

Westworth United Church

Manual

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1. History

Westworth is blessed with a history of long-term tenured Ministers. The first service was conducted December 10, 1950, by Rev. Dr. H. B. Duckworth, in a prefabricated building set where the Christian Education Auditorium now stands. One hundred ten original charter members were received into the church at a Communion Service held January 14, 1951.

The name of the church was chosen at a congregational meeting held January 1951. Rev. Duckworth led the congregation until Rev. Dr. Allan B. Simpson was inducted in May 1951.

The cornerstone for the Christian Education Building was laid September 15, 1954 and the new building was dedicated December 12, 1954. The present sanctuary was added in 1959. The building was extensively renovated in 2003.

Rev. Simpson remained as Minister from May 1951 to June 1971 when he retired due to ill health. He was assisted at different periods of time by retired ministers Rev. Dr. Gerald Rogers and Rev. Dr. Walter Spence, and by a C.E. worker, Miss Ruth Reid.

Rev. Dr. Fred McNally became Minister in the fall of 1971 with Rev. Dr. Walter Spence as visiting minister. Mr. Gregg Harris was on staff for a period of time as a C.E. Director.

In the fall of 1973 Rev. Ian Macdonald became a member of a team ministry with Rev. Dr. Fred McNally. Both were called to other ministries in July 1979.

Rev. Dr. Eleanor Geib who became Minister in July 1979 was joined by Rev. Terry Hidichuk as an associate February 1981 - 1987. David Romeril served as Staff Associate on a half-time basis 1988 - 1990. In 1990 Jackie Stark joined our staff as Staff Associate on a half-time basis. Jackie Stark retired in May 1999 and Rev. Geib retired in June 1999.

Rev. J. Clark Saunders became Minister the summer of 1999. Lori Megley-Best was the half-time Staff Associate from August 1999 to September 2000. Lorraine Ashdown was interim half-time Staff Associate October 2000 to June 2001. Rev. Mona Denton joined Westworth in July 2001, for a 3/4 time ministerial position, reflecting an increased focus on youth and children.

Jan/08

2. Congregation's Purpose

Our purpose at Westworth is to create for each of us life goals and living goals as we:

- Share and celebrate our life and faith through study and worship;
- Help each other grow both as persons and as the servant people of God;
- Care for each other as we grow and die;
- Act as a humanizing and leavening agent in our society, standing as caring critics willing to explore what justice requires us to say and do;
- Discover and respond to the needs of the community and world, sharing our resources, both human and material.

A **Christian** is defined as one who **follows Christ** and **acknowledges Him as Saviour and Lord.**

3. Values Statement

Westworth United Church is a Christian congregation that is comfortable in identifying itself as a member congregation of the United Church of Canada.

We see ourselves as a congregation that is open to exploring a diversity of matters related to theology, spirituality, and ethical inquiry. In our shared life we attempt to be hospitable to all, inclusive of people and respectful of the different ways we have of doing things. We value accessibility and safety within our building and programs, and visibility in the community.

We believe it is important for us as a congregation to provide opportunities for learning and growth. We are concerned about quality and relevance in the things we do together.

We see value in fellowship and in building relationships. We appreciate and enjoy occasions for celebration and opportunities to have fun together.

In our life as a faith community, we value expressions of caring, supporting, trusting, and serving, both within and beyond the congregation.

We value responsibility, practicality and functionality in deployment of our material and human resources. These are an expression of the committed and faithful stewardship of our members.

We balance a sense of continuity with the belief that God calls us to be active and pro-active, to seek justice, and not be afraid of risk in this life we choose to share with each other.

Faith and Spiritual Growth

Worship and all aspects of Christian Education

We see ourselves as a Christian congregation that is open to exploring a diversity of spiritual experience. Valuing hospitality (giving people a sense of being welcomed, engaged, and valued) we like to include a diverse range of

people in our programs, attempting to provide – within reason – something for everyone. We recognize that our congregation includes a range of ages, interests, tastes, life-styles, and personalities, and believe this variety of people should be valued and considered. This means that what we do should reflect values of accessibility (avoiding barriers – both literal and figurative – to people’s ability to participate in the life of the church), flexibility (openness to doing things in a variety of ways), visibility (both as regards the congregation’s profile in the community and the congregation’s ability to see and so participate in its activities), and intimacy (a sense of connectedness to God and to one another).

In this area of our life, we value opportunities for celebration, learning, and growth in faith, understanding and discipleship. As a congregation we value quality and relevance in what we do, and we appreciate a response of faithfulness and commitment of time, energy, and financial support from the congregation.

Although we value a sense of continuity and tradition, we also appreciate innovation and believe we should be pro-active and creative in taking new initiatives and willing to take risks in this area of our life.

Faith development and spiritual growth can flourish, we believe, in an atmosphere of healing, nurturing, sharing, safety, and trust in our relationships with one another.

Community and Interpersonal Relationships

The settings in which we come together in fellowship and the ways in which we interact with others in the congregation

We are a Christian congregation that values the spiritual dimension in our relationships with one another, and being open to a variety of people. We understand that this openness should be expressed in a high degree of visibility in the community (i.e. we want the neighbourhood to know we are here) and in an atmosphere that is warm, welcoming, and hospitable, toward those who are new and those who have been with us for longer periods. People should experience our church as a “safe” and respectful place. For us, being inclusive means accepting people in all their diversity. It also means being accessible (avoiding barriers to people’s ability to participate), and flexible in the way we

design activities. Recognizing our human need for intimacy, we value opportunities for people to get to know one another in some depth.

We believe that it is important for our church community to celebrate significant events in our life together. We realize that it requires the work of committed people to see that such occasions are provided.

Opportunities for learning and growing together are also opportunities for strengthening interpersonal relationships. This we value as well.

Whether building relationships in the congregation is a one-on-one sense, or providing occasions for strengthening a sense of community and fellowship, we value a common life that is characterized by caring, healing, nurturing, comforting, supporting, listening and trust. We believe we should treat one another with courtesy and respect. We feel called to reach out to one another in service.

We like to make our fellowship relevant to people's needs and to the realities of their lives. We believe it is important to conduct ourselves in ways that are responsible, with an eye to what is practical and functional.

As people who respect the congregation's traditions, we value continuity but recognize that new ventures require us to be pro-active people who are prepared to take risks and try new things. We like to be part of an active, lively faith community that has fun together.

Mission and Outreach

The ways we reach out beyond our own congregation to the neighbourhood, the wider community, and the world

We believe that a Christian church does not live for itself alone, but that it has a purpose beyond its own maintenance and interior life. Our spirituality includes a sense of being called to take risks in the interest of justice and to be a humanizing agent in the world. We express our sense of mission in ways that are relevant to human realities and consistent with our membership in the United Church of Canada.

What we value in our own church home, we value as well in the ways we reach out to others. In our relationships with people beyond our congregation we like

to be warm, welcoming and hospitable. If we try to be inclusive and accepting of a diversity of people in our congregational life, we also value these qualities in our relationships with others. We believe we should try to avoid placing barriers between ourselves and others, but should uphold the principle of accessibility. In the context of mission, visibility means not hiding from our neighbourhood or our world, but being where we can be available. We value flexibility in our ability to respond appropriately to changing needs and opportunities for outreach that may present themselves. If intimacy means connecting at some depth with others, we value outreach opportunities that build relationships with people who are beyond our faith community and may be different from ourselves.

Other values that we uphold in our relationships both within and beyond the congregation include caring, healing, nurturing, serving, trusting, comforting, supporting, and listening. We value opportunities to create a sense of community with people beyond our congregation as well as within it.

Although mission and outreach require work, effort, and commitment, we like to create, in this part of our shared life, opportunities for fun, celebration, and fellowship.

Awareness of the concerns of the wider community and the world requires openness to learning and growth in relation to particular issues. We value opportunities to expand our knowledge and understanding in these areas.

In finding ways to express our mission beyond the congregation, we see the need to be responsible, practical and functional in deploying our human and material resources.

Continuity in our ongoing external commitments has value for us, but we also welcome opportunities to take new initiatives. We like, therefore, to be both active and pro-active in relation to the challenge of mission and outreach.

4. Organization

The work of this church is carried out by the following levels of responsibilities:

The Congregation is composed of members (those who have joined Westworth by profession of faith or by transfer) and adherents (those who support Westworth with their time, talents, or resources). At the Annual Meeting in January or February, at a date set by the Official Board, the congregation elects, on recommendation of the Nominating Committee or nominations from the floor, people to the Official Board and Committees, including Presbytery Reps, Members at Large, and Trustees. The congregation receives and votes approval for the annual budget and sets Board policy.

The Official Board (referred to hereafter as “the Board”) has the powers of the congregation vested in it and is responsible for managing the affairs and assets of the congregation, through the Executive and Committees.

The Executive acts for the Board in routine matters, recommends policies to the Board, prepares agendas for Board Meetings, and reviews Committee terms of reference regularly.

Committees (which meet at least twice a year as indicated in their terms of reference and at the call of the Chair) perform functions outlined under committee terms of reference, which are periodically altered and updated by the Board, to reflect current conditions. Ministers are *ex officio* members of all committees except Ministry and Personnel, Nominating, and Ad-hoc Committees.

All Board Members are expected to attend Board Meetings and the Annual Meeting, or to send regrets and arrange for another committee member to attend in their place, if they are unable to attend. Regrets/absences are recorded by the Board Secretary for Executive and Board Meetings.

Annually, all Committee Chairs submit to the Board a written report of the work of the committee. Committees that operate a budget also submit a financial report for inclusion in the Annual Report. Chairs submit a budget request to the Finance and Stewardship Committee. Trustees and Presbytery Reps are only required to submit a written report.

Subcommittee Chairs (other than Lay Leadership Development Fund Chair) do not attend Board Meetings but do report to the Committee of which they are a subcommittee. They are required to submit annual reports unless otherwise indicated in their terms of reference.

A Board of Trustees holds the church property in trust as outlined in the United Church Manual.

All Board and Executive Meetings are open to any of the congregation as observers without voting privileges. Observers may speak only at the invitation of the Chair. Any Committee Chair or designate who has business to be discussed may attend an Executive Meeting to make a presentation. All Committee meetings are also open, except Ministry and Personnel and any committee discussing confidential matters.

The Board is responsible for church membership.

Ad-hoc Committees may be set up any time for specific purposes by the Board. The Chair of each such committee is a member of the Board for the period each committee functions. Appropriate written committee terms of reference are to be completed and approved for each ad-hoc committee set up.

A Committee may not overspend its allocated budget without the permission of the Executive or Board.

The secretary of each committee prepares and distributes minutes of meetings. When there is money allocated to the committee, a treasurer keeps records of finances and prepares a financial statement. If there is no treasurer, the Chair assumes this responsibility.

