

# WESTHEIGHTS COMMUNITY CHURCH

2022 Business Reports/2023 Budget

# AGM AGENDA - MARCH 26, 2023

- 1. Welcome
- 2. Procedures for meeting
- 3. Adoption of Minutes from March 27, 2022 Annual General Meeting
- 4. Facility Improvements
- 5. Board Report
- 6. Ministry Report
- 7. Facility Report
- 8. Nominations
- 9. Financial Report 2022
- 10. Budget 2023
- 11. Closing Prayer

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# **AGM MINUTES 2022**

March 27, 2022

#### Westheights Community Church Annual General Meeting Minutes March 27, 2022

	Attendance via Zoom	Quorum was reached with 36 members and 7 adherents present.
1	Welcome	Board Chair Jeff Willmer began with prayer and an Aboriginal land acknowledgement and welcomed everyone to the virtual Annual General Meeting held via Zoom.
2	Procedures for meeting	Jeff Willmer highlighted the process the meeting would follow and how we move through reports providing details on how the voting would be done and how questions would be handled.
3	Adoption of Minutes of the 2020 Annual General Meeting	Moved by Jenn Wiens, seconded by David Maranta: That the minutes of the March 28 2021 Annual General Meeting be adopted. Carried.
4	Next Steps	Jeff provided this overview, regarding next steps now that we have paid off the mortgage from the 2014 building renovations. Our mission and vision are clear, but we want to take time to prayerfully consider how we implement them. We are evaluating any lasting impact of the pandemic and how it may have affected our identity. The Board will be seeking input from the congregation.
5	Staffing Update	Lead Pastor Josh Mutter shared this update. This past year, Westheights hired Sarah Brnjas as Director of Administration and Sunday Services. This past fall, Christina Main stepped down from her position as Pastor of Student Ministries. We would like to hire another person to cover both Young Adults in addition to Student ministries as a full time position. Applications are being received and some interviews have been conducted, and we will keep the congregation informed of this process. In summer 2022 Westheights would like to participate in the BIC Flow Internship program in the area of Children and Family Ministry.
6-8	Board Report (6) Ministry Report (7) Facility Report (8)	These reports (on pages 5-15) were presented via pre- recorded messages.  Moved by Nicole Cotie, seconded by Carol Westfall: That the Board Report, Ministry Report and Facility Report be accepted. Carried.
9	Nominations	Jeff Willmer introduced the Nominations report (page16 of the digital document and on page 17 of the printed document). Moved by Shane Gallian, seconded by Nicole Cotie: That the recommendations of the Nominating Committee report be approved. Carried.

# Westheights Community Church Annual General Meeting Minutes March 27, 2022

10	Financial Report 2021	Treasurer Dave Wigg thanked Westheights regular givers for their support.  Fund Summary: Our finances are divided into 4 areas:  1. Operating Fund (also called "General")  2. Building Fund: Westheights paid off the mortgage in 2021. The Building Fund now has \$10,000.  3. Future Fund was created in 2021 to be set aside for future projects as the board decides on strategic goals. In 2021 we moved \$53,000 from Operating to Future Fund.  4. Missions Fund Closing balance is strong.  Expenses: Staff, operating and ministry expenses are lower because of COVID. We expect that these will go up again in future as COVID ends. Net income was \$101,000 We moved some of this net income into the Future Fund.  Moved by Dave Wigg, seconded by Brian Cotie, that the 2021 Actuals be accepted. Carried.
11	Budget 2022	Dave Wigg presented the Budet 2022.  Moved by Carol Westfall, seconded by Sandra Chapman: That the 2022 Budget be approved. Carried.
12	Closing Prayer	Pastor Josh closed in prayer. Meeting adjourned.

### **CHURCH BOARD REPORT FOR 2022**

2022 has been a year of new beginnings as we emerge from the pandemic. In-person worship services are once again the norm, and attendance continues to grow. We see that God is blessing the work of our church. We are very pleased to see many new faces and are encouraged that so many people are choosing to become part of the Westheights Church family. Ministries which scaled back but continued are now fully functioning. Other ministries, such as Circle Ministries (e.g. Secret Sisters and Games Night for Grown-Ups), are restarting with renewed energy and focus. In short, it has been an encouraging year!

#### **Priorities**

Seeking to determine what our priorities will be over the next few years, we held an "ideation session" in June with staff, board members, and a focus group from among the Westheights family. Well over 100 ideas came forward. Following this meeting, we dug into the "why" behind these ideas and themes to be sure that the "why" was compelling, keeping in mind the 2019 Strategic Plan Areas of Focus:

- Growing in our relationship with Jesus
- Growing In our relationship with our internal community
- Growing in our relationship with our neighbours

There was some traction around the idea of meeting the practical needs of our neighbouring community/region, in a way that builds internal community. As we discussed how we will go about putting our priorities into action, we also considered our limited staff resources and the effect of the COVID pandemic on volunteer resources.

#### **Staffing Update**

We are blessed with a terrific staff team, and we want to keep them engaged and effective. We recognize that the staff are the primary reason that Westheights Church continues to grow and thrive, and that they are investing significant extra time and energy while we are short-staffed. We greatly appreciate their faithful commitment.

