

WESTWORTH UNITED CHURCH

COUNCIL MANUAL

2018

OUR MISSION: To be the hands and feet of Christ within Westworth and beyond.

OUR VALUES: We Celebrate Christian Faith. We Build Community. We Reach Out.

BEST ADVICE:

Read through the manual (and these notes) highlighting things specific to the Council, your committee or team. 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.

TABLE OF CONTENTS

A SHORT HISTORY OF WESTWORTH UNITED CHURCH.....	6
WESTWORTH MISSION.....	9
WESTWORTH VALUES STATEMENT	10
NOTES:	11
ORGANIZATION.....	12
WESTWORTH CONGREGATION	12
WESTWORTH COUNCIL.....	12
GUIDELINES AND TERMS OF REFERENCE FOR COUNCIL MEMBERS, MINISTRY TEAM LEADERS AND COMMITTEE CHAIRS.....	12
COUNCIL CHAIR	14
COUNCIL PAST/VICE CHAIR.....	15
SECRETARY TO COUNCIL	16
TREASURER	18
CHAIR, MINISTRY & PERSONNEL COMMITTEE.....	19
MEMBERS AT LARGE	20
MINISTER.....	21
MINISTRY TEAM LEADERS	22
ARCHIVES MINISTRY TEAM	23
CHRISTIAN EDUCATION MINISTRY TEAM.....	24
COMMUNITY CARE MINISTRY TEAM	26
FINANCE AND STEWARDSHIP COMMITTEE	28
MINISTRY AND PERSONNEL COMMITTEE.....	29
OUTREACH MINISTRY TEAM	30
PRESBYTERY REPRESENTATIVES.....	31
PROPERTY MINISTRY TEAM.....	32
UNITED CHURCH WOMEN (U.C.W.).....	33
TRUSTEES.....	34
WORSHIP MINISTRY TEAM.....	35
APPENDIX	37
POLICY MOTIONS.....	37
Advertising	37

Ad Hoc Committee Chairs	37
Auditor(s) Appointment	37
Bequests	37
Council Money Motions	37
Building Use Policy	37
Cancellation of Sunday Services Policy and Procedure (September 25, 2007).....	38
Candles (November 28, 2017).....	38
Church Sign Guidelines.....	38
Committed Relationships (March 22, 2005).....	38
Communion Service (1984).....	38
Email (March 24, 2009)	39
Funds.....	39
Building Reserve Fund	39
Care Fund	39
Children's Fund	39
Cuba Fund	39
Faith and Future Fund	39
Lay Leadership Fund	39
Memorial Fund	39
Gambling (June 22, 2004)	40
Google Calendar Access (September 29, 2015)	40
Key Policy (May 27, 2014)	40
Letterhead Correspondence by Council Members (September 25, 2007)	40
Liability of Council Members and Volunteers (October 26, 2004).....	40
Liability Insurance for Renter or Groups (February 22, 2017)	40
Loans For Short-falls (September 27, 2011).....	40
Manual Changes (May 26, 2009)	40
Ministry at Time of Death and Grief (October 13, 1983).....	40
Narthex Sales (May 25, 1994, Updated Jan. 25, 2001)	40
No Smoking in building (City By-Law) 2002.	41
Orientations (February, 2006)	41
Photography and Videos	41
Policy Tracking (September 25, 2007).....	41
Privacy	41
Rentals.....	42
Risk Assessment (February, 2006).....	42
Safe Work Policy (February 22, 2017)	42
Screening of Staff (June 22, 2004).....	43
Screening of Volunteers (February 2006).....	43

Security System (March 24, 2009).....	43
Template Reports (August 26, 2008).....	43
Ticket Sales (September 19, 2017).....	43
Vault Use (January 24, 1996).....	43
Video Licensing (September 30, 2014).....	43
Wall Use (May 15, 2000; October 3, 2000).....	43
Weddings (September 30, 2014).....	44
Honourarium (April 24, 2018).....	44
MINISTRY AT TIME OF DEATH AND GRIEF.....	45
WEDDING POLICIES.....	47
TERMS & CONDITIONS FOR USE OF WESTWORTH UNITED CHURCH (WUC) SPACE.....	49
WESTWORTH CHURCH FUNDS GUIDELINES.....	51
CHILDREN'S FUND POLICIES AND GUIDELINES	51
FAITH AND FUTURE FUND	52
LAY LEADERSHIP DEVELOPMENT FUND GUIDELINES	55
LAY LEADERSHIP DEVELOPMENT FUND COMMITTEE	56
MEMORIAL FUND.....	56
SPECIAL APPEALS FUND.....	56
COUNCIL MEETING TEMPLATE.....	57
WESTWORTH COMMITTEE/MINISTRY TEAM ANNUAL GOALS & ACTION PLAN.....	58
RISK IDENTIFICATION CHECKLIST	59
AD HOC COMMITTEE TITLE TEMPLATE.....	61
WESTWORTH UNITED CHURCH FUNDRAISING NOTIFICATION FORM...	62
WESTWORTH UNITED CHURCH FUNDRAISING GUIDELINES	63
COUNTER AND SUMMARY SHEET PAGE 1	64
COUNTER AND SUMMARY SHEET PAGE 2	65
HEAD COUNTER SHEET PAGE 1	66
HEAD COUNTER SHEET PAGE 2	67

A SHORT HISTORY OF WESTWORTH UNITED CHURCH

Westworth United Church began in the post-World War II era at a time of huge population growth related to the “baby boom”. The City of Winnipeg’s home building expansion had reached West Grosvenor. At that time Corydon Avenue ended at Cambridge Street and there was no Grant Avenue. A decision was made to purchase the original lot at Haskins (Grosvenor) and Lanark. The name Westworth was created from “West”, from West River Heights and “worth” from the Duckworth name to recognize his contribution to the formation of the church.

On December 10, 1950, Westworth’s first minister, Dr. Duckworth, led Westworth’s first service in a prefabricated building on the site at Haskins and Lanark. So many people came to the service that the ushers had to go to homes up and down the lane to ask for chairs. Sunday school required two sessions. At the services on January 14th and 21st, members were received into the new congregation. In those days the standing joke was that if you really wanted a seat you should join the choir.

The congregation wanted a permanent structure and they agreed that the Christian Education Auditorium (gym) should be a priority with the Sanctuary coming later. The number of children attending Sunday- School was large and increasing. Classroom space and space for mid-week activities was desperately needed. The early days saw the formation of many groups such as: Explorers, CGIT, Tyros, Trail Rangers, Sigma-C, AOTS men’s group, Woman’s Association, Woman’s Missionary Service. The Christian Education building was dedicated in December 1954.

The cornerstone for the present sanctuary was laid on September 28, 1958, and a time capsule was placed in a cavity of the foundation. Various groups were asked to participate in furnishing the sanctuary. The Women’s Association, being the largest of Westworth’s organizations, was asked to take on the cost of the windows and pews. Leo Mol designed the window depicting the Last Supper, the glass being ordered from England. He also designed the eight stained glass chapel windows. The sanctuary was dedicated in March 1959.

In 2002, following consideration of the changing needs of the congregation and a successful Capital Campaign, extensive renovations were undertaken. The sanctuary and narthex were remodeled. Accessibility issues were addressed with spaces added in the Sanctuary to accommodate those who needed extra space, as well as a ramp to the Chancel area, so that everyone could participate in worship leadership. An elevator was included to allow access to three levels of the building. The Library, coffee area and new washrooms were added to the narthex area. Fire safety upgrades were installed including a new sprinkler system and staircase to the Auditorium.

The ministry of music has always been extremely important in the life of Westworth. The first choir was organized in 1952 with Dr. Roy Martin as director and Bessie Williams as organist. In 1957 the first Junior choir was formed under the leadership of Jean Spence. In 1967, Lorna Watson organized the Cherub choir for 4-7 year olds. In 1971, the Intermediate choir was formed under her leadership for those wanting to continue singing but not yet being ready for the senior choir. Ruth Wiwchar took over the Junior choir in 1976. In 1975

Dorcas Windsor became the organist at Westworth, a position she still holds. In 1986 John Standing retired as Senior Choir Director and this position was filled by Ruth Wiwchar, a position she held for the next 25 years. Stuart Sladden held this position from 2011-2015 when Deborah McLeod started in the fall of 2015. In 1988, Morna-June Morrow organized a Handbell Choir, which she led for the next 25 years. The Westworth Winds under the leadership of Ray McClelland was formed in 1994 and still continues under his leadership. Ray also leads Rockers United and Haskins St. Band.

Westworth congregation rewrote their mission statement in 2014. The mission of Westworth is, “To be the hands and feet of Christ within Westworth and beyond”. A Visioning report highlighted three areas of importance for the Board and congregation to focus on – the celebration of our Faith, building community, and reaching out to the larger community.

As you look back at the history of Westworth, the dedication of the congregation to the wider church and those in need is very evident. There has been great importance placed on supporting the Mission and Service Fund, West Broadway Community Ministry, Rossbrook House, Habitat for Humanity, and Winnipeg Harvest, to name but a few. Westworth has a strong history of supporting refugees. In 1957, the Hungarian family of Mr. and Mrs. Sziland Mate was sponsored. In 1979 Westworth gave support to the Trans, a family of 10 Vietnamese boat people. In 1989, support was given to a family from El Salvador. In 2009, support was given to the Ardila family from Columbia. In 2015, Westworth helped to form REFUGE, an interfaith and ecumenical group, which sponsored three Syrian families (24 people).

In 1996, Westworth entered into a partnership agreement with Luyanó Presbyterian Reformed Church in Havana, Cuba. There have been reciprocal visits by lay members and Ministerial staff. The youth of the church have made two trips to Luyanó. Westworth supports Luyanó’s Children’s Christmas party every year.

The governance of Westworth in the early days was by the Session and the Stewards. A single board structure of governance was proposed in 1980. The Official Board would consist of approximately 30 members elected at the Annual meeting and include the chairs of all standing and ad hoc committees, the Chair of the Trustees, the UCW Coordinator, Presbytery representatives and members at large. This method of governance was implemented in 1981. A committee was struck in 2016 to reconsider the Board and governance structure. A recommendation was accepted by the Board to introduce a new structure with a Council focussing on visioning and Ministry Teams implementing the vision.

