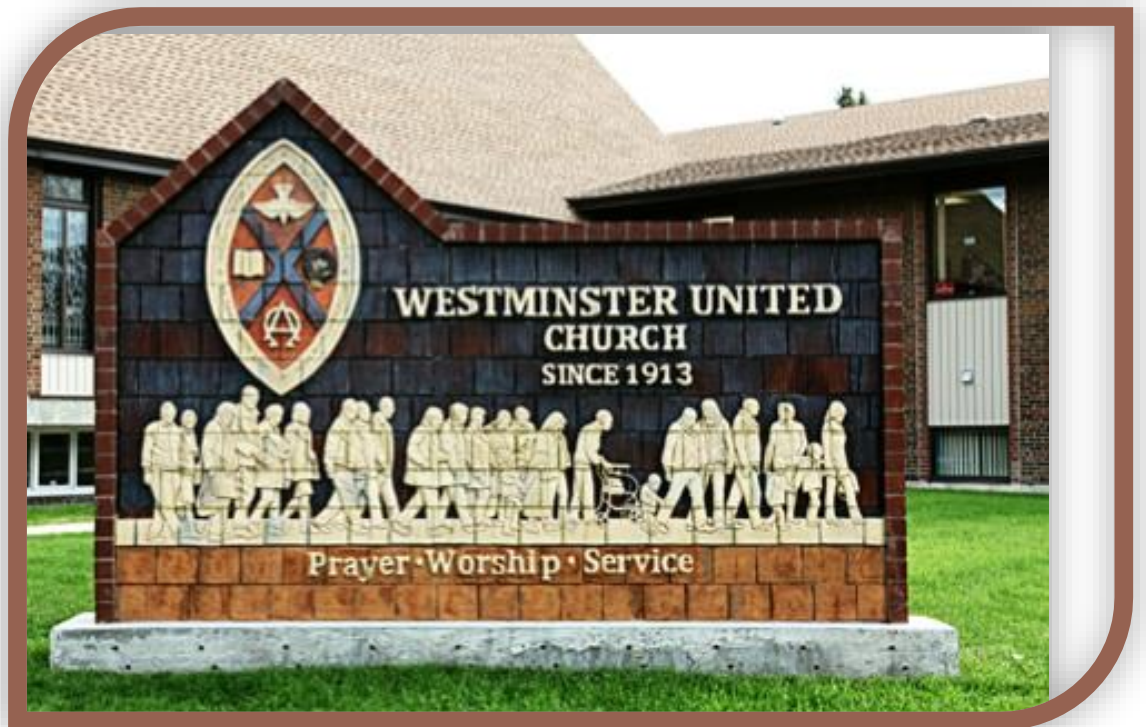


# Annual Congregation Report for 2018 Westminster United Church

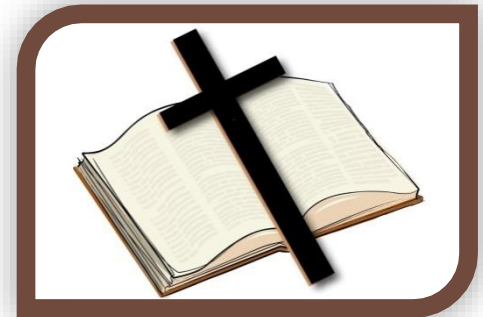


Prepared for the Annual Congregational  
Meeting of February 24, 2019

## Holy Manners

We will create a caring environment consistent with the love and compassion lived and taught by Jesus.

We will communicate honestly, treating one another with respect, whether in agreement or disagreement. We will be careful in what we say and how we listen. We will avoid gossip. We will use email with care, and we will seek to address sensitive conversations face to face.



**Meetings:** We will be as concerned about how we conduct meetings, communicate with each other, and make decisions, as we are about the issues. We will respect due process and honour the decisions of the majority. We will govern and conduct ourselves in ways that are consistent with the Constitution and By-Laws of The United Church of Canada.

**Leaders:** We want our leaders to lead. We expect our leaders to consider the opinions of the wider congregation and keep the congregation informed of issues and decisions. We expect that leaders will honour the confidentiality of their office.

**Outreach:** We believe that welcoming newcomers is a spiritual task which belongs to us all. We commit ourselves to this task. As a Christian congregation, we understand our context to be the community, the nation, and the world. We will seek to speak and to act as citizens of the larger community. We will seek the empowerment of others and we will find specific and concrete ways to express appreciation to others.

*"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would (an outsider)." Matthew 18:15-17*

**Disagreement:** We recognize that conflict is natural and we will view it as an opportunity for growth.

When conflict arises, we will acknowledge that it exists; we will address it respectfully and in a timely manner; we will seek to deal in person with the individual or group with whom the issue has arisen; we will seek resolution in positive, non-adversarial ways.

**Personal Responsibility and Power:** We will use our time, talent and treasure to support God's work among us, and we will not threaten

withdrawal of support as a means to manipulate the decision of the group.

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## Thanks to Volunteers

A very special thank you to our many Volunteers in the church without you the family and community of faith would fade away it takes all of us to work together to accomplish the tasks of the church that many may take for granted.

There is no small task, no small committee or meeting; they all help keep our religious lives running on full so that we may sit each Sunday in our favourite pews and talk to our friends and family and know that all is good and wonderful for that hour that we absorb the words of God and find energy to keep going with our busy lives.

Thanks to the board members that help govern our church, thanks to the property committee that gets all things back to top notch condition, thanks to the UCW for the many events that they put on and the lovely soups that they serve on many Sundays.

Thanks also to the decorators who turn our church from one season into another it's lovely the work that they do.

