



AGM REPORTS

BUSINESS & MINISTRY REPORTS FOR 2018 BUDGET FOR 2019

Westheights Community Church, Kitchener, Ontario

AGM AGENDA - MARCH 31, 2019

1. Welcome
2. Procedures for meeting
3. Adoption of Minutes from March 25, 2018 Annual General Meeting
4. Policy and Procedures: Housekeeping Update
5. Staff Transitions Update
6. Lumina Update
7. House Churches
8. Reports
 - a) Lead Pastor's Report
 - b) Church Board Report
 - c) Staff Reports
 - d) Personnel Committee Nominations and Report
 - e) Ministry Reports
9. Finances
 - a) Financial Report 2018
 - b) Budget 2019
10. Closing Prayer

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AGM MINUTES 2018

March 25, 2018

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| | Attendance | <p>Members Present = 36 Adherents present = 3</p> <p>Quorum was reached with attendance.</p> |
| 1 | Welcome | Doug Braun welcomed everyone 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 2017 | <p>Jenn Wiens made a motion to accept minutes from the March 26 2017 Annual General Meeting. Terry Wiens 2nd the motion. Minutes were carried without amendments.</p> <p>Question from point 4 of the previous minutes: Who will be handling Baptism, Membership and Church Discipline? Baptism and Membership will be handled by the Church Office and Discipline will be handled by the church board.</p> |
| 4 | Pastoral Committee Update | <p>Doug Braun outlined a timeline indicating what the pastoral committee has been doing at each of their meetings up to date.</p> <p>Doug Braun Summarized the Church Profile, and New Lead Pastor Profile. He advised that 58 people in the congregation completed the survey which helped create the Church and New Lead Pastor profiles</p> <p>Doug discussed the resumes received and advised that there were 3 candidates that we will interviewing.</p> <p>Comments were made to thank the pastoral committee for their time.</p> |
| 4 | Lumina Update | <p>David Wigg provided an update on the Lumina project</p> <p>What is the Lumina Program?</p> <ul style="list-style-type: none"> - Aimed to have spiritual conversations with people in our community - Church might be the last place where some may want to go, and it is a program to learn how we reach these people. - Sharing lives with people can open doors to have spiritual conversations regarding spiritual things. - As Christians we will be leading the discussions.(lifestyle evangelism) <p>There was a question regarding the difference between the Lumina project and an outreach program. Instead of just inviting someone to church, Lumina is designed to learn how to build bridges in our community and develop trusted relationships. Then to provide a safe environment for honest spiritual conversations</p> <p>There was a question regarding the accountability of the program. Who is Tom Accountable to? This is a Westheights program. Tom is accountable to the Senior Pastor and the program is accountable to the Church Board. Be In Christ Church of Canada is an interested party.</p> <p>There was a question regarding the finances of the program. Tom's Salary is being compensated entirely by Westheights and the Be In Christ Church of Canada is offsetting the program costs.</p> |

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| | | Tom spoke of the leadership team- currently Tom, Brian and Nicole Cotie and Brooklyn Lester. He also indicated there will be an opportunity for other people from the congregation to serve in the program. |
| 5 | Reports | Doug Braun discussed how we would handle the reports. |
| | a) Interim Senior Pastor's Report | Pastor Bill Johnston presented his report. Pastor Bill Johnston made the motion to accept his Senior Pastor's Report. 2 nd by Paul Slater. Motion carried. |
| | b) Church Board Report | Jenn Wiens made the motion to accept the Church Board Report. 2 nd by Ralph Westfall. Motion carried. |
| | c) Staff Reports | <p>Children's Program Charlene Neuman discussed the encouraging energy of the children downstairs. Westheights is a church about family ministry. Special thanks to all the leaders and volunteers who help in Children's Programs. Charlene made the motion to accept the Children's Ministry report. 2nd by Lindsay Adamson. Motion carried.</p> <p>Student Ministry Tom Fenske loves how the students are integrated into the church. We don't have special groups for just the youth because they are involved within the greater ministries in the church (for example-children's ministry and worship team). Tom extended thanks to all his volunteers in the student ministry Tom Fenske made the motion to accept the Youth Ministry Report. 2nd by Chris McElroy. Motion carried.</p> <p>Worship Ministry Melanie Wigg is so thankful for the people within the worship ministry and she feels privileged to serve with them. Melanie Wigg made the motion to accept the Worship Ministry Report. 2nd by Cyndy Cober. Motion carried.</p> <p>House Church Report Terry Kreutzkamp pointed out the correction in his report that the House Church lead by Terry and Jenn Wiens is Westview and not Winding Way. Terry Kreutzkamp made a motion to accept the House Church Report. 2nd by Melanie Wigg. Motion carried.</p> |
| | d) Personnel Committee Nominations and Report | Cyndy Cober made the motion to accept the Personnel Committee Report. 2 nd by Rick Green. Motion carried Doug outlined the Nominees for positions and outlined the ratification process for those interim positions that were filled in the year |
| | e) Other Ministry Reports | Terry Kreutzkamp made the motion to accept the Other Ministry Reports from page 23 to 30 in the report. 2 nd Rick Green. Motion carried. |

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| 6 | <p>Finances</p> <p>a) Financial Report 2017</p> <p>b) Budget 2018</p> | <p>a) <u>Financial Reports 2017</u></p> <p>David Wigg first wanted to thank Carol Westfall for her 15 years of service as bookkeeper as this is her retirement year and she has agreed to train Jen King in the bookkeeper role.</p> <p>David went through the 2017 financial reports and highlighted a few items:</p> <ol style="list-style-type: none"> 1) Building fund at the end of 2017 had \$47,383.00. David will be making a privileged payment out of the building fund but ensuring there is enough money remaining to cover the 2018 mortgage payments. 2) Note that we have completed the final fulfillment of the Greater things campaign towards the Nicaragua partnership. 3) David also mentioned a special thank you to Valerie De Porto who completed the review of our 2017 books. <p>There was a question regarding how the Short Term Missions fund was used in 2017. We did not send a team on a mission in 2017. However some of these funds were used for the short term mission to Nicaragua that happened in 2018. A comment was made for the Church Board to consider donating the balance of the missions fund to the Nicaragua Project.</p> <p>David Wigg made a motion to accept the 2017 Financials. Paul Slater 2nd the motion. Motion Carried.</p> <p><u>2018 Budget</u></p> <p>David Wigg presented the 2018 Budget to the congregation. The following items were discussed:</p> <ol style="list-style-type: none"> 1) The Salaries line does include Bill Johnston's compensation and we budgeted generously for the future lead pastor. 2) Gillian Fenske has formed her own business and is now working for the church on a contract basis. We removed Gillian from the salary line on the budget to the communication services line on the budget. A clarification was made that Gillian Fenske's work was omitted in the staffing summary for 2017. <p>David Wigg made a motion to accept the 2018 Budget. 2nd by Paul Wolfe. Motion Carried.</p> |
| 7 | Closing Prayer | Doug Braun closed the meeting and Bill Johnston closed in prayer. |

POLICY AND PROCEDURES UPDATE

It has been many years since Westheights Church's Policy and Procedures document has been reviewed.

Over the past years, organization names, committee names, position names, and many other things have changed which has resulted in inaccuracies in our Policy and Procedures.

During 2018, the Church Board undertook a review of the Policy and Procedures document to perform housekeeping revisions to it while retaining the original intent.

This was an attempt to remove references to no-longer-valid items, and to update names and related information to bring our document up-to-date and into compliance with Be in Christ Church of Canada references (e.g. new name of denomination, Lead Pastor reporting relationship, number of terms for positions, name of AGM, etc.).

The first section of the Policy and Procedures document can only be updated by an action at our AGM. Therefore, a marked-up version (showing the old and new text) of the document has been included as Appendix 1. We will be taking any questions and a motion to approve it at our AGM on March 31, 2019.

Please see the affected, marked-up Policy and Procedures pages in Appendix 1.

LEAD PASTOR'S REPORT

To begin, I want to say thank you for welcoming my family and me to Westheights. We are excited to be here and already Westheights Community Church feels like home. Thank you!

