



WEST HEIGHTS COMMUNITY CHURCH

2020 BUSINESS REPORTS / 2021 BUDGET

AGM AGENDA - MARCH 28, 2021

1. Welcome
2. Procedures for meeting
3. Adoption of Minutes from November 29, 2020 Annual General Meeting
4. Mortgage Update
5. Staffing Update
6. Board Report
7. Ministry Report
8. Facility Report
9. Nominations
10. Financial Report 2020
11. Budget 2021
12. Closing Prayer

Please join us for a casual foyer experience after the close of the business meeting.

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AGM MINUTES 2020

November 29, 2020

Westheights Community Church Annual General Meeting Minutes November 29, 2020 – 6:30 p.m.

	Attendance via Zoom	Members Present= 43 Adherents Present=2 Quorum was reached
1	Welcome	Doug Braun welcomed everyone to the virtual Annual General Meeting held via Zoom.
2	Procedures for meeting	Doug Braun highlighted the process the meeting would follow and how we move through reports, providing details on how the voting would be done via Zoom and how questions would be handled via Zoom.
3	Adoption of Minutes of the 2019 Annual General Meeting	Doug Braun asked someone to move and second the acceptance of the minutes from the March 31, 2019, Annual General Meeting. Nicole Cotie moved the motion. Ralph Westfall 2 nd the motion. Minutes were carried without amendments.
4	What's Happening in Student Ministries	Christina Main presented her report via a pre-recorded message. There were no questions asked.
5,6,7	Board Report (5); Ministry Report (6); Facility Report (7))	Josh Mutter presented these reports from pages 7 to 17, via a pre-recorded message. Josh Mutter made a motion to accept the reports. Shane Gallian 2 nd the motion. Motion carried.
8	Policy and Procedures Update	Doug Braun reviewed the new Policy and Procedures. Doug Braun asked someone to move and second the distributed motion to accept these revisions. Terry Wiens moved the motion. Cindy Jantzi 2 nd the motion. Motion carried
9	Personal Committee Nominations and Report	Doug Braun discussed the nominations page and asked someone to move and second acceptance of this page. Randy Buhrow moved the motion. Brian Cotie 2 nd the motion. Motion Carried.
10	Financial Report 2019	<p>David Wigg thanked Jen King (Bookkeeper), Jeannette Lam (Offering Assistant), Frank Isaac (Deposit Assistant), Valerie de Porto (Financial Reviewer), and Mimi Lee for their help over the year.</p> <p>Fund Summary: David highlighted that the donation amount was \$383,000</p> <p>Operating Fund: David highlighted that we made a significant lump sum payment to the mortgage.</p> <p>Expenses: David highlighted that the expenses from 2018 and 2019 were similar, noting that expenses are artificially reduced as we do not have a full staff compliment.</p> <p>David Wigg made a motion to accept the 2019 Actuals. Jenn Wiens 2nd the motion. Motion carried</p>
11	Budget 2020	<p>David Wigg commented that in 2020, budgeting was set as though there was a full staff compliment.</p> <p>There is a noted increase in Bank Fees due to the fact that credit card giving would be made available on Sunday mornings.</p> <p>It was also highlighted that although the remaining mortgage is \$23,000, a \$30,000 transfer was made to the building fund. The additional funds will be used for the initial planning of a Phase Two project.</p> <p>David Wigg made a motion to accept the 2020 Budget. Shane Gallian 2nd the motion. Motion carried.</p> <p>David Wigg commented that the Benevolent Fund would be boosted for 2021.</p>
12	Closing Prayer	Doug Braun closed the meeting and Josh Mutter closed in prayer.

CHURCH BOARD REPORT FOR 2020

2020 was certainly one for the record books, and for Westheights it proved to be a year like no other! We began 2020 anticipating the year ahead with dreams of moving forward in our vision, and adding new programs, staffing and endeavours. While the year was unlike what we first anticipated, it has turned into one that has shown our resilience as a community and caused us to pause and pivot in many of our plans. We are so thankful for God's faithfulness to our church community during this difficult time.

As the church board, we look back on 2020 and are thankful for the community Westheights represents, the steadiness we have experienced amidst a global pandemic, staffing changes, the cancellation of typical programming, and so many other changes. Our community has remained financially stable in times of physical distancing, and is connecting in new ways.

Our community gave generously and consistently this year, even while so many around us experienced financial shortfalls. We monitored trends closely and deferred hiring additional staff until we could project more closely how the year would unfold. Adding online giving and e-transfer giving enabled our community to continue giving while not meeting in-person, a decision that had been made prior to the pandemic. Amazing timing! Because of this generous giving, we finished the year with a surplus and paid off our mortgage.

While our church community was blessed with financial stability, so many around us experienced significant difficulty. From this place of abundance, we felt led to respond to needs as they were presented to us. We gave financial gifts to pastors in Nicaragua, as well as the BIC Reunion Network of Churches, and directed our anniversary offering to support House of Friendship.

Our incredible staff team exceeded expectations this year, and rose to face the new demands and challenges this year brought. We are so thankful for the work they put in - to move all our programming online, while going above and beyond to ensure that our entire community was engaging fully within this new way of being the church together. We said goodbye to Mimi Lee in August after 21 years of service with Westheights, and look to 2021 to fill the vacancy and build up our staff team. We have been visioning, evaluating and building staff roles around the realities of an increased online presence, and are excited to see what is ahead. In recognition of all our staff team does behind the scenes, we took time to send some gifts of appreciation in the fall as a thank you for their work and the incredible effort they put in.