When anyone from outside the congregation is invited by a Committee to assess any part of the life and work of the congregation, the Committee must:

1. Ensure there is a motion in the Committee's minutes documenting the Committee's agreement to issue the invitation.
2. Notify the Board Chair and/or Executive before the invitation is issued.
3. Understand that the individual issuing the invitation may be held liable for costs if steps 1 and 2 have not been taken.

All Committees are accountable to the Board unless otherwise indicated in their terms of reference.

Each Chair works with the Nominating Committee to advise as early as possible in the fall, the need for member replacement and to offer any suggestions as to possible candidates.

The Board Chair provides orientation for new members of the Board shortly after the Annual Meeting. Committee Chairs provide orientation for new members of their committee at the first meeting after the Annual Meeting.

A quorum for Board, Executive, Congregational, and Annual Meetings is the lesser of 20 persons and 1/3 of the total number of members. A minister or person assigned by Presbytery must be present for these groups to reach a quorum. If the minister is not able to be present at a Board Meeting:

- Presbytery can be asked to appoint someone to fill in; or
- the meeting can proceed and all decisions made brought to a later Board Meeting at which the minister is present for ratification; or
- the meeting can be rescheduled.

5. Guidelines and Terms of Reference for Board Members and Committees

Guidelines

- 1.** Committee Chairs' term of office is two years (except Archives, Faith and Future, & Trustees), renewable to a maximum of six years. The term of office of the Board Chair, Vice-Chair, and Past Chair is two years, non-renewable.
- 2.** Committee Chairs, Presbytery Representatives, the Trustee Chair, and the UCW Representative, report their committee activity at least 1 week before Board Meetings, by emailing the report to all Board Members in the format of the Board Template located in the appendix of this manual. A nil report is required if there has been no committee meeting. The Board Chair sends out a reminder to Chairs up to 10 days prior to the Board Meeting.
- 3.** The Board Chair ensures that each Board member receives an agenda at least 24 hours before the meeting.
- 4.** The Board Secretary ensures all Board Members and the Office Administrator receive Board Meeting minutes.
- 5.** Each Committee Chair ensures copies of Committee Meeting minutes are distributed by the Committee Secretary, to each committee member and to the Church Office Administrator for deposit into the Church Archives.
- 6.** Each Committee Chair is to submit an Annual Report to the Church Office Administrator by January 10 each year, a budget (if required) to the Finance Committee by October 31, and a written goal and action plan to the Vice-Chair by May 15, on the form located in the appendix of this manual. Reports may be submitted earlier than the deadline.
- 7.** Each Committee Chair conducts a risk assessment review by the final committee meeting each year (January at the latest) using the United Church checklist located in the appendix of this manual.
- 8.** Meetings for the Board are normally held in January, February (the 'cross-over' meeting), April, June, September or October, and November. Executive Meetings are held in conjunction with the Board Meetings and in the alternating months. Summer meetings are held as required.

Board

Function

1. Provide leadership and programs for all areas of church life.
2. Through committees, manage the affairs and assets of the congregation between Annual Meetings.
3. Review policy recommendations for approval.
4. Define requirements for membership in the congregation.
5. Recommend candidates for ordained and commissioned ministry.
6. Approve the budget prepared by the Finance and Stewardship Committee before presentation to the congregation.
7. Set up ad-hoc committees at any time for specific purposes.
8. Receive all committee reports, and set agenda for the Annual Meeting.
9. Report to the congregation at the Annual Meetings.
10. Call special Congregational Meetings as required.
11. Name the Chair of the Nominating Committee.
12. At the discretion of the Board, remove or appoint members to any office or committee as required and report such action at the next Congregational Meeting.
13. Appoint 1-3 people from the congregation yearly to review Westworth Financial records and present a report at each AGM.
14. Review at least every five (5) years the purpose of the Faith and Future Fund to ensure it is congruent with the Westworth's Long Range Plan.

Accountability To the congregation, to the Trustees, and to Presbytery through the congregational representatives

Membership Chair, Vice-Chair, Past Chair, Secretary, 3 Members at Large, Committee Chairs (ad-hoc or standing), Ministers, Presbytery Representatives, Trustee Representative, Treasurer and UCW Representative

Meetings 5 a year, 7:30 p.m. the fourth Tuesday of the months of, January, March, May, September, and November.

Jan/14

Board Secretary

Function

- Attend and take minutes for all Executive, Board, Congregational, and Annual Meetings, submitting minutes to the Church Office Administrator for distribution to Board Members.
- Take the roll of attendees at all previously listed meetings, use a sign-up sheet at large meetings, and count votes.
- Maintain a loose-leaf binder of minutes for Executive Meetings and one for Board Meetings:
 - a. At the left-hand top of each page have a heading containing the current page number, the cumulative meeting number, and the meeting date.
 - b. Fully state in words the time and place of each meeting.
 - c. Draw a diagonal line through any large white space on the last page of any minutes.
 - d. List regrets/absences for Board and Executive Meetings.
 - e. Write money in words followed by a number in parentheses, indicate the opening or closing of a meeting with a prayer, and clarify from the mover of a motion the exact wording, if it is unclear.
 - f. Append documents which form part of the proceedings of a meeting, but are not recorded in their entirety, to the minutes numbered as the last cumulative page number plus "a", "b", "c", etc.
 - g. Include names of members added to or deleted from the Church roll as supplied by the Membership Committee/Office Administrator.
 - h. When the binder becomes full, the oldest minutes are given to the Church Office Administrator to go to Westworth Archives.
- Conduct correspondence, preserve all meeting documents, sign or initial each page of the minutes, and sign the official copy of minutes along with the Board Chair. If someone takes minutes in the absence of the Secretary, the substitute signs the official copy.
- Keep a separate record of all motions which impact Policy (master list) and regularly update the Church Office Administrator, Board Chair, & Ministers.
- Serve an unrestricted term of office.

More instructions are in the Board Secretary's Green Binder.

Oct/09

Executive

Function

- Recommend policies for approval by the Board.
- Advise committees on church policy or matters of concern in their jurisdiction.
- Make decisions on matters of concern to the congregation between meetings of the Board.
- Prepare for Board Meetings, providing an agenda.
- Consult with Ministerial Staff member(s).
- Report to the Board through reports of meetings.
- Refer items to appropriate committees and receive interim reports from committees.
- Review and maintain a current Westworth Manual and ensure that all Committee Chairs have a current copy.
- Review regularly the functions of the standing committees.

Membership

- Chair
- Vice-Chair
- Past Chair
- Secretary
- Chair of Finance and Stewardship
- Ministers

Meetings

Monthly, September to June, usually the fourth Tuesday of the month, at 7:00 (prior to the Board Meetings during months of Board Meetings)

Jan/08

Lay Leadership Development Fund (Subcommittee)

Function

As a subcommittee of the Executive: Oversee the application and approval process for the Lay Leadership Fund.

Membership

- Vice-Chair
- 2 Board Members at Large
- Minister

Accountability

To the Executive

Meetings

Whenever an application is presented to the Board Chair

This fund was designed to support current and future Board and Committee members wishing to develop and improve skills and knowledge related to Committee and Board responsibilities, and to enable all people to participate in and contribute to the life and work of the congregation.

Applicants may apply for an allowance (up to 50% of the cost to a maximum of \$100. a person) for programs such as Board development, organizational management, or volunteer management. Meals and mileage allowances are only considered for out-of-town events. Receipts are required for all expenses. Applications are available from the church office and are to be completed and forwarded to the Board Chair for consideration by the Lay Leadership Development Fund Committee. Applicants must submit a written report and be willing to share information and skills gained with Committees, Board, or others as appropriate.

Names and program information is reported to the Board when a course is successfully completed.

Jan/08

Archives

The Archive Committee is responsible for acquiring, organizing, filing and storing in the appropriate manner all material deemed to be of archival (or historical) significance. It is also responsible for describing and recording these items in the Finding Aids, and providing assistance to those wishing to use the Archives.

Function

- Acquire, organize, describe, and preserve documents pertinent to the history of Westworth Church: documents, photographs, films, oral tapes, artifacts, architectural drawings, and a paper copy of the church roll.
- Advise Board, committees, groups, and the congregation of the nature of archival records.
- Promote an appreciation and understanding of the importance of the historical records through exhibits and presentations.
- Forward, periodically, an updated Westworth Archives "Finding Aid" to the Conference of Manitoba and Northwestern Ontario United Church Archives.
- Be responsible for displays in the memorial cabinet.
- Keep a record of all items donated to Westworth, given as memorial tributes, or deemed to be of archival value.
- In consultation with the Property Committee determine the items to be hung on the church walls.
- In keeping with standard archival practice confine usage of archival material from Westworth Archives to the church building.
- Store, in the Archives, a copy of the inventory of Church contents and possessions maintained by the Property Committee.

Membership

At least 7 members, including the Chair, 1 of which is a UCW representative recommended to the nominating committee by the UCW. Because of the nature of the work of the committee, the membership needs continuity, and thus there are no restrictions placed on duration of membership.

Meetings

At least 5 a year

Jan/14

Christian Education

The Christian Education Committee is responsible for providing strategic direction, leadership and implementation of programs and activities designed to provide meaningful Christian-based learning for children and youth. The CE Committee is also responsible for ensuring that meaningful Christian Based Learning opportunities are made available to our adults.

Function

- Give leadership and direction in the development and operation of programs and activities designed to provide meaningful learning for persons of all ages.
- Initiate and co-ordinate C.E. activities.
- Recruit, train, and support leaders and teachers for C.E. programs.
- Evaluate curriculum and programs and make changes when advisable.
- Allocate C.E. group space, in consultation with Property Committee.
- Be responsible, with the librarian, for maintaining relevant books, periodicals, and other literature in the library.
- Ensure that any groups coming under their auspices make an annual financial report to the committee.
- The Chair receives information back from the Abuse Registry and provides appropriate follow-up.

Membership

Chair

Past Chair

Secretary

Treasurer

Librarian (to serve a minimum of 3 years)

5 members

Minister

Representatives (from Youth, Adult Education, and others)

Meetings

Monthly

Jan/14

Adult Education (Subcommittee)

Function

As a subcommittee of the Christian Education Committee:

- Take responsibility for developing and operating adult education and nurturing opportunities.
- Act with the Christian Education Committee to encourage, initiate and support inter-generational learning opportunities.
- Provide a copy of meeting minutes to the C.E. Committee.
- Co-ordinate special adult education events in the church.
- Consult with adults in the organizing of new groups, or the discontinuation of groups which are no longer meeting a need.
- Facilitate workshops or learning events, with costs to be covered by participants.
- The Chair, or alternate, attends the C.E. Committee meetings twice a year to report and share plans.

Accountability

To the Christian Education Committee

Membership

- Chair
- Secretary
- 3 members
- Minister

Meetings

2 to 3 a year

Communications

The Communication Committee is responsible for the development and distribution of the Westworth message to current and prospective members in order to maintain and grow Westworth membership, using all forms of media including electronic, social and whatever is available to allow this to occur in a cost-effective and value-oriented manner.

