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ADMINISTRATION

PROTECTION OF PERSONAL INFORMATION

POLICY: 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.

PROCEDURE:

Policy Title:	Protection of Personal Information		
Date Approved:	April 28, 2004	Responsible:	TBD
Revisions:		Date of Last Review:	
Cross Ref:	COMMS Photography and Video; COMMS Email	Date of Next Review:	

RECORDS REQUESTS

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

PROCEDURE:

- that the request be submitted in writing to the church office on the United Church of Canada request form
- that the request be supported by identification of the individual making the request, and the request be supported by proof of parenthood, if appropriate
- that if there is any suspicion around the request, additional steps are made by the Archives Team to establish the legitimacy of the request

Policy Title:	Records requests		
Date Approved:	January 26, 2005	Responsible:	Archives
Revisions:	January 30, 2007	Date of Last Review:	
Cross Ref:		Date of Next Review:	

TICKET SALES

POLICY: Any person who, for financial reasons, is unable to attend a Westworth United Church event will be accommodated. A limited number of no-charge tickets will be available.

BACKGROUND: Westworth United Church is committed to removing barriers — economic or otherwise — that may prevent people from joining or fully participating in our Community of Faith at ticketed (paid) events.

PROCEDURE:

- Contact the Minister to request no-charge tickets. Requests can be made in person, by phone (204 489 6974, extension 22) or by email at minister@westworth.ca.
- The Minister will keep requests confidential, although the total number of no-charge tickets distributed will be shared with Council.

Policy Title:	Ticket Sales		
Date Approved:	September 19, 2017	Responsible:	Finance
Revisions:	September 15, 2026	Date of Last Review:	September 15, 2026
Cross Ref:		Date of Next Review:	September 2030

VAULT USE

POLICY: The vault is exclusively for the storage of archival records. The Archives Team arranges for relocation of non-archival material from the vault.

PROCEDURE:

Policy Title:	Vault Use		
Date Approved:	January 24, 1996	Responsible:	Archives
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

VIDEO LICENSING

POLICY: Westworth has a license for the screening of video material.

PROCEDURE:

Policy Title:	Video licensing		
Date Approved:	September 30, 2014	Responsible:	???
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

WEDDING PAYMENTS

POLICY: Employees paid for their services through the regular payroll system.

PROCEDURE:

Policy Title:	Wedding payments		
Date Approved:	September 30, 2014	Responsible:	Church Accountant
Revisions:		Date of Last Review:	
Cross Ref:	WOR, Same-sex marriage	Date of Next Review:	

ALCOHOL USE

POLICY: The sale and/or serving of wine or beer is allowed at events at Westworth only with Council Approval.

PROCEDURE:

Policy Title:	Alcohol use		
Date Approved:	April 28, 2004	Responsible:	Council
Revisions:	March 25, 2014 / September 29, 2015 / January 28, 2020	Date of Last Review:	
Cross Ref:		Date of Next Review:	

DELETION OF TITLES FROM THE WESTWORTH MUSIC LIBRARY

The Westworth music library holds hundreds of anthems. These have been purchased over time by Directors of Music using funds allocated for that purpose by the Worship Team. The library is under the custody of the Westworth Senior Choir Executive and is maintained by the Choir Librarian using standard procedures established for that purpose. These procedures are set out in the Choir Handbook.

From time to time, the collection should be culled so that texts/tunes of the anthems remain current regarding theology, language, and trends in composition style. This policy establishes the process by which removal of titles from the library will occur.

Policy

1. The decision to begin a process of culling the music library will be made collaboratively between the Director of Music and the Choir Librarian. This process could be requested by another individual or group within the congregation.

2. Written notification of the Senior Choir Executive and the Worship Team must occur before the process begins. Notification will include:
    a. Rationale for the recommendation to remove titles from the library, and
    b. The criteria used to guide the decision-making process related to the deletion of titles.

3. The process of identifying titles that fit the criteria for deletion will include the Director of Music, Collaborative Pianist/Organist, and the Choir Librarian.

4. The preliminary list will be submitted to one other individual who is familiar with the collection and/or has experience in conserving choral music libraries as a final peer review.

5. The final decision regarding titles to be deleted will be made at a meeting of the Senior Choir Executive upon the recommendation of the Choir Librarian.

6. This decision will be forwarded to the Worship Team for information.

Procedure

1. Consultation with individuals within and outside of the congregation should be the first step in establishing the criteria for deletion of titles from the music library. Factors to be considered in establishing the criteria can include, at a minimum:
    a. Changes in theology
    b. Inclusivity of language
    c. Trends in compositional styles
    d. The choir's current/future ability to master and present the composition during worship.

2. The final disposition of all titles deleted from the music library should be documented on the master list on the choir computer (also backed up on a memory stick) as well as on a hard copy. Both electronic and printed copies should be maintained in a secure place. An updated choir music list should be periodically deposited with the Westworth's office administrator.

3. A copy of each deleted title should be retained within the library in a manner determined by the Choir Librarian.

4. Deleted items should be donated to other interested organizations if possible. If this is not possible, they should be recycled.

5. The Choir Librarian is responsible for ensuring that proper disposition of deleted titles occurs.

6. The process for deletion of titles from the Choral Library should be initiated, at a minimum, every 10 years.

Policy Title:	Deletion of Titles from the Westworth Music Library		
Date Approved:	May 15, 2023	Responsible:	Choir
Revisions:		Date of Last Review:	January 28, 2025
Cross Ref:		Date of Next Review:	

BUILDING USE

RENTAL AGREEMENTS

POLICY:

- 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 Team (or their designate), who contacts the individual(s) involved to review and reinforce the standing Building Use Policies and Procedures.

PROCEDURE:

- See Office Administrator for rental fee structure.
- See Office Administrator for "Terms & Conditions for Use of Westworth United Church Space".

Policy Title:	Building Use (Rental agreements)		
Date Approved:	Original policy date unknown	Responsible:	Property
Revisions:	May 22, 2001 (3 additions above)	Date of Last Review:	
Cross Ref:		Date of Next Review:	

CANDLE USAGE

POLICY: 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.

PROCEDURE:

Policy Title:	Candle usage		
Date Approved:	November 28, 2017	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

GAMBLING

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

PROCEDURE:

Policy Title:	Gambling		
Date Approved:	June 22, 2004	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	NA

KEYS

POLICY: The Office Administrator will be responsible for the distribution of the keys, following the Board approved Policies that govern them. The following individuals are authorized to approve the distribution of the keys: Office Administrator and the Chair of the Property Team.

