



# **AGM REPORTS**

## **BUSINESS & MINISTRY REPORTS FOR 2016**

Westheights Community Church, Kitchener, Ontario

# AGM AGENDA - MARCH 26, 2017

1. Welcome
2. Procedures for meeting
3. Adoption of Minutes from January 24, 2016 Annual General Meeting
4. Changes to Policy and Procedures
5. Reports
  - a) Senior Pastor's Report
  - b) Church Board Report
  - c) Staff Reports
  - d) Personnel Committee Nominations and Report
  - e) Ministry Reports
6. Finances
  - a) Financial Report 2016
  - b) Budget 2017
7. Closing Prayer



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# AGM MINUTES 2016

January 24, 2016

## Westheights Community Church Annual General Meeting Minutes January 24, 2016- 6:00 p.m.

	Attendance	Members Present= 31 Adherents present=2 Quorum was reached with attendance.
1	Welcome	Doug Braun welcomed all those present to the Annual General Meeting.
2	Procedures for Meeting	Doug Braun highlighted the process the meeting would follow and how we would move through reports.
3	Adoption of minutes of Council meeting in 2015	Jenn Wiens made a motion to accept minutes from the January 26, 2015 Annual General Meeting. Paul Slater 2 <sup>nd</sup> the motion. Minutes were carried without amendments.
4	Greater Things Update	<p>David Wigg spoke to update the Congregation about the Greater Things Project.</p> <p>Financially:</p> <p>375,000 approximately left in loans between the short term loan and the long term loan. We are currently over 60% done paying for the project. This is great news and David Wigg thanked the congregation for such dedicated giving to the Greater Things project.</p> <p>The \$600,000 Short term loan has \$93,000 left to be paid off by the Greater Things fundraising commitments by the end of 2016.</p> <p>Important to recognize that not all the pledges have come from the people who committed to them, others have also contributed to the project who were not part of the original campaign.</p> <p>After next year it is expected that the Short term loan will be paid off in full. The remainder of the \$50,000 that is budgeted for next year will be applied to the Long Term Greater Things loan. We are also expecting an estate next year and our hope is to use that to further pay off the Long Term Greater Things Loan.</p> <p>There was discussion about when to start thinking about phase 2.</p>
5	Syrian Settlement Update	<p>Todd Lester spoke regarding the upcoming Syrian family that is coming. We have been matched with a family of 5 which have 3 young boys (3yrs, 7yrs and 8yrs) The process has been slowed down by the government. Todd Lester thinks that we can expect the family in about 2-3 weeks. The Syrian Settlement team has secured an apartment on Vanier Dr. for the family.</p> <p>Todd Lester expressed gratitude for how quickly we raised the funds for the Syrian Fund. Fundraising contributed approximately \$17,000.00. Then we were approached by Hollowell BIC Church from the US who wanted to partner with us and donate some money. They donated \$10,000.00 US dollars.</p> <p>-We are hoping to make a video to send to Holloway BIC Church to share the success when our family arrives from Syria.</p>
6	Reports	Doug Braun discussed how we would handle the reports.
	a) Senior Pastors Report	Pastor Todd Lester presented the report. Pastor Todd loved the spirit and volunteerism in the church. So much gets done in this church because of the volunteers.



# Westheights Community Church

## Annual General Meeting Minutes

### January 24, 2016- 6:00 p.m.

		<p>Pastor Todd Lester is very thankful for his team of staff.</p> <p>Pastor Todd Lester discussed the new Deacon structure. The goal was to minimize the meetings and maximize the service. Pastor Todd feels this has gone very well and we will continue to do this in the next year.</p> <p>Pastor Todd Lester made the motion to accept his Senior Pastors Report. 2<sup>nd</sup> by Terry Wiens. Motion carried</p>
	b) Church Board Report	<p>Jenn Wiens made the motion to accept the Church Board Report. 2<sup>nd</sup> by Randy Burrows. Motion carried.</p>
	c) Staff Reports	<p><b>Children's Program</b>  Charlene Neuman was thrilled and grateful for the way Westheights rallies around children and families. She is very thankful for all the volunteers who commit their time to the Children's Programs. Thanks to all the youth who are helping in Children's Ministry.</p> <p>Charlene made the motion to accept the Children's Ministry report. 2<sup>nd</sup> by Terry Kreutzkamp. Motion carried</p> <p><b>Youth Ministry</b>  Tom Fenske is very excited to see many of his students volunteer in many areas of the church. He is so proud of Westheights love for teens.</p> <p>Tom Fenske made the motion to accept the Youth Ministry Report. 2<sup>nd</sup> by David Wigg. Motion carried</p> <p><b>Worship Ministry</b>  Melanie Wigg is thankful for all the commitment of all the people who are part of the Worship team Ministry.</p> <p>Melanie Wigg made the motion to accept the Worship Ministry Report. 2<sup>nd</sup> by Ralph Westfall. Motion carried</p> <p><b>House Church Report</b>  Terry Kreutzkamp feels honoured to be part of the staff at Westheights. House churches have had growth over the past year  Terry Kreutzkamp made a motion to accept the House Church Report. 2<sup>nd</sup> by Melanie Wigg. Motion carried</p> <p>Comments were made at how the whole staff work together as a team. Thank-you to all the Staff for how you work in your own area, and how you all work together as a team.</p>
	d) Personnel Committee Elections and Report	<p>Pastor Todd Lester provided copies of the complete list of the Terms of Service for elected officers of Westheights Church.</p> <p>David Wigg made the motion to accept Personnel Committee Report. 2<sup>nd</sup> by Tim Lee. Motion carried</p>
	e) Other Ministry Reports	<p>Beth Kreutzkamp made the motion to accept the Other Ministry Reports from page 23 to 30 in the report. 2<sup>nd</sup> by Gerd Warkus. Motion carried.</p>





# Westheights Community Church

## Annual General Meeting Minutes

### January 24, 2016- 6:00 p.m.

7	<p>Finances</p> <ul style="list-style-type: none"> <li>a) Financial Report 2015</li> <li>b) Budget 2016</li> </ul>	<p>Paul Slater spoke with regards to the 2015 Reports – Paul Slater thanked the Congregation for commitment to financial and other giving.</p> <p><b>Notes</b> Adjustment in 2014-that did not get into the report on page 4 on the balance sheet. Request was made regarding the adjustments that were made to be published. This was noted by Paul Slater and this adjustment will be published.</p> <p><b>Highlights 2015</b> Paul Slater went through the overages.</p> <p>Question was made whether a review was done in 2015. Who was going to do the review of the 2015? Church Board will ensure a 2015 review will be completed.</p> <p>Paul Slater made the motion to accept 2015 Financial Reports. 2<sup>nd</sup> by Shane Galleon. Motion carried.</p> <p><u>2016 Budget</u></p> <p>Highlights</p> <p>Compensation was adjusted based on the guidelines presented by BIC Canada.</p> <p>We adjusted the budgeted amounts based on forecasting expenses for the next year. The legal was 500 based on the expectation of more fees this year.</p> <p>Paul Slater made a motion to accept the 2016 Budget. 2<sup>nd</sup> by Terry Wiens. Motion Carried.</p> <p>Discussion Regarding Balance Sheet 2016 transfers. Paul Slater explained the 2016 Balance Sheet including transfers from the Building Funds and the Nicaragua Funds.</p> <p>David Wigg made the motion to accept the balance sheet transfers expected for 2016. 2<sup>nd</sup> by Dale Newman. Motion carried</p>
8	Closing Prayer	Doug Braun closed the meeting and Todd Lester closed in prayer.



# CHANGES TO POLICY AND PROCEDURES

## **Context of the Motion:**

Two years ago we temporarily suspended the ministry of the Deacons. I had been consulting with Charlie Mashinter, who oversees the community church for the BIC, and others who were having a similar feeling: organized pastoral care through a Deacon committee was a position very few people in the church were interested in participating in. I felt that the Westheights Deacons team had become less effective and it was increasingly difficult to get anyone to agree to be on the team. Two years ago at AGM, I proposed the change of suspending the Deacons team as a test for one year. I suggested that it should only be for one year in the event that there were unintended consequences that were detrimental to the life of our church. Last year at AGM I reported that I wanted to continue the test for one more year and, again, be open to revisiting the decision of continuing the Deacons team. I now feel confident that we can consider this to be a permanent change.

Over the past two years it does not appear that pastoral care has suffered to any degree compared to what it was before the change. As needed, I now call on people to help with needs that come up within the congregation. Also, I believe that the most effective pastoral care happens through the ministry of House Churches. And I have found that ad hoc ministry is easier to administer than a structured Deacons program for pastoral needs, and that more people are willing to be involved. The result appears to be that we have more ministry and fewer meetings with the new structure.

I have asked the Board to bring a motion (below) to AGM that would update our Policy and Procedures to reflect the changes.

Todd Lester

**Board Motion:** That Westheights Church amend our Policy and Procedures document to remove all references to the office of Deacon and the Deacon Team job description with the understanding that pastoral care will be handled through the House Church ministry and the Senior Pastor as he coordinates an ad hoc support team of volunteers.



The role of the staff is to oversee the ministries of the church (Acts 6:2-4) and to equip the leaders and volunteers of the church (Ephesians 4:12) to provide the programs of the church and to work with the Senior Pastor who is to feed the people of the church (2 Timothy 2:15) and care for the needs of the church (1 Peter 5:1-4).