Annakke Elliott joined us in May 2022 as a Flow Intern on what would typically be a 4-month term. She agreed to stay on for a full year, and has been an excellent asset to the children and youth ministries.

Our Director of Student Ministries position remains vacant. As a Board, we share the urgency to fill this position. We have advertised for this position numerous times in the past 1.5 years but have not yet been able to find an available, qualified applicant who would be a good fit for our needs. We continue to recruit for this position.

#### **Congregational Care Team**

This year we have worked with Pastor Josh to create an approach to congregational care that has included the creation of a Congregational Care Team. While this team is just getting started, it is our hope that, in time, that this team will prove to be a valuable part of how we respond to the needs of families and individuals. Already this team has taken on the task of checking in with various members of our church family through phone calls and sending cards. We are grateful to those who are serving on this team.

#### **Resource Centre**

We are rethinking our Resource Centre and how we can make resources available to our church family. While we see value in continuing to have resources available to our church family, we have decided that we will do so differently than we have in the past and make that space in our building available for other purposes. In place of a Resource Centre, we intend to facilitate a small collection of resources that will be recommended and curated by the staff and key ministry leaders. The resulting "library" will require less administration and physical space, and be made available in two ways:

- Parenting resources and books for kids will be curated by Pastor Char and her team and will be available via a bookshelf on the lower level.
- Resources for the rest of the church community will be available on 1-2 shelves in the hall by the current Resource Centre room. Books that are not "on display" can be kept in the church office area to be rotated in and out.

#### **Facility Improvements**

Facility improvements are high on our agenda. Right now we are considering accessibility improvements to be a top priority, as well as considering other facility improvements to enable the continued improvement of how we deliver on our mission and vision in the future. Once again, the Strategic Plan Areas of Focus are the context for evaluating and prioritising our options. Recent input from Westheights families has reinforced that accessibility is the top priority.

Respectfully Submitted on behalf of the Church Board,

Jeff Willmer - Board Chair



### FACILITY IMPROVEMENT RECOMMENDATIONS

The church building was built in 1986. The portables were installed in 2007 to provide more office space and expand foyer space in the main building. Major renovations were done in 2014 to expand the sanctuary, nursery, foyer and children's classroom space. Those renovations were planned in two phases, with accessibility improvements being the next phase. As a Board, we are recommending that Westheights proceed with accessibility improvements and consider other facility improvements as well.

Therefore we are recommending the approval of the following motions:

**Motion #1** - That the Church Board be authorised to proceed with preliminary design plans for accessibility improvements, as set out in Option B, determine cost estimates, and report back to the congregation regarding options, timing and funding strategies; and

**Motion #2** - That the Church Board be authorised to proceed with cost estimates for additional building renovations and site improvements, as set out in Options C and D, (and E or F?) and report back to the congregation regarding options, timing and funding strategies.

#### **Options:**

Over the past few months the Church Board has been considering a number of options regarding facility improvements. The options set out below are intended to display the complete spectrum of possibilities, from least ambitious to the most ambitious. The current thinking of the Church Board is that options B, C, & D, are quite realistic. In addition, we should consider E or F, but not both. We are looking for direction from the congregation at the AGM.

**AGM Discussion Question:** Reflecting on Motion #2, are we in agreement that Options C & D should be pursued and, in addition, do we see merit in Option E or F?

#### Option A - Maintain Status Quo

With this option, we would not do accessibility or other facility improvements. This would happen only if we simply could not muster the necessary financial resources.

#### Option B - Accessibility Improvements

This would include making our facilities completely accessible, with improvements such as automatic-opening doors throughout, universal washrooms, and an elevator or lift between floors. The requirements and deadlines are set out in the Accessibility for Ontarians with Disabilities Act (AODA).

#### Option C - Additional Renovations or Minor Addition(s) to the Existing Building

Possibilities include improved heating downstairs, air conditioning downstairs, more storage, improved main floor servery.

#### Option D - Exterior Site Improvements

In addition to the improvements noted in option C, this option includes things like improved exterior signage, parking lot lighting, decking to link the portable and the main building, bike racks, space for socialising, facilities for community use such as gardens or sport court.

#### Option E - Major Addition(s) to Existing Church Building

One possibility is for purpose-built space (e.g., a gym or a great room) to enable community use and facility rentals without compromising the sanctuary space. Another possibility is a second-storey addition to replace the existing portables, as they have a limited lifespan.

#### Option F - Maintain Existing Church Building and Construct New Building

A portion of our site could be used for the development of affordable housing, potentially with church-related facility space on the ground floor. This would result in the loss of some on-site parking.

#### Option G - Replace Existing Buildings with new Multi-purpose building(s)

The entire site could be redeveloped with affordable housing, incorporating purpose-built church facilities on the lower floors. This option is highly unlikely as our building is serving our needs well and is in very good condition.

### MINISTRY REPORT

It feels like a lot has happened in 2022. The year began under the cloud of the surging omicron variant when only 11 of us were in the building for the first service of the year. We soon decided to move our services online (again). But when we got back in March, things began to take off.