Thanks also to the many volunteers the work the Fall Supper and Spring Brunch and ensure that there is enough food to feed all including the Salvation Army Shelter and Women's Shelter.

Thanks to the Prayer Shawl Ministry group that make the shawls, lap robes, and baby hats that provide warmth and peace to so many. Thanks to the Bible study group for meeting and looking after each other as well thank you to the choir and for music and they provide good meditation to hear the words from our Clergy. Thanks to the wonderful ladies that look after the spiritual needs of our youth it's great to see how much they know at children's time. Thanks to the counters the coffee hosts the ushers, greeters, and the Minutes for Mission and scripture readers, elders, sound system operators and wheelchair operators and a special thank you to our music and worship committee for keeping the pulpit full and providing us with

### A Moment to Reflect

*So much is expected of you each day. No wonder you rush about with a long list of tasks to accomplish and responsibilities to take care of. That may be why God has strewn such magnificent beauty in your path-to enrich your soul as you rush by.*

*Open your eyes to it all-the flowering trees and shrubs that decorate the landscapes of your world. Take time to delight in the blossoming gardens and fields of wild flowers that come your way. From there, your soul will find its own rest in the remarkable scope of God's creative genius.*

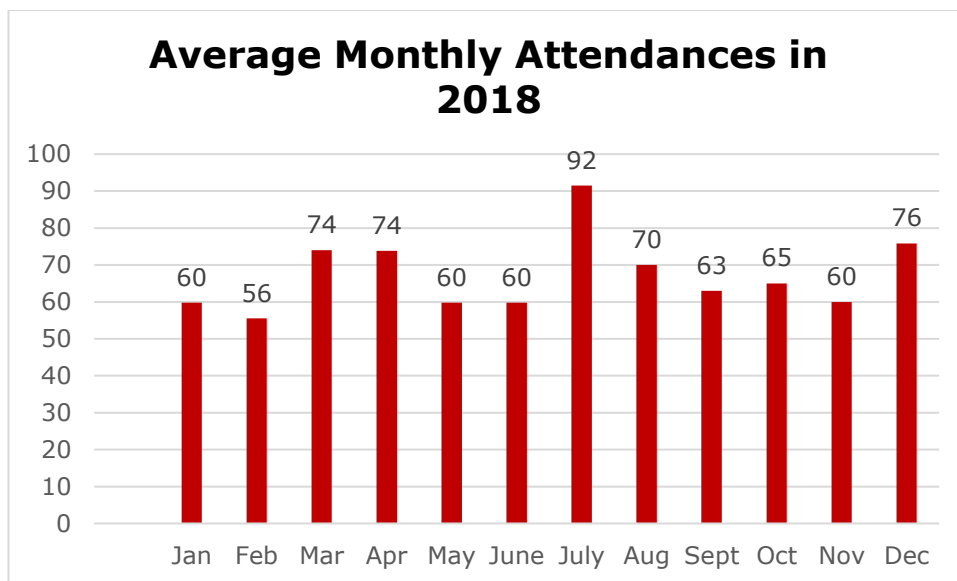
*Source: Soul Retreats for Busy People*

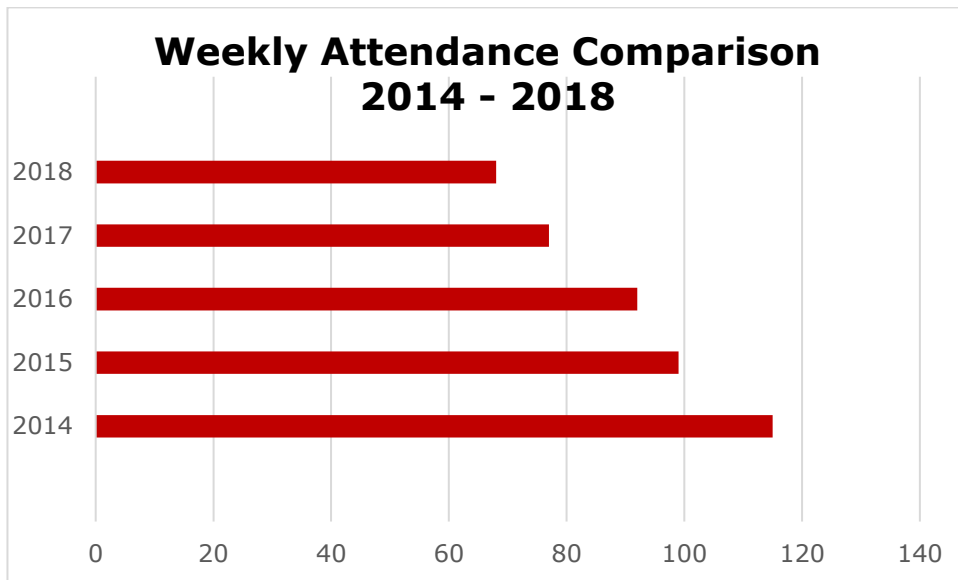
God's words in this year of transition. Thanks to us all we are the church and where we are so there is the church be it a park or elsewhere we are needed and appreciated thanks all for the many works that you do. Respectfully submitted by Melanie Rattai

## Statistics

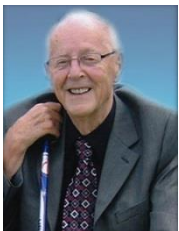
The following figures represent the congregation of Westminster United Church for 2018:

Members	172	Received Into Membership	0
Non-Resident Members	5	Baptisms	0
Adherents	102	Funerals	3
Households under Pastoral Care	193	Weddings	1





