

**Westworth United Church**  
**# 273 Council Meeting Minutes APPROVED**  
**January 30, 2024 7:00 pm**  
**Church Parlour**

- 1. Call to Order:** 7:00pm  
**a) Present:** Dianne Sjoberg, Rhea Yates, Denise Jones, Keith Love, Tricia Gerhard, Jan McIlroy  
Dianne Sjoberg also welcomed Janice Newmann (Ministry and Personnel) and Paul Chard (Property)  
**b) Regrets:** Sharon Stanley, Bruce Tefft

**2. Opening prayer:** Led by Dianne Sjoberg

**3. Approval of Agenda:**

**Moved by** Keith Love **Seconded by** Rhea Yates  
that the agenda be accepted as amended, with the addition of a motion at 9c) as follows: "that the Grant Writing Policy as presented by Finance be adopted for inclusion in the Manual and online."  
CARRIED

**Moved by** Denise Jones **Seconded by** Rhea Yates  
that Janice Neumann, as representative from Ministry and Personnel, have voting privileges.  
CARRIED

**4. Approval of Minutes:**

**Moved by** Jan McIlroy **Seconded by** Keith Love  
that minutes of the Council meeting of November 28, 2023 be accepted as circulated.  
CARRIED

**5. Business arising from the minutes:**

i. Funding for hearing devices:  
**Action:** Jan McIlroy will inform Brett Lougheed, Chair of Communications, that more hearing devices are needed, and funding is in place for this.

ii. Special Guest: Paul Chard  
The final report from MMP Architects has not yet been received but is expected shortly. Council will meet sometime after the report has been received, likely the week of February 12, to discuss the report. After that, MMP would host Westworth people at their office to go over the report. Besides Property, this meeting should include, at minimum, Ken White, Tim Stephenson, Regional Reps, a Trustee, and Council. Numbers are limited by their room space. The

report will be shared at a congregational meeting after church one Sunday. Representatives from MMP will be asked to attend.

**6. Correspondence:**

Tricia Gerhard received a request from Nilufer Rahman that Westworth sign a petition supporting a ceasefire in the Middle East. This request was forwarded on to Prairie to Pine for their consideration.

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

- |  |  |
|--|--|
| <b>a) Affirming (Liaison Rhea Yates):</b>            | Nothing to report  |
| <b>b) Archives (Liaison Rhea Yates):</b>             | Nothing to report  |
| <b>c) Chair:</b>                                     | Report attached  |
| <b>d) Christian Education (Liaison Bruce Tefft):</b> | Report attached  |
| <b>e) Communications (Liaison Jan McIlroy):</b>      | Nothing to report  |
| <b>f) Community Care (Liaison Keith Love):</b>       | Report attached  |
| <b>g) Finance (Denise Jones):</b>                    | Report attached, as well as Fundraising Policy, Grant Funding Policy, & Financials |
| <b>h) Minister:</b>                                  |  |
| <b>i) Ministry and Personnel (Sharon Stanley):</b>   | Nothing to report  |
| <b>j) Music:</b>                                     | Proposed Mandate attached to be discussed at the February Council Meeting          |
| <b>k) Outreach (Liaison Bruce Tefft):</b>            | Report attached  |
| <b>l) Property (Liaison Keith Love):</b>             | Report attached  |
| <b>m) Regional Reps (Liaison Jan McIlroy):</b>       | Nothing to report  |
| <b>n) Trustees: Kent Magarrell:</b>                  | Nothing to report  |
| <b>o) UCW (Liaison Jan McIlroy):</b>                 | Report attached  |
| <b>p) Visioning (Liaison Dianne Sjoberg):</b>        |  |
| <b>q) Worship (Liaison Bruce Tefft):</b>             | Report attached  |

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

**Seconded by** Rhea Yates

**8. 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):**
- f) Community Care (Liaison Keith Love):**
- g) Finance (Denise Jones):**
- h) Minister:**

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

Ministry and Personnel is in the process of refining guidelines and policies and will be reporting on that at the February meeting.