The past few months has been a whirlwind of beginning to get to know the Westheights family. I am grateful for name-tag Sundays and to those of you who have so kindly reminded me of your name. In my first few months on the job my goal has been to visit each house church in an effort to get to know our community. Each gathering has been so unique, and at the same time beautifully expressing what it means to be in intentional community.

As I am starting to get to know Westheights, it has been a pleasure to be able to participate in some of the events that make this community special. Collecting food during Halloween for Hunger was a great way to be able to connect with our neighbours and serve those in need. Our Anniversary service was a chance to celebrate 40 years of God at work in our neighbourhood through our church. And Project Give gave us an opportunity to partner with MCC to serve those across the world.

One of the many strengths of Westheights Community Church is its leadership team. I am grateful for the leadership of the Board, and especially the work of Board-chair Doug Braun in helping me get up-to-speed. This Board has a heart for what God wants to do in our community! I am also grateful for the staff team, which is a creative, energetic bunch, that does so much to serve our church family. It is truly a pleasure to lead this team.

We have begun 2019 with two of our staff members stepping away from formal ministry at Westheights. It will be an understatement to say that we will miss both Tom Fenske and Melanie Wigg tremendously. As a community we are grateful for how God has used them. Making this transition slightly easier is the fact that both of them plan to continue to make Westheights Community Church their home. As we look ahead, we are trusting that God will lead us in determining our next steps.

As we begin 2019, I will be encouraging us to be growing in three areas of relationships:

1. To be growing in our relationship with Jesus.
2. To be growing in our relationships with each other. This includes welcoming newcomers and helping them become a part of our church family as well as deepening existing relationships.
3. To be growing in our relationships with those who do not yet know Jesus.

In closing, I am excited about what God is going to do next. May we be attentive to his voice and obedient to his leading.

Respectfully Submitted,
Josh Mutter - Lead Pastor



CHURCH BOARD REPORT

The Church Board Members for 2018 were: Doug Braun (Chair), Suzanne Isaac (Vice Chair), David Wigg (Treasurer), Jenn Wiens (Secretary), Bill Johnston (Interim Senior Pastor), Josh Mutter (Lead Pastor), Lindsay Adamson (member at large), Shane Gallian (member at large), and Nel Slater (member at large). 2018 has been a transitional year here at Westheights.

Pastor Bill Johnston served as Interim Senior Pastor for one year ending on October 7th 2018. We are so grateful for Bill's leadership during the interim period. His sense of humour, kindness, and love of people will be missed by Westheights. We pray that God will bless his further Interim ministry.



Also during the interim period there were many extra responsibilities that needed to be handled on a day to day basis without a Senior Pastor. Many of those numerous items were picked up and handled by Mimi Lee, Charlene Neuman, Melanie Wigg, Tom Fenske, Terry Kreutzkamp and Doug Braun. This extra work did not go unnoticed by the Church Board and we extend our sincere thanks.

The Pastoral Search committee was Charlie Mashinter (Chair), Christina Main, David Wigg, Doug Braun, Jenn Wiens, Joel VanWyck, Lindsay Adamson, Nel Slater, Neusa Barbosa, Shane Gallian and Suzanne Isaac. This team of people worked hard through the transition on the congregation's behalf. There were many hours put into meetings, interviewing and listening to sermons during this process. The Church Board would like to thank the members of the Pastoral Search committee for their dedication and commitment to the process. This resulted in Pastor Josh Mutter accepting the unanimous call of the Pastoral Search Committee, becoming the new Lead Pastor of Westheights on October 9, 2018.



In November 2018, Melanie Wigg gave notification that she will be stepping down from her role as the Worship Pastor at Westheights effective March 1, 2019. This is so she can focus on her work with the Be in Christ Church of Canada. The good news is she still plans on being actively involved here as a volunteer at Westheights! We would like to thank Melanie for all her work over the last 10 years in the worship ministry. Melanie has built a strong worship ministry which will continue to be successful in the interim until a new Director of Worship Ministry is hired.

In early February 2019, Tom Fenske advised that he will be resigning his position of Pastor of Student Ministries at Westheights effective February 24th 2019 having found a new opportunity in a local tech company. Tom and Gillian plan to continue attending Westheights and are looking forward to participating in the life of the church. We have appreciated Tom's passion for Student ministries and reaching out to the local community.

The Church Board has been discussing a vision that would enhance a more welcoming atmosphere at Westheights. Our goal is to help facilitate engagement and to help build and nurture relationships within

the church. We are discussing the topic during our meetings to determine what this will look like at Westheights.

At Westheights, we support both local and global compassionate ministries. The Church Board is encouraged by the participation of the people of Westheights in these initiatives. Westheights continues



to be active in local outreach through Project Give, Good Neighbours Day, the Christmas Candlelight Service and Halloween for Hunger. Westheights is also active in global outreach through our partnership with BIC Church in Nicaragua. In February of this year we sent a team of 5 people from Westheights to Nicaragua along with 5 others from the BIC churches in Welland and Wainfleet. The team was involved in construction at the San Antonio Sur National Church site and was also involved in children's ministry.

The Board is truly grateful for the generosity of so many people at Westheights in giving 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

If I had to single out a significant aspect of Westheights Children's Ministry 2018, I would say that it was definitely God's faithfulness in building strong leadership teams. This past year, I've been repeatedly amazed by leaders and teams whose vision and enthusiasm are trickling down into their ministries and bringing moment-by-moment rewards up to an inspiring new level.

Our Infant-Toddler Team remains so faithful - so tireless - not only making sure, each weekend, that both parents and babies feel loved and cared for, but also building caring (and at times, intergenerational) relationships with each other, and with the parents they serve...

Our incredibly proficient and creative Hub (Check-In) and Hall Monitor teams were so committed to their goals that we all laughed about how our meetings have gone on and on - because the ideas to improve how we serve continue to be endless - and downright first-rate! Really, parents, could you really be greeted by a more kind and friendly bunch?

I was so impressed and blessed by our *On Your Mark!* (SK-Grade 5) leadership teams, many of whom took the initiative to connect outside of their scheduled training time. They've been working together on meeting the needs of individual children, on building community, and on finding ways to give their approach to discipleship a healthy boost. Each Sunday, we're seeing the fruit of their dedication and efforts! The kids know authentic interest, concern and faith when they experience it, and their enthusiasm seems equally authentic.

What's more, our Westheights Kids teams willingly jumped into new roles on Take-It-Home Event teams, with the goal of connecting more intentionally with kids and their parents. In January, the Gr 2-3 leaders hosted a new and well-received Take-It-Home Event - *Discovering Your Child's Spiritual Gifts*. It was an exciting theme for Narnia-lovers, and a special introduction into exploring and experiencing the impact of our roles in God's Kingdom. Later, in November, the Infant-Toddler Team hosted their Take-It-Home Event, *Faith at Home*, which was meant to help new parents understand how primary caregivers are the primary influencers, and how the Church plays an important part in supporting and resourcing parents as they raise their children to know and follow Jesus.

The whole "village" at Westheights has stepped up many times throughout the year - to model for our Westheights Kids and to do faith, worship and community alongside them. Hopefully, the village learned from the kids too...from their enthusiastic worship and from the simplicity of their understanding and faith. Thank you for "doing church" with all those who are not in your particular age group - on Superbowl Sunday, for Jubilee, for Westheights' Anniversary, for Project Give, and at our church-wide social events, like the Chili Cook-Off, the Church Picnic, and the Corn Roast. Being there for each other - while acknowledging God's awesome presence - is what Church is all about.

Which brings us to "doing church" with our neighbours, the residents of Forest Heights Long Term Care Centre. *On Your Mark!* Elementary teams prepared for multiple visits, to help lead their opening/music on Sundays, and in April, to lead the entire service. Leading the service required the kids' commitment to attend rehearsals, in order to gain ministry skills, to learn about how God uses people to do His work, and to pray for those attending the service. In May, children also joined their parents, other adults, and students, to participate in Good Neighbours Day, another all-ages opportunity to serve and to get to know the residents next door.



Special kid min events in 2018 were many, and included Good Friday, our annual Easter Party, Bubble Sunday, Socks & Tees Sunday, Twist It Up Sunday, our Birthday Party for Jesus, PJ Parties, and Three Kings Day.