BACKGROUND: Westworth United Church is blessed to have a beautiful building in which we come together to praise and honour God through worship, fellowship and work. We wish to be a welcoming presence in our community and beyond. It is our responsibility to ensure that our facility is a safe and secure place for all, and that our property is properly protected at all times. Improper use and loss of keys can expose our church to security and financial risk. It is for this reason a Policy to control the distribution of keys has been developed.

Section 1 - Persons Eligible to Receive Keys

A) Permanent Key Holders to Include:

- Ministers / Office Administrator / Music Director / Organist / Custodian / Relief Custodian / CE Administrator / Night Lock up person / Summer Lock up person / Treasurer / Alarm code responder (as applicable) / Carpathia School Principal / NOTE: Keys issued on a permanent basis must be returned to the Church Office upon termination of employment or expiration of service.

B) Temporary Key Holders to Include:

- Temporary Staff / Staff on Contract / WUC members (if the event takes place outside of regular Mon-Fri daytime hours or staff unavailable).

C) Renters or Contractors:

- If the event takes place outside of regular Mon - Fri daytime hours and Custodian not present.

Section 2 - The Policy to govern the distribution of keys to all key holders is as follows:

- All keys will be individually etched with a number.
- Keys will not be duplicated, loaned or made available to others.
- Lost or stolen keys must be reported to the Church Office immediately at 204-489-6974.
- A $20 fee will be imposed for any lost or stolen key.
- All keys are to be returned to the Church Office within 48 hours of the end of the event or a need for a key.
- The holder of the key will be responsible for the safety of the key and its use.
- When leaving the building, all doors and windows should be locked and secured.
- All lights must be turned off (except for security lights as labeled).
- Broken keys must be returned to the Church Office before a replacement is issued.
- Renters or Contractors will be required to provide a deposit of $20 upon receipt of a key
- Renters or Contractors responsible for the lost or stolen key will forfeit their deposit.

PROCEDURE:

- Keys may be picked up from the Church Office during working hours Monday - Friday
- The Policy governing the use of keys will be provided
- Key holders are required to provide their name, address and phone number as well as the dates and event the key is needed for.
- The deposit (if required) will be returned on receipt of the key to the Church Office.
- Note: The Property team can request the return of loaned keys at any time they deem to be necessary.

Policy Title:	Keys		
Date Approved:	May 27, 2014	Responsible:	Property
Revisions:	September 2014	Date of Last Review:	
Cross Ref:		Date of Next Review:	

NARTHEX SALES

POLICY: 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 placed 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 or team, through the Church Office, requests

the Narthex or a sale on the same Sunday, the first booking has priority. Committees and teams are responsible for the types of sales held.

Sales are fully explained in advance to the community of faith 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 Team Lead, or Finance and Stewardship Committee Chair.

PROCEDURE:

Policy Title:	Narthex Sales		
Date Approved:	May 25, 1994	Responsible:	Council
Revisions:	January 25, 2001	Date of Last Review:	
Cross Ref:		Date of Next Review:	

NO SMOKING

POLICY: No smoking in building (City By-Law) 2002.

PROCEDURE:

Policy Title:	No Smoking		
Date Approved:	*By-law noted, no Council Motion*	Responsible:	City Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

COMMUNICATIONS

ADVERTISING

POLICY: Commercial advertising is only placed in the Church with Council approval.

PROCEDURE:

Policy Title:	Advertising		
Date Approved:	April 22, 2003	Responsible:	Comms???
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

EMAIL

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

PROCEDURE:

Policy Title:	Email		
Date Approved:	March 24, 2009	Responsible:	NA
Revisions:		Date of Last Review:	
Cross Ref:	ADMIN: Protection of Personal Information	Date of Next Review:	

LETTERHEAD CORRESPONDENCE BY COUNCIL

POLICY: Council members, or their designates, sending letters on Church letterhead, are to leave a copy with the Office Administrator to keep on file.

PROCEDURE:

Policy Title:	Letterhead Correspondence by Council		
Date Approved:	September 25, 2007	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

PHOTOGRAPHY AND VIDEO

POLICY: As a general rule, photographs/videos are permitted to be taken during worship and in the Sanctuary following a service.

BACKGROUND: Most worship services are livestreamed and recorded to be shared via the Church's official communication channels (e.g.; website, newsletter social media).

DUTY OF CARE: Photos and videos featuring congregants or individuals not taking part in the worship service should not be shared or published online without attempting to obtain the permission of those individuals, or care should be taken to protect their identity in other ways (e.g.; edits to obscure faces). This applies most directly to children whose image and identity should not be shared online without first receiving consent to do so from their parents.

Members of the Communication Team are permitted to take photographs/videos during worship service from the perspective of the steps of the chancel forward or in such a way that congregants' identities are obscured (e.g.; only backs of heads visible) and publish them via the Church's official communication channels (e.g.; website, newsletter, social media).

While due diligence will be taken to assure one's privacy when requested or indicated in these guidelines, the privacy of people attending a worship service cannot be guaranteed due to the volunteer nature of photographers and camera operators.

Team leads wishing to share photographs/videos with the Communication Team for publication via the Church's official communication channels should first attempt to obtain permission from the individuals depicted in the images. Members of the Communications Team should inquire with these contributors whether permission was received before accepting and sharing content.

PROCEDURE:
Parents or guardians of children and youth under the age of 18 should:
- Sign waivers at the start of the church school year granting permission to share their children's images via Westworth official communication channels (e.g.; website, newsletter, social media) or not.

If you wish to submit a photo/video to the Communications Team for publication online:
- Notify individuals identified in the photo/video of your intent and obtain their permission.
- Email the photo/video to the Communication Team Chair with a brief description and notification that permissions have been obtained.
- Take great care to ensure that the privacy of any child or youth whose parents did not grant permission to share their images is respected.

Policy Title:	Photography and Video		
Date Approved:	January 30, 2024	Responsible:	Comms
Revisions:		Date of Last Review:	
Cross Ref:	ADMIN Protection of Personal Information	Date Next Review:	

SIGN USAGE

POLICY: The outdoor sign gives the impression that Westworth is an active place and provides information and advertises events that we want people inside and outside the Community of Faith to know about.