The role of the Church Board is to collaborate with the Senior Pastor to discern the vision of the church (Proverbs 11:14), govern the structures of the church (Romans 12:8), and serve the people of the church (John 13:14).

## Governance

Congregational Council consists of all members of Westheights Community Church. The approval of the Congregational Council is expressed by a vote at a properly constituted special or general meeting which includes a quorum of members of the church as defined in the By-laws.

The Senior Pastor is accountable to the Church Board and to the Executive Director of the BIC Canada.

The Church Board is nominated by the Personnel Committee and approved by Congregational Council to provide leadership and establish vision for the direction of the church in concert with the Senior Pastor; to provide guidance and support for the Senior Pastor in leading the church; and to monitor and evaluate the ministries of the church, ensuring that the activities of the church are aligned with its stated vision. The Church Board is not directly responsible for the management and execution of the programs of the church, though it does play an important oversight role. The Senior Pastor and the Treasurer sit on the Church Board by virtue of their positions. ~~The Deacon Team appoints one of their number to be a representative on the Church Board.~~ The Church Board is accountable to Congregational Council.

The Personnel Committee is nominated by the Church Board and approved by Congregational Council to fill key volunteer positions in the congregation, through a process of discernment and consultation with the Senior Pastor and others. The Personnel Committee is accountable to Congregational Council.

The Finance Team is nominated by the Personnel Committee and approved by Congregational Council to administer the finances of the church. The finance team includes the Treasurer, the Offering Assistant and the Deposit Assistant. In addition, the Deposit Assistant selects a number of Counters who are approved by the Church Board. The Offering Assistant and the Deposit Assistant are accountable to the Treasurer. The Treasurer is accountable to Church Board.



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Church staff work for the Senior Pastor are usually paid employees of the church but in certain cases, the Senior Pastor may formally designate a staff person who is unpaid. The number of pastoral staff and their respective responsibilities are determined by the Church Board, subject to the constraints of the budget. Every member of the pastoral staff is directly accountable to either the Senior Pastor or another member of the pastoral staff.

The ministries of Westheights are carried out by many workers, including both volunteers and staff. The specifics of ministries will change over time and the ministry structures of the church will also need to change over time. For that reason, the details of the ministry structure are not fixed as part of the governance structure of the church, but are described in the next section.

## Ministry Structure

~~The Deacons Team is nominated by the Church Board and approved by Congregational Council to provide various caring and shepherding ministries to the congregation. The Deacons Team is accountable to the Senior Pastor or to another designated member of the Pastoral Team.~~

The Facilities Team is nominated by the Personnel Committee and approved by Congregational Council to oversee the maintenance of the building and grounds of the church. The facilities team is accountable to the Senior Pastor or to another designated member of the Pastoral Team.

In the past, Westheights has largely carried out its ministries through committees, but recently more ministries have been managed by staff or by volunteer coordinators. Presently there is a mix of both kinds of ministry leadership. As Westheights continues to grow, we anticipate more leadership roles will pass to pastoral staff. In addition, there are a large number of different ministry groups which all report directly to the Senior Pastor. It would be desirable to group these ministries together into a smaller number of key ministry areas each with a single leader, however that process is just beginning.

The following are the groups and leaders responsible for particular areas of ministry, some are staff and some are volunteers. At the present time, there is no ministry hierarchy and every group reports directly to the Senior Pastor.

- Adult Ministries Coordinator
- Conference Delegate
- Cycling Club Coordinator
- ~~Deacons Team~~
- Facilities Coordinator
- House Church Coordinator



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#### 4. Filling Midterm Vacancies

- a. Policy for filling vacancies in midterm, between annual congregational council meetings, not including Pastors and Deacons:
  - i. For positions approved by a vote of congregational council, the Personnel Committee with the approval of the Church Board will fill the vacancy on an interim basis until the next annual congregational council meeting when a new individual will be presented to fill the position for the remainder of the term.
  - ii. For other positions, a replacement should be selected to fill the position for the remainder of the term using the normal selection process for that position.

#### 5. Removal of Persons From Office

- a. Ministry leaders may also discern a need to remove a person from office for reasons of non-performance or because of some spiritual or moral cause. In this case, church leadership should follow the procedures outlined in the Conflict Resolution and Discipline Manual of the Brethren in Christ Church. The subsequent vacancy will be filled as described above.

### Procedures for Amendment

The following portions of these policies and procedures can only be amended by an action of Congregational Council:

- Governance
- Procedures for Amendment
- Job Descriptions for Church Board, Personnel Committee, Finance Team

The remainder of these policies and procedures can be amended by an action of the Church Board.



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## Governance Structure Job Description

### Church Board

Name:	Church Board
Purpose:	Provide for administration of the local congregation in all its ministries.
Accountable To:	Congregational Council
Objectives:	Provide leadership in developing long range plans and in setting congregational goals.
Specific Duties:	<ol style="list-style-type: none"> <li>1. Meet regularly (minimum of 10 times per year).</li> <li>2. Plan and implement strategies for short and long range goals.</li> <li>3. Convene at least one congregational council meeting each year.</li> <li>4. Prepare an annual report for congregational council including significant activities and expenditures.</li> <li>5. Supervise the preparation of the annual congregational budget, for presentation to Congregational Council. Practice good stewardship in the implementation of the budget.</li> <li>6. Approve all special financial appeals to the congregation, outside the adopted congregational budget.</li> <li>7. Be responsible, in consultation with the Executive Director, for serious matters of membership and discipline.</li> <li>8. Fulfill all responsibilities for church boards outlined in the Articles of Government and Articles of Faith and Doctrine.</li> <li>9. The Chair, Vice-chair and Secretary will each serve as a trustee of the church and property as defined in the Canadian Conference Articles of Government.</li> </ol>
Method of Appointment:	Members at Large nominated by Personnel Committee and approved by Congregational Council. Others by virtue of their position.
Qualifications:	<p>Personal commitment to Jesus Christ.</p> <p>Member in good standing of Westheights congregation.</p> <p>Screened in accordance with the Westheights Plan to Protect Policy.</p>
Length of Term:	<p>Members at Large - 3 years</p> <p>Others, as per their respective positions</p>
Membership:	The Board shall organize annually. The Board shall elect a chair (other than a person employed by the congregation), a vice-chair and a secretary. There will be <del>nine</del> eight members: the Senior Pastor, the Treasurer, <del>a representative from the Deacon Team</del> and six members at large.
Revision Date:	July 2013



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## Ministry Job Descriptions

### Deacon Team

Name:	Deacon Team
Purpose:	To fulfill the scriptural mandate of Acts 6:1-7.
Accountable To:	Senior Pastor
Objectives:	Work with the Senior Pastor in the ministry for the general well-being of the congregation.
Specific Duties:	<ol style="list-style-type: none"> <li>1. All deacons shall share in the responsibility of welcoming new adherents into the church and be supportive to the church family through visitations and other acceptable contacts.</li> <li>2. They shall minister to those in the congregation who have special needs in consultation with the Pastor. The deacons are responsible for the administration of the budgeted benevolent monies.</li> <li>3. They shall be responsible for the preparation necessary on love feast occasions and supervise the washing of the saints' feet.</li> <li>4. They shall be responsible for the preparation of the sacred emblems for communion services. They shall be responsible for the serving of the emblems under the direction of the Pastor.</li> <li>5. Prepare an annual report to Congregational Council.</li> <li>6. Review membership status and take appropriate action.</li> <li>7. Consider and approve candidates for baptism and applicants for church membership.</li> </ol>
Method of Appointment:	The election process shall be determined by the Church Board. The Board will initiate the process for election or reelection of Deacon.
Qualifications:	The scriptural qualifications as outlined in 1 Timothy 3:8-12, Acts 6:3 and Romans 16:1 will apply. The deacon must give clear evidence of a Christian experience. The scriptural directives relating to the choice of deacon speak to the importance of the home. Special attention should be given to the qualifications of wholesome marital and family relationships, including commitment to the lifelong bond of marriage. A single member of the congregation is eligible for the office of deacon. Deacons should be sufficiently mature to be able to minister to the needs of the congregation. They must affirm a sincere belief in the Articles of Faith adopted by the church. They shall be members in good standing of the congregation. In addition they shall be screened in accordance with the Westheights Plan to Protect Policy.
Length of Term:	Three year term ending year end. Eligible for additional terms of service.
Number of Deacons:	There should be one deacon for every 50 members and adherents or part thereof.
Revision Date:	July 2013



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# SENIOR PASTOR'S REPORT

## Towards A Gathered and Scattered Church

As has been said by countless others, we live in a time of great and rapid change. The pace of change is having an impact upon our lives in many ways, some of those not yet fully considered. Of course the church is also being affected by these seismic shifts in cultural lifestyles and values. This changing culture and its influence upon the church and its adherents and members is something I think about with great regularity. It can be discouraging but I remind myself of this simple fact: the church is not a human idea, it's God's idea. It's God's program for a community of believers to join together to fulfill the Great Commission. Whatever changes may be happening, God still intends for His church to bring the good news of the gospel to our neighbourhoods and our city.

I am sure you have observed ecclesiastical changes in your own life and the life of your family. I have noticed that people are much less dependent on the church for its services. The church was once the centre of society and very important place of teaching and social connections. In past times the church offered people teaching, classes and experiences they could not easily find anywhere else so people gladly attended church programs multiple times per week. One downside to this was that it drew its members into many activities to the point that the members often withdrew from society, instead spending large portions of their dispensable time at the church programs. The result was isolationism, both practical and ideological.

