

Westminster United Church
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2018 Year End Congregational Meeting Docket



Our Mission Statement:

*"With faith in God and the love of Christ,
we make a difference in the lives we touch."*

Our Vision Statement:

*"We strive to be a vibrant, welcoming,
Christian community sharing God's grace
in service to all."*

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AGENDA

- 1. Constitution of the Meeting** (including prayer)
- 2. Adoption of Agenda**
- 3. Report of the Task Team Reviewing the Minutes** (verbal)
- 4. Adoption of Congregational Meeting Minutes**
 - 4.1. March 4, 2018
 - 4.2. November 18, 2018
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**Westminster United Church
2018
Minutes of Congregational Meetings**



**WESTMINSTER UNITED CHURCH
COUNCIL MEETING
NOVEMBER 18, 2018**

DRAFT

**WESTMINSTER UNITED CHURCH
CONGREGATIONAL MEETING
March 4, 2018**

Present: Sixty-four members and adherents were in attendance; see attached list.

1.0 CONSTITUTION OF THE MEETING (including prayer)

- 1.1 President Hunt called the meeting to order.
- 1.2 Minister Darrell Reine constituted the meeting by leading the congregation in prayer.
- 1.3 Voting Powers

MOTION: Linda Dodd/Darline Artemchuk that all adherents at this year-end congregational meeting of Westminster United Church be allowed to vote on financial and administrative matters of this congregational meeting. **CARRIED.**

2.0 2.1 Agenda

MOTION: Linda Dodd/Velda Back that the proposed agenda be approved.
CARRIED.

3.0 REPORT OF THE TASK TEAM REVIEWING THE MINUTES

Elaine Andreas reported that there were no content errors in the minutes of March 12, 2017 or November 19, 2017. However, a few

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“typo” corrections are required to both, as follows:

March 12, 2017: Bottom of page 4, replace “Jolene” with “Joylene”, in #10 Courtesies, replace “tone” with “to be”.

November 19, 2017: in the list of those attending, #13 should be Elaine Bertrand as Elaine Andreas is listed as #50; #29, add an “n” to Marilyn to be Marilynn Sandercock.

4.0 ADOPTION OF CONGREGATIONAL MEETING MINUTES

In response to a question from Audrey Forrest it was agreed that, in future, minutes of Congregational Meetings should be marked “DRAFT” until they are approved by the Congregation.

MOTION: Elaine Andreas/David Barnes that the minutes of March 12 and November 19, 2017, as amended, be adopted. **CARRIED.**

5.0 BUSINESS ARISING

With respect to the motion in the November 2017 minutes about the Congregation setting “a goal of raising \$16,000 for the Mission and Service Fund”, Elaine Andreas asked if this obligated the Congregation to make up the difference if there was a shortfall. She was advised that this was not a guaranteed amount, only a goal set by the congregation.

6.0 2017 ANNUAL REPORT

Two minor errors were reported. One is the spelling of Monika Jalufka’s name; the other was that the Monika Jalufka’s name was missed as a new member of the congregation through a profession of faith. Hunt apologized as he hadn’t provided a written report for 2017; he offered a verbal report, commenting on all the changes and challenges faced by Westminster and by individual members. He offered thankfulness for another successful year at Westminster United Church. The chair of Finance Core Team, Natalie Shorten, drew the Congregation’s attention to her report on page 6 and noted that the four figures on the bottom of page 4 referred to Capital Projects but because of formatting the words Capital Projects had appeared on page 7. She advised the Congregation that the reviewer approved by the Congregation, BRM Enterprises, was not able to complete their review of our 2017 Financial Statements in time for presentation at this meeting, due to the previous commitments.

MOTION: Natalie Shorten/Gordon McPherson that WUC accept the 2017 not-reviewed financial statements distributed today subject to the reviewed statements being made available to the Congregation at the conclusion of

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the review. **CARRIED.**

MOTION: Natalie Shorten/Audrey Forrest that the Congregation authorize Council to engage BRM Enterprises or some other suitable company to conduct a review of the 2018 financial statements. **CARRIED.**

MOTION: Gordon McPherson/Bonnie Thomas that the annual report as distributed, be accepted. **CARRIED.**

7.0 NEW BUSINESS

7.1 Budget 2018

Hunt reported that the 2018 Budget was approved at the November 19, 2017 meeting, and expressed appreciation to Natalie Shorten for initiating this change.

7.2 Nominations

The Nominations Task Team consisted of Dan Hunt, Maxine Penner, and Joylene Campbell. The resulting Nominations Slate, March 4, was distributed in the meeting package.

Hunt asked for nominations, or volunteers from the floor. Brian Beck volunteered to serve as a Member At Large on Council. David Barnes offered to help out in any way he was needed.

7.3 Election of Chair and Secretary for Congregational Meetings

MOTION: Elaine Andreas/Graham Bradley that Dan Hunt be elected as Chair and Joylene Campbell be elected as Secretary for all Congregational Meetings till the end of the Year End Meeting for 2018. **CARRIED.**

Campbell reported that she will be away for the better part of January-March 2019 so a replacement may have to be found for one of the meetings.

Beverly McDougald suggested that the Annual Congregational Meeting be held when the reviewed financial statements are available.

8.0 Courtesies

Hunt thanked Arlee Deschene and the Hostess Group for the lunch arrangements. He also thanked members of Council and all the Core Team members for their work throughout the year. He thanked Audrey Forrest for agreeing to serve as Trustee. Hunt reported on an agreement reached with the Holy Rosary Cathedral about parking. From now on, Holy Rosary will rent spaces to businesses, members of Westminster (at a reduced rate),

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and students of the Lifelong Learning Centre classes. He also reminded the Congregation that Impark patrols the Safeway parking lot and that the School Board parking lot is usually available on Sundays (only).

On behalf of the congregation, Maxine Penner thanked Dan Hunt for his service as Chair and Elaine Andreas thanked the Minister and staff. Hunt named all the staff. Others thanked Graham Bradley and Ken Jones.

9.0 Closing

Minister Darrell Reine closed the meeting with a prayer.

