

**Westworth United Church  
Council Meeting Minutes #274 APPROVED  
February 27, 2024 7:00 pm  
Church Parlour**

- 1. Call to Order:** 7:00 pm
  - a) Present: Dianne Sjoberg, Rhea Yates, Keith Love, Tricia Gerhard, Denise Jones, Bruce Teft, Sharon Stanley
  - b) Regrets: Jan McIlroyThank you to Sharon Stanley for acting as Secretary in Jan McIlroy's absence.
- 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 circulated.  
CARRIED
- 4. Approval of Minutes:**

**Moved by** Rhea Yates      **Seconded by** Keith Love  
that minutes of the Council meeting of January 30, 2024 be approved as circulated.  
CARRIED
- 5. Business arising from the minutes:**

None
- 6. Correspondence:**

Rhea Yates received a letter requesting church support to help sponsor a family escaping persecution in Iran, which will be forwarded to Outreach for response.
- 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> | No meeting this month |
| <b>e) Communications (Liaison Jan McIlroy):</b>      | Report attached       |
| <b>f) Community Care (Liaison Keith Love):</b>       |                       |
| <b>g) Finance (Denise Jones):</b>                    | Financials Attached   |
| <b>h) Minister:</b>                                  | Nothing to report     |
| <b>i) Ministry and Personnel (Sharon Stanley):</b>   | Report attached       |
| <b>j) Music:</b>                                     |                       |
| <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     |

- n) Trustees: Kent Magarrell:** Nothing to report  
**o) UCW (Liaison Jan McIlroy):** Report attached  
**p) Visioning (Liaison Dianne Sjoberg):** Report attached  
**r) Worship (Liaison Bruce Tefft):**

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

#### 8. Business arising from reports:

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

On March 17<sup>th</sup> there will be a PIE Day event in the narthex, at which they will be selling LGBTQIA+ buttons. Petra Thanisch has drafted a graphic for a banner which Affirming hopes to have ready for the Pride parade.

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

**c) Chair:**

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

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

Any changes from teams need to go to Brett. Things to note:

- i. Team initiating review of website content and structure as well as possibilities for intranet/document sharing
- ii. Hearing assist devices ordered and awaiting arrival.
- iii. Although the wall plate that affected sound at February 18 service is under warranty, there will still be some cost to the Community of Faith for the repair.

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

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

**h) Minister:**

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

**Moved by:** Sharon Stanley                      **Seconded by:** Bruce Tefft  
that Council approve the updating of our current policy Police Criminal Record Check/Vulnerable Sector Check effective immediately. (Attached to these Minutes)  
CARRIED

**Moved by:** Sharon Stanley                      **Seconded by:** Keith Love  
Motion: that Council approve the updating of our Safe Work/Work Alone or In Isolation policy to expand coverage to our volunteers. (Attached to these Minutes)  
CARRIED

**Moved by:** Sharon Stanley                      **Seconded by:** Bruce Tefft  
Motion: that Council approve a policy for Child Abuse Registry (CAR) checks which need updating every three years for volunteers and some staff, and that the process and master records be maintained in the Ministry and Personnel files. (Attached to these Minutes)  
CARRIED

Please note that National Volunteer Week is April 14 – 20, 2024, and we will recognize all volunteers on Sunday, April 14<sup>th</sup>.

**j) Music**

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

**l) Property (Liaison Keith Love):** Comprehensive building report from MMP won't arrive this week; a tentative meeting dates with MMP are March 11,12, or 13. Representatives of Property, along with Visioning and Council will review the draft ahead of a meeting with MMP. Following the meeting with MMP, Visioning will host a series of meetings with community of faith.

A hazardous materials assessment was also completed which indicated asbestos in basement floor tiles and a few other spots, which, if left undisturbed poses minimal risk.

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

**n) Trustees: Kent Magarrell:**

**o) UCW (Liaison Jan McIlroy):** New group meeting was held. Contact person is Christine Strike. First meeting has occurred.

**p) Visioning (Liaison Dianne Sjoberg):** "Westworth Centre" has a good variety of community individuals as well as congregants attending all events. Members of our community of faith are growing in their understanding of the delineation of programming between the Westworth Community of Faith, and "Westworth Centre".