Today people don't need the church to be the sole provider of their spiritual experiences. After all, if you miss a sermon you can easily go online and choose from hundreds of amazing pastors to listen to. And there is no shortage of YouTube worship videos if you want to listen to terrific music too.

Not only is the church less vital to people's spiritual experiences but the people who attend church go less often. Due to the affluence and mobility of the times in which we live, even the most committed people attend church less often. In the past, we would attend church, sometimes three times a week, but now it is a small group of core people who attend three times a month. Although this is disconcerting to most pastors, I am beginning to see that this may be an opportunity for the reengagement of the church into our society.

In those past days of church centrality, we used a method to reach people that is often called "Attractional Church Growth." In this methodology a church offered high quality services and programs and encouraged congregants to invite friends and neighbours to a service to hear a presentation of the good news. Our thinking went simply, 'the better the service or program the more people we would attract.' This approach made sense in a time when people had some basic inclination towards the Christian faith. However, as the culture removes any consciousness of a previous Christian age and people are foreigners to the idea of attending a house of worship, the attractional approach is becoming dramatically less effective. Today, most people have no interest in attending a church no matter how 'attractive' you manage to make a program or service. This shift in people's basic attitude requires change on the part of the local church. The church must now move away from an attractional, programmatic methodology and towards a relational, personal approach to evangelism. Rather than expect unchurched people to 'come' to church we must realize that we, as the members, must 'go' to the unchurched if we have hopes of sharing the good news with them.



God's vision of the church has always been that the church would be both gathered and scattered. Just compare Acts 2:42-47 with Matthew 29:19-20. The Bible calls followers of Jesus "ambassadors." An ambassador doesn't stay at home, as comfortable as that would be, but rather an ambassador travels to other places as an emissary of a king or leader.

It is exciting to think of how the new mobility with which we live our modern lifestyles also offers us new opportunities for ambassadorship.

Whatever model of church growth has been popular, it has always been recognized that the church is most powerful when its adherents and members embody the message of the gospel and carry it with them to the highways and byways of this world. For the reasons mentioned above, we are positioned to be the church in more sectors of society than ever before: at hockey, at school, at work, on the cruise ship, at the restaurant, at dance classes, at kung fu lessons, at the curling rink, at the nail salon, wherever it is you find yourself. And remember, wherever it is you find yourself, the spirit of God is there too willing to work through your life.

I see that the change ahead can be good change because it will allow us to find new places to share the words of good news and embody the message. Of course, the local church is still important, it is after all the church gathered. But it is exciting to think about the church scattered and the impact we will have for Jesus as we take his message and his spirit to new places and to people who have yet to hear the amazing message of peace and love.

## Greater Things Update

The end of 2016 was a significant milestone in the life of Westheights Church. The milestone was the completion of Phase 1 of our 20/20 vision that we have called "Greater Things." Our theme was based on Jesus' words when he said, "Those who believe in me will do even greater things" (John 14:12).



There is no doubt that we have enjoyed and benefited from the extra remodelled space we were able to create through the Greater Things campaign. But none of this was simply for our enjoyment but for the fulfillment of the vision and mission God has given to this church.

Many of you committed to our building program and I am so humbled by how seriously you took your commitments. During the campaign I was deeply touched by the consistent and generous giving. As has been mentioned by the church treasurer, the amount of money that was pledged for the three year campaign was donated in its entirety. Greater Things felt like an act of faith at the time of the original construction in 2013 because we built the facility on the promises that the money would arrive over the next three years. And the Westheights congregation was good to their promise and all of the pledged \$600,000 came in. You can look at the church board report for the full financial details but the results are impressive. Thank you to everyone who participated.



Of course, our building is just a tool, but it is a tool for the more important purpose of creating an environment where people can be transformed into the image of the One we follow. The real impact at Westheights is the one that happens when lives are changed. So many of you continue to tell me that the Sunday worship service, with its upbeat music and down to earth sermon, helps you grow and encourages you to follow Jesus in a deeper way. Equally as important is the transformation that happens in the lives of children and students through the amazing team of dedicated staff and volunteers, and the House Church ministries and many service projects within our church family and in our local neighbourhood. All of this is only possible because of the generosity of our church. People willingly give their time, talents and treasures so that the work of the kingdom of God will continue.

I am deeply touched by your sacrifices and count it a great privilege to be the pastor of this church.

Serving God and His Church,  
Pastor Todd Lester



# CHURCH BOARD REPORT

The Church Board Members for 2016 were: Doug Braun (Chair), David Wigg (Vice Chair), Paul Slater (Treasurer), Todd Lester (Senior Pastor), Jenn Wiens (Secretary), Dale Neuman (member at large), Suzanne Isaac (member at large), Lindsay Adamson (member at large).

As the Greater Things Project renovation was completed at the end of 2014, the 2016 calendar year marks the end of the official Greater Things capital campaign. After 3 years, we have raised \$608,750.00 towards our total committed pledges of \$600,000.00. It is encouraging to see how people have faithfully fulfilled their pledges and some are even giving beyond their commitments. At the end of 2016 we have paid off the entire balance of the Greater Things Short Term loan and have a remaining balance of \$276,146.00 on the Greater Things Long Term loan. The Board continues to thank you for your generous giving to the Greater Things Project.

This year the Church Board continued working on Church Board Development. In the early part of the year we spent time considering what tasks the Church Board should be focusing on most. We felt these areas are: Church Health, Church Policy, Strategy, and Risk Management. It was at this time we were presented with a Church Leadership Development opportunity. Jon Hand, who is the Coordinator of Leadership Development from BIC Canada, came to a Westheights Church Board meeting to ask if we would like to participate in a pilot Leadership Development program. After hearing what the program was offering the Church Board felt this was an excellent opportunity at this time. The program was intended for Church Board members, staff, and members of the church. The Leadership Development program is a 6 weekend intensive program for all the participants. There are 3 Churches participating in the program: Wainfleet, Crossroads and Westheights. The participants who are representing Westheights are Todd Lester, Doug Braun, David Wigg, Suzanne Isaac, Charlene Neuman, Tom Fenske, and Nel Slater. The program is designed for personal growth and improvement that can be brought back to benefit the committees they belong to and the overall organization. The program is still in progress and the Church Board appreciates the dedication of the participants involved.

In 2016, we fell significantly behind in our General Fund budget, but when we communicated this shortfall to the congregation, it resulted in our December giving getting us back on track. The Church Board is extremely grateful for such a positive response! The Church Board would also like to sincerely thank Paul Slater for being our interim treasurer for the last three years. The time and effort he put into the job was greatly appreciated!

Westheights continues to be active in local outreach through Halloween for Hunger, Project Give and the Christmas Candlelight Services. Westheights is also active in global outreach through our partnership with Nicaragua, and the settlement of the Syrian family. The Board supports both local and global compassionate ministries and is encouraged by the participation from the people of Westheights in these initiatives.

The Board is truly grateful for the generosity of so many at Westheights in giving of their time and talents to volunteer and financially support our ministries. God continues to use the ministry of Westheights to transform lives and help people develop a deeper relationship with Jesus. We continue to prayerfully seek the Lord's guidance for Westheights ministry in the future. Join us in prayer for God's direction as we strive to fulfill our vision to help people find and follow Jesus.

Respectfully submitted,  
Jenn Wiens on behalf of the Westheights Church Board





# PASTOR OF CHILDREN'S MINISTRIES REPORT

Looking back on the year is always so rewarding, because it reminds me of why we do what we do...

It reminds me of YOU, of your kids and grandkids...Of Westheights' families...Of faithful and faith-filled leaders, who model for and give to your families as well as to their own. It reminds me of meaningful, supportive relationships, and of our tremendous God, who is ever-speaking to and acting in us!

Of course the first crew I'd like to acknowledge are our first-rate Sunday Infant-Toddler and Preschool - Elementary teams. They jump in, take turns, invest and care! They teach because "making disciples" matters, and serve because "living the good news" matters. They choose kids because they can envision the prize: a child-youth-adult who doesn't remember a time when he or she did not know and love Jesus, and they want to make that happen for as many as possible. These teams pump out snacks, songs, stories, diaper changes and lesson plans galore; they execute September Kick-Off Sundays, Christmas and Easter parties, and attend summer transition (Grade 5 to Jr High) events. This year's goals? To tune into their own relationship with God, to spur on their own faith journey – and to lead and teach from that place! Thank you, First Steps and On Your Mark! leaders. You are the pillar-servants of Westheights Kids.

And then there are those who serve our Westheights families directly: our outstanding Hub (Check-In) Team, who greet, organize and direct; our ever-present Hall Monitors, who think "security" and act "help line"; our Admin, Communications, Facilities, Custodial and Tech Support, who make our ministry and ministry space look brilliant in countless ways!

These same teams, along with just-the-right House Churches, were also God's gift in making our 2016 Take-It-Home Events happen! What's the best thing about our family-equipping Take-It-Home Events? The families together, enjoying worship and storytelling? Or the grandmas, grandpas, aunts, uncles, moms and dads who visit Westheights on the invitation of a special child? Or maybe it's the shifting climate that takes place at home, as parents create faith-shaping moments that happen more and more frequently? In 2016, at our 3 events, our Take-It-Home/On Your Mark! teams equipped parents to:

- give Bibles to their 7-9 year-olds, and to read the Bible together regularly –all ages, all levels of wiggling!
- make "baptism" and "communion" a significant part of family conversations, and
- take and raise their own spiritual temperatures, partnering with the church to be models of transformed Christ-followers for their children.