## In Memoriam



**William (Bill) Laverne Scott**  
*Nov 1, 1924 - Jun 1, 2018*



**Mary "Molly" Keith**  
*February 15, 1921 - April 11, 2018*



**Delmond (Dub) Rudyard Henderson**  
*1927 - April 12, 2018*

**"God shall wipe away every tear from their eyes; and there shall no longer be any death; There shall no longer be any mourning, or crying, or pain; the first things have passed away".**

*Revelation 21:4*



**Doris Kornelson**  
*1935 – July 21, 2018*



**Lawrence Pfeifer**  
*June 27, 1928 – January 27, 2018*



**Maurice John "Jack" Knowles**  
*Aug 1, 1941 – Aug. 3, 2018*



**Bertha Harrison**  
*1927 – December 17, 2018*



**Juanita Porter**  
*1927 – December 2, 2018*



**Eleanor Townsend**  
*1922 - February 11, 2018*



**Jim Hayward**  
*December 23, 1945 - February 7, 2018*

## **Minister's Message: Rev. Jan Stevenson**

*This has been a challenging year for Westminster, Gordon Memorial and Peace United Churches, yet we have succeeded in coping with the changes confronting us as well as the United Church of Canada.*

*In January we experimented with, together with FAM by sharing a video of Mel Spence's 4<sup>th</sup> Magi presentation recorded by David Gue. This was a first step incorporating media technology into worship, perhaps as a way of sharing ministry resources and personnel.*

*In February we celebrated Peace's centennial with a special service, welcoming many guests as we recalled the history of the congregation. For Shrove Tuesday we held a Messy Church event, and shared popular ecumenical Lenten services starting on Ash Wednesday. The month ended with a collaboration meeting. I tried launching a meditation program following the teachings of Dom John Main during Epiphany and Lent.*

*March brought about Presbytery Oversight meetings for Redcliff-Irvine Pastoral Charge. A Feed the Cow team exploring ways to revitalize Westminster emerged. Good Friday observances were hosted by Gordon Memorial.*

*April started with Easter. I was away for 3 weeks of vacation. Rev. Blaine Schaufele officiated at the blessing of the bikes in May and we held the final meeting of Alberta and Northwest conference in Sherwood Park. A meeting of all four church boards continued the process of imagining ourselves into a new way of being both sustainable and functional.*

*June brought about a Museum service for Peace and a shared picnic at Kin Coulee. Gordon Memorial sold its manse and Westminster welcomed Rev. Ray Goodship on his bike tour across Canada.*

*July and August were surprisingly busy: FAM and WUC shared services and Rev Joel Den Haan told us about the Alberta Land Trust, a way to redevelop church real estate to help finance ministry. We said goodbye to Rev. Chelsea at the end of July, hosted VBS, and shared Love Week –a neighbourhood ministry project. Peace Church seceded from the Memorandum of Understanding.*

*September, usually start-up month for a new church year, was also good bye for me as I began a new phase in my life: retirement.*

*What this report doesn't mention is significant trauma in my personal life. My deepest thanks for all the prayers, cards, hugs and memorials after the sudden and unexpected death of my spouse the Rev Gordon Saville in February and my stepmother Betty in May. It has certainly been a year of adjustment, compromise and trial for all of us.*



*Yet—have you noticed? We are still trudging on in Jesus' way. Redcliff-Irvine has reverted to its roster of worship leaders and Westminster is seeking new clergy. Church suppers and teas keep on happening; as do meetings, Bible study, choir and other church activities. Indeed, it is when the pulpit is vacant that laity rise up to take on more ministry activities. I hunch this will be essential as we segue into our new bare-bones church structure with minimal linkages between churches. It is up to us to find our clusters and networks in which we can work cooperatively. The congregations of Medicine Hat have been doing this already, so keep it up!*

*Sincerely,*

*Rev. Jan Stevenson*

## **Board of Trustees**

The Board of Trustees holds the church property in trust for the Westminster congregation of the United Church of Canada.

The trustees for 2018 were Pat Evans (Chair), Sharon Clay, John Sidlick, and Rev. Jan Stevenson (until September 30, 2018). Trustee responsibilities include investments and insurance. Our investments are held through the United Church of Canada Foundation and are held in a fund which follows the Foundation's ethical and performance objectives. From November, 2017 to September, 2018, we withdrew \$5,000.00 per month from our investments, and in October, 2018 we withdrew \$3000.00. We were able to stop withdrawing funds from the investments in November, 2018. The market value of the investments as of September 30, 2018 was \$74,100.71. Our insurance is through the General Insurance Plan for the United Church of Canada (UCC Protect) which is presently covered by HKMB HUB International which provides comprehensive property and liability coverage. The insurance premium for 2018-19 was \$6,814 which was the same amount as the previous year. The church is insured for \$4,266,469 and the former manse is insured for \$358,313. The Trustees are satisfied that this program provides competitive premium rates and provides sufficient property and liability coverage.

The rental property (former manse) was rented to Ali and Hakima Al Mansour in March, 2017 and they continued to rent this house in 2018. The Al Mansours are a refugee family from Syria sponsored by MHART.

The Cypress Montessori Bilingual Academy daycare started operations in March, 2018. The daycare continues to be operated by Fredy Perez and Magaly Echeverry in Luyten Hall.

After a long tenure at Westminster United Church, the Hill Seniors decided to close down in September, 2018 and are no longer meeting in the Dot Wilkinson room every Friday. We are hosting three community kitchens per month, two are coordinated by AHS and one by the Recovery Centre.

