

WESTWORTH UNITED CHURCH

COUNCIL MANUAL

January 2025

OUR MISSION:

to be the hands, feet and heart of Christ within Westworth and beyond

OUR VALUES:

We Celebrate Christian Faith

We Honour Human Diversity

We Build Community

We Reach Out

NOTE TO READERS:

As a leader, volunteer or member at Westworth United Church, we invite you to read through this manual, familiarizing yourself with roles and responsibilities relevant to your Council, your committee or your team. We hope that you will be inspired and will pick up a sense of the history, commitment, and vision of those working with you and before you. You are the keepers of this vision, and together, with God's help, you will lead, strengthen, and advance that vision. The impact of your work exceeds what you might imagine and is deeply appreciated. A companion document, called "Westworth United Church Policy" lists all policies passed by Council, as well as identifying which committee or team is responsible for reviewing and updating them as necessary.

TABLE OF CONTENTS

| | |
|---|-----------|
| <i>A SHORT HISTORY OF WESTWORTH UNITED CHURCH</i> | <i>5</i> |
| <i>MISSION STATEMENT</i> | <i>8</i> |
| <i>VALUES STATEMENT</i> | <i>8</i> |
| <i>COVENANT OF RESPECT</i> | <i>9</i> |
| <i>WESTWORTH UNITED CHURCH GOVERNANCE STRUCTURE.....</i> | <i>10</i> |
| <i>ORGANIZATION AND GOVERNANCE.....</i> | <i>11</i> |
| <i>GUIDELINES AND TERMS OF REFERENCE FOR COUNCIL MEMBERS, MINISTRY TEAM LEADERS AND COMMITTEE CHAIRS.....</i> | <i>12</i> |
| <i>CHAIR.....</i> | <i>15</i> |
| <i>PAST CHAIR/VICE CHAIR.....</i> | <i>16</i> |
| <i>SECRETARY</i> | <i>17</i> |
| <i>TREASURER</i> | <i>19</i> |
| <i>MINISTRY & PERSONNEL COMMITTEE CHAIR</i> | <i>20</i> |
| <i>MEMBERS AT LARGE</i> | <i>21</i> |
| <i>MINISTER.....</i> | <i>22</i> |
| <i>MINISTRY TEAM LEADERS</i> | <i>23</i> |
| <i>AD HOC COMMITTEES.....</i> | <i>24</i> |
| <i>AFFIRMING MINISTRY TEAM</i> | <i>25</i> |
| <i>ARCHIVES MINISTRY TEAM.....</i> | <i>26</i> |
| <i>CHRISTIAN EDUCATION MINISTRY TEAM</i> | <i>27</i> |
| <i>COMMUNICATIONS MINISTRY TEAM</i> | <i>28</i> |
| <i>COMMUNITY CARE MINISTRY TEAM</i> | <i>30</i> |
| <i>FINANCE AND STEWARDSHIP COMMITTEE</i> | <i>32</i> |
| <i>MINISTRY AND PERSONNEL COMMITTEE</i> | <i>33</i> |
| <i>OUTREACH MINISTRY TEAM.....</i> | <i>35</i> |
| <i>PROPERTY MINISTRY TEAM.....</i> | <i>36</i> |
| <i>REGIONAL REPRESENTATIVES</i> | <i>37</i> |
| <i>SENIOR CHOIR EXECUTIVE.....</i> | <i>38</i> |
| <i>UNITED CHURCH WOMEN (U.C.W.).....</i> | <i>40</i> |
| <i>TRUSTEES</i> | <i>41</i> |

VISIONING AD HOC COMMITTEE 42
WORSHIP MINISTRY TEAM 44

A SHORT HISTORY OF WESTWORTH UNITED CHURCH

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

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

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

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

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

The ministry of music has always been extremely important in the life of Westworth. The first choir was organized in 1952 with Dr. Roy Martin as director and Bessie Williams as organist. In 1957 the first Junior choir was formed under the leadership of Jean Spence. In 1967, Lorna

Watson organized the Cherub choir for 4-7 year olds. In 1971, the Intermediate choir was formed under her leadership for those wanting to continue singing but not yet being ready for the senior choir. Ruth Wiwchar took over the Junior choir in 1976. In 1975, Dorcas Windsor became the organist at Westworth, retiring in 2023 after more than 40 years. Megan Dufurat is the current pianist at Westworth.

In 1986 John Standing retired as Senior Choir Director and this position was filled by Ruth Wiwchar, a position she held for the next 25 years. Stuart Sladden held this position from 2011-2014. Deborah McLeod became Director of Music in summer of 2014. She was followed by Bill Quinn in 2021. In 2022-2023, Ruth Wiwchar served as interim Choir Director, aided by Ruth Denton, as assistant Choir Director. In 2023, Valdine Anderson joined Westworth as Music Director.

In 1988, Morna-June Morrow organized a Handbell Choir, which she led for the next 25 years. The Westworth Winds under the leadership of Ray McClelland was formed in 1994 and still continues under his leadership. Ray also leads Rockers United and Haskins St. Band.

Westworth congregation rewrote their mission statement in 2014. The mission of Westworth is, "To be the hands and feet of Christ within Westworth and beyond". A Visioning report highlighted three areas of importance for the Board and congregation to focus on – the celebration of our Faith, building community, and reaching out to the larger community. As you look back at the history of Westworth, the dedication of the congregation to the wider church and those in need is very evident. There has been great importance placed on supporting the Mission and Service Fund, 1 Just City (West Broadway Community Ministry), Rossbrook House, Habitat for Humanity, and Winnipeg Harvest, to name but a few.

Westworth has a strong history of supporting refugees. In 1957, the Hungarian family of Mr. and Mrs. Sziland Mate was sponsored. In 1979 Westworth gave support to the Trans, a family of 10 Vietnamese boat people. In 1989, support was given to a family from El Salvador. In 2009, support was given to the Ardila family from Columbia. In 2015, Westworth helped to form REFUGE, an interfaith and ecumenical group, which sponsored three Syrian families (24 people).