The role of women in the church has evolved over the years. Their role in the beginning was more of a serving and assisting capacity rather than leading. It was not until 1969 that women were elected as “elders” and the first female Chair of the Official Board was Blanche Christie in 1986. The United Church Women’s group was formed in 1962 from an amalgamation of the Women’s Missionary Society and the Women’s Association. This group of women have been responsible for many fundraising activities over the years and continue to organize the Annual Bazaar and Rummage sales each year. The first female minister at Westworth was Rev. Eleanor Geib, who began in 1979 and continued her ministry for the next 20 years.

In 2015 Westworth United celebrated its 65th anniversary. During that time there have only been nine ministers. Dr. Duckworth (1950-51), Rev. Allan Simpson(1951-1971), Dr. Fred McNally (1971-1979), Rev. Ian

MacDonald(1973-1979), Rev. Eleanor Geib (1979-1999), Rev. Terry Hidichuk (1981-1986), Rev. J Clark Saunders (1999-2012), Rev. Mona Denton (2001-2015), Rev. Dr. Loraine MacKenzie Shepherd (2013-).

All Things are Possible, a history of Westworth United Church from 1950-1990, was published in 1993 and is available in the church library. Most of the facts for this historical overview are taken from that book. A debt of gratitude is owed to those responsible for this work. In this book there is a quote by R. Brock Saunders, who was a candidate for the ministry. He defines that an ideal congregation should be – a warm, accepting and outreaching fellowship. This is what he found at Westworth. This is a description we still hold as a goal.

Today we hold up our Mission and Values Statements to all those who journey with the congregation.

WESTWORTH MISSION

We are the hands and feet of Christ, within Westworth and beyond.

Our Mission calls us all to a ministry in our church using the spiritual gifts we have been given, to lift up the body of Christ and to serve our church community and wider community. Servant leadership is what we ask our new Council and Ministry teams to reflect as we offer our various skills and interests as the hands and feet of Christ. We ask our leaders:

- to listen and consider the needs of the congregation and the community as they plan for the present and the future;
- to care for the people they lead and serve;
- to be stewards of our time, financial, and human resources;
- to commit to building faith through example in our church community.

WESTWORTH VALUES STATEMENT

We Celebrate Christian Faith through:

- thoughtful and challenging worship
- opening ourselves to spiritual growth
- encouraging all to share their gifts
- 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
- embracing the contributions of all generations

We Reach Out by:

- actively offering our time, talents and resources
- advocating for social justice
- demonstrating compassion
- living our commitment to service in all our relationships.

In support of our Values, as leaders we:

- acknowledge that we are different from each other
- recognize that we are responsible for our own words and actions
- make a commitment to:
 - nurture a safe and welcoming community
 - honour each other's inherent worth
 - assume good will on the part of each other
 - listen to each other with care
 - speak to and about each other with respect
 - be honest with each other
 - talk directly to each other even when differences exist
 - ask for help when conflict is too difficult to handle alone

NOTES:

- The Leadership Team consists of Council, Ministry Team Leaders, Chairs of Committees and Ad-Hoc Committees, Chair of Trustees, UCW Coordinator and Presbytery Representatives.
- The Leadership Team represents the Council and congregation in the larger community.
- It is important to recognize that the Leadership Team (excluding staff) is 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 Chairs and Ministry Team Leaders to insist on respectful dialogue. It is the right of every member of: the Council, Committees, Ministry Teams, and other Leadership groups to expect all opinions to be heard in a respectful manner as long as they are delivered in a respectful manner.**
- Staff members are there to support the work of the congregation and are great resources for the Council members and their committees.
- Our Minister is an ex officio member of the Committees (other than Ministry & Personnel) and Ministry Teams and is a member of the Trustees. Please check with the Staff members working with your Committee or Team 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/ Team or have a concern about how a staff member is handling their responsibilities in connection with the work they do for your Committee/Team, contact the Ministry and Personnel Committee Chair.***
- If Committees/Teams wish to request a change in how a Staff person works with them, the M & P Committee must be consulted.
- Each Committee, Ministry Team, and other Leadership Group (not the Church Office Administrator) is responsible for the taking of notes when planning, delivering and evaluating the work of their group.

ORGANIZATION

WESTWORTH CONGREGATION

OUR CONGREGATION is composed of full members (those who have joined Westworth by Confirmation, Profession of Faith or by Transfer) and adherents (those who contribute regularly to the life and work of the congregation but are not full members). At the Annual Meeting, on a date set by the Council, the congregation elects, on recommendation of the Council or by nominations from the floor, Council members, Committee Chairs, Team Leaders, Trustees, and Presbytery Representatives.

WESTWORTH COUNCIL

OUR COUNCIL is a management council, responsible for the overall vision and day to day ministries of the Westworth congregation, and sets policy for our congregation. The Council has the powers of the congregation vested in it and is responsible for managing the affairs and assets of the congregation, through the Council, Committees and Ministry Teams. The Council develops, provides, and models appropriate and respectful conflict resolution processes. The Council is accountable to the congregation (B.7.1 U.C.C. Manual)

The Council reviews Committee and Team Terms of Reference regularly.

GUIDELINES AND TERMS OF REFERENCE FOR COUNCIL MEMBERS, MINISTRY TEAM LEADERS AND COMMITTEE CHAIRS

- The term of office of the Council Chair is two years, non-renewable. The Past Chair serves for one year following their term as Council Chair to support the incoming Chair and is non-renewable. The Vice-Chair serves for one year prior to their term as Council Chair to familiarize themselves with the life of the congregation and to support the current Chair. The term of office for Committee Chairs and Ministry Team Leaders is two years (with the exception of the Faith and Future Fund Committee), renewable to a maximum of six years, unless otherwise specified. Currently, Presbytery Representatives and Trustees have unlimited terms.
- A leader of each Ministry Team reports to Council, through their assigned Liaison, the Committee/Team's activities, actions, decisions, policy proposals, requests to meet with Council, approval for anything outside of their mandate and anything impacting other Committees or Ministry teams. The Liaison will initiate this contact. These reports will be shared with Council and added to each Council Meeting Minutes.
- *The Council Chair ensures that each Member of the Leadership Team* receives an agenda at least 24 hours before the Council meeting.
- The Council Secretary ensures all members of the Leadership Team and the Office Administrator receive Council Meeting minutes. A copy of these Minutes, including Ministry Team reports, is to be submitted to the Westworth Archives. Minutes will appear on the Westworth website.
- Quorum for Council, Congregational and Annual meetings is the lessor of 20 persons or 1/3 of the total number of members. The incumbent 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 Council meeting:

- a. Presbytery can be asked to appoint someone to fill in; or
 - b. The meeting can proceed and all decisions made brought to a later Council meeting for ratification, when the minister is present; or
 - c. The meeting can be rescheduled.
- Each Committee and Ministry Team prepares and distributes minutes of meetings to individual members of the Committee.
- Each Committee and Ministry Team has an annual budget. A Treasurer keeps records of finances and prepares a financial statement. If there is no Treasurer, the Chair assumes this responsibility.
- Each Committee and Ministry Team is to submit an Annual Report to the Church Office Administrator **6 weeks prior to our Annual General Meeting**, 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. The action plan is to be developed with reference to the Leadership Team's goals.
- **Ad hoc Committees** should have appropriate written committee *Terms of Reference* to include their mandate, goals/responsibilities, reporting requirements (when and to whom), and length of commitment.
- **Ad hoc Committee Chairs** and are required to submit annual reports unless otherwise indicated in their Terms of Reference. These Ad hoc Committee Chairs liaise with the Chair of Council.
- Subcommittee Chairs do not attend Council meetings but do report to the Committee/Ministry Team with which they are associated.
- Each Committee/Ministry Team conducts a risk assessment review by their final committee meeting each year (January at the latest) using the United Church checklist located in the appendix of this manual.
- Meetings for the Council are normally held in January, February, March, April, May, June, September, October, and November. Summer meetings are held as required. A crossover meeting with out-going and incoming members of Council will be held at the first meeting following the Annual General Meeting.
- All Council 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 Ministry Team leader who has business to be discussed may attend a Council Meeting to make a presentation. All meetings are open, except those of the Ministry and Personnel Committee or any other body discussing confidential matters.
- A Board of Trustees holds the church property in trust as outlined in the United Church Manual.
- The Council is responsible for church membership.
- Council calls and plans for the congregation's Annual General Meeting

COUNCIL CHAIR

The Council Chair is asked to provide leadership within the congregation, taking responsibility for the facilitation and chairing of the Council, Leadership Team and congregational meetings (except for meetings called by Presbytery). The Chair is asked to carry out these following responsibilities in a respectful and inclusive manner and to encourage other leaders to conduct themselves in the same manner. It is important for this person to encourage the congregation to consider all aspects of its life to enrich individual's faith journeys and consider the needs of those in our larger community.

The Ministry of the Chair:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry Teams and Committees, as well as others that may be affected by their actions and decisions.

Responsibilities:

- call for votes and announce the results; vote only if there is a tie. (6.1.2 United Church Manual)
- set Council meeting dates for the duration of their term following the Annual Meeting that elects the Chair.
- notify Secretary of Council when request for reports and report templates should be distributed to Leadership Team
- plan Annual General Meeting (AGM) with Council assistance as required
- submit annual report for consideration at the AGM
- provide an orientation about the work of Council, the Leadership Team, and the Manual, for all new members of the Leadership Team prior to the first meeting of a new Council
- assist with the determination of appropriate number of members for quorum
- facilitate Leadership Team gathering to set annual goals
- communicate Council's annual priorities to the congregation
- plan and lead annual planning meeting, in consultation with paid staff, to communicate annual goals, in cooperation with the Ministry & Personnel Committee
- consult regularly with our Minister to enhance planning and cooperation within the staff and congregation
- communicate regularly with the congregation regarding Council activities, actions taken, new policies, new directions, projects and other items as necessary

Accountability: to the Westworth congregation and Council

Term: is elected by the congregation and holds office for the term set by the congregation (6.1.1 United Church Manual), currently 2 years, non renewable.

COUNCIL PAST/VICE CHAIR

The Council Past/Vice Chair is asked to provide leadership within the congregation. The Past/Vice Chair is asked to carry out the following responsibilities in a respectful and inclusive manner and to encourage other leaders to conduct themselves in the same manner. It is important for this person to encourage the congregation to consider all aspects of its life to enrich individual's faith journeys and consider the needs of those in our larger community.