I extend my appreciation to the trustees for their work this year. Respectfully submitted, Pat Evans, Chair of Trustees

## **Board of Elders**

The Board of Elders consists of Melanie Rattai (Chair and Pastoral Care rep to the board), Jeannette Zollner (Secretary) Donna Scharf (Treasurer), Al Olson (South Alberta Presbytery Rep), Marg McCulley (Music and Worship), Wilton Thorsteinsen and Linda Kisell (Ministry and Personnel), Pat Evans( Property), Arlea Harper (Mission and Outreach) and Maureen Oster (UCW). We are without a Christian Development member and new rep to the board for Pastoral Care would be great as my role of chair is busy.

## **Work of the Board**

### **Rental Property (former Manse)**

The manse has been rented out to the Al Mansour family and it sounds as if they are happy with it. Nice not to have a vacant property and see it support a family again.

### **Board Communication**

It's very important that a board work for the betterment of the people or organization that it represents. Therefore communication is very critical and we have been trying harder to keep everyone in the know about what tasks we are working on and we welcome feedback to make changes.

### **4 Board work**

The boards of all four United Churches in this area are working at meeting a few times a year to work on projects together this in hopes that we become better able to work as a team if and when we come together as one United Church for our area.

### **Joint Search Committee**

The joint search committee has met for the first time in January they are prepared to work hard to help us get a new minister for our church. This is a big process but the hope is we may be at a point by spring to welcome a faith leader into our family to guide our spiritual needs and that they will help us grow our church family.

There is much going on with our board and we strive to keep our meeting from stretching past 9pm but the work of this church is large and we all work hard to make it happen. Thanks to the Westminster Board.

Prepared by Melanie Rattai, Chair

## **Christian Development Committee**

The Christian Development Committee comprises of Lynnette Burry and Margaret Taylor. The first half of 2018 saw the completion of the "Sunday School year" with an outdoor worship service and picnic at Kin Coulee Park with folks from Peace and Gordon Memorial United Churches. It was a good time of fellowship for those who attended.

Because of volunteer "burn out" and low attendance, it was decided to NOT offer Sunday School in the Fall. Instead, we asked that "Children's Time" be included in Sunday Worship. We have included budgeting for Sunday School starting in the Fall of 2019, if it is needed.

We participated in two "messy church" activities with FAM – an Easter themed one in April (which we hosted), and a Hallowe'en themed event at FAM in October. Both were joint ventures between Peace Irving, Gordon Memorial, FAM and us.

WUC hosted VBS this year, with FAM providing the food and helpers.

We again supported St. Andrew's and St. Stephen's Colleges, as well as the Chaplaincy at the MHC. We propose that our contributions to these endeavors continue, but at a reduced level, to reflect the congregation's economic realities.

Respectfully submitted,

Margaret Taylor; Acting Chair, CD Committee

## **Bible Study Group**

Our Bible Study group meets Wednesday mornings at 9:30 a.m. This year we have gone back to using "Seasons of the Spirit" as our Bible study resource. All opinions are valued, and we all feel quite free to express our own ideas and feelings. We might be more aptly titled the "Wednesday Morning Discussion" group! You are welcome to join us at any point during the year. We are small in number, and would really enjoy having some new members!!!

Respectfully submitted,

Sharon Clay

## **Walking Group**

A very small group is walking in the church hall every morning, anytime after 9:00 until 11:00. It has been a milder winter so far, but this is a good chance to walk indoors during the winter. It is a chance to socialize as well as walk—we would welcome anyone who wishes to join us!!

Respectfully submitted,

Sharon Clay

## **Finance & Stewardship**

Committee members: Donna Scharf, Acting Chair & Treasurer, Rose Connor, Arlene Scherer, Gerald Weiss.

The good news is that we have stopped the transfer from our United Church Investment to the bank account. All the committees have kept down the expenses and are on budget. The exception is our building maintenance which was necessary. The new budget is still showing a deficit for 2019. I think that because the board budgeted for a full time minister for 12 months and we will not fill that position right away, it will be a lot less. The givings campaign has had a positive outcome. I cannot say enough about the impact of PAR (pre authorized remittance) to the finance committee. It is a constant monthly income and doesn't take a holiday. Members on PAR and envelope donations receive a receipt that can be used for income tax deductions. Thank you so much to the Congregation for being helpful and thoughtful. Some members are like full time employees and we all are grateful.

Respectfully submitted by Donna Scharf, Treasurer

## **Joint Needs Assessment Committee**

The Joint Needs Assessment Committee was established by South Alberta Presbytery to determine the ministry needs for Westminster United Church following Rev. Chelsea Masterman's upcoming departure for a call to Grace United Church in Edmonton in July and the upcoming retirement of Rev. Jan Stevenson in September. The members of the committee were Jody Davison, Cameron Lockerbie, Anne Maier, Pat Evans (congregational representatives) and Rev Jim Hillson and Mel Spence (Presbytery representatives). The committee met regularly from May to August and prepared a report and recommendations. This report and its recommendations were presented to the congregation in September and the recommendations were approved by the congregation. South Alberta Presbytery approved the recommendations to declare a vacancy for one full time ministry personnel position, to appoint a Joint Search Committee and to fill this position by call or appointment. I extend thanks to the members of the Joint Needs Assessment Committee for their work.

Respectfully submitted, Pat Evans

## **Joint Search Committee**

The Joint Search Committee has been tasked to search for the appropriate ministerial candidate, in line with the approved Joint Needs Assessment Report which was approved by the congregation, board and presbytery. We are following the policy and best practices as laid out in Pastoral Relations: Community of Faith (January 2019).

The committee had its second meeting on Friday February 8th. Our next item is to post our church profile, position summary, and Joint Needs Assessment Report on Church Hub, which is a web link with United Church of Canada. Once that is completed, then potential ministerial applicants will be able to view our profile and position summary and be able to apply. We hope to have everything posted on Church Hub at around

the time of our church AGM (February 24th). Tentatively the closing date for applications should be around April 12th.