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

**9. Old Business:**

**a) Record Keeping: Volunteers with Children and Youth** dealt with under CAR motion

**b) Nominating:** Rhea Yates: Update including Member-at-Large/Visioning.

Kathy McPhail coming on as member at large, Keith Love remains a member at large, Bruce Tefft will be a permanent invitee as Visioning Chair. Existing council members could submit areas they want to be liaisons for.

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

**Moved by:** Rhea Yates

**Seconded by:** Keith Love

that the Westworth United Church Council Manual be revised to update policies through the following actions:

-Rescind the Security System policy from March 24, 2009, which states (in full), that "the contact person for the security is a non-staff person".

-Revise the Ad Hoc Committee Chairs policy of April 30, 2017 to add the words "and/or liaison", "including budgets" and "and committees" to read (in full) "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**."

-Revise the Auditor(s) Appointment policy of May 26, 2009, to add the words “or an outside reviewer” and the sentence “The appointee is at “arm’s length” from the Treasurer and Church Accountant to read (in full) “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.**

-Rescind the Google Calendar Access policy from September 29, 2015, as it is no longer accurate. The policy states (in full) “All Council members are given “read only” access to the full Westworth Google calendar of events and rentals.”

-Formalize the Council request in May 15, 2000 that money motions brought before Council be preceded by a Notice of Motion (written notification) prior to the meeting with the following 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.”

The owner and revisions responsibility to which team or committee is now included on each template. Updates circulated to full leadership group, and a hard copy will be available in the office. Secretary updates policy documents, motions need to have policy/procedures.

**10. New Business:**

**a) Retreat:** Rhea Yates

Save dates (1<sup>st</sup> choice May 5; 2nd choice April 28, - afternoons)

**11. Other**

**12. Important Dates:**

a) Council Meetings going forward: March 26 (Ron Bailey sitting in for Denise)

April 30

May28

June 25

b) AGM: March 3 - Worship 10:30 then downstairs to AGM. Bruce will provide quick update on MMP report. Dates and information meetings to discuss report at a general meeting may be established dependent upon any information from MMP that comes in before the AGM.

i. Bag Lunches

ii. Organization:

Alma Acheson has the “Black Book” AGM attendance book, thanks to Christine Strike.

Clean-up will need many hands as the Cadieux funeral follows.

c) Lenten Services: Maundy Thursday at St. Andrews (March 28<sup>th</sup>) at 6:15 pm  
Good Friday (March 29<sup>th</sup>) 10:30 a.m.  
Easter Sunday at Westworth (March 31<sup>st</sup>) 10:45 a.m.

