

**Westworth United Church**  
**207<sup>th</sup> Leadership Team Retreat**  
**Notes**  
**Sat. Sept. 30, 2017**

**Attendance:** Paul Chard, Eunice Pratt, Kirk Windsor, Dorcas Windsor, Loraine MacKenzie Shepherd, Kent Magarrell, Keith Love, Judy Brown, Maggie Barnett, Nancy Doern-White, Diane Riordan, Shirley Watts, Peter Sim, Dianne Sjoberg, Cheryl McNabb Davis, Gerald Davis, Norm Snyder, Bruce Tefft, Alma Acheson, Ray McClelland (Property), Carol Wilkie (Pastoral Care), Ruth Wiwchar

**Regrets:** Petra Thanisch Smith. David Lewis

1. **Welcome:** with Coffee/Tea, muffins, cheese available
2. **Call to order:** at 9:05
3. **Worship:** Loraine MacKenzie Shepherd led us in a prayer and a hymn (piano accompaniment by Dorcas Windsor), and a scripture reading.
4. **Opening comments:** by Board Chair Norm Snyder
5. **Check-in with Teams/Committees (round table discussion):**
  - Brief review of the goals and successes of each team/leader with a view to Westworth's visioning documents.
  - What have you done so far this year? What haven't you been able to get to or accomplish so far (and why – how can Council and other teams help)?
  - What are you hoping to accomplish during the coming year – and how does that fit within the stated goals in our visioning documents?
  - What can we do to support each other's goals?
  - a. **Norm Snyder: Chair**  
Reported on the monthly Council meetings. Meetings have been longer as there are many items to discuss as we move to the new Governance model. We have had discussions about the future of Westworth and communicating with the congregation.
  - b. **Bruce Tefft (member at large): Outreach, CE, Worship**
    - i. Outreach has a very ambitious agenda for the upcoming year.
    - ii. Christian Education – question to council
    - iii. Worship–
  - c. **Alma Acheson: Communication, UCW, Presbytery**  
All 3 liaison teams doing OK
  - d. **Paul Chard: M&P**  
have had regular and informal meeting with staff. Have been dealing with challenges of staff changes. Have been looking to future and also to developing feedback process for staff

- a. **Ray McClelland: for Property**  
Biggest issue has been Custodial staff changes. Other issues include getting furnace working and serviced, and wasps around the church. New team is responding to needs but still needs help of volunteers from congregation for some events.
- b. **Eunice Pratt:**  
The 3 teams she liaises with are doing well. She is learning a lot as Vice Chair.
- c. **Kirk Windsor: Presbytery rep and on Governance structure of United Church. Dorcas Windsor: Presbytery rep and Presbytery Executive rep and other Presbytery committees.**  
Presbytery restructuring going on and moving to Regions. She also spoke about number of Ministers in Winnipeg and Manitoba. There is still one Remit to be dealt with before February 2018.
- d. **Loraine MacKenzie Shepherd: Minister and Chair of Presbytery.**  
Presbytery will no longer exist after December 2018. Doing both has worked because she has given up some other outside church work, and has been able to delegate some of the work. Other Presbytery staff help make it manageable. Fall study still proves popular.
- e. **Kent Magarrell: Chair of Trustees**  
have not met this year. Waiting to see what happens with building.
- f. **Keith Love: Member at large – Fellowship, Membership, Pastoral Care**  
On behalf of Council has also been talking to Harrow and Crescent Fort Rouge regarding future of churches
- g. **Judy Brown: Fellowship**  
Has been challenging. Team has been working with Outreach. Using email contacts. Need people to help with events. Had one new person come out to potluck luncheon who may be available to help. Working on entertainment for January luncheon.
- h. **Maggie Barnett: Coordinator of Children, Youth and Family Ministry**  
Glad to be back. Working on Worthy Kids Outreach to look at within our walls and outside our walls. Messy Church has been moved to Fridays and seems to be getting a better reception. Working on several plans for the whole community – working on this with surrounding churches.
- i. **Carol Wilkie: Representing Pastoral Care**  
Team has not met but continuing with one on one visiting, and contacting congregants as necessary.
- j. **Nancy Doern White: UCW Coordinator**  
Have 3 active units and 2 inactive units whose members will continue to remain members. Thank-offering service was a big success in terms of attendance and money

raised. Big project coming up is the Bazaar that requires help from as many people as possible. Regarding Visioning document, UCW fulfills a place for fellowship, education, some outreach, and financially and this was not noted in the Visioning Document. Concerns about ongoing membership as congregation ages.