After that we would conduct initial then secondary interviews; then select the candidate and then have a congregational meeting. With all that we are hoping to have a tentative start date for the new Minister as of July 1, which is the start of the pastoral year.

Members of the Joint Search Committee include: Regional Liaisons: Reverend Esther Crews, Carole Edmonds, Congregational Representatives: Cameron Lockerbie (Chair), Lynnette Burry (Secretary), Corlaine Gardner, Jennifer Oster.

Respectfully submitted, Cameron Lockerbie, Chair, Joint Search Committee

## **Ministry & Personnel Committee**

Linda Kisell, Wilton Thorsteinson and BJ Maddaford served as the members of the Ministry & Personnel Committee for 2018.

The name, position title and legal relationship of each person who served The Westminster Congregation of The United Church of Canada of Medicine Hat (hereafter called "The Westminster Congregation") during 2018 in paid positions are, in alphabetical order according to surname:

- Cheryl Finnie, Secretary, Employee
- Kelly Grozell, Security, Independent Contractor
- Anna-Marie Hancock, Junior Choir Director, Honorarium
- Chelsea Masterman, Ordained Minister of the United Church of Canada
- Jan Stevenson, Ordained Minister of the United Church of Canada
- Sara Stickel, Bookkeeper, Independent Contractor
- Chris White, Music Director, Adult Choir Director, Custodian, Employee

## **Mission & Outreach Committee**

Our current committee members are Jan Stevenson, Chelsea Masterman, Arlea and Wayne Harper, Sandra McDonald, Linda Carney and Dawn Skogen.

Our committee works throughout the year on different outreach projects; with the Thrift and Collectibles sale happening biannually (next one will be May of 2019).

The first Sunday of each month is Food Bank Sunday where parishioners are encouraged to bring a food bank donation and it will be delivered. This donation box is available for donations at all times. As shown in the annual budget, Westminster also supports the Women Shelter, the Champion Centre, Haiti orphanages, and the Crisis Assistance Network in Medicine Hat. We gratefully acknowledge and thank the people of Westminster for their generosity and compassion both for Mission and Service and our local Mission and Outreach projects. To our volunteers who help at the Thrift Sale or read Mission Moment a very special thank you.

Respectfully submitted by Dawn Skogen

## Music & Worship Committee

This past year has been an interesting and challenging one. The Ministerial Wednesday Lenten services again were very engaging and successful. Westminster participated by inviting the Lenten worshippers to a musical service cantered by Rev. Chelsea Masterman.

As there was a joint Music and Worship Committee in place at the time, Easter worship services were coordinated with varied times and opportunities to worship at Redcliff, Westminster and Fifth Ave Memorial. By report, this was helpful and appreciated by those who took part.

The joint worship service at Kin Coulee was not large in numbers but great in heart and the fellowship shared during worship and at the barbeque luncheon that followed. Many thanks to Marian Doering for providing the hot dogs and buns. The Music and Worship Committee was pleased to be able to assist the Christian Development Committee in this endeavour.

With the departure of Reverend Chelsea in June and Reverend Jan in September, Music and Worship joined with Finance to offer October services based in a finance program called Loving Our Neighbours.

Since October the committee has organized supply ministers to conduct our Sunday Services. We have been fortunate to have Reverend Helen Reid as our advisor. Those who have contributed to worship leadership since the beginning of October are: Reverend Bob Cruickshank, Reverend Santoshan Dharampaul, Sheila McLeod, Reverend Kevin Koop and members of the Music and Worship Committee, Anna Marie Hancock and Marg McCulley. We are grateful for their assistance and grateful that the congregation has been so accepting and supportive of our changed circumstances.

The congregation enjoyed the Cantata so ably performed at worship service just prior to Christmas. Music and worship organized the Christmas Eve Service which was attended by over an hundred people. Comments indicate that the pageant and communion were appreciated by those in attendance.

Jeannette Zollner has provided her energy and care to the congregation by agreeing to organize the communion elements for our communion services over which Reverend Helen Reid has presided.

Music and choir contributions over the year, coordinated by Choir Director Chris White have been a great enhancement to worship. Thanks to Chris for thoughtfully, each week, choosing hymns and anthems which enhance the worship theme. Our thanks goes to Don Reid who has provided music for the congregation when Chris White was not available. Also thanks to the many dedicated choir members who rehearse many hours to provide music leadership for the services.

As committee Chair I would like to thank committee members: B.J. Maddaford, Hayley McKim, Kathy Nielsen, Anna Marie Hancock, and Chris White for their dedication and contribution over the past year.

Respectfully Submitted Marg McCulley, Chair of Music and Worship Committee.

## Pastoral Care Committee

Board: Vacant

CIC Director: Betty Sidlick

Newsletter: Anna Marie Hancock

Members: Melanie Rattai, Pat Marshall, Patty McFarlane, Jennifer Oster, Velma Pearson, Rev. Jan Stevenson, Rev. Chelsea Masterman

The Pastoral Care Committee is primarily concerned with the spiritual health and well-being for every person in the congregation. This is accomplished through various programs:

- **Commun-I-Care:**

We have completed the 18<sup>th</sup> year of the Commune-I-Care Ministry here at Westminster. In the three call outs, January, May & September, 238 calls were made.

A big Thank You goes to the coordinators & the callers for their dedication to this Ministry & to Cheryl for keeping our records up to date & printing all the material.

The purpose of the "Commune I-Care Ministries" within the Pastoral Care Committee of Westminster United Church, is to maintain a strong, informed, caring & supportive congregation. The callers provide each family with regular opportunities to receive information, notices of coming activities or events and to allow the families to give information regarding special celebrations in their lives, and to provide information concerning possible needs that they may have.

