

2021 Business Reports/2022 Budget

AGM AGENDA - MARCH 27, 2022

- 1. Welcome
- 2. Procedures for meeting
- 3. Adoption of Minutes from March 28, 2021 Annual General Meeting
- 4. Next Steps
- 5. Staffing Update
- 6. Board Report
- 7. Ministry Report
- 8. Facility Report
- 9. Nominations
- 10. Financial Report 2021
- 11. Budget 2022
- 12. Closing Prayer

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

TABLE OF CONTENTS

AGM MINUTES 2021	4
CHURCH BOARD REPORT FOR 2021	5
MINISTRY REPORT	7
A. RELATIONSHIP WITH JESUS	8
B. RELATIONSHIP WITH ONE ANOTHER	10
C. RELATIONSHIP WITH OUR NEIGHBOURS	13
FACILITIES TEAM REPORT	15
NOMINATIONS	16
FINANCIAL REPORTS	18
APPENDIX 1: STATISTICS	25
APPENDIX 2: WAYS TO CONNECT	26
WESTHEIGHTS CHURCH	26
BE IN CHRIST CHURCH OF CANADA	26
APPENDIX 3: BIC ANNUAL REPORT TO CHURCH	27

AGM MINUTES 2021

March 28, 2021

Westheights Community Church Annual General Meeting Minutes March 28, 2021 – 6:30 p.m.

	Attendance via Zoom	Members Present= 41 Adherents Present= 6 Quorum was reached with attendance
1	Welcome	Doug Braun welcomed everyone to the Annual General Meeting via Zoom.
2	Procedures for meeting	Doug Braun highlighted the process the meeting would follow and how we move through reports, via Zoom.
3	Adoption of Minutes of the 2020 Annual General Meeting	Doug Braun asked someone to move the acceptance of the November 29,2020, Annual General Meeting minutes. Brian Cotie moved the motion. Doug Winger seconded the motion. Minutes were carried without amendments.
4	Mortgage Update	David Wigg highlighted that we were able to fully retire the mortgage related to our Greater Things project that started in 2014.
5	Staffing Update	Josh Mutter thanked the staff team for the leadership and their flexibility/versatility during staff vacancies. A new combined role has been created called Director of Worship and Administration. There is an active job posting for this position.
6,7,8	Board Update (6); Ministry Report (7); Facility Report (8)	A pre-recorded video was presented where Josh Mutter provided highlights of the Board Report, Charlene Neuman provided highlights of the Westheights Kids activities, Christina Main provided Jr & Sr High highlights, and Terry Kreutzkamp provided House Church highlights. Doug Braun asked someone to move acceptance of the multiple reports on pages 5 - 15 inclusive of the AGM Reports. Jenn Wiens moved the motion. David Maranta seconded the motion. Motion Carried.
9	Nominations	Doug Braun discussed the Nominations page and asked someone to move and second the acceptance of this page. Carol Westfall moved the motion. Shane Gallian seconded the motion. Motion Carried
10	Financial Report 2020	David Wigg provided highlights of the 2020 financial details via a pre-recorded video.
		David Wigg highlighted the faithfulness of people in their financial giving during the past year, at a time when we are not able to meet together in person, due to the COVID 19 pandemic. We are well positioned to carry out our ministry initiatives and pay our operating expenses.
		It was highlighted again that we were able to fully pay off the remaining Greater Things mortgage, leaving a balance of \$7,500 in the Building Fund for future strategic planning.
		Doug Braun asked someone to move the acceptance of Financial Report 2020. Motion was moved by Nicole Cotie. Heather Gallian seconded the motion. Motion was carried.
11	Budget 2021	David Wigg provided highlights of the 2021 Budget, via a pre-recorded video. Doug Braun asked someone to move acceptance of the 2021 Budget. Motion was moved by Melanie Wigg. Debbie Buhrow seconded the motion. Motion carried.
12	Closing Prayer	Josh Mutter provided a closing prayer. Doug Braun adjourned the meeting
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CHURCH BOARD REPORT FOR 2021

Mission & Vision

We exist to help people find and follow Jesus. We want to be a vibrant community of followers of Jesus which serves our neighbours by meeting needs and showing love. This mission and this vision should shape the work that we do as a Church Board and as a community of believers.

Pandemic Planning

The COVID-19 pandemic entered its second year in 2021. Online services continued to serve us well, and our online participation numbers remained fairly steady. We supported our staff and volunteers as they continued to make improvements to the way that those services were delivered.

We monitored guidelines and directives from the Provincial Ministry of Health, the Regional Medical Officer of Health, and Be In Christ denominational leadership. With the ever-changing nature of various waves of the pandemic, all of these inputs tended to change over time.