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

The governance of Westworth in the early days was by the Session and the Stewards. A single board structure of governance was proposed in 1980. The Official Board would consist of approximately 30 members elected at the Annual meeting and include the chairs of all standing and ad hoc committees, the Chair of the Trustees, the UCW Coordinator, Prairie to Pine Region representatives and members at large. This method of governance was implemented in 1981. A committee was struck in 2016 to reconsider the Board and governance structure. A recommendation was accepted by the Board to introduce a new structure with a Council focussing on visioning and Ministry Teams implementing the vision. The role of women in the church has evolved over the years. Their role in the beginning was more of a serving and assisting capacity rather than leading. It was not until 1969 that

women were elected as “elders” and the first female Chair of the Official Board was Blanche Christie in 1986. The United Church Women’s group was formed in 1962 from an amalgamation of the Women’s Missionary Society and the Women’s Association. This group of women have been responsible for many fundraising activities over the years and continue to organize the Annual Bazaar and Rummage sales each year. The first female minister at Westworth was Rev. Eleanor Geib, who began in 1979 and continued her ministry for the next 20 years.

In 2020 Westworth United celebrated its 70th anniversary. During that time there were only nine ministers: Dr. Duckworth (1950-51), Rev. Allan Simpson (1951-1971), Dr. Fred McNally (1971-1979), Rev. Ian MacDonald (1973-1979), Rev. Dr. Eleanor Geib (1979-1999), Rev. Terry Hidichuk (1981-1986), Rev. J Clark Saunders (1999-2012), Rev. Mona Denton (2001-2015), and Rev. Dr. Loraine MacKenzie Shepherd (2013-2023). Rev. Tricia Gerhard entered into covenant with the Community of Faith at Westworth on Nov. 3, 2023.

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

The Community of Faith accepted the motion to become an Affirming Ministry at our AGM in February, 2021, following a two year process to explore what this would mean for Westworth. At this time, we added “We Honour Human Diversity” to our public statement of Values. Today we centre our Mission and Values Statements within our own Community of Faith and when working with others.

MISSION STATEMENT

Approved at a congregational meeting June 15, 2019

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

VALUES STATEMENT

A revised Values Statement was approved at the Feb. 28, 2021 Annual General Meeting, when the Community of Faith unanimously agreed to become an Affirming Ministry.

We Celebrate Christian Faith through:

- thoughtful and challenging worship
- opening ourselves to spiritual growth
- encouraging all to share their gifts
- inspirational music
- adaptive and innovative ministry
- providing both in-person and virtual opportunities for worship, community care, and education

We Honour Human Diversity by:

- treating all people with dignity and respect
- affirming that gender and sexuality are gifts from God and that all people are made in the image of God
- taking action to end all forms of discrimination
- building community through events, studies, worship and relationships
- providing opportunities to learn about and understand differences

We Build Community by:

- inviting others to journey with us
- extending hospitality to all
- accepting and celebrating diversity
- respecting and supporting each other
- embracing the contributions of all generations
- creating a safe and healthy environment that protects the vulnerable

We Reach Out by:

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

COVENANT OF RESPECT

Approved at the Feb. 28, 2021 Annual General Meeting, when the Community of Faith unanimously agreed to become an Affirming Ministry.

Our Mission is to be the hands and feet of Christ, within Westworth and beyond.

Our Mission calls us all to a ministry using the spiritual gifts we have been given, to lift up the body of Christ and to serve our church community and wider community. We ask our Council, Ministry Teams, Committees and Community of Faith to reflect on how we offer our various skills and interests as the hands and feet of Christ. We are asked to:

- listen and consider the needs of the Community of Faith and the community as we plan for the present and the future
- care for the people we lead and serve
- be stewards of time, financial, and human resources
- commit to building faith through example

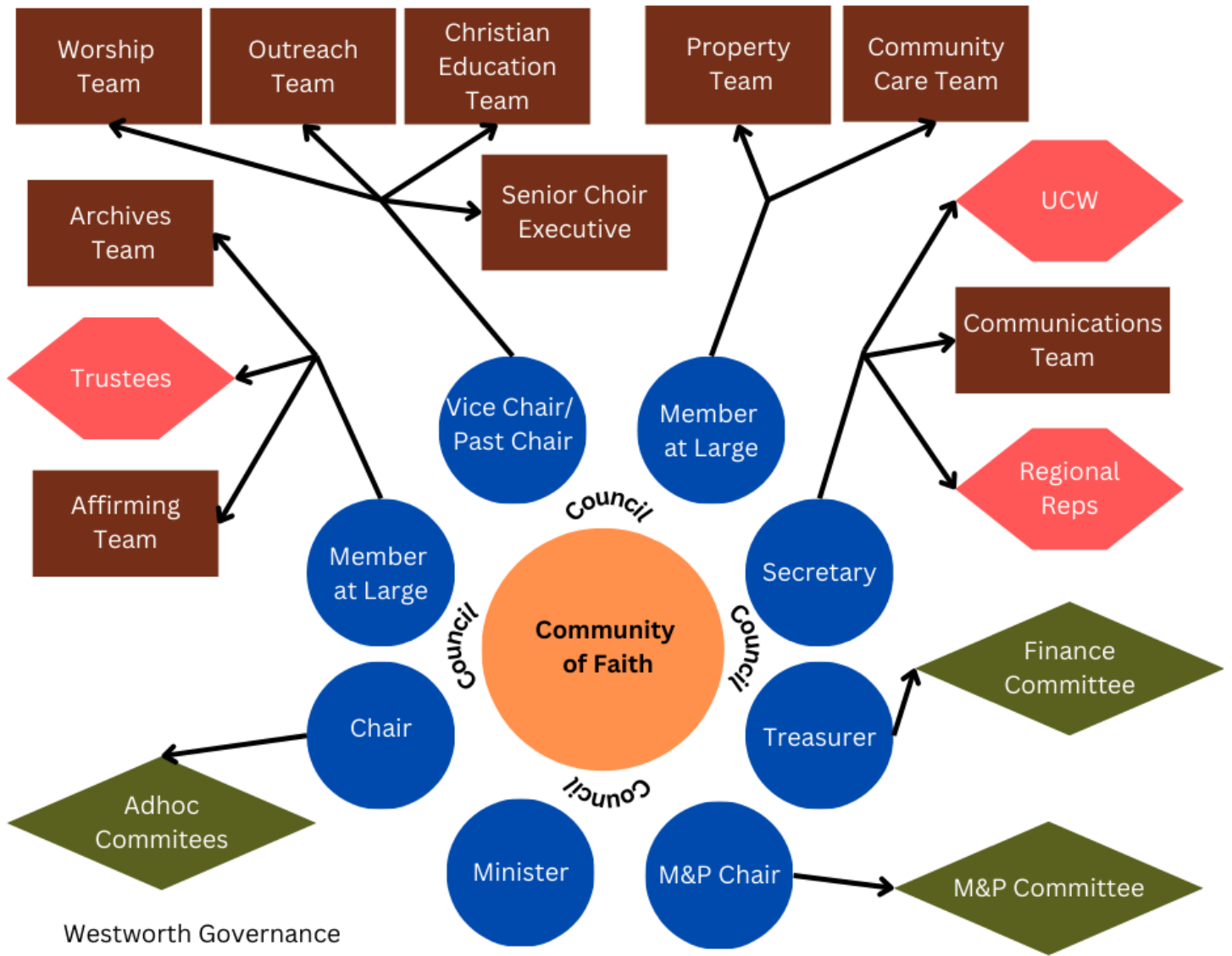
We strive to demonstrate the following values:

- celebrate Christian faith
- honour human diversity
- build community
- reach out

In support of our Mission and Goals, as members and leaders in the Community of Faith, we make a commitment to:

- honour differences and the inherent worth of all
- nurture a safe and welcoming community for people diverse in sexual orientation, gender, gender identity, age, class, race and abilities to participate in all aspects of church life
- recognize that we are responsible for our words and actions
- assume good will on the part of each other
- listen to each other with care
- speak to and about each other with respect
- talk directly to each other when differences exist
- be honest
- ask for help when conflict is too difficult to handle alone
- support an environment of respect, safety, trust and cooperation

WESTWORTH UNITED CHURCH GOVERNANCE STRUCTURE



Westworth Governance Structure 2024

ORGANIZATION AND GOVERNANCE

WESTWORTH COMMUNITY OF FAITH

Our Community of Faith is composed of:

- full members (those who have joined Westworth by Confirmation, Profession of Faith or by Transfer)
- adherents (those who contribute regularly to the life and work of the Community of Faith but are not full members).

At the Annual Meeting, on a date set by the Council, the Community of Faith elects, on recommendation of the Council or by nominations from the floor, Council members, Committee Chairs, Team Leaders, Trustees, and Prairie to Pine Region Representatives.

WESTWORTH COUNCIL

Our Council is a management council, responsible for the overall vision and day to day ministries of the Westworth Community of Faith, and for setting policy for our Community of Faith.

The Council has the powers of the Community of Faith vested in it and is responsible for managing the affairs and assets of the Community of Faith, through the Council, Committees and Ministry Teams. The Council develops, provides, and models appropriate and respectful conflict resolution processes. The Council is accountable to the Community of Faith (B.7.1 U.C.C. Manual).

The Council reviews Committee and Team Terms of Reference regularly. Council consists of:

- Chair
- Vice Chair or Past Chair (alternates each year)
- Members at Large (2)
- Chairs of Committees (2)
- Secretary
- Minister

LEADERSHIP TEAM

The Leadership Team consists of:

- Council
- Ministry Team Leaders (8)
- Chairs of Committees (2) and Ad-Hoc Committees
- Chair of Trustees
- UCW Coordinator
- Prairie to Pine Region Representatives

The Leadership Team represents the Council and Community of Faith in the larger community.

It is important to recognize that the Leadership Team (excluding staff) is made up of volunteers. Everyone comes to the table with good intentions and should be treated in a respectful manner. It is the right and responsibility of the Chairs and Ministry Team Leaders to insist on respectful dialogue. It is the right of every member of the Council, Committees, Ministry Teams, and other Leadership groups to expect all opinions to be heard in a respectful manner when they are delivered in a respectful manner.

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

- The term of office of the Council Chair is two years, non-renewable. The Past Chair serves for one year following their term as Council Chair to support the incoming Chair and is non-renewable. The Vice Chair serves for one year prior to their term as Council Chair to familiarize themselves with the life of the Community of Faith and to support the current Chair. The term of office for Committee Chairs and Ministry Team Leaders is two years (with the exception of the Westworth Fund Committee), renewable to a maximum of six years, unless otherwise specified. Currently, Representatives and Trustees have unlimited terms.
- A leader of each Ministry Team reports to Council, through their assigned Liaison, the Committee/Team's activities, actions, decisions, policy proposals, requests to meet with Council, approval for anything outside of their mandate and anything impacting other Committees or Ministry teams. These reports will be shared with Council and added to each Council Meeting Minutes.
- Liaisons will remind Ministry Team leads/Committee Chairs to submit reports to Council and reports for the Annual General Meeting, as well as annual budgets. Liaisons are asked to update Team Leads after each Council meeting, especially in cases where Teams or Committees will be directly impacted by Council decisions.
- The Council Chair ensures that each Member of the Leadership Team receives an agenda at least 24 hours before the Council meeting.
- The Council Chair ensures that requests for attendance at Council meetings are confirmed, and may from time to time, ask for members of the Community of Faith to attend Council meetings when input and advice is needed.
- The Council Secretary ensures all members of the Leadership Team and the Office Administrator receive Council Meeting minutes. A copy of these Minutes, including Ministry Team reports, is to be submitted to the Westworth Archives. Minutes will appear on the Westworth website.
- Quorum for Council, Community of Faith and Annual meetings is the lessor of 20 persons or 1/3 of the total number of members. The incumbent minister or person

assigned by Prairie to Pine Region must be present for these groups to reach a quorum. If the minister is not able to be present at a Council meeting:

- a. Prairie to Pine Region (the Chair of the Pastoral Relations Commissioner) can appoint someone to fill in;
 - b. The meeting can be rescheduled.
- Each Committee and Ministry Team, including Ad Hoc Committees, prepares and distributes minutes of meetings to individual members of the Committee, and to the rest of the Leadership Team.
 - When a Ministry Team or Committee considers a policy, project or activity that is outside the parameters of their mandate, they can bring a proposal to Council via a report containing the proposal and a motion. These can be presented to Council through the team or committee's liaison, or the team or committee can request to attend the Council meeting.
 - Each Committee and Ministry Team has an annual budget. A Treasurer keeps records of finances and prepares a financial statement. If there is no Treasurer, the Chair assumes this responsibility.
 - Committee and Ministry Team annual Goals and Action Plans flow from and support the annual goals set by the Council and Leadership Team at their Spring meeting. The Committee and Ministry Team Goals and Actions are not limited to the Leadership Team annual goals. The intent is to have the Council, Committees and Ministry Teams focussed on what is most important to the Community of Faith through the year, be it themes of Engagement, Welcoming, Finances or others.
 - **Each Committee and Ministry Team is to submit an Annual Report to the Church Office Administrator 6 weeks prior to our Annual General Meeting**, a budget (if required) to the Finance Committee by October 31, and a written goal and action plan (to be developed with reference to the Leadership Team's goals) to the Vice Chair by May 15, on the form located in the appendix of this manual. Reports may be submitted earlier than the deadline.
 - Ad hoc Committees should have appropriate written committee *Terms of Reference* to include their mandate, goals/responsibilities, reporting requirements (when and to whom), and length of commitment.
 - Ad hoc Committee Chairs are required to submit annual reports unless otherwise indicated in their Terms of Reference. These Ad hoc Committee Chairs liaise with the Chair of Council.
 - Subcommittee Chairs do not attend Council meetings but do report to the Committee/Ministry Team with which they are associated.
 - Meetings for the Council are normally held in January, February, March, April, May, June, September, October, and November. Summer meetings are held as required. A crossover meeting with out-going and incoming members of Council will be held at the first meeting following the Annual General Meeting.
 - All Council Meetings are open to any of the Community of Faith as observers without voting privileges. Observers may speak only at the invitation of the Chair. Any

Committee Chair or Ministry Team Leader who has business to be discussed may attend a Council Meeting to make a presentation. Team Leaders and Committee Chairs are encouraged to advise their liaison and/or the Council Chair of their intention to attend and to discuss the proposal with their liaison prior to their attendance at a Council meeting. All meetings are open, except those of the Ministry and Personnel Committee or any other body discussing confidential matters.

- Council may invite a Leader/Chair to meet with Council if there is something to discuss.
- The Board of Trustees holds the church property in trust as outlined in the United Church Manual.
- Council is ultimately responsible for church membership, and the activities provided under the mandates of the Leadership Teams.
- Council calls and plans for the Community of Faith's Annual General Meeting.

A few notes regarding staff and volunteers

- Staff members are there to support the work of the Community of Faith and are great resources for the Council members and their committees.
- The Minister is an ex-officio member of Committees (other than Ministry & Personnel) and Ministry Teams and is a member of the Trustees. Please check with the Staff members working with your Committee or Team to clarify what proportion of their time is designated for assisting your Committee. ***If you are unclear about how a Staff person relates to your Committee/Team or have a concern about how a staff member is handling their responsibilities in connection with the work they do for your Committee/Team, contact the Ministry and Personnel Committee Chair.***
- If Committees/Teams wish to request a change in how a Staff person works with them, the Ministry & Personnel Committee must be consulted.
- Each Committee, Ministry Team, and other Leadership Group (not the Church Office Administrator) is responsible for the taking of notes when planning, delivering and evaluating the work of their group.

CHAIR

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

The Ministry of the Chair:

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

Responsibilities:

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

Accountability: to the Westworth Community of Faith and Council

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

PAST CHAIR/VICE CHAIR

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

The Ministry of the Past Chair/Vice Chair:

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

Responsibilities:

- attend all Council meetings
- support the work of the Council and Ministry Teams
- as Vice Chair, assume position of Chair at the end of one year, or as needed
- as Past Chair, support work of current Chair
- update the Westworth Council Manual as required and on a regular basis
- assist with the identification of Community of Faith members who may wish to participate in the responsibilities of the Council
- be responsible for initiating the process to fill vacant leadership positions for the following year
- assume responsibilities as required in consultation with the Council Chair, including filling the position of Chair in the absence of the current Chair
- liaise with Ministry Team leads after Council meetings to share information

Accountability: to the Westworth Community of Faith and Council

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

SECRETARY

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

The Ministry of the Secretary:

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

Responsibilities

- provide notice of meeting and report templates to Leadership Team before each Council meeting, as advised by the Council Chair or other person designated (B.7.7.2 United Church Manual)
- take the roll of attendees at all previously listed meetings, use a sign-up sheet at large meetings, and count votes
- maintain a loose-leaf binder of minutes for Council Meetings, with assistance from the Church Administrator. These minutes will include:
 - a. a heading containing the current page number, the cumulative meeting number, and the meeting date, at the left-hand top of each page, along with the cumulative page number at the bottom right
 - b. the time and place of each meeting, fully stated in words
 - c. names of those present, absent and those who sent regrets
 - d. credit to the persons offering opening and closing worship and/or prayer
 - e. movers and seconders of motions, with clarification of wording from mover of the motion if necessary
 - f. monies written in words followed by the numerical representation in parentheses
 - g. names of any members of the Community of Faith added to or deleted from the Church roll as supplied by the Community Care Team or Office Administrator
 - h. crosshatching of any large white space on the last page of any minutes
 - i. signature or initial on each page of the minutes, and signature on the official copy of minutes along with the Council Chair. In the absence of the Secretary, the substitute signs the official copy.
 - j. documents which form part of the proceedings of a meeting, but are not recorded in their entirety, appended to the minutes numbered as the last cumulative page number plus "a", "b", "c", etc.
- submit either paper or digital copies of said minutes, to the Church Office Administrator, to be compiled in a binder, and when the binder is full, it is to be forwarded to the Westworth Archives
- conduct correspondence
- keep a separate record of all motions which impact Policy (master list) and regularly send updates to the Church Office Administrator, Board Chair, & Minister
- communicate to the Community of Faith monthly following Council meetings to share actions taken by the Council

- ensure all members of the Leadership Team and the Office Administrator receive Council Meeting minutes and any reports submitted.
- liaise with Ministry Team leads before and after Council meetings to share information
- mentor successor

Accountability: to the Westworth Council and Community of Faith

Term: is elected by the Community of Faith and holds office for the term set by the Community of Faith, 2 years but renewable to 6 years, unless otherwise specified.