Throughout 2020, the Board has had an ongoing dialogue regarding in-person gatherings. This conversation began in March as we discussed ways to reduce physical contact in our Sunday gatherings, in response to the growing awareness of the COVID-19 virus. Over the course of a few days, this discussion led to the decision to move all of our ministries online, including the Sunday service. A few days later, the Province was moved into lockdown. As the Province began to open-up in June, we received a directive from the Be In Christ Church of Canada that we should not resume in-person Sunday gatherings until after Labour Day, so that we could adequately prepare to do so safely. Over the course of the summer, we focused on developing policies and plans for re-opening. In August, the Board decided to work towards October 11th to resume in-person Sunday gatherings, believing that choosing this date would give people the time to digest all the changes the fall would bring. In anticipation, we surveyed the congregation to help us understand what our church family was thinking regarding regathering. The responses indicated that there was interest by some to regather, and that others just weren't ready to gather yet. The week prior to this relaunch, the Board made the

difficult decision that given the trend of increased cases in our Region and Province that it was not the right time to resume an in-person Sunday morning gathering. Despite this decision, we encouraged smaller groups to meet, following public health guidelines and safe practices - up until the most recent lockdown.

These Board discussions have given us a desire to have our whole community represented and engaged throughout this time, and have shown us how much this engagement is truly possible. We have seen more faces leading on a Sunday morning than ever before, and commitment from volunteers to Westheights Kids and Youth ministry Zoom calls. House Church involvement has remained consistent, and worship teams lead musical worship from their homes. We are grateful for the countless leaders who facilitate the numerous logistics to make all this happen!

While the pandemic year has been one unlike any before, we thank God that our community has experienced so much more, outside of the virus. We are in awe of the creativity, flexibility, steadiness, and generosity we have seen this year, and are grateful for the trust given to us as a board to help guide this community. Thank you for your continued trust in us, and we look forward to more amazing things in 2021.

Respectfully Submitted,
Nicole Cotie on behalf of the Westheights Church Board

MINISTRY REPORTS

A word that represents 2020 for me is the word “pivot.” As a church family we started 2020 excited about a renewed sense of who we were, and had plans to step into our areas of focus with some new and exciting things...and then the pandemic hit, and how we expressed who we are and what we are about had to change.

But as I reflect on 2020, I am proud of how we have pivoted in creative and meaningful ways. The following ministry report will explore this effort by telling the 2020 story of Westheights Community Church.

However, before we dive into our story, I want to share a few words of thanks.

- Thank you for staying engaged! I know that online church, online small groups, and having to deal with restrictions and protocols has not been easy for any of us. In particular, I want to acknowledge that some of our folks have had to learn to use unfamiliar technology. Thank you for being willing to do church differently.
- Thank you for your support! Thank you for your phone calls, emails, prayer and ongoing financial support. This church community is a joy to serve.
- Thank you for taking care of one another! The more phone calls I make, the more I am blown away by stories I hear of how Westheights folks have taken it upon themselves to care for one another. You are doing a great job of being a caring community during a difficult time. Keep up the good work.
- Thank you to the Board and the staff team! Over the past year I have benefited from your care, wisdom, creativity and decision-making. Thank you for being so great to work with.

Respectfully Submitted,
Josh Mutter - Lead Pastor

WESTHEIGHTS COMMUNITY CHURCH

OUR MISSION: Why do we exist?
To help people find and follow Jesus.

OUR VISION: Who do we want to be?
A vibrant community of followers of Jesus, that serves our neighbours by meeting needs and showing love.

Our Areas of Focus

1. Growing in our relationship with Jesus.
2. Growing in our relationship with our Westheights community.
3. Growing in our relationship with our neighbours.

A. RELATIONSHIP WITH JESUS

As a church, one of our areas of focus is to encourage the spiritual growth of those in our church community. It's our desire to provide a variety of opportunities for people to learn about faith and to engage in spiritual conversations.

Westheights Kids hosted two Take-It-Home Events (January 19 and March 1) before the lockdown began. These were two favourites, for our Grade 4/5s: Reading the Bible as a Family and Baptism & Communion. Bibles were given to the children, a picture of Church and Home partnering together, as parents and leaders modelled for and taught kids about what this precious text means to followers of Jesus. It was inspiring to watch families, whether brand new to faith or old hat, huddling together reading and listening for God! One parent shared with the families how God uses Scripture to speak to her. As always, parents later conveyed how enthralled some of their kids were with their new Bibles, and how proud they felt to be able to read them.

In March, Westheights moved our Sunday services online using Youtube as our platform. Much like our in-person services, these online services have been opportunities for us to express and grow in our relationship with Jesus. Together we have been able to worship, pray, and learn from Scripture. Despite the online format, we have been able to celebrate the Easter and Christmas seasons together, with services that were meaningful.

One of the new things that we did with some regularity in 2020 was connecting through online devotionals using the Bible App by Youversion. We ran 15 of these studies, and averaged around 10 participants each time. Usually these studies lasted 5 days. What began as a test run of a great resource quickly became a tool to grow our spiritual lives, and something we could share in together. In addition, during the Advent season, we were encouraged to engage with the BIC Advent Devotional readings. We even set-up a Facebook group where 45 individuals followed along with the daily readings, and shared comments and observations.

Our Student Ministry faced changes when in person gatherings were halted; however the adaptability of our students was evident as we shifted to virtual 2-D meetings. Students invested their time and presence to the virtual space, and have continued to encourage and share with one another over the last year. Leadership skills have been honed, creative engagement explored, and the community itself has flourished. Switching to virtual gatherings even brought new faces to the group throughout the year! Students were asked what the experience of 2020 was like. Here's a few direct responses.