Even though when we're not meeting in person it can be challenging to cultivate authentic relationships with one another and to sustain and grow as a community of believers, we found ways to make the best of things. The Board sought to find balance between the benefits of meeting in person, the need to protect the health and safety of attendees, volunteers and staff, and the challenge of recruiting volunteers. We were pleased to support the resumption of in-person Sunday services in July, and the resumption of in-person Kids' and Students' Ministry in September. Online streaming of services continued so that congregants have choice of how they participate. The fifth wave caused us to move back to online-only services for the first part of 2022.

Staff Recognition

It is our tradition to formally recognize staff who reach particular service milestones (5, 10, 20 years, etc.). This tradition was interrupted by the pandemic, but we managed to catch up when in-person services resumed. In addition the board discussed various ways of supporting staff on an ongoing basis, appreciating that pastors themselves need pastoral support.

Staff Transitions

Sarah Brnjas joined our staff team as Director of Administration and Sunday Services starting June 1. Christina Main stepped down from her role as Director of Student Ministries at the end of September.

Given the importance of student ministry at Westheights, the vacancy was posted immediately. As a suitable candidate was not found during the fall, in January the board decided to make this a full time position and post the position again. We are greatly appreciative to Pastor Josh for returning to his roots and embracing a leadership role in student and youth ministry during the interim vacancy.

Anniversary Offering

Each year when we celebrate the anniversary of Westheights Church, we identify a particular project, cause or recipient as the recipient of the special offering taken on anniversary Sunday. In past years this has been for a particular project within our church, or for a worthy cause in our community. The board discussed various possibilities and determined that Camp Kahquah would be the most appropriate recipient for the 2021 anniversary offering.

Strategic Planning re Programs and Facilities

God has richly blessed us with resources: people, property and facilities. Thinking ahead to the next year or two, and the next decade or two, we have been thinking about how we can best utilize these resources to fulfil our mission.

Recently Westheights church has supported our neighbours by collecting and donating much-needed toiletry items which are then distributed by the Forest Heights Community Centre. We can continue to look for ways to support our neighbours, including possible partnerships with FHCC.

Regarding facilities, our most recent major renovations were completed in 2014 as a result of the Greater Things initiative. Accessibility improvements were intended as the second stage of renovations. Before proceeding we are considering what has changed or is changing - not only in our congregation but in our neighbourhood, across the city, or in society as a whole - to determine whether the original plan is still the best plan.

We continue to strategize and seek God's will on whether the "next big thing" should be about programming, or facility improvements, or both, or potentially something different.

The Church Board Members for 2021 were: Jeff Willmer (Chair), Nicole Cotie (Vice-Chair), David Wigg (Treasurer), Nel Slater (Secretary), Josh Mutter (Lead Pastor), Lindsay Adamson (Member-at-Large), Doug Braun (Member-at-Large), and Heather Gallian (Member-at-Large). The Board would like to thank Doug for his many years of serving as Chair of the Board.

Respectfully submitted,

Jeff Willmer, Chair

MINISTRY REPORT

I find it hard to believe that it has been two years of doing church pandemic-style, but here we are. If 2020 was the year of "pivoting," 2021 has been a year of creativity and experimenting as we continually strove to live out who we are as a local church.

As I reflect on 2021, I am proud of the new things we tried as we looked to stay connected and to continue to make a difference in our community. The following ministry report will explore these efforts, by telling the 2021 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! Over the past year we have tried some new things and you responded. You signed up for the Kindness Initiative, you gave to the Community Centre Collection, you sent in videos for the Virtual Coffee House and you were patient as we made the move to livestreaming our in-person Sunday service.
- Thank you for caring for one another! This has been a hard year for many and the relationships that we have with one another have made a difference.
- Thank you for your support! Thank you for your volunteering, encouragement, prayer and ongoing financial support. This church community is a joy to serve.
- 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

At Westheights we are not interested in being a church that simply knows a lot of things about God. Rather, we want to be a church whose faith makes a difference in real life. With this in mind, we see the things that we do together as opportunities for each of us to grow as followers of Jesus, so that following Jesus makes a real-life difference in our day to day lives. Here are some of the ways we practised living out this key relationship in 2021.

Our worship ministry experienced some changes in 2021. During the first part of 2021, our worship leaders weekly recorded and edited the worship experience from their homes, occasionally bringing in members from their household to help with singing. We also had several recording opportunities for the

worship team to come together to provide other options throughout this time. On July 11th, we had our first in-person service in 16 months at 82 Westheights Drive, and two months later, we had the experience of a worship team leading us from the front live. As we transitioned back to in-person, we have continued to stream our services online as well. Regardless of how we have participated in these services, Sunday mornings have continued to be an important moment where we can engage in practices that grow our faith together through worship, prayer and teaching.



If you were to ask Pastor Josh, one of the best things that we did this year was create space for monthly prayer meetings via Zoom after our Sunday services in April, May and June. These times were well attended, and we enjoyed the opportunity to pray for a variety of needs together. During these times we experienced our faith being strengthened and we were inspired by others to lean into the practice of prayer for ourselves.