#### Since then we have:

- Witnessed our children's ministry grow and grow to the point that it feels like we are bursting at the seams!
- Been blessed by new volunteers
- Drank so much coffee in the foyer... (we missed the coffee)
- Celebrated the return of favourite events and church initiatives
- Had the opportunity to get to know new people every week

In short, it has been a lot of fun to be a part of what God has been doing at Westheights Community Church. The following ministry report tells our 2022 story.

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

Having a growing relationship with Jesus that makes a difference in real life is what we hope will be true for each person who attends Westheights. Here are some of the ways that we pursued this together in 2022.

Over the past year we have experienced a lot of changes in our Sunday services. But throughout it all, it has been our desire that these services would help grow our relationship with Jesus. The year began with only Pastor Josh and Sarah in the building on Sundays due to the decision to move services back online in response to a surge in the pandemic, with both worship and announcements recorded in advance. In March, we resumed in-person Sunday services and were delighted to see more and more folks join us as they felt comfortable. This transition back to in-person services wasn't without challenges, but our volunteers and staff navigated through illnesses, stormy weather and contingency plans



with good humour. In the excitement of resuming in-person services, we do not want to forget that we have continued to livestream our services via Youtube. We know that having our service online is an important ministry to those who may not be able to join us in person.

Our Westheights Kids teams started the year with weekly Zoom meetings. Our amazing teams of volunteers shifted with much finesse to a virtual environment, where they shared leadership roles and met with 3 different groups: our SKs, Grade 1s & 2s; our Grade 3s, 4s & 5s; and, new to the online platform, our Toddlers, Preschoolers & JKers, who came online with their enthusiastic parents! More than ever, we felt like a "village," with leaders of all ages greeting kids, singing songs, telling stories and explaining crafts - all on the same Zoom call! Our Orange Team parents were present and participating, making it happen on their end. It seemed as though both leaders and parents were "all in," creating the unique environment of partnership where so many children thrive. At all of our Zoom gatherings, it was fascinating to watch how much learning, connecting, prayer and fun could be had now that so many leaders and families were experts on the ins and outs of online meets.

In March, we ran a new event called Reset Retreat. We opened the church up for 24 hours so that people could come and engage in a self-guided retreat. There were eight different contemplative stations, including a silent prayer room, a labyrinth and a sensory prayer space, at which people could choose to spend time. We had 28 volunteers who each gave a few hours so we could keep the building open the whole time. Throughout the event, we had 30 people participate, with the overwhelming sentiment being that this space to reflect and recentre on God was just what we needed.

Also in March, our kids ministry celebrated our return to in-person programming, with our leadership teams pivoting yet again to serve larger numbers of kids than they'd had since the pandemic began. Little by little our volunteers returned, taking on new situations and working with new teaching partners with minimal training and without the stability of an established format. Getting to know the children and connecting with their world became the focus of our mornings. In October and November, our first training meetings in 3 years took place. It was so encouraging to see

us all in one place, reviewing our kids' ministry Mission, Vision and Values and getting on the same page. In May, Annakke Elliott joined our Westheights staff as a FLOW intern, working with both Westheights Kids and Westheights Student Ministry. She was quick to build strong relationships with our Preschool-Grade 5s as she learned the ropes through the summer, and worked hard to provide our SK-Grade 5s with creative ways to connect over paper mache, plasticine, outer space and the great outdoors during an extraordinary Kick-Off season in September. The result of all this dedication came in the form of repeated and frequent comments from parents of kids of all ages:

"I have to slow my boys down from running in from the parking lot. They can't wait to get to church!"

"My daughter tells me about everything she's experienced and learned every week. She's never done that before."

"My son had a meltdown when he heard we wouldn't make it to church."

"My granddaughter asks to come every week. She gets everyone going, so they can get here."

Thank you for letting us know, parents! And kudos to Westheights Kids leaders, for so boldly and diligently creating space for God to work!

This spring, we were excited to celebrate Good Friday and Easter in person in 2022. Both services required some contingency planning behind the scenes. But in the end what was important was the time that we had together to centre ourselves on the death and resurrection of Jesus. After two years online, it was nice to be in person!

As a church community we had the opportunity to celebrate a few significant milestones in the faith journeys of members of our church family this year. In June, we celebrated the call to ministry and ordination of Shannon Cook, who serves as the chaplain at Forest Heights Long Term Care Centre. In July, and again in September, we gave our support to three families dedicating themselves to raising their children to love and follow Jesus. In November we cheered on Sheryl Ryan as she declared her faith by being baptised.



For a number of reasons, our House Church ministry has unfortunately seen a decline in the number of groups meeting regularly. However, it was encouraging to see a new house church form this past fall as this group gathered to grow together through studying and implementing ideas from the book "The Good and Beautiful God". It was also exciting to see some of the groups being able to meet again in person. A variety of study Biblical study materials are used by each house church to promote learning and application in our following of Jesus. Times of sharing and praying for one another continue to be an important element of our small group meetings. It is our prayer that new leaders and participants will show future interest in initiating even more house church groups at Westheights.