Modelling happens most powerfully in a place of belonging and shared experience – a place of Jubilee! Our (also 3) Jubilee experiences have been key to engaging not only parents, but the entire Westheights community, in the raising of the next generation of Christ-followers. I hope those of all ages who attended Jubilee sensed a whole different kind of learning happening - learning by being present; by worshiping and playing together; by acknowledging each other's worth.

Many thanks to Team Jubilee, and to all those whose creativity and energy go into dedications, baptisms, Worship Night, the food drive, Hallowe'en for Hunger, Project Give, the Syrian Refugee Sponsorship, SPA Day at Forest Heights, and those outstanding church-wide social events! These events and service opportunities have been vital as spaces for informal learning - the kind that comes through observing and participating - and for belonging - where we help our children to feel a part of the practice and work of the body of Christ.

Speaking of which, I'm happy to say that kids ministry continues to mean kids in ministry. Volunteers held Sunday rehearsals from late February through April to teach skills in music and drama that would allow our SKs through Grade 12s to become leaders for a Students and Kids-led church service at Forest Heights Long Term Care Centre. Some worked at home to prepare readings, a personal testimony, and a sermon. Bam!! Once again, you had to be there to be astonished by the work of the Holy Spirit in and through your serious-ministers-of-the-



gospel! ☺ Later in the year, the SK-Grade 5s celebrated Jesus' birthday with the residents by returning to FHLTCC to lead a hymn and worship songs. And as always, students and older children are being actively trained to plan for, teach, bless, play and pray with the younger ones they serve.

Inspired by visits, blog posts and letters from Christina Main, the Geigers & the Aldass family, the children are also developing a notion of what it means to live globally, and to see themselves and others as "special agents" of the gospel – bringing love, peace & healing to the world both here & abroad. "Where in the world is Christina Main?" became a familiar chant as we followed her on the World Race, sharing her stories. And what a thrill for the kids to see her on the Jubilee stage and to realize that she had not been a "superhuman" guest but was instead wonderfully "ordinary" – one of us, no less – sharing learnings & "crazy love" that we could all learn and share too.

Throughout the year, Westheights teams have been keen to train towards and implement the Westheights Protection Plan; its boundaries and safeties create an environment where both leaders and kids can focus on all the right things! As Plan Co-ordinator, I'm so impressed by the willingness of all our volunteers to complete the screening process, and by the work of administrative staff (and one exceptional volunteer – You know who you are!) in keeping our extensive database and filing system in order. Thank you!!

So, you may have noticed that except for the special guests I've mentioned, I'm not naming names this year, even though I'm warmed by seeing all your friendly faces in my mind...And that's because I'm in awe more than ever of the network of giving that is Westheights! The number of volunteers involved in the Kingdom work I've mentioned above is well into the hundreds: everyone's part intensely valuable, and each one affecting our kids in huge and small ways.

In the way of Professional Development, I am especially grateful for the many Theological Study Days, Pastoral Cluster Meetings, Leadership Development Days, Retreat Days and relevant course offerings provided by BIC Canada. The investment they make in us as leaders is both humbling and energizing.

I can't look back without thanking God for His great faithfulness over 2016, for the treasure of lives changed, for an incredibly supportive family, and for staff and board colleagues who are a constant inspiration. "I will give thanks and praise You, O Lord my God, with all my heart; And will glorify Your name forevermore." Psalm 86:12

Respectfully submitted,  
Charlene Neuman, Pastor of Children's Ministries

## CHILDREN'S MINISTRY FINANCIAL REPORT

2016 Budget		\$5,000
Expenses		
Infant/Toddler	46.36	
Preschool/Elementary	1,562.00	
Snacks	504.45	
Training	332.18	
Volunteer Appreciation	384.82	
Holiday Programs	301.43	
Miscellaneous	234.39	
Small Equipment	319.57	
Take-It-Home Events	849.39	
Total Expenses		\$4,534.59



# PASTOR OF STUDENT MINISTRY REPORT

“A space to be themselves.”

When we started the year in 2016, our goal was simple – to carve out a space in the week for Jr. and Sr. High students to come and bring everything that was going on in their life to Jesus. Students today are under enormous pressure, not only to get into highly competitive universities and colleges, but to try and map out their life farther and farther ahead. They face an uncertain world and are trying their best make their way through it, all while trying to discover just who God has made them to be. We believe that in order to grow and own their faith, they needed space each week to unload those burdens and be honest with where they are at.

With this in mind, we crafted our programs around a balance of teaching and small group times. We really see the most effective growth coming from these discussions, and not the instruction alone. This was our second full year using the XP3 curriculum from Orange, and the resources it provides have really accelerated our efforts. By providing thought-provoking questions, student engagement has increased and leaders feel more prepared for how to guide their students.

We of course had some great events this year, including some new ones – Block Party and a revamped Red vs. Blue for Jr. Highs. Our goal is to provide experiences that students can't get anywhere else. To accomplish this, we're more regularly combining the Jr. and Sr. High groups so we can pull off larger-scale parties and outreach activities. We believe that by upping the excitement and crowd size, students will be more likely to invite their friends. This theory proved to be true with our Block Party, where over 60% of the students who attended were from either our community or were invited by students who regularly attend Westheights programs.

Retreats continue to be highly impactful in the lives of our students, providing concentrated times of relational connection and deeper spiritual content. We had over 12 Jr. High students attend the BIC Canada Jr. High Retreat in February, and 10 Sr. Highs attended Pitch and Praise in May. This was our annual self-run Sr. High Retreat has become a favourite bonding time and its focus on spiritual formation and reflection is a highlight that is regularly talked about.

Our leadership team has grown over the past year, with new leaders coming on board to help support our growing groups. Kyle and Natalia Main as well as Josh Bacvar have joined us in Sr. High, while Alisa Harder and Christina Main have signed on with Jr. High. We're are thankful for God's provision of



such dedicated leaders, and I want to personally call out and thank Heather Noble, Rhianne Byron in Sr. High and Brooklyn Lester and Jared Lee in Jr. High. Of course, our groups wouldn't be the same without Gillian Fenske's continued dedication as a leader in both groups. This year, we also re-deployed Adam Noble as a "youth leader at large", who continues to build relationships with our students but outside our weekly programs. I love our team and it's glorious to serve alongside such fun and spiritually-rich people.

Finally, I want to thank you for your continued support of passing on the story of faith to our young people. When I talk about our student ministry to others, I often remark that it feels as if the work goes far beyond the time-slots on Thursday nights and Sunday mornings. You have adopted our teenagers and pre-teens as your own, and involved them in the whole life of the church. From worship teams and children's ministry, to house churches and social events, our students are an active and vibrant part of the congregation. Thank you for believing in both making space for them and asking them to join in on the wider church.

As we look to the future, I'm encouraged to see a growing passion among all of us to keep finding ways to not just welcome young people into our established programs at Westheights, but also in continuing to ask the questions of how we engage spiritually hungry young people in our community. Rather than just seek stability within our congregation, I sense that you long to see how we can keep connecting with those who are outside our walls. May God bless us as we keep our hearts humble in the work of raising up a new generation of disciples of Jesus.

Respectfully submitted,  
Tom Fenske, Pastor of Student Ministries

## STUDENT MINISTRIES FINANCIAL REPORT

2016 Budget	\$5,000.00
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### Expenses

Events and Retreat	1,159.73
Food	1,393.59
Resources & Supplies	1,432.28
Meals	558.95
Promotions	492.96
Technology and Equipment	31.19

Total Expenses	\$5,068.70
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# PASTOR OF WORSHIP MINISTRY REPORT

Recently in a sermon Todd talked about the significance of serving together in building relationships. This is very true. I have certainly seen this in worship ministry. I'm grateful for each person involved in this ministry and the friendships that have formed through it.

The number of people giving of their time and talent as musicians, sound techs, and projection techs continues to grow each year. Amazingly, that number is now 38 people! Thanks so much to each of you. Your sacrifice and commitment does not go unnoticed, and it is deeply appreciated.

Our worship to God is loving Him with all our heart, soul, mind, and strength in every area of our lives. We often equate worship with music, but of course, our worship of God is much bigger than that. However, I also believe that music is a powerful avenue that God has given us to connect with him. A song can lift our thoughts and souls to a place of greater praise, trust, hope, and commitment. That is my prayer as we collectively use music to connect with God on Sunday mornings.

Music can also be an encouraging tool that we use throughout the week to stay centered on God's presence with us. Each week, typically on Thursdays, I create a YouTube playlist of the music we'll be singing on the upcoming Sunday morning. I post this on the church blog ([westheights.org](http://westheights.org)) every week. Occasionally I will also post my personal worship playlist that I use on Spotify. (See my blog post from January 15 if you are interested).