As usual, Westheights Kids volunteers attended one of 4 fall Training-Refresher Meetings, and a few thoroughly enjoyed the 2018 KidMin Conference hosted by Creekside Church.

Thank you to the many parents and volunteers who step up every year to assist with Summer Sundays, when some of our regular leaders take a well-deserved break! Just another way we feel your partnership - and we hope you feel ours throughout the year.

A special thanks to the Neuman 3, and to a few other beautiful, servant-hearted leaders - whose cheerleading and behind-the-scenes efforts on Saturdays, and before and after countless programs, are often key to that morning's success. And to every member of every team, and the Sunday co-ordinators who make it all run so smoothly, thank you for *"work[ing so] willingly at whatever you do, as though you were working for the Lord rather than for people."* Col. 3:23

We will not hide these truths from our children;
we will tell the next generation
about the glorious deeds of the Lord,
about his power and his mighty wonders.
...He commanded our ancestors
to teach them to their children,
so the next generation might know them—
even the children not yet born—
and they in turn will teach their own children.
So each generation should set its hope anew on God,
not forgetting his glorious miracles
and obeying his commands. (Psalm 78:4-7)

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

CHILDREN'S MINISTRY FINANCIAL REPORT

| | | |
|----------------------------|------------|------------|
| 2018 Budget | | \$4,500.00 |
| Expenses | | |
| On Your Mark! (Elementary) | \$1,917.29 | |
| Snacks | 537.25 | |
| Training | 610.24 | |
| Volunteer Appreciation | 367.25 | |
| Holiday Programs | 262.58 | |
| Miscellaneous | 170.55 | |
| Small Equipment | 224.01 | |
| Take-It-Home Events | 421.67 | |
| Total Expenses | | \$4,510.84 |

PASTOR OF STUDENT MINISTRY REPORT

When I look back at 2018, I'm filled with gratitude not only for what God has done in 2018 but also the work that has been accomplished over the past ten years. We've seen people come to faith for the first time, renew their relationship with Jesus, become deeply connected members of the church, devoted volunteers in ministry around Westheights, and life-long relationships formed across generations. A wise friend once said you overestimate what can be done in one year and underestimate what you can do in ten, and this year has proven that maxim true. I stand in awe of the things I've gotten to be a part of over ten years and my heart is so full for getting to bear witness to the work of Jesus in our students, their families, and our church.

Westheights Students simply would not happen without the devoted and passionate efforts of our volunteer leaders. I want to thank Brooklyn Lester, Alisa Harder, Jared Lee, Thomas Wigg, Josh Bacvar, Katie Wiens, Hannah Lainson, Heather Noble, and Rhianne Byron for their love and service to our students. And, of course, I'd be lost without Gillian's continual work as a volunteer leader in both groups.

JR. HIGH

Our Jr. High group continues to grow, to the point that over 23 students could be there on any given Sunday. In 2018 we enjoyed time at the BIC Jr. High Retreat at Fair Havens Camp, numerous games and parties, and some amazing discussions in our small groups. Our Jr. Highs are serving at Forest Heights Long Term Care alongside our Westheights Kids teams, helping assist teachers in our classrooms, and many are deeply involved in their schools and communities. As we look to 2019, we expect God will continue to build them in their faith, laying a foundation for following Jesus into high school and beyond.



SR. HIGH

Sr. High has grown this year into a tight-knit small group of students who love to laugh, ask thought-provoking (and often youth-leader-stumping) questions, and dig deep into the Bible. As we continue to adapt to the shifting landscape of students who are more busy and over-extended than ever, we've rejoiced at God's work in their hearts and minds as he prepares them for adulthood. One highlight for me is continuing to see how many are involved in various ministries throughout the church, from teaching in Westheights Kids, to playing drums, to helping in the tech booth during our services. We loved our time at Pitch and Praise on the May long weekend, as well as a good old-fashioned Lock-In in the Fall. Our group loves to spend time together and are always up for a party, games night, or nights out. I'm excited for when these young people move on to adulthood and can become even more deeply committed members of our church.

JOINT EVENTS

We continue to experiment with more joint events, where we bring our Jr. and Sr. Highs together to maximize our resources and impact. We're able to pull off amazing events like the Block Party in September, which continues to draw large numbers of first-time visitors to our groups. All our Summer events are combined with both groups now, assuring an easier transition between the age groups and new ways for our older students to flex their leadership muscles.

Godspeed Westheights!

Tom Fenske, Pastor of Student Ministries

STUDENT MINISTRIES FINANCIAL REPORT

| | |
|-------------|------------|
| 2018 Budget | \$5,000.00 |
|-------------|------------|

Expenses

| | |
|--------------------------|----------|
| Events and Retreat * | 3,577.85 |
| Food | 1,134.79 |
| Supplies | 226.37 |
| Resources | 262.98 |
| Meals | 85.22 |
| Technology and Equipment | 26.99 |

| | |
|----------------|------------|
| Total Expenses | \$5,314.20 |
|----------------|------------|

* \$8301.85 in costs, less \$4724 in income

PASTOR OF WORSHIP MINISTRY REPORT

As I write this report, I am in my final week as worship pastor at Westheights. A time like this leads me to reflect on how the worship ministry has evolved and grown over the course of many years.

When I stepped into leadership in 2001 (as the “Chair of the Music Committee”, as the structure was then!) things looked much different. We had a small and dedicated worship team consisting of singers, bass guitar, keyboard, and sax. Occasionally someone was able to join in with the acoustic guitar. Words were projected onto the wall using an overhead projector.

Over time, more guitar players got involved. We installed a projection system to replace the overhead projector. We recruited some drummers and bought a drum kit. Eventually we were able to add electric guitars to the mix. We updated our sound system. We trained more people to run projection. We learned new songs every year.

There are currently 35 volunteers serving in worship ministry. They lead and serve as wholehearted worshippers as they sing, play their instruments, and make sure the technical side of sound and projection runs smoothly. I am grateful for all of you.

As I reflect on how things have changed over the years, I am also struck by the things that have stayed the same. Things that are a part of our DNA and reflect the culture of our church as a whole.

Community. When I first joined the worship team many years ago, I was struck by the love and care the members had for each other. As we serve together, friendships grow. Unity and mutual support are essential for working together as a team, so we encourage one another and use opportunities to help the development of others’ skills. We are not just doing a job together. We are friends and care for each other.

Willingness to grow and learn. Our worship ministry has evolved over the years because of a willingness to grow and try new things. Before I started attending Westheights, a group of people had a vision to do a new thing by creating a worship team. That willingness to embrace new things is still a part of our culture today. Sound techs learned how to use a new sound mixer. People continue to increase their skills with their instruments, and even learn to play new ones. We’ve attended conferences, and brought in professionals for in-house training as well. We’ve accessed online training options. People step out of their comfort zones to learn a new part, sing out on their own, and do things they had never done before. Every step of risk and faith has not gone unnoticed, and has led us to where we are today.

Servant hearts. The heart of this ministry is to serve God and the congregation. It has always been this way. People are not in this to make themselves look good, or to be in the spotlight. We ask ourselves how our part contributes to the overall mission of providing an inspiring worship experience. We ask how we can best use our gifts to help others connect with God through music and visuals.

These cultural values are what make our worship ministry strong, and they will lead us into great places in the future. It has been an honour and joy to lead this ministry over the years. But truly the strength and heart of the ministry has been the dedication and enthusiasm of the group. I'm excited to see what's ahead in the coming years.

Many thanks to the church community for your support of our worship ministry and the individuals involved. Your encouragement means more than you know.

"Now all glory to God, who is able, through his mighty power at work within us, to accomplish infinitely more than we might ask or think. Glory to him in the church and in Christ Jesus through all generations forever and ever! Amen."
Ephesians 3:20-21

With love and gratitude,
Melanie Wigg
Pastor of Worship



WORSHIP MINISTRY FINANCIAL REPORT

2018 Budget \$4,800.00

Expenses

| | |
|----------------------------|-----------------|
| CCLI License Renewals | 542.64 |
| Christmas Candlelight | 513.99 |
| Decorations | 1,124.63 |
| Miscellaneous | 52.10 |
| Music Library Subscription | 119.88 |
| Music Supplies | 129.67 |
| Supplies and Equipment | 490.22 |
| Team Events and Supplies | 297.35 |
| Video Resources | 327.18 |
| Training | 1,226.62 |
| Total Expenses | 4,824.28 |

DIRECTOR OF HOUSE CHURCH REPORT

Our House Churches at Westheights have continued to provide opportunities for people to build relationships and grow together in their faith.