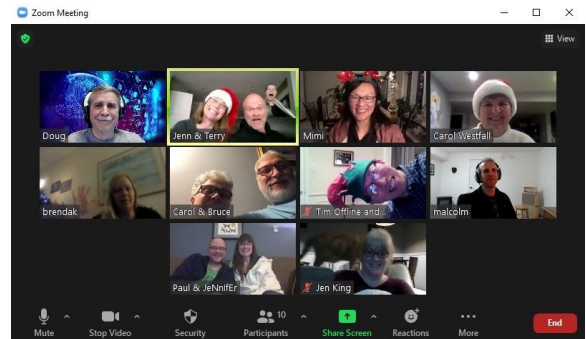
"For me personally, I saw God in all the support that family received from our friends and family, and the support from my family to me during that uncertain time that was my treatment. I also saw God in the way that most people sort of banded together to take care of covid, but we still have a long way to go. For the most part, I think that God definitely helped 2020 to be a better year than it could have been."

"2020 was a rough year for everyone, and my family went through some things we never imagined we would have to go thorough. Through it all Sr. High and the rest of our church community were always there for us, providing us with the support and friendship we needed."

God's presence never faltered through all the ups and downs of the year, and I felt that presence the strongest through the support from my friends and family."

Despite COVID, the majority of our House Church groups continued to meet (using Zoom) to study God's Word and encourage one another as followers of Jesus. Our house churches used a variety of resources and tools to engage with the Bible together. Discussing Scripture or sermons, using Bible Gateway devotionals, or watching video teaching together have all been ways to grow in our understanding and application of the Bible. One group did a 6-week study on Philip Yancey's book "Prayer," which led to new depth and honesty in their connection with God.

We also tried some new things with our House Church ministry this year. For the month of June we ran a popup House Church on Zoom, which created great connections between some people who really didn't know each other very well beforehand. It was encouraging to see community build so quickly in this format. As well, we experimented with a small group discussion format on Zoom - following our Sunday morning services, during Advent. Each week brought a new configuration of faces and voices that lead to great interactions about preparing our hearts for Christmas. The unique part of these chats was that we recorded them and offered them on our website as audio podcasts.



Since the beginning of the pandemic, Westheights Kids has created and produced 48 videos - for our younger families, primarily, whose children were too young to attend regular Zoom meetings. Parents expressed appreciation for the way they were able to continue what little ones thrive on: routine! As leaders partnering with parents, it's such a privilege to continue to be a constant voice in the lives of their families, as we coach them through the hows and whys of at-home family experiences - and as their children hear directly from Preschool/JK and SK/Grade 1 leaders, as well as from Teacher Mom and Teacher Dad.

One of the amazing things about this dedicated Westheights Kids teaching team is the way that so many of them have recently had to depend on God through extraordinary difficulties - even as they continued to lead Westheights Kids and families! Content and video recordings were enthusiastically created in spite of work stress, chronic illness, parenting challenges, family members with diagnoses of cancer and/or COVID-19, 14-day quarantines, and family members recovering from serious injury. How much more poignant their teaching was - about God's love, God's presence, and the supernatural power of Jesus - when they were able to express their love for God and their faith in His constant presence and help.

In September, Westheights Kids hosted a Prayer Walk in the church parking lot and surroundings. Kits were dropped off to homes during the week prior, so that families could experience a series of all-ages-inspired prayer station activities that centred around pandemic-related anxieties. The weather was perfect, and 4 families (21 people) moved through the stations at their own pace, with parents facilitating in their own family group. We then enjoyed a physically-distanced worship time, with Pastor Terry leading and playing guitar, and families clapping and doing actions, rather than singing. What a treat! Prayer Walk kits were distributed to another 7 families who were not able to attend, but who wanted to participate with a walk in their own homes or neighborhood.

Westheights Kids took a break from Zoom calls throughout the month of December, and joined the rest of Westheights as families focused together on the themes of Advent. Each family was encouraged to make a super-simple Advent wreath (if they didn't already have one) and to use the short script provided to create the weekly "lighting of the candles" experience. Twenty-six homes were provided with an activity kit that included weekly all-ages crafts, as well as activities such as opportunities to give for the whole family. Weekly videos featured both wreath lighting and brief, kid-friendly talks aimed to make abstract concepts such as "peace" and "hope" real to kids and adults alike. Especially heartwarming: porch visits during drop offs, and enthusiastic participation from families who haven't been able to stay as connected (to Westheights) as others!

B. RELATIONSHIP WITH ONE ANOTHER

In a "normal" year we would populate this section of the report with three classic Westheights events - the Chili Cook-Off, the Church Picnic and the Corn Roast. But this year we were only able to experience the Chili Cook-Off together. This event was attended by 145 people, who sampled the 16 diverse chili entries. We crowned Jenn Wiens as the cookoff champion. In reality, we all won, as we enjoyed the creative recipes of our chili chefs and enjoyed one of the last in-person socials of 2020.



Staying connected with one another has been a priority this year. Throughout the year we've been encouraging our church family to be intentional about reaching out to one another. In the spring, we put together a simple contact directory - a tool to help us stay connected. This directory was updated again this past fall. In addition, we asked a small team of volunteers to be intentional about each reaching out to a short list of Westheights people during the summer months. This experiment has led to the formation of a call-team who have connected with various people in our community this winter and spring. In addition to calls made by volunteers, the staff also made it a priority to reach out to individuals and families from our church family throughout the year, offering prayer and support.

Behind the scenes, we know that there are individuals who have taken it upon themselves to make meals for those in need, or to connect via porch visits, and we know that there are those who are praying for prayer requests as they come in. We are grateful for these organic expressions of community.