Recognizing that many in our church family were experiencing grief, we facilitated a virtual reading, in March, of a book called Tear Soup. This book is full of rich imagery representing a journey to healing after loss. Together we read through the book and then broke into smaller groups to reflect on it together. This gathering became a safe place to share our own experiences and responses. One of the key questions that Christina asked us was about the role that faith has in our grief, and we had the opportunity to reflect on how God has been present with us as we have grieved hardship.

Our student ministry went through a period of transition in 2021. For the first part of the year, regular gatherings were online. During this time, it was exciting to witness some of our Sr High students take initiative and lead some of the discussions. This student initiative reflects the leadership that Christina Main gave to this ministry as she invested herself into the lives of many of our students in both formal and informal settings, pointing them to Jesus along the way. This fall, Christina stepped down, but our ministry to students has continued - this time in person! It has been exciting to witness our students having engaging conversations about life and faith together. In particular, it has been fun to witness the growth of our Jr. High group, and to see so many friends come and be a part of conversations about Jesus.



Leading kids to connect with God on Zoom calls was by far the biggest challenge for 2021's Westheights Kids leaders. It helped us as leaders to realise how important proximity as a group is in

helping us to 1) focus our attention on God 2) drop some of our inhibitions, and 3) "feel" oriented towards God and inspired to worship Him! That said, families received various music videos, prayers and contemplative activities as we tagged off and encouraged them to lead their kids in worship in their own homes. During Lent, we worked with Pathway BIC's Children's Ministry to provide online/video teaching - invitations to families to draw closer to Jesus by considering the sad things about His story: servanthood, sin, sacrifice and forgiveness. What heartwarming stories, photos and videos came in, of kids making Hallelujah garlands,



washing each other's feet, and learning to appreciate God's forgiveness, as their "sin" drawings burnt away and disappeared!

Our House Churches continued to meet regularly online during the past year, thankful for the opportunity to "spur one another on to love and good deeds." Discussing Sunday messages, videos, devotionals, books, or Scripture always leads to interesting discussions, and encouragement to press on in our desire to follow in Jesus' way of love with greater joy and eagerness. As one group member noted: "No matter how many times I may have read through a passage of the Bible, when I do it with others, in community, it's always amazing how many new insights, meanings or applications can be discovered together."

This year our Christmas Eve services were offered as both in-person and online worship events. Heartwarming carols, special music, videos and Scripture invited us into meaningful worship, and helped us to reflect on the astounding news we had all gathered to celebrate: "God with us"! Attendees of the in-person event repeatedly expressed how significant it was to experience a Christmas service in the church building for the first time since 2019.

B. RELATIONSHIP WITH ONE ANOTHER

We all long to be involved in authentic relationships. Unfortunately, the reality of the ongoing pandemic has made connecting a little harder. But one of the good news stories of 2021 is that we worked hard to stay connected and to express our care for one another. Here are some of the things that we want to celebrate.

Because we recognized that many of us were experiencing isolation, a regular part of our messaging this year was to encourage us to reach out to one another. In addition to what happened organically, the staff 'shoulder-tapped' a few folks and asked them to be a part of a team who would be intentional about reaching out and checking in on some Westheights households during the first part of 2021. We were grateful when 7 folks said 'yes' to this request and agreed to reach out to 31 households. Of course, we know that during this past year, many of us have taken it upon ourselves to reach out to others. Thank you, Westheights, for how you have stayed connected!



We started 2021 by introducing something new that we called The Kindness Initiative. This initiative was an opportunity for us as a church family to grow in our practice of care for one another. In all, 70 people signed up to both give and receive expressions of kindness throughout the month of February. It was amazing to see so much creativity go into these acts of kindness - plates of homemade cookies were delivered to door steps, hilarious videos were shared, cards were crafted, and words of comfort and encouragement were thoughtfully given. Some folks have even expressed how The Kindness Initiative was their starting point for getting to know someone new!

One of the other new things we tried this year was a Virtual Coffee House where you, Westheights, sent in short videos of something you were proud of. The result was an afternoon of songs, poems, magic tricks and more, and all while we all enjoyed some delicious snacks. It was a fantastic way to get to know our church family!

During these difficult times of isolation, House Church members continued to support one another in a variety of practical ways. Prayer is one vital and meaningful aspect of our small groups, which goes beyond just our regular meetings, as people are able to use technology to stay connected all week long. Close relationships deepen as we together celebrate milestones (like births, promotions or healing) or navigate challenging circumstances (such as the loss of loved ones, illness or disappointment).