The fall of 2018 brought some changes to our House Churches. The Purposeful Families (Men) decided to disband and the Purposeful Families (Women) added Lisa Coates-Cameron as part of their leadership. The Friday night Westview group changed location, and name, as long-time hosts Ralph & Carol Westfall retired. This group now meets at the Lees and is called TGIF. Kyle & Natalia Main had given leadership to the Young Adult group for the past year but were now ready to take a break from that. Beth and I committed to leading and hosting this wonderful group of young people in the fall, and in the new year Paul & Nel Slater agreed to share this responsibility with us. Another exciting addition to our House Churches during 2018 was the formation of a new intergenerational group called Ordinary People, led by the Gallians and Slaters.

So I, of course, would like to express my appreciation for the many House Church leaders and hosts who have continued to serve, both past and present. Their dedication and care are what have made this ministry so inviting and successful.

This past year we updated the format of our House Church website to include a few more details and contact information is available there (check it out at www.housechurch.westheights.org). Our current list of groups and leaders includes the following:

| | |
|------------|---|
| Sunday: | Young Adults – Terry & Beth Kreutzkamp, Paul & Nel Slater Women of Worth – Kaylagh Vanwyck & Lisa Coates-Cameron |
| Tuesday: | Patricia Ave. – Terry & Beth Kreutzkamp |
| Wednesday: | Women's Drop In – Cindy Jantzi Forest Hill – Stan & Wilma Wigg (hosted by Irene Pownall) |
| Thursday: | Circle of Sisters – Pamela Kennedy Ordinary People – Nel & Paul Slater, Shane & Heather Gallian |
| Friday: | TGIF – Terry & Jenn Wiens (hosted by Tim & Mimi Lee) |
| Saturday: | Bookends – Dan Jennings |

During the past year our weekly average attendance at House Church was approximately 75 people. However, if you were to list everyone who is part of a small group at Westheights that number is over 100 people. Our House Church Leaders met twice last year to share ideas and discuss ways to expand this ministry. We produced a new brochure (thanks to Gillian Fenske) and held a House Church Emphasis Sunday in November to encourage people to check out our groups.

As I've said before, House Churches at Westheights are safe spaces where you can develop meaningful relationships, explore your God-given gifts, grow a deeper prayer life, and serve the world in practical ways. 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.

If you would like to learn more about joining, leading or hosting a House Church ministry at Westheights please feel free to speak to me directly or send an email.

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

PERSONNEL COMMITTEE REPORT

The Personnel Committee is responsible for coordinating the nominations of suitable individuals for 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. Due to the fact that we no longer have a Missions Committee, the position of Missions Committee Chair is vacant. The current members of the committee are Pastor Josh Mutter, Mimi Lee, Paul Slater, Randy Buhrow, Cindy Jantzi and Katie Buchnea. Thank you to the committee for all of their work this year!

Respectfully submitted,
Katie Buchnea - Chair, Personnel Committee

Nomination List from Personnel Committee for 2019

| Position | Incumbent | Nominee | 3 Year Term (ending Mar 31 of) |
|----------------------------|------------------|----------------|---|
| Church Board | Doug Braun | Doug Braun | 2022 |
| Church Board | Lindsay Adamson | Nicole Cotie | 2022 |
| Deposit Assistant | Frank Isaac | Frank Isaac | 2022 |
| Facilities Committee | Ryan Terpstra | Shane Gallian | 2022 |
| Offering Assistant | Jeannette Lam | Jeannette Lam | 2022 |
| Missions Committee | Vacant | Vacant | |
| BIC AGM Delegate | Sheree Friedmann | Paul Slater | (ending Dec 31 of) 2021 |
| BIC AGM Delegate | Cindy Jantzi | Nel Slater | (ending Dec 31 of) 2021 |
| BIC AGM Delegate Alternate | | Paul Wolfe | 2019 only |
| BIC AGM Delegate Alternate | | Jennifer Wolfe | 2019 only |

Nomination List from Church Board for 2019

| Position | Incumbent | Nominee | 3 Year Term (ending Mar 31 of) |
|---------------------|------------------|----------------|---|
| Personnel Committee | Katie Buchnea | Christina Main | 2022 |
| Personnel Committee | Mimi Lee | Mimi Lee | 2022 |

LUMINA PROJECT REPORT

As we continue to find ways to encourage and engage with the Spiritual But Not Religious (SBNR) people in our community, the Lumina Project in 2018 experimented with multiple ideas. We began the year with producing and providing a variety of online resources, including four videos, a toolkit, and multiple blog posts to help encourage and inspire spiritual conversations. This led us to our first meetup at Descendants brewery, which was sparsely but passionately attended. Later in the year, we were approached by some friends in the community to host a monthly meetup and discussion at their geek-themed Watchtower restaurant in Waterloo. These monthly conversations used popular culture, film, comic books, and TV as a starting point for spiritual discussion, and while the group was small in number, the discussions were deep and engaging.

As we reflected on the first year of the project, a few key findings began to emerge.

First, we confirmed that SBNR people are by definition people uncomfortable with commitment. They're afraid to settle into any group or system for very long, even if it's very loosely organized. From follow-up conversations, this has less to do with the subject matter and more to do with overwhelming schedules, competing for demands for attention, and last-minute planning.

Second, several of our conversations would seem to be turning towards spiritual topics, only for the SBNR person to veer back into more comfortable neutral topics. There is a strongly expressed desire for spiritual ideas, but a lack of intentional activity to develop those things. This is possible because the need is being met by other sources or because they really do long to grow spiritually but are afraid of getting to "into" a system that will turn out to be religiously motivated.

Lastly, we also discovered that people are finding a multitude of ways to connect with other people, and are doing so through hobbies, kids programs, sports, and classes. They see these activities as worthwhile and for some, spiritually enriching. Interestingly, most of these classes have a low time commitment (once a week for a few months, with a defined end date), and involve some activity that gives you something to do or learn. We see a real opportunity for the church as we go into the future to use places of common passion and interest as a way for us to continue to grow in our connection and understanding with SBNR people.

As I reflect on 2018, I'm exceedingly thankful for Westheight's commitment and passion for connecting with the Spiritual But Not Religious in our city. By prioritizing this often ignored group, our church is showing the love of Jesus to a group of people written off by many in the wider church. I pray as we look to the future we will as a community continue to deepen this passion, and thoughtfully consider what it means to be a church that exists for those outside our walls. While my professional activity in directing the project is ending, I'm excited to be a part of a church that continues to have conversations in our church about how to be people who live missionally. May God bless in this noble effort.

Godspeed,
Tom Fenske
Director, The Lumina Project

ADULT MINISTRIES REPORT

"Laughter is brightest in the place where food is." ~ Irish Proverb

It is always enjoyable to reflect back on our events from the past year.

Laughter . . . Friendship . . . Games. These are all parts of our events but, let's be honest friends: As a group, we like to eat! After each of our events, I make notes about how much food was cooked, what was left over, how many people attended etc. And as I finished making my notes about our 2018 events, I took the time to tally the amount of food we've eaten over the past years, and it is impressive!

These totals span from 2013 – 2018 and comprise our Church Picnic and Corn Roast which are our most "foodiest" events:

- 732 hotdogs
- 1,192 hamburgers
- 432 cobs of corn
- 24 lbs of butter . . . warm, melted and dripping
- 8 kg of sugar, spun into sticky sweet cotton candy

Add to that the shared salads and desserts and we can give ourselves a pat on the back for a job well done!

This past year, our Winterfest Event became, by popular demand, our Chili Cook-off. It became evident that the most popular feature of Winterfest was the chili, so it became the main attraction. We had 16 impressive entries this year with a wide variety of ingredients. It was the Young Adults and Senior Youth with their creative group effort that took home the trophy. Their secret recipe? Have each person bring a random item, put it together with a few traditional chili ingredients, relax while it cooks and voila! The evening was topped off with nachos, a hot chocolate bar, great conversations, games and fun. And, in case you're curious ... We've consumed 36 crock pots of chili over the past 3 years!