If anyone would like to receive these calls, please contact me or the church office.

Respectfully submitted, Betty Sidlick, Director

- **Communion Services:** The Committee and the clergy facilitate communion services at several of the senior residential facilities, at least once or twice a year.
- **Hospital Visitations:** The clergy and two members of the Pastoral Care Committee have a rotating schedule to visit any congregational members who are in hospital
- **Newsletter:** A quarterly newsletter full of information on events and activities within the congregation, with articles and stories reflecting the spiritual life of the congregation is prepared by Anna Marie Hancock and sent out to the congregation in both digital and paper format.
- **Pastoral Care Visitations:** Several people within the congregation visit members who are unable to attend church at their homes approximately once every two months.
- **Prayer Shawl Ministry:** Between three to six members of the congregation meet each Tuesday to knit or crochet prayer shawls and lap robes.

The Pastoral Care Committee also arranges the refreshments for special gatherings such as the Fall Supper and Spring Brunch, and solicits the help of congregants in this work.

## Property Committee

The members of the Property Committee for 2018 were Pat Evans, Bob McCaig, and Chris White.

Regular maintenance activities and minor repairs were performed. Snow removal and lawn maintenance was again handled by Gas City Property Maintenance. Required inspections of the alarm system, fire extinguishers, boiler, backflow preventers, kitchen fire suppression system, and wheelchair lift were conducted. Spring yard cleanup took place May 26th – Thanks to all who came out to help with this!

I extend my thanks to the Property Committee members for all their work this year and to those members of the congregation and staff who helped out in many ways looking after property matters.

Respectfully submitted, Pat Evans

### **United Church Women (UCW)**

Our group plugs along despite losing members to age and age related issues.

This past year we held our soup days, chili days, no bake sale and fall tea as our fundraisers. The fall tea was a huge success this year, but we did not make enough money to meet our commitments. We are trying to think of ideas outside our usual fundraisers to try to meet our goals.

We would welcome anyone who wishes to join us.

Respectfully submitted by Yvonne Hole, President



**Westminster UCW Annual Report 2018 January 1,2018 to December 31, 2018**

BALANCE FORWARD \$700.30

**Receipts**

Offerings	\$359.25
Leprosy	\$20.00
Jewellery sale from 2017	\$45.00

Projects ( Soup, Chili, Buns),	\$788.65
Bakeless Bake Sale (Tea)	\$910.00
Poinsettia Tea	\$1,800.17
UCW Annual Meetings & Lunch	\$117.00
Uncashed cheque for 2018	\$875.00
Donations	\$200.00
Sunday Coffee Collection	\$305.75

Funeral Lunches	\$750.00
Upper Rooms	\$18.00

**TOTAL Income \$6,889.12****Disbursements**

Office Expenses	\$64.51
Executive Expenses (Gift)	\$100.00
Mission & Service	\$3,500.00
Alberta Northwest Conference	\$260.00

Kitchen Supplies	\$375.41
Bank charges	\$1.60
Upper Room	\$168.85
	\$

Outreach donations	\$310.00
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**TOTAL Expense \$4,780.37****January 1, 2018 to December 31, 2018**

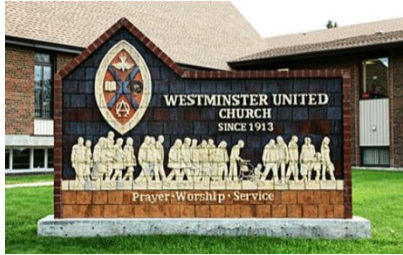
Presbyterial Allocation	\$260.00
Mission & Service	\$3,500.00
	<b>OUTREACH</b>
Leprosy	\$110.00
Ecumenical Campus Ministry	\$200.00

<b>Total Outreach</b>	<b>\$310.00</b>
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**The UCW account book shows****\$6155.55 income, \$4518.75 is expense, Balance at year end \$1637.20**With uncashed cheque of \$875 the year 2019 will start with **\$762.20.**

Respectfully submitted - Grace Roth Unaudited

## Minutes of Annual Meeting, February 25, 2018



### *Minutes of the Annual Congregational Meeting of Westminster United Church Held on February 25, 2018*

1. **Holy Manners:** These were briefly reviewed and an opening prayer was shared.
2. **Constitution of Annual Congregational Meeting (Marg Taylor)**

**"I constitute this meeting of the congregation of Westminster United Church in the name of Jesus Christ, the Head of the Church, for all business that is appropriate to bring before it. "**

a) *Elect secretary of Annual Meeting*

**MOTION #1: "Moved by Sandra McDonald, seconded by Betty Sidlick that Jeannette Zollner be appointed as recording secretary for the Annual Congregational Meeting". Carried.**

b) *Power to Adherents to vote on temporal matters*

**MOTION #2: "Moved by Arlea Harper, seconded by BJ Maddaford that all people who are adherents in the congregation be permitted to vote on temporal matters." Carried.**

c) *Revision to Westminster United Church Constitution re: Board of Elder Quorum*

**MOTION #3: Moved by Dawn Skogen, seconded by Linda Kinvig that the Westminster United Church Constitution be amended to agree with the Transitional Board Governance Model, as follows:**

**7.7.4.1 A "quorum "for the Board shall mean 1/3 of those entitled to vote, plus 1 person. This may include the member of the Order of Ministry and the Chair. Although the Chair only votes if there is a tie. Corresponding members are not counted for this purpose. Carried.**

d) *Acceptance of Agenda*

**Motion #4: "That the Agenda for the Annual Congregational Meeting be amended as follows:**

**Tabling of Motion #14:" That the Westminster United Church enter in to the process of becoming an Affirming Congregation within the United Church of Canada".**

**Adding Under New Business: "Recommendation from Ministry and Personnel Committee."**

**Moved by Yvonne Hole, Seconded by Linda Kinvig. Carried.**

d) Adoption of Annual Congregational Minutes

**MOTION #5: "Moved by John Sidlick, seconded by Yvonne Hole that the minutes of the Annual Congregational Meeting of February 26, 2017 be adopted as circulated in the 2017 Annual Report." Carried.**

### **3. Past year in Ministry – Annual Report**

a) 2017 Highlights were reviewed.

b) We remembered those from our congregational who died this past year.