The Ministry of the Past/Vice Chair:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry teams and others that may be affected by their actions and decisions.

Responsibilities:

- attend all Council meetings
- support the work of the Council and Ministry Teams
- as Vice Chair, assume position of Chair at the end of one year, or as needed
- as Past Chair, support work of current Chair
- up-date the Westworth Council Manual as required and on a regular basis
- assist with the identification of congregation members who may wish to participate in the responsibilities of the Council
- be responsible for initiating the process to fill vacant leadership positions for the following year
- assume responsibilities as required in consultation with the Council Chair, including filling the position of Chair in the absence of the current Chair
- liaise with Archives & Property Teams as well as Trustees

Accountability: to the Westworth congregation and Council

Term: is elected by the congregation and holds office for the term set by the congregation, currently 1 year.

SECRETARY TO COUNCIL

The Secretary to Council is asked to provide leadership by attending all Council and Congregational meetings to take accurate minutes that reflect the actions and decisions of the Council. Our Council Secretary is asked to carry out these following responsibilities in a respectful and inclusive manner.

The Ministry of the Secretary:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry teams and others that may be affected by their actions and decisions.

Responsibilities

- provide notice of meeting and report templates to Leadership Team before each Council meeting, as advised by the Council Chair or other person designated (B.7.7.2 United Church Manual)
- 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 Council 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 Council 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 Community Care Team/Office Administrator
 - h. 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.
 - i. 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 and send to archives
- keep a separate record of all motions which impact Policy (master list) and regularly send updates to the Church Office Administrator, Board Chair, & Minister
- prepare appropriate insert for bulletin following Council meetings to communicate actions taken by the Council

- ensure all members of the Leadership Team and the Office Administrator receive Council Meeting minutes
- liaise with Presbytery Representatives, Communications Team and UCW
- mentor successor

Further instructions are in the Board Secretary's Green Binder. Oct/09

Accountability: to the Westworth congregation and Council

Term: is elected by the congregation and holds office for the term set by the congregation, currently 1 year, but may be extended

TREASURER

The Treasurer is asked to provide leadership that will assist the congregation in understanding the stewardship of our resources, time, talents and money. The responsibilities of this position include acting as Chair of the Finance Committee, and membership on the Council. The Treasurer is asked to carry out their responsibilities in a respectful and inclusive manner.

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 Council of an annual financial plan. This Committee's work is to meet the requirements of the United Church of Canada.

The Ministry of the Treasurer:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry Teams and others that may be affected by their actions and decisions.

Responsibilities:

- attend all Council meetings
- communicate congregation's financial situation to the Council, as well as general stewardship needs
- liaise with Finance Committee and Stewardship team, as required
- provide representative to serve on Special Appeals and Children's Fund team
- present annual budget to the Annual General Meeting
- be familiar with Committee description and responsibilities as well as the United Church Financial Handbook for Congregations
- mentor successor

Accountability: to the Westworth Council and congregation

Term: is elected by the congregation and holds office for the term set by the congregation. Treasurer remains on the Finance Committee for 1 year in an advisory capacity, following the end of the original term.

CHAIR, MINISTRY & PERSONNEL COMMITTEE

The Ministry & Personnel Committee (M&P) is asked to provide leadership in matters relating to our staff allowing our staff to understand and carry out their responsibilities and to facilitate good relationships between staff and congregation members. The Chair of M&P is asked to carry out their responsibilities in a respectful and inclusive manner.

The Ministry of the Chair, Ministry and Personnel Committee:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry Teams and others that may be affected by their actions and decisions.

Responsibilities:

- attend all Council meetings
- assign Committee/Staff liaisons and facilitate their work
- submit annual report for consideration at the AGM
- communicate issues pertaining to staff needs to Council
- assist with conflict identification and resolution between Council or congregation and staff
- mentor successor

Be familiar with the Committee description outlining other responsibilities and the current United Church M&P Committee Handbook and Employment Guidelines for Lay Employees

Accountability: to the Westworth Council and congregation

Term: is elected by the congregation and holds office for the term set by the congregation, currently 2 years, but may be extended.

MEMBERS AT LARGE

Members at large are asked to provide leadership through their participation in the Westworth Council and their active involvement as liaisons with Ministry Teams. They are asked to carry out their responsibilities in a respectful and inclusive manner.

The Ministry of the Members at Large:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry Teams and others that may be affected by their actions and decisions.

Responsibilities

- attend all Council meetings
- become familiar with the responsibilities of the Ministry Teams that you will be reporting for and representing at Council and meet the leaders of these Teams
- liaise with Ministry Teams, as designated, prior to each Council meeting
- identify issues that arise from conversations with Ministry Teams that may need to be considered by the Council
- encourage consultation between Ministry Teams as required to help minimize duplication of effort
- hold the Mission and Vision statements before the Council and Congregation
- mentor successor

Accountability: to the Westworth Council and congregation

Term: is elected by the congregation and holds office for the term set by the congregation

MINISTER

Our Minister is asked to provide leadership by assisting the Leadership Team and congregation to fulfill their Mission by encouraging new goals and new initiatives that support the Mission while up-holding what is already productive and Spirit-filled. These responsibilities are to be carried out in a respectful and inclusive manner.

The work of the Minister on Council

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry Teams and others that may be affected by their actions and decisions.

Responsibilities

- attend all Council meetings
- meet, at least, on an annual basis, with each Ministry Team and Committee, as needed
- assist with the identification of educational needs of the Council, Ministry Teams and Committees and provide resources to meet the needs
- assist with the identification/development of resources to inspire and develop faith, commitment and relationships within the congregation
- other responsibilities as outlined in the Minister's Position Description

Accountability: to the congregation through the Ministry & Personnel Committee

ADDITIONAL LEADERSHIP TEAM DESCRIPTIONS follow on the next page.

MINISTRY TEAM LEADERS

Ministry Team Leaders, both individual leaders and as a group, are asked to provide leadership in their specific area of interest, as well as part of the Westworth Leadership Team. They are asked to:

- set a positive tone through their leadership and encourage new approaches to how faith and relationships are enriched within their area of responsibility
- develop activities or programming that will meet the needs of the congregation and meet the goals set by the Council
- carry out their responsibilities in a respectful and inclusive manner.

The Ministry of Ministry Team Leaders:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry Teams and others that may be affected by their actions and decisions.

Responsibilities:

- develop an understanding, with team members, of the purpose of your team's ministry and how each person may contribute, based on team mandates and responsibilities
- assist team in understanding the responsibilities
- encourage communications and cooperation between Ministry Teams – consider how one team's decision may affect another team and consult with them
- attend, or send designate to Leadership Team retreats to assist with congregational goal setting
- set annual goals with team; develop ways to meet them;
- plan annual evaluation of team's efforts (see Appendix for WESTWORTH COMMITTEE/MINISTRY TEAM ANNUAL GOALS & ACTION PLAN template to help with planning and evaluation)
- encourage faith-building within the team
- maintain the confidentiality of information shared at meetings, as well as personal information collected in accordance with the Westworth Church Privacy policies
- attend Council meetings occasionally, as invited, or Ministry Team requests
- approval from Council must be received before any Ministry Team spends more than the amount they have received in their annual budget
- submit budget request as directed by Council
- write annual report, including financial statement
- encourage other congregants to participate in Ministry Team according to their interests and gifts
- record names of people who participate
- mentor successor(s)
- remain on the Team for no less than six months after relinquishing the leadership to support the on-going efforts of the Team

Accountability: to the Westworth Council and congregation

Term: is appointed by the congregation and holds office for the term set by the congregation (as described in the individual Ministry Team descriptions)

ARCHIVES MINISTRY TEAM

This Ministry Team is asked to provide leadership in acquiring, organizing and storing materials that have historical significance to our congregation and contribute to telling our stories.

The Ministry of this Team:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with other Ministry Teams that may be affected by the Team's decisions, as necessary.

Responsibilities:

- promote an understanding and appreciation of the story of the congregation in a variety of ways (eg. displays in the memorial cabinet); consider ways to work with other ministry teams to share Westworth's story
- describe and record items in the Finding Aids
- provide assistance to those wishing to use the Archives
- forward, periodically, an up-dated Westworth Archives "Finding Guide" to the Conference of Manitoba & Northwestern Ontario United Church Archives
- keep a record of all items donated to Westworth, given as memorial tributes, or deemed to have archival value
- store in the Archives a paper copy of the Official Role, and a copy of the inventory of Church contents and possessions
- determine what items may be hung on the church building walls and what may be removed from the walls, in consultation with the Property Ministry Team
- "decommission" (remove from Archive inventory) any Archival artifacts when they are being discarded by the church.
- in keeping with standard archival practice confine usage of archival material from Westworth Archives to the church building.
- advise Council, Ministry Teams, groups and congregation about what kinds of items should be given to the Archives (films, oral tapes, documents, photographs, artifacts, architectural drawings)
- recruit new team members or additional help, as required, with assistance from Council, if necessary.

Accountability: to the Westworth congregation and Council

- Communicate regularly with Council, through their liaison, to report on activities, actions taken, policy recommendations, requests to meet with Council, approval for anything outside of their mandate and anything impacting other Ministry teams
- Provide proposed annual budget to Council, as directed
- Provide a written report of the Ministry Team's work, to include a financial report, for inclusion in the Annual Report.

Term & Membership: Ministry Team Leader or Co-Leaders, 2 years, renewable to a maximum of 6 years

- Minister, ex officio

Meetings: as required to carry out this Ministry effectively.

CHRISTIAN EDUCATION MINISTRY TEAM

This Ministry Team is asked to initiate and coordinate a variety of programs and activities designed to provide meaningful faith development opportunities for children, youth, and families, in partnership with the Coordinator for Children, Youth and Family Ministries, and those involved in the programs and activities.

The Ministry of this Team:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with other Ministry Teams that may be affected by the Team's decisions, as necessary.

Responsibilities:

- develop strategic directions for the programs, based on identified needs
- recruit, train and support leaders and teachers for C.E. programs
- allocate C.E. group space, in consultation with Property Committee and Church Administrator
- ensure that groups coming under their auspices make an annual financial report to the Ministry Team
- receive (through the Leader of this Team) information from the Abuse Registry and provide appropriate follow-up
- evaluate curriculum and programs with the Coordinator for Children, Youth and Family Ministries, making changes when advisable
- be responsible, with the Librarian, for choosing and maintaining relevant books, periodicals, and other literature in the Library
- invite other Ministry Teams to suggest/purchase resources for the Library
- invite the participation of interested people in the congregation in leading faith building opportunities – short term or long term
- recruit new team members or additional help, as required, with assistance from Council, if necessary.