Function

- Provide tools for the congregation to facilitate communication within itself.
- Use a variety of media to raise the congregation's profile in the community and to assist in publicizing specific events and programs beyond the congregation.
- Maintain and update the church website.
- Take responsibility for the outdoor Church Sign.

Membership

- Chair
- Secretary
- 3 other members
- Minister

Meetings

At least 2-3 a year

Faith and Future Fund

The Faith and Future Fund Committee is responsible for inviting funding applications, evaluating, and recommending funding projects to the Board. Projects will be considered on the basis of the spiritual and financial well-being of Westworth United Church and the communities it serves, the Westworth Values Statement, and the priorities as established by the Board.

Function

- Establish and publicize dates for consideration of applications for funding.
- Send minutes for all meetings to the Church Administrative Assistant.
- Review applications and make recommendations for funding approval to the Board, for the spiritual and financial well-being of Westworth and the communities it serves, reflecting Westworth's 2001 Values Statement. Funding consists of income on fund capital, undesignated bequests, and bequests designated to this fund or the Legacy fund, according to such policies as the Board may determine from time to time. All contributions to the fund, and disbursements from the fund, are acknowledged in annual reports. Names of contributors are included with permission. Disbursement of funds is made by Finance as directed by the Board.
- Review applications for emerging needs at timely meetings called by the Chair.
- Strive to maintain a minimum balance of \$200,000. Any amount in excess of the minimum may be recommended for disbursement in any one fiscal year, but need not be.
- Serve staggered 3-year terms to a maximum of 3 terms.
- Have at least 3 members as a minimum (quorum) for meetings.
- Consider, but not be limited to considering, the following areas for funding: special appeal projects or programmes from within or outside Westworth; major Westworth capital expenditures; or Westworth operating budget.
- The purpose of the fund is reviewed by the Board, at least every 5 years, to ensure consistency with Long Range Plans.

Membership

- Chair – committee member (other than the trustee rep.) elected by and from committee members
- Trustee representative elected by and from Trustees
- 3 other members
- Minister

Meetings April, October, and at the call of the Chair

Jan/14

Fellowship

The Fellowship Committee is responsible for arranging fellowship opportunities for church functions including funerals and to work closely with the custodian and the church secretary to arrange scheduling and to ensure proper seating and table arrangements are made for the church functions.

Function

- Arrange times of fellowship for members and adherents.
- Arrange for conveners for funeral receptions.

Membership

- Chair
- Secretary
- 11 other members
- Minister

Meetings:

4 to 5 a year

Jan/14

Finance and Stewardship

The Finance Committee is responsible for related financial activities within the church including treasury, stewardship, budget expectations, on-going financial reporting and recommendation to the Board of an annual financial plan.

Function

- Prepare a budget for approval of the Executive and Board, for inclusion in the Annual Report to be presented for approval of the congregation at the Annual Meeting.
- Plan an annual stewardship campaign to make the budget needs known to the congregation.
- Manage the budget within approved allotments.
- Approve or deny request from committees for expenditures over and above budgeted amounts.
- Manage church money investments and keep financial records. Signing officers for Westworth's bank accounts are the Finance and Stewardship Chair, two members of the Committee, and the Church Treasurer.
- Allocate The Special Appeals Fund through the Special Appeals Committee on an annual basis.
- Coordinate and approve all financial appeals to the congregation.
- Establish, through the budget, the annual giving to M & S from the congregation.
- Provide offering counters for each church service, and ensure that they are instructed in the proper procedures.

Accountability

To the Executive and the Board

Membership

Chair, Vice-Chair, Past Chair, Secretary, 5 members, Minister
The Chair is an Executive Member and attends and reports at Executive Meetings or is represented by a suitable alternate.

Meetings

Monthly, September to June

Jan/14

Special Appeals (Subcommittee)

Function

As a subcommittee of the Finance and Stewardship Committee:

- Make decisions about the distribution of funds from the Special Appeals Fund to ministries beyond the congregation at a spring meeting.
- Make decisions about the distribution of funds from the Children's Fund at the spring meeting and a fall one.

Accountability:

To the Finance Committee

Membership:

- 1 member appointed by Finance and Stewardship Committee
- 1 member appointed by Outreach Committee
- 1 member appointed by UCW (usually the treasurer)
- Minister

Meetings

2 a year (May or June and November)

Jan/08

Members at Large

Function

- Be a member of the Board and attend all meetings.
- Provide an independent perspective on matters which come before the Board.
- Have the interests of the congregation as their primary responsibility.
- Provide 2 members to sit on the Lay Leadership Development Fund Committee.

Membership

3 from the congregation

Meetings

Board Meetings

Membership

The Membership Committee is responsible for membership activities within the church including identifying, welcoming, orienting, and integrating new congregants, engaging the congregation to maintain the relationship, and reporting of the membership roll, maintaining contact lists, sacramental records (baptism, confirmation, wedding) and Email lists to the Board.

Function

- Identify, welcome, orient, and integrate people who are new to the congregation, and facilitate the congregation in maintaining that relationship.
- Work closely with the Church Office Administrator to:
 - a. Inform the Board of admissions, removals, and transfers of membership.
 - b. Maintain the membership roll and mailing lists of the congregation.
 - c. Issue transfer certificates on request.
 - d. Ensure that wedding, funeral, and baptismal records are kept.
 - e. Oversee Observer subscriptions of the congregation.
- Arrange for the sending of a letter to those people who sign the guest register and include an address.
- Supply a representative to the Nominating Committee.
- Encourage and train themselves and others in the congregation to be as welcoming as possible.

Membership

- Chair
- Observer Rep
- Roll Clerk
- Secretary
- 4 or 5 other members
- Minister

Meetings

3 or 4 a year

Ministry and Personnel

The Ministry and Personnel Committee is responsible for providing fair advice and guidance in all human resource matters either directly to affected staff or to the committee chair(s) to whom a staff member may report. The exception to this is in regard to Ministry personnel where certain matters are governed by the United Church of Canada. (eg. Recruitment).

Function

- Supervise and monitor the work of the staff. Search for and hire all staff except ministerial staff which are called by a special Pastoral Relations Committee.
- Recommend salaries and benefits to the Finance and Stewardship Committee for discussion and approval.
- Develop and update M&P Committee and staff position descriptions as required.
- Help staff prioritize their work, as required.
- Provide for adequate holidays, days off, and temporary replacements for staff when required.
- Monitor and support positive relationships among all paid staff, and provide a one-to-one liaison for each staff member.
- Monitor the relationship of Church staff to members of the congregation.
- Review and evaluate annually, the effectiveness of the Church staff as it relates to the Church programs defined by the Board.
- Maintain close liaison with the Pastoral Relations committee of Presbytery (see United Church Manual).
- Liaise with committee Chairs as necessary regarding staff issues.

Membership

- Chair
- Secretary
- 5 members

Meetings

At least four a year

Jan/14

Nominating

The Nominating Committee is responsible for determining the personnel needs of the Board and its Committees, seeking and making recommendations of people to fill those positions at the Annual General Meeting, and providing orientation materials as appropriate to the said committees.

Function

- Determine the personnel needs of each standing Committee of the Board.
- Prepare annually, in consultation with the Chairs of the Committees, a slate of nominees for positions on the Board and Committees. These nominations shall be included in the Annual Report, and be presented to the congregational Annual Meeting for approval.
- Ensure that all nominees have received, usually by email, "Terms of Reference" for their positions, and other pertinent information."
- Ensure that all prospective Chairs have received "Guidelines for Committee Chairs" and Reference Sheet for Committee Chairs".

Membership

- Chair (appointed by the Board)
- 1 member from the Membership Committee
- Board Past Chair
- Two other members

Meetings:

At the call of the Chair

Outreach

The mandate of the Westworth Outreach Committee is to raise awareness and understanding of issues related to social justice and environmental stewardship from the perspective and values of a faith community. The Committee acts as a liaison between the Westworth congregation and the larger community to respond to the needs and struggles of people locally, nationally and around the world by identifying and providing opportunities to put our faith into action in ways that make a positive difference.

Function

- Be aware of the issues in the community, province, nation, and world, which call for an informed Christian response, and help the congregation study these issues and act upon them.
- Maintain liaison between the congregation, other committees of the church, and relevant divisions of the United Church.
- Provide opportunities for education and action regarding issues of global and local concerns for our congregation alone and in cooperation with other congregations and groups.

Membership

- Chair (two consecutive terms)
- Secretary
- Seven members
- Minister

Meetings:

Monthly, October to May

Cuba Partnership (Subcommittee)

Function

- As a subcommittee of the Outreach Committee:
 - a. Affirm and make vivid the oneness of the Church of Jesus Christ in the world.
 - b. Create a visible and tangible relationship between Westworth and the Luyano Presbyterian Reformed Church of Cuba, which is both reciprocal and mutual.
 - c. Sensitize both partners to the critical current issues facing the church in our particular areas and in the world.
 - d. Each respects the autonomy of the other partner and participates fully in agreed upon activities.
 - e. Become more aware of north/south political issues.
- Facilitate:
 - a. An exchange of information: Publications, magazines, reports, etc. and Bible and theological studies.
 - b. An exchange of people: Delegations of adults and/or youth with educational and relational purposes and people to learn Spanish or English.
 - c. Social projects: Habitat for Humanity and feeding programs.
 - d. Joint studies: The meaning of the Christian faith in our social contexts; Missiology in Cuba and Canada; Perspectives of the contemporary evangelization in our societies; Development of lay leadership; Liturgical renewal; and Christian Education and Outreach.
 - e. Walk with each other in a mutual journey of learning about each other and participate in a common call to mission.

Accountability

To the Outreach Committee

Membership

Chair, Secretary, 4 members, Minister

Meetings

Monthly, October to May

Jan/08

Pastoral Care

The Pastoral Care Committee is responsible for providing direct pastoral support for ill, hospitalized, and non-mobile congregants, and also provides education services for church members in areas of pastoral care.

Function

- Attend to the pastoral care of members and adherents of Westworth. Frequency of visits is determined by the needs of the individuals and families.
- Provide support for those who have agreed to perform ongoing tasks in relation to the congregation's pastoral care activities (flower delivery, one-on-one visitations, and card delivery to hospital patients) and recruit people to convene these activities when there are vacancies.
- Investigate new ways of offering pastoral care to all people in our community.
- Assist the congregation in communicating pastoral care needs to the ministers or the church office, and identify those who would benefit from regular contact.
- Provide opportunities for education of the congregation in areas of pastoral care (e.g. Workshop on "Special Needs Children", Preparing for "end-of-life activities"). This is based on the assumption that all of us may be called upon to provide care for the people in our lives.
- Promote the spiritual well-being of all.

