

**Westworth United Church**  
**# 271 Council Meeting Minutes (APPROVED)**  
**October 24, 2023 7:00 pm**  
**Church Parlour**

- 1. Call to Order:** 7:00pm
- 2. Opening prayer:** led by Dianne Sjoberg
- 3. Attendance:** Tricia Gerhard, Keith Love, Dianne Sjoberg, Denise Jones, Bruce Tefft, Janice Neuman (Ministry and Personnel), Special Guest: Marion McKay
- 4. Regrets:** Rhea Yates, Sharon Stanley, Jan McIlroy

**5. Approval of Agenda:**

**Moved by** Bruce Tefft **Seconded by** Keith Love  
that the agenda be accepted as circulated.  
CARRIED

**6. Approval of Minutes:**

**Moved by** Bruce Tefft **Seconded by** Keith Love  
that minutes of the Council meeting of September 26, 2023 be approved as circulated.  
CARRIED

**7. Council Structure Presentation:** Marion McKay: Westworth Senior Choir Presentation to Council

Marion McKay was welcomed and then she gave a thorough presentation regarding the organization and activities of the Senior Choir, its relationship with Worship and its relationship with the rest of the congregation, particularly its place or lack thereof in the organizational structure of the Community of Faith.

The following proposed set of responsibilities/mandate has been approved by the current choir executive for presentation to Westworth Council:

***Responsibilities are:***

1. *In partnership with our Minister and Worship Team, to provide leadership in Westworth's ministry of music through:*
  - a. *Supporting congregational singing during worship services.*
  - b. *Singing anthems and additional service music as requested during worship services.*



- *The workload of the Choir Executive would remain essentially the same.*
- *The workload of Worship would remain the same.*
- *The workload of the liaison for the choir team on council would not increase significantly, since, for the most part, the choir executive would continue managing the affairs under its umbrella, with regular reporting to council and the occasional request for advice.*
- *The choir executive would have a more direct line to Council to:*
  - *Encourage congregational support of choir activities, including fundraising.*
  - *Receive assistance and advice when problems arise.*
- *The choir would feel that its leadership in the ministry of music was formally recognized by the congregation and Council.*

**Questions and Comments:**

**Denise Jones** pointed out details that need to be addressed with the Choral Scholar Contracts.

**Keith Love** pointed out that the new arrangement could be perceived as the choir creating a community within the community that is answerable to itself. Conversation ensued that revealed the choir, outside of its worship contributions had been operating in a vacuum with no discernable connection to the organization of the community of faith through the Leadership Team.

**Bruce Tefft** wondered about choir members having knowledge of the choir executive's activities. Marion McKay acknowledged that the executive has been trying to improve that through communication with the choir members after each executive meeting.

Marion McKay was thanked for her presentation and took her leave.

**8. Business arising from the minutes:** None

**9. Correspondence:** None

**10. Ministry Team and Ad Hoc Committee Reports:**

**a) Affirming (Liaison Rhea Yates):**

**b) Archives (Liaison Rhea Yates):**

**c) Chair:**

**d) Christian Education (Liaison Bruce Tefft):**

**e) Communications (Liaison Jan McIlroy):**

**f) Community Care (Liaison Keith Love):**

**g) Finance (Denise Jones):**

**h) Minister:**

**i) Ministry and Personnel (Sharon Stanley):**

Nothing to report

Report attached

Report attached

Report attached plus Draft Manual revisions & Draft Sign Usage documents

Report attached

Report submitted

Report attached

- |   |                   |
|---|-------------------|
| <b>j) Outreach (Liaison Bruce Tefft):</b>             | Minutes attached  |
| <b>k) Property (Liaison Keith Love):</b>              |                   |
| <b>l) Regional Reps (Liaison Jan McIlroy):</b>        | Nothing to report |
| <b>m) Search Committee: (Liaison Dianne Sjoberg):</b> |                   |
| <b>n) Trustees (Kent Magarrell):</b>                  | Report attached   |
| <b>o) UCW (Liaison Jan McIlroy):</b>                  |                   |
| <b>p) Visioning (Liaison Dianne Sjoberg):</b>         |                   |
| <b>q) Worship (Liaison Bruce Tefft):</b>              |                   |