Accountability: to the Westworth congregation and Council

- communicate regularly with Council, through their liaison, to report on activities, actions taken, policy recommendations, requests to meet with Council, approval for anything outside of their mandate and anything impacting other Ministry teams
- provide proposed annual budget to Council, as directed
- provide a written report of the Ministry Team's work, including a financial report, for inclusion in the Annual Report.

Term & Membership: Ministry Team Leader or Co-Leaders 2 years, renewable to a maximum of 6 years

- leaders of groups that are assisting the Team, as required
- Librarian
- Coordinator of Children, Youth and Family Ministries
- Minister, ex-officio

Meetings: as required to carry out this Ministry effectively.

COMMUNICATIONS MINISTRY TEAM

The Communication Committee is asked to lead the efforts of the congregation to develop and distribute information about activities and general news to current and prospective Westworth members and to the wider community in order to strengthen relationships and tell our stories. The Team will use all forms of media, including electronic and social, in a cost-effective, respectful and inclusive manner.

The Ministry of this Team:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with other Ministry teams that may be affected by the Team's decisions, as necessary.

Responsibilities

- provide tools for the congregation to facilitate internal communication—may include Church Directory in consultation with other teams, and newsletters
- let Ministry Teams know how to send information to the Communications Team and what information the Communications Team would like to receive.
- 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.
- encourage contributions from Teams and groups that may be used to enhance the website, Facebook page or other media outlets.
- maintain and update the church website.
- take responsibility for the outdoor Church Sign in consultation with Minister
- recruit new team members or additional help, as required, with assistance from Council, if necessary.

Accountability: to the Westworth congregation and Council

- communicate regularly with Council, through their liaison, to report on activities, actions, decisions, policy recommendations, requests to meet with Council, approval for anything outside of their mandate and anything impacting other Ministry Teams
- provide proposed annual budget to Council, as directed
- provide a written report of the Ministry Team's work, to include a financial report, for inclusion in the Annual Report

Terms & Membership: Ministry Team Leaders 2 years, renewable to a maximum of 6 years

- Minister, ex officio

Meetings: as required to carry out this Ministry effectively

COMMUNITY CARE MINISTRY TEAM

This Ministry Team is asked to provide leadership in the development and implementation of strategies to connect and care for all who are involved in the Westworth congregation. These strategies would include the identification, welcome, orientation and integration of new people into the life of the congregation. This would include assessing and using new and traditional approaches that contribute to the building of connection and commitment to the Westworth community. This Team would support the continuing relationship between individuals and the congregation through community building events and by arranging appropriate pastoral care as needed, in consultation and cooperation with our Minister. This ministry should encourage the participation of others to assist with care, such as one-on-one visitors, as needs are identified by this Ministry Team. This Ministry Team is an amalgamation of the former Fellowship, Membership and Pastoral Care Teams.

The Ministry of this Team:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with other Ministry Teams that may be affected by the Team's decisions, as necessary

Responsibilities:

- work closely with the Church Office Administrator and Minister, on behalf of the Council, to:
 - a. oversee Observer subscriptions of the congregation
- arrange for the sending of a letter of thanks and invitation to those people who sign the guest register and include an address
- assist with the identification of gifts and talents of people who attend Westworth
- encourage and train team members and others in the congregation to offer hospitality to guests and congregants, in the Spirit of the Church
- contact members and adherents who are no longer attending or not regularly attending
- provide support for those who have agreed to perform tasks in relation to the congregation's pastoral care activities (e.g. flower delivery teams, one-on-one visitation team, and card delivery) and recruit people to convene these activities.
- consider new ways of offering pastoral care to meet the changing needs of people in our community, and initiate new programs, as required
- assist the congregation in communicating pastoral care needs to the Minister or the church office, and identify those who would benefit from regular contact.
- arrange for training, support and a yearly check-in for one-on-one visitors or other pastoral care volunteers as needed.
- identify and initiate opportunities for community building
- arrange for conveners for funeral receptions.
- work closely with the Office Administrator to arrange scheduling, seating and table arrangements for Community Care sponsored functions

- invite and include individuals in providing practical support for Community Care sponsored events
- recruit new team members to facilitate succession, with assistance from Council, if necessary.

Accountability: to the Westworth congregation and Council

- communicate regularly with Council, through liaison, to report on activities, actions, decisions, policy recommendations, requests to meet with Council, approval for anything outside of their mandate and anything impacting other Ministry Teams
- provide proposed annual budget to Council, as directed
- provide a written report of the Ministry Team's work, to include a financial report, for inclusion in the Annual Report.

Term & Membership: Ministry Team Leader or Co-Leaders 2 years, renewable to a maximum of 6 years

- Leaders of groups that are assisting the Team, as required
- Minister, ex officio

Meetings: as required to carry out this Ministry effectively

FINANCE AND STEWARDSHIP COMMITTEE

This Finance and Stewardship Committee is asked to provide leadership that will assist the congregation in understanding our stewardship needs, both financial and time. The Committee is responsible for related financial activities within the church including treasury, stewardship, budget expectations, on-going financial reporting and recommendation of an annual financial plan to the Council.

The Ministry of the Finance and Stewardship Committee:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry Teams and others that may be affected by their actions and decisions.

Responsibilities:

- Prepare a budget for approval by the Council, to be include in the Annual Report presented for approval by the congregation at the Annual Meeting.
- Plan an annual stewardship campaign to make the resource needs known to the congregation, both financial and time.
- Manage the budget within approved allotments.
- Approve or deny requests from committees for expenditures over and above budgeted amounts.
- Manage church money investments, following guidance from the Trustees, 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 Accountant.
- Allocate the Special Appeals Fund through the Special Appeals Committee on an annual basis.
- Coordinate and approve all financial appeals, including congregational fundraising events, to best meet the needs of the congregation.
- Establish, through the budget, the annual giving to M & S from the congregation.
- Provide offering counters for each church service.
- Ensure that proper dual counting procedures are followed for all services or fundraising events.
- Recruit new team members or additional help, as required, with assistance from Council, if necessary.

Accountability

To the Congregation and Council

Membership

Chair, Vice-Chair, Past Chair, Secretary, 5 members, Minister

The Chair is a Council member and attends and reports at Council meetings or is represented by a suitable alternate.

The Church Accountant, a paid staff member, maintains the financial books in support of the Finance and Stewardship Committee.

Meetings: Monthly, September to June, or as required to complete the work of this Committee

MINISTRY AND PERSONNEL COMMITTEE

This Ministry and Personnel Committee (M&P) is asked to provide leadership in matters relating to our staff including hiring, orientation to their tasks and the congregation, and evaluation. M&P will provide on-going support to our Staff, as required. The Committee is responsible for giving fair advice and guidance in all related matters, either directly to affected staff or to the committee chair(s) or Ministry Team leaders to whom a staff member may report. The Committee's support would allow our staff to understand and carry out their responsibilities and facilitate good relationships between staff and congregation members. The exception to this is regarding Ministry personnel, where certain matters are governed by the United Church of Canada.

The Ministry of this Committee:

- Is to be accomplished respecting Westworth's mission, core values and policies
- Is to meet annual goals within approved annual budget
- Is to be done in consultation with other Ministry teams that may be affected by the Team's decisions, as necessary.

Responsibilities:

- 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, and act, as appropriate
- Following the congregation's Annual Meeting, organize a meeting to speak with the staff, as a team, outlining the congregation's goals for the following year.
- Assist staff to support those goals as appropriate
- Review and evaluate annually, the effectiveness of the Church staff as it relates to the Church goals, programs defined by the Council, and other responsibilities.
- Maintain close liaison with the Pastoral Relations committee of Presbytery (see United Church Manual).
- Liaise with Committee/Ministry Team leaders, as necessary, regarding staff issues.
- mentor successors

Accountability: to the Westworth congregation, Council, and United Church of Canada

- Communicate regularly with Council to report on concerns, activities, actions taken, as appropriate, policy recommendations, approval for anything outside of their mandate and anything impacting Ministry teams
- Provide proposed annual budget to Council, as directed
- Provide a written report of the Committee's work, to include a financial report, for inclusion in the Annual Report.

Membership: Chair, Secretary, 3 – 5 members, as required

Meetings: At least 4 per year

OUTREACH MINISTRY TEAM

The Outreach Ministry Team is asked to raise awareness and understanding of issues related to social justice and environmental stewardship from the perspective and values of a faith community. The Ministry Team acts as a liaison between the Westworth congregation and the larger community, identifying the needs and struggles of people locally, nationally and around the world and providing a variety of opportunities for congregants to actively live out their commitment to social justice.

The Ministry of this Team:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with other Ministry Teams that may be affected by the Team's decisions, as necessary.

Responsibilities

- be aware of the issues in the community, province, nation, and world, which call for an informed Christian response
- assist the congregation to understand social issues and provide a variety of opportunities for congregants to actively live out their commitment to social justice and enrich their faith
- maintain liaison between the congregation, other committees of the church, and the wider United Church of Canada
- 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
- recruit new team members or additional help, as required, with assistance from Council, if necessary

Accountability: to the Westworth congregation and Council

- communicate regularly with Council, through their liaison, to report on activities, actions, decisions, policy recommendations, requests to meet with Council, approval for anything outside of their mandate and anything impacting other Ministry Teams
- provide proposed annual budget to Council, as directed
- provide a written report of the Ministry Team's work, including a financial report, for inclusion in the Annual Report.

Term & Membership: Ministry Team Leader or Co-Leaders 2 years, renewable to a maximum of 6 years

- Leaders of groups that are assisting the Team, as required
- Minister, ex officio

Meetings: as required to carry out this Ministry effectively

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 Council including recommended actions that should be taken by the Church.