Membership

- Chair
- Secretary
- At least 4 members plus 3 adjunct members - coordinators of: flower delivery, one-on-one visitations, and pastoral card writing
- Minister

Meetings

At least twice a year

Jan/14

Presbytery Representatives

The Presbytery Representatives are the liaison between Westworth Church, Presbytery and Conference communicating Presbytery activities to the Church, reporting special issues and concerns from Presbytery to the Board including recommended actions that should be taken by the Church.

Function

- Represent Westworth at Presbytery and Conference.
- Attend and participate in both of these courts of the Church.
- Be involved in one of the Councils or Committees of Presbytery for which terms are normally for a renewable three year period.
- Report special issues or concerns of the wider Church and recommend an action to the Executive for review and possible inclusion on Board agenda.
- Communicate Presbytery activities to Westworth on a regular basis.

Accountability

To the congregation, to Winnipeg Presbytery, and to Manitoba and Northwestern Ontario Conference

Membership

One for every one hundred members of the congregation

Meetings

Attend Winnipeg Presbytery meetings monthly, September to June, and the annual meeting of the Manitoba and Northwestern Ontario Conference, as well as committee meetings arising from involvement in Presbytery or Conference

Property

The Property Committee is responsible for the custodial activities, upkeep of the building and grounds, and refurbishment to protect the physical assets and ensure the safety of its occupants in a cost-effective manner. The Property Committee also manages the rentals by working closely with other staff to arrange scheduling, supply of necessary seating etc. as may be required, and clean-up.

Function

- Budget for maintenance of equipment, building, and the purchase of new equipment.
- Authorize the expenditure of budgeted funds.
- Ensure the Church building and contents are adequately insured, in consultation with trustees.
- Manage the rental standards and fee schedule for the use of the Church with the assistance of the Board, and work with the Church Office Administrator and Rentals Subcommittee to administer the Board authorized Rental Policy in dealing with rental requests. Notify the Church Office Administrator of the current fee schedule. Review the Rental Agreement annually with the Rentals subcommittee.
- Assist the Church Office Administrator in keeping a record of facility users (outside groups only).
- Organize work parties and volunteer help as needed.
- Review the building checklist annually to ensure all work has been completed.
- Prepare, call, and review tenders for all authorized major projects.
- Maintain a current inventory of the Church contents and possessions, to be updated every 5 years. The inventory is to be kept off the premises in a safety deposit box, with a copy left in the Church Archives.

Membership

- Chair
- Vice-Chair
- Various members, including a member of the Rentals Subcommittee
- Minister
- Custodian/building superintendent is a member of the committee and attends meetings.

Meetings

Monthly except for July and August

Jan/14

Rentals (Subcommittee)

Function

As a subcommittee of the Property Committee:

- Support the application of the rental agreement.
- Act as a resource for the Church Office Administrator with any unusual situations or rentals that occur.
- Contact the Board Chair or Property Chair with any booking related concerns or issues. That Chair will contact the individuals involved (or designate someone to do so) to review and reinforce the standing Building Use Policies and Procedures.
- Allow no non church related booking in the church prior to 1:00 p.m. Sundays.
- Propose improvements to the rentals agreement to the Property Chair.
- Advise the Property Chair of problems, trends, or anything out-of-the-ordinary.

Accountability

To the Property Committee

Membership

- Chair
- 2 other members
- Minister

Meetings

At the call of the Chair

Trustees

Function

- Hold the Title to the property.
- Perform other duties in accordance with Sect. 260-265 of the United Church Manual and review this section of the Manual whenever it is updated or re-issued. Term of office is determined by the congregation.
- Elect a member to sit on the Faith & Future Committee.
- Keep a minute book showing correctly all minutes of its meetings and of resolutions passed and proceedings taken at those meetings.* Minutes are sent to the Office Administrator to pass on to Archives.
- Elect a member to sit on the Board and attend Board Meetings.*

Accountability

To Winnipeg Presbytery on behalf of the Westworth congregation

Membership:

3 – 15 Trustees including a Chair elected by Trustees (51% of committee must be members, not adherents)

Meetings:

Annually and at the call of the Chair or the Executive

**Congregational Board of Trustees Handbook*

Nov/09

UCW Representative

Function

- Represent the United Church Women of Westworth.
- Act as a conduit between the UCW and the Board.
- React to needs of the Congregation as identified at Board Meetings and provide funding for many projects, people to help at specific activities, and oversee the life and work of the UCW.

Accountability

To the UCW

Membership

One representative of the UCW which historically has been the UCW elected President.

Meetings:

Attend Board Meetings

Further information on the UCW is located in the appendix of this manual.

Jan/08

Worship

The Worship Committee is responsible for the development and delivery of meaningful worship for the congregation including music, readers, ushers baptism, communion and decorations relating to on-going Sunday worship and the Church year seasons.

Function

- Be responsible with the Ministers for the development of meaningful worship for the congregation by:
 - a. Studying the history of worship.
 - b. Knowing the needs of the congregation in current times.
 - c. Studying contemporary expressions of faith in hymns, art, spoken word, drama, etc.
 - d. Varying the liturgy so that variety in worship may be experienced.
- Establish an Ushering Committee to provide ushers and provide a person to assist a visiting Minister prior to the service.
- Provide assistance in the administration of the Sacraments.
- Ensure that members of the Church are approached to help with baptism, confirmation classes, worship workshops and Communion.
- Coordinate with the Property Committee to ensure that the equipment and physical environment of the sanctuary is conducive to worship.
- Ensure that the Church worship activities are coordinated with the Christian Education Committee
- Support and encourage the church choirs, choir leaders, organists, and lay readers.
- Prepare a budget to provide resources for the purchase of music for all choirs, honoraria for guest musicians, materials for banners and their safe storage, and elements for Communion and other worship resources.
- Ensure that any groups coming under their auspices make an annual financial report to the committee.

Membership

- Chair
- Secretary
- Ministers
- Music Director
- Organist
- Youth Representative
- At least 6 other members, some of whom will be responsible for banners, Communion, element preparation, lay readers, and ushers.

Meetings

5 a year

Jan/14

6. Guidelines for Committee Chairs

Purpose/Goals

The Chair facilitates the effective work of the Committee in accordance with the Values Statement of Westworth Church as well as the Committee Terms of Reference, and within guidelines set by the United Church of Canada. This person provides spiritual leadership within the Committee and Congregation.

Activities and Responsibilities

- Conduct meetings of the Committee.
- Facilitate the continuing development, management and co-ordination of the work of the Committee.
- Set regular meeting dates in accordance with the Committee Terms of Reference and book space for meetings through the Church Office Administrator.
- Develop an agenda for meetings and distribute it to all Committee members.
- Ensure that Committee members participate, respectfully and safely, in all discussions.
- Ensure that appropriate minutes are taken at all meetings and are distributed to Committee members and the Church Office within a reasonable amount of time.
- Maintain the confidentiality of information shared at meetings, as well as personal information collected in accordance with the Westworth Church Privacy policy.
- Set annual goals for Committee and programs, with Committee and staff, with consideration of the Westworth Church Long Range Plan.
- Find ways to connect the congregation with the work of the Committee.
- Evaluate the effectiveness of the Committee on an ongoing basis.
- Attend Board Meetings and the Annual Meeting, or arrange for another Committee representative to do so.
- Mentor a successor.
- Chairs are accountable to the Board and the Westworth Church congregation.

Qualifications Required:

The Chair is a member/adherent of Westworth United Church and is willing to devote appropriate time and energy to accomplish the mission of the Church.

Time Commitment:

Each Chair (other than Archives, Faith & Future Fund, & Trustees) serves a two-year term, renewable in accordance with Board guidelines. The Chair commits whatever reasonable time is necessary to fulfill the responsibilities referred to the role by the Board.

Orientation, Training and Support Provided

- Orientation, by Board Chair, is held following the Annual General Meeting
- Lay Leadership Development Fund – available for assistance with workshop and meeting registration fees, which aid and enhance the skills and knowledge of the Chair
- Ministers and Chair of Board are available to act as resources and for support.

Reporting

Chairs are asked to submit:

- Reports, by the Tuesday preceding a Board Meeting, at the latest, to each Board member, by email, according to the appendix template.
- Minutes from each meeting to the Church Office Administrator.
- A yearly report to be included in the Annual Report presented at the Annual Meeting which is attended by all Board members (or their designates).
- A budget to the Finance and Stewardship Chair.
- A written goal and action plan to the Vice-Chair of the Board.

Dates for the above submissions are specified under Guidelines earlier in this manual. Earlier submissions are gratefully accepted.

Benefits

- Be part of positive change in our congregation.
- Have a direct impact on the life of the congregation.
- Take the opportunity to learn more about the Church.
- Come to know some truly remarkable people.

Oct/09

7. Reference Sheet for Committee Chairs

One issue about Committee Chairs is whether you, when attending a Board Meeting, represent your Committee in all things or represent the congregation. When not dealing specifically with the work of your Committee, the needs of the congregation as a whole come first. Members at Large have congregational interests as their primary responsibility.

You represent this Board and congregation in the larger community.

It is important to recognize that the Board and Committees (excluding staff) are all made up of volunteers. Everyone comes to the table with good intentions and should be treated in a respectful manner. **It is the right and responsibility of the Chair to insist on respectful dialogue. It is the right of every member of the Board and Committees to expect all opinions to be heard in a respectful manner as long as they are delivered in a respectful manner.**

It would be appreciated if Committees having a problem with members not attending meetings over a period of time would let the Chair of the Board know. Appropriate follow-up would be considered at that time.

Staff members are there to support the work of the congregation and are great resources for the Board members and their committees.

Ministers are ex officio members of the Committees. Please check with the Staff person working with your Committee to clarify what proportion of their time is designated for assisting your Committee.

If you are unclear about how a Staff person relates to your Committee or have a concern about how a staff member is handling their responsibilities in connection with the work they do for your Committee, contact the Ministry and Personnel Committee Chair.

If Committees wish to request a change in how a Staff person works with them, the M & P Committee must be consulted.

Each Committee (not the Church Office Administrator) is responsible for the taking, transcription, and distribution of its own Committee Minutes.

The Long Range Plan

The current plan covers a time period ending in 2012. The plan sets out goals for the congregation during that time. It also sets out objectives towards which each Committee and group of people in the congregation needs to work.

Each Chair is asked to assess the actions required of their Committee each year and determine what is possible for their Committee to achieve. The goals set are to be true to the values set out in our values statement. Members at Large, Trustees, Presbytery Representatives, and the UCW Representative are also asked to consider how they might contribute to the general long range goals of the congregation.

Any questions – speak to the Vice-Chair, who is assigned responsibility for monitoring the Long Range Plan implementation.

