

# **WESTWORTH UNITED CHURCH**



## **JOINT NEEDS ASSESSMENT REPORT**

**2016**

**COORDINATOR, CHILDREN, YOUTH & FAMILY MINISTRIES**

## PROFILE #1

### *Community Profile*

#### **The City of Winnipeg**

Winnipeg is located at the junction of the Red and Assiniboine Rivers. The forks of the Red and the Assiniboine have been a meeting place for centuries and The Forks today is a major gathering place for tourists and locals alike.

Winnipeg is only 100 km (62 miles) north of the U.S. border, and is surrounded by rich farmland. The province's lakes and cottage country are only a short drive north, west, and east. Winnipeg itself is easy to navigate and the city has relatively little traffic compared to other major urban centres. It is well served by road, rail, and air. The Winnipeg James Armstrong Richardson International Airport offers flights and connections to many national and international destinations.

Winnipeg's average summer temperature is 25.4°C, with an average winter temperature of -12.9°C, although it often makes headlines for extremes that can range from 35°C in the summer to -40°C in the winter. Recent changes in climate have meant less predictable weather patterns. However, Winnipeg continues to enjoy abundant sunshine and clear blue skies throughout the year.

Winnipeg is the capital city of Manitoba, a province of nearly 1.3 million people.<sup>1</sup> With a population of 783,000<sup>2</sup>, the city offers all the amenities of a mid-size urban centre, while retaining a sense of community.

The median age of Winnipeg's population is 39.2,<sup>3</sup> which is higher than the median age of 38 reported in the 2006 Census. Relative to other cities in Western Canada, Winnipeg has an older population. Saskatoon, Regina, Calgary and Edmonton all report a lower median age. Vancouver and Toronto report a slightly higher median age. In terms of the percentage of the city population above the age of 15, Winnipeg reports the 4<sup>th</sup> lowest percentage, indicating that despite its high median age, a large component of its population is school-aged and younger.

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<sup>1</sup> Conference Board of Canada, Metropolitan Outlook 1 Report-Winter 2015.

<sup>2</sup> 2011 Census Data.

<sup>3</sup> 2011 Census Data.

**Table 1: Comparison of 7 Canadian Cities: Median Age,<sup>4</sup> % Population Over 15 Years of Age,<sup>5</sup> % of Population Aboriginal<sup>6</sup>**

	Vancouver	Edmonton	Calgary	Saskatoon	Regina	Winnipeg	Toronto
Med. Age	39.7	36.0	36.4	35.6	37.1	39	39.2
% Pop. >15	88.2	83.3	82.1	83.0	82.6	83.1	84.7
% Aboriginal	2.0	5.6	2.5	9.1	8.3	11.1	0.5

Winnipeg boasts an ethnically diverse population. Over 100 languages are spoken within the city. Winnipeg reports the highest percentage of Aboriginal citizens (11.1%),<sup>7</sup> and the highest percentage of Filipino citizens (8.7%)<sup>8</sup> in Canada. In 2011, Tagalog was the second most commonly spoken mother tongue in Winnipeg, spoken by about 5% of the population, followed by French, which is the mother-tongue for about 4% of the population.<sup>9</sup> If Metis people were defined as multiracial, Winnipeg would also have the highest multiracial population of any Canadian city.<sup>10</sup>

At its best, Winnipeg celebrates its ethnic diversity, but the capacity of its citizens to embrace the city's distinctive racial and cultural diversity is sometimes strained. Of particular note is the tension between the Aboriginal and non-Aboriginal members of its populations, which most recently came under national scrutiny when Maclean's Magazine named Winnipeg "the most racist city in Canada."

In keeping with its cultural and ethnic diversity, Winnipeg reports a diversity of religious traditions. However, the percentage of the population reporting itself as being "not religious" has increased from 21% in 2001 to 28.7% in 2011.<sup>11</sup> In 2001, 13% of the population claimed an affiliation with the United Church of Canada. This has decreased to 8.1% in 2011.<sup>12</sup>

Housing in Winnipeg is among the most affordable in Canada. However, high occupancy rates can be challenging for those with large families or who are low income. The city has one of the most diverse economies in Canada. Winnipeg has been defined as a slow-growth city. However, steady growth is forecast for the next two decades and unemployment is currently below the national average. Key industries include transportation and distribution, aerospace, agri-business, finance and insurance, life sciences and biotechnology, information and communication technology, media, tourism, electric power, apparel, furniture, and advanced manufacturing.

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<sup>4</sup> 2011 Census Data

<sup>5</sup> 2011 Census Data.

<sup>6</sup> 2006 Census Data

<sup>7</sup> 2011 Census Data.

<sup>8</sup> 2011 Census Data.

<sup>9</sup> 2011 Census Data.

<sup>10</sup> 2011 Census Data.