Responsibilities

- represent Westworth at Presbytery and Conference
- attend Winnipeg Presbytery meetings monthly, September to June, and the annual meeting of the Conference of Manitoba and Northwestern Ontario,
- be involved in one of the Committees of Presbytery or Conference.
- report special issues or concerns of the wider Church and recommend an action to the Council
- communicate Presbytery activities to Westworth on a regular basis
- attend Council meetings as required, and annual Leadership Team gatherings to assist with congregational goal setting and evaluation

Accountability

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

Terms

- indefinite term
- One Presbyter for every one hundred members of the congregation

PROPERTY MINISTRY TEAM

The Property Ministry Team cares for our building and grounds so that all who come in find a welcoming, clean, and safe place to work and worship. The Team is responsible for arranging appropriate custodial activities, upkeep of the building and grounds, and refurbishment in a cost-effective manner. This Team also manages the rentals by working closely with staff to arrange scheduling, setup of necessary seating and equipment, as may be required, and clean-up.

The Ministry of this Team:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with other Ministry Teams that may be affected by the Team's decisions, as necessary (e.g. Christian Education, Worship, Outreach).

Responsibilities

- prepare budget for maintenance of equipment, building, and the purchase of new equipment/furnishings
- 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 Council, and work with the Church Office Administrator to administer the rental policy in dealing with rental requests. Notify the Church Office Administrator of the current fee schedule. Review the Rental Agreement annually.
- 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.
- recruit new team members or additional help, as required, with assistance from Council, if necessary.

Accountability: to the Westworth congregation and Council

- communicate regularly with Council, through liaison, to report on activities, actions, decisions, policy recommendations, requests to meet with Council, approval for anything outside of mandate and anything impacting other Ministry Teams
- provide proposed annual budget to Council, as directed
- provide a written report of the Ministry Team's work, to include a financial report, for inclusion in the Annual Report.

Terms & Membership: Ministry Team Leaders 2 years, renewable to a maximum of 6 years

- Minister, ex officio

Meetings: as required to carry out this Ministry effectively.

UNITED CHURCH WOMEN (U.C.W.)

The United Church Women's group is asked to continue to provide leadership through building Spirit-filled relationships among women within the congregation and between the Westworth congregation and other entities beyond our walls.

The Ministry of this Team:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with other Ministry teams that may be affected by the Team's decisions, as necessary.

Responsibilities

- report on activities of the UCW
- encourage the participation of women in fellowship and service within the congregation and wider Church.
- set appropriate annual goals for the general UCW.
- Coordinator to attend Leadership Team gatherings to assist with congregational goal setting and evaluation.
- submit an Annual Report for the AGM

TRUSTEES

Our Trustees are asked to provide leadership through counsel to our congregation with regard to our relationship with The United Church of Canada, the property the congregation holds, and other issues as required.

The Ministry of this Team:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with other Ministry Teams that may be affected by the Teams' decisions, as necessary

Responsibilities:

- hold the Title to the property.
- give the same care and attention to congregational property as a reasonable person would give to their own property. (United Church Manual 2016 3.4.1)
- be responsible for the property, funds and risk management of the congregation on behalf of The United Church of Canada
- 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.
- elect a member to sit on the Faith & Future Fund 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.
- be responsible for the property, funds and risk management of the congregation on behalf of the United Church of Canada
- support the work of the Council and offer advice as needed
- attend Leadership Team gatherings to assist with congregational goal setting and evaluation
- be familiar with more detailed description available in Westworth Manual (2018) and the United Church Trustees Handbook.

Accountability:

To The United Church of Canada on behalf Westworth United Church

Term & Membership:

- as outlined in the United Church Manual (please refer to the current edition)
- currently 5 Trustees, including the Minister, and a Chair elected by Trustees (51% of committee must be members, not adherents)
- term of office is determined by the congregation.

Meetings

- As required in the United Church Manual (please refer to the current edition). Currently an annual meeting is required or at the call of the Chair, as needed.

WORSHIP MINISTRY TEAM

The Worship Ministry Team is asked to provide leadership in the assessment of the needs of the congregation for worship and in the development and delivery of worship that sustains and enriches our faith journeys.

This is to include offering a variety of music.

The Ministry of this Team:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with other Ministry teams that may be affected by the Team's decisions, as necessary (e.g. Christian Education Team to coordinate Church worship activities; Property Team to ensure that equipment and physical environment of the sanctuary is conducive to worship.)

Responsibilities

- in partnership with our Minister, develop meaningful worship for the congregation by:
 - a. considering the history of worship.
 - b. studying contemporary expressions of faith in music, art, spoken word, and drama.
 - c. varying the liturgy so that variety in worship may be experienced.
- work closely with the Church Office Administrator and Minister, on behalf of the Council, to:
 - a. inform the Council of additions, removals, and transfers of membership. Council is required to record, in its minutes, all decisions to add or remove a name from the roll of full members. (3.6.1 and 3.6.2 United Church Manual)
 - b. maintain the membership roll, historic membership roll (3.6.1 United Church Manual) and contact lists of the congregation
 - c. facilitate issuance of transfer certificates on request.
 - d. ensure that wedding, funeral, and baptismal records are kept
- establish groups to assist with organizing ushering, scripture reading, and the administration of the Sacraments
- determine what other Worship responsibilities may be carried out by smaller groups on a short-term basis, e.g. assistance with baptism, confirmation classes, workshops, and seasonal decorating. Provide them with information and support that will allow them to experience their responsibilities as part of their ministry in our congregation.
- provide a person to assist a visiting Minister prior to the service.
- support and encourage the church choirs, choir leaders, organists, and lay readers.
- prepare an annual budget to provide worship resources, including funds for the purchase of music for all choirs, honoraria for guest musicians and ministers, candles
- ensure safe storage of worship materials and elements for Communion.
- ensure that groups accountable to Worship make an annual financial report to the Team.
- recruit new team members or additional help, as required, with assistance from Council, if necessary.

Accountability: to the Westworth congregation and Council

- communicate regularly with Council, through liaison, to report on activities, actions, decisions, policy recommendations, requests to meet with Council, approval for anything outside of their mandate and anything impacting other Ministry Teams
- provide proposed annual budget to Council, as directed
- provide a written report of the Ministry Team's work, including a financial report, for inclusion in the Annual Report.

Term & Membership: Ministry Team Leader or Co-Leaders 2 years, renewable to a maximum of 6 years

- Leaders of groups that are assisting the Team, as required
- Minister, ex-officio

Meetings: as required to carry out this Ministry effectively.

APPENDIX

POLICY MOTIONS

Note: The date of the policy approval is noted for those who may require exact wording.

Advertising (April 22, 2003)

Commercial advertising is only placed in the church with Council approval.

Ad Hoc Committee Chairs (April 30, 2017)

Any Ad Hoc Committee Chair will be appointed a liaison and would attend meetings by invitation of the Council Chair. They would be required to submit reports as do other Ministry Teams.

Alcohol Use

The sale and/or serving of wine or beer is allowed at Council-sanctioned events at Westworth with Council Approval. (March 25, 2014 and September 29, 2015)

Auditor(s) Appointment (May 26, 2009)

Annually the Council appoints 1-3 people from the congregation or an outside reviewer to review that year's financial records and present a report at the Annual General Meeting.

The appointee is at "arms length" from the treasurer and bookkeeper. (Financial Handbook for Congregations 2010)

Bequests

Bequests are acknowledged in writing to the estate or the honouree, and estate bequests are acknowledged appropriately in the Annual Report by the office administrator, rather than a Donor wall or similar apparatus where contributions are acknowledged and ranked by size of donation. (September 23, 2008) (January 26, 2005)

The first \$5000 of any undesignated bequest to Westworth is allocated to general operations of Westworth. (November 25, 2008). The balance of the bequest is placed in the Faith and Future Fund.

Council Money Motions (May 15, 2000)

Any money motions brought before the Council are preceded by a written notice of motion, prior to the meeting.

Building Use Policy (May 22, 2001)

All areas (rooms and grounds) within Westworth must be booked with the office administrator prior to use.

Only church-related bookings are permitted in the parlour prior to 1 p.m. on Sundays (or 12:30 p.m. summer hours).

Any booking-related concerns or issues are directed towards the Chair of the Council or of the Property Committee, who (or their designate) contacts the individuals(s) involved to review and reinforce the standing Building Use Policies and Procedures.

See Appendix for latest guidelines for usage.

See Office administrator for rental fee structure

Cancellation of Sunday Services Policy and Procedure (September 25, 2007)

The decision to close is made by the Minister(s) in consultation with the Chair of the Council, or the Chair of the Worship Committee, or others designated.

Those making the decision to cancel then:

- advise the custodian, choir director, organist, lay readers, greeters, ushers, and webmaster, of the cancellation.
- put a new message on the answering machine and the church website that the service is cancelled.
- if possible, have a large notice on front and back doors.
- contact CJOB to include Westworth United Church in their public service announcements.

Each Fall Newsletter explains the procedure suggesting that if in doubt about cancellation, one should stay home.

Candles (November 28, 2017)

After consultation with the Fire Marshall (2013) and with the Council (2013) candles will be allowed to be burned during worship or other church sanctioned event

Church Sign Guidelines (November, 2004)

The sign gives an impression of Westworth as an active space.

The sign advertises events about which we want people outside the congregation to be aware, rather than 'thought for the week' type messages.

Messages are kept current, and the message Council always has some information on it.

Different sides of the sign may be used for different messages or for the same message.

As far as possible, to reduce the task of maintenance, events are advertised in a way that does not require changing the message every week.

Decisions as to what events should be advertised are made by programme staff. Questions over what should take priority are referred to the Communications Committee Chair.

The custodian is entrusted with changing messages.

Committed Relationships (March 22, 2005)

Westworth is empowered to conduct same-sex marriage and 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 receives preparation similar to that conducted prior to a wedding and expresses 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. Westworth is open to blessing marriages that have already taken place and provides appropriate preparation prior to the ceremony. The Minister need not seek special permission to conduct such services, but reports them along with any marriages that have taken place to the next meeting of the Worship Committee.

Communion Service (1984)

Westworth will celebrate the sacrament of Holy Communion monthly.

Email (March 24, 2009)

Westworth uses every email address, with owner's consent, to communicate church-related information to members and adherents of the congregation.

Funds: (see Appendix for further information)

Building Reserve Fund

Building Reserve Fund Established May 24, 2011

\$100,000 moved from the Faith & Future Fund to the Building Reserve Fund. (November 22, 2011)

Building Expenditure Committee/Process established. (January 24, 2012)

Care Fund (September 24, 2013)

The Ministers' discretionary fund is consistently topped to one hundred (\$100) dollars.