This year has seen the development of a meal ministry by Anita van Raalte as one way that we care for those in our church family. In 2020, this ministry provided 14 meals to two families upon the birth of their new babies. If you would like to be informed of opportunities to provide meals to people, or if you have a need to receive meals, or know of someone in our church community who could use support in this way, please contact Anita (anita@anitavanrralte.com). Here are a few comments from families who received meals this year:

"Having a freezer full of meals provided peace of mind that on a busy day I could easily throw something in the oven and have more time adjusting to new routines with our new baby. And it really made us feel loved by our church community."

"Bringing a baby into the world with other little kids running around is crazy enough, let alone having to make dinner. I felt so loved and cared for by my church community when I received an email about providing me with a week's worth of frozen meals. Having those meals on hand when needed made those first few crazy weeks somewhat manageable. I am so grateful!"

The Secret Sister program took an unexpected turn this year. Usually the program wraps up in late April/early May, but, with the Province's stay-at-home order, we extended the program. The women of Westheights grew incredibly creative in finding ways to support each other during such an unusual time. Women were dropping off gifts at each other's homes, sending songs, devotionals, notes of encouragement - anonymously, via email, and praying for each other's specific circumstances. The program was a light in what for some was a dark time. The program wrapped up with a fun and well attended Zoom Secret Sister reveal event in August.

Zoom Calls with our Grade 2/3s and 4/5s are highlights of any week serving Westheights Kids! Leaders and kids meet together to check-in, play games, celebrate, and discuss the themes and verses introduced to families earlier in the week. For these age groups, we purchased high-quality, engaging videos, along with a license to send them out to families each week. A family quick-watch has been key to spurring on meaningful conversations at home. As for our calls, only 1 or 2 kids were missing each week, at most, between our 2 groups. This remarkable fall attendance spoke volumes about our amazing kids, their love for and enjoyment of each other, and the work of gifted, Jesus-led volunteers.

By Halloween, we sensed that we were really missing each other, and saw a great opportunity to celebrate giving and friendship with outdoor, distanced/safe games for our young families to play as they brought in their donations for Halloween for Hunger. The best parts were hanging out in distanced ways with our wonderful families and volunteers, serving the families who came but don't attend Westheights, and watching the many smiles and waves between our families from their game stations!



Most of our House Church groups were able to continue building community throughout 2020 by using Zoom for their gatherings. In fact, the majority of our groups would agree that attendance was higher and more consistent this year with the new format. A number of our house churches got creative around staying connected, with some members even personally delivering food packages beforehand so that they could all have a snack together during their meeting. One house church wanted to anonymously encourage another group, so they paid for pizza to be delivered to their gathering. When restrictions and weather allowed, a few groups met outside in socially-distanced gatherings. One house church started a group chat that helped them connect more regularly, sharing daily prayers and praises with one another. When all was said and done, COVID could not stop people from growing in their relationships through our small groups!

While our connections can deepen by consistent and honest sharing through regular meetings, sometimes it can be life-altering events that really draw people together. Frank and Suzanne Isaac have been part of House Church groups for many years, so when tragedy struck in the fall it's no surprise that their group came alongside them to show support in many practical ways. Frank was in a serious car accident in October and required a 3-month hospital stay in Hamilton, along with extensive rehab. Their house church rallied to provide rides and meals and even house cleaning, as Frank and

Suzanne adjusted to their new reality. Many prayers were also lifted up during this time, including prayer for major surgeries involving his spine, and we were greatly encouraged by the doctor who testified to God's work in Frank's life, calling him his 'miracle boy.'

Though 2020 had no shortage of pain or challenges, in Student Ministries we have seen God moving. Through porch visits, outdoor walks, and leaders checking in with students, deeper investments were made into each other's lives. In the fall, we were able to host monthly in-person events at the church, and saw these as great connecting points for our students. When prompted to reflect on how Student Ministries impacted their year, students shared:

"I think God has been working on strengthening our relationships in Sr. High. I feel like it's a place where we can say whatever's on our minds and not be judged, laugh with others about the ridiculous things in life, and connect more with/learn more about God. I feel really blessed to be part of this community."

"Sr High impacts my life in many ways. It is an opportunity to share thoughts about a specific issue or event. It is a time to connect with others your own age and to grow deeper in your faith. Leaders are able to share past experiences and give wise advice that benefits me in the future."

"Through 2020, Sr. High was a place to connect with friends and be a part of a community, when otherwise it was difficult to connect. I appreciated the reflection times as they gave me a way to settle and reflect on where God was in my week and where he may be in the week to come, when it was so uncertain. Sr. High is a highlight of my week and gave me a chance to escape reality for a while."

The virtual space, though different from in-person, has been a safe space for students to unload for the week, to laugh, share, and care for one another in the difficult year that was 2020.

Another way we sought to express our focus on staying connected as a church family was through how we planned our Sunday services. We have loved having as many individuals as possible participate on video in our services. We began to invite a variety of people to be involved, to remind us that we are part of a church community. Thank you to everyone who has helped out with the Welcome & Announcements, has read scripture, or has submitted a picture or a video that we have used in a service. Your participation has helped us feel connected despite being physically apart.



Due to the pandemic and Sunday services being moved online, it has not been possible to accurately state what our 2020 Sunday attendance has been in a way that compares to statistics gathered in other years. That being said, we regularly monitor the available online statistics and know that we have a committed core of people who have continued to participate in our Sunday services online. Beyond stats, we have been pleased with how our church family has expressed being in relationship to one another during this difficult time.