This year we were thrilled to be able to send our students on weekend youth retreats. In the spring eight of our Sr Highs (grades 9-12) went on a retreat at Camp Kahquah and in the fall, thirteen of our Jr Highs (grades 6-8) went to their own retreat weekend. These students came back having had a lot of fun, but more importantly, being encouraged to make their faith their own. One of our students commented that it was a life changing weekend for her!



In September, Westheights Young Adults began meeting at the church twice a month to discuss topics relevant to their lives and faith journey. Even though many of them have very full school and work schedules, they're hopping into occasional leadership roles to share their giftings, whether bringing snacks, helping with tech, leading parts of the meeting, or sharing their stories. One highlight was our discussion on Orange Shirt Day and the Truth and Reconciliation Calls to Action. Some had very little if any experience with this topic, while others had years of learning under their belts. Our co-learning experience resulted in a number of young adults attending Pathway BIC's virtual tour of the former Mohawk Residential School, which was hosted at Westheights in October.

In October, Westheights Kids hosted our first Take-It-Home Event in almost 3 years. We scooped up the Grade 6 families in addition to our Grade 4 and 5 families for our "Talking to your Children about Baptism and Communion" event. For many of our newer families, it was a good opportunity to get to know leaders and meet other Westheights families! We enjoyed hands-on learning, along with many laughs, as we provided parents with the words and concepts about baptism, communion and the gospel - for those priceless conversations over dinner or during car rides, chores and bedtime tuck-ins! A highlight of the morning was that we delayed our Take-It-Home luncheon for about 10 minutes, so as not to interrupt families talking, praying or taking communion together!

In October, we partnered with Pathway Community Church to host an Indigenous Learning Event. This event included a virtual tour of the former Mohawk Residential School in Brantford, where we heard stories from some of the survivors. The tour included a Q&A time with the facilitator, followed by an interactive time with James and Lori Hoad to discuss how we, as a church, can respond to what we were learning. We had about twenty people from Westheights come, and many went away reflecting on what they had learned. Attendees also expressed a desire for Westheights to do more events like this so more people have the opportunity to learn.

This year we ended up with a very white Christmas as a snow storm came through on December 23rd. While we decided to cancel our Christmas Eve service on the 23rd, between our 24th 4pm & 7pm services we had 240 in-person attendance, and approximately 123 households joining us online. This year we also saw the return of our Christmas candlelight service, which helped make our services that much more meaningful for many. Christmas Eve saw many different people participating in the services, between the worship team and our Christmas choir, Tech Team, Welcome Team, and those who provided video recorded readings from the Jesus Storybook Bible. Thank you everyone!

#### B. RELATIONSHIP WITH ONE ANOTHER

Relationships have not been easy over the past few years. As pandemic restrictions lifted in 2022, we decided that it was important to encourage ministries and initiatives that helped us (re)connect. As we have continued to welcome new folks into our church community, we see relationship-building as continuing to be a priority as we begin 2023.

During the pandemic, we started something called the Kindness Initiative. The big idea was to provide an opportunity for us as a congregation to practise caring for one another. This seemed especially important during February as some of us were feeling pretty isolated. In total, 68 people signed up to both give and receive acts of kindness. It was fun to hear about the creativity that went into these expressions of encouragement and care.

Student ministry has been a lot of fun this year. Our Jr High group is full of energy and students often bring friends with them. The Sr Highs, by contrast, are a little quieter, but they can really get into a game or engage a discussion. Our focus with both groups this fall has been on providing space for students to be connected and it has been encouraging to see our volunteers develop relationships with our students.



In the summer, our young adults enjoyed a hike and hangout at a local park, as well as a bonfire at the Jantzi farm. It was remarkable to see everyone connecting through these events whether it be those who attend regularly, those who come only occasionally, or older adults, who refused to let age become a barrier to great conversation, a culture of mentorship, and an evening of laughs. In October, instead of cancelling our usual meet, which landed on Thanksgiving Sunday, we hosted a potluck Thanksgiving Dinner in the church foyer - with every participant contributing to the feast, and one of our young adults creating a beautiful table setting to keep us all in the spirit of the season. And we were not without TV and board games, to complete the family feel! To end our year, in December, the Slater family opened their home to our Young Adults Christmas Party. They were witness to how this group can get together seemingly anywhere, chat up a storm, and have authentic connection and a grand time.

2022 provided several occasions to come together for food and fellowship as we gathered in June for our Annual Picnic and again in September for the Corn Roast. At both the Picnic and Corn Roast we had approximately 120 people in attendance, and as the saying goes: "The More the Merrier!" For some of us these events felt like we were returning to normal, while for others, these were new experiences and it was wonderful to see so many "new to Westheights" faces at these events. The buzz of conversations was a delight! We are thankful for those who helped with these events this year. Your helping hands were greatly appreciated.



It has been exciting to see Secret Sisters return this year with 25 women signed up to start secretly providing support in prayer, messages and small gifts to an assigned secret sister. It's a beautiful way to build community, and we look forward to the unveiling later in 2023.