Children's Fund (January 22, 2003 & June 19, 2003)

This fund, administered by the Special Appeals Committee, supports programs to assist children and youth in need locally or at a distance.

Cuba Fund (March 18, 2008)

Westworth issues charitable donation receipts for all donations to the Gifts for Cuba Fund. Charitable donation receipts will be issued for arms-length donations to the Youth for Cuba Fund (i.e. not issued to family members of youth travelling to Cuba)

Faith and Future Fund

The Westworth Faith and Future Fund Document was accepted by the congregation (November 8, 2009)

The Legacy Fund was disbanded and assets transferred to Faith and Future Fund. (February 28, 2010)

An ad-hoc Committee was set up to examine the Faith & Future Fund processes. (May 24, 2011)

A revised application form & policy were accepted for the Faith & Future Fund. (January 24, 2012).

Lay Leadership Fund This fund supports those who wish to develop and improve skills and knowledge related to their present and future Committee and Council responsibilities at Westworth. A Lay Leadership Development Committee (comprised of a Minister, Council Vice Chair, or chair if required, and 2 At-Large Members of the Council) oversees the application and approval process for the fund.

Memorial Fund

In the event that a fund, established for the purpose of accomplishing a particular project, has in the fund a surplus after all expenses associated with the project have been paid, such surplus shall be transferred to the Memorial Fund (March 20, 2007).

In order to maintain the flexibility of the Memorial Fund, decisions on expenditures from the Fund are made by the Council. Requests to this unrestricted fund should come from within the Congregation (May 29, 2007).

This fund promotes the life, the work, and the building that houses the congregation of Westworth. (January 25, 2011)

Unless otherwise specified, any donations given to the church "in memory" are placed in the Memorial Fund retroactive to January 1, 2014. (March 25, 2014)

Gambling (June 22, 2004)

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

Google Calendar Access (September 29, 2015)

All Council members are given “read only” access to the full Westworth Google calendar of events and rentals.

Key Policy (May 27, 2014) See office administrator.

Letterhead Correspondence by Council Members (September 25, 2007)

Council members, or their designates, sending letters on Church letterhead, are to leave a copy with the office administrator to keep on file.

Liability of Council Members and Volunteers (October 26, 2004)

Insurance coverage was initiated for sexual harassment, libel, slander, wrongful dismissal and the coverage is for Directors, Officers, employees, clergy, trustees, volunteers, committee members, or any person acting on behalf of the church.

Liability Insurance for Renter or Groups (February 22, 2017)

All organizations, groups or renters using Westworth facilities after June 30, 2017 must have their own liability insurance with a minimum coverage of \$2 million (\$2,000,000) with Westworth United Church added as an additional insured in the liability insurance policy.

Loans For Short-falls (September 27, 2011)

The Church Accountant, with approval from the Finance Chair and Council Chair, or designate, obtains funds on a “loaned” basis from any of the funds on the balance sheet as required to meet any cash short-falls.

Manual Changes (May 26, 2009)

Manual changes are documented by the Past or Vice Chair, with Council Approval.

Ministry at Time of Death and Grief (October 13, 1983)

“Our Congregation’s Ministry at Time of Grief” (see Manual Appendix) is a guideline (not a rigid policy statement) to be used under the guidance of the Council. (Revised November, 2017).

Narthex Sales (May 25, 1994, Updated Jan. 25, 2001)

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. Sales are fully explained in advance to the congregation in an appropriate manner explaining how proceeds of the sale are to be used.

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

[No Smoking in building \(City By-Law\) 2002.](#)

[Orientations \(February, 2006\)](#)

An orientation session is held for all new Council members, Committee Chairs re: risk assessment/management prior to the first Council meeting after the annual General Meeting. Members are reminded at that time of the privacy and confidentiality expectation in their roles.

- 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.
- A detailed job description for her/his role is provided by the Council to each volunteer nominated.

[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/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 \(September 25, 2007\)](#)

The Council Secretary keeps a record of all relevant policies established by motions of the Council, Annual Meeting or congregational meetings. The Council Secretary adds these to a list held by the office administrator and available to any member of the congregation at any time.

[Privacy](#)

Personal information is collected, used, maintained and disclosed in compliance with 'The Personal Information Protection and Electronic Documents Act (PIPEDA). Personal information is for internal use only. (April 28, 2004)

Parents of children under 18 or individual adults must provide written consent before any group or individual pictures of children or adults, are used as part of the Westworth website or Photo Directory. (January 26, 2005)

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, the request be supported by identification of the individual making the request, and the request be supported by proof of parenthood, if appropriate, and if there is any suspicion around the request, additional steps are made by the Archives Committee to establish the legitimacy of the request. (January 26, 2005, & January 30, 2007)

Rentals – see Office Administrator

Risk Assessment (February, 2006)

An Ad Hoc Committee is appointed by the Council at least every 5 years to carry out an overall risk-assessment review.

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).

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.

All Sunday school classes have two adults present; only one needs to be a designated teacher.

Youth Group activities have two adults present unless authorized by the sponsoring committee.

An abuse registry check is undertaken on all Sunday school teachers in their first year and every three years thereafter. The Church School Administrator (Coordinator of Children, Youth and Family Ministries after March, 2017) 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.

The C.E. Committee solicits feedback from Church School children and parents on a yearly basis with respect to the safety and security of the Church School environment.

Supervision and review of all Church School teachers occurs on a regular basis; frequency and extent as determined by the C.E. Committee.

The Finance Committee has policy regarding Stewardship visitations, ensuring all Stewardship visitors are trained. If there is an occasional need for two Stewardship visitors, it should be determined by the Stewardship team. Feedback from Stewardship visitors regarding potentially awkward or dangerous situations are reviewed in a systematic way at the close of campaign.

Pastoral Care Committee has developed a policy guideline for the activities of its members.

Safe Work Policy (February 22, 2017)

The Council of Westworth approved the distributed Safe Work Procedure related to staff working alone. See Appendix.

Screening of Staff (June 22, 2004)

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

Screening of Volunteers (February 2006)

All volunteers complete an application 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.

Police background checks are undertaken at the discretion of the Council or a relevant committee. Related costs are assumed by the church.

An abuse registry check is undertaken on all Sunday 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. Adult volunteers accompanying as supervisors on overnight events must have completed an Abuse Registry check.

Security System (March 24, 2009)

The contact person for the security is a non-staff person.

Template Reports (August 26, 2008)

Reports on template form should be submitted one week prior to scheduled Council meetings, and then said reports form part of the minutes of the Official Council of Westworth. See Appendix for sample template.

Ticket Sales (September 19, 2017)

Westworth will attempt to accommodate low income congregants to attend church events that have a cost. Requests are to be made to the minister.

Vault Use (January 24, 1996)

The vault is exclusively for the storage of archival records. The Archives Committee arranges for relocation of non archival material from the vault.

Video Licensing (September 30, 2014)

Westworth has a license for the screening of video material.

Wall Use (May 15, 2000; October 3, 2000)

Items are hung, moved, or removed, only with prior consultation with the Archives Committee. The Archives Committee consults with the Property Committee regarding the use of the walls throughout the church.

Weddings (September 30, 2014)

See Office Administrator for fee structure.

In compliance with the Canada Revenue Agency and the United Church of Canada rules and procedures, all standard and other fees received for weddings and funerals, or any other events outside their regular contracts, are to be paid to the church. Employees are paid for their services through the regular payroll system. Staff members have the prerogative to waive their fees. Other visitor fees and honourarium are to be paid through the church's books.

See Appendix for all other policies re weddings.

Honourarium (April 24, 2018)

For honourarium \$500 or more or cumulatively above \$500 within a calendar year; the full name, address, and SIN of the honoree will be required in order to process payment.

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.

Westworth offers help and support in times of death and bereavement in keeping with the following guidelines. Prior discussion and planning prior to death and bereavement is wise and helpful if situations allow.

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, family and friends at the time of death. Scripture readings and prayers may be offered at this 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.

PLANNING A MEMORIAL, FUNERAL OR CELEBRATION OF LIFE 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. As the family wishes, funeral services may be alternatively called Memorial Services or Celebrations of Life including similar elements.

TYPES OF SERVICE

- a. TRADITIONAL EARTH BURIAL
Worship in Sanctuary or Funeral Home
Casket present
Earth burial with service concluding at graveside
- c. EARTH BURIAL FOLLOWED BY MEMORIAL SERVICE
Earth burial of casket
Memorial Service in Church Sanctuary or Funeral Home
- 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

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, arrangements can be made through the church office for a reception room and a hospitality service providing beverages and service. Food for the reception is arranged by the family or funeral home.

PLANNING THE SERVICE

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

- f. 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.
- g. 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.
- h. A funeral service may be held on Sunday
- i. 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.
- j. A pamphlet providing Westworth fee and honoraria guidelines will be provided for the family.
- k. 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.
- l. The congregation will support the family in prayer and other practical expressions of Christian concern following the service.

MINISTRY FOLLOWING THE SERVICE

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

Revised November 2017

WEDDING POLICIES

Westworth United Church believes that marriage is a creation of God and is greater than the two individuals. It creates holy ground on which the two, and all others, must walk carefully and gently, yet forthrightly and with courage. We believe that a loving relationship leading to marriage may exist between any two consenting adults of legal standing. We will not discriminate on the basis of age, culture, race, sexual orientation, or religious tradition, assuming that Christian witness is evident in the service.

The following material is to assist you and the Church to plan your wedding celebration. Your decision to marry is a joyful and responsible decision. We want to help you plan a meaningful service.

MINISTER

The minister of Westworth United Church will preside over all services held within the church. All arrangements are to be made through the minister, including the time and date of the service, the order of service, the choice of hymns and the participation of others (laity, clergy, musicians).

WEDDING DATE AND TIME

Please make these arrangements in consultation with the Church Staff as soon as possible. We usually plan to leave 2 hours between weddings or other services in the church so that you will not feel rushed.

LOCATION

You may choose the Sanctuary, or for a small wedding, you may choose our Chapel.

MUSIC

We have both a piano and organ available. Normally, our church organist plays for weddings. Once you have spoken with the minister, you are invited to discuss details of the music with the organist. You may arrange to have a soloist, or ask the organist to arrange a soloist. You may ask permission of the church organist to have another organist or pianist play in "exceptional" circumstances. However, you will be expected to pay the organist fees even if your choice of musician plays in her stead.