<sup>11</sup> 2001 and 2011 Census Data.

<sup>12</sup> 2011 Census Data.

Winnipeg has a flourishing arts scene. In addition to the Royal Winnipeg Ballet, the Winnipeg Symphony Orchestra, Manitoba Opera, the Manitoba Chamber Orchestra, the Winnipeg Art Gallery, the Royal Manitoba Theatre Centre (and numerous smaller theatre companies), Winnipeg hosts an annual New Music Festival, Folk Festival, Jazz Festival, and Fringe Festival. The city also has several professional sports teams, including the Winnipeg Jets (NHL), the Winnipeg Blue Bombers (CFL), and the Winnipeg Goldeyes (American Association Baseball).

The city has five major post-secondary institutions: the University of Manitoba, the University of Winnipeg, Le Collège Universitaire de Saint-Boniface, Red River College, and the Canadian Mennonite University.

### **Westworth United Church**

Westworth United Church is located at 1750 Grosvenor Ave. in the northern part of River Heights. In 2015, 67% of its members and adherents lived in 4 postal code areas: R3M (11.11%), R3N (30.77%), R3P (15.67%), and R3R (9.12%). In addition to Westworth, there are 3 other United Churches located in this area; St. Andrews River Heights (R3M), Harrow (R3M), and Charleswood (R3R).

Westworth's catchment area is primarily residential. The development of the neighbourhoods served by Westworth began in the R3M postal code area in the early 20<sup>th</sup> century. Subsequently, residential development ensued sequentially in the R3N, R3P and R3R postal code areas. The most rapid growth in these neighbourhoods occurred after World War II and slowed in the late 1970s. Westworth's catchment area has not experienced the rapid suburban growth which has recently occurred in south-western Winnipeg. However, some new condominiums and in-fill housing have been built in the past decade. Most recently, a small residential development (34 single-family homes) is currently being developed across the street from Westworth on the former Sir John Franklin School grounds.

Typical of most urban and suburban districts, public and private schools are found throughout the area, as well as recreational facilities and parks. Several assisted-living facilities are also located in the area. Shopping is concentrated on Academy Road, Corydon Avenue, Grant Avenue and Roblin Blvd. These gourmet food stores, gift shops, boutiques, and restaurants are primarily small owner-operated.

Several low-income housing developments are located in Westworth's catchment area. One of the issues identified by those involved in these developments and in the adjacent schools is the tension between Aboriginal families and new Canadians.<sup>13</sup> Another significant change for the community is the expected transfer of the Kapyong Barracks to a group of Treaty 1 First Nations Peoples who hope to develop this land into an urban reserve.

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<sup>13</sup> Westworth Community Assessment.

### Demographics

Between 2001 and 2011, the four postal code areas that constitute Westworth's primary catchment area have experienced a small increase in population; rising from 80,710 to 82,345. During that same time period, a slow increase in the population's age has occurred. In particular, there has been a small decrease in the population aged 0 – 19 years and the population aged 30 – 49 years. A small increase in the population aged 20 – 29 years and 55 – 75 years has also occurred (see Table 1 for further details).

In 2011, the median age of the population was 42.9 years, which is 5.7 years older than Winnipeg's median age of 39.2. Eight-five percent of the population was 15 years of age or older, which exceeded Winnipeg's percentage by 2.1%.

The population living in Westworth's catchment area is primarily non-mobile. Eighty-five percent of the population did not move between 2010 and 2011. The unemployment rate in 2011 was 4.4%, compared to Winnipeg's unemployment rate of 5.4%. Westworth's catchment area is relatively affluent. The reported median after-tax income for this area in 2010 was \$47,127.00 (Winnipeg: \$27,066.00) and the average after-tax income in 2010 was \$66,961.00 (Winnipeg: \$31,739.00).

**Table 1: Percent of Population by Age: R3M, R3M, R3P, R3R**

	2001	2011	% Change
0 to 4 years	4.8	4.5	-0.4
5 to 9 years	6.0	5.0	-1.0
10 to 14 years	6.8	5.4	-1.4
15 to 19 years	6.9	6.5	-0.3
20 to 24 years	6.3	6.8	0.5
25 to 29 years	6.1	6.3	0.2
30 to 34 years	6.4	5.7	-0.7
35 to 39 years	7.4	6.1	-1.3
40 to 44 years	8.1	6.5	-1.6
45 to 49 years	8.4	7.6	-0.9
50 to 54 years	7.7	7.8	0.0
55 to 59 years	5.5	7.6	2.1
60 to 64 years	4.1	6.8	2.8
65 to 69 years	3.6	4.8	1.2
70 to 74 years	3.6	3.6	0.0
75 to 79 years	3.4	3.0	-0.4
80 to 84 years	2.5	2.7	0.2
85 years and over	2.5	3.2	0.8

## Religious Affiliation

Overall, the percentage of respondents reporting a religious affiliation dropped 9.7% between 2001 and 2010. Those reporting a Christian affiliation dropped 8.3% in that time period, from 66.5% to 58%. Those reporting affiliation with the United Church of Canada dropped from 16.4% to 10.8%. The percentage of those reporting a Jewish faith affiliation dropped by 1.1%. The percentage of all other religious affiliations remained stable between 2001 and 2011.