TREASURER

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

The Treasurer may delegate certain tasks to a qualified individual, such as the Church Accountant, who maintains the books and attends Finance and Stewardship Committee meetings.

The Ministry of the Treasurer:

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

Responsibilities:

- attend Council meetings
- communicate Community of Faith's financial and stewardship situation to the Council
- provide representative to serve on Special Appeals and Children's Fund team
- present annual budget to the Annual General Meeting
- be familiar with Committee description and responsibilities as well as the United Church Financial Handbook for Community of Faiths
- mentor successor

Accountability: to the Westworth Council and Community of Faith

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

MINISTRY & PERSONNEL COMMITTEE CHAIR

The Ministry & Personnel Committee (M&P) is tasked with providing leadership in matters relating to Westworth Staff, allowing staff members to understand and carry out their responsibilities and to facilitate good relationships between staff and Community of Faith members. The Chair of M&P is asked to carry out their responsibilities in a respectful and inclusive manner.

The Ministry of the Chair, Ministry and Personnel Committee:

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

Responsibilities:

- attend Council meetings
- assign Committee/Staff liaisons and facilitate their work
- submit annual report for consideration at the AGM
- communicate issues pertaining to staff needs to Council
- assist with conflict identification/resolution between Council or Community of Faith and staff
- keep staff informed about Council discussions and decisions by sharing minutes or highlights from meetings
- mentor successor

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

Accountability: to the Westworth Council and Community of Faith

Term: is elected by the Community of Faith and holds office for 2 years, renewable to a maximum of 6 years, including one year in advisory capacity

MEMBERS AT LARGE

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

The Ministry of the Members at Large:

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

Responsibilities

- attend all Council meetings
- become familiar with the responsibilities of the Ministry Teams that you will be reporting for and representing at Council and meet the leaders of these Teams
- liaise with Ministry Team leads, as designated, prior to each Council meeting
- liaise with Ministry Team leads after Council meetings to share information
- identify issues that arise from conversations with Ministry Teams that may need to be considered by the Council
- assist Ministry Teams to understand the Annual Goals set by the Leadership Team, and upon request, assist with the Team's annual goal setting
- encourage consultation between Ministry Teams as required to help minimize duplication of effort
- hold the Mission and Vision statements before the Council and Community of Faith
- mentor successor

Accountability: to the Westworth Council and Community of Faith

Term:

MINISTER

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

The work of the Minister on Council

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

Responsibilities

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

Accountability: to the Community of Faith through the Ministry & Personnel Committee

MINISTRY TEAM LEADERS

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

They are asked to:

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

The Ministry of Ministry Team Leaders:

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

Responsibilities:

- encourage faith building within team
- develop an understanding, with team members, of the purpose of the team's ministry and how each person may contribute, based on team mandates and responsibilities
- set annual goals with team; develop ways to meet them
- work with Council liaison to encourage communication and cooperation between Ministry Teams – consider how one team's decision may affect another team and consult with them
- delegate record-keeping: minutes (including participants) and financial (if necessary)
- ensure minutes are shared with entire Leadership Team, with the exception of the sharing of Ministry and Personnel minutes
- using template, submit Team/Committee reports to Council as necessary, September through June
- communicate items of interest with the wider Community of Faith in a timely manner
- as needed, arrange with liaison to attend Council meetings
- attend, or send designate to Leadership Team retreats to assist with Community of Faith goal setting
- submit proposed budget annually as requested by Council through Finance
- request and receive approval from Council before any Ministry Team spends more than the amount they have received in their annual budget
- submit annual report, including financial statement, to council and Office Administrator in December
- encourage other congregants to participate in Ministry Team according to their interests and gifts
- mentor successor(s)
- maintain confidentiality of information shared at meetings, as well as personal information collected in accordance with the Westworth Church privacy policies
- remain on the Team for no less than six months after relinquishing the leadership to support the on-going efforts of the Team

Accountability: to the Westworth Council and Community of Faith

Term: is appointed by the Community of Faith and holds office for 2 years, renewable to a maximum of 6 years, unless otherwise specified.

AD HOC COMMITTEES

Ad hoc committees have written Terms of Reference. When submitting Terms of Reference to Council, ad hoc committees may use the following template, similar to the templates for ongoing Teams and Committees.

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

The Ministry of this Committee:

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

Responsibilities

Accountability/Reporting timeline

Membership

Term

AFFIRMING MINISTRY TEAM

The Affirming Ministry Team is to provide leadership to the Community of Faith in regards to the Affirming Ministry Action Plan and the development of inclusion and diversity in every aspect of worship and activities of Westworth United Church.

The Ministry of this Team:

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

Responsibilities:

- Encourage and witness to being Public, Intentional and Explicit (PIE)
- Plan an event for Affirming PIE day on or near March 14 each year
- Be a resource to Council, teams (committees) and the Community of Faith to know and apply the Affirming Ministry Action Plan as adapted at the Westworth United Church Annual General Meeting of 2021
- Offer educational sessions that pertain to being inclusive, including information about LGBTQ+ and 2 Spirit individuals, anti-racism information, inclusive language use, accessibility and welcoming events
- Show publicly our Affirming Mandate in the form of some representation of the Pride emblem (rainbow flag, progressive flag, welcome banners, rainbow table covering at events)
- Encourage Community of Faithal discussion around issues relating to being affirming as they arise
- Support community organizations, such as Pride Winnipeg and the Rainbow Resource Centre, that support the GSRD (gender, sexual and relationship diverse) community
- Encourage diversity in all Westworth worship, events and activities
- Invite speakers to raise awareness as needed to worship or small group meetings
- Meet as a team in person or on zoom at least bi-monthly and on the call of the chair or designate

Accountability: to the Westworth Council and Community of Faith

Term: is appointed by the Community of Faith and holds office for 2 years, renewable to a maximum of 6 years unless otherwise specified.