Chair

Secretary

**“With faith in God and the love of
Jesus Christ, we make a difference
in the lives we touch.”**

Names of those in Attendance at March 4, 2018 WUC Congregational Meeting

1. Maxine Penner
2. Natalie Shorten
3. Graham Bradley
4. Linda Dodd
5. Kathleen Houston
6. Jennie Lynne Rennie
7. Michael Mark
8. Terry Wood
9. Sarah Keefe
10. Malcolm Keefe
11. Joan Therens
12. Bill King
13. Donna King
14. Ken Mackenzie
15. Loma Mackenzie
16. Noreen Russell
17. Evelyn McConnell
18. Ross Buchanan
19. Lucille LeCouillard

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20. Elaine Andreas
21. David Barnes
22. Sharon King
23. Marilyn Hadwen
24. Bonnie Thomas
25. Marjorie Steve
26. Monika Jalufka
27. Gordon McPherson
28. Darrell Reine
29. Irene Pittendrigh
30. Robert Pittendrigh
31. Deb Jones
32. Brian Beck
33. Marilyn Sandercock
34. Dorothy Dutka
35. Norah Chavich
36. Louise Houldsworth
37. Dot Langston
38. Flo Pinches
39. Shirley Gerlock
40. Eileen Jackson
41. Myrna Hunter
42. Arlee Deschene
43. Beverly McDougald
44. Kay Day
45. Bob McMinn
46. Rose McMinn
47. Eileen Craigie
48. Peter Busko
49. Lois Busko
50. Lynn Pearce
51. Dwayne Pearce
52. Margaret Reine
53. Art Reine
54. V. Neudeck
55. Shirley Fieldgate
56. Jean Thue
57. Lillian Rediger
58. Elaine Bertrand
59. Eleanor McClinton
60. Darline Artemchuk
61. Audrey Forrest
62. Bob Forrest
63. Daniel Hunt
64. Joylene Campbell

**WESTMINSTER UNITED CHURCH
CONGREGATIONAL MEETING
November 18, 2018**

Present: Sixty members and adherents were in attendance; see Appendix A.

1.0 CALL TO ORDER

President Hunt called the meeting to order at 12 noon.

2.0 ADOPTION OF AGENDA

MOTION: Kathy Tice/Linda Dodd that the proposed agenda be approved. **CARRIED.**

3.0 REPORTS/PRESENTATIONS

3.1 2019 Budget

JoAnne Neely, Chair of the Finance Core Team presented the proposed 2019 Budget, and used a PowerPoint presentation to summarize information regarding Revenues and Expenditures and the key challenge of finding new renters to replace the previous ones. She noted that the 2019 Budget was prepared based on the current renters. The PowerPoint presentation is found as Appendix B to the meeting notes.

MOTION: JoAnne Neely/Elaine Andreas that the Congregation approve the 2019 Operating Budget with an anticipated operating shortfall of \$83,800, to be covered from the Legacy Trust Fund. **CARRIED.**

Hunt invited Elaine Andreas to provide information from the Anniversary Unit. She explained that the Anniversary Unit holds a number of fund-raising events each year. The proceeds are used to support Westminster United Church (at least \$7,000 per year) and smaller donations are provided to church-related organizations including: Lumsden Beach Camp, St. Andrew's College, Adopt-a-Family, Regina Anti-Poverty Ministry, Canadian Bible Society, World Day of Prayer.

MOTION: JoAnne Neely/Jordana Buchan that the Congregation approve the proposed Reaching Up budget of \$1,075, to be covered from the Legacy Trust Fund. **CARRIED.**

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7.2 Pew Fund

Hunt reported that Council had requested that the Trustees review the Pew Fund. The Trustees are Bob McMinn, Audrey Forrest, Fraser Hunter and Darline Artemchuk. Artemchuk spoke on behalf of the Trustees. She reviewed the history of the Pew Fund. It was established many years ago with the purpose of refurbishing the pews. However, when, over many years, it was impossible to find skilled tradespeople to do the work, the project was abandoned. The fund currently stands at \$35,288 and it is highly unlikely the project will ever proceed. Therefore, the Trustees recommend to the Congregation that the funds become undesignated, and thus added to the general Legacy Trust Fund.

MOTION: Darline Artemchuk, John Strother-Stewart that the Pew Fund be undesignated and that the current balance of the Pew Fund become part of the undesignated Legacy Trust Funds of Westminster United Church. **CARRIED.**

In response to a question about the interest on the Pew Fund, the Congregation was advised that, for many years, the interest on all trust funds were allocated to Legacy Trust Fund. [check with Council on this – my notes say the funds were allocated to operating and the general trust fund – it can't be both]

4.0 NOMINATIONS COMMITTEE

Hunt called for 4-6 volunteers or nominations for those who may serve on the Nominations Committee, whose role is to seek the names of those willing to stand for Council, Task Teams or Committees. As there were no volunteers to serve on the Nominations Committee, Hunt advised that Council will seek volunteers.

5.0 NEXT CONGREGATIONAL MEETING

Hunt advised that the Annual Congregational Meeting would be held in the spring of 2019 and the main order of business would be the 2018 Financial Statements.

6.0 COURTESIES

On behalf of the Congregation, Hunt thanked Arlee Deschene and the Hostess Group for the lunch arrangements.

Hunt also gave closing remarks, reiterating the importance of addressing budgetary shortfalls by finding new renters, in order to establish long term stable funding that will sustain Westminster long into the future.

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7.0 AJOURN and CLOSE MEETING

Hunt declared the meeting adjourned.