This fall saw the renewal of our Games Night for Grown-Ups as these entertaining evenings needed to be put on hold during the pandemic restrictions. New connections were made, and old ones renewed, as a number of people gathered to get to know one another a little better through some friendly competition. Food, fun and fellowship were in abundance and we look forward to continuing these events in the coming months.

One of the ways that we have continued to care for one another is through our Meal Ministry. In 2022 this ministry responded to 8 families, providing 24 meals in all. The recipients of these meals were families celebrating the birth of a child, grieving the death of a loved one and dealing with changes in their health. We are grateful Sarah Knapp who gives leadership to the 30 volunteers who contribute to this ministry.

In November we started off our Advent and Christmas season with the Christmas "C" Kickoff,

"After my Dad passed away, I was so touched to receive a meal. It was delivered with a smile and such warmth and all the food was simply delicious. It made me feel surrounded by community at a really tough time."

"The generous and timely support of the Meal Ministry team was such a support during very hectic or difficult times. Every meal was delicious and lovingly prepared as a gift to our family."

a night of carols, cookies, Christmas"c" vibes, and cheery dispositions! We had 135 people in our church building singing and laughing together, as Pastor Terry, Pastor Char and Sarah led and entertained us with different carols, songs, and games (along with some willing volunteers). Adults and children alike enjoyed welcoming the Christmas season with Pastor Terry as he debuted his rapping skills.



#### C. RELATIONSHIP WITH OUR NEIGHBOURS

At Westheights we believe that 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. Here are a few of the ways that we leaned into this in 2022.

One of our hopes as a church is that we can meet the practical needs of those in our community. Throughout March, April and May, we collected high demand items that could be distributed via the Neighbourhood Food Program that House of Friendship runs out of the Forest Heights Community Centre. This program provides weekly grocery assistance to around 95 families who live in this neighbourhood. As a church, we asked what items they regularly ran out of and they gave us a list. In 2022 we collected over 2789 diapers, 8136 baby wipes, 90 tubes of toothpaste, 92 toothbrushes and 14 litres of shampoo. Thank you for your generosity and showing our neighbours that we care.

In October, we once again went door to door for our Halloween for Hunger (H4H) food drive in support of the Food Bank of Waterloo Region. Statistically, it was one of our most impactful H4H events ever. We collected 2256 pounds of food and \$564 in donations. The Food Bank tells us that this results in 3457 meals! In addition to the community impact, one of the things that stood out was the number of Westheights folks who were involved. This year over 90 people were involved in the various elements of H4H, with 76 individuals helping on Oct 31.

When our Young Adults starting meeting in person this year, they began with a service project event, where we took on the challenging tasks of ironing large swaths of cotton remnants and then cutting them into quilt squares, and packing relief kit items that had been generously collected by Westheights Student Ministry. It's amazing how many hours of work go into these quilts, which makes them all the more precious for families who need them. That day, we were able to provide 10 relief kits to MCC Material Resources, who in turn sent these resource kits to those in need.

In addition to doing things for our own community, we also took the time this year to learn about some of the work that is being done on our behalf by other organisations. In the spring Trevor Main from BIC Global came and shared with us about the work that our denomination is doing around the world. We also hosted two speakers from Mennonite Central Committee - Stephen Roy in March and Kim Lester in December - who spoke to us about the work that MCC is doing in Canada and around the world to love and serve our neighbours. As a local church, we are proud to be connected to BIC Global and MCC and are encouraged by how God is using them to meet the needs of others.



#### FACILITIES TEAM REPORT

God has blessed Westheights with an excellent church building and property. The Facilities Team looks after repairs and maintenance of the building and property. Shane Gallian and Paul Slater have been key members of this team and have helped me, the new guy, to transition into the Team Coordinator role. Thank you, Shane and Paul. Also thanks to Pastor Josh and Sarah Brnjas for helping in many ways to support the work of the Facilities Team.

I also want to express appreciation for the many other volunteers who help with repairs and projects around the church. Your service supports the ministries of Westheights Church. I am sure I will forget to mention some people and my apologies for this, but thanks to Randy Buhrow and family, as well as Jeff Willmer, for helping keep the flower beds looking great; to Nathan Sider for replacing the shed doors and portable pier covers; and to Josh Cober for checking the HVAC units and helping to keep them running.

As in recent years, thanks to Joanne McElroy, who continues to reliably provide excellent cleaning services in her remunerated role.

In 2022 in addition to regular janitorial, grass cutting, and snow clearing work, a number of projects were undertaken, including:

- replacing the doors on the shed and repairs to the portable support covers.
- replacing the approximately 35-year-old retaining walls at the rear of the parking lots, one of which had failed and the other's failure appeared imminent.
- filling in some potholes and repainting the lines of the parking lot.
- improving the accessibility around our facilities, including automatic door openers for the accessible washroom and front entrance doors (actually completed in early 2023).

Looking forward into 2023, there are always some repairs or projects that will need to be done. We would love to have more people involved. If you would be interested in helping with some of these, even if only a few hours per month, please let me know.

Karl Cober

**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 Debbie Buhrow, Bev Cober, Cindy Jantzi, Dale Neuman, Heather Noble, Paul Slater and Thomas Wigg.