Reporting to Board Procedures

- Committee reports are emailed to all Board members, at the latest, by the Tuesday preceding Board Meetings.
- All emails regarding Westworth operations have “Westworth” written as the first word in the subject line so that recipients feel safe opening the email. All mass mailings use the “blind carbon copy” option so that recipients copies do not show the email addresses of all those to whom the email is sent to protect their privacy.
- Some Chairs automatically send them after any meeting, but regardless of their scheduling, the meeting reports are to be emailed to each Board member.
- This allows the Board members to familiarize themselves with reports before the meeting and offer well-thought-out suggestions, which are often more valuable than instant reactions. Though there is no need to present the reports during the meeting, there is time for questions and comments.
- Shorter than and different from Committee Meeting minutes, Committee Reports follow the appendix template and could include such information as:
 - Any unusual activity the Committee is undertaking.

- Any concerns or problems with which the Board might help.
- Follow-up information from an activity.
- Numbers of participants in activities.
- Any trends you are noticing.
- A response to a request from a previous Board Meeting for action, opinions, or information.
- When a recommendation to the Board from a Committee is being made, it should be put in the form of a motion. If possible, that motion should be submitted with the committee report prior to the Board Meeting.

Budget Information

- The Finance and Stewardship Committee decides on the budget for each year with input from each Committee.
- Each Committee is required to submit a budget to the Finance Committee before October 31.
- Questions about budgeting procedures may be directed to the Chair of the Finance and Stewardship Committee.
- Permission must be received from the Executive or Board if, during the year, a Committee intends to spend more than what it has budgeted.

Best Advice

Read through the manual highlighting things specific to your committee. You will find things you should know, but about which you were unaware. You will be inspired and will pick up a sense of the History, Commitment, and Vision of those working with you and before you. You are the keepers of this vision, and together, with God's help, you will lead, strengthen, and advance, that vision. The impact of your work exceeds what you might imagine and is deeply appreciated.

The Practical Things

- Liability insurance is provided for Board members.
- Find out which Minister works specifically with your committee.
- Planning a special event? Please let the Custodian know what set-up is required for the event at least three days in advance of the event, and if something is cancelled, please advise him as soon as possible. A major event may require a floor plan. The Committee responsible for a major event should make sure the Custodian has help, as required, to set up and clean up following the event.
- The Church Office Administrator and Custodian work with us and are not employees to do our bidding. Our extraordinary staff is truly a blessing.
- Communication is important – take advantage of the options available. Advertising for any Committee activity for the Sunday bulletin should be given to the Church Office Administrator no later than Wednesday of the week it is to be included. The Communication Committee may also advertise special committee events on the Westworth website. The outdoor sign may be appropriate for activity news.
- Pick up mail in the mailboxes in the C. E. Office and check there regularly.
- Please provide an email address if you haven't already.
- If you are unable to get to a Board Meeting, please send regrets to the Board Secretary or Board Chair. These regrets/absences are recorded in the Minutes. **Committee Chairs are required to have a committee representative attend the meeting in their place.**
- The Night Lock-up Person comes to lock the building each evening, but please secure the building as outlined under the Building Use Policy in this manual.
- Please note emergency exits to ensure the safety of your Committee when you meet.
- The Church Office phone number is 489-6974. The fax number is 489-5597. The Church e-mail is wuc@mts.net. The Website is www.westworth.ca.

8. Orientation Information for Committee Members

Westworth appreciates the contribution Committee members make to the life of the congregation.

Committee Chairs are asked to provide the following information to all Committee members to help them become comfortable with the role they have accepted. This is to be done at the first Committee Meeting following the Annual meeting.

- Members have accepted a two-year term on the Committee except for Archives, Trustees, and Faith and Future.
- Members are expected to attend all meetings. Regrets/absences are recorded in the minutes.
- How members will be notified about meetings and how often those meetings will be held.
- How minutes will be distributed to members.
- What additional responsibilities or expectations there may be for members in addition to attending regular meetings. For example, support needed for special events or other activities that may apply to a particular committee's work.
- Where in the church building does the work of your Committee generally take place? For example, do C. E. members know where the Church School rooms are or the appropriate storage spaces? Do they need a tour?
- Names, phone #s, and email addresses of all Committee members.
- Take personal safety and the safety of others into consideration when meeting with someone else.
- It is important to recognize that the Board and Committees are made up of volunteers, with the exception of the staff. Everyone comes to the table with good intentions and should be treated in a respectful manner. **It is the right and responsibility of the Chair to insist on respectful dialogue. It is the right of every member of the Board and Committees to expect all opinions to be heard in a respectful manner as long as they are delivered in a respectful manner.**
- The Church Office phone number is 489-6974. The fax number is 489-5597. The Church e-mail is wuc@mts.net. The Website is www.westworth.ca.

Jan/08

9. Policies

The following policies are of interest and relevance to many Committee Chairs. A more complete list, with more detail, may be obtained from the Church Office Administrator, or the Board Chair.

Advertising

No commercial advertising is to be placed in the Church without Board approval.

Alcohol Use

No alcohol is to be served at any function on the property or in the building of Westworth United Church.

Bequest Acknowledgement

Bequests are acknowledged in writing to the estate, or honouree, and estate bequests are acknowledged in the Annual Report.

Board Money Motions

Money motions brought before the Board are to be preceded by a written "Notice of Motion" prior to the meeting.

Building Use

Westworth areas must be booked with the Church Office Administrator prior to use.

After using the building, turn off thermostats as indicated:

- a. Sanctuary: Push down & twist knob to turn off heat. Lift knob up to turn on heat. The fan will be heard turning on or off within 30 seconds.
- b. Choir Room and Parlour: Turn off heat – night set as indicated on thermostat.

- c. Gym: Press start to turn on heat (will stay on 2 hours only). Press stop to turn heat off.
- d. Nursery, lower classroom, and basement: pre-set, do nothing.

When leaving the church close all windows and lock with the window latch on top, turn off all air conditioners, and turn off lights except: in front of the Office Administrator's Office, inside the vestibule by the front door, and in front of the Choir Director's office.

Main entrance doors have two sets of locks. The panic bar is operated by key and must be locked with a key from the outside. The dead bolt unlocks from the inside with a twister knob, but from the outside with a master key. The Night Lock-up personnel and Custodian may be contacted in an emergency by phoning the numbers listed on the contact card provided to all Board Members.

Please report any breakage or items in need of repair to either the Church Office Administrator or Custodian. This will allow for repair or replacement and prevent possible hazardous situations.

Please dispose of food wastes in the outside bin at the south-west corner of the building.

Please read the Terms & Conditions for Use of Westworth United Church (WUC) Space, in the appendix, for additional details.

Cancellation of Sunday Service

The decision to close will be made by the Minister(s) in consultation with the Board Chair, or Worship Chair, or designate. The decision makers will:

- Advise the Custodian, choir director, organist, lay readers, greeters, ushers, and webmaster of the cancellation.
- Arrange to have the church answering machine advise callers of the cancellation.
- Arrange for a large notice to be placed on the front and back church doors advising of the cancellation, if possible.
- Contact CJOB to include Westworth United Church closure in their public service announcements.

Each fall newsletter will explain the procedure, suggesting that if in doubt about cancellation, one should stay home.

Children's Fund

This fund, administered by the Special Appeals Committee, supports programs to assist children and youth in need. Grants normally support programs (rather than individuals) that benefit a larger rather than a smaller number of people, and will be given on a one-time basis.

Committed Relationships

Covenanting Ceremonies

Westworth United Church is open to conducting commitment of covenanting ceremonies for opposite-sex and same-sex couples for whom a legal marriage may not be possible or appropriate. The couple should receive preparation similar to that conducted prior to a wedding and express a willingness to commit themselves to one another with vows that express a spiritual element in the relationship, a commitment to support one another in the good times and bad times of life, a promise of mutual love and respect, and an intention of fidelity and permanence.

Blessing Marriages Which Have Taken Place

Westworth United Church is open to blessing marriages that have already taken place and will provide appropriate preparation prior to the ceremony. The Minister need not seek special permission to conduct such services, but should report them along with any marriages that have taken place to the next meeting of the Worship Committee.

Same-Sex Marriages

Westworth United Church is open to conducting same-sex marriage if and when requested.

Donor Recognition

No Donor Wall or similar apparatus where contributions are acknowledged and ranked by size of donation is to be included in the way donors are thanked.

Gambling

There is to be no gambling taking place on the premises or in connection with any church-sponsored events.

Letterhead Copies by Board Members

Board Members, or designates, sending letters on Church Letterhead, are to leave a copy with the Church Office Administrator to keep on file.

Manual Update

The Past Chair documents all Manual changes.

Memorial Fund

The Memorial Fund was established many years ago to receive donations to honour the memory of people who have died or to mark special events. The families, so involved, are notified of any donations made to this fund. Historically, this unrestricted fund has been used to pay for material goods and is the receiver of surplus funds left over after a project has been completed. This fund is administered by the Board.

Ministry at Time of Death and Grief

“Ministry at Time of Death and Grief”, as listed in the Appendix, is used as a guideline by our congregation under the guidance of the Board.

Narthex Sales

Special donations (contributions) such as Winnipeg Harvest are allowed before and after worship on Sunday, with a table being set up to facilitate the collection of such donations.

Sales which occur by placing order forms in Order Boxes left discreetly in the Narthex are acceptable both before and after worship, as is signing up for Photo Directories or Name Tags.

Other sales of merchandise or tickets can be held in the Narthex after the Sunday worship service as long as there is one sale only and one display with respect to that sale in the Narthex.

When more than one committee, through the Church office, requests the Narthex or a sale on the same Sunday, the first booking has priority.

Committees are responsible for the types of sales held. It is recommended that the sale be fully explained in advance to the congregation in an appropriate manner explaining how proceeds of the sale are to be used.

2 sales at once could be approved under special circumstances by the Minister in consultation with either the Worship Committee Chair or Finance Chair.

Photography and Videos

As a general rule, photographs/videos may not be taken during worship. Pictures may be taken in the Sanctuary following a service.

During special services the Minister may grant permission for videos to be taken, from a special place and others may order copies of the video. Only one video would be made of a service.

No photography is allowed at Baptisms except in exceptional circumstances. Permission to take pictures or videos must be by prior arrangement with the Minister. In that case, the photographer must be as unobtrusive as possible – no moving around, no flashes.

Pictures and videos may be taken only from a designated appropriate location in the side aisle. The Worship Committee recommends that parents be made aware of this policy when preparing to present their child for Baptism, and that this policy be printed in the bulletin on Baptism Sunday.

Policy Tracking by Board Secretary

The Board Secretary adds all motions passed affecting policy to the master list of policies and updates periodically the master list held by the Office Administrator, Ministers, and Board Chair.

Privacy

Westworth United Church is committed to protecting the privacy of personal information. Personal information is collected, used, maintained, and disclosed in compliance with The Personal Information Protection and Electronic Documents Act (PIPEDA), for internal purposes only.

Westworth requires of individuals not known to the congregation who wish to have copies of baptismal records or any other personal information:

- that the request be submitted in writing to the Church office on the United Church of Canada request form,
- that the request be supported by identification of the individual making the request, and
- that the request be supported by proof of parenthood, if appropriate, and if there is any suspicion around the request.