k. **Diane Riordan: Archives**

Preserve the history of the church. Through the displays the contribution of Westworth to the community is demonstrated.

l. **Shirley Watts: Membership**

Have downsized the team membership but they add additional people as needed for events such as Welcome Breakfasts. Have laid out their goals for the future (see Compiled reports from Sept 19, 2017 meeting). One big thing they want to accomplish is a new Directory but require help from other teams for this. Upcoming Newcomers Breakfast scheduled for Nov 12, 2017. Would like to work with CE regarding community projects.

m. **Peter Sim: Communications**

Thank you to Ed White who does a lot of the posting to the website. Peter has done teaching so certain people can post to website. Looking for members with skills in areas such as graphic design, writing. Hoping to be able to host a meeting regarding use of social media to promote church and church events. Westworth has a Facebook account, Twitter, and YouTube accounts.

n. **Ruth Wiwchar: Outreach**

Team has 2 new members. Very ambitious agenda for the team. Ruth Wiwchar gave a history of Outreach Ministry Team and its various ministries and resources, and also listed the many activities that the Outreach Team has been and continues to be involved with. They are only able to do all this thanks to the support of the Westworth congregation. Important to communicate to those in our church and outside of our church about the contributions to the greater good. This has been noticed outside our church at the National level.

o. **Dianne Sjoberg: Christian Education**

Had a challenging year and appreciated help from M&P, Arlene Hints, Loraine MacKenzie Shepherd, and Communication Team. Excited to have Maggie Barnett and planning many upcoming activities.

p. **Cheryl McNabb Davis: Finance**

There are ongoing financial issues but a bequest has been a help in keeping to budget. Cheryl McNabb Davis distributed the new Budget Request Form (also available electronically). Stewardship letters are done and will be distributed soon.

q. **Gerald Davis: Governance**

To be discussed in detail after break.

\*\*\*\*\*Coffee Break\*\*\*\*\*

**6. Governance Review:**

- a) Review of reporting and communication among Teams and Council – what's working and what needs tweaking?**
- i. Norm Snyder gave an update on what the Council meetings are to accomplish.
  - ii. Alma Acheson gave the process for reporting for the Council meetings and there was discussion as to how to simplify the process. (Ministry Teams send reports to their Liaison person and to the Secretary of the Board. Liaisons on Council will report on necessary items to the Council. Secretary will gather all reports and send out the compiled reports to all Team Leaders after the Council meeting. If a Team has “Nothing to Report” please send that in otherwise it will be entered as “No Report”. Minutes may be used as a report but it will be more difficult for the Liaisons to read them all and extract the pertinent items). Financial statements to be attached as well. A reminder that minutes are posted on the website.
  - iii. Direct communication between Teams is still important. It is important to distinguish between reporting to Council and communicating between Teams. It is also important to keep in mind that we are also still striving to the aims of the Visioning document.
- b) Assessing the unintended consequences (positive or otherwise) of our new structure.**
- i. Some feel it is easier to talk to others as people are more aware of the Liaisons and Team Leaders who they can talk to.
  - ii. Some Team leaders feel they are less aware of what is happening overall and they feel “out of the loop” of the overall issues of the church. Suggestions for communication included “a minute from the Council”, keep doing the bulletin inserts after Council meetings. Some members (e.g. Choir) do not get the informal communications others get while socializing in the Narthex.
  - iii. Reminder that part of the new structure includes asking other Teams for help and to work together.
  - iv. Discussion took place about helping Teams and groups to find new members. Remember that people prefer to be asked personally rather than just signing up. Concern that because there is no formal nominating committee, there may be vacancies in Leadership roles for the Teams. This is a growth process and things can change.
  - v. Directed to property – can there be clarification of what is expected of groups as to set up for various events? The needs should be cleared with Heather so both the cleaning company and the planners are aware. Reminder that it was known that there would be more help needed from volunteers in the congregation. Can property post some guidelines for pre and post events? Comes back to asking people for help. We need to look at different ways of doing things.
  - vi. Stewardship Sunday Oct 15, 2017, with pledges to be returned Oct 29, 2017.
- 7. Update on the Governance Committee's revisions to the Policy Manual.**  
Gerald Davis reported briefly on the input their ad hoc committee has received and the progress they've made to date.