FLOWERS

Flowers may be delivered to Westworth United Church. Please call the church at 489-6974 to arrange a convenient time for delivery. When selecting flowers please note that due to allergy concerns you are asked to avoid Lilies and other heavy scented florals.

BULLETINS

A fee for bulletins and copy charges range from \$25 to \$30 depending on the number required. This cheque should be separate from the above but also made out to Westworth United Church.

PHOTOGRAPHY

Any photography at the wedding should not detract from the service. No photographs will be taken during the service, after the processional up until the recessional. Videography is allowed only from a stationary position indicated by the minister. Your official photographer and/or videographer must check the ground rules with the officiating minister prior to the service. The minister will be available for re-posed pictures after the service.

REHEARSAL

Plan this with the Officiating Minister. Some small weddings choose not to have a formal rehearsal.

SETTING UP AND CLEANING UP

This is done by our Caretaker. If flowers are to be delivered, let us know when so that the church will be open. We prefer to have flowers delivered by noon if it is a Saturday afternoon or evening wedding.

CONFETTI

Due to the fact that confetti is difficult to clean up and because it tracks back into the building, we ask that NO CONFETTI, BIRD SEED OR RICE BE USED INSIDE OR OUTSIDE THE CHURCH BUILDING.

PREMARITAL COUNSELLING

In your initial interview with the Minister you will be advised of courses available in our city. You are expected to attend such a course. Registration forms will be given to you by the Minister when you are planning the wedding.

LICENCE AND REGISTRATION OF MARRIAGE FORM

A marriage license (which is valid for three months after the date of issue) is required and can be obtained at the Manitoba Consumer and Corporate Affairs, Vital Statistics Agency Office, 254 Portage Avenue. The license and registration form must be brought to the Church Office at least a week before the wedding, so that the necessary documentation can be prepared for the wedding

TERMS & CONDITIONS FOR USE OF WESTWORTH UNITED CHURCH (WUC) SPACE

General

- **Renters are required to stay within the areas outlined in their rental agreement and are responsible for ensuring that all members of their group are aware of which areas have been rented.**
- The Renter shall be responsible for returning the rented space to its original condition after the event. 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.
- Rental fees are charged for: a) the time of the event, b) the time needed to set up for the event, c) the time needed to clean up from the event. With prior permission, equipment brought in for the event can be left in place, but must be removed within 24 hours, or the daily rate will apply until the rented area is back to its original condition.
- 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. The fee for lost keys is \$20.
- In the case of a problem arising in the building please contact the staff member on duty, the host/supervisor or the Property Committee Emergency contact phone number which is listed on the rental agreement.
- Please respect that Westworth United Church is a "scent-free building."
- Furniture, instruments and sound equipment shall not be moved or used without being included in the written Agreement.
- Any church furnishings in the sanctuary or the parlour may only be moved under the direct supervision of church personnel.
- At the request of the Renter, the piano 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 on walls, floors and furniture is prohibited.
- The use of candles is permitted with express consent at the time of the rental.
- 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.
- If the sound system is required, it should be specified in the rental agreement. Please do not make any adjustments to the settings of the sound system.
- Supervision – Children are to have adult supervision at all times.

(Con't)

Food and Beverages
<ul style="list-style-type: none">• No food or beverages are allowed in the sanctuary or library.• Food and beverages are to be served and consumed only in areas designated in the Agreement.• Use of the kitchen and equipment therein (e.g. stoves, coffee urns, dishes, cutlery, dishwasher) must be confirmed by the rental agreement.

WESTWORTH CHURCH FUNDS GUIDELINES

CHILDREN'S FUND POLICIES AND GUIDELINES

At a meeting of the Official Council on January 22, 2003, the following motion was passed:

“That a program and fund be established at Westworth for the purpose of supporting programs to assist children and youth in need, either locally or at a distance, to be known as the Children’s Fund and to be administered by the Special Appeals Committee.”

At the first meeting of the Special Appeals Committee following this action (June 19, 2003), the following guidelines were agreed upon:

1. As long as proceeds from the annuity which provided the initial donation to the Fund continue to be received at 6-month intervals, disbursements from the Fund will also be made at 6-month intervals.
2. Grants from the Fund will normally be used to support programs rather than individuals.
3. Preference will be given to programs that benefit a larger rather than a smaller number of people.
4. Grants will be given on a one-time basis (e.g. for one-time projects or as seed money for new projects) rather than on a repeated basis for ongoing programs, and this fact will be made clear to the recipients. Grants will not go to operating expenses.
5. At this stage, applications will be invited informally rather than by letter or form.

June 20, 2003

FAITH AND FUTURE FUND

The Faith and Future Fund

January 2012.

Definition The Faith and Future Fund (The Fund) is a resource which supports the present and future mission of Westworth United Church (W.U.C.) and the community it serves.

Purpose

The Vision – The Fund’s utilisation reflects the values of the W.U.C. congregation as expressed in the Value Statement which can be found in the W.U.C. Manual.

The Mission – The Fund provides a continuing resource for the Spiritual and Financial well being of the W.U.C. congregation as it fulfills its Christian ministry in the church and the community that W.U.C. serves.

Committee Membership and Responsibilities

1. The Fund Committee shall consist of 5 members appointed by the Council who are expected to serve a 3 year term with up to one reappointment. One of the 5 Fund committee members shall be a Council Trustee, elected by and from the trustees; this appointee shall not serve as committee Chairperson. The term of members shall be in staggered fashion.
2. The chairperson shall be appointed annually from within The Fund committee. The person elected shall submit an annual report and serve in this role until the first meeting of The Fund Committee the following year.
3. A Minister shall be an ex-officio member of the committee and shall not vote.
4. All other members of the committee shall vote.
5. A quorum shall be 3 voting members.
6. The committee reviews applications for funding, once annually, filed before March 31st.
7. The committee shall reserve the right to carry out site inspections related to applications under consideration.
8. The committee decisions for funding approval are recommended to the W.U.C. Council.
9. The Finance committee disburses the funds following approval by the Council.
10. Only upon the occurrence of a Westworth United Church emergency arising out of a catastrophic event causing loss and/or damage to Westworth United Church, which requires an immediate source of funds for repair of damage, the executive of the Westworth United Church Council, without an application to the Fund, but upon its notification to the chairperson of The Fund Committee, may access the Fund as required.
11. Contributions and disbursements of The Fund shall be reported in the Annual Report of W.U.C.

Investments

1. The resources of The Fund shall be invested in an insured account in a bank or credit union.
2. Investments decisions for The Fund are the responsibility of the Finance committee of W.U.C.

3. Total annual disbursements pursuant to Grant Applications to the Fund shall not exceed \$20,000.00 in any calendar year
4. The committee and Council shall strive to maintain a minimum Fund balance of \$200,000.

Administration

A. General

1. The resources of The Fund shall be disbursed in general agreement with the Values Statement of W.U.C.
2. All committee minutes shall be forwarded to the W.U.C. Office Administrator.
3. The W.U.C. Council shall review the terms of reference of The Fund committee at least every five (5) years.
4. The resources of the Fund shall be reviewed annually in accordance with the policy of W.U.C.

B. Donations

1. Members of the W.U.C. congregation shall be made aware of the continuing financial benefits of The Fund and opportunities to contribute.
2. Bequests to The Fund are registered as charitable gifts with Revenue Canada.
3. As per W.U.C. policy, the first \$5000 of an undesignated bequest is credited to the W.U.C. General fund. Any amount in excess of \$5000 in a single bequest shall be placed in the Faith and Future Fund. Donations shall be made known to the congregation at the discretion of the donor or the family.

C. Disbursements

a. Guidelines

The committee shall consider one time grants to support –

- I. Special appeals, projects or programmes within or outside W.U.C. which are consistent with the values established by the congregation.
- II. Special applications for major W.U.C. capital expenditures.
- III. Note: The \$ 200 000 minimum shall be held in reserve and used only for the emergency needs of W.U.C. such as a structural, heating, plumbing or electrical failure.
- IV. If as a result of disbursements, the aggregate balance falls below \$200 000, no further grants will be made until the fund recovers to exceed \$ 200 000.

b. Procedure

- I. Following the deadline of March 31st for applications, the W.U.C. Office Administrator shall distribute the application submissions to The Fund committee members at least seven (7) days before a scheduled meeting, in order to enable sending a committee report and recommendation to the Council before its May meeting.
- II. The chairperson of the previous year shall then call the first meeting of the committee to review the merit of the applications.

III. In the event that the committee members cannot come to a consensus regarding the applications, the members may then be each assigned 20 votes which shall be used to vote, by ballot, for the submissions. The

chairperson shall tabulate the votes and distribute the voting results to the committee members. The voting results shall be then used to prioritize the applications and disbursements. In the event that a submission receives less than 10% of the votes the application shall be discarded. The committee members shall then distribute the predetermined disbursement amount amongst *the more* highly rated applications.

IV. The chairperson shall submit the committee recommendations regarding approved applications, along with the specific application form to the Council for a final decision by the Council.

LAY LEADERSHIP DEVELOPMENT FUND GUIDELINES

September 28, 2004

PURPOSE:

- To enhance the effectiveness of our Committees and Council
- To support members and prospective members who wish to develop and improve skills and knowledge related to Committee and Council responsibilities
- To enable all people to participate in the life and work of the congregation

ELIGIBILITY:

- Council and Committee Chairs
- Council members
- Current and future Committee members
- Others may be considered

ELIGIBLE PROGRAMS:

- Council development
- Organizational management
- Volunteer management
- Others may be considered

ASSISTANCE AVAILABLE:

- Allowance up to 50% of the cost of the program with a maximum of \$100 per person per year
- Allowances for meals and mileage will only be considered for out-of-town events. Receipts will be required for all expenses.

APPLICATION PROCESS

- Applications will be available for the Church Office or the Westworth United Church website
- Applications are to be completed and forwarded to the Council Chair for consideration by the Lay Leadership Development Fund Committee
- Successful applicants will be verbally notified

WESTWORTH'S EXPECTATIONS OF RECIPIENTS:

- Submit a written report in appropriate space of application form
- Be willing to share information and skills gained during program with Committees, Council, or others, as appropriate.