In our worship ministry, we place a high value on continuing to grow and evolve and try new things. Here are a few ways we have done that during 2016:

- In the fall of 2015, we held a new all-ages worship experience called "Jubilee" for the 5 Sundays in November. During those 5 weeks, we held both Jubilee and our regular worship service each Sunday morning. We saw lots of engagement in Jubilee and we were encouraged by the potential for this kind of combined worship and learning. We see great value in all the generations being together. During 2016, we evolved the idea and held a Jubilee service on three Sundays during the year. In this new approach, there is only one service on Sunday morning, which integrates the all-ages music and teaching with the sermon from Todd. We are encouraged by how this is going and will continue to evaluate its effectiveness.
- In the fall I challenged our team by starting to use more new songs in our services. It has meant more to learn for them, but they have willingly risen to the challenge!
- In the spring we introduced a new synthesizer option for our keyboardists. It gives them a host of new sounds to use which are effective in modern worship music. This has been great as our main keyboard is limited in the types of sounds it offers. The new keyboard and software has taken some time to learn and get comfortable with, but it's been well worth the effort.

In addition to our weekly Sunday morning worship services, we of course held special services for Good Friday, Easter, a spring Worship Night, and the Christmas Candlelight Services. Again, these experiences would not be possible without a ton of time and effort by many volunteers. My heartfelt thanks goes to each one of you.

We always love to have more people involved. If you are interested in serving in worship ministry, please come and talk with me!



I trust that this year will be one filled with connection to our Saviour, following His leading and experiencing His deep love of us.

In His service,  
Melanie Wigg, Pastor of Worship Ministry

## WORSHIP MINISTRY FINANCIAL REPORT

2016 Budget \$4,800.00

### Expenses

CCLI License Renewals	635.08
Christmas Candlelight	76.41
Seasonal Decorations	367.10
Miscellaneous	126.34
Music Library Subscription	124.78
Music Supplies	829.67
Supplies and Equipment	1,114.77
Team Events and Supplies	398.11
Video Resources	625.52
Training	488.01

Total Expenses \$4,785.79



# DIRECTOR OF HOUSE CHURCH REPORT

Imagine a place where you would be warmly welcomed and accepted by a group of diverse people, in a casual, informal environment. A place where you could be yourself, ask hard questions, share your struggles, or just sit quietly and listen. A place that provides an opportunity to use your gifts and grow in your faith. A place of laughter, honesty, and sometimes tears. A place where God's love is evident in practical ways. Well, all of these things describe our House Churches at Westheights.

Variety is another key descriptor of our House Church ministry. We have many different group make-ups: men, women, seniors, moms, young adults, parents, mixed groups. We have groups meeting most nights of the week and even Saturday mornings. We have groups that talk about the Sunday morning message, or discuss a book together, watch and discuss videos, study a Biblical book or topic, follow a curriculum, or just simply talk about an important topic. Throughout the year you may find House Churches hosting a potluck or games night, serving food downtown at Ray of Hope, sorting goods at the MCC Thrift on Kent, or even singing Christmas carols in the neighbourhood.

Many at Westheights have found great friendships through our small groups, as House Church is a natural place for developing new relationships in a relaxed, yet meaningful setting. If you have never visited a House Church, then I would encourage you to consider checking one (or more!) out – I'm confident that you'll find them to be warm, inviting groups where love is shared and God is honoured. Everyone participates at their own comfort level and all are welcomed to discover together what it means to follow Jesus in our world today. As well, you might also be interested in knowing that one of the key words house church members use to describe being part of a small group is: FUN!

During the past year we saw our weekly average attendance at House Church rise slightly, to 77 people. However, if you were to list everyone who is part of a small group at Westheights that number is around 125 people. We had 11 groups meeting weekly last year, with a change in venue and leadership for the Women's evening group. Our House Church Leaders met twice last year to share ideas and discuss ways to expand this ministry. We hosted another successful House Church Emphasis Sunday in September to encourage people to check out our groups (the desserts were especially a hit!).

As always, I think that it's important to take this opportunity to thank our many wonderful leaders and hosts who make House Church possible. It is a big commitment and is very appreciated, by myself, but even more so by each participant who benefits from their dedication.

My final thanks goes to Gillian Fenske for her work in creating a beautiful new information brochure for our House Church ministry. Feel free to pick one of these up by the mail files or speak to me directly if you are interested in more information about joining, leading or hosting a small group at Westheights.

Respectfully submitted,  
Terry Kreutzkamp, House Church Director  
terrykreutzkamp@westheights.org



# PERSONNEL COMMITTEE REPORT

The Personnel Committee is responsible for coordinating the appointment of suitable individuals for the various ministries that serve the church. Whenever there is a vacant position, the appropriate candidate is nominated. Whenever necessary, new or updated job descriptions are submitted to the Church Board. The current members of the committee are Pastor Todd Lester, Meg Slater, Terry Kreutzkamp, Amy Terpstra, Kate Lavender and Katie Buchnea.

Katie Buchnea  
Chair, Personnel Committee

## Nomination List from Personnel Committee for 2017

<b>Position</b>	<b>Incumbent</b>	<b>Nominee</b>	<b>3 Year Term (ending Mar 31 of)</b>
Church Board	Dale Neuman	Nel Slater	2020
Church Board	Jenn Wiens	Jenn Wiens	2020
Church Board	David Wigg	Shane Gallian	2020
Treasurer	Paul Slater	David Wigg	2020
Deposit Assistant	Frank Isaac	Frank Isaac	2020
Outreach Committee	Kim Lester	Kim Lester	2020
Resource Centre Coordinator	Katie Buchnea	Tanya Muise	2020
BIC AGM Delegate	Gerd Warkus	Christina Main	(ending Dec 31 of) 2019

## Nomination List from Church Board for 2017

<b>Position</b>	<b>Incumbent</b>	<b>Nominee</b>	<b>3 Year Term (ending Mar 31 of)</b>
Personnel Committee	Terry Kreutzkamp	Marcel Friedmann	2020
Personnel Committee	Meg Slater	Carl Matthews	2020



# ADULT MINISTRIES REPORT

“The warmth of a friend's presence brings joy to our hearts, ☐  
sunlight to our souls, and pleasure to all of life.”

Friends . . . 2016 was another wonderful year of fun and fellowship at Westheights!

Last year we ‘shook things up a bit’ and created a new event ~ Winterfest. In all honesty, this was likely the first February that I was ever praying for snow! Alas, the snow was not in abundance for our inaugural event, but our spirits could not be dampened!

Not surprisingly, folks were most eager to begin sampling the variety of chilis prepared for the Chili Cook-off. Ingredients of venison, sweet potato and even pineapple had been combined to create some truly wonderful chilis. It was Melanie Wigg who claimed the bragging rights of the “First Ever Westheights Chilli Champion”!

Although we were unable to race down the toboggan hill that afternoon, an outdoor fire and horse drawn wagon rides made for a great day.

Kim Lester provided the following update on the 2016 Women’s Retreat... “Last May, 25 women from Westheights again enjoyed the beautiful setting of Hidden Acres for our annual women's retreat. Every year the highlight always ends up being the opportunity to spend extended time with each other ... learning, reflecting, sharing, discovering, and much more. This year we did a video series entitled Restless, by author and speaker Jennie Allen, who challenged us to discover how God weaves the threads of our lives together - ultimately for His purpose and glory - and how much we matter to God.”

Creative thoughts continued as we planned for our Annual Church Picnic with the inspirational and fun addition of a bouncy castle! As we discovered, it’s not just the young members of Westheights that like to bounce but also those ‘young at heart’!

Our Annual Corn Roast topped off our ‘social year’ . . . And truth be told: This is my absolute favourite Westheights event!

A little bit of rain meant moving the fun to the Sunday but not many seemed to mind this one day delay, as we had a great crowd ready to indulge. I must say, you all look like a smaller group until you get into a line for your food! The corn was sweet, the butter was dripping and smiles were plentiful – A perfect way to spend a sunny, Sunday afternoon in September!



Each year I am so thankful to be a part of such a caring and fun community. When I talk to others and tell them about our Westheights events I often hear, “Wow –your church does that?” And I can happily say “Yup – We do!”

My thanks to those of you who have helped along the way this year . . . Cotton-candy spinners, parking attendants, corn huskers . . . Your helping hands were greatly appreciated.

And I mustn't forget my support team – my great family! They pack, carry, set-up, cook and I couldn't do it without them!

At the end of each one of our events, when my feet are tired, I'm typically smelling of meat and fire and I'm crawling into bed, I smile. I smile because I have spent the day with all of you and I have been blessed by each one of these experiences.

Blessings,  
Jennifer King, Adult Ministries Director

## ADULT MINISTRIES FINANCIAL REPORT

2016 Budget	\$2,000.00
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### Expenses

Women's Retreat	-278.11
Men's Retreat	58.75
Adult Ministries	
Winterfest	267.08
Picnic	928.71
Corn Roast	633.49
Other	106.58

Total Expenses	\$1,716.50
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# FACILITIES TEAM REPORT

It's been another great year with the facilities team. There always seems to be something that needs repair or improvement. One of our big projects we had planned for the spring was to find our weeping tile and make sure it was functional. No one knew exactly where it drained and it was going to cost us \$2000-\$3000 to hire an excavator and inspection camera to locate the weeping tile to find the end and allow it to drain. After many emails, site visits and phone calls we decided to take a walk along the drainage ditch ourselves with a shovel and see what we could find. It felt like looking for a needle in a haystack. Where in this 200' ditch would our buried weeping tile be? After finding a couple clues, and 20 minutes of digging with a shovel, we found our hidden weeping tile. This may seem like something little, but it saved us a few thousand dollars. The weeping tile is draining well again, to help keep our lower level of the church dry.