My thanks to those of you who have helped along the way this year . . . Cotton-candy spinners, parking attendants, chili competitors, BBQ transporters, corn-huskers and set-up/clean-up crews. Your helping hands were greatly appreciated.

At Westheights we don't just share food. We share ourselves . . . our laughter, our friendship, our love. It is an amazing gift we give to each other.

Blessings,
Jennifer King, Adult Ministries Director

FACILITIES TEAM REPORT

It was another great year managing the facilities at Westheights. The facilities team continues to meet and help with general repairs and projects that need to be completed around the church. Without the guys on this team being so willing to help where needed it would be impossible to accomplish all that we do. From helping with Christmas decorations to digging trenches, we have an amazing team of guys willing to help out however needed.

This year we had one big project that needed to be addressed. The humidity levels in the basement were extremely high again this year bringing the concern of potential mold development. Temporary dehumidifiers were set up this summer to help, but the need to install a commercial size dehumidifier was clearly evident in order to have proper humidity levels. A dehumidifier has been ordered and will be installed this coming spring.

Aside from the dehumidifier some of the smaller projects involved painting, fixing doors, replacing the garbage bin at the back of the church, fixing lights, assembling desks and the lists go on.

It has been a pleasure serving in the role of Facilities Team leader for the past 9 years. I have thoroughly enjoyed working with our facilities team and serving the church in this capacity. With my new role at Camp Kahquah and being gone so much, it has been a challenge keeping up with everything and providing the time and energy that this role requires to be done well. I want to thank everyone for their support over the years, and I hope to continue serving on the facilities team but in a different capacity.

Sincerely,
Ryan Terpstra, Facilities Team Coordinator



OUTREACH REPORT

At our 4th annual Football Sunday service in 2018, we heard stories of faith from Super Bowl players via video. This evangelistic media presentation pointed unapologetically toward Jesus, and displayed how NFL athletes are decreasing so that the life of Christ might increase in and through them. Many of our Westheights folks got into the spirit of the day by coming garbed in their favourite sports jerseys, plus we had fun playing a silly trivia game and munching on salty treats during the video. This was an opportunity for us to invite our friends, neighbours and family to a unique event with powerful testimonies from well-known sports figures. When the staff discussed the possibility of running the Football Sunday event again in 2019, there was a consensus that we have not been satisfied with the provided materials that come with Football Sunday and there is no guarantee that this year things would be any different. And, perhaps more importantly, we did not believe that this event was effective in its intended goal as an outreach opportunity at Westheights. With these two things in mind, it was decided to take a step back from Football Sunday for now.

Good Neighbours Day was so rewarding on a number of levels. What a pleasure to reach out to our “literal” neighbours by providing what has become an annual SPA morning for the residents of Forest Heights Long Term Care Centre! Westheights families who preferred an outdoor experience offered a practical clean-up of the FHLTCC facility grounds, which included refreshing their large outdoor pots - something our youngest volunteers especially enjoyed! Our outdoor volunteers would tell you that a lot of their time was spent collecting the pinecones that one resident had hidden among the plants in each garden. It was no small task; together the team collected at least four bags of pinecones! What an amazing turnout from Team Westheights, and from the FHLTCC residents who came to be pampered, many of whom stayed for the entire morning to hang out with their “SPA attendants”! And, each resident was given a potted plant as a gift.

We continue to plan Jubilee services as multi-generational events which are especially conducive to inviting friends and families to come experience church in new and innovative ways. These are always exciting and interesting services, thanks to the creative energy of all those involved – action team song leaders, storytellers, dramatic presenters, makers of tangible takeaways, and everyone’s enthusiastic participation.

Halloween for Hunger was a smashing success this year, breaking our previous record and collecting a whopping 3,186 pounds of food. Thank you to everyone who collected, sorted, prepped snacks, picked up food, and generally had an awesome time making this our best H4H year. This event continues to be a catalyst for engaging with our neighbours and teaching us to learn generosity. We look forward to continuing this partnership with the Food Bank of Waterloo Region.

Our 10th annual Project Give was a successful event with guest speaker Kim Lester of Mennonite Central Committee for the morning message. Following the message, a large number of folks of all ages stayed for the service project. Thanks to everyone who donated hygiene kit items at Project Give. We surpassed our goal of 150 and filled 182 kits, with some generous help from the residents of Parkwood Mennonite Home who wanted to contribute to our collection. We also knotted a comforter. The comforter and hygiene kits, filled with essential basic hygiene necessities, will be sent to families who have fled their homes because of disaster or war. As well, we made colourful postcards and pencil holders for our neighbours at Forest Heights Long Term Care Centre.

Our Christmas Candlelight services continue to be a significant opportunity for connecting with our neighbourhood and our city. People who do not regularly attend church choose to join us for these services. This year 600 people attended our three services on December 23 and 24. To advertise the services, we once again ran an advertising campaign on Facebook, targeting people in the KW area. As well, we rented a React sign for one month, which was placed on the boulevard in front of the church. This sign is much more effective than our permanent church sign, as it allows for significantly more text. We continue to be encouraged by this outreach opportunity at Christmas time.

We encourage people at Westheights to initiate their own ministries. We call those ministries “Circles” which are programs that are envisioned, birthed and maintained by congregants who have a passion for a ministry. Secret Sisters, Meals For Moms, and Greeters are examples of this kind of ministry. God has blessed Westheights with a wide variety of people with different passions and gifts. Please speak to our leadership if you have a calling to start something new. 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.

The Outreach Report is a collaborative effort, written by staff closely involved with our outreach events.

Respectfully,
The Westheights Church Staff

RESOURCE CENTRE REPORT

It has been another busy and successful year in the Resource Centre. Several tie-ins with Sermon Series as well as issues of The Resourceful News brought in several new visitors. The number of children who make a visit to the Resource Centre a part of their Sunday morning routine continues to grow and never fails to put a smile on our faces. Donations and recommendations are always appreciated. Special thank-you to our volunteers - Joanne, Wilma, Meg, Katie and Carol - for their ongoing support.

Respectfully submitted,
Tanya Muise, Resource Centre Coordinator

FINANCIAL REPORTS

Westheight Community Church Unaudited Balance Statement for year ending December 31, 2018

| ASSETS | 2017 | 2018 |
|---------------------------------------|-------------------------|-------------------------|
| Current Assets | | |
| Cash - Operating Fund | 54,571 | 90,082 |
| Cash - Building Fund | 47,383 | 49,992 |
| Cash - STM Fund | 8,464 | 7,328 |
| Cash - Syrian Settlement Fund | 0 | 0 |
| Undeposited Funds | 19,573 | 413 |
| Accounts Receivable | 0 | 1,099 |
| GST Recoverable | 5,245 | 6,842 |
| Total Current Assets | <u>135,236</u> | <u>155,756</u> |
| Capital Assets | 2,139,245 | 2,144,217 |
| TOTAL ASSETS | <u>2,274,481</u> | <u>2,299,973</u> |
| LIABILITIES | | |
| Payables | 2,951 | 5,177 |
| Loan Outstanding | 199,013 | 157,808 |
| Payroll Liabilities | 1,718 | 0 |
| TOTAL LIABILITIES | <u>203,682</u> | <u>162,985</u> |
| EQUITY | | |
| Fund Balances | | |
| Operating Fund | -124,293 | -64,549 |
| Building Fund | 47,383 | 49,992 |
| STM Fund | 8,464 | 7,328 |
| Syrian Fund | 0 | 0 |
| Funds Total | <u>-68,446</u> | <u>-7,229</u> |
| Equity in Capital Assets | <u>2,139,245</u> | <u>2,144,217</u> |
| TOTAL EQUITY | 2,070,799 | 2,136,988 |
| TOTAL LIABILITIES & EQUITY | <u>2,274,481</u> | <u>2,299,973</u> |