Parents of children under 18 or individual adults must provide written consent before any group or individual pictures the children or adults are in, are used as part of the Westworth website.

Rentals

Rental prices and terms and conditions for use are clarified in the Building Use Policy and the appendix of this manual.

Screening of Staff Procedures

A criminal record check certificate is required of all staff, the cost to be assumed by Westworth.

Screening of Volunteers Procedures

1. An Ad Hoc Committee is to be appointed by the Board at the latest by Feb. 2011, and thereafter at least every 5 years, to carry out an overall risk-assessment review.
2. Every Committee conducts a risk assessment review at their final meeting each year (January at the latest) using the United Church checklist (found in the appendix of this manual).
3. An orientation session is held for all new Board members by the Board Chair re: risk assessment/management prior to the first Board Meeting, after the annual General Meeting. Members are reminded at that time of the privacy and confidentiality expectation in their roles.
4. An orientation is provided by Chairs for new Committee members at their first meeting after the Annual Meeting. It includes role, responsibilities, and risk assessment and management provisions. Members are reminded at that time of the privacy and confidentiality expectation in their roles.
5. All volunteers in positions designated high-risk complete applications outlining their background, experience, qualifications and interest, consenting to a Police Criminal Records search (to be carried out only if required by a particular committee) and consenting to disclosure of their telephone number and address. Any related costs are assumed by the church.

6. Police background checks are undertaken at the discretion of the Board or a relevant committee. Related costs are assumed by the church.
7. A detailed job description for her/his role is provided by the Chair of Nominations to each volunteer.
8. Any committee which holds, sponsors, or participates in an event assesses the risks inherent in that event and advises participants and/or parents of those risks. Organizers do what is reasonable under the circumstances to ensure the safety of the participants.
9. All Church School classes have two adults present; only one needs to be a designated teacher.
10. Youth Group activities have two adults present unless authorized by the sponsoring committee.
11. An abuse registry check is undertaken on all Church School teachers in their first year and every three years thereafter. The Church School Administrator collects and submits forms to the Abuse Registry and the C. E. Chair receives the information back from the Registry and provides appropriate follow-up.
12. Adult volunteers accompanying supervisors on overnight events must have completed an Abuse Registry check.
13. The C. E. Committee is to solicit feedback from Church School children and parents on a yearly basis with respect to the safety and security of the Church School environment.
14. Supervision and review of all Church School teachers occurs on a regular basis; frequency and extent as determined by the C.E. Committee.
15. The Finance Committee has developed a policy and guidelines for Board approval regarding Stewardship visitations.
16. The Finance Committee ensures that all Stewardship visitors are trained.
17. If there is an occasional need for two Stewardship visitors, it should be determined by the Stewardship team.
18. Feedback from Stewardship visitors regarding potentially awkward or dangerous situations are reviewed in a systematic way at the close of campaign.
19. Pastoral Care Committee has developed, for Board approval, policy guidelines for the activities of its members.

Template Reports

The template reports are to be submitted a week prior to the Board Meeting and are to become part of the Board minutes.

Undesignated Bequests

The first \$5000. of any undesignated bequest is allocated to general operations.

Vault Use

The use of the vault is exclusively for the storage of archival records.

Wall Use

Nothing shall be hung, moved or removed without first consulting the Archives Committee. The Archives Committee consults with the Property Committee regarding the use of the walls throughout the church.

10. Dates of Original Policy Motions

1. Advertising (April 22, 2003)
2. Alcohol Use (April 28, 2004)
3. Auditor(s) appointment (May 26, 2009)
4. Bequest Acknowledgement (Sept 28, 2008)
5. Bequest Distribution (Jan 24, 2006)(Feb 12, 2006) Sept 28, 2008)
6. Board Money Motions (May 15, 2000)
7. Building Use (May 22, 2001)
8. Cancellation of Sunday Service (September, 2007)
9. Children's Fund (January 22, 2003)(June 19, 2003)
10. Church Sign Guidelines (Westworth Board Minutes p. 461A)
11. Committed Relationships (March 22, 2005)
12. Donor Recognition (January 2005)
13. Email Acquisition (March 24, 2009)
14. Gambling (June 22, 2004)
15. Lay Leadership Fund (Sept 28, 2004)
16. Letterhead Correspondence by Board Members (Sept. 25, 2007)
17. Liability of Board members and volunteers (October 26, 2004)
18. Manual Updates (May 26, 2009)
19. Memorial Fund (Prior to January 2003; March 20, 2007)
20. Memorial Plaques Restriction (1954)
21. Ministry at time of Death and Grief (Oct. 13, 1983)
22. Narthex Sales
23. No Smoking in Building (City by-law 2002)
24. Photography and Videos
25. Policy Tracking by the Board Secretary (September 25, 2007)
26. Privacy (April 28, 2004) (January 26, 2005)
27. Request for personal information (Jan. 26, 2005; Jan. 30, 2007)
28. Screening of Staff (January 22, 2004) (United Church policy)
29. Screening of Volunteers (February, 2006) (October 23, 2007)
30. Staff Sick Leave Policy (April 17, 1986)(April 26, 1995)
31. Template Report (August 26, 2008)
32. Undesignated Bequests (Nov 25, 2008)
33. Vault Use (January 1996)
34. Wall Use (May 15, 2000)(Oct. 3, 2000)
35. Website Pictures Privacy (January 26, 2005)

APPENDIX

RISK IDENTIFICATION CHECK LIST

Program/Volunteer Position: _____		
Date: _____		
Risk type	RISK PRESENT (DESCRIPTION)	COMMENTS
People:		
Volunteers		
Paid staff		
Board		
General Public		
Other		
Property:		
Real Property: Buildings, equipment etc		
Financial Property: Operating Capital and Revenue accounts, etc.		
Electronic Property: Databases, Donor lists, Client and Personnel records		
Income: Contracts		

Donations, Grants		
Other		
RISK TYPE	RISK PRESENT (description)	COMMENTS
Goodwill: Church reputation, Credibility, stature		
Church Profile		
Public Trust		
Liability: Criminal Acts		
Contractual		
Negligence		
Vicarious liability		
Other		

Terms & Conditions For Use of Westworth United Church (WUC) Space

General Administration

- The Agreement between the Renter and WUC to use the church, or any part of it, is not transferable to any other party. Renters must be over the age of eighteen.
- WUC staff or designate may enter the premises at any time during the term of the Agreement.
- The Renter shall ensure that the activities carried on in the church are consistent with the nature of the building as a church. Content matter that is considered to be objectionable may result in termination of the Agreement. Any person whose conduct is objectionable or unbecoming to a church may be asked to leave.
- Alcoholic beverages, prohibited drugs, smoking and gambling are not permitted in the church building or on its grounds.
- The Renter shall be responsible for ensuring that the rented space is kept neat and orderly and returned to its original condition after the event. **Renters are required to stay within the areas that were rented.**
- WUC reserves the right to cancel the Agreement with 48 hours notice, or immediately, if the Renter breaches the conditions for use of the building.
- Arrangements for opening the building, turning on/off of lights, pick-up/return of keys and lock-up after the event must be coordinated through the church secretary. The Renter is responsible for returning all keys to the church office within 24 hours after the event.
- Church functions will have priority where necessary. (eg. funeral services & receptions)
- WUC is a "scent-free building" and Renters are asked to respect this to the extent possible.
- In the case of a problem arising in the building please contact the emergency number on your rental agreement.

Furniture/Equipment/Decorations

- Furniture; instruments and sound equipment shall not be moved or used without being included in the written Agreement. Any church furnishings, including the lectern, baptismal font and risers, may only be moved by request or under the direct supervision of church personnel.
- At the discretion of the Secretary, use of the grand piano or organ may require confirmation directly with the Music Director or Organist, in order to determine the skill level of the user(s).
- At the request of the Renter, the piano and organ may be moved by WUC staff only. At no time will the piano be removed from the riser.
- Removal of any fixtures or wall hangings is prohibited.
- Approval must be granted regarding the use of decorations. The use of thumb tacks, pins, nails, tape or any other material that leaves marks is prohibited on walls, floors and furniture.
- Candles must be drip-less and scent-free. Protective material approved by WUC must be used under any candelabra.
- The use of confetti, rice and/or birdseed is not allowed anywhere within the building or in entrance ways. Bubble-making may take place only outside of the building.

Fees/Assessment

- All fees will be required to be paid at the time the contract is signed or the renter assumes responsibility for keys to the WUC; exceptions must be approved by the Rentals Committee.
- Bookings cancelled following the payment of fees will be subject to receive a refund of 50% of their paid fees.
- WUC reserves the option to request a damage deposit from all Renters, which will be collected at the time that the contract is signed.
- The regular fee is in effect for: a) the day of the event, b) the time needed to set up for the event. Equipment brought in for the event shall be removed within 24 hours, or the daily rate will apply until the rented area is back to its original condition.
- The Renter shall be responsible for the collection and payment of any fees, licenses and taxes that may become payable by virtue of their use of the space.
- Functions requiring special set-up are required to pay for the extra Custodial services.
- Groups or individuals that are allowed to use the building at no charge are expected to provide their own set-up, dismantling and clean-up crews. If clean-up does not meet the standards of the custodial staff, a clean-up invoice will be sent to the User.
- Rental fees will be reviewed on an annual basis. Changes in one year will not affect those events booked in the previous year.
- The fee for keys lost while in possession of the Renter is \$20.
- **If clean-up does not meet the standards of the custodial staff or additional cleaning or costs are required by Westworth United Church, a clean-up fee will be charged to the user at a rate of \$25.00 per hour.**

Liability Considerations

- WUC will not be held responsible or accountable for any claim of personal injury or property damage arising from activities of the Renter or the guests/attendees during the term of the Agreement.
- WUC assumes no responsibility for equipment or personal possessions belonging to organizations and stored in the church.
- The Renter shall be responsible to pay for all damages that are caused by the Renter and their guests, invitees or attendees, to the church building, its contents or surrounding property.
- At the request and discretion of the Rentals Committee, the renter may be required to purchase and maintain general liability insurance and name WUC as an Additional Insured. If required, the Renter shall provide a Certificate of Insurance as evidence of the required insurance.

Food and Beverage Considerations

- Food and beverages are to be served and consumed only in areas designated in the Agreement.
- **NO FOOD OR DRINK is allowed in the sanctuary or library.**
- Use of the kitchen and equipment therein (e.g. coffee urns, dishes, cutlery, dish washer) must be confirmed by the rental agreement.
- Meals that are prepared in the kitchen, or served from the kitchen, or are catered must be supervised by a person who has a certificate from a recognized Food Handlers Course. A copy of this document must be attached to the rental agreement.

MINISTRY AT TIME OF DEATH AND GRIEF

The United Church of Canada Creed states:

“In life, in death, in life beyond death,
God is with us.
We are not alone.
Thanks be to God.”