As other years, we once again had a few big surprises. We have tried to prepare for some of these but they still catch us by surprise. During our building renovation, we were mandated by the city to do alterations to our storm water drains, adding a storm sceptor. It helps catch debris that shouldn't go into the drainage ditch. Following our yearly inspection of the storm sceptor we were told that it needed cleaning and would cost an estimated \$3500. Not something we planned on. We were hoping to delay it to the spring and therefore add it into the budget this year. However, the storm drain got clogged and could no longer be delayed till the spring. Anticipating the bill would now come in around \$4000, we checked our warranty and got some more estimates. We found a company that worked with us and were able to complete the work for less than half the price we estimated. Another big savings we were thankful for.

In the midst of the parking lot flooding, I was informed that the foyer roof was leaking again. A couple years ago we repaired the perimeter of the roof, but now the old skylight was leaking, as well as the edges around the rooftop units. We decided to do a second repair, which would hopefully delay doing the entire roof for 5 years. This repair came in around \$5000, but the contractor allowed us to pay in two installments to help reduce the impact to our budget in 2016.

Thank you to everyone on the facilities team who helps keep our church in good working condition and looking so good. We couldn't do it without our many volunteers, and it has once again been a pleasure to work with everyone on the facilities team.

Sincerely,  
Ryan Terpstra, Facilities Team Coordinator



# MISSIONS COMMITTEE REPORT

The purpose of the Mission's Committee is to lead the Westheights Church family in following God in His global mission. The committee's objectives include promoting awareness, support and involvement in Brethren in Christ (BIC) World Missions and providing information concerning other selected mission programs.

In 2016 Westheights, with BIC Canada, continued its support and partnership with the national BIC Church in Nicaragua. It was a privilege to have German Garcia, their national church leader speak at Westheights in May. Although Westheights did not send a short term mission team to Nicaragua this year because of lack of individuals to participate, it is exciting to hear that the financial support provided through the Greater Things campaign is helping the Nicaraguan BIC church advance their priority project at San Antonio Sur.



Trevor Main recently visited Nicaragua and reports: "the work is moving forward, everyone's prayers are welcome that the church can get this building up by the end of 2017. Pray for safety, funds, and a building that will serve the Kingdom of God!"

In addition to our annual BBQ fundraiser, the Missions Committee supported a new fundraiser "Apples for Nicaragua".

Special thanks to Kerry and Aldena Gerber for their generous donations of apples. The funds raised help to support future short term mission teams and the project in Nicaragua.

Thanks to everyone who supports the Missions Committee throughout the year in prayer and by helping

or participating in various activities, including the purchase of Westheights' custom blended, fair trade Nicaraguan coffee (a few bags are still available) and the corn roast baked goods auction which also raised money for the short term mission team.

I have had the privilege and blessing of being part of a short term mission team trip to Nicaragua. I would encourage you to participate in this experience if you have the opportunity. It is possible that a short term team may go in fall 2017 or early 2018.

Members of the Missions Committee include Pastor Todd Lester, Lewis Winger, and Brenda Kumornik, whose efforts are all greatly appreciated. Also special thanks to Mimi Lee for her behind the scenes work in support of the committee. Please continue to support the Mission's Committee in prayer in 2017.

Sincerely,

Karl Cober, Missions Committee Co-ordinator



# OUTREACH COMMITTEE REPORT

Over the past year and a half at Westheights, we have been experimenting with a new approach to family and children's ministry. After many, many months of brainstorming Jubilee emerged as that vision. The vision for Jubilee was conceived as an outreach program. We still hope that it could become an event that Westheights congregants would feel comfortable inviting their unchurched friends to attend. In fact, I have received feedback that some non-churched people have attended Jubilee and spoke very highly of it.

Football Sunday was a fun event in which we used the cultural phenomenon of the Superbowl to create an environment that would connect with unchurched people. Many Westheights people wore their favourite jerseys and everyone was moved by the powerful testimonies from the professional football players. This was our third year participating in Football Sunday and we hope to see an increased interest in inviting unchurched friends and family to this event. As an outreach, Football Sunday has rivaled Easter and Christmas for many churches and at the 2016 event, over 2,000 churches worldwide participated - 2,000,000 million people watched and 7,000 people prayed to receive Christ in churches around the globe after experiencing Football Sunday.

Project GIVE was once again a hugely successful event. Many people participated in our 'living and giving globally' event in December. Our goal was to donate and assemble 150 hygiene kits but, with your generosity, we surpassed our goal and completed 160 hygiene kits which Mennonite Central Committee immediately sent to children in Lebanon. We also knotted some beautiful blankets and made colourful crafts for our neighbours, the residents at Forest Heights Long Term Care Centre

With the Christmas Candlelight services, as we do every year, we sent out postcard invitations to the N2N neighbourhood as an invitation to the three service times. While we try to connect with our community in a variety of ways, the Candlelight services are a highlight for many people who do not regularly attend church. This year, we tried to get more creative with the decorations (i.e., barnboard motif) and the response was very positive.

We continue to look for opportunities to serve our community. While we did not offer the outdoor option for Project Serve in 2016, the indoor project was extremely successful with over 40 volunteers serving the residents at Forest Heights Long Term Care Centre. In 2017 we have some new ideas that we will be trying along side of the Spa Day at Forest Heights Long Term Care Centre.

As always, Halloween for Hunger brought together many Westheights people of diverse ages, all willing to brave the cold and walk door-to-door, collecting donations from 800 neighbours for the Waterloo Region Food Bank. In addition, this year we added an extra emphasis on donations from our own church. Thanks to our amazing Westheights volunteers and the generosity of our congregants, and our generous Forest Heights neighbours, we collected a whopping 3,049 pounds of food for Waterloo region families facing food insecurity. Add to that the cash donations we also received, we contributed the equivalent of 3,205 pounds! When we convert those pounds of food to meals, through our efforts, this year alone we were able to provide 2,570 meals for our community. Over 10 years of Halloween for Hunger collections, we have collected 22,251 pounds of food which amounts to 17,384 meals! This event continues to be an important initiative as we bring Westheights Church and the neighbours in cooperation together.

We encourage people at Westheights to start their own ministries. We call those ministries "Circles."





They are programs that are envisioned and maintained entirely by congregants who have a passion for a ministry. Secret Sisters and Greeters are two examples of this kind of ministry. God has blessed Westheights with a wide variety of people with different passions so I look forward to many new Circle ministries in the years ahead.

We are always open to new ideas so feel free to make suggestions on new ways we can share the love of God to the N2N postal code.

Respectfully submitted,  
Kim Lester, Outreach Coordinator

## RESOURCE CENTRE REPORT

It's been another busy year in the Resource Centre with lots of visitors, young and old alike! We've added many new items, including music CDs, audio-books and DVDs, as well as great fiction and nonfiction resources.

In April, we hosted our first movie night, watching the movie Moms' Night Out. It was well-attended with lots of laughter. If you weren't able to join us, you can find the book and movie in the Resource Centre.

I'd like to thank the wonderful team of volunteers who give their time each week to keep things running smoothly - Joanne McElroy, Wilma Wigg, Carol Warkus, Meg Slater, and Marg Simpson. A special thanks goes to Tanya Muise for her dedication as co-librarian.

Respectfully submitted,  
Katie Buchnea, Resource Centre Coordinator

# SYRIAN SETTLEMENT TEAM REPORT

Westheights Church called on the congregation to help with the Syrian crisis. A group of roughly 30 individuals volunteered their time and resources to bring a Syrian family over to Kitchener. These individuals come from various backgrounds and have unique skills to offer the family, so their roles were broken down into generalized teams to help focus efforts. These teams included: The Application Process, Fundraising, Housing, Budgeting, Social Integration, Wellness, and Employment.

Since the family arrived in early June 2016, we've accomplished a lot, and so has the Aldass family. Here are the highlights in point form:

## Arrival and initial assessment:

- No English and no relatives
- Very quiet and reserved
- Small medical concerns

## Progress up to now:

- Fully furnished an apartment with donations
- Many members learned some of the language and even cooking
- All government paperwork is complete (health card, permanent resident cards, etc)
- Family has been setup with family doctor
- Family has a dentist who has done a lot of pro-bono work, set up the kids with the healthy smiles program (free dental work)
- Family was donated a vehicle, so they are very mobile
- They are very independent, from early on they were very mobile on their own
- Registered the kids for primary school - their English is fantastic!
- Registered Yasser and Alia for ESL school
- Done many social activities
- Introduced them to several organizations to help them, including the YMCA, Shamrose (The Working Center), etc.
- Passed off help with appointments to Shamrose (standard service they offer for no fee)
- Moved the family into a new apartment
- Helped family connect with some other Syrian refugees
- And a lot more!!