Westheights Community Church
Fund Summary
for year ending December 31, 2018

| | Operating | Building | Missions | Syrian | 2018 Total | 2017 Total |
|-----------------------|----------------|---------------|--------------|----------|----------------|-----------------|
| Opening Balance | -124,293 | 47,383 | 8,464 | 0 | -68,446 | -108,261 |
| Income | | | | | | |
| Donations | 374,131 | 5,100 | 20 | 0 | 379,251 | 583,428 |
| Other Income | 3,851 | 21 | 9 | 0 | 3,881 | 3,624 |
| Total Income | <u>377,982</u> | <u>5,121</u> | <u>29</u> | <u>0</u> | <u>383,132</u> | <u>587,052</u> |
| Expenses | | | | | | |
| Staff Expenses | 181,828 | | | | 181,828 | 224,526 |
| Operating Expense | 73,365 | | | | 73,365 | 76,054 |
| Ministry Expenses | 26,751 | 6,307 | 1,165 | 0 | 34,223 | 52,708 |
| BIC Canada | 32,499 | | | | 32,499 | 33,533 |
| Nicaragua Partnership | | 0 | | | 0 | 6,491 |
| MCC Ontario | | | | 0 | 0 | 0 |
| Total Expenses | <u>314,443</u> | <u>6,307</u> | <u>1,165</u> | <u>0</u> | <u>321,915</u> | <u>393,312</u> |
| Net Income | 63,539 | -1,186 | -1,136 | 0 | 61,217 | 193,740 |
| Transfers | | | | | | |
| General to Building | -45,000 | 45,000 | | | | |
| Building to Loan | 41,205 | -41,205 | | | | |
| Net Transfers | -3,795 | 3,795 | 0 | 0 | 0 | 0 |
| Net Change to Balance | 59,744 | 2,609 | -1,136 | 0 | 61,217 | 193,740 |
| Closing Balance | <u>-64,549</u> | <u>49,992</u> | <u>7,328</u> | <u>0</u> | <u>-7,229</u> | <u>-108,260</u> |
| Consisting of: | | | | | | |
| Cash | 90,083 | 49,992 | 7,328 | | 147,403 | 163,249 |
| Non-Cash | 8,353 | | | | 8,353 | 6,075 |
| Liabilities | -162,985 | | | | -162,985 | -277,584 |

Closing Balance = Opening Balance + Net Income + Net Transfers

Westheights Community Church
Unaudited Statement of Cash Flows
for year ending December 31, 2018

| | |
|--|----------------|
| Net Income | 61,217 |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| Loan Reduction | -41,205 |
| Net change to GST Recoverable | -1,595 |
| Net change to A/R and A/P | -592 |
| Net cash increase | 17,825 |
| Cash at beginning of period | 129,991 |
| Cash at end of period | <u>147,816</u> |

Westheights Community Church
Actuals and Budget - Operating Fund
for year ending December 31, 2017

| | 2017 Budget | 2017 Actual | 2018 Budget | 2018 Actual | 2019 Budget |
|--|----------------|----------------|----------------|----------------|----------------|
| Staff Expenses | | | | | |
| Salaries | 185,718 | 180,601 | 175,280 | 137,721 | 184,940 |
| Benefits | 34,296 | 31,040 | 34,360 | 37,839 | 35,380 |
| Travel | 2,200 | 2,326 | 2,200 | 2,209 | 2,200 |
| Service Related Exp | 1,500 | 2,298 | 1,500 | 4,059 | 2,800 |
| Total Staff Expenses | 223,714 | 216,265 | 213,340 | 181,828 | 225,320 |
| General | | | | | |
| Advertising | - | - | - | - | - |
| Bank Fees | 500 | 578 | 500 | 449 | 500 |
| Conferences/seminars | 6,500 | 1,764 | 6,500 | 6,508 | 6,500 |
| Communication Services | - | - | 6,400 | - | 6,400 |
| Equipment | 8,000 | 8,016 | 8,000 | 8,725 | 8,000 |
| Insurance | 5,500 | 6,034 | 5,500 | 6,090 | 7,200 |
| Legal | - | - | - | - | - |
| Membership Dues | 1,500 | 2,101 | 2,100 | 1,703 | 2,100 |
| Miscellaneous | 500 | 256 | 500 | 4,441 | 500 |
| Office Supplies | 2,500 | 2,324 | 2,800 | 2,595 | 2,800 |
| Photocopier | 3,500 | 3,666 | 3,650 | 2,381 | 2,200 |
| Plan to Protect | 200 | 961 | 200 | - | 200 |
| Resources & Subscriptions | 1,850 | 2,191 | 1,850 | 1,577 | 1,850 |
| Total General | 30,550 | 27,891 | 38,000 | 34,469 | 38,250 |
| Repairs & Maintenance | | | | | |
| Custodian | 7,800 | 7,541 | 7,800 | 7,425 | 9,360 |
| Custodial Supplies | 500 | 427 | 500 | 688 | 550 |
| R&M - Building | 9,500 | 6,284 | 9,500 | 7,812 | 9,500 |
| R&M - Summer Grounds | 3,000 | 2,222 | 3,500 | 1,983 | 3,500 |
| R&M - Winter Grounds | 10,000 | 11,195 | 10,000 | 10,221 | 10,000 |
| Total Repairs & Maintenance | 30,800 | 27,669 | 31,300 | 28,129 | 32,910 |
| Utilities | | | | | |
| Telephone & Internet | 1,500 | 892 | 1,500 | 887 | 1,000 |
| Electricity | 9,000 | 6,849 | 9,000 | 6,042 | 7,000 |
| Gas | 2,600 | 2,676 | 2,600 | 3,359 | 3,400 |
| Water | 900 | 967 | 900 | 479 | 900 |
| Total Utilities | 14,000 | 11,384 | 14,000 | 10,767 | 12,300 |
| Westheights Ministries | | | | | |
| Adult Ministries | 2,000 | 1,928 | 2,000 | 2,061 | 2,000 |
| Benevolence | 500 | 495 | 500 | 409 | 500 |
| Children's Ministry | 4,500 | 4,410 | 4,500 | 4,530 | 4,500 |
| Community Outreach | 4,000 | 4,084 | 4,000 | 1,449 | 2,000 |
| House Church Ministries | 650 | 428 | 650 | 436 | 650 |
| Lay Leadership Training | 1,500 | 203 | 1,500 | 810 | 1,500 |
| Library | 1,000 | 839 | 1,000 | 1,064 | 1,000 |
| Lumina | | | | 1,099 | 2,000 |
| Missions Committee | 400 | 99 | 400 | 97 | 400 |
| Special Services | 1,000 | 870 | 1,000 | 1,574 | 1,000 |
| Student Ministries | 5,500 | 4,923 | 5,000 | 5,767 | 5,000 |
| Sunday Refreshments | 2,500 | 2,800 | 2,500 | 2,631 | 2,500 |
| Worship Committee | 4,800 | 4,680 | 4,800 | 4,824 | 4,800 |
| Young Adult Ministries | - | - | 500 | - | 500 |
| Total Westheights Ministries | 28,350 | 25,759 | 28,350 | 26,751 | 28,350 |
| Total Operating Expenses | 327,414 | 308,968 | 324,990 | 281,944 | 337,130 |
| Cooperative Ministries | 32,741 | 32,741 | 32,499 | 32,499 | 33,713 |
| Transfer to Building Fund | 50,000 | 50,000 | 50,000 | 45,000 | 30,000 |
| General Fund Budget Total | 410,155 | 391,709 | 407,489 | 359,443 | 400,843 |

**Westheights Community Church
Staffing Summary**

| | 2018 | 2019 |
|-----------------|-------------|-------------|
| Josh Mutter | Full-time | Full-time |
| Tom Fenske | Full-time | TBD |
| Charlene Neuman | 24 hr/week | 24 hr/week |
| Mimi Lee | 30 hr/week | 30 hr/week |
| Melanie Wigg | 6 hr/week | TBD |

**Staff Compensation
Budgeted Salaries and Benefits**

| | 2018 | 2019 |
|-----------------|------------------|------------------|
| Full-time Staff | \$142,540 | \$140,870 |
| Part-time Staff | \$67,100 | \$79,450 |
| Total | \$209,640 | \$220,320 |

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.

**Notes to the unaudited financial statements of Westheights Community Church
for the year ended December 31, 2018**

Designated Giving Policy

The Church Board has adopted the following Designated Giving Policy: "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."