Freida Widmer  
Patricia May Connell  
Hector Herman Schneider  
Vera Henderson  
Mary Townsend

c) Financial Statements

**MOTION #6: "Moved by Murray Bell, seconded by Pat Evans that the Annual Reports and Financial Statements of the Pastoral Charge for 2017 be accepted for information."**

**Discussion: The higher cost of Vacation Bible School for this year was because Westminster hosted the program for all the United Churches in the area; it was thought to be a worthwhile program with a suggestion that in the future there be sponsors for the participants.**

**Motion Carried.**

### **4. Nominations**

a) Appointment of Board of Elders

"We are a faith community building relationships with God, all people, and our world"

**MOTION #7: "Moved by Wilton Thorsteinson, seconded by Wayne Harper that the following people be nominated to the Board of Elders, and to specific positions where indicated:" Carried.**

*Melanie Rattai, Chairperson  
 Jeannette Zollner, Secretary  
 Donna Scharf, Treasurer, Finance  
 Marg McCulley, Music & Worship  
 Arlea Harper, Mission & Outreach  
 Al Olson, Representative to Presbytery  
 Rotating Representative, Property  
 Rotating Representative, Ministry and Personnel  
 Al Piotrowski, Member at Large*

- b) *Call for further nominations to the Board of Elders. There were no additional nominations to the Board of Elders.*

**MOTION #8: "Moved by Wilton Thorsteinson, seconded by Wayne Harper that all those nominated be so appointed." Carried.**

- c) *Committee Member Appointments:*

**MOTION #9: "Moved by BJ Maddaford, seconded by Linda Kisell that the following people be nominated to the committees of the congregation:" Carried.**

**Christian Development Committee:**

*Marg Taylor*

**Finance & Stewardship Committee:**

*Donna Scharf, Treasurer,  
 Rose Connor,  
 Arlene Scherer,  
 Gerald Weiss*

**Ministry & Personnel Committee:**

*Linda Kisell  
 Wilton Thorsteinson*

**Mission & Outreach:**

*Dawn Skogen  
 Arlea Harper*

Wayne Harper  
Sandra McDonald  
Linda Carney

**Music & Worship:**

Marg McCulley  
BJ Maddaford  
Hayley McKim  
Kathy Nielsen  
Anna Marie Hancock (Junior Choir Director)  
Chris White (Senior Choir Director)

**Pastoral Care:**

Anna Marie Hancock  
Lil Iwanicki  
Velma Pearson  
Melanie Rattai, Co-Chairperson  
Betty Sidlick, Co-Chairperson  
Joyce Scott

**Property:**

Pat Evans  
Bob McCaig  
Chris White (Custodian)

d) Call for any further Committee nominations. There were no additional nominations to the Committees.

**MOTION #10: "Moved by BJ Maddaford, seconded by Linda Kisell that all those nominated to committees be so appointed." Carried.**

e) Trustee Appointments

**MOTION #11: "Moved by Arlene Scherer, seconded by Sandra McDonald that the following people be reaffirmed as Trustees of the congregation." Carried.**

Sharon Clay  
Pat Evans  
John Sidlick  
Jan Stevenson

- f) *Call for Additional Nominations from the floor. There were no additional nominations for Trustees.*

## **5. Mission and Service Objective**

***MOTION #12: "Moved by Pat Evans, seconded by Maureen Oster that the Mission and Service Goal for 2018 be adopted as presented." Carried.***

## **6. 2018 Budget**

***MOTION #13: "Moved by Donna Scharf, seconded by Arlea Harper that the Congregational Budget for 2018 be adopted as presented." Carried.***

## **7. New Business**

- a) *Becoming an Affirming Congregation*

***MOTION #14: "MOTION: "That the Westminster United Church explore the process of becoming an Affirming Congregation within the United Church of Canada". The Congregational Chair declared this motion tabled to a future Congregational Meeting.***

b) *Other: Wilton Thorsteinson of the Ministry and Personnel Committee informed the congregation that Rev. Jan Stevenson has initiated the process for her retirement as of September 30, 2018. This request has been forwarded to South Alberta Presbytery. The Ministry and Personnel Committee also is recommending that the Westminster Congregation becomes a congregation with only one minister.*

## **8. Next Annual congregational Meeting**

***MOTION #15: "Moved by Wayne Harper, seconded by Al Piotrowski that the next annual Congregational Meeting be held Sunday, February 24, 2019." Carried.***

## **9. Next Chair:**

***MOTION #16: "Moved by Arlea Harper, seconded by Murray Bell that Marg Taylor be appointed as Congregational Chairperson for 2018/19." Carried.***

**10. *Courtesies: Ted Sherring offered thanks to the board, committee members and volunteers for their work over the past year. He also thanked those who prepared the lunch for today and to all those attending the meeting today.***

