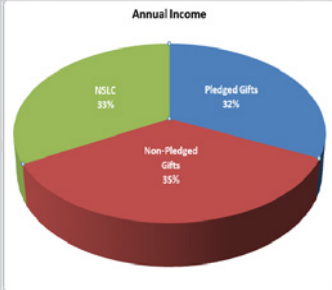
Blessings to you all!

Andrew S. Odom
Pastor

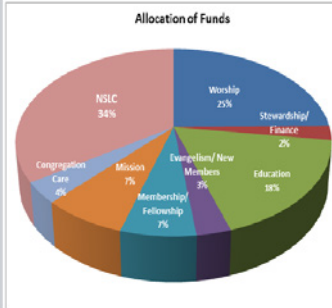




A Snapshot of Giving




Category	Percentage
NSIC	33%
Pledged Gifts	32%
Non-Pledged Gifts	35%



Category	Percentage
NSIC	34%
Worship	25%
Stewardship/Finance	2%
Education	18%
Membership/Fellowship	7%
Evangelism/New Members	2%
Mission	7%
Congregation Care	8%

Canyon Creek Presbyterian Church
3901 North Star Road
Richardson, Texas 75082
(972) 238-8103
www.canyoncreekpres.org




2014 ANNUAL GIVING


Now's the Time!
for Community

Now's the Time!
for Compassion

Now's the Time!
for Commitment



Now's
the
Time!



CANYON CREEK

PRESBYTERIAN CHURCH

inside panel

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cover

TIPS FOR CHANGING THE COPY *continued*

Our annual focus on stewardship gives opportunity for you and your family to move into a time of prayerful contemplation, to ask God for direction and resolution. This time of reflection allows you to more deeply experience God's blessings as you share in the financial commitments to fulfill our mission: "To know Christ and to make Christ known."

Your participation funds our 2014 operating budget:

- Our commitment to missions, programs, and activities that share our love for Christ within the walls of the church building, throughout the community and across God's realm.
- Our responsibility for the mortgage, utilities and maintenance of the facility, our physical hub to learn, grow, worship, connect, love, heal and recharge.

The ministries and programs of CCPC are supported by the stewardship of our members and friends. You make a difference by enabling our church to change lives. As you view our videos you will see how the stewardship experience impacts members of our congregation and their families. You will hear how your contributions give opportunity for many to live out their faith.

Pray for our church. Pray for our ministries. Pray and discern how your financial participation will support CCPC operations in 2014. The dedication of your commitment will be celebrated during worship on Sunday, November 24. Or you can make your commitment at our website (www.canyoncreekpres.org).

Our Stewardship and Finance Committee members are available to answer any questions you may have.

Homer Brown	Keith Brownlee
Ray Chambers	Karen Ebling
Julie Harris	John King
Everett Marley	Kirk Meador
John Progelhof	Brad Sanders
Ann Turner	



COMMUNITY
COMPASSION
COMMITMENT

Now's the Time for Community

Sundays average over 100 children and youth in Sunday School and choir and 60 youth in fellowship groups. During the week groups of young people study and serve. Our youngest members lead the way in sharing God's love, and being Christ's hands and feet to our world. Community with God and one another, it's what we do.



Now's the Time for Compassion

Canyon Creek reaches out with mission grants and special offerings totaling over \$100,000 to those in need. The Deacons also work tirelessly to meet the needs of church members during grief, illness or transition. Monthly our deacons make over 15 pastoral visits, delivering flowers, meals and communion to those recovering from loss or illness.



Now's the Time for Commitment

The commitment of our church members is evident everywhere you look! From sandwiches for Austin Street Shelter to Sunday School Teachers to Adult and Children's choirs to our Deacons and Elders to greeters and ushers on Sunday mornings, Canyon Creek is a very busy place. All of this is because people contribute their time, talent and financial support to make it happen.



inside