Donations are received into the Operating Fund unless they are designated as restricted contributions to the Building Fund or the Short-term Missions Fund. Any donor wishing to designate a gift to any other particular purpose 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.

Cooperative Ministries

Westheights is part of the Be In Christ Church of Canada. As a support to the denomination's initiatives and ministries, Westheights budgets 10% of the total operating expenses to Cooperative Ministries.

Cooperative Ministries represents the collective effort of the BIC congregations in Canada to provide funding for and investment 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

At the beginning of 2019, we carry a large cash balance in the Building Fund with the intention to make a privileged payment on the mortgage early in the year.

Notes on Staff Budget

With the departure of Melanie and Tom from their staff positions, it is not 100% certain how and when the staff roles will be filled. To provide budget continuity between years, we have budgeted for both positions for the full year assuming Youth as full-time, Worship as part-time (16 hours per week). This is a conservative estimate and we do not expect that the actual staffing expenses will be that high.

FINANCIAL REVIEWER'S REPORT

February 14, 2019

To the members of 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, 2018.

1. Reviewed the year end bank reconciliations
2. Reviewed the payroll records and 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 purposes and programs;
 - c. were properly used or set aside according to the donor's designations;
 - d. were acknowledged with official receipts where appropriate; and
 - e. were recorded in the appropriate general ledger accounts.

Valerie De Porto

APPENDIX 1: POLICY AND PROCEDURES UPDATES

Introduction

We believe at Westheights Community Church that we have been called to "help people find and follow Jesus". This vision statement is a call to both fulfill the purpose of the church and care for the people of the church. The purpose is identified as worship (loving God and growing to become like Him), community (loving one another through concern and care for fellow believers) and mission (loving our world in compassion for the whole person). The people are of all ages, race, financial standing and stages of spiritual understanding. The ministries of the church exist to fulfill this vision as Westheights carries out the work of Jesus in our neighbourhood, region and in our world. The people carrying out the ministries of the church are the hands and feet and heart of Westheights.

Structure

We believe that the church is both a family and an organization. These policies and procedures provide structure for the organization of the church. This structural organization provides vision and oversight to provide the resources that the ministries require. These administrative structures are not the purpose of the church, however they allow the ministries to be effective at their mission. But we must always remember that all those who serve at Westheights Community Church are part of the universal church, the bride of Christ, and are therefore accountable, first and foremost, to their Lord.

Westheights Community Church is part of the **Be Brethren** in Christ Church of Canada. We work with our national leaders and with other Canadian churches to strengthen and grow the church in Canada and around the world.

This document describes a governance structure which consists of the **LeadSenior** Pastor, the Church Board, the Personnel Committee and the Finance Team. Much of the ministry of the church is carried on outside of this structure by staff, and volunteers organized into committees and teams. The ministry responsibilities, roles and relationships must be well-defined, but also need to be flexible due to the constantly changing nature of our ministries.

Relationships

The role of the members is to serve the ministry of the church (1 Peter 4:10), support the meeting of the church (Hebrews 10:25), protect the unity of the church (Romans 15:5), and submit to the leaders of the church (Hebrews 13:7).

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 **LeadSenior** 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 **LeadSenior** 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 **LeadSenior** Pastor is accountable to the Church Board and to the ~~Executive Director- Team Leader of Community Churches, of the Be In Christ Church of 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 **LeadSenior** Pastor; to provide guidance and support for the **LeadSenior** 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 **LeadSenior** Pastor and the Treasurer sit on the Church Board by virtue of their positions. 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 **LeadSenior** 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.

Policy for Volunteer Positions

1. General Requirements for Volunteer Positions

- a. Personal commitment to Jesus Christ
- b. Skills and abilities suited to position
- c. Member or adherent in good standing of Westheights Church congregation

2. Accountabilities and Responsibilities

- a. All teams, committees or positions are accountable to Congregational Council either through the Church Board or through the ~~Lead~~Senior Pastor.
- b. Teams and committees will make copies of their meeting minutes available to the Pastor(s) and to members of the Church Board upon request.
- c. Teams and committees will develop a budget and financial statement where applicable and work out details with the Treasurer and Church Board

3. Filling Volunteer Positions

- a. For positions requiring approval of Congregational Council, the Personnel Committee (or in some cases, the Church Board) is charged with the serious responsibility of discerning the best nominee to present to Congregational Council for each position, and that the giftedness and spiritual maturity of the nominee are commensurate with the position.
- b. Appointments should be made to avoid a complete turnover on any team or committee in one year.
 - i. Where more than 1 year terms are served on teams or committees, the appointments should be staggered.
 - ii. For teams and committees where 1 year appointments are made, it is advisable to retain some members from the previous year.
- c. If at all possible, nominees should have previous experience in the ministry area to which he or she is elected.
- d. It is advisable that any one person should not serve on more than three teams, committees or boards. Consideration should be given to involving as many members or adherents as possible.
- e. It is advisable that a person should not serve more than ~~nine (9)~~six consecutive years on any one committee or in any one elected position.

4. Filling Midterm Vacancies

- a. Policy for filling vacancies in midterm, between annual congregational council meetings, not including Pastors:

Church staff work for the ~~Lead~~Senior Pastor are usually paid employees of the church but in certain cases, the ~~Lead~~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 ~~Lead~~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 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 ~~Lead~~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 ~~Lead~~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 ~~Lead~~Senior Pastor.

- Adult Ministries Coordinator
- ~~BIC AGM~~Conference Delegate
- ~~Cycling Club~~ Coordinator
- Facilities Coordinator
- House Church Coordinator
- ~~Resource Centre~~Library Coordinator
- Missions Committee Coordinator
- ~~Protection Plan~~Plan To Protect Coordinator
- ~~Outreach Committee~~
- Ushers Coordinator

- 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 **Be Brethren** in Christ Church of Canada. 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.

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"> 1. Meet regularly (minimum of 10 times per year). 2. Plan and implement strategies for short and long range goals. 3. Convene at least one Annual General Meeting (AGM) congregational council meeting each year. 4. Prepare an annual report for AGM congregational council including significant activities and expenditures. 5. Supervise the preparation of the annual congregational budget, for presentation at the AGM to Congregational Council. Practice good stewardship in the implementation of the budget. 6. Approve all special financial appeals to the congregation, outside the adopted congregational budget. 7. Be responsible, in consultation with the Executive Director Team Leader of Community Churches, Be In Christ Church of Canada, for serious matters of membership and discipline. 8. Fulfill all responsibilities for church boards outlined in the Articles of Government and Articles of Faith and Doctrine. 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. |
| 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 Protection Plan Plan to Protect Policy.</p> |
| Length of Term: | <p>Members at Large - 3 years</p> <p>Others, as per their respective positions</p> |
| Membership: | <p>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 seven voting eight members: the Lead Senior Pastor, the Treasurer, and six members at large and the Treasurer. The Lead Pastor will participate in all Board meetings as a non-voting member.</p> |
| Revision Date: | March 2019 July 2013 |

Governance Structure Job Description

Personnel Committee

| | |
|------------------------|---|
| Name: | Personnel Committee |
| Purpose: | Determine and coordinate appropriate personnel for various ministries as described in the Policies and Procedures Manual. |
| Accountable To: | Congregational Council |
| Accountable For: | N/A |
| Objectives: | <ol style="list-style-type: none"> 1. Affirm the character and giftedness of all persons in the congregation for specific areas of service. 2. To arrange the appointment of appropriate individuals to the defined leadership roles of the congregation. |
| Specific Duties: | <ol style="list-style-type: none"> 1. Nominate candidates as described in the Policies and Procedures manual. 2. Fill vacant positions as described in the Policies and Procedures manual. 3. Encourage the involvement of all members and adherents in specific areas of service. 4. Where appropriate, submit new or changed job descriptions to the Church Board. |
| Method of Appointment: | Nominated by the Church Board and approved by Congregational Council. |
| Qualifications: | Personal commitment to Jesus Christ. Member in good standing of Westheights congregation. At least 18 years old. |
| Length of Term: | Members at Large - 3 years Others, as per their respective positions |
| Committee Membership: | Pastor and five members at large. |
| Revision Date: | July 2018 October 2006 |