ARCHIVES MINISTRY TEAM

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

The Ministry of this Team:

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

Responsibilities:

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

Accountability: to the Westworth Community of Faith and Council

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

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

- Minister, ex officio

Meetings: as required to carry out this Ministry effectively.

CHRISTIAN EDUCATION MINISTRY TEAM

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

The Ministry of this Team:

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

Responsibilities:

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

Accountability: to the Westworth Community of Faith and Council

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

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

- leaders of groups that are assisting the Team, as required
- Librarian

- Coordinator of Children, Youth and Family Ministries
- Minister, ex-officio

Meetings: as required to carry out this Ministry effectively.

COMMUNICATIONS MINISTRY TEAM

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

The Ministry of this Team:

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

Responsibilities

- provide tools for the Community of Faith to facilitate internal communication
 - let Ministry Teams know how to send information to the Communications Team and what information the Communications Team would like to receive.
 - use a variety of media to raise the Community of Faith's profile in the community and to assist in publicizing specific events and programs beyond the Community of Faith.
 - encourage contributions from Teams and groups that may be used to enhance the website, Facebook page or other media outlets.
 - work with the Office Administrator to maintain and update the church website.
- Accountability**
- recruit new team members or additional help, as required, with assistance from Council, if necessary.
 - assist Worship Team to broadcast online worship services
 - communicate with Teams in organizational "cluster" to coordinate efforts
 - as needed, arrange with liaison to attend Council meetings

Accountability: to the Westworth Community of Faith and Council

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

Terms

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

- Minister, ex officio

Meetings: as required to carry out this Ministry effectively.

COMMUNITY CARE MINISTRY TEAM

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

The Ministry of this Team:

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

Responsibilities:

- work closely with the Church Office Administrator and Minister, on behalf of the Council, to:
 - a. maintain accurate membership lists which includes:
 1. regular reviews of the official roll, contacting members and adherents who are no longer attending or not involved in any way for a 3 year period
 2. removal of names of adherents as per above
 3. inform the Council of removal of members due to death, membership transfer, loss of contact for more than three years, or requests for removal. Council is required to record, in its minutes, all decisions to remove a name from the roll of full members. (3.6.1 and 3.6.2 United Church Manual)
 4. maintain the membership roll, historic membership roll (3.6.1 United Church Manual) and contact lists of the Community of Faith
 5. facilitate issuance of transfer certificates on request.
 - b. oversee Broadview subscriptions of the Community of Faith
 - arrange for the sending of a letter of thanks and invitation to those people who sign the guest register and include an address
 - assist with the identification of gifts and talents of people who attend Westworth
 - keeping contact with Community of Faith members when we are unable to be together in the church e.g. during COVID
 - encourage and train team members and others in the Community of Faith to offer hospitality to guests and congregants, in the Spirit of the Church
 - provide support for those who have agreed to perform tasks in relation to the Community of Faith's pastoral care activities (e.g. flower delivery teams, one-on-one visitation team, and card delivery) and recruit people to convene these activities.
 - consider new ways of offering pastoral care to meet the changing needs of people in our community, and initiate new programs, as required

- assist the Community of Faith in communicating pastoral care needs to the Minister or the church office, and identify those who would benefit from regular contact.
- arrange for training, support and a yearly check-in for one-on-one visitors or other pastoral care volunteers as needed.
- identify and initiate opportunities for community building
- arrange for conveners for funeral receptions.
- work closely with the Office Administrator to arrange scheduling, seating and table arrangements for Community Care sponsored functions
- invite and include individuals in providing practical support for Community Care sponsored events
- recruit new team members to facilitate succession, with assistance from Council, if necessary.

Accountability: to the Westworth Community of Faith and Council

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

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

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

Meetings: as required to carry out this Ministry effectively

FINANCE AND STEWARDSHIP COMMITTEE

The Finance and Stewardship Committee is asked to provide leadership that will assist the Community of Faith's stewardship of the financial resources entrusted to it. An important role of the Committee is to ensure financial statements are accessible and understandable to members of the Community of Faith. The Committee puts forward an annual financial plan to Council for presentation at the Annual General Meeting. Additionally, the Committee is responsible for meeting compliance requirements such as payroll taxes, maintaining charitable status and maintaining accounts.

The Ministry of the Finance and Stewardship Committee:

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

Responsibilities:

- Prepare a budget for approval by the Council, to be include in the Annual Report presented for approval by the Community of Faith at the Annual Meeting.
- Plan an annual stewardship campaign to make the resource needs known to the Community of Faith.
- Manage the budget within approved allotments.
- Review requests from committees for expenditures over and above budgeted amounts and make recommendations to Council.
- Manage church money investments, following guidance from the Trustees, and keep financial records. Signing officers for Westworth's bank accounts are the Finance and Stewardship Chair, two members of the Committee, and the Church Accountant.
- Allocate the Special Appeals Fund through the Special Appeals Committee on an annual basis.
- Receive applications, coordinate, and approve all financial appeals, including congregational fundraising events, to best meet the needs of the Community of Faith.
- Establish, through the budget, the annual giving to M&S from the Community of Faith.
- Ensure that proper dual counting procedures are followed for all services or fundraising events.
- Recruit new team members or additional help, as required, with assistance from Council, if necessary.

Accountability

To the Community of Faith and Council

Membership

- Chair, Past Chair, Secretary, 5 members, Minister (ex-Officio)
- The Chair is a Council member and attends and reports at Council meetings or is represented by a suitable alternate.
- The Church Accountant, a paid staff member, maintains the financial books in support of the Finance and Stewardship Committee.