GUIDELINES:
- Messages should always be purposeful and communicate useful information.
- Messages that are light-hearted/humourous help to attract attention to the message. "Thought of the week"-style messages, or any messages intended to act as filler do not fulfill the purpose of the sign.
- Messages should be current, and changed as needed but not necessarily every week.
- The message board should never be blank.
- The two sides of the sign may be used either for the same, or different messages.
- The Office Administrator and Minister share responsibility for receiving suggestions for messages from the Leadership Team and others, and for scheduling staff or volunteers for the work involved in changing the message.
- The Communications Team will review these guidelines when necessary or upon request from Council.

PROCEDURE:

Policy Title:	Sign Usage		
Date Approved:	November 28, 2023	Responsible:	Comms
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

SUPPORT FOR WINNIPEG FREE PRESS FAITH PAGE

POLICY: That congregation of Westworth United Church support The Winnipeg Free Press Faith Page and other religious content within the Winnipeg Free Press with a contribution of two hundred and fifty dollars ($250) from the 2023 Interfaith budget line, then work with Communications team to include this as a budget item going forward.

PROCEDURE:

Policy Title:	Support for Winnipeg Free Press Faith Page		
Date Approved:	March 28, 2023	Responsible:	Outreach
Revisions:	April 30, 2024	Date of Last Review:	
Cross Ref:		Date of Next Review:	

FINANCE AND FUNDRAISING

AUDITOR(S) APPOINTMENT

POLICY: 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 "arm's length" from the Treasurer and Church Accountant.

PROCEDURE:

Policy Title:	Auditor(s) Appointment		
Date Approved:	May 26, 2009	Responsible:	Finance
Revisions:	February 27, 2024	Date of Last Review:	
Cross Ref:		Date of Next Review:	

BEQUESTS

POLICY: 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. The first $5,000 of any undesignated bequest to Westworth is allocated to general operations of Westworth.

PROCEDURE:

Policy Title:	Bequests		
Date Approved:	September 23, 2008	Responsible:	Council
Revisions:	January 26, 2005 / November 25, 2008	Date of Last Review:	
Cross Ref:	FIN Memorial Fund, FIN Westworth Fund	Date of Next Review:	

BUILDING RESERVE FUND EXPENDITURE COMMITTEE/PROCESS

POLICY: That the document 'Building Reserve Fund Expenditure Committee/Process', as presented by the Property Team, be accepted. That $100,000 of the Faith and Future Fund be transferred to the Building Reserve Fund. (A motion "That a Building Reserve Fund be established" passed on May 24, 2011 with no parameters set upon creation).

PURPOSE: On behalf of the Westworth United Church the Building Reserve Committee's role is to consider and approve as it sees fit the expenditure of the Building Reserve Fund. The Building Reserve Fund is a fund that has been set up by the Westworth United Church Official Board (*now Council)* to be used to address the building/infrastructure requirements not included in the regular Property Committee (*now Team*) budgeting and operations. The Official Board at its discretion may make changes to the Building Reserve Committee or the Building Reserve Fund from time to time.

COMMITTEE: The Committee that will make decisions about the use of the Building Reserve Fund will be the elected Property Committee members. The Chair of the Property Committee will chair the first meeting and may elect to have vote within the Property Committee membership to determine the Building Reserve Fund chair for subsequent meetings. The Chair will receive and manage the requests and produce minutes of the meetings and report to the Official Board when requested.

LIMITS: The Building Reserve Committee will have an approval capacity of $20,000 per year and at any time may look for guidance from the Official Board. Requirements of funds in excess of that amount will need to be approved by the Official Board at the first available board meeting.

PROCESS: The Property Committee will determine the Building Reserve Fund projects that will be undertaken to develop or enhance the church. These will be based on their own evaluations of what needs to be done and by submissions which may come from within the congregation. The agenda of each Property Committee meeting at its regular meeting will include the Building Reserve Fund item whether there is a report or not. Ad hoc meetings will be scheduled as required for emergency repairs should they occur. It is also recommended that a plan for repairs or construction up to five years in advance be in place. If a member who is not part of the Property Committee wishes to make a submission to the Property Committee to access the Building Reserve Fund, he or she can do this in one of two ways. The first is to attend a meeting and give a verbal presentation or submit it in writing giving the date, submitter, request description, request amount, the level of urgency and the request justification.

Policy Title:	Building Reserve Fund Expenditure Committee/Process		
Date Approved:	May 24, 2011	Responsible:	Property
Revisions:	November 22, 2011 ($100,000 transfer) January 24, 2012 (process for implementation and distribution of funds)	Date of Last Review:	
Cross Ref:		Date of Next Review:	

CONFIDENTIAL CONTRIBUTION INFORMATION

POLICY: That the Chair of Finance and Stewardship (or designate) and the Treasurer have complete access to all individual contribution information.

PROCEDURE:
As part of this access Policy, to reinforce confidentiality, all members of Finance and Stewardship will sign, annually, a United Church confidentiality memorandum as shown below:

CONFIDENTIALITY AGREEMENT
I _____ agree that I will keep confidential any personal information about contributors which comes to me as a result of carrying out my responsibilities as a member of the Finance and Stewardship Committee.
I will not discuss with anyone, beyond the bounds of the committee and its mandate, any personal contribution information.
Name printed and signed_____ Witnessed by _____"

Policy Title:	Confidential Contribution Information		
Date Approved:	January 24, 2012	Responsible:	Finance
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

FUNDRAISING

Fundraising initiatives raise money needed for Westworth ministries and operations. They highlight specific church initiatives and help build Westworth's community. This policy supports the goal of raising needed funds and ensuring respect for Westworth employees, volunteers, donors, and assets.

FUNDRAISING CRITERIA: Proposed fundraisers must meet the following criteria unless Council has formally approved an exception(s). Large fundraising initiatives, i.e., window replacement campaign, always require Council approval.

- A Westworth member, ministry team, or committee sponsors the Fundraiser to ensure the planning, reimbursement, and reporting requirements are met, with 1-2 people identified as the Organizer(s).
- A percentage of the revenue, between 0% and 100%, determined by the Organizer in collaboration with the sponsoring Ministry Team and advice from the Finance Committee, must be donated to the General Operations Fund.
- Organizers follow all relevant Westworth policies, e.g., building user policy, key policy, etc. Fundraiser welcomes all people, in accordance with Westworth being an Affirming congregation.
- Fundraiser does not expose Westworth to undue financial risk or asset damages.
- Fundraiser does not interfere with existing Westworth commitments and does not occur on Palm Sunday, Easter Sunday, Remembrance Day, Christmas Eve, or Christmas Day.