**Table 2: Religious Affiliation (R3M, R3N, R3P, R3R)**

	2001	2011	% Change
No religious affiliation	19.6	29.3	9.7
Christian	66.3	58.0	-8.3
United Church	16.4	10.8	-5.6
Muslim	0.8	1.3	0.4
Jewish	10.0	8.8	-1.1
Hindu	0.6	0.7	0.1
Sikh	0.5	0.7	0.2
Buddhist	0.3	0.6	0.2
Traditional (Aboriginal) Spirituality	0.1	0.0	-0.1
Other religions	0.3	0.6	0.3

## PROFILE #2

### *Pastoral Charge*

#### **History**

The Westworth United Church congregation was formed in 1950 as the post-war home building boom in south Winnipeg reached the west Grosvenor Avenue area. A 160-page illustrated book entitled "All Things Are Possible - A History of Westworth United Church 1950-1990" was produced by an editorial committee of church members. This records in detail all aspects of the life and work of the congregation over its first 40 years.

The first service with 110 charter members was conducted in December 1950 in a prefabricated building by Rev. Dr. H.B. Duckworth. More recently, Rev. Clark Saunders began as full-time minister in August of 1999 and served until November 30, 2012. Rev. Mona Denton was hired as part of our ministry team and she served from July 1, 2001 until June, 2015. Her position was as ¾-time, with her major responsibility being Christian Education. Rev. Denton participated in worship and provided pastoral care. Rev. Loraine MacKenzie Shepherd currently serves the congregation and has since July 2013, with primary responsibility for Worship, Pastoral Care and Outreach.

Westworth has always enjoyed a strong ministry of music. Recently this has been led by Ruth Wiwchar, Dorcas Windsor, Stuart Sladden, and is currently led by Debbie McLeod.

#### **Mission and Ministry**

Westworth has created a new Visioning document (see note in publications at the end of this Profile), along with Mission and Values statements, in the last two years.

**Our Mission** is to be the hands and feet of Christ within Westworth and beyond.

#### **Our Values statement is:**

**We Celebrate Christian Faith** through thoughtful and challenging worship, opening ourselves to spiritual growth, encouraging all to share their gifts and inspirational music.

**We Build Community** by inviting others to journey with us, extending hospitality to all, accepting and celebrating diversity, respecting and supporting each other and embracing the contributions of all generations.

**We Reach Out** by actively offering our time, talents and resources; advocating for social justice; demonstrating compassion and living our commitment to service in all our relationships.

Westworth strives to be open and inclusive. We welcome everyone who seeks to know God through Jesus Christ.

## The Congregation

Annually reported total membership as of December 31<sup>st</sup> of the last 5 years is indicated below:

Year	2011	2012	2013	2014	2015
Membership	427	417	412	352	348

Westworth's total membership as of December 31, 2015 is 348 people with 20 of these being on the inactive/non-resident list. This represents approximately 328 households. About half of the members reside in the immediate community of the church and half are commuters. Average Sunday worship attendance is approximately 150. In 2015 our Membership Committee and Pastoral Care Committees joined together to contact households that were identified as generally inactive and this led to some people being removed from the contact lists.

In 2015, 7 members were added to the roll: 1 by transfer and 6 by confirmation. Eleven were removed: 3 by death, 6 by transfer and 2 by removal of membership. In 2015 there were 2 baptisms and 2 marriages.

## Leadership and Governance

Between annual meetings, the affairs of the congregation are managed by an Official Board of approximately 30 members elected at the annual meeting. This includes the chairs of all standing and ad hoc committees, the trustees, Presbytery representatives, and members-at-large.

Reports from all committees and organizations are on the agenda of regular Board meetings which are held 6 times yearly. The ministers are ex officio members of the Board and Executive and of all committees except the Ministry and Personnel Committee and the Nominating Committee.

At the 2016 annual meeting, a total of 13 standing committees were reviewed. There are several positions vacant including the Vice Chair of the Board.

A committee has been established to review various governance models with the goal of streamlining our Board structure to enhance communication between Committees, encouraging more people to be involved in volunteering for the Board or in other capacities, and allowing us to have more energy to initiate groups and activities that build faith while serving our community – in line with our Mission statement.

The following is an outline of activities under the purview of several of Westworth's standing committees and organizations. It indicates the range and depth of the work of Westworth's ministry both within its congregation and in the local and worldwide community.