Meetings: Monthly, September to June, or as required

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

- Minister ex officio

MINISTRY AND PERSONNEL COMMITTEE

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

The Ministry of this Committee:

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

Responsibilities:

- Search for and hire staff, with the exception of ministerial staff who are called through a Community Pastoral Story and Search team process
- Recommend salaries and benefits to the Finance and Stewardship Committee for discussion, approval and presentation to Council and Community of Faith as part of their proposed budget.
- Develop and update M&P Committee and staff position descriptions as required.
- Monitor worth of staff in relation to the position description
- Help staff prioritize their work as required
- Monitor and support positive relationships among all paid staff and provide a one-to-one liaison for each staff member.
- Monitor the relationship of Church staff to members of the Community of Faith, and act, as necessary
- Liaise with Committee/Ministry Team leaders, as necessary, regarding staff issues.
- Following the Community of Faith's Annual Meeting, organize a meeting to speak with the staff, as a team, outlining the Community of Faith's goals for the following year.
- Assist staff to support those goals as appropriate
- Review and evaluate annually, the effectiveness of the Church staff as it relates to the Church goals, programs defined by the Council, and other responsibilities.
- Provide for adequate holidays, days off, and temporary replacements for staff when required.
- Maintain close liaison with the Pastoral Relations committee of Prairie to Pine Region (see United Church Manual).
- Mentor successors

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

- Communicate regularly with Council to report on concerns, activities, actions taken, as appropriate, policy recommendations, approval for anything outside of their mandate and anything impacting Ministry teams
- Provide proposed annual budget to Council, as directed

- Provide a written report of the Committee's work, to include a financial report, for inclusion in the Annual Report.

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

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

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

Meetings: At least 4 per year.

OUTREACH MINISTRY TEAM

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

The Ministry of this Team:

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

Responsibilities

- be aware of the issues in the community, province, nation, and world, which call for an informed Christian response
- assist the Community of Faith to understand social issues and provide a variety of opportunities for congregants to actively live out their commitment to social justice and enrich their faith
- maintain liaison between the Community of Faith, other committees of the church, and the wider United Church of Canada
- provide opportunities for education and action regarding issues of global and local concerns for our Community of Faith alone and in cooperation with other Community of Faiths and groups
- recruit new team members or additional help, as required, with assistance from Council, if necessary
- communicate with Teams in organizational "cluster" to coordinate efforts
- as needed, arrange with liaison to attend Council meetings

Accountability: to the Westworth Community of Faith and Council

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

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

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

Meetings: as required to carry out this Ministry effectively

PROPERTY MINISTRY TEAM

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

The Ministry of this Team:

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

Responsibilities

- prepare budget for maintenance of equipment, building, and the purchase of new equipment/furnishings, and submit to Finance upon request for their annual budget preparations
- authorize expenditures in audio-visual technologies, computers and related software
- authorize the expenditure of budgeted funds
- ensure the Church building and contents are adequately insured, in consultation with Trustees.
- manage the rental standards and fee schedule for the use of the Church with the assistance of the Council, and work with the Church Office Administrator to administer the rental policy in dealing with rental requests. Notify the Church Office Administrator of the current fee schedule. Review the Rental Agreement annually.
- assist the Church Office Administrator in keeping a record of facility users(outside groups).
- organize work parties and volunteer help as needed.
- review the building checklist annually to ensure all work has been completed.
- prepare, call, and review tenders for all authorized major projects.
- maintain a current inventory of the Church contents and possessions, to be updated every 5 years. The inventory is to be kept off the premises in a safety deposit box, with a copy left in the Church Archives.
- recruit new team members or additional help, as required, with assistance from Council, if necessary.
- communicate with Teams in organizational "cluster" to coordinate efforts
- as needed, arrange with liaison to attend Council meetings

Accountability: to the Westworth Community of Faith and Council

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

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

- Minister, ex officio

Meetings: as required to carry out this Ministry effectively.

REGIONAL REPRESENTATIVES

The Regional Representatives are the liaison between Westworth Church and Prairie to Pine Region communicating Regional activities to the Church, reporting special issues and concerns from Region 5 to the Council including recommended actions that should be taken by the Church.

Responsibilities

- attend the annual meeting of the Prairie to Pine Region
- take on additional regional projects or committees as wished
- report special issues or concerns of the wider Church and recommend an action to the Council
- communicate Regional activities to Westworth on a regular basis
- attend Council meetings as required, and annual Leadership Team gatherings to assist with Community of Faithal goal setting and evaluation

Accountability

To the Community of Faith and to Prairie to Pine Region.

Terms

- indefinite term
- one Regional representative for every one hundred members of the Community of Faith

SENIOR CHOIR EXECUTIVE

Under the leadership of the Director of Music, the Senior Choir supports the music ministry of the Community of Faith. The Senior Choir Executive ensures that choir members are provided with the administrative, logistical, and social supports necessary to achieve and sustain their full potential as choral musicians, and to grow in the Christian faith.

The Ministry of this Team:

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

Responsibilities

1. In partnership with our Minister and Worship Team, provide leadership in Westworth's ministry of music through:
 - a. Support of congregational singing during worship services.
 - b. Singing anthems and additional service music as requested during worship services.
 - c. Participation in additional congregational worship services, such as funerals and weddings, as requested.
2. Support the development of a strong congregational life through the provision of ministry and fellowship to choir members and their families.
3. Maintain documents to support choir members, including:
 - a. The choir handbook
 - b. A master list of choir members, including contact information, music number, and gown number.
4. Monitor the Music Enhancement Fund, including:
 - a. Initiation of fund-raising activities to support the Fund.
 - b. Liaison with the Finance Team to review the Fund's Terms of Reference and updating these as needed.
 - c. Provision of regular updates re: the status of the Fund to choir members, Finance Team, Council, and the congregation, with a particular focus on the ongoing capacity of the Fund to employ Choral Scholars.
5. Provide the choir with regular updates of the status of the Music Enhancement Fund and the Choir Operating Fund.
6. In collaboration with the Director of Music, appoint Choral Scholars to augment and enhance the choir's capacity to fulfil its responsibility to provide leadership in Westworth's Ministry of Music.
 - a. Administer the contracts offered to and signed by Choral Scholars.
 - b. Ensure that the original copies of said contracts rest with Ministry and Personnel.

- c. Discuss with and refer to the Director of Music any matters related to the Choral Scholars' performance of their duties.
7. Establish proper policies and procedures for the maintenance of the music library, including:
 - a. Maintenance of a complete and accurate catalogue of the music library holdings
 - b. Maintenance of proper storage facilities for the music library.
 - c. Establishment of policies and procedures for the addition of anthems to the music library and the deletion of anthems from the music library
8. Establishment of proper processes for the care and maintenance of other choir-related assets, including choir gowns, music folders, and hymn books.
9. Support Community of Faith outreach through:
 - a. Participation in worship in personal care homes and other settings as requested by the minister.
 - b. Participation in community-based events such as carol singing and concerts.