-

ADDITIONAL NOTES:

Names and program information will be reported to the Council when a course is successfully completed.

Annual meeting of Committee will include a review of the program, including whether training completed has been effective and recommend changes as necessary.

LAY LEADERSHIP DEVELOPMENT FUND COMMITTEE

September, 2004

Function:

- Administer the application process for the Lay Leadership Development Fund
- Recommend the distribution of the money from the Fund as required
- Inform congregation members about educational opportunities which may be eligible for assistance from the Fund
- Supply application forms for those seeking funds
- Provide response to applicant within a suitable time
- Provide a written report to be included in the Westworth United Church Annual Report

Accountability: To the Council

Membership: Three members

- (a) Council Vice Chair (Council Chair, if required)
- (b) Two At-large members of the Council

Meetings:

One yearly meeting. Others as required, at the call of the Council Vice Chair, to carry out the tasks of the Committee.

MEMORIAL FUND

In the event that a fund, established for the purpose of accomplishing a particular project, has in the fund a surplus after all expenses associated with the project have been paid, such surplus shall be transferred to the Memorial Fund (March 20, 2007).

In order to maintain the flexibility of the Memorial Fund, decisions on expenditures from the Fund are made by the Council. Requests to this unrestricted fund should come from within the Congregation (May 29, 2007).

This fund promotes the life, the work, and the building that houses the congregation of Westworth. (January 25, 2011)

Unless otherwise specified, any donations given to the church “in memory” are placed in the Memorial Fund retroactive to January 1, 2014. (March 25, 2014)

SPECIAL APPEALS FUND

The amount distributed is determined by the annual donation of the UCW (\$1800 for 2017) and congregational donations to the Fund at Easter.

COUNCIL MEETING TEMPLATE

Westworth United Church

Name of Committee

Council Meeting Date

Information Pertinent to Council

Information Pertinent to Congregation as a Whole

Recommended Vehicle for Communication

Motions for Council Consideration

Respectfully Submitted by

WESTWORTH COMMITTEE/MINISTRY TEAM ANNUAL GOALS & ACTION PLAN

20__/_/____

COMMITTEE/TEAM 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?)

RISK IDENTIFICATION CHECKLIST

Program/Volunteer Position: _____ Date: _____		
Risk type	RISK PRESENT (DESCRIPTION)	COMMENTS
People: Volunteers		
Paid staff		
Council		
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		Con't

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		

AD HOC COMMITTEE TITLE TEMPLATE

MANDATE (from the Minutes of the Meeting that established the Committee)

The Ministry of this Committee:

- is to be accomplished respecting Westworth's mission, core values and policies
- is to meet annual goals within approved annual budget
- is to be done in consultation with Ministry Teams and others that may be affected by their actions and decisions.

Responsibilities

Accountability/ Reporting timeline

Membership

Term

WESTWORTH UNITED CHURCH FUNDRAISING NOTIFICATION FORM

Date of Notification: _____

ORGANIZER'S CONTACT INFORMATION

Name: _____

Telephone: _____

Email: _____

FUNDRAISER /EVENT DETAILS

Event Title: _____

Start & End Dates & Times: _____

Brief Description of Fundraiser's Purpose: _____

Anticipated Net Revenue: \$ _____

Allocation of Anticipated Net Revenue:

All goes to Westworth United Church general operations fund Target amount

(\$ _____) goes to Fundraiser's stated purpose and the remainder goes to

Westworth United Church general operations fund.

Other:

Church Facilities/rooms/staff supports needed: _____

Comments: _____

FINANCE COMMITTEE SIGN-OFF DATE:

Updated 1 May 2017

WESTWORTH UNITED CHURCH FUNDRAISING GUIDELINES

The purpose of these guidelines is to provide support for people wishing to initiate a fundraising event and for the Finance Committee's role in openly and transparently managing the funds of the Church.

For fundraising events, the following guidelines apply:

1. Before arrangements for the event are set or advertised, the Finance Committee must sign off on it. This is part of the committee's role in openly and transparently managing the Church's funds.
2. The organizers of the fundraiser need to submit the Fundraising Notification Form to the Finance Committee ***two months before*** the event. If it is not possible to provide the notification form two months in advance, the organizers should contact the Finance Committee Chair.
3. The form should state the purpose of the fundraising event and the desired allocation of the net revenue that it generates.

The organizers of the fundraiser should be aware the support for the event comes largely from our congregation and uses Church assets that incur a cost to the Church (i.e. heating, lighting, staffing, liability insurance).

The options for allocation of the net revenue generated by the fundraising event are:

- all goes to the Westworth United Church general operations fund, or
- a target amount goes to the purpose specified on the form and the rest goes to Westworth United Church general operating fund

If you have questions as you consider your fundraising event or are completing the Fundraising Notification Form, please contact the Finance Committee Chair.

Updated 1 May 2017

COUNTER AND SUMMARY SHEET PAGE 1

Westworth United Church – Counter / Summary Sheet

Instructions for Counter on reverse

CHEQUES		CASH	
Name	Amount	Denomination	Amount
		X 100	
		X 50	
		X 20	
		X 10	
		X 5	
		X 2	
		X 1	
		Loose Change	
		US Dollars	
Cheques Subtotal		Cash Subtotal	
		Cheques Subtotal	
		Counter Total	

Operations and M&S	
Operations	
M&S	
Operations and M&S Total	

Counter Initials

Date

COUNTER AND SUMMARY SHEET PAGE 2

Notes

- The purpose of the weekly count is to securely count and reconcile all donations made to the Church.
- For accountability and transparency, weekly counting teams should always have at least 2 people.
- There are 2 forms: Head Counter Sheet and Counter/Summary Sheet. The Counter uses the Counter/Summary Sheet (as outlined below).
- Lists with corresponding envelope numbers and congregant names can be found in the "Counter's Book" in the Counting Supply Box.

Counting Instructions

1. Open envelopes, other than those for Operations and M&S, confirm that the contents equal the amount that is stated on the envelope, and then check off whether it is cash or cheque in the corresponding box. If an envelope has no number on it, find the number in the Counter's Book, and then it on the envelope or Record of Donations form.
2. Prepare a "Record of Donations" form for cheques that are not in envelopes
 - When completing the Record of Donations forms, if the donor has an envelope number, you only need to fill in their name on the form. If the donor does not have an envelope number, you need to fill in their name and other contact info from their cheque.
 - Note the donation amount for Operations and, if some of the donation is designated for M&S, next to "Other", write M&S and the amount designated.

RECORD OF DONATIONS	DATE	_____
	ENVELOPE NUMBER	723
CHURCH OPERATIONS		10.-
OTHER		_____
	CHEQUE	<input checked="" type="checkbox"/>
	CASH	<input type="checkbox"/>
	TOTAL	10.-
NAME	A. Sorensen	
ADDRESS	_____	
POSTAL CODE	_____	PHONE

3. Cheques - list the surnames and amounts from each cheque, and then add up the cheque amounts and note total in both spaces indicated.
4. Cash - note the number and amount for each Cash denomination, and then add up the cash amounts and note total in space indicated.
5. Gather together all of the envelopes and Record of Donations forms, sorting M&S donations to the top of the pile.
 - Add up all of the M&S donations and note total.
 - Add up all of the Operation donations and note total.
 - Total M&S and Operation donations and note total.
6. Verify that the Operations and M&S Total equals your Counter Total. If not, find the error and make corrections where necessary.
7. Circle "Counter" at top of sheet, then initial it, date it, and give everything you worked on to the Head Counter to summarize.

HEAD COUNTER SHEET PAGE 1

Westworth United Church – Head Counter Sheet

Instructions on reverse

CHEQUES/FORMS			fill in donation categories and amounts as needed						CASH	
Name	Cheque Amount	Cash Amount							Denomination	Amount
Open Plate									X 100	
									X 50	
									X 20	
									X 10	
									X 5	
									X 2	
									X 1	
									Loose Change	
									US Dollars	
Subtotals									Cash subtotal	
									Cheque subtotal	
									Head Counter Total	

Operations and M&S
Operations
M&S
Operations and M&S Total

Head Counter's initials

Date

HEAD COUNTER SHEET PAGE 2

Notes

- The purpose of the weekly count is to securely count and reconcile all donations made to the Church.
- For accountability and transparency, weekly counting teams should always have at least 2 people.
- There are 2 forms: Head Counter Sheet and Counter/Summary Sheet. The Head Counter uses both forms (as outlined below).
- Lists with corresponding envelope numbers and congregant names can be found in the "Counter's Book" in the Counting Supply Box.

Instructions

1. Open envelopes, other than those for Operations and M&S, and confirm that the contents equal the amount that is stated on the envelope, then check off whether it is cash or cheque in the corresponding box. If an envelope has no number on it, check the Counters Book for it and write it on the envelope or Record of Donations form.
2. Prepare a "Record of Donations" form for cheques that are not in envelopes and one for the open plate offering.
 - When completing Record of Donations forms, if the donor has an envelope number, you only need to fill in their name on the form. If the donor does not have an envelope number, you need to fill in their name and other contact info from their cheque. Note the donation category and amount next to "Other."
3. Process the open plate donation and donations for funds other than Operations/M&S (unless Operations/M&S is part of a complex split).
 - Note the amount in either the cheque or the cash column and for cheques, also note the surname of the donor, and then note the split amounts in the appropriate donation categories (fill in headings as needed).
 - Add up the subtotals for each column.
4. For cash, note the number of each denomination and the total for each then add up the amounts and the total.
5. Gather together all of the envelopes and Record of Donations forms and sort the M&S donations to the top of the pile.
 - Add up all of the M&S donations and note total.
 - Add up all of the Operation donations and note total.
 - Total M&S and Operation donations and note total.
6. Do a tally of the amounts listed on all of the envelopes and Record of Donations forms. It should equal the amount in "Head Counter Total" if not, find the error and make corrections where necessary.
7. Initial & date sheet.
8. Prepare a Counter/Summary Sheet to consolidate all of the Counting Sheet totals. Circle or underline Summary at the top of the form for clarity.
9. Prepare a deposit slip from the Summary Sheet information; place top copy of deposit slip along with all cash and cheques in a deposit envelope.
10. Place the bottom copy of the deposit slip, the donation envelopes, Record of Donations forms and Counting Sheets in the Counting Supply Box (with the Summary Sheet on top) and return the box to the office for the Office Administrator's further processing.