## **Worship**

While the Sunday order of service follows a fairly consistent pattern from week to week, its content aims at variety and innovation. We are accustomed to inclusive and contemporary language. The Scripture is read by a member of the congregation. Communion is held the first Sunday of each month by intinction or by being served. We strive for an informal, welcoming atmosphere. There is coffee in the narthex before the service, greeters in addition to the ushers, and we wear Westworth name badges. Children participate fully in the initial part of the service which includes Time with the Children. Our Visioning document encourages inclusion of a variety of worship styles and opportunities going forward.

## **Music**

Music has always been a prominent feature of Westworth's worship and fellowship. In the last few years, we have added scholarships for voice students and presently have 3 Scholars adding to our Senior Choir. In addition to the 30-voice Senior Choir, Westworth has a Cherub Choir. As well, we have the Westworth Winds, and a variety of solo instrumentalists who frequently contribute to Sunday services and fellowship events.

## **Pastoral Visiting**

The Pastoral Care Committee has a group of volunteers, called One-on-One Visitors, who regularly visit those members of the congregation who are no longer able to attend church. Reasons for non-attendance include ill health, restricted mobility and transportation difficulties. The Minister determines if a congregant would like to have a visitor during one of her visits to that person. She then ensures that the congregant wishing a visitor is matched with a visitor, and ensures that the visitor understands the guidelines of the Committee regarding visiting. The congregant is expected to receive a minimum of one visit quarterly; the frequency of visits is usually decided between the visitor and congregant. The visitors make a visit around Christmas time in order to give gifts of shortbread. The shortbread is provided by members of the UCW.

The Committee has a member who sends greeting cards to congregants who are ill, have had accidents, are suffering a loss or for other reasons that may arise. The Committee also arranges for delivery of flowers from church services to congregants as designated by the Minister.

The Committee telephones people on the membership roll who have not attended church activities for some time in order to reconnect with them and to see if the minister or other church person could be of service. This telephoning project is shared with the Membership Committee.

### **Faith Development – Children and Youth**

The education and nurturing of children and young people is a priority at Westworth. We offer Church School classes for ages 3-12 and an annual Vacation Bible School. **Church School** runs September to mid-May. Regular classes take place during our worship service, after the Time with the Children. During May and June we have a more informal Blue Jean Church School.

Infants and toddlers under the age of 3 are cared for during worship in the **Nursery**. Children are grouped according to age, 3-7 and 7 through 10. We use an online Church School curriculum called SPARK.

A paid youth leader works with Youth grade 6 and up and tries to gather them regularly to enjoy social activities and games nights.

Annually reported total Church School enrollment:

Year	2011	2012	2013	2014	2015
Enrolment	115	94	78	74	45

Two years ago, Messy Church was initiated. The purpose of this program is to give a place for families to be part of an intergenerational event. The program has generally been held on a Sunday evening, and includes a theme, supper, and program. There has been mixed attendance with some programs being attended by quite a few families (some 3-generation) and some with less success, but Messy Church or a variation of it seems to have become an important worship and relationship-building opportunity for a good-sized group attending Westworth.

### **Adult Education and Fellowship**

Faith development at Westworth includes programs that help adults grow in their faith, understanding and Christian discipleship. Over the course of the year, several one-time and short-term studies are offered. In 2015, the minister led a Bible study series, and worked with the Outreach Committee to provide leadership for a 5-week Lenten study on “Aboriginal Teachings and the United Church”, that included leadership by the Very Reverend Stan McKay. In 2016, our Lenten study is to assist those at Westworth and the larger community to learn about the Muslim faith and how it relates to Christianity.

The Women’s Spirituality Group meets monthly for fellowship, meditation and discussion. Westworth also has an active Men’s Spirituality Group that meets monthly for breakfast and conversation about a topic that bears on life experience. A Prayer Shawl Ministry group started in 2014 and, in 2015, provided 19 shawls for those who may have a need to feel support from the congregation. A group for seniors called ACES (All Comers Extra Special) meets monthly for lunch and a program of interest to seniors. Several fellowship events are held throughout the year including the Newcomers’ Luncheons, the Themed and Fall Luncheons, the reception following the Service of Lessons and Carols and the Samedi Gras Dessert Party and Dance.

### **United Church Women**

The UCW has a coordinator who oversees 4 Units. The UCW holds a Bazaar once a year and a Rummage Sale twice a year, and contributes to the Special Appeals Fund of the congregation. Units also have special projects that they support within their groups. In 2015, UCW contributed \$14,278 to the Westworth General Fund.

### **Community Outreach**

Westworth supports a wide variety of continuing community programs such as: West Broadway Community Ministry, Rossbrook House, Canadian Foodgrains Bank, Tuxedo Family Resource Centre, Centre for Christian Studies, Days for Girls, and 1JustCity.