Chair

Secretary

**“With faith in God and the love of
Jesus Christ, we make a difference
in the lives we touch.”**

Names of those in Attendance at November 18, 2018 WUC Congregational Meeting
(see also the actual Sign-In sheets)

1. Brian Beck
2. Deb Jones
3. Ken Jones
4. Eleanor McClinton
5. Norah Chavich
6. Melody Formanek
7. Daniel Formanek
8. Arlee Deschene
9. Dot Langston
10. Sharlene Taylor
11. Kathy Tice
12. Maxine Penner
13. Joylene Campbell
14. Dan Hunt
15. Marjorie Steve
16. Kellie Jennings
17. Gilma Genoves
18. Wilbert Genoves
19. Willy Herrera
20. Lois Busko
21. Peter Busko
22. Art Reine
23. Margaret Reine
24. Will Irvine
25. Vic Neudeck
26. Shirley Gerlock

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27. Shirley Fieldgate
28. Laura Saal
29. Lynn Pearce
30. Dwayne Pearce
31. Beverly McDougald
32. Jean Thue
33. Lillian Rediger
34. Kay Day
35. Sharon King
36. Bonnie Thomas
37. Gayle Slater
38. Elaine Andreas
39. Jean Thomas
40. Eileen Craigie
48. Lucille LeCouillard
49. Lorane Gray
41. Bill King
42. Donna King
43. Tom Magnuson
44. Graham Bradley
45. Lynn Magnuson
46. Joan Therans
47. Carol Olson
48. John Strother-Stewart
49. Linda Dodd
50. Jean Vail
51. Jordana Buchan
52. Rose McMinn
53. Bob McMinn
54. Sheila Dowling
55. Darline Artemchuk
56. Louise Houldsworth
57. Darrell Reine

**Westminster United Church
2018
Annual Report**

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A. Message from the Minister 2018

On July 1, I began my tenth year as your minister. It is hard to believe how that time has flown. I feel like I just started ministry a few years ago, but almost fifteen years have gone by. My heart continues to be touched by the commitment of people here and how you live out your ministry to the world.

We, at Westminster, with all the other United Church congregations across the country, said good bye to the old structure we had been a part of, and now we wait to see how we will fit in and be a part of a new structure. We also said goodbye to the University classes that were our renters for the past two years, and who provided tremendous support to the income side of our budget. There have been many shifts and changes throughout the year.

Over the last few years, I have been part of Presbytery as a member of the Education and Students Committee, and I represented Presbytery on the Conference Executive. I also co-facilitated discussions as we seek a way to be the United Church in this area in the future. I provided assistance with some joint needs assessments and search committees. In the Conference, I chaired the Pastoral Relations and Settlement Committee and attended Conference executive.

Going into 2019, I am now part of the Board of Vocation for the national church, and will work with a group of thirteen others who are responsible for the policies and structure of how ministry personnel will live out their ministry in the United Church. There may be times when I will be a facilitator for a formal hearing where a minister person has been charged with a wrong-doing within the church.

In my time away from the church, I sit on the board of Regina Transition House, chair the Coronation Park Community Association, sit as a board member for the Highland Park Housing Association and volunteer for the Pack Project (a dog rescue service where Grace came from).

For many years, during January, I attended an event in Victoria called Epiphany Explorations. The church, First Metropolitan, that sponsored this fabulous event decided they could not continue to do it, so now the option for study leave has become difficult. With the closing of Calling Lakes Centre several years ago, one must travel great distances for continued education.

Working with Marie and Brian on an almost daily basis has been a great joy. Together, we figure out what needs to happen in the church and we support one another in our work. Their work is often beyond the call of duty and I appreciate their willingness to engage in my "bright ideas" at times.

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I have heard from folks outside Westminster that ours is one of the churches that is both visible and active in the community, supporting those living with poverty and other problems. I believe we continue to engage the congregation on issues that affect people and my hope is that we can also be advocates for change that leads to justice for all.

2018 was a good year and I continue to feel blessed by serving a congregation that lives out the mission of the church here, in the community and in the world.

Darrell

B. Message from the Council (Chair)

C. Core Team and Related Task Team Reports

1. Worship

The Worship Core Team members are Darline Artemchuk, Doug Bradford, Jordana Buchan, Audrey Forrest, Beverly McDougald, Clark Schaufele, and Kathy Tice; ex-officials are Tom Magnuson and Darrell Reine. The team has agreed to meet bi-monthly in 2019.

Actions:

- Scheduled regular team meetings to assist the minister and music staff with reviewing past services and planning upcoming Sunday worship services and special services
- Approved weddings and baptisms on behalf of the church
- Arranged for pulpit supply and provided assistance to the guest worship leaders
- Along with a number of dedicated members of the congregation – assisted with the delivery of the worship services and organizing resources for the services
- Hosted a Volunteer Blitz - a new and hopefully easy way of connecting the congregation and guests, with volunteer information and opportunities available at Westminster
- Drafted worship service volunteer guidelines (greeters, ushers, offering, welcome & announcements, minutes for mission, scripture readers) – to assist new volunteers.

In 2019 the Worship Core Team will continue to assist the minister and music staff with the reviewing, planning, delivery and organizing of resources to provide meaningful worship services. The team will also continue with developing a process to encourage members of the congregation to share their time and talent and participate in Sunday worship services.

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The Worship Core Team would like to acknowledge each and every person who has given their time and talent to our church community. Our Sunday worship services and special services would not be as meaningful without you. THANK YOU.

Respectfully submitted
Kathy Tice

Statistics

Funerals/Memorial Services <i>(W) Service at Westminster</i>	Weddings	Baptisms
Margaret Hodge Goldstone Morley Wayne McKechnie Kenneth William McConnell Morley Paull Margaret Rose Rowley Rosemarie Elizabeth Strother-Stewart Phil Terrence Russell Irma Gerda MaEachern Douglas John Hehir Evelyn Mae Florence Hay Vernard Raymond Apperley Christine Evelyn Jacob Marilynn Isabel Sandercock James Robert Willette Ivis Portia Young Marilyn Florence Hadwen Dr. Hugh Duperon Mackenzie Alice Margaret Siekawitch	<ul style="list-style-type: none"> ▪ Curtis Leonard Berriault & Sarah Jean Henley ▪ Brent Francois Forster & Deanna Marie Ulmer ▪ Evan Robert Barschel & Melissa Marie Margaret Reine ▪ Brian Stuart Chmnarney & Darla Dawn McKellar ▪ Dustin Raine Hammel & Katelyn Maureen Kostiuk ▪ Jamie Rae Callfas & Victoria Ashley Dauncey ▪ Joseph Loch & Stacie Stilborn ▪ Mason Jay Matsalla & Breanne Rae McNaught 	Nauyen Maesie Laurel Van Blake Barbara Benson Gunnerson Lyle Reich Lauren Ottilia Wiebe