APPROVAL PROCEDURE:

1. **Organizer** drafts and submits Fundraising Proposal form to the Church Administrator with sufficient advance notice for appropriate considerations to be undertaken.
2. **Church Administrator** forwards Fundraising Proposal to M&P if it includes a request or implication for Westworth employee involvement.
3. **Church Administrator** coordinates with Church Caretaker to review office and custodial needs specified.
    a. Church Administrator sends estimate of additional cost to fundraising organizer, and confirms actual additional costs after event occurs. These costs are paid from the funds raised.
    b. If no office or custodial needs are specified but, based on experience, office and custodial needs will be required, Church Administrator will add the relevant information to the form.
    c. Church Administrator notes on the form if the time required for office and custodial needs can be accomplished within regular work hours or if overtime is required and can be accommodated.
    d. Church Administrator and Church Caretaker are responsible for advising their liaisons of overtime and scheduling issues.
4. Church Administrator ensures date/time for Fundraiser has no scheduling conflicts and sorts any such issues out with the Organizer.

5. Church Administrator forwards the form, with any additional notes or information, to the Treasurer for consideration at their next meeting.

6. **Treasurer** contacts Organizer if more information is required and forwards proposal to Finance and Stewardship Committee members for review.
   - Proposals involving the use, sale, or serving of alcohol require approval of Council, actioned by Treasurer sending the form to Council for consideration at their next meeting.
   - Approvals for Fundraisers that require use of Westworth's AV system are conditional on the Communications Ministry Team input. In these cases, the approval notice will be sent to the Organizer and the Communication Ministry Team with a request for them to review and follow up with the Organizer directly.
   - The Communications Ministry Team Lead will flag any costs required for AV supports for the Organizer.
7. Organizer notifies the Church Administrator and Treasurer if event cannot proceed for any reason.

PAYMENT AND REIMBURSEMENT PROCEDURE:

1. **Organizer submits invoices for approved upfront costs to the** Church **Administrator. Church Administrator coordinates with Church Accountant to arrange payments.**
2. **After the event, Organizer** prepares and sends the following to the Church Administrator:
   a. Gross revenue
   b. List of all expenses, with invoices, receipts and notes to support reimbursements.
3. **Church Administrator** coordinates with the Church Accountant on the deposit of gross revenue and forwards the rest of the submission to the Church Accountant.
4. **Church Administrator and Church Caretaker report any overtime required for the event per their regular process.**
5. **Church Accountant** reviews the submission, and issues payments for approved expenses, bringing forward any irregularities or issues to the Finance and Stewardship Committee for resolution.

REPORTING PROCEDURE:

1. **Organizer** prepares a brief summary to communicate the results and highlights of the Fundraiser, submits it to the Church Administrator and shares with the Congregation, as appropriate.

Church Administrator files a copy of the summary with the other relevant files for the Fundraiser and forwards a copy to the Treasurer to include with their monthly report to Council.

Policy Title:	Fundraising		
Date Approved:	January 30, 2023	Responsible:	Finance
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

GRANT FUNDING

POLICY: The intention of this policy is to ensure that Westworth's application, day-to-day work, and reporting for grants from government agencies, corporations, and foundations is aligned with Westworth's values, is organized, and is financially advisable. Following this policy and its guidelines will enable Westworth to meet reporting requirements, improve our grant planning and administration, and avoid complications and penalties. This policy covers all types of grants, including but not limited to start-up grants, capital grants, general operating grants, program/project grants, planning grants, and technical assistance grants.

- Westworth will not apply for grants from organizations whose values and/or actions are counter to our own.
- Westworth will not apply for grants where the terms or conditions put the congregation in a position of undue legal or financial risk.
- Westworth Council must approve a motion for a grant application before the application can be submitted to a funder.

ROLES AND RESPONSIBILITIES

Westworth Council

Determines how grants may support the congregation.
Considers and decides on motions requesting approval.
Allocates human and financial resources required for grant writing and management.

Grant Coordinator

If there is no paid position for this role, these responsibilities must be formally assigned at the outset of a grant project to volunteers and/or employees by or in consultation with Council and the Ministry and Personnel Committee.
Writes grant applications and reports, coordinates day-to-day work related to grants.
Provides monthly written status reports to Council
Identifies funding opportunities to Council, Committees, and Ministry Teams.
Communicates regularly with any Westworth employees involved in grant-related work.
Maintains records according to Westworth's record keeping and archives requirements.

Ministry and Personnel Committee

Develops the job descriptions and provides support for employees responsible for grants.
Updates relevant job descriptions for employees who will be involved in the grant funding process.
Provides ongoing support for employees who are responsible for preparing components of the grant applications.

Treasurer/Finance and Stewardship Committee

Advises on risks associated with proposed grant applications, provides oversight of grant funds received to ensure they are allocated in compliance with the terms of the grant.

Church Accountant

Provides regular financial reporting to the Grant Coordinator and the Finance and Stewardship Committee.
Allocates grant funding received according to terms of grant and direction from the Ministry Team, Committee, or Council.

Office Administrator
Assists with tracking of active grants.
Maintains official records of active grants from application to final report stage according to Westworth's recordkeeping and archives requirements.

GUIDELINES FOR GRANT COORDINATORS (*GRANT FUNDING CONTINUED*)

Part 1: The Pre-Award Phase
Conduct research and search for funding opportunities.
Review Westworth's capacity and look at Westworth's overall financial picture, staffing and program resources, eligibility for certain programs, and technical requirements/limitations so that the core details requested by funders is compiled and available when needed.
Develop a cost analysis to ensure your budget is accurate and reasonable. Consult the Finance and Stewardship Committee for advice, as needed.
Submit a motion to Council for approval to apply for grant funding. Provide background information about the funding organization and the terms and conditions of the grant.
Complete the Grant Application and develop a project timeline for all aspects of the project involved in the grant funding.
Create a Task Tracking Sheet to accompany the application from draft to approval stages with date notations, role, and deliverables noted to help keep the application flowing through all appropriate channels without delay.
Notify Council and the Finance and Stewardship Committee of the response once it is received and of next steps.

Part 2: The Award Phase
Announce the award, as appropriate. Consider whether a public announcement would promote Westworth's mission, vision, and strategic goals.
Provide final copies to the Office Administrator of all documents and contracts.
Review all final documents and contracts to ensure clarity on terms and conditions, regulations, policies, and laws.