Death is a reality of earthly existence. It comes eventually to all. Empowered by its faith in the promise of the resurrection, the church confronts the reality of death, consoles the bereaved, and offers thanks to God for the gift of life.

The following is a guideline of what Westworth will attempt to do to be supportive and helpful in times of death and bereavement. Like so many other situations in life, it is helpful and wise to think of the situation before becoming personally involved in it.

1. WHEN SOMEONE DIES

- a. If the person has been ill and the family or friends have let the minister know, pastoral care will have been offered prior to the death.
If the minister is called prior to death, every attempt will be made to be with the dying one and family and friends at the time of death. Scripture reading and prayers may be offered at that time.
- b. If the person dies suddenly, the minister will come to be with the family and to help with any planning that is required. Friends and family from the church or community will be notified at the request of the family.

2. PLANNING A MEMORIAL SERVICE OR FUNERAL SERVICE

Often the family knows the desires and wishes of the deceased. The service that is planned will take these desires into consideration. The decision about the service is the responsibility of the immediate family and the Minister.

3. TYPES OF SERVICE

- a. TRADITIONAL EARTH BURIAL
Worship in Sanctuary or Funeral Home
Casket present
Earth burial with service concluding at graveside
- b. EARTH BURIAL FOLLOWED BY MEMORIAL SERVICE
Earth burial of casket
Memorial Service in Church Sanctuary or Funeral Home
- c. TRADITIONAL CREMATION
Worship in Sanctuary or Funeral Home
Casket present
Service concludes
Cremation
Burial of ashes at later date
- d. FUNERAL FOLLOWING CREMATION
Cremation
Worship in Sanctuary or Funeral Home

Ashes present
Ash burial follows

e. MEMORIAL SERVICE

Cremation has already occurred
Worship in Sanctuary or Funeral Home
Disposition of the ashes will be at a later date or has already occurred

4. FOLLOWING THE SERVICE

A gathering of family and friends is often held over tea, coffee, and refreshments following the service. This allows folk to offer comfort and support to one another. This gathering may be in the home of a family member, at the funeral home, or in the church. If it is held at Westworth, there is a committee that will arrange tea, coffee, and simple refreshments.

5. PLANNING THE SERVICE

In the United Church of Canada there are guidelines for funeral practice. The following suggestions are based on that material.

- a. Christian burial is the continuation of a ministry begun before death. Normally, therefore, the Minister of the deceased should be contacted and would conduct the service. Sometimes, the family might wish to ask the minister to invite another minister to share in the service.
- b. A funeral or memorial service appropriately takes place in the church sanctuary. However, Christian worship cannot be limited to the church building and sometimes practical considerations make it necessary for the service to be in a private home, funeral chapel, seniors' residence or some other convenient place.
- c. A funeral service should not be held on Sunday.
- d. The Christian funeral service commends the departed to God and calls upon the bereaved to lift their thoughts above their concern for the earthly body to a new relationship within the communion of saints. Therefore, the United Church believes that viewing should be prior to the service, preferably the evening prior at the funeral home. The casket should be closed for the service and remain so.
- e. Neither the church nor the Minister charge fees for funerals. If you wish the services of the organist, soloist, custodian, and the committee offering refreshments, fees and honorariums are available from the Church Office Administrator.
- f. If the deceased has belonged to an organization which has its own funeral rite, arrangements can be made to have that service prior to the funeral or memorial service.
- g. The congregation will support the family in prayer and other practical expressions of Christian concern following the service.

6. MINISTRY FOLLOWING THE SERVICE

- a. Care can be expressed in many ways: phone calls, notes, letters, gifts of food or flowers and memorial donations in memory of the deceased.
- b. If people have needs not being met, they should not be afraid to ask. Jan/08

WESTWORTH UNITED CHURCH WOMEN - UCW

All women members and adherents of Westworth are considered to be United Church Women. From Westworth's first year, women have been instrumental in the founding, financing, and functioning of this congregation.

The UCW counts on women (and men) who are not members to help with programs, projects, and playtimes. All women are welcome to become active members in one or more of the five individual units, where companionship and fellowship unfold. Meetings include attention to devotion, service, and study, which uplift, give purpose, and challenge.

As a whole, the **UCW supports** Westworth and many outreach activities such as Alpha House, Camp Brereton, Habitat for Humanity, North End and West Broadway Community Ministries, a Conference Bursary, and Osborne House. As world crises require attention, the UCW has been ready to help.

All women are invited to attend General UCW meetings held at the church at 7:30 p.m. on the first Tuesday in the months of September, October, December, February and April. These meetings consist of a devotional and a business meeting, where the Executive report on and plan activities. Each unit's representative reports on her unit's activities and takes back any questions or requests to her respective unit.

The **December meeting** usually has a Christmas celebration and the **May meeting** is a wind-up where all unit members attend. This May General Meeting is a dinner or dessert party and has a program planned for the evening.

One General Meeting of the year (usually in April) is a **Thankoffering** meeting. At times, this meeting is held in conjunction with another United Church Women group. A guest speaker at the Thankoffering meeting speaks on a topic of critical importance in the world. People's stories of involvement in helping to solve world problems have been inspiring. The donations from the Thankoffering go to The United Church of Canada's Mission & Service Fund for 'over and above' budgeted expenses.

The UCW holds a **Fall and Spring Rummage Sale**. This fundraiser is sponsored and coordinated by UCW Unit 7 with help from the other units and able-bodied individuals in the congregation.

The Annual **Luncheon and Bazaar**, usually held in early November, is organized by the UCW with help from women and men in the congregation. It is the major UCW fund-raising activity for the year and brings together not only our own members, but also family, friends, and community neighbours of Westworth.

Interested women are encouraged to ask at the Church Office about the UCW units and their possible place in any of them. As Dianne Sjoberg once said "Any of our units welcome other women who are looking for a place of fellowship and opportunity for service within our congregation".

Jan/08

Westworth United Church
Rental Rate Chart

	A	B	C	A, B, C
	<ul style="list-style-type: none"> • For Profit Groups • Government • Institutions 	<ul style="list-style-type: none"> • Non-Profit • Choirs • Personal Interest • Groups that benefit membership through children's programs. 	<p style="text-align: center;">Westworth</p> <ul style="list-style-type: none"> • Sponsored Groups • Other Churches 	SURCHARGES
<p style="text-align: center;">Sanctuary (includes Narthex) (Holds 450) 2 Hour Minimum</p>	<p>\$ 50 / Hour Daily Max. \$450</p>	<p>\$40/ Hour Daily Max. \$360 SPECIAL CONSIDERATIONS: Practice Rate - \$ 30 / hour (minimum 2 hr. rental)</p>	<p>No Charge</p>	<p style="text-align: center;"><i>Additional surcharges may apply for caretaker services, moving equipment, special cleaning. These will be identified at time of booking.</i></p> <p style="text-align: center;">Light Set Up \$125 Heavy Set Up \$250 Sound System \$20</p> <p style="text-align: center;"><i>If required, General Liability insurance is available through WUC's broker at a cost of \$150 for a one time event. Coverage under other providers is also acceptable.</i></p>
<p style="text-align: center;">Gym (Holds 300) 2 Hour Minimum</p>	<p>\$ 50 / Hour Daily Max. \$450</p>	<p>\$ 40 / Hour Daily Max. \$360</p>	<p>No Charge</p>	
<p style="text-align: center;">Parlour (Holds 60) Note: 2</p>	<p>\$ 40 / Hour</p>	<p>\$ 30 / Hour</p>	<p>No Charge</p>	
<p style="text-align: center;">Choir Room (Holds 44) Upper Classroom (Holds 60)</p>	<p>\$ 25 / Hour</p>	<p>\$ 20 / Hour</p>	<p>No Charge</p>	
<p style="text-align: center;">Lower Classroom (Holds 60)</p>	<p>\$ 20 / Hour</p>	<p>\$ 15 / Hour</p>	<p>No Charge</p>	
<p style="text-align: center;">Kitchen (Flat Rate) Note: 3</p>	<p>Light Use - \$40 Heavy Use - \$125</p>	<p>Light Use - \$40 Heavy Use - \$125</p>	<p>No Charge</p>	

- Notes:
1. Set-up and clean-up time should be added to your total hourly rental fees.
 2. Includes use of Kitchenette.
 3. Kitchen Light is for beverage / snack service only; Kitchen Heavy is for meal service and ANY use of the ovens.

as of May 2013 – Subject to Change

	A	B	C	A, B, C,
	<ul style="list-style-type: none"> • For Profit Groups • Government • Institutions / Schools 	<ul style="list-style-type: none"> • Non-Profit • Service • Personal interest 	Westworth <ul style="list-style-type: none"> • Sponsored Groups • Other Churches 	SURCHARGES
Examples of Groups In each category	Government Business Interests Political e.g. elections Performing Groups e.g. Opera	American Women’s Group Sorority Groups Approved Non – WUC Fundraisers Showers, birthdays, & anniversaries School Masters' Wives Model Railroad Club Pembina Trails Voices Choirs	Board Ministry United Church Organizations ACES Group UCW WUC Choirs Bible Studies Centre for Christian Studies WBCM –West Broadway Community Ministry AOTS - As One That Serves River Hts Family Life Edn. Ctr. Scouts / Guide Groups Approved Fundraisers	<p><i>Additional surcharges may apply for caretaker services, moving equipment, special cleaning. These will be identified at time of booking.</i></p> <p>Jan/08</p>

WESTWORTH LONG RANGE PLAN

20__/_/___ COMMITTEE/POSITION _____

Thank you for your work on this. Please have it ready for May 15 – **keep the original for you** and give a copy to the Vice-Chair. If you have any questions, please call or e-mail the Vice-Chair. Again, thanks.

GOALS	OBJECTIVES	ACTIONS	RESPONSIBILITY
(Please choose goals that directly relate to objectives in the LRP your Committee/Position is responsible for.)	(Flowing from your goal, what specifically can be accomplished and in what general time frame can it be done.)	(What specific actions are necessary to meet your objective and by what date will they be done.)	(Who is responsible for making sure this plan gets carried out?)