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	<ul style="list-style-type: none"> ▪ Ram Taypotat & Glenda Maxine Pardy ▪ Matthew Geoffey Scott <p>McCartney & Amy Lynne Poele</p>	
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Received 2018	Removed 2018
Carol Olsen	Robert Cosbey
Ian McIntosh	Sandra Cosbey
Larry Hanson	Cherie Westmoreland
Shirley Hanson	
Wilbert Genoves	
Gilma Genoves	
Total Membership December 31, 2018	303
<i>Received by Transfer</i>	6
<i>Removed by Death</i>	4
<i>Removed by Transfer</i>	3
Total Membership December 31, 2018	302

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1.a Choir

Choir Members: Sopranos: Donna Brown, Melody Crick, Susan Graham, Malcolm Keefe, Ryan Keefe, Sarah Keefe, Emmy Maghilom, Rosemarie Maghilom, Laurie Stankov, Terry Wood, Jessica McCullough

Altos: Bev Bradshaw, Anna Bristol, Jordana Buchan, Arlee Deschene, Sheila Dowling, Mergie Maghilom, Jessica Simcak, Ashlee Hingtgen

Tenors: Gordon McElheran, Joan Therens, Carol Olson

Basses: Al Barnes, Graham Bradley, Dan Hunt, Vic Neudeck, Jim Pryde, John Strother-Stewart, Clark Schaufele, Kyle Sandor

Staff: Music Director- Tom Magnuson, assisted by Sarah Keefe; Organist/Accompanist- Rina Schmidt

Choir Executive 2016: President: Emmy Maghilom; Secretary/Treasurer: Sheila Dowling; Music Librarian: Donna Brown/ Laurie Stankov; Social: Terry Wood; Gowns: Arlee Deschene;

Tasks Fulfilled/Results: "Sing out with Joy to God our Strength" (Psalm 81)\

1. Sought to inspire and uplift, to celebrate community and to glorify God in all that we do through God's gift to music
2. Participated in weekly worship on Sunday mornings, leading the congregation in hymn singing and presenting two musical offerings (September to June)
3. Attended weekly rehearsals on Thursday evenings and Sunday mornings before church services.
4. Prepared additional music for special days in the church year, e.g. Good Friday, Easter Sunday, Remembrance Day, Advent and Christmas season including Christmas Eve.
5. Choir members provided solos and group numbers at various services throughout the year and especially during the summer months
6. Participated in the annual Rotary Carol Festival at Knox Metropolitan United Church.
7. Led Worship on Gospel Sunday June 3.2018
8. Annual Candlelight Carol Concert December 16th, 2018
9. Welcomed new member, Kyle Sandor, John Strother-Stewart, Ashlee Hingtgen

Special thanks to Donna and Laurie for organizing the music for us, to Tom and Sarah for leading this choir, and picking the music for members to sing, to Rina for the accompaniment support and lastly our singing members, we wouldn't be the choir we are without them singing their parts.

Submitted by: Emmy Maghilom

2. Finance

Submission of 2017 Financial Statements

The financial review of the 2017 transactions was completed in the fall of 2018. There was a delay in the review and preparation of the statements due to transitioning of all financial roles in Westminster United Church including the previous reviewer. Richard Donaldson, a work colleague of our bookkeeper, was hired as the 2017 reviewer. He is a Chartered Professional Accountant (CPA) with church accounting experience.

The reviewer produced a Notice to Reader financial statement. A conventional audit was not conducted. In the process of having the file reviewed for 2017 the following items were analyzed for their relevance, accuracy, consistency and correctness. This work was completed by Richard and our bookkeeper Amanda Page.

- The GST returns that were filed were reviewed for accuracy.
- The T4 summary inclusive of the T4A'S compared against the books and the spreadsheets that are utilized to balance the payroll entries,
- The bank reconciliations were reviewed for their completeness and accuracy – no discrepancies were found and there was no balance in the irreconcilable differences account
- The balance of all trust receipt accounts had been checked to determine that they were all paid out and brought to a zero balance
- The balance in the trust receipts accounts that were held by the church were checked to determine that the balances that were transferred at year end were accurate
- The calculation for the depreciation was decided after consultation with the reviewer as there was not an abundance of source documentation or working papers to reference to guide the amounts to utilize for certain account values. The decisions were reviewed with the Chair of Finance Core Team.
- The income statement for the year was prepared by Amanda and given to the reviewer to analyze. There was a period of Q&A to determine certain particulars regarding expenses vs capital purchases. All items were reviewed with the Chair of Finance Core Team.
- There were adjusting entries made to the investment accounts to bring the balances to actual to reflect the interest and gains that had occurred during the year.
- There were year end journal entries made to properly allocate the balances that had been incorrectly allocated to improper accounts.
- Year end entries were made to align with the documented motions of Congregational meetings such as budget and use of legacy fund.
- There were issues identified through a review of the digital chart of accounts and their transactional history and carry forward balances from previous periods that required further investigation and inquiry to determine the best course of action. Decisions for the course of action that would best suit the needs of the organization was in consultation with Chair of Finance Core Team.
- Accounts receivable was reconciled and in some cases clearing entries were made to accounts with errors dating back a few years.

The 2017 Financial Statements (Notice to Reader) were produced by reviewer Richard Donaldson CPA. The statements show comparisons to 2016. As each year was prepared by different reviewers, the mapping of expenditure accounts into the general ones listed

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on the statements were not the same. Consequently, in some cases the line items do not provide comparative figures. In response the following observations were made:

- Property, Plant and Equipment shows the net 'book value' and is not intended to show market value. Additional value of \$33,278 for Buildings and \$7,470 for Furniture was added in 2017.
- Marketable securities represent investments with Wood Gundy, Greystone Managed Investments and GIC. Any gain or loss will be reported on the sale of investments.
- Trusts (receipt and disbursements) for 2017, although should be equal, indicate some trust accounts not cleared at year end. These were cleared early in 2018.
- Insurance and Utilities were broken out into their own line items in 2017. These costs were in 'Occupancy' in 2016.
- Worship and Occupancy by comparison to previous year are significantly higher. This is mostly due to the use of legacy funds for Reaching Up, Reaching in and Reaching Out.