Part 3: The Post-Award Phase
Regularly monitor progress of the deliverables and the expenses to ensure schedules are followed. Review Task Tracking Sheet to determine where lags or issues may have occurred in the pre-award phase for future improvement.
Provide monthly written reports to Council on deliverables and expenses for transparency and accountability.
Communicate regularly and consistently with project leaders and Westworth employees involved.
Follow all terms and conditions of the grant, including but not limited to administrative and audit requirements, procurement standards, reimbursement limitations, legal requirements, and financial reporting requirements.
Report, as required, to the funder on progress, milestones, and financial expenditures. Reports may include narratives as well as financial documents. Consult and liaise with the Church Accountant and Office Administrator, as needed.
Meet timelines and, if adjustments are necessary, ensure they are reasonable and permitted. If authorizations are required, bring approval requests forward to Council and the funder.
Issue final report once the work supported by the grant funds is complete, as required by the funder. Provide the draft to Council for review before it is submitted to the funder so

that any questions can be addressed and suggestions can be incorporated. Provide a copy of the final report to the Office Administrator and Church Accountant.

Policy Title:	Grant Funding		
Date Approved:	January 30, 2023	Responsible:	Finance
Revisions:		Date of Last Review:	
Cross Ref:		Date Next Review:	

DONATION ACCEPTANCE POLICY

POLICY: This policy identifies the various types of donations that Westworth will accept. Overall, accepted donations will be cost-effective, will not entail undue liability, and will be in accordance with all applicable legislation, regulations, and the guidelines of the Canada Revenue Agency.

General Policies

Acceptable Donations: Westworth United Church may accept immediate and deferred donations from donors.

Acceptable Purposes: Westworth will accept donations that benefit Westworth's mission, vision, and work.

Authorization: Council Chair and the Treasurer are authorized to seek and accept immediate donations and deferred donation arrangements with prospective donors within the bounds of this policy and their position descriptions.

Donations of cash, publicly traded securities, life insurance, and residuals of charitable remainder trusts or annuities do not require approval by the Council. But any donation must be referred to Council if it is subject to restrictions or if it may create an undesired financial burden for Westworth or jeopardize Westworth's tax-exempt status.

Donation agreements requiring action and execution by Westworth must be reviewed by Council, sent for legal review, then approved by Council and signed by the Council Chair. Where substantially the same agreement is used repeatedly, only the prototype needs legal review.

Council must approve acceptance of donations of real estate, shares in privately owned companies, stock options, tangible personal property, partnership interest, other property interests not readily negotiable, residual interest in real property, or an equitable interest in a trust. Before acceptance, relevant information about the donation must be ascertained, including a copy of any appraisal secured by the donor. Westworth reserves

the right to secure its own appraisal. Westworth must be satisfied concerning any assessment before accepting the donation.

Confidentiality of Information: All information pertaining to donors and donations received by Westworth is confidential and subject to Westworth's Privacy Policy.

Declining Donations: Council may decline a donation if the donor places undue restrictions on it or if any of the following conditions are identified:

- There are conditions on a donation and its designation which are not consistent with the objectives, values, and goals of Westworth.
- The donation could financially jeopardize the donor or Westworth.
- Westworth does not have the resources to honour the terms of the donation.
- An appropriate fair market value cannot be determined or will result in unwarranted or unmanageable expense to Westworth.
- There are physical or environmental hazards.
- There has been misrepresentation as to the nature or conditions of the donation.
- The donation could jeopardize the tax-exempt status of Westworth.
- The donation could improperly benefit any individual.

If Council decides to decline a donation, the Council Chair or Treasurer will notify the donor as soon as possible, and no later than 60 days from the date Westworth received detailed written information regarding the proposed donation.

Direction of Donations: Westworth will handle all monies put into its trust following the directions of the donor of the donation and all applicable laws, rules and regulations.

Westworth will ensure that donations are directed to purposes that follow Westworth's policies as determined by the Westworth Council. Within that requirement, donors may choose to have their donation fully expended or placed in a long-term unrestricted fund and may direct their donation to a specific program, fund, or project.

If the specific program, fund, or project no longer requires the donation or no longer exists, the first $5000 is allocated to the general operations of Westworth and the remainder is allocated to the Memorial Fund.

Official Tax Receipt: Westworth will issue an official receipt for donations that qualify as charitable donations in compliance with definitions and requirements stated in the Income Tax Act and regulations of the Canada Revenue Agency. For donations that are not considered charitable donations, like those made to Westworth by other charitable organizations, Westworth will issue a written acknowledgement of receipt.

Acceptance Policies

Donations of Cash: Westworth welcomes cash donations.

Bequests: Bequests made to Westworth may qualify as a charitable donation if the terms and conditions of the bequest are consistent with the policies and requirements of Westworth. In such a case, Westworth will issue an official tax receipt to the deceased's

estate. The first $5,000 of any undesignated bequest to Westworth is allocated to the general operations of Westworth, i.e., the General Fund, and the remainder is allocated to the Memorial Fund.

Donations of Life Insurance: Westworth will accept donations of life insurance, whether new, partially paid, or fully paid-up, and will receipt such donations in compliance with the Canada Revenue Agency's current regulations and the Income Tax Act's requirements. Westworth will not pay outstanding premiums on life insurance donations and will advise the donor before accepting the donation. If the donor cannot continue premium payments on a policy given to Westworth, Westworth may cash the policy.

Donations of Retirement Savings Plan/Income Fund and Tax-Free Savings Account Proceeds: Westworth welcomes RRSP/RRIF and TFSA proceeds and will issue an appropriate official receipt for the donation.

Donations of Residual Interest in Real Property and Charitable Remainder Trusts: At the time of the donation of a residual interest in real property, Westworth will issue an official receipt for the present value at the time of irrevocable transfer by CRA guidelines. If the income is redirected to Westworth or back to the trust, the donor will be issued official receipts for this amount. Westworth welcomes being named as the beneficiary of a Charitable Remainder Trust established at the financial institution chosen by the donor.

Donations of Securities: Westworth will accept publicly traded securities as “gift-in-kind” charitable donations. Donors can direct these donations to Westworth through the services of The United Church of Canada Foundation, Canada Helps, or other similar services. Westworth reserves the right to sell securities and manage the funds in accordance with its investment policy. Donations of shares in a privately owned company may be accepted on the condition that Westworth will assume no liability for receiving them.