Jan/08

Westworth United Church
EXECUTIVE GOALS & ACTION STEPS 2007-2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Whose Responsible & What Partnerships to Complete
1	Organize, simplify and reformat manual	-develop initial rough draft	Summer 07	Chair, Executive and Board Members
2	Clarify terms of reference for committees	-input editing -present to Board -Board approval	Summer/Fall 07 Fall 07 Fall/Winter 07-08	

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Whose Responsible & What Partnerships to Complete
1	Determine if there needs to be a re-examination of the purpose of Westworth Congregation	-initial examination -if need is determined, consultation with board -finalization of purpose	2009 2010 2011	Executive Executive and Board Executive and Board

Westworth United Church

Christian Education Committee Goals & Action Plan 2007-2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To enhance communication with/amongst other groups	-communicate adult education programmes that are currently in place -member of committee to act as host or hostess at Adult Education events -advertise in bulletin -to determine ways to have "church and Westworth specific words" understood by newcomers, i.e. Narthex, Chancel, dungeon -enhance personal approach	ASAP	CE Committee Members/Staff
2	To provide a broader range of programming	-create mini-church camp for students on provincial teacher in-service days -develop programmes to enhance spiritual development, meditation and prayer	Fall 2007	CE Committee Staff/Youth

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Whose Responsible & What Partnerships to Complete
1	To enhance young adult and adult programming	-focus new programming on young adults		Committee
2	To broaden programming	-establish a core group to plan and host a variety of community events for youth and families	Year end 2009	CE in conjunction with Fellowship

Westworth United Church
COMMUNICATIONS COMMITTEE GOALS & ACTION STEPS 2007_2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To enhance communication	<ul style="list-style-type: none"> -with Worship and Outreach, develop a "within these walls" event -with other chairs, develop lines of communication to ensure that "word gets out"! - work with Board and Fellowship Committee to create brochure highlighting committee and activities at Westworth 		<p>Communication, Worship, Outreach and Board</p> <p>Board, Communication, and Fellowship Committees</p>

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Whose Responsible & What Partnerships to Complete
1	To enhance communication	<ul style="list-style-type: none"> -create a "Communication Corner" in Narthex (telephone wall) -include a desk with computer tuned to Westworth Web Site and flat-screen television with rolling screen of events 		<p>Committee with Property, Finance and Board</p> <p>Eventually Office Staff to program screen</p>

Westworth United Church

FELLOWSHIP COMMITTEE GOALS & ACTION STEPS 2007-2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To enhance communication	-work with board and communications committee to create brochure highlighting committee and activities at Westworth -develop process to determine needs and whether needs are being met in appropriate fashion -determine measures to ensure volunteers feel support and appreciation	In progress Fall 07 Fall 07	Chairs of committees with Communications and Fellowship Chairs of all committees with Fellowship Fellowship with Board

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Whose Responsible & What Partnerships to Complete
1	To provide a broader range of support for our community	-investigate provision of meals for people under stress -partner with Cuba Youth Trip on a variety of fellowship activities as fund raisers	07-08	Fellowship committee in consultation with staff
2	To enhance communication	-make greater use of website -make greater use of bulletin board -make greater use of outside billboard -make use of communications corner as it comes "on line"	07-08 09-10	Fellowship committee with communications

Westworth United Church

FINANCE COMMITTEE GOALS & ACTION STEPS 2007-2012

To consider in planning:

1. spending priorities need to be defined in relationship to overall church direction
2. innovative ways to talk about and raise money need to be considered
3. stewardship of our human resources requires clear direction and planning
4. determination of members talents and interests for the church should be a priority
5. the place of mission and service in our priorities
6. rentals
7. communication

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To enhance communication	-create opportunities for talk-back sessions -create narrative budgets and statements -identify projects -consider trying to identify and communicate value of donations to Rossbrook House, West Broadway etc.		

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To provide greater attention and transparency in communicating to the Congregation about how we raise and spend our financial resources.	Develop a Communication Strategy Develop and inform Congregation of the variety of financial ways to give to Westworth	Begun 2007 and will continue	Finance Committee

Westworth United Church
FINANCE COMMITTEE GOALS & ACTION STEPS 2007-2012

2	To plan for succession	-actively cultivate a list of names of people in the congregation who are interested in the financial interests of the congregation -begin discussions with said people with a view to future committees		All Committee Members
3	To plan for future	-analysis of demographics and givings to plan for future budgeting purposes		

Westworth United Church

MEMBERSHIP COMMITTEE GOALS & ACTION STEPS 2007-2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	Develop deeper understanding of human resources in congregation	-Collect Member Profiles -Make information available to pertinent committees	Early 2008	
2	Newcomers: Identify and Welcome	-Greeters: front entry doors -Breakfasts: Semi-annual newcomers -Receptions: Confirmands -Written Acknowledgements: Pew Cards and Visitors Register -Subsidize: Name Tags : Photo Directory : Observer -Name Tag Board	2008	
3	Embrace Emerging Spirits	-Study Documents -Incorporate relevant/applicable initiatives	2008	

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	Welcoming/Information Package for Newcomers	-Work with other committee chairs to include relevant information in pamphlets and other documents		-All committee chairs with membership committee

Westworth United Church

NOMINATING COMMITTEE GOALS & ACTION STEPS 2007-2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Whose Responsible & What Partnerships to Complete
1	Develop Board 2008-2009	-contact committee chairs re: personnel needs -determine strategy to fill vacancies -make use of Volunteer application form -make job descriptions available electronically to recruits	Fall 07 Fall 07 Fall/Winter 07 Fall/Winter 07/08	Chair Chair and committee members Committee with Membership Chair

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Whose Responsible & What Partnerships to Complete
1	Plan for succession	-develop system for organizing information for the short and long term -involve Board in identifying potential Board and Committee members -procure and provide current position descriptions for potential Committee and Board members -develop system to track length of service of chairs and committee members	08/09 08/09	-Chair and Committee -Chair, committee and all chairs and committee members -All Board Members reporting to Nominating chair -Chair and committee

Westworth United Church

OUTREACH COMMITTEE GOALS & ACTION STEPS 2007-2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To enhance communication	-use bulletin, web-site (video clips etc) and bill board to communicate committee activities to congregation and community	07-08	Outreach and Communications

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To enhance communication	-with worship, develop "within these walls" event and use session to explain Outreach programmes	08-09	Outreach
2	To develop mission statement and goals	-research other mission statements -work with staff and board to determine focus of committee	08-09	Outreach and congregation
3	To become more visible in the community	-relates to communication -determine ways to become a voice and agent for support and change where needed in our community -determine ways to become more proactive on justice issues -to support immigrant family -communicate, support church's relevance in a secular society -see below	08-10	

Westworth United Church

OUTREACH COMMITTEE GOALS & ACTION STEPS 2007-2012

4	To determine needs in community for fifty-five plus housing	-determine demographics of congregation -determine demographics of community -determine demand for fifty-five plus housing in neighbourhood -determine needs, whether co-op, rental, or condominium type properties -work with property and board to investigate development of such housing	08-09	Outreach with board, property and finance
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Westworth United Church
PASTORAL CARE COMMITTEE GOALS & ACTION STEPS

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To demonstrate appreciation to adjunct members of the PCC	<ul style="list-style-type: none"> -invite Judy Valenzuela to our Sept. meeting -plan breakfast appreciation morning for adjunct one on one visitors -plan workshop open to people already performing one on one and others interested -include thank you to one-on-one visitors in bulletin/newsletters 	<p>Sept. 07</p> <p>Oct. 07</p>	Chair and other committee members

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To expand the PCC diversification within and without the WUC community	<ul style="list-style-type: none"> -consider programming beyond present comfort zones -solicit information from congregation to determine wider range of needs -representation of PCC to Church School meeting to reach parents 	2008-2010	Chair in consultation with CE

Westworth United Church

PROPERTY COMMITTEE GOALS & ACTION STEPS 2007-2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To determine needs for fifty-five plus housing in the neighbourhood	-determine demographics of congregation -determine demand for fifty-five plus housing in neighbourhood -determine needs, whether co-op, rental, or condominium type properties -work with Outreach and board to investigate development of such housing	07-08	Property, Outreach, Board
2	To increase rental revenue	-establish rental subcommittee -promote good acoustics of building as tool for rentals	07-08	Property, Board

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To enhance communication	-install multi-jack amp		Finance
2	To enhance safety	-security system -gymnasium lighting -ramp		Finance

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PROPERTY COMMITTEE GOALS & ACTION STEPS 2007-2012

3	To enhance heating cost savings	-new heating zones for offices -sanctuary window repair north side -narthex window north and west -insulate gymnasium -repair gymnasium roof		Finance
4	To enhance building and use	-Lighting on Leo Mol window -chairs for gymnasium		Finance

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RENTAL IMPLEMENTATION COMMITTEE GOALS & ACTION STEPS 2007-2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	Finalize: Terms & Conditions Fee Structure Rate Chart	-four meetings with office personnel -work with M&P to discern discrepancies	June 07	Committee/Office Personnel
2	Review Rental Forms	-meet with office personnel	Dec. 07	

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	Simple, transparent rental process	-form permanent sub-committee of property -office staff to create yearly report for AGM	07-08	Property committee with Board

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WORSHIP COMMITTEE GOALS & ACTION STEPS 2007-2012

SHORT TERM GOALS (Items that can be completed in < 9 months)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To maintain and enhance the worship experience for our congregation	<ul style="list-style-type: none">-experiment with a variety of worship styles-explore possibility of seasonal and/or occasional worship services at times other than Sunday morning-increase congregational participation in the worship service by inviting members to lead Prayers of the People-increased use of talk-back sessions after worship	07-08	Worship Committee and staff
2	To enhance communication	<ul style="list-style-type: none">-“announce” new elements, creative ideas, time changes for worship in bulletins, on website, on billboard on inserts in bulletin-determine ways and means to make congregation aware of our Faith and Spiritual Growth Statement-determine ways to educate within worship: i.e.: why are children at the table? What is a Narthex? A Lectionary? What do we mean by intergenerational?		Worship Committee CE Committee Staff

		<ul style="list-style-type: none"> -give ushers tools to deal with behaviour outside our norm. i.e. coffee/food in Sanctuary, excessive movement/talking during worship, care for children crying during worship, ball caps in sanctuary, T-shirt slogans etc..... -institute ushers as vehicles for communication...empowering ushers to communicate any issues through the proper channels -further use of "minute people" -periodic explanations in bulletin -use of web-site to communicate topics of interest regarding worship -explore the use of "information sessions" at 10:45 or 12:00 on Sundays 		
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Westworth United Church

WORSHIP COMMITTEE GOALS & ACTION STEPS 2007-2012

LONG TERM GOALS (Items that can be completed in 1 to 4 years)

#	Goal Statement	Action Steps to Complete Goal	Timeline to Complete Each Step	Who is Responsible & What Partnerships to Complete
1	To enhance communication	-institute a "Within these Walls" event to communicate to members of the congregation the activities of committee and board activities -explore use of technology to make worship available to those not in attendance -explore use of technology to enhance worship -share preliminary ideas regarding use of technology around worship with other committees		Worship, Outreach, Communications and board
2	To maintain and enhance the worship experience for our congregation	-install flat screen televisions in Communications Corner and Nursery for televising of worship	09	Worship, Property, Finance and Communications

BOARD MEETING TEMPLATE

Westworth United Church

Name of Committee

Board Meeting Date

Information Pertinent to Board and Executive

Information Pertinent to Congregation as a Whole

Recommended Vehicle for Communication

Motions for Board Consideration

Respectfully Submitted by