I respectfully submit the 2017 financial results to the congregation of Westminster United Church. To the best of my knowledge these statements represent the financial position of the church as of December 31, 2017. Admittedly it was a struggle to complete these without the knowledge and experience of those that filled the financial roles in previous years. I express gratitude to the Finance Core Team members for their contributions of corporate memory and to our bookkeeper Amanda Page.

JoAnne Neely CPA Chair Finance Core Team

3. Ministry & Personnel

Submitted by Linda Dodd (chair)

The Ministry & Personnel Core Team member are: Elaine Andreas, Graham Bradley, Craig Smith, Terry Wood and Linda Dodd (chair). Marilyn Hadwen was a member as well until her passing in July.

The committee meets at least 4 times a year to review the current status of ministry and staff matters. We follow the guidelines that are laid out for the work of M & P by the United Church of Canada and also utilize information from Sask. Employment and with Labour Standards. In order to stay in touch with what's going on we have opportunities to attend workshops and webinars.

We are blessed to have a very good staff! Everyone does his or her job and it all works out in the end. We meet with everyone as needed and do an annual review each year to update changes to their positions as necessary. It is important to remember to THANK Darrell and the staff at all times. They all do a lot of work to make our Sunday worship meaningful, and to help with other events put on by Westminster United Church.

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The structure of the United Church of Canada changed as of January 1, 2019. This does not affect Darrell or our staff as far as salaries and compensations. It has resulted in a change for Darrell in that he no longer has Presbytery or Sask. Conference responsibilities. One new role, for Darrell, is with the National Office of Vocations Committee dealing with the training and education of ministers in Canada. Work that was formerly done by the Presbyteries is changing. Plans are still in the works. The Observer magazine has an article about this if you want more information.

Our staff for 2018:

4. Property

Westminster Improvements and Maintenance of Critical areas from years 2009-2018

C = Contractor

V = Volunteers

B = Boiler Engineer & Custodian

H = Assistant Custodian

1. Front doors – paint removed – 7 coats of varathane **H**
2. Front steps – replaced with topping **V**
3. Front above doors –Pigeon Spikes **V**
4. Front paint railings **V**
5. Front steps new rug **C**
6. Front fence remove mid spikes **V**
7. Front steps install electrical plug east **C**
8. Front steps painted overhead inside roof – installed Leds **C**
9. Dug trench for sign electrical **V**
10. Install Power and Data wires for sign **C**
11. Install Westminster United Church sign on steps coverings “hole” west side **V**
12. Re-point bricks outside wall by west downspout **C**
13. Plant Fir Tree west side 2009 Darrell Reine arrives **V**
14. Paint murals (Anti Graffiti) either side of Cameron St. Door **C**
15. Install Pigeon slide above Cameron St. Door **C**
16. Install Emergency Key Box Cameron St. Door **V**
17. New Side walk 13th to Elevator **C**
18. Bench install and pour concrete North East Gym **C + V**
19. Flower pedestal North East Church **V**
20. Flower boxes North East Church **V**
21. Steel hut supports after damage **V**

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22. Construct new elevator hut after existing **C** for Roof destroyed by drunk driver **V** for the rest
23. North East Corner hot roof installed **C**
24. Pony roof installed North east Gym to prevent leaking. **C**
25. Mural (Anti Graffiti) East end of gym **V + C**
26. Copier Room Thermostats installed **C**
27. Copier Room LED's in existing fixtures **C**
28. Window vents for cooler in Copier room **C**
29. Multi Purpose room 100 W CFL's choir **V**
30. Fire Proof Safety Enclosure Safe **V**
31. Painting of hallways outside of offices **B**
32. Painting of stairways Cameron Street entrance **B**
33. Church office - terminal for outdoor sign **C**
34. Church office – Thermostat installed **C**
35. Alarm System Controller **C**
36. Emergency Telephone Connection North West Corner **C**
37. Church office existing fixture converted to LED Bulbs **C**
38. Minister's office
 - a. New water conserving toilet **B**
 - b. Existing fixtures converted to LED **C**
39. Cameron St. entrance – Photo controlled LED overhead
40. New overhead heater to prevent Ministers Pipes from freezing **C**
41. Cameron St. sewer pipes all new installed **C**
 - a. New sump pump
42. Playroom/Sunday School/ Daycare Emerg. Escape Stairs **V**
 - a. Smoke Detector, carbon monoxide detector **C**
43. Women's bathroom, new toilets, new sinks
44. Fellowship Hall, smoke detector above Boiler Room door **C**
 - a. All fixtures (Light) converted to LED **C**
 - b. Completely all-round installation of new kick panels **B**
 - c. Water Fountain repaired **V**
 - d. New tables and chairs 2017
45. Kitchen
 - a. New Dishwasher 2016 **C**
 - b. New Input water control valve **C**
 - c. LED Lighting Conversion Fixture covers not **C** needed as tubes plastic. First Aid Kit added **V**
Kitchen Licensed **V**
46. Handicapped Bathroom ceiling repaired **B**