Donations-in-Kind, other than securities: Westworth welcomes donations of all kinds, including real estate, art, books, jewelry, and other valuable items, and will issue a tax receipt for any donation that can be readily sold. The amount of the official receipt will be determined according to CRA guidelines for the fair market value on the date the donation is transferred. The donor bears the cost of the fair market value assessment. Westworth will sell the donation as promptly as possible and use the proceeds where they are needed the most or as designated by the donor.

Exceptional Instances: When this policy does not address a concern raised, the matter will be brought forward to Council for decision-making.

Policy Title:	Donation Acceptance Policy		
Date Approved:	January 28, 2026	Responsible:	Finance
Revisions:		Date of Last Review:	

Cross Ref:		Date Next Review:	

LAY LEADERSHIP DEVELOPMENT FUND GUIDELINES

POLICY: A" Lay Leadership Development Fund" supports those who wish to develop and improve skills and knowledge related to their present and future Committee and Board responsibilities at Westworth United Church. The purpose is to enhance the effectiveness of our Committees, Teams and Council, supporting members and prospective members and to enable all people to participate in the life and work of the community of faith.

ELIGIBILITY: Council and Team Leads
- Future Team or Committee members
- Others may be considered

ELIGIBLE PROGRAMS:
- Council development
- Organizational management
- Volunteer management
- Others may be considered

ASSISTANCE AVAILABLE:
- Allowance of 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 from the Church Office or the website
- Applications are to be completed and forwarded to the Council Chair for consideration. Council agrees to establish the Lay Leadership Development Fund Committee to oversee the application and approval process for the Lay Leadership Fund.
- Successful applicants will be verbally notified

WESTWORTH'S EXPECTATIONS OF RECEIPTS:
- Submit a written report in appropriate space of application form
- Be willing to to share information and skills gained during program with Committees, Teams, Council or others as appropriate.

ADDITIONAL NOTES**: Names and program information will be reported to Council when a course is successfully completed. Discussion at the table on September 28, 2004 indicated that "funding for the programme would come under 'Committee Expenses — Leadership Development' in our Budget; a $500 line item.**

Policy Title:	Lay Leadership Development Fund Guidelines		
Date Approved:	September 28, 2007	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

LOANS FOR SHORT-FALLS

POLICY: 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.

PROCEDURE:

Policy Title:	Loans for Short-falls		
Date Approved:	September 27, 2011	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

SALARY ADJUSTMENTS

Policy:
Salary adjustments are calculated and updated for all positions (minister and non-ministerial).

Types of salary adjustments:

Annual salary adjustment:
- Generally, takes effect January 1.
- United Church of Canada sets the Minister's annual salary adjustment.
- Non-ministerial staff adjustments are established by Westworth and will be applied equitably for all.

Successful completion of probationary period:

- Salary adjustment is deferred until the probationary period is successfully completed and will be effective at that point.
- An additional increase to the rate of pay upon satisfactory completion of the probationary period may be warranted and recommended by Ministry and Personnel.

Significant change to current position:

- In the event a staff review reveals substantive changes in position requirements, a new job description along with recommended salary adjustments is prepared and submitted by Ministry and Personnel to Finance for budget review, followed by subsequent submission to Council for their consideration and possible approval.

Procedure:

- Salary adjustments will be calculated by Ministry and Personnel and submitted to Finance for review and inclusion into upcoming budget, prior to final acceptance at Council and approval at Annual General Meeting.
- Annual salary adjustments vary from year to year and Ministry and Personnel will communicate the details to each staff member upon completion of the approval process.

Policy Title:	Salary Adjustments		
Date Approved:	September 24, 2024	Responsible:	M&P, Finance
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

FUND ACCOUNTING POLICY

Policy: In addition to regular contributions to the General Fund and to Mission and Service, Westworth raises and receives funds for other specific uses and manages these as separate funds.

Memorial Fund

a. Purpose: To support purposes that promote the life and work, and the building that houses the Community of Faith of Westworth United Church.
b. Fund Lead: Council
c. Sources:
    - Undesignated donations given in memory or in honour of individuals.
    - Surplus, after all expenses are paid, from ad hoc funds established to accomplish specific projects, e.g., Inter-faith Fund.
d. History: Established on 20 Mar 2007 and revisions on 29 May 2007, 25 Jan 2011, and 25 Mar 2014.

Minister's Discretionary Fund

e. Purpose:
f. Fund Lead: Minister
g. Sources: The Minister's Discretionary Fund (Care Fund) is consistently topped to $100.
h. History: Established 24 Sep 2013.

Music Enhancement Fund

i. Purpose:
   - To cover the wages of one or more Choral scholars (music students) who support the work of the Choir, serve as section leads within the choir and as soloists.
   - With Fund Lead approval, to engage session musicians not paid for by the Worship Team.
   - With Fund Lead approval, to defray Choir expenses, e.g., music purchases, instruments, props, and staging.
j. Fund Lead: Choir Team Lead
k. Sources:
   - Designated donations to the Fund.
   - Fundraisers in support of the Fund, e.g., concerts, gift card programs, etc.
   - Half of the undesignated open plate offering from Lessons and Carols.
l. History: Established…

Building Reserve Fund

m. Purpose: To address the building and infrastructure requirements not included in the regular budgets for Operations and the Property Team up to $20,000 per year without requiring Council approval.
n. Fund Lead: Property Team Lead
o. Sources:
   - Initial sum of $100,000 approved for transferred in 2011 from the (former) Faith and Future Fund to establish the Building Reserve Fund.
   - Designated donations to the Fund.
   - Transfers of end of year surplus in the General Fund.
p. History: Established 24 May 2011 and revisions on 22 Nov 2011 and 24 Jan 2012.

Westworth Fund

q. Purpose: To provide for Westworth's long-term financial stability and ministry.
r. Fund Lead: Finance Committee
s. Sources:
   - Designated donations to the Fund.
   - Undesignated bequests (after first $5000 to General Fund).
t. History: Established 22 Jan 2019 and terms and conditions dated 28 Jan 2020

Procedures:

Westworth Council has oversight over fundraising, disbursement of funds as set out in the approved budget, overseeing finances between annual meetings, and presentation of independently reviewed financial statements at the annual meeting.[1]

Monthly

1. Review financial reports.
2. Consider money motions from Fund Leads

Annually

1. Review annual financial statements.
2. Review draft Fund budgets presented by the Treasurer for recommendation to the Community of Faith at the annual meeting.
3. Support Treasurer in presentation of Council-recommended Fund budgets to the Community of Faith at the annual meeting.