Accountability: to the Westworth Community of Faith and Council

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

Term & Membership

Two-year term, renewable for up to 6 years. Continuation after that time is at the pleasure of the choir.

Chair

Secretary

Treasurer

Social Convenor

Choir Librarian – appointed by choir executive

Gown-care Person – appointed by choir executive

Director of Music: Ex-officio

Organist/Collaborative Pianist: Ex-officio

Minister: Ex-Officio

Meetings: as required to carry out this Ministry effectively

UNITED CHURCH WOMEN (U.C.W.)

The UCW purpose is to unite women of the Community of Faith for the total mission of the church and to provide a medium through which we may express our loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.

The Westworth United Church Women's group is tasked to continuing to provide leadership through building Spirit-filled relationships among women within the Community of Faith and between the Westworth Community of Faith and other entities beyond our walls.

The Ministry of this Team:

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

Responsibilities

- report on activities of the UCW
- encourage the participation of women in fellowship and service within the Community of Faith and wider Church.
- set appropriate annual goals for the general UCW.
- representative to attend Leadership Team retreats to assist with congregational goal setting and evaluation.
- submit an Annual Report for the AGM
- communicate with Teams/Committees in organizational "cluster" to coordinate efforts
- as needed, arrange with liaison to attend Council meetings

TRUSTEES

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

The Ministry of this Team:

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

Responsibilities:

- hold the Title to the property.
- give the same care and attention to congregational property as a reasonable person would give to their own property. (United Church Manual 2016 3.4.1)
- be responsible for the property, funds and risk management of the Community of Faith on behalf of The United Church of Canada
- perform other duties in accordance with Sect. 260-265 of the United Church Manual and review this section of the Manual whenever it is updated or re-issued.
- keep a minute book showing correctly all minutes of its meetings and of resolutions passed and proceedings taken at those meetings.* Minutes are sent to the Office Administrator to pass on to Archives.
- support the work of the Council and offer advice as needed
- attend Leadership Team gatherings to assist with congregational goal setting and evaluation
- be familiar with more detailed description available in Westworth Manual (2018) and the United Church Trustees Handbook.

Accountability:

To The United Church of Canada on behalf Westworth United Church

Term & Membership:

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

Meetings

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

VISIONING AD HOC COMMITTEE

This Committee is asked to provide leadership in developing a vision for potential redevelopment of programs and physical facilities at Westworth that will allow the congregation to continue as an important community of faith in the River Heights community and beyond for years to come. These plans may include new partners or programs in our building that may ease the way for future redevelopment. This will be done with consideration of the needs of the congregation and larger community. Consultation as required with other Teams and Committees within the Westworth governance structure is highly recommended to ensure that this is a process that fosters a sense of cooperation, transparency, and ownership.

Ministry of this Committee:

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

Rationale:

It has become increasingly clear that the Community of Faith of Westworth United Church (WUC) is dealing with diminishing resources in terms of membership, personal energy, and finances. The Community of Faith understands that changes need to happen to do the work we still feel called to accomplish.

Opportunities were explored to repurpose/reconstruct/replace the west side of the building. These efforts were met with roadblocks that, at the time, appeared insurmountable.

An opportunity to sell the west portion of the building, with a view to using the proceeds of the sale to renovate the east side to suit current needs of the Community of Faith proved to not be financially viable.

At the Annual General Meeting in March, 2023, a Visioning document was discussed and the following outline was adopted by the Community of Faith:

- Over a 3-5 year time frame, Westworth United Church should be transformed into a community hub serving the River Heights area and advancing the mission of the Church.
- Westworth United Church would be an integral component in the hub and would continue its current activities.
- Other components of the hub may include an early learning centre (i.e., day care) and a centre focused on promoting the health and well-being of seniors, broadly defined. Additional components consistent with the mission of WUC may be added.

The Visioning Committee, as already constituted, was asked to turn its focus to these points as no one committee in the current administrative structure of WUC had the mandate or responsibility for these tasks.

Responsibilities:

Work with the Westworth Council, Leadership team and others to identify and recommend:

- Necessary changes and additions in responsibilities of the various teams and committees currently in place
- Needs in terms of personnel, expertise and experience necessary to complete tasks in the process
- Members in the congregation who have the expertise, experience and interest who may be approached to aid in the process.

Consider and recommend how the congregation can raise awareness of Westworth's work and contributions to the local community.

Develop on-going, trusting relationships with other local community building groups (e.g., Corydon Community Centre, seniors' groups, Families Forward, etc.)

Form a non-profit corporation to:

- Provide the administrative structure for the hub
- Facilitate fund-raising through grant writing and other means
- Hire staff (initially under the auspices of WUC, eventually transitioning to the non-profit corporation) at least part-time and moving toward full-time, to identify and apply for grants and to manage the day-to-day activities of the hub
- Seek potential partners in the community that are willing to join with us organizationally in the medium to long-term.

Identify bodies that grant funds for projects such as ours and initiate grant applications until such time as there is paid staff to accomplish the task.

Accountability/Reporting timeline:

The Visioning Committee is responsible to the Council and Membership of Westworth United Church, and will:

- Take notes or minutes at each of their meetings and distribute to the Leadership Team
- Provide a written or oral report at monthly Council meetings
- Consult with Ministry Team Leaders and Committee Chairs as necessary for advice and to engage the whole team in Visioning activities

Membership:

A minimum of five members with the autonomy to add members with necessary skills and expertise as the need arises.

Term: 2 year term, renewable as needed

WORSHIP MINISTRY TEAM

The Worship Ministry Team is asked to provide leadership in the assessment of the needs of the Community of Faith for worship and in the development and delivery of worship that sustains and enriches our faith journeys. This is to include offering a variety of music.

The Ministry of this Team:

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

Responsibilities

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

- as needed, arrange with liaison to attend Council meetings

Accountability: to the Westworth Community of Faith and Council

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

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

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

Meetings: as required to carry out this Ministry effectively