**Moved by** Denise Jones                      **Seconded by** Keith Love  
that the reports be accepted as circulated.  
CARRIED

**11. Business arising from reports:**

- a) Affirming (Liaison Rhea Yates):**
- b) Archives (Liaison Rhea Yates):**
- c) Chair:**
- d) Christian Education (Liaison Bruce Tefft):**
- e) Communications (Liaison Jan McIlroy):**
  - i. Draft Sign Policy: Dianne Sjoberg to offer to work with Communications on tightening this very good beginning.
  - ii. Manual Changes: Rhea Yates and Denise Jones will incorporate this into their work on the Manual
  - iii. Brochure: Good news that the brochure is nearing completion for use.
- f) Community Care (Liaison Keith Love):**
- g) Finance (Denise Jones):**

Children’s Fund and other Funds: There is work needed to delve into the current application of funds, update and standardize fund parameters, and determine the lines of communication and responsibility for current funds.
- h) Minister:**
- i) Ministry and Personnel (Sharon Stanley):**
- j) Outreach (Liaison Bruce Tefft):**
- k) Property (Liaison Keith Love):**
- l) Regional Reps (Liaison Jan McIlroy):**
- m) Search Committee: (Liaison Dianne Sjoberg):**
- n) Trustees: Kent Magarrell:**
- o) UCW (Liaison Jan McIlroy):**

Timeless Treasures was a huge success with a financial profit of \$12,518.33. This is a “record”, exceeding the previous high sales of \$9,765 (in 2017) by over \$2700.
- p) Visioning (Liaison Dianne Sjoberg):**
- q) Worship (Liaison Bruce Tefft):**

**12. Old Business:**

**a) Fundraising:**

Denise Jones will connect with Rhea Yates to discuss the relationship between/amongst the Fundraising Ad hoc Group and the Finance committee and Council

**b) Video/Photography guidelines:**

Tabled until next meeting

**c) Grant Writing process/application form placement in Manual: Denise Jones, Sharon Stanley**

Tabled until next meeting

**d) Engineering Report:**

In the hands of Property,

**e) Next Steps on Leadership Team/Council/Choir Structure:**

Dianne Sjoberg to work with Marion McKay regarding a Motion for the November meeting.

**13. New Business:**

**a) Liaison Monthly Contacts:**

Keith Love had a conversation with Property re: sound on Sunday Morning. Communications is working with property to ensure quality, consistent sound during worship. A complicating factor is that the Listening Devices are nearing the end of their lifespan. Property is aware.

Bruce Tefft noted that reports were more timely this month.

Feedback on the monthly personal contacts was positive.

**b) Walking Group and "Flyer" Delivery:**

The Timeless Treasures Organizing Committee determined that the delivery of advertising to homes in the near vicinity of Westworth had a positive impact on attendance. The walking group is amenable to future "drops". Council thanked the group and cautioned that the community of faith does not overstep requests of the group.

**c) Hallowe'en Security:**

It was noted that a rehearsal is being held in the building that evening, and that in itself will provide a level of security around the building. Tricia Gerhard will also ask our night lock-up team to do a couple of extra walk-arounds of the outside of the building.

**d) New Member Activities:**

As people find Westworth and begin to take steps to make it their home, the Leadership Team is asked to keep in mind suggesting existing groups to folks

returning to worship, and also to consider new small group activities that might speak to newcomers to our community of faith.

**e) Westworth Centre:** As the Visioning team progresses in finding partners for this venture, Council along with Visioning, will also need to consider the make-up of the board and the people necessary for the board.

**f) AGM:** March 3, 2024

**14. Other:**

**15. Important Dates:**

- a) Covenanting Service: November 5, 2023 @ 2:30
- b) Council Meetings going forward:
  - November 28
  - January 30
  - February 27
- c) AGM: March 3
- d) Advent date: November 26
- e) Reindeer King Dates: November 10, 11 and 12

**16. Closing Prayer:** Offered by Tricia Gerhard

**17. Motion for adjournment:** Keith Love moved for adjournment at 9:05

Minutes respectfully submitted by:

Approved by:

Jan McIlroy

Dianne Sjoberg

Secretary of Council

Chair of Council