The Minister also leads worship at Tuxedo Villa, a local nursing home, and the Wellington, an assisted-living residence.

The Outreach Committee focuses particularly on activities in support of programs in our local neighbourhood, our country and worldwide. The Committee has been an integral part of “Refuge”, a local inter-faith group that joined together this past year to sponsor and support 3 Syrian Refugee families.

The church building is made available regularly to many outside community groups, eg. concerts, music recitals and choirs, plus, we sponsor Sparks & Brownies, Halfway Homes, Conference, Presbytery & Correctional Chaplains meetings.

In 2015 the ministers officiated at 2 weddings and 8 funerals.

### **Cuban Partnership**

In 1996, Westworth entered into a partnership agreement with Iglesia Presbiteriana-Reformada en Luyanó (Luyano Presbyterian Reformed Church) in Havana, Cuba. This special relationship of mutual encouragement and support has evolved over the ensuing years, and members of both congregations continue to be actively engaged in sustaining the relationship between the two congregations. Joint activities have included reciprocal visits by lay members and ministerial staff, joint services of worship and Bible study at a distance, and donations of school supplies and clothing by Westworth children. Both congregations have been enriched through this relationship. Recently, a new group has formed to consider how to re-energize this relationship.

### **The Future**

The Visioning Committee focused on four key areas to ensure that Westworth remain a healthy, vibrant Christian community where people can express and share their faith in a variety of ways.

- Issue 1. The need to grow our congregant base.
- Issue 2. The need to retain existing congregants.
- Issue 3. The need to increase donations and revenues.
- Issue 4. The need to recruit volunteers and review the number of committees.

Following a continuing conversation with those who call Westworth their church home and the staff who work with us, we identified our needs in three areas and developed goals and actions under the headings “We Celebrate Christian Faith”, “We Build Community” and “We Reach Out”. There was confirmation of Westworth as a vibrant Christian community dedicated to the continued development of programs both inside and outside the church.

It has become apparent that there is a real need for us to consider our governance structure as volunteers interested in this aspect of the life of the congregation are diminishing. A Committee has been set up to consider alternate governance structures. There is a recognized need to attract and maintain youth and young families to Westworth, and to find effective and enjoyable ways to help them build faith and to engage with current members of all ages through creative, challenging worship, as well as meaningful outreach to the community beyond our walls.

**Publications:**

The following publications are available on our website [www.westworth.ca](http://www.westworth.ca):

- a sample church bulletin
- a sample quarterly newsletter
- Westworth United Church Handbook
- Westworth 2016 Annual Report, includes the Westworth Visioning report

## **Profile #3**

### ***Resources***

#### **Physical Resources**

The 17,500 sq. ft. building known as Westworth United Church began as the Christian Education auditorium in 1954. The present sanctuary was built in 1959, and the 62 year old building is both a source of pride and concern. The building is being well looked after but its age means that surprises in terms of maintenance can happen. In 2012 a Building Reserve Fund of \$100,000.00 was established to be used for major or emergency repairs. The fund is administered by the Property Committee, but it is not intended for the “common” maintenance of the building.

There are five offices at Westworth which are occupied by the church office and by staff. The church school administrator has an open area for an office and the music library can also be used as an office. There is ample parking for all staff members. Westworth has three computers and a new laptop as well as three printers. There is wireless internet access. The office is equipped with a photocopier capable of printing, scanning, facsimile, folding, stapling and colour copying.

Four pianos, including a Yamaha grand piano in the sanctuary, and a newly installed Allen organ, are used in the music program. The availability of these instruments makes this area a desirable space for renters wishing to conduct piano or choral recitals. The stained glass windows and sanctuary are well known in the architectural and artistic communities. A successful Capital Campaign in 2000 enabled the congregation to install an elevator which makes the building, except for the lowest section of the church, accessible for wheelchair users. The washrooms are also accessible. The large auditorium is used many times through the year for youth programs, congregational and community gatherings, and church space has been rented by community groups in the past. Audio/visual resources are available.

In recent years the heating system has received extensive renovation. There is a functioning thermostat control system which automatically lowers the temperature of the church by ten degrees at night. Work is continuing to try to reduce the amount of energy the building consumes.

#### **Human Resources**

Our staff at Westworth is supported by a Ministry and Personnel Committee which wishes to see staff members succeed. We are also blessed with a strong core of volunteers who are willing to assist in programming, to support individual needs of congregation members, and to work in the broader community. Volunteers are an important resource to the work of the church.

The staffing complement which follows is the recommendation of JNAC as of April 2016.

## MINISTER

Our Minister is mainly responsible for Worship, Pastoral Care and Outreach, along with input in most other aspects of the life of the congregation. In relation to the Coordinator position, the Minister will act as a mentor, supporter and advisor, and well as assisting in the development of programming to build faith, and engage newer households.