**j) Music:**

**k) Outreach (Liaison Bruce Tefft):**

The Tru-Earth fundraiser 4 day launch is now over. During the launch Westworth was to receive 30% of the dollar value of orders. After the launch Westworth will receive 20% of the dollar value of the orders.

**l) Property (Liaison Keith Love):**

**m) Regional Reps (Liaison Jan McIlroy):**

**n) Trustees: Kent Magarrell:**

**o) UCW (Liaison Jan McIlroy):**

The meeting to seed a new group was held and progress will be reported in February.

**p) Visioning (Liaison Dianne Sjoberg):**

Programming is going well, with five weekly programmes in place, and a speaker series in development.

Dianne Sjoberg and Erika Olson, Programme Coordinator for Westworth Centre Activities, attended a "Speed Networking Session" under the auspices of the WRHA and co-ordinated by Amanda Younka. Mike Moroz, MLA for River Heights, spoke to the participants of his willingness to engage, listen, and take information to relevant colleagues at the Legislature. Representatives from RehFit, Family Dynamics, Families forward, Lungtivity, Down to Earth Children's Centre, SWSCC and Westworth all outlined programming and activities. There are particular synergies between Westworth, SWSCC, Lungtivity and Down to Earth that will be explored and put to use.

**q) Worship (Liaison Bruce Tefft):**

**9. Old Business:**

**a) Fundraising:**

**Moved by** Denise Jones

**Seconded by** Rhea Yates

that the Fundraising Policy Guidelines be adopted for inclusion in the Westworth Manual and online. (Attached to Minutes as Addenda)

CARRIED

**b) Video/Photography guidelines:**

**Moved by** Denise Jones

**Seconded by** Janice Newmann

that the Video/Photography Policy be adopted for inclusion in the Westworth Manual and online. (Attached to Minutes as Addenda)

CARRIED

**c) Grant Writing process/application form placement in Manual:**

**Moved by** Denise Jones

**Seconded by** Janice Newmann

That the Grant Writing Policy be adopted for inclusion in the Westworth Manual and online.

CARRIED (Attached to Minutes as Addenda)

**d) Nominating:**

Rhea Yates is actively recruiting interested people for Leadership Team positions.

**Action:** Rhea Yates will email team leads to request the names of people on their teams for 2024.

**e) Engineering Report:**

See 5 ii

**f) Minutes on Line:**

Council Minutes are now online in sequential order, with thanks to Christine Strike and Rhea Yates.

**g) Potential New Small Groups:**

i. Under 55s

A meeting of younger women is planned for February 11

ii. Males

No current groups for men. A discussion around the consideration of more non-gendered, inclusive names for congregational groupings left room for further thought.

iii. Drama

Six or seven people attended the first meeting of the drama group and six or seven more have expressed interest. Work is underway on Lenten Liturgical drama/s.

iv. Lenten Bible Study

Tricia Gerhard is planning a Lenten Bible Study around the book [A Beautiful Terrible Day](#). Information about this is in the eblast.

**10. New Business:**

**a) Grants Policy:** Denise Jones

See 9 c)

**b) On-Line Ticket Sales Options:** Denise Jones

The office can set up a system using the 'square' for online ticket sales for fundraising events.

**c) Budget 2024:** Denise Jones

Denise Jones answered questions as Council reviewed the 2024 budget to be presented at the AGM on March 3, 2024. The budget is based on pledges plus five percent. The budget is just for the General Fund and not for other monies held by Westworth. Discussion arose about the "message" to the Congregation.

Council also discussed the possibility of approving the budget at the end of the calendar year, and approving the audited financial statements at the AGM.

*Question:* Why did we have a surplus in 2023 when a deficit had been forecast?

*Answer:* One of the major contributing factors was new rental income. In 2022, our rental income was fifteen thousand four hundred and sixty dollars (\$15,460). In 2023, our rental income totalled thirty-nine thousand, three hundred and ninety-four dollars (\$39,394), boosted by unanticipated film production rentals.

*Question:* This budget forecasts a deficit of approximately thirty-five thousand dollars (\$35,000) Is this concerning?