One of the ways that our church family has expressed what it means to support one another is through our meal ministry. In 2021, this ministry responded to five families with newborns and another who was recovering from surgery. Each of these responses included 7 meals, which came to 42 meals in total. As a church, we want to say a big thank you to the approximately 20 volunteers who have contributed by making meals. All of the recipients have expressed how wonderful it was to have meals delivered, as they were adjusting to new circumstances, and not having to think about a meal every day was a blessing.

For Westheights Kids, the Zoom Rooms created a safe space for our Westheights Leaders and Kids in more ways than one. While leaders were so aware of the challenge of keeping the kids engaged - i.e. interested in what leaders were making happen within the confines of a 2x3" rectangle on a screen - we enthusiasm for the efforts and ideas of their peers. We also know that parents were participating with Westheights Kids, from home, teaming up with leaders in a new and more dynamic way. We could not have done it without you, parents-

community of adults they would otherwise not have known! One of the highlights for Pastor Char was the excitement that was displayed during our many Westheights Kids Porch Dropoff visits, when materials and treats for use on the calls were delivered to each family's door. It was on their own front porch that kids relayed how the family was doing, showed off artwork, pets, and new baby siblings, and hopped up and down with wonderful grins and stories to tell, as if we had not been separated by a pandemic at all.

The good weather brought an opportunity for outdoor events - and a chance to make sure that Westheights Kids could comfortably make the jump to a new small group once the fall transition season rolled around. Grade 5s were invited to a summer Jr High Unlock the Box: Birdwatching Edition event, and Grade 3s, to the Grade 4/5 Escape-Room-turned-Amazing-Race-Meets-Break-In event. Great turnouts and obvious excitement about getting together masked, distanced, but in-person made these events a highlight of

singing, modelling, leading, and often playing gopher and techie in the background. Zoom parents could be "flies on the wall" more familiar than ever with our teaching and curriculum, and

participated with family video watch parties expressed how their

actually seeing other families on the calls. Those who

little ones stayed connected with and excited about a

the ministry year. Kids connected with their friends, worked and played alongside new friends, and had many laughs with their current and future leaders - courtesy of a very long pool noodle, some water, pylons, a skipping rope and a very pink locked box...

Student Ministry is by nature highly relational. When asked about highlights from 2021, one of our volunteers said, "As we've gone in and out of lockdowns, it's been encouraging to see the Sr. High group keep meeting. These past two years have not been easy, but they have still taken time with each other. I've enjoyed seeing the newest members find an easy home with those who've been around for a while."







also became aware of how powerful these virtual moments could be. The kids were coming into a very close space, unmasked, from all over the tri-cities (and sometimes farther) and we had their attention in a way that was sometimes harder to secure when we met in person in a large room at the church. What was unexpected was that these Zoom calls were so consistently attended and gave us an opportunity to check in with each one of the kids weekly, to find out how they were doing. The kids responded not only with transparency and trust, but also with noticeable growth in listening to, caring about and praying for each other.

The weekly video production and Zoom interactions for Westheights Kids gave us unique venues for leadership training, where "teachers" who normally would be leading in pairs when in person were now

leading in groups, with more of them taking on specific and varying roles. Video production, in particular, allowed them to hone their gifts with the added bonus of rehearsing and rerecording as necessary! It was amazing to see teams of leaders supporting each other on a call, with such

In July we began to offer our Sunday service in two ways. We called our in-person services Westheights@82 and for those who continued to participate online, we called our livestream Westheights@Home. For those who attended Westheights@82, the experience of being in the same room together was refreshing and we were reminded about the importance and uniqueness of in-person connections. Throughout the fall, this experience was positive, and we have enjoyed meeting some new folks who have since decided to call Westheights their church home. While we know that not everyone is ready to gather in-person just yet, we are looking forward to the day when more of us will be in the same physical space.¹

On September 26, with 21 willing leaders on the schedule, Westheights Kids reopened with in-person programs for Toddlers through Grade 5s. Despite the challenges of relocating meeting spaces, distancing both adults and kids, and wearing masks (and even full PPE for leaders with Toddlers, Preschoolers and JKers) our amazing On Your Mark! leaders served with gusto, getting to know and enjoy small groups that included many new children. With problem-solving caps firmly in place, they worked creatively on activity prep, and reports from parents told us that their message was clear: Church is where the people of God learn, worship, connect and take care of each other. Parents and children responded with continuous enthusiasm and openness. It seemed refreshing for all to enjoy a Sunday morning in-person experience - that no one would ever again take for granted!

In September we enjoyed a classic Westheights event - the Corn Roast. A warm, sunny September afternoon provided the perfect environment for some much needed fun, fellowship and food together! While the traditional 'pot-luck' setup was not possible, the opportunity to share was still plentiful as Family Bubbles served-up conversation, smiles and laughter. Our thanks to the Jantzi Family for opening up their yard once again . . . and our thanks to those who came out for the afternoon, even with the lack of a Porta-Potty - a surprisingly "high-demand" item of the pandemic! The menu is ready for 2022 and we look forward to gathering again under sunny September skies.