COORDINATOR OF CHILDREN, YOUTH & FAMILY MINISTRIES See Profile #4

## OFFICE ADMINISTRATOR

The full-time Office Administrator is responsible for coordinating the activities of a small office, managing records and reports, church events, calendar requirements, rental facilities, upkeep and management of office equipment and supplies, handling reception, and co-ordinating with all committees, as well as other responsibilities in support of the work of the Church.

## CHURCH CUSTODIAN

The full-time Church Custodian performs preventive maintenance operations including maintenance checks, building inspections, minor repairs, regular cleaning of the church and necessary ground maintenance under the direction of the Property Committee Chair and in consultation with the Ministry and Personnel Committee.

## DIRECTOR OF MUSIC

The part-time Music Director works very closely with the Minister, Organist and Worship Committee in co-ordinating Westworth's music program. The Music Director provides musical leadership to the volunteer Senior Choir and works collaboratively with our other volunteer led musical groups which include a Cherub Choir and Westworth Winds.

## ORGANIST

The part-time Organist works very closely with the Minister, Director of Music and Worship Committee in co-ordinating Westworth's music program. The Organist provides musical accompaniment to the volunteer Senior Choir and works collaboratively with our other volunteer led musical groups which include a Cherub Choir and Westworth Winds.

## TREASURER

The part-time Treasurer is responsible for providing support to the Finance Committee and for general oversight of all revenues and expenses of the church, including all financial record keeping related to accounting, investments, payroll and benefits participating in related meetings and activities.

## RENTALS AND SECURITY FACILITATOR

The Rentals and Security Facilitator is responsible for the security of the building after regular events hours and for the set up and take down for rental events under the direction of the

Office Administrator, and in consultation with the Property Committee.

### Financial Resources

Westworth United Church has operated at a deficit or a very small surplus since 2008 (see the following Table). The Finance Committee developed the 2012 budget based strictly on pledges which has resulted in a smaller, but likely more realistic, budget, as compared to previous years. The projected annual operating budget for 2016 is \$340,560.00.

Year	Revenue	Amt. given through envelopes and PAR	Expenses	Expenses exceed Revenues?	Comments	Bank balance at end of year
2009	370,225	319,017	375,649	Yes		20,776
2010	377,208	315,735	381,987	Yes		15,742
2011	379,153	329,366	379,151	No		15,744
2012	375,038	312,599	373,600	No		17,182
2013	366,651	300,045	349,172	No	Not fully staffed	34,661
2014	373,104	269,599	378,573	Yes		29,192
2015	373,041	279,345	359,686	No	Not fully staffed	42,548

Westworth is challenged in a manner similar to other churches with an aging membership, members unable to give or increase their donations, and others with too many requests for limited funds for charity. In 2016, of 275 members and adherents who received the Stewardship Campaign information, 205 pledged \$274,618.00.

	2016	2015	2014	2013
Members asked	275	279	277	281
Pledges received	205	213	229	238
Total amount pledged	274,618	282,332	285,740	287,308
Amount for Church Operations	237,432	247,605	266,490	268,156
M & S Amount	35,483	34,727	19,250 *	19,152 *

\* Note: The M&S amount in 2014 and earlier was based on a unified budget where a percentage of pledges was approved at the Annual Meeting to go to M&S. In 2015, and reconfirmed at our AGM in 2016, this changed to a split budget where an amount designated by the donor through a pledge went to M&S.

The average pledge in 2016 is \$1,340, as compared to \$1,316 in 2015, \$1,247 in 2014 and \$1,207 in 2013. The noticeable trend over the last number of years of fewer contributors giving more each year is concerning for the long term financial health of the church. However, on a positive note, there is no mortgage on the building and hopefully, the recommendations in this report as well as the recommendations and sense of direction found in the Visioning Report, if addressed enthusiastically, will ensure Westworth United Church remains a healthy and vibrant Christian community where people can express and share their faith in a variety of ways.



## PROFILE #4

### ***Job Description: COORDINATOR OF CHILDREN, YOUTH & FAMILY MINISTRIES***

(JNAC 2016)

#### **Position Summary:**

This is a part-time (.5), non-ordered contract position. The incumbent, in cooperation with the Christian Education Committee (C.E. Committee) and Minister, will be responsible for the planning, implementation, evaluation and support of faith formation programs, including Church School, Youth, and Messy Church-type activities, which lift up the place of children, youth and young families. A focus for this position will be the spiritual growth and development of this group, as well as the building of relationships between this group and our congregation. The incumbent will facilitate appropriate pastoral support for this group. The Minister will be responsible for advising, supporting and guiding the incumbent in this position.