Governance Structure Job Description

Finance Team: Treasurer

| | |
|------------------------|--|
| Name: | Treasurer |
| Purpose: | Responsible for the finances of the congregation. |
| Accountable To: | Church Board |
| Objectives: | Manage the receiving, disbursing, recording and reporting of all finances of the congregation. |
| Specific Duties: | <ol style="list-style-type: none"> 1. Oversee the finance team, comprising the Treasurer, the Deposit Assistant, the Offering Assistant and the counters. 2. Provide direction to offering counters regarding the counting procedures. Maintain the counting procedures and update them when necessary. 3. Provide direction to the Deposit Assistant regarding his/her tasks (described in the Deposit Assistant Job Description). 4. Provide direction to the Offering Assistance regarding his/her tasks (described in the Offering Assistant Job Description). 5. Oversee the disbursement of funds on behalf of the Church according to the budget or as directed by the Church Board. 6. Prepare written reports as required for the Church Board and annually for the congregation. 7. Report during the year to the congregation as requested by the Church Board. 8. Oversee the preparation of the budget for the following year with direction from the Church Board. 9. Attend Church Board meetings as a voting member. 10. Attend Be In Christ Church of Canada Canadian Conference sponsored seminars, workshops and meetings specifically designated for church treasurers. 11. Prepare and submit reports required by Be In Christ Church of Canada Canadian Conference and various government bodies. |
| Method of Appointment: | Nominated by the Personnel Committee and approved by Congregational Council. |
| Qualifications: | Personal commitment to Jesus Christ. Member in good standing of Westheights congregation. Bookkeeping and organizational skills. Understanding and belief in Christian stewardship. Screened in accordance with the Westheights Protection Plan. At least 21 years of age. |
| Length of Term: | 3 years |
| Revision Date: | March 2019 July 2013 |

Governance Structure Job Description

Finance Team: Deposit Assistant

| | |
|--------------------------|---|
| Name: | Deposit Assistant |
| Purpose: | To coordinate the counting and depositing of church offerings. |
| Accountable To: | Treasurer |
| Objectives: | To assist the Treasurer by ensuring that the offering is handled consistently and safely. |
| Specific Duties: | <ol style="list-style-type: none"> 1. When necessary, provide the Church Board with a list of possible counters for the Church Board to consider. Approach approved nominees to determine their willingness to serve. 2. Schedule approved counters and ensure that there are at least two counters in attendance to count each offering. 3. Receive deposit bag containing completed deposit slip and money from the counters. 4. Deliver deposit bag to the financial institution credit union and ensure that a deposit bag is available for the next church offering. |
| Additional Requirements: | <ol style="list-style-type: none"> 1. When the Deposit Assistant is absent, the deposit duties will be delegated to a person from the backup list approved by the Church Board. 2. At no time shall the person depositing the offering have been a counter for that offering. |
| Method of Appointment: | Nominated by the Personnel Committee and approved by Congregational Council. |
| Qualifications: | Personal commitment to Jesus Christ. Member in good standing of Westheights congregation. Very regular attendance. Highly responsible. |
| Length of Term: | 3 years |
| Revision Date: | March 2019 October 2006 |

Governance Structure Job Description

Finance Team: Offering Assistant

| | |
|------------------------|--|
| Name: | Offering Assistant |
| Purpose: | To assist the treasurer by handling in a confidential manner the weekly entry of offering details and other related tasks. |
| Accountable To: | Treasurer |
| Objectives: | See purpose |
| Specific Duties: | <ol style="list-style-type: none"> 1. Receive offering reports from counters for each offering counted (either Sunday morning or other offering) and recorded data into church accounting system on a monthly basis. Examine totals and check for errors. Correct any errors. Report any outstanding errors to the Treasurer as soon as possible. 2. Generate statements of individual giving to members during the year. 3. Generate tax receipts and statements of individual giving at the end of the year. 4. Issue offering envelopes at the beginning of the year and during the year as requested. 5. As instructed by the Treasurer, perform automated withdrawals and salary deposits through the financial institution-Credit Union services. |
| Method of Appointment: | Nominated by the Personnel Committee and approved by Congregational Council. |
| Qualifications: | Personal commitment to Jesus Christ. Member in good standing of Westheights congregation. Familiar with basic accounting procedures. Able to learn and use current church accounting software. Highly responsible. Able to handle financial information accurately and confidentially. |
| Length of Term: | 3 years |
| Revision Date: | March 2019 October 2014 |

APPENDIX 2: STATISTICS

AVERAGE ATTENDANCE



Note: Over 410 people, including children, consider Westheights Church their home church.

GENERAL FUND GIVING

| 2014 | 2015 | 2016 | 2017 | 2018 |
|---------|---------|---------|---------|---------|
| 397,420 | 389,559 | 474,778 | 411,368 | 377,982 |

APPENDIX 3: BIC ANNUAL REPORT TO CHURCHES



Be In Christ Church of Canada Report to Annual Meetings of Congregations

Be in Christ Church of Canada is a network of churches across Canada committed to being a growing faith community, following Jesus, sharing his message and extending his peace around the world.

In 2 Corinthians Paul writes, “... he has committed to us the message of reconciliation. We are, therefore, Christ’s ambassadors.”

Together we are advancing in the work of being messengers of reconciliation and his ambassadors.

In 2018, Be In Christ Church of Canada began working on a new 4-year strategic plan to help congregations live out what it means to be **Incarnational Churches led by Transformed Leaders**.

This past year we have seen you embrace and live out these values through your prayers, donations and actions.

As **Incarnational Churches** we have seen you become the hands and feet of Jesus in a world that is looking for answers, hope, friendship, encouragement and inspiration. This includes:

- Visiting people in hospitals and retirement centres or nursing homes, caring for the sick and being with those coming to the end of their lives.
- Serving single moms with encouragement and help in practical areas of support.
- Supporting and serving a variety of local service agencies to help the poor, the hungry and the lonely.
- Supporting partner ministries such as Camp Kahquah, Mennonite Central Committee and Mennonite World Conference.
- Serving overseas - directly supporting projects in Cuba, Haiti, Malawi, Nepal, Nicaragua, Zambia and other places.
- Walking with our global family to deal with the results of hyperinflation, flooding and draught.

We have also seen the incredible impact of **leaders who are being transformed**. Together, we are continuing to equip our pastors to be known as Learners, Leaders and Lovers. Leaders who are not just effective, but growing in how to lead and how to effectively shepherd local churches in Canada.

- We have credentialed leaders and pastors who have been placed across Canada from coast to coast.
- We have supported leaders in planting congregations in three different provinces.
- We provided training, support and mentoring for Flow interns who then served in local churches.
- We provided training and development days for our pastors and church staff.



- We invested in a new generation of pastors through a pastoral residency program (a year-long experience that places a new or emerging pastoral leader in a congregation for development and training).
- We assisted our sisters and brothers throughout the world in church planting, children's education, leadership development and the construction of facilities.

Finally, let me say thank you. **Our churches were supportive, generous and sacrificial in their contributions to our joint work together. So thank you on behalf of my office and team.** More significantly, **thank you** on behalf of our sisters and brothers around the world for whom your contributions and giving impacted. Locally and together through our giving, we are living out what it means to be the hands and feet of Jesus. Thank you!

On May 3-4 we will be hosting our next LEAD event (formally Theological Study Day) and Annual General Meeting. On May 3rd we will be resourced by Sarah Heath. Details will be coming soon. On May 4th we will be adjusting our AGM format to encourage further discussion, engagement and learning on what it means to be a growing faith community - following Jesus, sharing his message and extending his peace around the world.

Thank you for your part in helping your local church live out the reconciling message of Jesus as his ambassadors. Thank you for your generous contributions to our work together. We look forward to seeing you in May at our LEAD event on the 3rd and the AGM on the 4th.

For more information on these events, please go to:

bic.churchcenter.com/registration/events

Yours,

Doug Sider

Executive Director

Be In Christ Church of Canada



Top to Bottom: BIC Venezuela, Nepal PEACE Project, Nicaragua National Ministry Centre, MomCare Initiative, BIC Cuba, Frosh Retreat (x4), BIC Nicaragua Team, FLOW Interns, Camp Kahquah, MCC Relief Kits (x2), MCC Jordan Learning Team, MICS Macha, LEAD Events (x2)