In the fall, we reached out to our Young

Adults so they could gather for some COVID-be-thwarted "connect" time! Our Young Adult group is unique in that it spans a wide range of ages and life experiences, but what was exciting is how many of them didn't let that, or

unfamiliarity, get in the way of discussion and good ol'-fashioned fun. When 35 year-olds "play" beside 19 year-olds - Who's ever too young or too old for Pumpkin Carving or Giant Games? - everyone has to

get a little more outside of themselves for the benefit of the other...i.e. be the Church. Much laughter and good conversation ensued.



¹ In light of the continued pandemic and the mix of in-person and online services, it has not been possible to accurately state what our 2021 Sunday attendance has been compared to statistics gathered in other years. That being said, we regularly monitor the available stats and know that we have a committed core of people who participate in our Sunday services whether we are online or in-person.

C. RELATIONSHIP WITH OUR NEIGHBOURS

Embedded in the vision for Westheights is that we are intentionally turning our attention towards those who are not a part of our church family. We believe that as followers of Jesus, one of the key ways that we live out our faith is in how we take care of the practical needs of others. We do this together because a) it increases our impact, b) it strengthens our relationships with one another, and c) it is a practical way that we can embody for our neighbours what following Jesus looks like. While 2021 was not a typical year in many regards, we are proud of the way that we came together to make a positive impact.

One of our hopes before the pandemic was to get involved in the community food hamper program that operates weekly at the Forest Heights Community Centre. At that time, we were recruiting volunteers to go help with that weekly program. Unfortunately, those plans never materialised. But early in 2021, we discovered that there was another way that we could help. We became aware that there were high-demand items that often ran out. Over the course of March-June, we were able to respond to the needs of our neighbours by collecting these items. (Just look at the collection stats below!) Thank you for your generosity, and for coming together to show our neighbours that we care.

- 156 Bars of Soap
- 5041 Diapers for Children
- 325 Diapers for Adults
- 20 Litres of Dish Soap
- 1591 Femine Hygiene Products
- 18.5 Litres of Hand Soap
- 20.5 Litres of Laundry Soap
- 84 Tubes of Toothpaste
- 22.5 Litres of Shampoo & Conditioner
- 5888 Baby Wipes

Children's Ministry small group leaders recognized that pandemic life for our Westheights Kids meant the children would naturally focus more intently on themselves as well as on their families! Nevertheless, a desire to reach out in healing ways towards those in need was also strong and growing! Each week on our Zoom calls, children wanted to pray for their family members, for extended family, for neighbours, classmates, friends and pets. Many requests were full of faith and perseverance, with an inspiring disregard for repetition, gravity or triviality. If only we all acted on our understanding of prayer and intercession the way that children do!

This summer we were approached by Elections Canada to host a polling station for the fall Federal Election. We agreed, and on September 20th, hundreds of folks from our neighbourhood visited Westheights. While hosting was not a Westheights initiative, we do see it as an opportunity to serve our community in a practical way, recognizing that it was also an opportunity for many folks from our neighbourhood to visit our church building for the first time.



Since 2007, one of things for which Westheights has been known is the food drive that we run in support of the Food Bank of Waterloo Region. We call this event Halloween for Hunger. For the second year in a row, we adjusted our plans in response to COVID-19, but we were pleased with the result nonetheless. This year we collected 1832 pounds of food and \$1579.58 in donations. The Food Bank calculates the total impact as being 6170 meals for those in our community, which actually makes this our most impactful Halloween for Hunger yet! We are grateful to the many volunteers who worked hard to make it all happen: delivering flyers leading up to the 31st, and receiving, sorting, and packing donations.



House Churches continued to reach out to our community during 2021, with our Circle of Sisters group donating needed articles to the oneROOF project. In December, the Patricia Avenue house church went out carolling to some of our seniors, and to others in the area. It was a bit discouraging at first, as they ended up being a pretty small choir, and it was quite a cold night. But Terry brought along his guitar and song sheets, and by the end of the evening, everyone was feeling very encouraged, as the joy of singing of Jesus' birth to appreciative listeners was a blessing to all involved.

During the Advent season, Westheights Kids invited our @82 and @Home families to participate together on a family project - a gift for Jesus that would perhaps grow their own hearts as well! Parents and leaders partnered together throughout the months of November and December, teaching the kids about the needs of families displaced by war or disaster, in countries like Syria, Ukraine, and Haiti. Families learned how MCC delivers much-requested Relief Kits to these areas, and



worked together to collect the items needed to fill Relief Kits at home. Fifteen families participated to fill 16 kits, each complete with 24 items, including bath towels, nail clippers and laundry soap! Families were encouraged to pray for those who would receive their kit(s). To Jesus, with love: adults and kids, each modelling and becoming - with hands extended, and hearts that want to care for strangers.