On a handful of occasions, we gathered our worship teams together for physically-distanced rehearsals and recording sessions. While the primary purpose of these gatherings was to provide music for our services, a wonderful byproduct was an opportunity for people to connect with one another.

In addition, our after service virtual foyer has become a staple part of our online Sunday gatherings. These have been informal conversational times, where people drop in to see and chat with one another. We find it fun that each foyer time has a unique “theme” and we can never tell what the topic is going to be. Sometimes we talk about lighthearted things (pets, weather, sports, snacks, etc.) and other times the space is a place of support, prayer and caring for one another.

C. RELATIONSHIP WITH OUR NEIGHBOURS

As followers of Jesus, we want to embody the love of Jesus in our relationships with those around us. We believe that as we draw close to Jesus and are impacted by his love, we look for ways to allow that to flavour our interactions with others, to influence the words we speak and the ways that we use the good gifts God has given us. We believe this is happening for many of us in our personal lives, as during this season many of us have seen more of our neighbours, and have had opportunities to embody the love of Jesus in our relationships. Beyond the things that we do as individuals, we have been able to do some things as a church community that have had a positive impact on those outside of our church community.

Our SK-Grade 5s and their leaders had planned to attend the Sunday morning service next door at Forest Heights Long Term Care Centre on Sunday, February 23rd. We had been joining them 3 times a year - to give the children the opportunity to lead the worship portion of the service, and, once a year, to lead the entire service. At Forest Heights, they’d been able to use their giftings as speakers, actors, musicians, dancers, techs and ushers - to encourage residents in faith and worship. Sadly, the service at FHLTCC was cancelled due to Outbreak, and we’re still looking forward to the time when we can join the staff and residents again! The prayer requests of our children, as they met on Zoom calls often included the long term care staff and residents, who were battling the spread of COVID-19 in their home.

By the spring, we felt moved to do something for our neighbours at Forest Heights, who continued to be hit hard by COVID. So we sent in pictures of support that were posted throughout the building for the staff and the residents. We also hosted a prayer meeting specifically for the situation in that facility. We also know that thanks to one of the program directors, who also attends Westheights, our Sunday services were often watched by the staff and residents there. Maybe one of the benefits of this pandemic is that we have found a way to minister to people who ordinarily wouldn’t be able to make it to our Sunday services?

This year we have been blessed by the faithful financial support of our church family. During this time of reduced expenses and strong giving, the Board decided to respond to a few requests for support from ministries associated with the Be in Christ Church of Canada. The first was a financial (\$1000) expression of love and solidarity to the BIC church in Nicaragua. This gift seemed natural as over the years our church has sent teams to Nicaragua to support the work of the church there. We gave our church family the opportunity to give to



this cause as well. A second was a gift (\$2000) to the Reunion Network, which is a network of churches in our denomination who are establishing church communities in creative ways. The reality is that this network is growing so rapidly, and we know that the work they are doing is really great, and we wanted to offer our support. Looking ahead, we are excited to have Matt Vincent - the Team Leader for the Reunion Network - share with us in an upcoming service this spring.

We also have recognized the impact that this pandemic has had on those in our Region. This year we have twice acted in support of the Food Bank of Waterloo Region. In June, we held a virtual fundraiser and raised just over \$2000. In the fall, we tweaked our annual Hallowe'en for Hunger food drive into a drop-off style event, and collected 1300 pounds of food and \$750 in donations. The Food Bank calculated the total impact of these donations: over 9000 meals for those in our Region dealing with food insecurity! In addition, we also directed our anniversary offering, \$4,025, to support another local organization, House of Friendship. House of Friendship is a Waterloo Region-based nonprofit organization that provides food, housing, addiction treatment and neighbourhood support to individuals and families. Thank you for your generous support of these local organizations who are making a difference in our Region.



FACILITIES TEAM REPORT

As with virtually every aspect of our day-to-day lives, COVID changed the way we operated the facilities at 82 Westheights Drive.

While this has had some impact on spending, it isn't as dramatic as one might suspect. The grass continued to grow and the snow continued to fall, so the associated maintenance expenses continued to be incurred.

Again, I would like to take this opportunity to thank the facilities team for assisting as required. Specifically, I would like to note the efforts of The Buhrow Family for gardening, Ryan Terpstra and Paul Slater for a couple of minor projects, and Josh Mutter and Mimi Lee for completing building walkthroughs on a regular basis.

Looking forward to fiscal year 2021, there are a number of maintenance projects that we will look to complete. Once we are able to resume more normal facility usage, I will be calling on a wider group of volunteers to work together as in years gone by.

Sincerely,
Shane Gallian, Facilities Team Coordinator

NOMINATIONS

The Nominating Committee is responsible for coordinating the nominations of suitable individuals for various ministries that serve the church. The Church Board is responsible for coordinating the nominations for the Nominating Committee. Whenever there is an upcoming vacant position, an appropriate candidate is nominated. The members of the Nominating Committee are Cindy Jantzi, Mimi Lee, Christina Main, Pastor Josh Mutter, Paul Slater and Thomas Wigg.