#### Nomination List from Nominating Committee for 2023

Position	Incumbent	Nominee	2- or 3-Year Term (ending Mar 31 of)
Church Board (2 yr)	Heather Gallian	Sandra Chapman	2025
Church Board (2 yr)	Nel Slater	David Chebbet	2025
Church Board (2 yr)	Jeff Willmer	Brian Cotie	2025
Treasurer (3 yr)	David Wigg	David Wigg	2026
Deposit Assistant (3 yr)	Vacant	NA*	
Resource Centre Coordinator (3 yr)	Tanya Muise	NA**	
Offering Assistant (3 yr)	Vacant	NA*	
BIC Delegate (3 yr)	Christina Main	Michelle Mutter	2026

<sup>\*</sup> Deposit Assistant and Offering Assistant positions are necessary for the collection of the Sunday morning offering. These positions have been left vacant as we are still evaluating our needs in this area.

#### Nomination List from Church Board for 2023

Position	Incumbent	Nominee	3-Year Term (ending Mar 31 of)
Nominating Committee (3 yr)	Cindy Jantzi	Cyndy Cober	2026
Nominating Committee (3 yr)	Thomas Wigg	Thomas Wigg	2026

<sup>\*\*</sup>The Nominating Committee was asked to not fill this position this year.

## Terms of Service for Officers of Westheights Church (2023)

Position	Incumbent	Term Started	Term Ending March 31 of
Church Board	Randy Buhrow	2022	2024
Members-at-Large	Anita Van Raalte	2022	2024
ű	Jenn Wiens	2022	2024
	Sandra Chapman	2023	2025
	David Chebbet	2023	2025
	Brian Cotie	2023	2025
Treasurer	David Wigg	2017	2026
Nominating Committee	Paul Slater	2018	2024
	Heather Noble	2021	2024
	Dale Neuman	2021	2024
	Bev Cober	2022	2025
	Debbie Buhrow	2022	2025
	Cyndy Cober	2023	2026
	Thomas Wigg	2020	2026
Adult Ministries	Jennifer King	2012	2024
Deposit Assistant	Vacant		
Facilities Committee	Karl Cober	2022	2025
Resource Centre Coordinator	Vacant		
Missions Committee	Vacant		
Offering Assistant	Vacant		
Ushers	Randy Buhrow	2018	2024
BIC AGM Delegate	Anita van Raalte	2021	2024
<del>-</del>	Thomas Wigg	2021	2024
	David Chebbet	2022	2025
	Adam Noble	2022	2025
	Michelle Mutter	2023	2026

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

# FINANCIAL REPORTS

# Westheights Community Church Unaudited Balance Statement for year ending December 31, 2022

ASSETS	2022	2021
Current Assets		
Cash - Operating Fund	111, 941	188,412
Cash - Building Fund	12, 742	9, 993
Cash - Future Fund	1, 143	53, 035
Cash - Short Term Missions Fund	55	7,351
Investment - Future Fund	160,526	0
Investment - Short-term Missions	7, 300	0
Prepaid Expenses	7, 747	36
GST Recoverable	13,759	6,730
Total Current Assets	315,213	265,557
Capital Assets	2,144,217	2,144,217
TOTAL ASSETS	2,459,430	2,409,774
<b>LIABILITIES</b> Payables	10, 264	0
TOTAL LIABILITIES	10,264	0
<b>EQUITY</b> Fund Balances Operating Fund	123,182	195,178
Building Fund	12,742	9,993
Future Fund	161,669	53, 035
Short Term Missions Fund	7,355	7,351
Funds Total	304, 948	265, 557
Equity in Capital Assets	2, 144, 217	2,144,217
TOTAL EQUITY	2,449,165	2,409,774
TOTAL LIABILITIES & EQUITY	2,459,429	2,409,774

# Westheights Community Church Fund Summary for year ending December 31, 2022

					2022	2021
	Operating	Building	Future	Missions	Total	Total
Opening Balance	195,178	9,993	53,035	7,352	265,558	160,794
Income						
Donations	382,456	2,740	0	0	385,196	390,791
Other Income	2,956	10	634	3	3,603	1,102
Total Income	385,412	2,750	634	3	388,799	391,893
Expenses						
Staff Expenses	194,302				194,302	185,147
Operating Expense	102,202				102,202	56,419
Ministry Expenses	17,856	0	0	0	17,856	12,469
<b>Cooperative Ministries</b>	35,048				35,048	33,095
Total Expenses	349,408	0	0	0	349,408	287,130
Net Income	36,004	2,750	634	3	39,391	104,763
Transfers						
General to Future	-108,000	0	108,000			
Net Transfers	-108,000	0	108,000	0	0	0
Net Change to Balance	-71,996	2,750	108,634	3	39,391	104,763
Closing Balance	123,183	12,742	161,669	7,355	304,949	265,557
Consisting of:						
Cash	111,941	12,742	1,143	55	125,881	258,792
Short-term Investments	0	0	160,526	7,300	167,826	0
Non-Cash	21,506	0	0	0	21,506	6,765
Liabilities	-10,264	0	0	0	-10,264	0