**13. Closing Prayer:** Tricia Gerhard

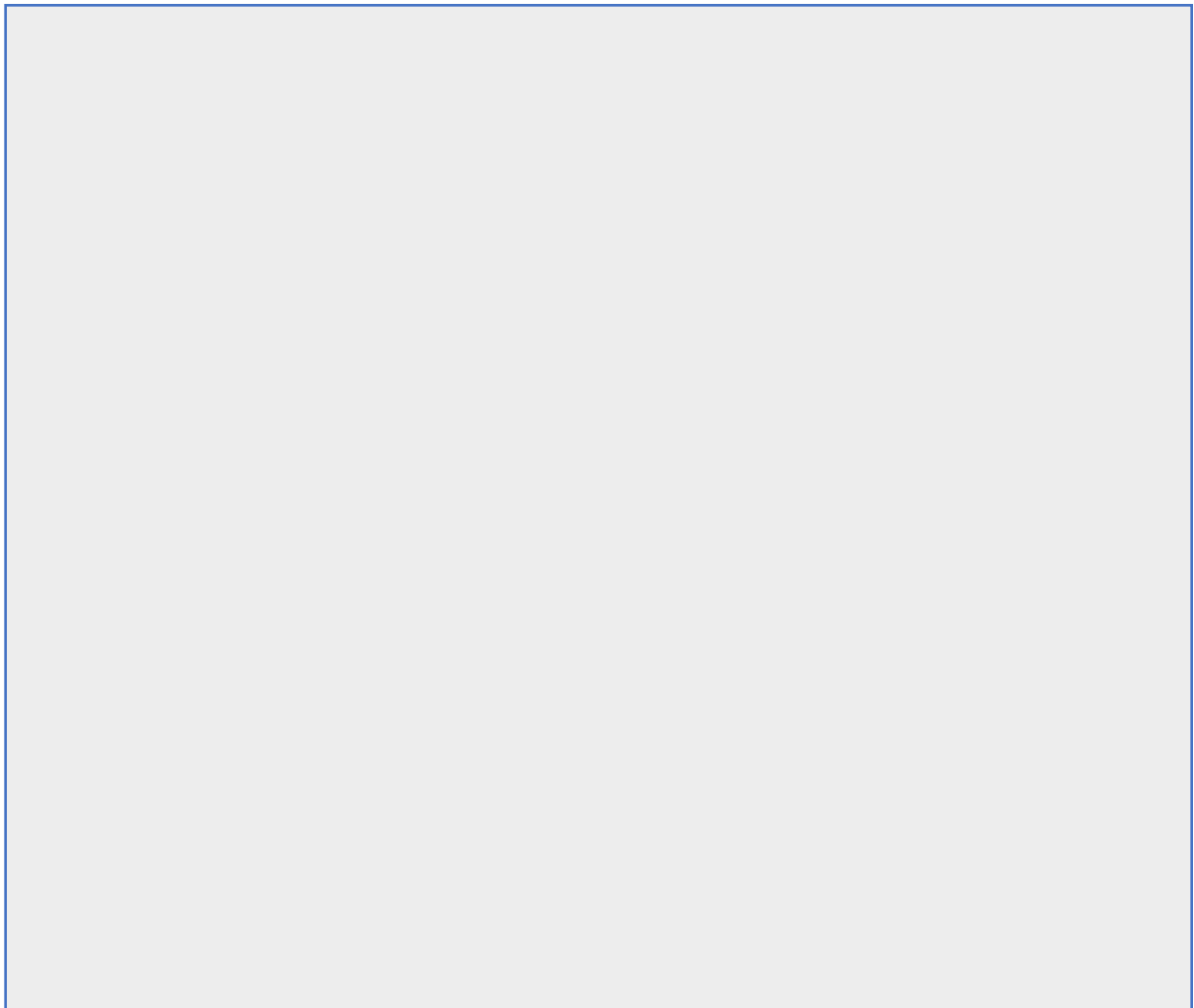
**14. Motion for adjournment:** Keith Love

Minutes respectfully submitted by:

Sharon Stanley for Jan McIlroy

Approved by:

Dianne Sjoberg  
Chair of Council



## **Criminal Record Check**

### **Policy**

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

### **Procedure**

- i. Ministry & Personnel will ensure that job descriptions clearly state that a current satisfactory Police Criminal Record Check/Vulnerable Sector Check is a job requirement.
- ii. 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.
- iii. Cost of Police Criminal Record Check/Vulnerable Sector Check are the responsibility of the new staff member.
- iv. 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.
- v. Ministry & Personnel notify the new staff member to apply for the checks close to the hiring date into their position.
- vi. New staff will submit completed Police Criminal Record Check/Vulnerable Sector Check to Ministry & Personnel committee member.
- vii. The checks are maintained in each individual staff member's personnel file.

## Current Criminal Record Check

| CRIMINAL RECORD CHECKS FOR STAFF   |                                  |                      |     |
|--|----------------------------------|----------------------|-----|
| <p><b>POLICY:</b> At the time of hire, all staff are required to provide a current satisfactory Police Record Check and Police Vulnerable Sector Check, the cost of which is to be borne by the staff member.</p> <p><b>PROCEDURE:</b></p> |                                  |                      |     |
| Policy Title:  | Criminal Record Checks for Staff |                      |     |
| Date Approved:   | June 22, 2004                    | Responsible:         | M&P |
| Revisions:   | February 28, 2023                | Date of Last Review: |     |
| Cross Ref:   |                                  | Date of Next Review: |     |

|                                     |                             |
|-------------------------------------|-----------------------------|
| Date of Original Policy:            | June 22, 2004               |
| Date of Revised Policy:             | February 28, 2023           |
| Revised Policy Approved by Council: | Presented February 27, 2024 |

### **Child Abuse Registry Checks (CAR)**

**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 and 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 and Personnel will advise the Christian Education Team Lead if any follow-up is required.

The fee for the CAR for the Co-ordinator of Child, Youth and Family Ministries is drawn from the Christian Education Team budget.

The Province of Manitoba does not charge a fee for completing 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 and Personnel.

Ministry and 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.

Date Approved: February 27, 2024

Responsible: M&P

Date of Next Review: February 2027



**RISK MANAGEMENT**

**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