## Some challenges:

- Severe and costly dental issues for everyone in the family
- A few medical issues (mostly resolved)
- The apartment we initially rented was infested with cockroaches and had other major issues
- We had to refurnish the new apartment due to the issues above, so unfortunately many donations were wasted
- Some troubles with the vehicle
- The bulk of the work was done by only a few. Many team members fell away after the first few months, had to reorganize and reinvigorate team - we brought Tom Fenske on board to help
- Many small issues but serious issues that needed to be dealt with in a timely manner
- Parent's learning English is not progressing very quickly



- Yasser wants to work - took a job that pays under the table against our advice
- Having to have 2 people present with the family for all visits has been challenging - this has been relaxed but still poses a challenge (although lesser-so)

What's next:

- These last few months are all about setting up the family for success
- This means finding stable employment with hopefully some benefits - we've already contact Shamrose to help with this, as well as spread the word in the congregation and elsewhere
- The family wants to continue to be friends with many of us in the group, and we will continue to have social visits with them even after the church's mission is complete

Respectfully submitted,

Anthony Fellbaum, Syrian Settlement Team Leader

## SYRIAN SETTLEMENT FINANCIAL REPORT

Opening Project Bank Balance Dec 31, 2016	0.00
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### Income:

Transferred from Church account to Project account	<u>17,000.00</u>
	<b>17,000.00</b>

### Expenses

Rent	11,107.04
Initial costs (furniture, clothing, groceries, insurance, bus, dental)	3,524.22
Internet, utilities, phone (until taken over directly by family)	328.25
Other (bank fees, fundraising, misc)	<u>546.09</u>
Total Expenses	<b>15,505.60</b>

Closing Project Bank Balance Dec 31, 2016	1,494.40
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Church Syrian Project Balance Dec 31, 2016	<u>13,684.00</u>
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<b>Total remaining funds available</b>	<b>15,178.40</b>
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### Expenses paid directly from church Syrian Settlement Fund:

Insurance	216.00
Fundraising Charges	31.11

Total expenses from outset to Dec 31, 2016	<b>17,562.71</b>
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# FINANCIAL REPORTS

## Revised Financial Statements (Revision Date: March 15, 2017)

Two corrections have been made to previously distributed Statements for 2016. The revisions have been circled for reference:

1. A correction was made to the 2016 Total Liabilities sub-total on the Balance Sheet and to subsequent accumulating totals thereafter. Previously, the 2015 amount had been incorrectly stated in the 2016 column.
2. On the Receipts and Disbursements page under the Syrian Settlement Fund, the bank transfer disbursements to fund this project were previously incorrectly labelled as expenses whereas they were actually transfers to the project's bank account to fund the project activities. This section is now labelled as Disbursements on the revised page. Refer to the project's own report for the actual project expenses.

### Westheights Community Church

Unaudited Statement of Receipts and Disbursements for the year ended December 31st, 2016

	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>General Fund</b>					
<b>Income</b>					
Regular Giving - Receiptable		379,775		394,340	
Regular Giving - Non Receiptable		7,927		8,826	
Special Gifts				69,464	
WCC Facility Rental		1,736		1,060	
Misc Income		25		708	
Interest Income		96		381	
<b>Total Income</b>		<b>389,559</b>		<b>474,778</b>	
<b>Expenses</b>					
<b>Staff Expenses</b>					
Salaries	186,890	187,537	192,168	187,832	185,718
Benefits	34,234	33,550	34,693	34,095	34,296
Travel	2,000	2,406	2,200	1,242	2,200
Service Related Exp	1,000	1,613	1,500	1,358	1,500
<b>Total Salaries &amp; Benefits</b>	<b>224,124</b>	<b>225,107</b>	<b>230,561</b>	<b>224,527</b>	<b>223,714</b>
Advertising	500		500		
Bank Fees	850	371	500	459	500
Conferences/seminars - pastors	6,500	5,927	6,500	5,260	6,500
Equipment	8,000	8,135	8,000	7,882	8,000
Insurance	5,500	5,536	5,500	6,228	5,500
Membership Dues	1,500	2,120	1,500	2,151	1,500
Miscellaneous	1,000	364	500	34	500
Plan to Protect	500	202	200	224	200
Legal		1,091	500	833	
Office Supplies	3,000	2,474	2,500	3,111	2,500
Photocopier	4,000	3,666	3,500	3,666	3,500
Resources & Subscriptions	1,700	2,108	1,850	1,896	1,850
<b>Subtotal</b>	<b>33,050</b>	<b>31,995</b>	<b>31,550</b>	<b>31,745</b>	<b>30,550</b>
<b>Repairs &amp; Maintenance</b>					
Custodian	450	155	300	3,143	7,800
Custodial Supplies	1,000	502	1,000	242	500
R&M - Building	7,500	15,399	9,500	11,812	9,500
R&M - Equipment <sup>1</sup>	2,000				
R&M - Summer Grounds	3,000	2,983	3,000	2,782	3,000
R&M - Winter Grounds	10,000	7,941	10,000	10,671	10,000
<b>Total Repairs &amp; Maintenance</b>	<b>23,950</b>	<b>26,979</b>	<b>23,800</b>	<b>28,649</b>	<b>30,800</b>
<b>Telephone &amp; Internet</b>	<b>2,300</b>	<b>4,356</b>	<b>3,715</b>	<b>4,207</b>	<b>1,500</b>
<b>Utilities</b>					
Electricity	10,000	8,796	9,000	7,764	9,000
Gas	4,000	3,428	3,800	2,377	2,600
Water	600	1,054	900	861	900
<b>Total Utilities</b>	<b>14,600</b>	<b>13,279</b>	<b>13,700</b>	<b>11,002</b>	<b>12,500</b>

<sup>1</sup> R&M Equipment merged into R&M Building



**Westheights Community Church**

Unaudited Statement of Receipts and Disbursements for the year ended December 31st, 2016 (Continued)

	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>Westheights Ministries</b>					
Adult Ministries	2,000	1,363	2,000	1,717	2,000
House Church Ministries	1,100	603	1,300	137	650
Children's Ministry	5,000	4,592	5,000	4,535	4,500
Community Outreach	5,000	4,973	5,000	3,227	4,000
Benevolence	500	400	500	39	500
Lay Leadership Training	1,750	590	1,500	1,500	1,500
Library	1,500	1,242	1,200	959	1,000
Missions Committee	400	200	400	400	400
Special Services	1,000	1,224	1,000	1,017	1,000
Student Ministries	5,000	4,339	5,000	5,069	5,500
Sunday Refreshments	2,000	1,960	2,500	2,469	2,500
Worship Committee	4,800	4,790	4,800	4,786	4,800
<b>Total Westheights Ministries</b>	<b>30,050</b>	<b>26,275</b>	<b>30,200</b>	<b>25,854</b>	<b>28,350</b>
<b>Total Operating Expenses</b>	<b>328,074</b>	<b>327,991</b>	<b>333,526</b>	<b>325,985</b>	<b>327,414</b>
<b>Donations</b>					
Co-operative Ministries	32,807	32,807	33,353	33,533	32,741
<b>Total Donations</b>	<b>32,807</b>	<b>32,807</b>	<b>33,353</b>	<b>33,533</b>	<b>32,741</b>
<b>Total General Fund</b>	<b>360,881</b>	<b>360,798</b>	<b>366,879</b>	<b>359,518</b>	<b>360,155</b>
<b>Net Income or (Deficit)</b>		<b>28,761</b>		<b>115,261</b>	
<b>Fund Transfers</b>					
Transfer to Building Fund	50,000	50,393	50,000	109,907	50,000
<b>Total Fund Transfers</b>	<b>50,000</b>	<b>50,393</b>	<b>50,000</b>	<b>109,907</b>	<b>50,000</b>
<b>Net Income or (Deficit) after transfers</b>		<b>-21,632</b>		<b>5,354</b>	
<b>Total Budget</b>	<b>410,881</b>		<b>416,879</b>		<b>410,155</b>





**Westheights Community Church**  
Unaudited Statement of Receipts and Disbursements for the year ended December 31st, 2016 (Continued)

	2016 Budget	2016 Actual
<b>Building Fund</b>		
<b>Income</b>		
Building - Receiptable	120,036	96,078
Interest		34
Transfer in from General Fund		109,907
<b>Total Income - Building Fund</b>	<u>120,036</u>	<u>206,019</u>
<b>Expenses</b>		
Loan Interest Charges (Short Term Loan + Mortgage)		9,607
Principal Repayment (Short Term Loan)		93,024
Principal Repayment (Mortgage)		15,057
GT Budgeted Gift \$30,000 to Nicaragua - Installment #2		6,491
<b>Total Expenses - Building Fund</b>		<u>124,179</u>
<b>Net Income or (Deficit)</b>		<b>81,840</b>
 <b>Short Term Loan (\$600,000)</b>		
Balance at Jan 1, 2016		93,024
Principal Repayment (Short Term Loan)		93,024
Balance	<b>Loan Retired</b>	<u>0</u>
 <b>Mortgage (\$300,000)</b>		
Balance at Jan 1, 2016		282,204
Principal Repayment (Mortgage)		15,057
Balance		<u>267,146</u>
 <b>Short Term Missions Fund</b>		
<b>Income</b>		
Donations		1,053
Apple Fundraiser for Nicaragua		515
Interest		7
<b>Total Income - STM Fund</b>		<u>1,575</u>
<b>Expenses</b>		
no Expenses		
<b>Total Expenses - STM Fund</b>		<u>0</u>
<b>Net Income or (Deficit)</b>		<b>1,575</b>
 <b>Syrian Settlement Fund</b>		
<b>Income</b>		
Donations		14,118
Interest		20
<b>Total Income - SST Fund</b>		<u>14,137</u>
<b>Disbursements</b>		
Disbursements (see Syrian Settlement Team Report)		17,247
<b>Total Disbursements - SST Fund</b>		<u>17,247</u>
<b>Net Income or (Deficit)</b>		<b>-3,110</b>