Closing Balance = Opening Balance + Net Income + Net Transfers

# Westheights Community Church Unaudited Statement of Cash Flows for year ending December 31, 2022

Net Income	39,392
Adjustments to reconcile Net Income	
to net cash provided by operations:	
Net change to GST Recoverable	-7,030
Net change to A/R and A/P	2, 553
Net cash increase	34,915
Cash at beginning of period	258, 793
Cash at end of period	293,708

# Westheights Community Church Actuals and Budget - Operating Fund for year ending December 31, 2022

	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
Staff Expenses					
Salaries	177,280	163,349	194,040	172,580	214,680
Benefits	34,720	19,994	37,340	20,151	44,880
Travel	2,200	331	2,200	587	2,310
Service Related Exp	2,800	1,474	2,800	984	2,800
Total Staff Expenses	217,000	185,148	236,380	194,302	264,670
General					
Bank Fees	1,150	1,717	1,150	1,605	1,150
Conferences/seminars	4,000	2,551	5,000	(754)	3,200
Communication Services	6,900	7,306	6,900	2,483	7,680
Equipment	8,000	2,646	8,000	7,828	6,000
Insurance	7,200	7,096	7,200	7,457	7,200
Legal	-	-	-	-	-
Membership Dues	2,100	2,501	2,100	1,813	2,100
Miscellaneous	500	179	500	75	500
Office Supplies	2,800	662	2,800	2,004	2,800
Photocopier	2,200	2,967	2,200	2,967	2,200
Plan to Protect	400	314	400	520	400
Resources & Subscriptions	1,850	1,846	1,850	2,668	1,850
Total General	37,100	29,785	38,100	28,666	35,080
Repairs & Maintenance					
Custodian	9,400	2,327	9,400	4,647	10,400
Custodial Supplies	1,050	176	1,050	839	1,103
R&M - Building	9,500	4,637	9,500	46,163	10,500
R&M - Summer Grounds	3,000	800	3,000	800	3,000
R&M - Winter Grounds	12,000	9,394	12,000	9,500	12,000
– Total Repairs & Maintenance	34,950	17,334	34,950	61,949	37,003
Utilities					
Telephone & Internet	1,100	849	1,100	922	1,155
Electricity	7,000	4,657	7,000	5,943	7,350
Gas	3,400	3,113	3,400	4,149	3,570
Water	700	681	700	572	735
Total Utilities	12,200	9,300	12,200	11,586	12,810
Westheights Ministries					
Adult Ministries	3,000	736	2,500	2,212	2,500
Benevolence	1,000	671	1,000	905	1,200
Children's Ministry	5,000	4,042	5,000	4,391	6,800
Circle Ministry Support	-	.,	-	-	350
Community Outreach	2,500	982	2,000	72	2,000
House Church Ministries	600	420	500	72	500
	1,500	420	1,000	104	1,000
Lay Leadership Training	1,000	-	750	27	250
Library	300	-	300	245	100
Missions Committee		1 000			
Special Services	2,500	1,000	2,500	1,231	2,500
Student Ministries	5,000	1,127	5,000	3,543	6,000
Sunday Refreshments	2,500	-	2,500	1,340	2,500
Worship Committee	4,800	3,404	4,800	3,173	4,800
Young Adult Ministries	-	-	1,000	542	2,200
Total Westheights Ministries	29,700	12,382	28,850	17,857	32,700
Total Operating Expenses	330,950	253,949	350,480	314,360	382,263
Cooperative Ministries	33,095	33,095	35,048	35,048	38,226
Transfer to Building Fund	7,500	-	-	-	-
General Fund Budget Total	371,545	287,044	385,528	349,408	420,489
=	3/1,345	207,044	303,528	349,408	420,489

# Notes to the Unaudited Financial Statements of Westheights Community Church for the year ended December 31, 2022

#### **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 Future Fund

With the full payment of the mortgage and reduced expenses due to unfilled staff positions, the budget has carried over balances in the last three years. 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**

The staff budget increased by 12% over last year due to three main factors. We increased Charlene Neuman's role to 30 hours per week so she could contribute to other leadership activities (including working with young adults), we extended Annakke Eliot's internship through April 2023, so our planned intern budget for 2023 is for 32 weeks rather than 16 weeks, and we considered the inflation rate in budgeting for 2023 salaries.

To provide budget continuity between years, we have budgeted for the full year. Because of this we expect the actual staffing expenses will be lower than the budget.