Nomination List from Nominating Committee for 2021

Position	Incumbent	Nominee	2- or 3-Year Term (ending Mar 31 of)
Church Board (2 yr)	Shane Gallian	Jeff Willmer	2023
Church Board (2 yr)	Suzanne Isaac	Heather Gallian	2023
Adult Ministries (3 yr)	Jen King	Jen King	2024
Ushers (3 yr)	Randy Buhrow	Randy Buhrow	2024
BIC Delegate (3 yr)	Lindsay Adamson	Anita van Raalte	2024
BIC Delegate (3 yr)	Chris McElroy	Thomas Wigg	2024

Nomination List from Church Board for 2021

Position	Incumbent	Nominee	3-Year Term (ending Mar 31 of)
Nominating Committee (3 yr)	Paul Slater	Paul Slater	2024
Nominating Committee (3 yr)	None	Dale Neuman	2024
Nominating Committee (3 yr)	None	Heather Noble	2024

NOTE: All terms are 3-year terms except Church Board Members-at-Large positions which are 2-year terms

Terms of Service for Officers of Westheights Church (2021)

<u>Position</u>	<u>Incumbent</u>	<u>Term Started</u>	<u>Term Ending March 31 of</u>
Church Board	Doug Braun	2012	2022
Members-at-Large	Nicole Cotie	2019	2022
	Nel Slater	2017	2022
	Lindsay Adamson	2020	2022
	Jeff Wilmer	2021	2023
	Heather Gallian	2021	2023
Treasurer	David Wigg (Treasurer)	2017	2023
Nominating Committee	Mimi Lee	2017	2022
	Christina Main	2019	2022
	Thomas Wigg	2020	2023
	Cindy Jantzi	2018	2023
	Paul Slater	2018	2024
	Heather Noble	2021	2024
	Dale Neuman	2021	2024
Adult Ministries	Jennifer King	2012	2024
Deposit Assistant	Frank Isaac	2015	2022
Facilities Committee	Shane Gallian	2019	2022
Resource Centre Coordinator	Tanya Muise	2017	2023
Missions Committee	Vacant		
Offering Assistant	Jeannette Lam	2015	2022
Ushers	Randy Buhrow	2018	2024
BIC AGM Delegate	Nel Slater	2019	2022
	Paul Slater	2019	2022
	Christina Main	2017	2023
	Anita van Raalte	2021	2024
	Thomas Wigg	2021	2024

NOTE: All terms are 3-year terms except Church Board Members-at-Large positions which are 2-year terms

FINANCIAL REPORTS

Westheight Community Church Unaudited Balance Statement for year ending December 31, 2020

ASSETS	2020	2019
Current Assets		
Cash - Operating Fund	133,164	83,230
Cash - Building Fund	29,012	92,490
Cash - Short Term Missions Fund	7,344	7,337
Undeposited Funds	2,000	0
Prepaid Expenses	7,622	0
Accounts Receivable	0	0
GST Recoverable	3,453	8,184
Total Current Assets	182,595	191,241
Capital Assets	2,144,217	2,144,217
TOTAL ASSETS	2,326,812	2,335,458
LIABILITIES		
Payables	0	5,909
Loan Outstanding	21,800	117,774
TOTAL LIABILITIES	21,800	123,683
EQUITY		
Fund Balances		
Operating Fund	124,439	-32,269
Building Fund	29,012	92,490
Short Term Missions Fund	7,344	7,337
Funds Total	160,795	67,558
Equity in Capital Assets	2,144,217	2,144,217
TOTAL EQUITY	2,305,012	2,211,775
TOTAL LIABILITIES & EQUITY	2,326,812	2,335,458

**Westheights Community Church Fund Summary
for year ending December 31, 2020**

	Operating	Building	Missions	2020 Total	2019 Total
Opening Balance	-32,270	92,490	7,337	67,557	-7,229
Income					
Donations	371,822	4,000	0	375,822	387,056
Other Income	443	3	7	453	1,994
Total Income	<u>372,265</u>	<u>4,003</u>	<u>7</u>	<u>376,275</u>	<u>389,050</u>
Expenses					
Staff Expenses	172,435			172,435	180,219
Operating Expense	61,119			61,119	71,244
Ministry Expenses	10,131	1,457	0	11,588	29,630
Cooperative Ministries	37,896			37,896	33,170
Total Expenses	<u>281,581</u>	<u>1,457</u>	<u>0</u>	<u>283,038</u>	<u>314,263</u>
Net Income	90,684	2,546	7	93,237	74,787
Transfers					
General to Building	-30,000	30,000			
Building to Loan	96,024	-96,024			
Net Transfers	66,024	-66,024	0	0	0
Net Change to Balance	<u>156,708</u>	<u>-63,478</u>	<u>7</u>	<u>93,237</u>	<u>74,787</u>
Closing Balance	<u>124,438</u>	<u>29,012</u>	<u>7,344</u>	<u>160,794</u>	<u>67,558</u>
Consisting of:					
Cash	135,163	29,012	7,344	171,519	183,057
Non-Cash	11,075			11,075	8,184
Liabilities	-21,800			-21,800	-123,683

Closing Balance = Opening Balance + Net Income + Net Transfers

Westheights Community Church Unaudited Statement of Cash Flows for year ending December 31, 2020

Net Income	93,237
Adjustments to reconcile Net Income to net cash provided by operations:	
Loan Reduction	-95,974
Net change to GST Recoverable	4,732
Net change to A/R and A/P	-13,532
Net cash increase	-11,537
Cash at beginning of period	183,057
Cash at end of period	<u>171,520</u>

Westheights Community Church Actuals and Budget - Operating Fund
for year ending December 31, 2020