#### **Accountability:**

The incumbent is accountable to the C.E. Committee for program delivery, as well as to the full-time Minister and further, to the congregation, through the Ministry and Personnel Committee

#### **A. Major Areas of Responsibility and Action:**

##### **1. Faith and Program Development: 40%**

- a) Work closely with the C.E. Committee and Director of Music to coordinate and deliver programs that build community and encourage faith formation such as Church School, Youth Group, Messy Church-type activities and Vacation Bible School
- b) Choose and obtain Church School curricula in consultation with the C.E. Committee
- c) Assess and develop curricula, based on evaluation of program needs and available budget
- d) Assess training and support needs of volunteers and provide training in accordance with C.E. policies and guidelines
- e) Plan and deliver an annual lay leadership event for youth leaders that builds faith and develops skills to enable leaders to share their knowledge and faith.
- f) Recommend to the C.E. Committee changes in training and guidelines that may be necessary to meet the goals of the programs
- g) Exhibit patience, humour and non-judgemental attitudes in approaching volunteers, children and their families in order to set a positive environment for the programs
- h) Develop and provide dynamic stories for worship that involve and engage children. Share the leadership of Time with Children during Sunday service with the Minister. Encourage and guide congregants to take part in this portion of the service as appropriate
- i) Develop opportunities to encourage all participants to become involved in children's ministry, using their talents to enrich these programs at Westworth
- j) Partner with children, families, C.E. Committee and congregation to reach out to the wider community to grow Church School enrollment

- k) Support library volunteers in the selection and acquisition of appropriate materials for children, youth and families

## **2. Community Building: 40%**

- a) Coordinate programming, in consultation with the appropriate committees, which will welcome, orient and integrate newcomers (children, youth and families) into the Westworth community
- b) Encourage newcomers of any age to become involved in the life and work of the Westworth congregation
- c) Build positive relationships and participation through a variety of social media, as well as through personal contact
- d) Organize and participate in special Church School and youth events, including ones to which youth and Church School participants can invite their friends
- e) Enable children, youth and families to be included in appropriate congregational outreach projects
- f) Develop service opportunities for youth to engage in, as appropriate

## **3. Pastoral Support for Children, Youth and their Families: 10%**

- a) Connect on a regular basis with families involved in the C.E. programs to build relationships, so that needs can be identified and pastoral support offered
- b) Communicate with full-time Minister to inform him/her of identified pastoral care needs, as appropriate
- c) Offer follow-up pastoral support to this group, in conjunction with the Pastoral Care Committee, as instructed by the Minister

## **4. Administration: 10%**

- a) Work with the Minister and Church School volunteers to identify new families and collect contact information
- b) Work with the C.E. Committee to ensure that Child Abuse Registry searches are completed and appropriate documentation is up to date and retained appropriately
- c) Obtain supplies for Church School and other C.E. programs, or delegate this duty as appropriate
- d) Ensure the safety and well-being of the children at all times in accordance with Westworth's policies
- e) Provide information to the Westworth website coordinator in order to maintain a current Children's Ministry section on the Church's website
- f) Consult with other staff members, as required, to coordinate this position's work needs with others
- g) Review Children's Ministry policies annually with the C.E. Committee and ensure they are communicated to, and adhered to by, C.E. program workers
- h) Attend C.E. Committee meetings as requested and provide information to be included in C.E. Committee reports
- i) Participate in regular and special Board meetings as necessary
- j) Participate in staff meetings as required

- k) Collaborate with the C.E. Committee to develop a budget that reflects the financial needs for programs each year

#### **5. Independent Action/Decision Making:**

The Coordinator shall act independently within the boundaries of this position. The incumbent will consult with the Minister and/or a specific committee if the problem is outside the boundaries of the position. For example:

- a) Serious staff conflict – referred to Ministry and Personnel Committee
- b) Significant changes in C.E. – discussed and approved by the C.E. Committee and the Board, where appropriate
- c) Major purchases/expenses – referred to the appropriate committee for approval

#### **B. Personal Qualifications:**

This position requires an energetic and enthusiastic leader who has a vision for an exciting Children's Ministry and can develop and support a program that will make that vision a reality.

- Innovative
- Ability to work in partnerships and delegate tasks
- Flexible
- Patient
- Sense of humour
- Creative, imaginative and resourceful
- Love of children
- Non-judgmental and empathetic

#### **C. Job Qualifications:**

- Strong faith and Christian perspective that is compatible with United Church theology
- Graduate of a recognized religious studies program OR minimum 2 years' experience in a similar role
- Excellent verbal, written and interpersonal communication skills
- Ability to use various social media
- Well organized
- Ability to work both independently and as part of a team
- Understands the responsibilities of a ministry leader regarding duty of care, confidentiality, and trust
- Carry out responsibilities in a way that is respectful to the Faith, Mission and Values of the congregation.