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- a. LED Light Conversion **C**
- b. Sewage Pipes cleaned to street **C**
- c. Sink replaced **B**
- 47. North Basement
 - a. New Shelving **B**
 - b. New Shelving, North West corner **B**
 - c. Custodian suite total renovation **B**
 - d. LED Conversion and New fixture stairway **B**
 - e. Totally painted **B**
- 48. Sunday School
 - a. North Wall repainted **C**
- 49. Boiler Room
 - a. Fill large hole in floor with concrete **V**
 - b. Erect pipe railings for safety **V**
 - c. Paint Walls **V**
 - d. Remove concrete rubble under organs wind chest **V**
 - e. Install new motor control for organ blower **C**
 - f. New work bench vice & grinder **V**
 - g. Corner install emerg power for telephones **V**
 - h. Install high water & C.O. Alarms **V**
 - i. Install high and low sump pumps different circuits **C**
 - j. Install covered cabinet's east wall
 - k. Insulate Boiler **C**
 - m. Old fan room, sealock insulated vents **V**
 - a. Removed old drive belt **B**
 - n. Installed sump pump in basement air supply vent unit (hybrid) Removed all garbage **B**
- 50. Boiler and distribution pipes **C**
 - a. Removed asbestos and installed new insulated pipes 75% replaced **C**
 - b. Insulate new actuators on east and west steam distribution pipes **C**
 - c. Replaced steam traps on radiators. **C**
 - d. Replaced some steam traps on condensate return **C**
 - e. New and enlarged condensate tank design **B**, Install **C**
 - f. Replaced piping on condensate tank **C**
 - g. Replaced hot water heater **C**
 - h. Installed new condensate supply pump and replaced **C**
 - i. Release valve on boiler replaced (3-5 years)
 - j. Replace gauges on boiler **C**

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- k. Add new low water cut offs for boiler and condensate tank **C**
 - l. Replaced one fire tube in boiler **C**
 - m. Replaced Boiler fan motor on boiler
 - n. Replaced 30 fire bricks inside boiler
 - o. Low water installed alarm on boiler
 - p. Installed new back water prevention valves **C**
 - q. Added LED Lights over bench **V**
51. Sanctuary
- a. recondition and paint total **C**
 - b. new spot lights for stage **C**
 - c. ongoing upgrade of overhead lights to LED **B**
 - d. 3 new video screens **C**
 - e. raised railing center balcony **C**
 - f. extend Chancel to make stage 2007-new rugs **C**
52. Emergency heating **C**
- Smoke alarms above emergency lighting **C**
53. Dome
- a. new access stairs and paint **C + V**
 - b. new catwalk around dome and dome light enclosure **C**
 - c. access steps to replace burn out lights, LED's **C**
 - d. grab handle for safety and roof access **V**
 - e. gym roof coated rubber 2009 **C**
54. Parking
- a. Handicapped parking repaved & marked **C**
55. Cameron St. Door **C**
- a. completely clad entrance roof **C**
 - b. vertical pillars above door clad **C**
56. Narthex
- a. East side plaque donors for 2012 Anniversary **V**
 - b. north side east recognition plaque Isabel Harry **V**
 - c. radiator repair **V**
 - d. east door shortened NW of building sunk 2 inches in 100 years **V**
57. Storage hut east side **C**
- a. alarm controlled from office **V**
58. Defibrillator installed on west wall of gym
59. Installed flooring in front of UCW lounge area. **C & B**
60. New electrical panel feeding the Fellowship Hall **V**
61. Snow block gate on North East bench **V**

5. Caring for the Congregation and Community

5. a Communications

5. b Hosting Group

Team Lead: Arlee Deschene

Members: Kay Day, Dorothy Dutka, Louise Houldsworth, Donna King, Marilynn Sandercock and Bonnie Thomas.

Activities:

1. Potluck lunches (set up, serve and clean up).
 - a. Sunday, March 4 – Annual General Meeting.
 - b. Sunday, November 18 – Congregational Meeting
2. Bought coffee and kitchen supplies.

I want to thank the Hosting Group for making sure the potluck lunches run smoothly from start to finish.

Thanks as well to all the people who prepare coffee and goodies for fellowship after church each Sunday.

Respectfully submitted,
Arlee Deschene

5. c Mission and Outreach

Outreach Members: Sheila Dowling, Marilyn Hadwen, Tannis Marks, Donna Nelson, Carol Olson, Darrell Reine, Barbara Wickstrom

The Outreach Task Team usually met the second Sunday of the month with a summer hiatus.

Outreach member Marilyn Hadwen died on October 24. Marilyn's generous spirit and wisdom were much appreciated by our team. The "Soup's On" lunch programme was her idea. We will remember Marilyn's example of following Jesus' commandment to love your neighbour as yourself.

Our projects: -

Soup's On: - We served lunch to the hungry in our community once per month except for the summer months. Attendance at each lunch was between 60- 80 persons. Thanks to all who volunteered at the lunches and contributed food, toiletries and underwear.

Westminster Pantry: - 163 adults and 194 children used our food pantry in 2018. In addition to donations from the congregation we received \$650 worth of food at Christmas time from DRC Construction, Optimum Roofing and ASAP Solutions.

Change for Change: - \$1,518.90 was raised for Outreach projects through coffee time donations.

Reconciliation: - Members of Kairos led the congregation in a Blanket Exercise on June 24. On Orange Shirt Day, September 30, a discussion took place on the memoir, "The Education of Augie Merasty."

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Help for Regina's Homeless: - following a Minute for Mission on September 16 we joined with Regina churches and other groups in offering aid to those moving to stable housing from "couch-surfing" and life on the streets. Your donations to Change for Change purchased a \$750 "Welcome Home" basket of necessities of bedding, dishes, kitchen supplies and the comforts of home.

Carmichael Outreach Bread for Life: - on the first Sunday of each month bread and donations were collected for Carmichael Outreach. Plastic containers were also collected.

Lumsden Beach Camp: - Camp Sunday was held on April 22 with Vicki Nelson, Camp Executive Director, preaching. Funds were raised for LBC by selling hotdogs at the rummage sales on Fridays April 20 and October 19, "Sunday Sundaes" on Camp Sunday and April Change for Change donations. Canadian Tire Money was also donated to LBC.

Hands Across Refugee Fundraising Concert: - Katherine Dowling and the Galileo Trio donated their talents on February 18. \$1,037 was raised.

World Markets: - Four World Markets were held on March 24, June 9, September 22 and December 1. People from countries as diverse as Mauritius, Venezuela, Thailand and Turkey sold their food and crafts to people from the congregation, the neighbourhood and the city. Donations of over \$4,000 at the door were collected for refugee sponsorship.