The Treasurer centrally manages all of Westworth's Funds to ensure responsible and consistent stewardship for their intended purposes. They support Fund Leads in carrying out their duties, regularly report on the Funds to Council and the Community of Faith, and notify Council of financial issues or irregularities with the Funds.[2]

Monthly

1. Review financial reports for files or meetings.
2. Present financial reports for all accounts to Council each month.
3. Investing funds and designating interest accrued.
4. Advise Council on money motions and fund disbursements.

Annually

1. Review annual financial statements.
2. Arrange independent financial review.
3. Assist in preparing the budgets for Funds for the ensuing year.
4. Review and prepare draft Fund budgets for presentation.
5. Present Fund budgets to Council for recommendation to the Community of Faith at the annual meeting.
6. Present the Council-recommended Fund budgets to the Community of Faith at the annual meeting.

The Church Accountant receives all funds from offerings and other sources, disburses them according to the approved budget and under direction from the Treasurer and Council, keeps records of all receipts and disbursements, and notifies the Treasurer of any financial issues or irregularities.[3]

Weekly

1. Enter the weekly contributions in the cashbook.

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[1] See sections G.4.2.2 General Oversight and B.7.4.2 Financial Matters of The Manual, 2025 (United Church of Canada).

[2] See section G.4.3 Treasurers' Responsibilities of The Manual, 2025 and section 3.2 The Treasurer of Financial Handbook for Congregations, 2025-2028 (United Church of Canada).

[3] See sections 3.2 The Treasurer and 6.7 Record Retention of Financial Handbook for Congregations, 2025-2028 (United Church of Canada).

2. Pay all accounts and invoices that are due.

Monthly

1. Pay all accounts and invoices that are due.
2. Balance all accounts and reconcile cashbook balance with the bank account.
3. Post ledgers where applicable.
4. Prepare financial reports for files or meetings.
5. Reconcile all bank accounts.
6. File Fund records according to guidance in the Financial Handbook for Congregations, 2025-2028.

Annually

1. Prepare annual financial statements.
2. Assist in preparing the budgets for Funds for the ensuing year.
3. Review and prepare draft Fund budgets for presentation.
4. Support Treasurer in presentation of Council-recommended Fund budgets to the Community of Faith at the annual meeting.

Fund Leads are responsible for maintaining awareness of the state of the funds assigned to them to ensure they can support the planned uses for it, spending within the approved budget, for receiving requests for uses of the funds, and for working collaboratively with the Treasurer and Church Accountant on all matters related to the funds.

Monthly

1. Submit all income and expense documentation to the Church Accountant.
2. Review financial reports for files or meetings.
3. Receive special requests for support from the Fund.
4. Submit money motions to Council for use of Fund beyond its stated purpose.
5. Keep Team up to date on the Fund's health.

Annually

1. Review annual financial statement for the Fund.
2. Prepare budget for the Fund for the ensuing year, including anticipated fundraising revenue.

Policy Title:	Fund Accounting Policy		
Date Approved:	March 20, 2007, September 24, 2013, January 22, 2019	Responsible:	Finance
Revisions:	May 29, 2007; January 25, 2011; March 25, 2014; January 22, 2019	Date of Last Review:	January 2026
Cross Ref:	FIN Bequests, FIN Westworth Fund	Date of Next Review:	

GOVERNANCE

AD HOC COMMITTEE CHAIRS

POLICY: Any Ad Hoc Committee Chair will be appointed a liaison and would attend Council meetings by invitation of the Council Chair and/or Liaison They would be required to submit minutes of their meetings and reports, including budgets, as do other Ministry Teams and committees.

PROCEDURE:

Policy Title:	Ad Hoc Committee Chairs		
Date Approved:	April 30, 2017	Responsible:	Council
Revisions:	February 27, 2024	Date of Last Review:	
Cross Ref:		Date of Next Review:	

MANUAL CHANGES

POLICY: Manual changes are documented by the Past Chair, with Council approval.

PROCEDURE:

Policy Title:	Manual Changes		
Date Approved:	May 26, 2009	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

MONEY MOTIONS

POLICY: Motions that include financial implications or spending commitments may be brought before Council only with advance Notice of Motion (written notification) as part of team and committee reports to Council.

PROCEDURE:

Policy Title:	Money Motions		
Date Approved:	May 15, 2000 Council discussion	Responsible:	Council
Revisions:	February 27, 2024 adopted formally	Date of Last Review:	
Cross Ref:		Date of Next Review:	

POLICY TRACKING

POLICY: The Council Secretary keeps a record of all relevant policies established by motions of the Council, Annual Meeting or Community of Faith meetings. The Council Secretary adds these to a list held by the Office Administrator and available to any member of the Community of Faith at any time.
PROCEDURE:

Policy Title:	Policy Tracking		
Date Approved:	September 25, 2007	Responsible	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

TEMPLATE REPORTS

POLICY: 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.

DRAFT PROCEDURE: Each team or committee lead, including Council Chair, Ad Hoc Committee chairs, and Minister, complete a report, found on the Westworth website (for

reference at **http://westworth.ca/about-us/mdocuments-library/)** and submit by email to the Council Secretary.

Policy Title:	Template Reports		
Date Approved:	August 26, 2008	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

RISK MANAGEMENT

CANCELLATION OF SUNDAY SERVICE

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

PROCEDURE: 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.

Policy Title:	Cancellation of Sunday Service		
Date Approved:	September 25, 2007	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date Next Review:	

CHILD ABUSE REGISTRY (CAR) CHECKS

POLICY: A Child Abuse Registry Check (CAR) is required for all Sunday School teachers, the Coordinator of Child, Youth and Family Ministries and any adult volunteers who assist with the children and youth in Christian Education. A CAR is required in the volunteer's initial year and every three years thereafter.

PROCEDURE: - Ministry & Personnel Committee distributes the paperwork to the teachers and volunteers and collects and submits the completed forms to the Province of Manitoba Abuse Registry office, along with any required fees. Ministry & Personnel will advise the Christine Education Team lead if any follow-up is required.

- The fee for the CAR for the Coordinator of Child, Youth and Family Ministries is drawn from the Christian Education Team budget.
- The Province of Manitoba does not charge a fee for completed checks for volunteers. Therefore, there is no cost to Sunday school teachers and adult volunteers to apply for a CAR.
- Completed CARS are maintained in a master file maintained with Ministry & Personnel.

Ministry & Personnel Committee tracks the date of the last CAR and follows up with teachers, the Coordinator of Child, Youth and Family Ministries and adult volunteers on a three-year cycle.