#### **Westheights Community Church Staffing Summary**

	2023	2022
Josh Mutter	Full-time	Full-time
Sarah Brnjas	Full-time	Full-time
Charlene Neuman	30 hr/week	24 hr/week
Youth Director	35 hr/week	35 hr/week
Intern (32 weeks)	20 hr/week	20 hr/week

Charlene's hours were increased from 24 to 30 hours starting in August 2022 so that she could take on additional responsibilities

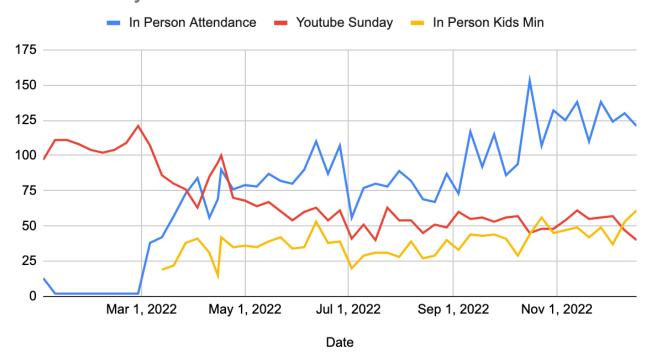
Accredited staff are eligible for the BIC pension fund. Westheights contributes 8% of salary to the BIC pension fund for each participating employee. Participating employees are also required to contribute 5% of their salary to their pension.

# **APPENDIX 1: STATISTICS**

#### **GENERAL FUND GIVING**

2018	2019	2020	2021	2022
377,982	385,031	372,265	390,791	382,456

# 2022 Sunday Attendance



### **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: <a href="https://www.instagram.com/westheightschurch/">https://www.instagram.com/westheightschurch/</a>

Westheights Weekly email opt-in: <a href="mailsignup.westheights.org">emailsignup.westheights.org</a>

Youtube: <a href="https://www.youtube.com/user/westheightschurch">https://www.youtube.com/user/westheightschurch</a>

#### **Westheights Students**

Instagram: <a href="https://www.instagram.com/westheights-students/">https://www.instagram.com/westheights-students/</a>

#### **Westheights Church Sermon Podcasts**

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

#### **Westheights Other**

House Church website: <a href="http://connect.westheights.org/house-church/">http://connect.westheights.org/house-church/</a>

Sunday app: <a href="https://sundays.westheights.org/">https://sundays.westheights.org/</a>

Giving: <a href="http://connect.westheights.org/giving/">http://connect.westheights.org/giving/</a>

Directory: directory.westheights.org

Events: events.westheights.org

#### BE IN CHRIST CHURCH OF CANADA

Website: https://beinchrist.ca/

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

Twitter: <a href="https://twitter.com/biccanada">https://twitter.com/biccanada</a>

Instagram: <a href="https://www.instagram.com/biccanada/">https://www.instagram.com/biccanada/</a>

BIC Canada Global: <a href="https://beinchrist.ca/ministries#global">https://beinchrist.ca/ministries#global</a>

#### APPENDIX 3: BIC ANNUAL REPORT TO CHURCH

#### Report To Local Congregations 2023

BE IN CHRIST CHURCH OF CANADA BECOME

Hello Friends!

I once heard a talk about *Having a "Get-To" Approach To Life and Following Jesus*. I never forgot this presentation. It's always fun to hear my (now adult) children tell people now that when they asked "do we have to" the reply would be "no - you get to". Do you "have to" help clean up from dinner or take out the garbage - "no, you get to". "Do we have to go to church" - "no, we get to". You get the picture.

Our Anabaptist identity is all about grace and servanthood (we have a towel and basin in our logo). In Jesus we have received a gift we did not earn - grace. The response to grace is a deep gratitude that motivates us to be people who "get to" serve. There are many things I have no control over but my outlook is not one of them. When Jesus washed his disciples feet he told them to 'go and do likewise' and that they would be "blessed" if they did.

By virtue of your being part of a BIC local congregation, you also "get to" be part of a wider denominational family. Through your giving, volunteering, interest, prayers, and all the other ways you participate - our story together is your story too. So in 2022 you got to be part of...

- \* Raising up, training and empowering a new generation of young leaders for ministry through our FLOW summer program and our Emerging Leaders Development Cohort;
- \* Sharing the gospel, creating memories, and building lives through Camp Kahquah;
- \* Providing finances and coaching for our church planters who are working hard in pioneering situations to share the message of Jesus and establish new congregations;
- \* Supporting our Pastors / Churches through practical admin systems like payroll, group health and pension plans, coaching, leaders retreats, pastors cluster, development experiences, mental & spiritual health care; resources, best practices for congregational oversight /development;
- \* Guiding churches through the process of finding a new Pastor when the need arises;
- \* Helping Congregations / Pastors in distress. Unfortunately we are not immune as followers of Jesus to conflict. We have "come alongside" these churches to provide counsel, mediation and direction. This has been a challenging season for the Meeting House in particular and we have endeavoured to support their leaders in the journey of healing coming out of moral failures of past leaders;
- \* Providing spiritual resources like our Holy Week and Advent devotional guides;
- \* Helping to discern our way through / coming out of the pandemic;
- \* Being part of deploying missionaries to various parts of the world and sharing in global partnerships through the International BIC Association;
- \* Extending compassion and justice through MCC (Mennonite Central Committee);

As we head into a new year we have had several staff transitions and are doing some right sizing with reduced budgets coming our of the pandemic. Through your faithful giving, God's grace, and good planning we anticipate being able to continue to help our churches thrive.

Thank you for standing with us!

Charles E. Mas Leuter

Charles E. Mashinter

Executive Director - The Be In Christ Church of Canada