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget
Staff Expenses					
Salaries	184,940	151,583	185,780	150,574	177,280
Benefits	35,380	25,872	37,300	19,795	34,720
Travel	2,200	521	2,200	-	2,200
Service Related Exp	2,800	2,243	2,800	2,066	2,800
Total Staff Expenses	225,320	180,219	228,080	172,435	217,000
General					
Bank Fees	500	371	1,150	356	1,150
Conferences/seminars	6,500	-	6,500	-	4,000
Communication Services	6,400	6,615	6,900	6,617	6,900
Equipment	8,000	1,301	8,000	11,818	8,000
Insurance	7,200	6,285	7,200	6,784	7,200
Legal	-	-	-	-	-
Membership Dues	2,100	1,574	2,100	1,947	2,100
Miscellaneous	500	1,017	500	(7)	500
Office Supplies	2,800	2,349	2,800	1,025	2,800
Photocopier	2,200	2,967	2,200	2,967	2,200
Plan to Protect	200	549	400	343	400
Resources & Subscriptions	1,850	2,011	1,850	2,537	1,850
Total General	38,250	25,039	39,600	34,387	37,100
Repairs & Maintenance					
Custodian	9,360	7,982	9,400	2,432	9,400
Custodial Supplies	550	623	550	879	1,050
R&M - Building	9,500	8,250	9,500	841	9,500
R&M - Summer Grounds	3,500	3,121	3,000	3,420	3,000
R&M - Winter Grounds	10,000	15,432	12,000	9,586	12,000
Total Repairs & Maintenance	32,910	35,408	34,450	17,158	34,950
Utilities					
Telephone & Internet	1,000	865	1,100	840	1,100
Electricity	7,000	6,400	7,000	5,247	7,000
Gas	3,400	2,956	3,400	2,992	3,400
Water	900	576	700	495	700
Total Utilities	12,300	10,797	12,200	9,574	12,200
Westheights Ministries					
Adult Ministries	2,000	1,936	3,000	254	3,000
Benevolence	500	570	500	418	1,000
Children's Ministry	4,500	4,497	5,000	3,872	5,000
Community Outreach	2,000	1,254	2,500	1,202	2,500
House Church Ministries	650	561	600	243	600
Lay Leadership Training	1,500	-	1,500	-	1,500
Library	1,000	967	1,000	239	1,000
Lumina	2,000	162	-	-	-
Missions Committee	400	319	300	-	300
Special Services	1,000	2,292	2,500	600	2,500
Student Ministries	5,000	5,189	5,000	1,246	5,000
Sunday Refreshments	2,500	2,208	2,500	515	2,500
Worship Committee	4,800	4,073	4,800	1,541	4,800
Young Adult Ministries	500	-	-	-	-
Total Westheights Ministries	28,350	24,028	29,200	10,130	29,700
Total Operating Expenses	337,130	275,491	343,530	243,684	330,950
Cooperative Ministries	33,713	33,170	34,353	37,896	33,095
Transfer to Building Fund	30,000	86,000	30,000	(96,024)	7,500
General Fund Budget Total	400,843	394,661	407,883	185,556	371,545

**Notes to the unaudited financial statements of Westheights Community Church
for the year ended December 31, 2020**

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.

In 2020, our contribution was higher than budgeted to make up for an under contribution in 2019 and because of two responses to special requests: one for Nicaraguan pastors for \$1,000 and another for the Reunion network of churches for \$2000.

Notes on the Building Fund

At the end of 2020, we carried over a cash balance in the Building Fund with sufficient to pay off the mortgage early in the year. In January 2021, we paid off the mortgage in full. Retiring the last of our \$900,000 project from 2014 is an incredible testimony to God's goodness and to the faithfulness of our community.

Going forward, the Building Fund will be used to cover exploratory expenses for investigating future building projects (not to exceed \$15,000 in 2021). We are planning on transferring up to \$7,500 to the Building Fund to support those activities.

Notes on Staff Budget

We had two open staff positions at the end of 2020: Worship Director and Church Administrator. To provide budget continuity between years, we have budgeted for both positions for the full year. Because of this we expect the actual staffing expenses will be lower than the budget.

In February 2021, we opened a search for a single fulltime staff member to take on both those roles. The position will fit within the budgeted amount.

**Westheights Community Church
Staffing Summary**

	2021	2020
Josh Mutter	Full-time	Full-time
Christina Main	25 hr/week	30 hr/week
Charlene Neuman	24 hr/week	24 hr/week
Administrator	30 hr/week	30 hr/week
Worship Director	20 hr/week	20 hr/week

During 2020, Christina requested a working hours reduction to 25 hours per week. This change was effective as of August 15, 2020.

Mimi Lee retired as administrator in August of 2020. The Worship Director position was vacant for all of 2020.

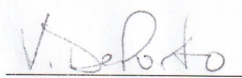
Accredited staff are eligible for the BIC pension fund. Westheights contributes 8% of salary to the BIC pension fund for each participating employee. Participating employees are also required to contribute 5% of their salary to their pension.

FINANCIAL REVIEWER'S REPORT

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, 2020.

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 projects 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

February 17, 2021

APPENDIX 1: STATISTICS

GENERAL FUND GIVING

2015	2016	2017	2018	2019	2020
389,559	474,778	411,368	377,982	385,031	372,265

APPENDIX 2: WAYS TO CONNECT

WESTHEIGHTS CHURCH

Westheights General

Website: <http://connect.westheights.org/>

Facebook: <https://www.facebook.com/Westheights/>

Twitter: <https://twitter.com/westheights>

Instagram: <https://www.instagram.com/westheightschurch/>

Westheights Weekly email opt-in: emailsignup.westheights.org

Youtube: <https://www.youtube.com/user/westheightschurch>

Westheights Students

Facebook: <https://www.facebook.com/WestheightsStudents/>

Instagram: https://www.instagram.com/westheights_students/

Westheights Church Sermon Podcasts

<https://podcasts.apple.com/ca/podcast/westheights-teaching-podcast/id1149511610>