Refugee Sponsorships: -

Ahmad Family Sponsorship (Syria): -From our refugee sponsorship fundraising \$2,327.93 was donated to an ecumenical effort with Resurrection R.C. Parish, Glen Elm Church of Christ and individual donors to reunite the Ahmad family, who currently live in a refugee camp in Lebanon, with their family living in our Cathedral area neighbourhood.

Whitmore Park United Church Refugee Sponsorships: - Westminster assumed the sponsorships in progress of Whitmore Park United Church at its closure, with the United Church of Canada as Sponsorship Agreement Holder. The first refugee, an Eritrean, Sebhatu Kahsay Tesfannes, was reunited with his relatives in Regina on December 26, 2018.

Berhane Brothers Sponsorship: - On August 22, 2018 Council passed a motion that that Westminster United Church be the Community Sponsor of Berhane Teklemariam Berhane and Selam Teklemariam Berhane, Eritrean brothers currently residing in a refugee camp in Sudan. Their co-sponsor, Alazar Wolde of Regina, has provided \$12,000 which is being held in trust. \$4,000 from the World Market and concert proceeds is also being held in trust also for this sponsorship.

Yemen Sponsorship- The sponsorship approval of four persons which was passed by Council on September 27, 2017 was rescinded by Council on December 7, 2018. No progress has been made to date on the **South Sudan Sponsorship** approved on March 12, 2017.

Karenni Community Support: - Outreach members found free furniture and household items for a Karenni refugee family moving from Quebec City to join family in Regina. Two Karenni children received partial financial support to attend Lumsden Beach Camp from Westminster. Westminster folks still lend a helping hand to the family we

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sponsored in 2016. Westminster hosted the Karenni Dee Ku Festival on September 29 attended by Karenni people from throughout the province.

Respectfully submitted,
Sheila Dowling

5. d Adopt A Family

We had the pleasure of adopting five families. This year we had six mothers, three fathers and twenty-one children. We want to sincerely thank all of you for embracing this very special project. It is so nice when everyone helps. One example was the child who wanted a guitar. That was an item that was way out of our budget so I asked Tom if he knew where I could get a second-hand guitar. He said "leave it with me." With the help of one of his friends who owns a music store this little girl got her Christmas wish. This is just one example of the many ways our congregation works together.

So many thanks for: all the money gifts, the warm hats, mitts and scarves, the gift wrappers and the people that delivered the hampers.

Each family was given \$200 in gift cards for food. This was certainly very much appreciated. The Salvation Army suggests that we spend \$40 on each person's gift. This is the part that gives me the most pleasure. Shopping throughout the year to purchase good toys (at half price) means that each child will get some items that will make their eyes shine on Christmas morning. I'm pleased that Westminster gives them good toys that they can enjoy throughout the year. Many thanks to all of you.

Heather Britton

5. e Pastoral Care

Members – Darrell Reine, Shirley Fieldgate, Lorna MacKenzie, Francis Garbutt, Jean Thue,

Lois and Peter Busko.

Work of Our Team

- Host – Congregational Appreciation / Thank you Luncheon
 - Newcomer's Luncheon
 - Special Occasion Sunday – first Sunday of each month celebrating birthdays, anniversaries or other significant date with cake and group picture taken.
- Strive to make Westminster United Church a welcoming church, promote fellowship and show appreciation and support to the congregation.
- Visitation and /or phone calls to those in hospital, care homes and shut-ins by Darrell or member of our Team.
- Prayer shawls given for first time serious illness and baptisms.
- Purchase name tags on request – 14 purchased in 2018.

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- Sympathy/Get Well cards sent on request, 23 sent in 2018 Sympathy – 12, Get Well – 8, Anniversary 2, Birthday – 1.
- Other services provided – taxi service for those in need of transportation to Church.
- Food pantry for those in need.
- Care Notes are an informative piece of information that help people through difficult times in life and are free to the congregation and are located in the Narthex.

5. f Prayer Shawl Group

The Prayer Shawl Group meets on Thursday mornings in the Multipurpose Room. We meet mid-January until late May or early June and then take a break until mid-September and meet until early December. We have been known to miss a week or so due to poor weather or too many other commitments but otherwise we gather. We are eight people that happily knit or crochet and discuss the church events and events in the wider community. We are a cheerful group. Grace often visits us. She has a couple of favourite knitters who bring her treats.

Our focus is to use our knitting/crocheting to provide for others.

We create Prayer Shawls to donate to those who are ill or bereaved. We pray silently for the recipient of the shawl that they may be healed of medical or spiritual distress as we begin our work. These shawls are also given to adults when they are baptized and to persons who are confirmed as part of their confirmation service. We use many different patterns. The colours we use are based on this formula:

RED: Energy, strength, power, determination, love, courage

PINK: Joy, friendship

BROWN: Stability

ORANGE: Happiness, success, encouragement, endurance

GOLD: Illumination, wisdom

YELLOW: Cheerfulness, energy, joy and confidence

GREEN: Healing, harmony, safety, hope, truth, protection, peace

BLUE: Stability, trust, loyalty, faith, truth and tranquility

PURPLE: Wisdom, dignity, independence, creativity, mystery

WHITE: Goodness, purity, innocence, faith, safety, light

BLACK: Self-confidence, strength, protection, absorbs negativity, mature wisdom

We also make baby shawls to present to infants and children at their baptism service.

We create scarves which we plan to hang on the church fence in the winter for those who would need scarves. This year we most often offered them to the people who come to Soup Saturdays as we do not want scarves hanging on the fence covered in snow. Those scarves that get covered in snow need to be retrieved and washed and

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dried before being offered to those who need them. This year snow often interferes with our plans.

We knit toques and mitts for the mitten tree for Adopt a Family and also to donate to Carmichael Outreach.

We also make dishcloths for the church kitchen and as a fundraiser at the church teas.

This year we have given out:

20 scarves	2 pair mittens
12 Prayer shawls	19 scarves
4 Baby shawls	19 dishcloths

Our group has made:

11 Prayer shawls
12 Baby shawls
10 toques

We welcome anyone who would like to join our group.