**Westheights Community Church**  
Unaudited Balance Sheet for the year ending December 31, 2016

<b>ASSETS</b>	<b>2015</b>	<b>2016</b>
Current Assets		
Cash - Operating Fund	45,598	59,423
Cash - Building Fund	169	82,009
Cash - STM Fund	6,558	8,133
Cash - Syrian Settlement Fund	15,369	13,684
Undeposited Funds	1,425	
GST Recoverable	7,202	6,075
Total Current Assets	76,321	169,324
Capital Assets		
Land	111,992	111,992
Building	1,830,823	1,830,823
Furniture & Equipment	145,700	145,700
Sound System	50,730	50,730
Total Capital Assets	2,139,245	2,139,245
<b>TOTAL ASSETS</b>	<b>2,215,566</b>	<b>2,308,569</b>
<b>LIABILITIES</b>		
Payables	-150	7,242
Short Term Loan (Greater Things)	93,024	
Mortgage (Greater Things)	282,204	267,146
Payroll Liabilities	3,244	3,195
Total Liabilities	378,321	277,584
<b>EQUITY</b>		
Equity in Capital Assets	2,139,245	2,139,245
Operating Fund - Opening	-478,218	-324,096
Transfer to Building Fund	-50,393	-109,907
Current Surplus	204,515	221,917
Operating Fund - Closing	-324,096	-212,086
Equity in Building Fund	169	82,009
Equity in STM Fund	6,558	8,133
Equity in Syrian Fund	15,369	13,684
<b>Funds Total</b>	<b>-302,000</b>	<b>-108,261</b>
<b>TOTAL EQUITY</b>	<b>1,837,245</b>	<b>2,030,985</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,215,566</b>	<b>2,308,569</b>



**Westheights Community Church**  
Unaudited Statement of Cash Flows for the year ending December 31, 2016

**OPERATING FUND**

Opening Balance	45,598
Net Income	115,261
Transfer to Building Fund	-109,907
Net Change to GST Recoverable	1,127
Net Change in A/R and A/P	7,344
<b>Closing Balance Operating Fund</b>	<b>59,423</b>

**BUILDING FUND**

Opening Balance	169
Net Income	81,840
<b>Closing Balance Building Fund</b>	<b>82,009</b>

**SHORT TERM MISSIONS FUND**

Opening Balance	6,558
Net Income	1,575
<b>Closing Balance STM Fund</b>	<b>8,133</b>

**SYRIAN SETTLEMENT FUND**

Opening Balance	15,369
Undeposited Funds	1,425
Net Income	-3,110
<b>Closing Balance Syrian Fund</b>	<b>13,684</b>

## **Notes to the unaudited financial statements of Westheights Community Church for the year ended December 31, 2016**

### **Operating Policies**

At the annual Council Meeting a general operating budget is approved. The Church Board endeavors to adhere to the budget. All donations are received into the Operating Fund, Building Fund, the Short-term Missions Fund, or the Syrian Fund. Any member, adherent or other party wishing to donate funds or items which would result in a change to a disbursement as set out in the budget should present the proposal to the Church Board for their consideration. These policies are in accordance with the practices required by the Income Tax Act and the Charities Accounting Act of Ontario.

The Church Board has adopted the following Designated Giving Policies: "Spending of funds is confined to programs and projects approved by the Church Board. Each restricted contribution designated towards such an approved program or project will be used as designated with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason determined by the Church Board, the remaining restricted contributions will be used where needed most."

### **Notes on 2015 Actual**

The 2015 Financials that were presented at Jan 24, 2016 Council Meeting were amended slightly during the review process. The final reviewed numbers are presented herein on these 2016 Financial Statements. The most pertinent changes are as follows: The transfer from the General Fund to Building fund was amended from \$49,408 to \$50,393 considering some loan payments that were made directly from the Operating Fund. The Syrian Settlement Fund Closing Balance was amended from \$16,633 to \$16,794. The amount spent on Insurance was amended from \$5,200 to \$5,526 and the GST Recoverable amount decreased (see note below in 2016 Actual regarding PST on Insurance). The Reviewer considered these changes when reviewing the 2015 Financials. Copies of the amended financial statements are available upon request.

Two account lines "R&M Equipment" and "R&M Building" have been merged into one account: R&M Building.

### **Notes on 2016 Actual**

This year we decided to change the custodian position from staff employee to a contract position. The budgeted amount has been taken out of the salaries and benefits budget and appears in Custodian Expense budget.

The Insurance budget was exceeded this year for the following reason: PST on Insurance was incorrectly included in the FY2015 GST/HST Rebate Claim, but was ineligible for the claim. This PST amount from 2015 Insurance was added into the 2016 Insurance line.

The R&M Building budget was exceeded in 2016 due to two unforeseen expenses. A portion of the original flat roof was leaking and in need of repair. The repair will extend the life a few years but replacement of this original portion should be planned for in approximately five years. The second unforeseen expense was the cleaning out of the storm sewer that became blocked. The sewer clean out should be anticipated on a 5 year interval, and could be deferred depending on its condition.

### **Cooperative Ministries**

Westheights is part of the Brethren In Christ denomination. As a support to the denomination's initiatives and ministries, Westheights commits 10% of the Total Operating Expenses to a Cooperative Ministries fund.

Cooperative Ministries represents the collective effort of the BIC congregations in Canada to provide funding for and invest in ministries beyond the local church that we have decided to do together. It also is a significant way as BIC that we practically show our commitment to being a community together. Together through Cooperative Ministries we start new churches, fund a variety of global and compassionate partnerships, equip and encourage a new generation of leaders, support ministries to youth and children, and we strengthen the connecting fabric of the BIC church across Canada. As a family of BIC churches we believe there are some important ministries that we can do better together than alone and through our collective efforts have a more significant impact on our world for Jesus.

### **Notes on the Building Fund**

In 2014 Westheights embarked on the Greater Things Fundraising Campaign to raise funds for the Building Fund. Westheights Church supporters have pledged to give over \$600,000 in 2013, 2014, 2015 and 2016.

We took out a short term loan in 2014 for \$600,000 to help finance the Greater Things project. We retired this loan in 2016.

In order to keep the items in our total operating expenses (General Fund) consistent on a year over year basis, for easier comparison and growth analysis, we have put all income and expenses related to the Greater Things project into the Building Fund and will keep all related income (pledges) and expenses (including loan interest paid) in this separate fund until the loan has been completely retired.

We received a significant gift from the Jeff Ball estate in 2016, which appears in Income - Special Gifts. This gift was not specifically designated towards any one fund. The Board has decided that it is most needed to reduce the mortgage associated with the Greater Things Project and Building Fund.

As part of our Greater Things project we budgeted to give \$30,000 for the mission work in Nicaragua. This money is given through BIC Global Canada. We have given a total of \$12,889 thus far in 2015/2016.

We carried a large cash balance in the Building Fund with the intention to make a privileged payment on the mortgage early in 2017.

### **Notes on 2017 Budget**

In 2017, Westheights will continue to pay down the mortgage secured in 2014 for the Building Construction Project completed in 2014.





**Westheights Community Church  
Staffing for 2016/2017**

		<b>2016</b>	<b>2017</b>
Senior Pastor	Todd Lester	Full-time	Full-time
Student Ministries Pastor	Tom Fenske	Full-time	Full-time
Children's Ministries Director	Charlene Neuman	24 hr/week	24 hr/week
Office Administrator	Mimi Lee	30 hr/week	30 hr/week
Worship Director	Melanie Wigg	10 hr/week	10 hr/week
Administrative Assistance	Gillian Fenske	8 hr/week	8 hr/week
Custodian	Contract position	10 hr/week	10 hr/week

**Staff Compensation  
Salaries and Benefits**

	<b>2016</b>	<b>2017</b>	<b>Increase/ (Decrease)</b>
Full-time Staff	\$142,520	\$145,400	2.0%
Part-time Staff	\$84,341	\$74,613	-2.3%
Contract Custodian		\$7,800	
<b>Total</b>	<b>\$226,861</b>	<b>\$227,813</b>	<b>0.4%</b>

2017 Compensation amounts for accredited staff included a 8% contribution by Westheights Community Church to the BIC pension fund for each employee. Full-time accredited employees are also required to contribute 5% of their salary to their pension.

# FINANCIAL REVIEWER'S REPORT

To the members of the Westheights Community Church:

I have conducted the following review procedures on the books and records of Westheights Community Church for the year ended December 31, 2016.

1. Reviewed the year-end bank reconciliations.
2. Reviewed the payroll records and the approved rates.
3. Reviewed the general ledger and examined supplier invoices on a test basis.
4. Reviewed the cash receipts on a test basis and determined that they
  - a. Reconciled to the deposit book
  - b. Were exclusively for board-approved programs and projects
  - c. Were properly used or set aside according to the donor's designation
  - d. Were acknowledged with official receipts where appropriate; and
  - e. Were recorded in the appropriate general ledger accounts.
5. Reviewed governing board minutes to determine that all approved expenditures were for charitable purposes according to the governing policies.
6. Reviewed the financial records to determine that the accrual method of accounting was properly used.
7. Reviewed the insurance policies to determine appropriate coverage to protect assets.

Based on my review, nothing has come to my attention that causes me to believe that the receipts, disbursements, assets, liabilities and fund balances are not, in all material respects, recorded appropriately.

Date: February 9, 2017

Signature: \_\_\_\_\_



Doug Winger