FACILITIES TEAM REPORT

I would like to take this opportunity to say thank you to the other members of the facility committee for the ongoing support. 2021 was another year of minor maintenance items at 82 Westheights. Many items in our facility have seen very little use however, toilets that aren't used regularly become difficult to flush, grass continues to grow and snow continues to fall whether we meet in person or online. Our staff and contractors have done a great job of monitoring the facility and performing routine cleaning and property maintenance. I'm particularly thankful for the efforts of David Wigg, Paul Slater and Sarah Brnjas as they have been available for last minute/urgent items. I personally look forward to a return of normalcy where we as a church are able to meet on a more regular basis and take advantage of the wonderful facility and property that we are blessed with.

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, Dale Neuman, Heather Noble, Paul Slater and Thomas Wigg.

Nomination List from Nominating Committee for 2022

Position	Incumbent	Nominee	2- or 3-Year Term (ending Mar 31 of)
Church Board (2 yr)	Lindsay Adamson	Anita Van Raalte	2024
Church Board (2 yr)	Doug Braun	Randy Buhrow	2024
Church Board (2 yr)	Nicole Cotie	Jenn Wiens	2024
Church Board (1 yr)	Nel Slater	Nel Slater	2023*
Deposit Assistant (3 yr)	Frank Isaac	NA**	
Facilities Committee (3 yr)	Shane Gallian	Karl Cober	2025
Offering Assistant (3 yr)	Jeannette Lam	NA**	
BIC Delegate (3 yr)	Nel Slater	David Chebbet	2025
BIC Delegate (3 yr)	Paul Slater	Adam Noble	2025

* The Nominating Committee recognized an imbalance in how many Board terms expire annually and is recommending a one-time1-year term in order to ensure that there is an equal number of Board terms expiring each year.

** Deposit Assistant and Offering Assistant positions ending 2022: These two financial team positions are necessary for the collection of the Sunday morning offering. Dave Wigg (Treasurer), reports that we currently don't need to fulfill those roles. It is our suggestion that we leave these positions vacant until we know our future needs in this area.

Nomination List from Church Board for 2022

Position	Incumbent	Nominee	3-Year Term (ending Mar 31 of)
Nominating Committee (3 yr)	Mimi Lee	Bev Cober	2025
Nominating Committee (3 yr)	Christina Main	Debbie Buhrow	2025

Position	Incumbent	Term Started	Term Ending <u>March 31 of</u>
Church Board	Heather Gallian	2021	2023
Members-at-Large	Jeff Willmer	2021	2023
	Nel Slater	2022	2023
	Randy Buhrow	2022	2024
	Anita Van Raalte	2022	2024
	Jenn Wiens	2022	2024
Treasurer	David Wigg (Treasurer)	2017	2023
Nominating Committee	Thomas Wigg	2020	2023
	Cindy Jantzi	2018	2023
	Paul Slater	2018	2024
	Heather Noble	2021	2024
	Dale Neuman	2021	2024
	Bev Cober	2022	2025
	Debbie Buhrow	2022	2025
Adult Ministries	Jennifer King	2012	2024
Deposit Assistant	Vacant		
Facilities Committee	Karl Cober	2022	2025
Resource Centre Coordinator	Tanya Muise	2017	2023
Missions Committee	Vacant		
Offering Assistant	Vacant		
Ushers	Randy Buhrow	2018	2024
BIC AGM Delegate	Christina Main Anita van Raalte Thomas Wigg David Chebbet Adam Noble	2017 2021 2021 2022 2022	2023 2024 2024 2025 2025

Terms of Service for Officers of Westheights Church (2022)

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, 2021

ASSETS	2021	2020
Current Assets		
Cash - Operating Fund	188,412	133,164
Cash - Building Fund	9,993	29,012
Cash - Future Fund	53,035	0
Cash - Short Term Missions Fund	7,351	7,344
Undeposited Funds	0	2,000
Prepaid Expenses	36	7,622
Accounts Receivable	0	0
GST Recoverable	6,730	3,453
Total Current Assets	265,557	182,595
Capital Assets	2,144,217	2,144,217
TOTAL ASSETS	2,409,774	2,326,812
LIABILITIES Payables	0	0
Loan Outstanding	0	21,800
Loan Outstanding	Ŭ	21,000
TOTAL LIABILITIES	0	21,800
EQUITY		
Fund Balances		
Operating Fund	195,178	124,439
Building Fund	9,993	29,012
Future Fund	53,035	0
Short Term Missions Fund	7,351	7,344
Funds Total	265,557	160,795
Equity in Capital Assets	2,144,217	2,144,217
TOTAL EQUITY	2,409,774	2,305,012
TOTAL LIABILITIES & EQUITY	2,409,774	2,326,812