6. Faith Formation

6.a Christian Education

Kathleen Houston was hired in January 2018 to finish the Sunday School Coordinator contract to the end of the school year. At the time, Kathleen was a U of R Education student and Sunday School teacher at Wesley United. Kathleen then graciously chose to continue as our Coordinator for the 2018/19 school year while she continues her studies at university. We are very glad to have her with us and appreciate all the work she continues to do.

One of the year's themes was "Giving Back". In May, the children baked and sold cupcakes to the congregation. A similar event is planned for May 19, 2019, where the proceeds will go to the Regina Humane Society.

Our enrollment numbers have remained basically the same over the past couple years. We currently have twelve children registered in the Sunday School program (including pre-school children in the Nursery).

Respectfully submitted,
Devin Keefe

6.b Stewardship

7. Anniversary Unit

We are pleased that there has been an increase in our membership again this year and the average attendance at our regular meetings has been seventeen. An open invitation was extended for our wind-up luncheon in June, and also for our Christmas luncheon in December. We were delighted with the numbers who joined us for these two events and enjoyed the time of fellowship together.

With the co-operation and generous support from members of the congregation, we continue to hold our regular fundraisers (the two rummage sales and two teas). Prior to the spring sale, and after much discussion, we decided to open the rummage sale for a few hours on Friday in addition to the usual time on Saturday. This proved to be a financial success so we followed the same plan for the fall sale, and will probably continue to do so in the future. Income from the Rummage Sales totaled \$7,195.81, and from the Teas we realized \$2,707.71.

We catered for seven funeral/memorial service receptions, two Conference committee luncheons and one anniversary reception. For these functions, we rely mostly on our own members, and a few faithful volunteers. Income from catering was \$5,431.35.

Our annual St. Patrick's Coffee Party was held, complete with the muffins and Irish entertainment. The musical portion of the morning, under the direction of Joan Therens, attracted a 'full house' and was enjoyed by all.

The income we generate goes to Westminster (\$13,500.00) and a few church related organizations (approx. \$900.00).

In addition to the support from our congregation in all our endeavors, we also appreciate the help that is provided by Darrell and Marie. Our caretakers are always ready and willing to set up for our projects, and for our regular meetings. This is much appreciated!

Organizing all of the above activities is big part of what we do, but we always have time at our meetings for a devotional, and then we look forward to a time for sharing over tea and lunch. New members would be welcome at anytime.

Our group was saddened this year with the passing of two of our members; Ev Hay, a longtime member of the Anniversary Unit and the UCW, had been our treasurer for many, many years, and Marilyn Sandercock, who loved being part of the 'kitchen' detail at any event. We have fond memories of working with both of these women.

My thanks to all of our members for their enthusiastic commitment this past year, and special thanks to our Secretary, Lois Busko, and our Treasurer, Kay Day.

Respectfully submitted,
Elaine Andreas, Chairperson

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ANNIVERSARY UNIT

Financial Report - 2018

Bank Balance January 1, 2018		\$ 966.65
Income		
Members Fees	\$ 180.00	
St. Patrick's Coffee Party	376.46	
Spring Rummage Sale	3,604.41	
Mother's Day Tea	1,048.13	
Fall Rummage Sale	3,591.40	
Catering	5,431.35	
Mistletoe Tea	1,659.58	
Christmas Cheer Fund	<u>130.00</u>	
		<u>16,021.33</u>
		16,987.98
Donations		
Westminster United Church	\$13,500.00	
Lumsden Beach Camp	400.00	
St. Andrew's College	100.00	
Adopt-a-Family	100.00	
Anti-Poverty Ministry	200.00	
Westminster Staff	300.00	
Canadian Bible Society	80.00	
Christmas Cheer Fund	130.00	
Women's Inter-Church Council	25.00	
Christmas Lunch Expenses	<u>17.98</u>	
		14,852.98
Bank Balance December 31, 2018		\$
<u>2,135.00</u>		

Kay Day - Treasurer

8. Trustee Report for March 2018

The Westminster United Church Trustees met on April 23, 2018 with four agenda items.

- The trustees reviewed the proposed Westminster general insurance policy and recommended renewal of same for the period June 1, 2018 - May 31, 2019.
- Trustee Bob McMinn offered to create a digital record of all Westminster artifacts and supply this record to the church for safekeeping. This action has not yet taken place.
- The trustees will ask the church council to consider the need to hold the large cash reserve that is in the "Pew Fund".
- The trustees will ask the church council to consider the issue of building settlement in the northwest and northeast areas of the church.

Submitted by Darline Artemchuk, Bob McMinn, Audrey Forrest and Fraser Hunter

9. Wascana Presbytery

Submitted by Linda Dodd – Presbytery representative

Wascana Presbytery held 4 meetings in 2018. Two meetings were in the city (Wesley and Sunset) and two were in rural pastoral charges (Strasbourg and Grand Coulee). Meetings generally begin at 10:00 and finish around 4:30. Each meeting is filled with times for sharing and conversation on matters affecting the local settings and provincial matters. This year a large portion of each meeting focused on the upcoming change to the structure of the United Church of Canada.

A group of members of Presbytery formed a Transitional Coordinating Committee to help lead Wascana Presbyters through discussions about the future. We shared our thoughts about all of the things we like about Presbytery that we want to maintain, as well as some ideas that could go on the wish list. The Transitional Coordinating Committee took all of this information forward to a national meeting with representatives from across Canada. Each time new information was available it was shared with us for our information, feedback and consideration.

Presbytery meetings have always included committee meetings and reports to the full court. Always heard about the good things happening in Wascana Presbytery. The people who attended these meetings became closer as church friends. At the final meeting in November Tricia Gerhard led those gathered in a service of remembering and celebrating all of the amazing work that happens in our churches and all that will be rewarding in the new structure. It was a lovely service with special remembrances from several people, but it was also a sad time to think that this group of faithful presbyters will not meet again.

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The new structure includes the entire province of Saskatchewan as Region 4. We will get a new name in the near future. The regions will have to figure out how to do all of the work that was done within the 7 Presbyteries of the former structure. While it seems daunting the leaders of the Transitional committee will continue to work at putting things together to set us on a good track moving forward. It will be an interesting time of being church.