**11. *Adjourn***

***MOTION # 17: "Melanie Rattai moved that the meeting be adjourned at 12:30 pm." Carried.***

## **Minutes of Special Congregational Meeting, April 15, 2018**

### **Special Congregational Meeting – April 15, 2018**

Mission Statement: "We are a faith community building relationships with God, all people and our world"

**Congregational Chair: Marg Taylor**  
**Acting Congregational Secretary: Grace Alcock**

#### **1. Constitution of meeting in the name of Jesus Christ:**

Marg Taylor: I constitute this meeting of the congregation of Westminster United Church in the name of Jesus Christ, the Head of the Church, for all business that is appropriate to bring before it. Let us pray:

**ALL: God of all creation, please guide our conversation and decisions today that they may bear fruit for your kingdom and bring honour and glory to you. In Jesus' name we pray, Amen.**

#### **2. Recognition of acting congregational secretary**

While Jeannette Zollner is the congregational secretary this year, she was unavailable today so we give thanks that Grace Alcock agreed to take today's minutes.

**3. Motion #1:** Moved by BJ Maddaford, seconded by Al Olson that all people who are adherents in the congregation be permitted to vote on temporal matters. **Carried.**

**4. Motion #2:** Moved by Sandra McDonald, seconded by Lenora Stein that the agenda for the Special Congregational meeting be accepted as outlined. **Carried.**

**5. Presentation by Melanie Rattai, Board Chair regarding Board proposal to name the Rev. Helen Reid Minister Emerita for Westminster United Church. Melanie referred to a brochure outlining Rev. Helen's nomination as Minister Emerita.**

**6. Motion #3:** Melanie Rattai moved and Linda Kinvig seconded a motion that the Rev. Helen Reid be named Minister Emerita for Westminster United Church. **Carried.**

**7. Motion #4:** Marg Taylor declared the meeting adjourned.



## Minutes of Special Congregational Meeting, June 24, 2018

Westminster United Church

### Special Congregational Meeting – June 24, 2018

Mission Statement: "We are a faith community building relationships with God, all people and our world"

#### Constitution of meeting in the name of Jesus Christ:

Marg Taylor, Congregational Chair:

I constitute this meeting of the congregation of Westminster United Church in the name of Jesus Christ, the Head of the Church, for all business that is appropriate to bring before it.

Let us pray:

**ALL: God of all creation, please guide our conversation and decisions today that they may bear fruit for your kingdom and bring honor and glory to you. In Jesus' name we pray, amen.**

This meeting has been called to deal with a recommendation from the Joint Needs Assessment Committee and a decision of the Board of Elders on that recommendation. Only full members of the pastoral charge can vote on pastoral relations matters.

Marg Taylor confirmed that there was a quorum.

**Motion #1:** That the Agenda for the Special Congregation Meeting be accepted as outlined."

Moved by Marg McCulley

Seconded by Sharon Clay

Vote: Carried

#### Presentation by Pat Evans, Joint Needs Assessment Committee representative

**4. Motion #2:** "That Westminster United Church request South Alberta Presbytery appoint a full-time equivalent supply minister(s) effective October 1, 2018."

Moved by Arlea Harper

Seconded by Dawn Knowles

Vote: Carried

**5. Motion #3:** "Pat Evans moved that the meeting be adjourned." Carried

## Minutes of Special Congregational Meeting, September 23, 2018

Westminster United Church

Special Congregational Meeting – September 23, 2018

Mission Statement: “We are a faith community building relationships with God, all people and our world”

**Congregational Chair: Marg Taylor**

**Congregational Secretary: Jeannette Zollner**

**Presbytery Representative: Rev. Helen Reid**

### AGENDA ITEMS:

#### A. Reception of Joint Needs Assessment Committee Recommendations

#### B. Joint Needs Assessment Committee Recommendations

That we request South Alberta Presbytery:

- 1) declare a vacancy for one ministry personnel position, full time
- 2) appoint a Joint Search Committee to fill this position by call or appointment

#### 8. Constitution of meeting in the name of Jesus Christ:

Marg Taylor: I constitute this meeting of the congregation of Westminster United Church in the name of Jesus Christ, the Head of the Church, for all business that is appropriate to bring before it. Let us pray:

**ALL: God of all creation, please guide our conversation and decisions today that they may bear fruit for your kingdom and bring honour and glory to you. In Jesus' name we pray, Amen.**

1. **Motion #1:** Pat Evans moved, and Jeannette Zollner seconded a motion that the Agenda for the Special Congregational Meeting of Westminster United Church be accepted as amended. (added were motions for South Alberta Presbytery to act on the JNAC recommendations.) **Carried.**
2. **Presentation of Joint Needs Assessment Committee Report:** Pat Evans made a brief presentation regarding the JNAC report. She also reported that the Board of Elders of the Westminster United Church approved the recommendations of the JNAC at a meeting on August 28, 2018.
3. **Motion #2:** Marg McCulley moved, and Al Olson seconded a motion that the recommendations from the Joint Needs Assessment Committee of the Westminster United Church be approved as presented. **Carried.**
4. **Motion #3:** Pat Evans moved and Sandra McDonald seconded a motion that Westminster United Church

ask South Alberta Presbytery to declare a vacancy for one ministry personnel position, full time. **Carried.**

**5. Motion #4:** Mary Anne Hayward moved and Pat Evans seconded a motion that the Board of Elders of Westminster United Church be authorized to elect members to a Joint Search Committee. **Carried.**

**6. Motion #5:** Pat Evans moved and Maureen Oster seconded a motion that Westminster United Church ask South Alberta Presbytery to appoint representatives to a Joint Search Committee. **Carried.**

**7. Motion #6:** Marg Taylor asked if there was any further business, and there being none, declared that the meeting be adjourned.

### Westminster United Church Organizational Chart 2018