Westheights Community Church Fund Summary for year ending December 31, 2021

	Operating	Building	Future	Missions	2021 Total	2020 Total
	5	J				
Opening Balance	124,438	29,012	0	7,344	160,794	67,557
Income						
Donations	387,841	2,950	0	0	390,791	375,822
Other Income	1,055	2,950	35		1,102	453
Total Income	388,896	2,955	35	7	391,893	376,275
	366,690	2,955	35	/	391,693	370,275
Expenses Staff Expenses	185,147				185,147	172,435
Operating Expense	56,419				56,419	61,119
	12,382	87	0	0	12,469	11,588
Ministry Expenses		67	0	U		
Cooperative Ministries	33,095				33,095	37,896
Total Expenses	287,043	87	0	0	287,130	283,038
Net Income	101,853	2,868	35	7	104,763	93,237
Transfers						
General to Building	-53,000	0	53,000			
Building to Loan	21,887	-21,887	,			
Net Transfers	-31,113	-21,887	53.000	0	0	0
					-	-
Net Change to Balance	70,740	-19,019	53,035	7	104,763	93,237
Closing Balance	195,178	9,993	53,035	7,351	265,557	160,794
Consisting of:						
Cash	188,413	9,993	53,035	7,351	258,792	171,519
Non-Cash	6,765				6,765	11,075
Liabilities	0				0	-21,800
	0				v	21,000

Closing Balance = Opening Balance + Net Income + Net Transfers

Westheights Community Church Unaudited Statement of Cash Flows for year ending December 31, 2021

Net Income	104,763
Adjustments to reconcile Net Income to net cash provided by operations:	
Loan Reduction	-21,800
Net change to GST Recoverable	-3,277
Net change to A/R and A/P	7,586
Net cash increase	87,272
Cash at beginning of period	171,520
Cash at end of period	258,792

Westheights Community Church Actuals and Budget - Operating Fund for year ending December 31, 2021

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget
Staff Expenses					
Salaries	185,780	150,574	177,280	163,349	194,040
Benefits	37,300	19,795	34,720	19,994	37,340
Travel	2,200	-	2,200	331	2,200
Service Related Exp	2,800	2,066	2,800	1,474	2,800
- Total Staff Expenses	228,080	172,435	217,000	185,148	236,380
General					
Bank Fees	1,150	356	1,150	1,717	1,150
Conferences/seminars	6,500	-	4,000	2,551	5,000
Communication Services	6,900	6,617	6,900	7,306	6,900
Equipment	8,000	11,818	8,000	2,646	8,000
Insurance	7,200	6,784	7,200	7,096	7,200
Legal	-	-	-	-	-
Membership Dues	2,100	1,947	2,100	2,501	2,100
Miscellaneous	500	(7)	500	179	500
Office Supplies	2,800	1,025	2,800	662	2,800
Photocopier	2,200	2,967	2,200	2,967	2,200
Plan to Protect	400	343	400	314	400
Resources & Subscriptions	1,850	2,537	1,850	1,846	1,850
Total General	39,600	34,387	37,100	29,785	38,100
Repairs & Maintenance					
Custodian	9,400	2,432	9,400	2,327	9,400
Custodial Supplies	550	879	1,050	176	1,050
R&M - Building	9,500	841	9,500	4,637	9,500
R&M - Summer Grounds	3,000	3,420	3,000	800	3,000
R&M - Winter Grounds	12,000	9,586	12,000	9,394	12,000
Total Repairs & Maintenance	34,450	17,158	34,950	17,334	34,950
Utilities					
Telephone & Internet	1,100	840	1,100	849	1,100
Electricity	7,000	5,247	7,000	4,657	7,000
Gas	3,400	2,992	3,400	3,113	3,400
Water	700	495	700	681	700
Total Utilities	12,200	9,574	12,200	9,300	12,200
Westheights Ministries					
Adult Ministries	3,000	254	3,000	736	2,500
Benevolence	500	418	1,000	671	1,000
Children's Ministry	5,000	3,872	5,000	4,042	5,000
Community Outreach	2,500	1,202	2,500	982	2,000
House Church Ministries	600	243	600	420	500
Lav Leadership Training	1,500	-	1,500	-	1,000
Library	1,000	239	1,000		750
Lumina	.,		.,		
Missions Committee	300		300		300
Special Services	2,500	600	2,500	1,000	2,500
Student Ministries	5,000	1,246	5,000	1,127	5,000
				1,127	
Sunday Refreshments	2,500	515	2,500	-	2,500
Worship Committee	4,800	1,541	4,800	3,404	4,800
Young Adult Ministries	-	-	-	-	1,000
Total Westheights Ministries	29,200	10,130	29,700	12,382	28,850
Total Operating Expenses	343,530	243,684	330,950	253,949	350,480
Cooperative Ministries	34,353	37,896	33,095	33,095	35,048
Transfer to Building Fund	30,000	(96,024)	7,500	-	-

Notes to the unaudited financial statements of Westheights Community Church for the year ended December 31, 2021

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

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 for smaller facility projects or to cover exploratory expenses for investigating future building projects.