*Answer:* Remember that the budget is based on projected income from the Stewardship campaign. Habitually, income is greater than projected. We do have some buffer in our general fund of approximately two hundred and thirty-seven thousand (\$237,000). Obviously, we do not want to draw down this buffer with large deficits each year, or the buffer will soon be depleted. We are working to change course, and with the support of the Visioning Committee and the Building Condition Assessment, we are exploring different uses for our building and property. At the same time, we are seeing a renewal of energy and participation in the life and work of our Community of Faith. We are working to provide opportunities for people to use their gifts through a variety of different programming and community-building offerings.

*Question:* Why are we seeing approximately twenty thousand dollars (\$20,000) less in pledged givings year-over-year?

*Answer:* As people pass away, or leave our congregation, their givings cease. Many individuals had been supporting this Community of Faith for decades, and we are thankful for their longstanding commitment to Westworth. Research shows that it takes approximately five new members to a congregation to generate givings that approach those of a longstanding member

*Question:* Does the budget allocate funds for repairs or major renovation resulting from the Building Condition Assessment being conducted by MMP Architects?

*Answer:* No. Our Community of Faith, Leadership Team and Council will have some decisions to make regarding the future of the west side of the building (gymnasium) that will have very different cost implications. As a result, this has not been factored into the budget. The Building Reserve Fund currently has a balance of approximately seventy thousand dollars (\$70,000), which could cover some of these potential costs.

**Motion:** Denise Jones

**Seconded by** Janice Newmann

that Council accept and recommend the proposed 2024 budget for presentation and approval at the 2023 AGM.

CARRIED

**d) Manual/Policy Edits:** Rhea Yates

Rhea Yates discussed the template she has developed for use in a document of Westworth policies. This will be discussed further at the February Council meeting.

**11. Other:**

**12. Important Dates:**

a) Council Meetings going forward: February 12-16 to review the engineering report  
February 27  
March 26  
April 30  
May 28

b) AGM: March 3

i. Bag Lunches

ii. Organization: Alma Acheson has agreed to take minutes.

Sound system, tables, chairs, screen/projector, refreshments?? ie. coffee/tea/water.

**Action:** Keith Love will speak to Community Care to ask if they will look after the coffee, etc. The tables and chairs will be set up for an evening event the night before.

c) Lenten Services

Maundy Thursday service at St. Andrews

Easter Sunday service at Westworth

d) PIE Day

February 15 at 6 p.m. in the Parlour is an online viewing of Affirm United's PIE Day event. Tricia is one of the three panel speakers!

**13. Closing Prayer:** Led by Ticia Gerhard

**14. Motion for adjournment:** By Keith Love, at 10:30pm.

Minutes respectfully submitted by:

Jan McIlroy

Secretary of Council

Approved by:

Dianne Sjoberg

Chair of Council

*Note: Policies adopted at the meeting above are added to these Minutes as Addenda.*

# Fundraising Policy

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 ensure 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.

- a. 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.
  - b. Approvals for Fundraisers that require use of Westworth's A/V 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 A/V 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.
2. **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.



**COMMUNICATIONS**

**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:	Jan 30, 2024 Council meeting	Policy #:	NA
Revisions:		Date of Last Review:	
Cross Ref. #:	ADMIN Protection of Personal Information	Date of Next Review:	

# Grant Funding Policy

## 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 recordkeeping 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

### Part 1: The Pre-Award Phase

3. Conduct research and search for funding opportunities.
4. 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.
5. Develop a cost analysis to ensure your budget is accurate and reasonable. Consult the Finance and Stewardship Committee for advice, as needed.
6. 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.
7. Complete the Grant Application and develop a project timeline for all aspects of the project involved in the grant funding.
8. 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.
9. Notify Council and the Finance and Stewardship Committee of the response once it is received and of next steps.

### Part 2: The Award Phase

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

### Part 3: The Post-Award Phase

13. 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.
14. Provide monthly written reports to Council on deliverables and expenses for transparency and accountability.
15. Communicate regularly and consistently with project leaders and Westworth employees involved.
16. 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.

17. 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.
18. 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, as required.
19. 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.