Policy Title:	Child Abuse Registry (CAR) Checks		
Date Approved:	February 27, 2024	Responsible:	M&P
Revisions:		Date of Last Review:	
Cross Ref:		Date Next Review:	February 2027

CRIMINAL RECORD CHECKS FOR STAFF

POLICY: As a condition of employment, all non-ministerial staff are required to provide a current satisfactory Police Record Check/Vulnerable Sector Check, the cost of which is to be borne by the staff member.

PROCEDURE: - Ministry & Personnel will ensure that job descriptions clearly state that a current satisfactory Police Criminal Record Check/Vulnerable Sector Check is a job requirement.

- Ministry & Personnel prepare a letter of offer outlining the details of the position, including details of this policy and how to apply for the checks.
- Cost of Police Criminal Record Check/Vulnerable Sector Check are the responsibility of the new staff member.
- Ministry & Personnel may provide financial support if the cost of obtaining the Police Criminal Record Check/Vulnerable Sector Check would create a financial hardship to the new staff member.
- Ministry & Personnel notify the new staff member to apply for the checks close to the hiring date into their position.
- New staff will submit completed Police Criminal Record Check/Vulnerable Sector Check to Ministry & Personnel committee member.

The checks are maintained in each individual staff member's personnel file

Policy Title:	Criminal Record Checks for Staff		
Date Approved:	June 22, 2004	Responsible:	M&P
Revisions:	February 28, 2023; February 27, 2024	Date of Last Review:	
Cross Ref:		Date Next Review:	February 2027

LIABILITY OF COUNCIL MEMBERS AND VOLUNTEERS

POLICY: 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.

NOTE: Archives does not have minutes for this date. Is this insurance coverage automatically renewable?

PROCEDURE:

Policy Title:	Liability of Council Members and Volunteers		
Date Approved:	October 26, 2004	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

LIABILITY INSURANCE FOR RENTER OR GROUPS

POLICY: 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 with Westworth United Church added as an additional insured in the liability insurance policy.

PROCEDURE:

Policy Title:	Liability Insurance for Renter or Groups		
Date Approved:	February 22, 2017	Responsible:	Trustees
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

RESPONSIBLE RISK MANAGEMENT

POLICY:

BACKGROUND: As a Church, we take seriously our mission to be the hands and feet of Christ, which necessarily entails being active in our community, guided by our fundamental values and beliefs. Occasionally, situations arise that present an opportunity to act, but which are perceived to involve some risk (social, political, safety) to WUC, its Community of Faith, and/or staff. Often, such situations are fast developing and do not allow for a meeting of Council, even by phone, to decide the most appropriate course of action. In addition, such situations often entail considerable uncertainty, owing to incomplete information and emerging developments. This policy ays out the procedure to be followed when such occasions arise. The aim is to balance, as adequately as possible, the competing demands to seize what may be an opportunity to fulfill our mission and the requirement to avoid unacceptable risks to the Church.

PROCEDURE: 1) Preemptively: Criminal Records Checks Required for Staff (2023). Staff assume the cost of a current satisfactory Police Record Check and Police Vulnerable Sector Check.
2) Anyone associated with WUC may bring to the attention of the Chair of Council or the Minister a potential opportunity to act to fulfill our mission.
3) The Chair and Minister will discuss the situation and consult with any other persons they deem fit to gather information regarding what is happening, the ways in which WUC could potentially become involved, and what are the potential benefits and risks of alternative courses of action.

4) By consensus, the Chair and Minister will decided what, if anything, to do. If they decide to act, the Chair and Minister will initiate an implementation plan, again involving any other persons they deem fit.
5) As soon as possible, the Chair and Minister will inform Council and the broader Church community of the situation, as appropriate, and seek their ongoing guidance and support.
6) At its next regular meeting, Council will review all of the above and the consequences as they are known at the time, with a view toward learning lessons that may be applied in the future.

Policy Title:	Responsible Risk Management		
Date Approved:	February 25, 2020 (but policy not attached, so unclear whether above text reflects what was passed at this time)	Responsible:	Council
Revisions:		Date of Last Review:	
Cross Ref:		Date of Next Review:	

SAFE WORK/WORKING ALONE OR IN ISOLATION

POLICY: From time to time, Westworth employees or volunteers may find themselves in a position where they are working alone, as the only person present in the Church. While for most individuals there is little or nothing inherent in their work that makes working alone dangerous, the mere fact of being alone may result in complications should circumstances warrant they require assistance.

APPLICABILITY: This policy applies to any employee or volunteer who has cause to be the only person present in the Church at any point in time, or who in the course of their duties is required to travel outside the Church on their own.

PROCEDURE: Each employee will work with their Ministry and Personnel (M&P) liaison to establish their own personal Work Alone protocol. Each team or committee will establish their own Work Alone protocol for its volunteers and may obtain assistance from the Ministry and Personnel Committee.

In general, the primary method for dealing with periods where employees/volunteers are working alone will be to establish periodic telephone contact between the employee/volunteer and another designated person who shall be either: another employee or volunteer, Ministry and Personnel representative, or another person designated by the employee/volunteer, such as a family member. The employee/volunteer shall ensure that the designated person is aware of the agreed check in schedule and is aware of who to contact in the event that a scheduled check-in is missed. If the designated person is someone other than a member of Church staff or a Church volunteer, the employee/volunteer shall ensure that their designated person has

contact information of a Church employee/volunteer who will be able to follow up to ensure the employee/volunteer member is safe.

When two or more people are working in the Church at the same time, each employee who is leaving the Church shall "check in" with at least one other staff member in order that situations are not created whereby a staff member is left working alone, but is unaware of that fact.

When there is only one staff member working alone in the Church, all exterior doors to the Church should be locked. Anyone visiting the Church at this time will be required to make telephone contact in order to gain entry.

Policy Title:	Safe Work/Working Alone or in Isolation		
Date Approved:	February 22, 2017	Responsible:	M&P
Revisions:	February 27, 2024	Date of Last Review:	
Cross Ref:		Date of Next Review:	February 2027

SAME-SEX MARRIAGE

POLICY: Westworth United Church is empowered to conduct same-sex marriage if and when requested.

PROCEDURE:

Policy Title:	Same-sex marriage		
Date Approved:	March 22, 2005	Responsible:	
Revisions:		Date of Last Review:	
Cross Ref:	ADMIN, Wedding Payments	Date of Next Review:	