Notes on the Future Fund

With the full payment of the mortgage and reduced expenses due to Covid, the budget has carried over balances in both 2020 and 2021. The Board has created the Future Fund to identify funds set aside for future strategic projects that are yet to be determined.

Notes on Staff Budget

We had one open staff position at the end of 2021 as we are continuing to seek a replacement for Christina's role. To provide budget continuity between years, we have budgeted for the full year at 35 hours per week. In early 2022, the Board approved re-posting the role as a full-time position in order to attract more candidates. With the likely timing of the hire, we expect to stay within the budgeted amount.

We have also budgeted to hire a summer intern this year for 16 weeks.

Westheights Community Church Staffing Summary

	2022	2021
Josh Mutter	Full-time	Full-time
Sarah Brnjas	Full-time	Full-time
Charlene Neuman	24 hr/week	24 hr/week
Youth Director	35 hr/week	25 hr/week

During 2021, Sarah Brnjas joined the staff on Jun 1st and Christina Main departed the staff on Sept 30th

For budget purposes, we have increased the hours for the Youth Director position to 35 hours per week.

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, 2021.

- 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 7, 2022

APPENDIX 1: STATISTICS

GENERAL FUND GIVING

2017	2018	2019	2020	2021
411,368	377,982	385,031	372,265	390,791

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: <u>emailsignup.westheights.org</u>

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

Westheights Students

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: <u>http://connect.westheights.org/house-church/</u> Sunday app: <u>https://sundays.westheights.org/</u> Giving: <u>http://connect.westheights.org/giving/</u>

BE IN CHRIST CHURCH OF CANADA

Website: <u>https://beinchrist.ca/</u> Facebook: <u>https://www.facebook.com/BICCanada</u> Twitter: <u>https://twitter.com/biccanada</u> Instagram: <u>https://www.instagram.com/biccanada/</u> BIC Canada Global: <u>https://beinchrist.ca/ministries#global</u>

APPENDIX 3: BIC ANNUAL REPORT TO CHURCH

Be In Christ Church of Canada Report to Local Congregations – 2021 Ministry Year



Hello once again to all of you who are part of our BIC Church family across Canada! Together we exist as 3 expressions with 1 purpose:

"To be a growing faith community - following Jesus, sharing His message

and extending His peace around the world."

Whether you are part of a Community Church, a Network Church planting or The Meeting House, we are united by a grace-filled Anabaptist vision of a Jesus-centered faith.

With the twists and turns with which COVID has presented us, 2022 has not begun quite like we had expected. Admittedly we are all weary of having to navigate continual change. These days I take great encouragement from the words of Isaiah 40:31 - "*but those who hope in the Lord will renew their strength*. *They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.*"

In spite of the challenges, God was doing good things through the BIC Church in 2021:

- In spite of having pandemic restrictions, churches were reaching out and new people actually were being welcomed into our church communities;
- We continued to raise up and train new leaders for ministry through our Pastoral Residency and Flow programs and we launched our new Engage training program;
- While not able to run kids programs, Camp Kahquah pivoted to offer expanded ministry to families. Facilities at camp continued to be improved and finances were positive;
- We made improvements to our accounting and HR programs to better serve our churches;
- We came alongside a number of our smaller churches who were more adversely affected by the pandemic to offer direction and support for recovery;
- We onboarded 2 new members for our Board of Directors to give us a full complement of 10 Board members after a season of transition;
- We offered ongoing direction and resourcing to our Pastors regarding COVID guidelines;
- We worked to support our team of church planters;
- We entered into the grief of our indigenous neighbors and tried to listen and learn about the tragedy of residential schools;
- We produced Holy Week and Advent devotional guides which were a blessing to many.

This is just a small sampler that is in addition of all the things your church has done to be family to each other while sharing the love of Christ this past year.

At year-end, one story came across my way that reminded me about what it means to be BIC. One of our chaplains did a funeral for a family in Toronto where the mother had been murdered. The funeral was a time of deep grief and that Chaplain at the graveside asked the Lord "is there more you want me to do". The answer was yes and he was able to have his home church group rally around him as he shared the idea of providing help to this hurting family. He sent me along pictures of the group delivering gifts to these people who were overjoyed and quite taken back at this unexpected kindness. There was an opportunity and these people seized it.

And so may we, as God's people, keep listening to God's voice. May we know deep in our hearts God is with us and will help us. May we together be the kind of churches that offer hope and joy. And may we all take hold of the opportunities God puts in our path.

God's richest blessing in 2022!

Charles E. Mashinter Executive Director - The Be In Christ Church of Canada