#### **D. Terms:**

- To be negotiated
- Suggested wage \$20.00 per hour; with annual increases
- Benefits as per United Church guidelines
- Suggested length of contract 44 weeks per year renewable on an annual basis for a total of three years, when this position would be reassessed

Major area of Responsibility	Approximate Annual Time
Faith and Program Development	40%
Community Building	40%
Pastoral Support for Children, Youth and their Families	10%
Administration	10%

## PROFILE #5

### ***Skills and Knowledge: Coordinator, Children, Youth and Family Ministries***

We seek an outgoing, friendly, enthusiastic, and spiritual person with the following competencies.

#### **Qualifications**

- Graduate of a recognized religious studies program OR minimum 2 years' experience in a similar role
- Strong faith and Christian perspective that is compatible with United Church theology

#### **Core Competencies**

- Has the ability to:
  - Draw on spiritual resources and faith development theories to sustain self and others
  - Develop and share the leadership for worship and faith building opportunities (e.g. Time for Children, Messy Church, youth groups)
  - Set priorities
  - Work in partnership and delegate tasks
  - Work collaboratively as part of a team
  - Recognize, develop and encourage the spiritual gifts of congregants and other staff members
  - Set goals and assess results, both on a personal level, and within groups and individuals served
- Has a basic understanding of scripture and of its authority in the United Church
- Understands and is willing to articulate and support the theology and justice-seeking policies of the United Church
- Understands the responsibilities of a ministry leader regarding duty of care, confidentiality, and trust
- Possesses ability to recognize, develop and encourage the spiritual gifts of congregants and other staff members
- Possesses good communication skills including empathic listening
- Possesses program planning skills
- Possesses basic administrative skills (e.g. budgeting, time management, use of social media)
- Demonstrates average technological skills in computers and A/V equipment

## **Position Specific Competencies in addition to the aforementioned Core Competencies**

### **Faith Development**

- Ability to develop programming relevant to children, youth and families while working in a team with other staff and lay people to determine overall educational goals and Values for this ministry
- Ability to develop and encourage worship opportunities for families apart from traditional worship (e.g. Messy Church)
- Ability to use and equip others to use different teaching/learning styles, teaching methodologies and learning practices
- Ability to stimulate congregational participation in educational opportunities for children, youth and families
- Skills in recruiting, coordinating and developing volunteers
- Knowledge of educational resources of the United Church and other appropriate educational sources and institutions

### **Youth Ministry**

- Understanding of child/adolescent development and faith development
- Understanding of youth culture and faith development
- Education & leadership skills in program planning/implementation/evaluation for youth
- Familiarity with youth ministry resources of the United Church and from other appropriate sources

### **Pastoral Support**

- Ability to draw on spiritual resources for use in pastoral support situations
- Ability to listen and be empathetic as well as the ability to discern when a referral for counselling or to a social agency is needed
- Ability to provide advocacy in pastoral issues
- Ability to provide pastoral support to children, youth and families, and refer for further pastoral care, as need arises

### **Outreach**

- Assist children, youth and families to consider outreach opportunities and how they may initiate and support them

### **B. Personal Qualifications:**

This position requires an energetic and enthusiastic leader who has a vision for an exciting Children's Ministry and can develop and support a program that will make that vision a reality.

- Innovative
- Ability to work in partnerships and delegate tasks
- Sense of humour

- Creative, imaginative and resourceful
- Love of children
- Non-judgmental and empathetic
- Flexible

**C. Job Qualifications:**

- Demonstrated commitment to a Christian church community
- Strong faith and Christian perspective that is compatible with United Church theology
- Excellent verbal, written and interpersonal communication skills
- Ability to use various social media
- Well organized
- Ability to work both independently and as part of a team
- Confidentiality is a key component of this position
- Carry out responsibilities in a way that is respectful to the Faith, Mission and Values of the congregation

## PROFILE #6

### *Terms*

Salary: Salary will be negotiated with the selected candidate based on experience and skills. Suggested wage \$20.00 per hour, with annual increases.

Continuing Education allowance available and requests will be considered on an individual basis.

Benefits: will comply with the standards set in the United Church guidelines, and in accordance with *The Employment Standards Code* (Manitoba).

Hours of Work: This is a part-time (.5) position based on a 40 hour work week. Specific work times will be negotiated with the Ministry and Personnel Committee, and include input from the Christian Education Committee.

Suggested length of contract 44 weeks per year (mid-August through mid-June) renewable on an annual basis for a total of three years when this position would be reassessed.

Performance review to follow a probationary period of 3 months.

Telephone: contribution to monthly phone plan will be negotiated with successful candidate.

Travel Allowance: Westworth provides an allowance based on the travel scale (rate per kilometre) set by General Council each year. The current travel allowance for 2016 is \$0.41/km.

Office space, technology adequate to support this position's work, and office support available.