Westheights Other

House Church website: <http://connect.westheights.org/house-church/>

Sunday app: <https://sundays.westheights.org/>

Giving: <http://connect.westheights.org/giving/>

BE IN CHRIST CHURCH OF CANADA

Website: <https://beinchrist.ca/>

Facebook: <https://www.facebook.com/BICCanada>

Twitter: <https://twitter.com/biccanada>

Instagram: <https://www.instagram.com/biccanada/>

BIC Canada Global: <https://bicglobal.churchcenter.com/home>

APPENDIX 3: BIC ANNUAL REPORT TO CHURCHES

Denominational Report to Local Congregations - 2020 Ministry Year -



“But we have this treasure in jars of clay to show that this all-surpassing power is from God and not from us. We are hard pressed on every side, but not crushed; perplexed, but not in despair” II Corinthians 4:7-8

The activity of orienteering is the challenge to find your way through rough and unfamiliar territory to get to a destination. This is really what 2020 was about and what shaped our church life this past year. I am proud of the things God has helped us to do as a denominational family in spite of all the obstacles that confronted us.

In early March, as the reality of Covid-19 took hold, our churches needed to suspend public gatherings for what we hoped might just be a few months. Since we are very much in the work of gathering people together, this represented a dramatic change of direction. Services were moved online and Zoom gatherings became an important tool for ministry. Overnight, our churches did a remarkable job of responding to new constraints, working creatively to minister to people. Our pastors rose to the challenge of caring for people while learning new skills for video production and communication. While at times this has been wearying, new opportunities to be the church and reach out have emerged. We have been amazed at how adaptive our communities of faith could be. I want to personally thank every leader and Pastor across all of our expressions for your efforts this past year. You have served so well!

As a denomination, we have also worked to adapt to the new realities. Our AGM in early May became a virtual event and most of our training events moved online. Virtual seminars on things like Psychological First Aid were offered. Our Fall online LEAD Day for Pastors addressed the issue of Racism and how we respond to our Black, Indigenous and People of Colour as followers of Jesus. Our Pastoral Clusters continued online throughout the year and a few of these groups were able to meet in person as restrictions eased in the Summer. We suspended a number of initiatives like our FLOW internship program and New Pastors Orientation with hopes of resumption of these ministries in 2021.

Our church camp - Camp Kahquah - was able to open for family camping but children's camps and retreats all were suspended for the year. The camp was able to offer a discount to Pastors for the Summer as a way of helping to provide a much needed break. Thanks to the remarkable work of our camp Directors Ryan & Amy Terpstra, the Camp Board, and generous donors, we were able to operate the camp with a small surplus. This was remarkable given the fact that many camps incurred significant debt. We are grateful and look forward to the future when operations can be normalized.

In spite of the pandemic restrictions, we continued to work in partnerships internationally through BIC Canada Global. We are able to fund our admin costs through our general budget enabling us to send 100% of donations that are given to projects. We are also grateful to be part of our wider Anabaptist family through Mennonite World Conference and MCC (Mennonite Central Committee). MCC turned 100 in 2020 and though some of the planned celebrations had to be adjusted, it was still wonderful to celebrate all that has been accomplished over a century of faithfulness.

Church planting continues to be a strategic priority for us. In 2020 we worked at two new REUNION starts (Niagara and Kingston) and welcomed a new church in Colombia, South America that is affiliating with the REUNION Network. In the Fall, Matt Vincent and Dean Morris participated in the REUNION Run - a fundraiser for church planting. Our church planting is supported in part with giving from our General Budget and supplemented with support from our Growth Fund to allow us to do more. We continue to seek out and pursue new opportunities.

We have continued to work to be good stewards of the resources you have entrusted to us. In March we closed our office because of Covid-19 and our staff continue to work from home. This has proven to be effective and we have made the decision to no longer maintain a physical office space which will result in considerable savings. The constraints of 2020 afforded us opportunity to refresh our website and digital platforms which is a great blessing moving forward. Giving to our shared fund was somewhat down, but we were able to reduce spending as well. We are grateful for your continued generosity which funds our BIC Canada staff and ministries. Audited financial statements are available upon request from our office.

An important annual initiative that we sponsor as a denomination is our Advent devotional guide. This year we worked even harder to transform this into more of an Advent “experience” that our churches could use as a way to enhance their celebration of Christmas. The Advent guide is also a tremendous way for us to get to know each other better across our church family and to facilitate our gifted writers. The feedback on this project has been extremely positive and we will continue to develop this important initiative going forward.

Finally, near the end of 2020 our Board of Directors completed a year-long review of our strategic goals and leadership paradigm. This process resulted in affirmation of the direction we were heading in and the offer for me to become Executive Director commencing January 1, 2021. I am glad to have had the opportunity to work as Interim Director over the last 18 months and am glad to serve the church moving into the future. I thank the Board for their confidence, as well as Todd Lester and Matt Vincent for their support. Our staff team made up of Sheryl Clark, Melanie Wigg, Bobbi Vincent, Charmaine Stulp and Trevor Main work diligently on your behalf and are available to serve you in their respective areas of responsibility.

With the prospect of vaccines to confront Covid-19 in 2021, we will see a return to some of the normal patterns of church life. This will, however, be a “new normal” as we discern what we have learned through this time and the changes it has ushered in. Through it all, God is faithful and the church is resilient. The future holds new opportunities. May God help us to embrace them.

Every blessing in Christ,

A handwritten signature in dark ink, reading "Charles Mashinter". The script is cursive and fluid, with the first name "Charles" being more prominent than the last name "Mashinter".

Charles Mashinter
Executive Director - Be In Christ Church of Canada