\*\*\*\*\*Lunch\*\*\*\*\*

Thanks to Jennifer Snyder for providing lunch

**8. Future of the Congregation (and Building) -- roundtable discussion of the long term future of Westworth and the role of our building in that future**

**a) Update on Council activity regarding the building and possible partnering opportunities and/or new relationships**

- i. Norm Snyder reminded us that whatever happens going forward it will impact/be impacted by the physical building. Council has examined the EDGE report and had many discussions about options.
- ii. Norm Snyder distributed a recent article from The Observer regarding amalgamations. Of prime importance is engaging the congregation. Any steps taken need to be taken not just because of financial reasons, but in keeping with our Vision.
- iii. Keith Love spoke about discussions he has had with Harrow United and Crescent Fort Rouge United churches on behalf of Council regarding physical structures and common issues.
- iv. Loraine MacKenzie Shepherd also provided information regarding churches working and worshipping together, or doing joint services.

**b) Small group discussions -- what is our Vision and Purpose, what are our strengths, what are our weaknesses?**

- i. Group discussion results were listed and discussion as to how to use this information. (see end of notes).
- ii. As leaders, we need to put ourselves out there and introduce ourselves and make those we don't know feel welcome.
- iii. Loraine MacKenzie Shepherd suggested that some of us be at the back with her when she is saying goodbye to people so she can pass newcomers over for welcoming and passing information.
- iv. Before the service starts the leaders should be mixing with others instead of talking "business".

**9. Plenary session to begin with small groups reporting back and listing goals (dot matrix exercise)**

- a) Having identified potential opportunities, what role would our building/property possibly play in each instance (this was identified as something that we needed more time to discuss).
- b) How do we build consensus and determine the path to follow?
- c) What are our next steps in terms of communicating with the congregation – what is our message and what do we need in terms of input?
  - i. Need to go back to congregation to put forth the options we have been discussing. Before that we need to do workshops and education for the congregation so they are aware of the challenges facing Westworth. Suggested this be incorporated into a presentation like "Beyond these Walls" or could posters be put up for a few weeks with leaders to explain to congregants.

- ii. Need to get information to congregation. EDGE report has a good summary of issues regarding building but also needs to be presented in context and along with information such as other options.

10. **Wrap up: What is our Action Plan going forward?**

- a) We need to communicate the facts to the congregation and it needs to be done personally. The congregation needs a report on what is going on.
- b) It was suggested that there be a “Minute from Council” during the announcements after we have had meetings and this would be a good time for that.
- c) Decision to hold congregational workshops for information purposes only within the next couple of months. Specify that it is not a vote but only for information. Council to arrange presentation and date.
- d) Be prepared that the information will create anxiety amongst many congregants and we need to be positive.

11. **Benediction:** by Loraine MacKenzie Shepherd

12. **Adjourned:** at 4:23 pm

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Norm Snyder, Chair of the Board

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Alma Acheson, Secretary

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**Points from group discussions:**

**Visioning and Purpose:**

- Meaningful and challenging worship
- Outreach – a way to help people, positive impact on world, socially active/justice
- Music program
- Feeling of belonging, being part of something bigger
- Acceptance and inclusive of diversity
- Part of being Christian
- Hands, feet and heart of Christ
- Nurture and care of our own community, providing a caring community
- How to engage youth – issue oriented, something worthwhile for youth

**Strengths:**

- People – young families, Youth Coordinator, leadership. Lots of enthusiasm, positive vibe, connections and expertise, depth of caring, generosity of spirit, open mindedness
- Music
- Opportunity to live out faith
- Financially stable

- Building design
- Outreach/socially active
- Small interest groups – community

**Weaknesses:**

- Aging congregation and leadership
- Aging building (not up to code)
- Underestimate usages of building
- Large sanctuary and immovable pews
- Parking
- Don't need building to express faith
- Inflexibility in use of building
- Messaging as to who we are
- Loss of some music programs
- Youth have other commitments
- Families and individuals who only come Sunday morning
- Tradition blocking change
- How to mentor new members for leadership
- Lengthy trips – less people present
- Always requested to bring food
- No long-term plan- slow to achieve
- Not diverse, not affirming
- Many new are not welcome in Narthex and not part of small groups/community
- Location is a weakness

